

ENT Clinic - Clinician Charge Entry in the EMR

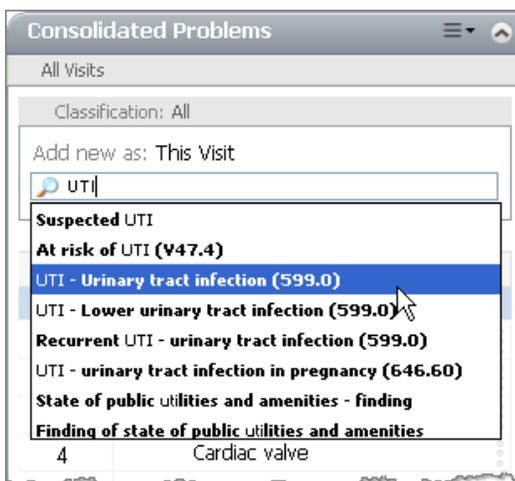
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Overview

- As you complete items (such as Ambulatory Charges) in the patient’s EMR, they are displayed on the Summary view.



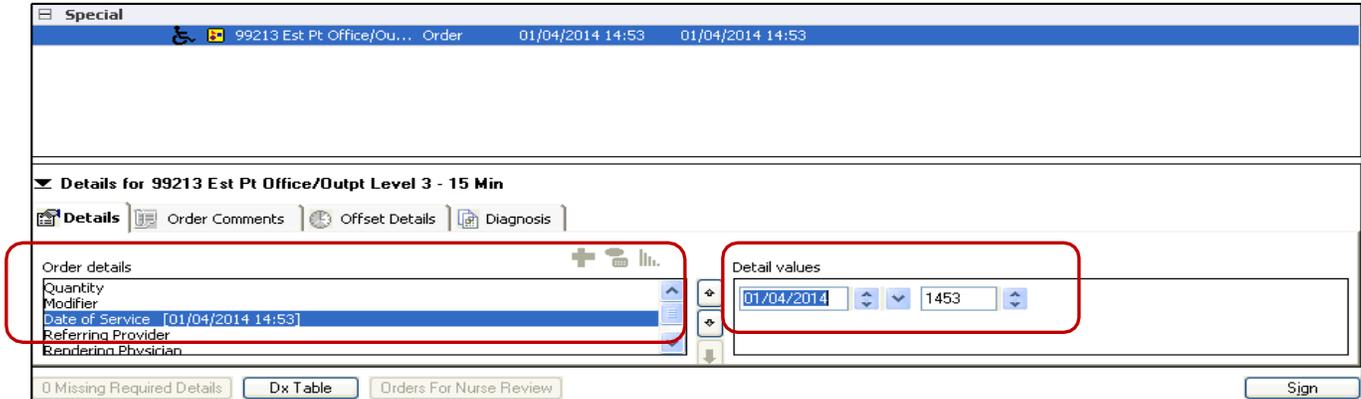
- Location** and **Referring MD** are also tracked automatically, and do not need to be entered.
- Do not enter charges before you see the patient. The patient must be checked in.
- The Diagnosis code needs to be in the Problem List **before** starting a Power Plan, or adding a one-off order. On the Quick Order page, use the Consolidated Problems section to add a new problem/diagnosis.



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How to Change Date of Service, Quantity or Modifiers

After selecting the charge order and “orders for signature”, you can modify any order details. For example, if you forgot to enter a charge for a patient from the previous day, you can change it in the order detail by modifying the **Date of Service** field.

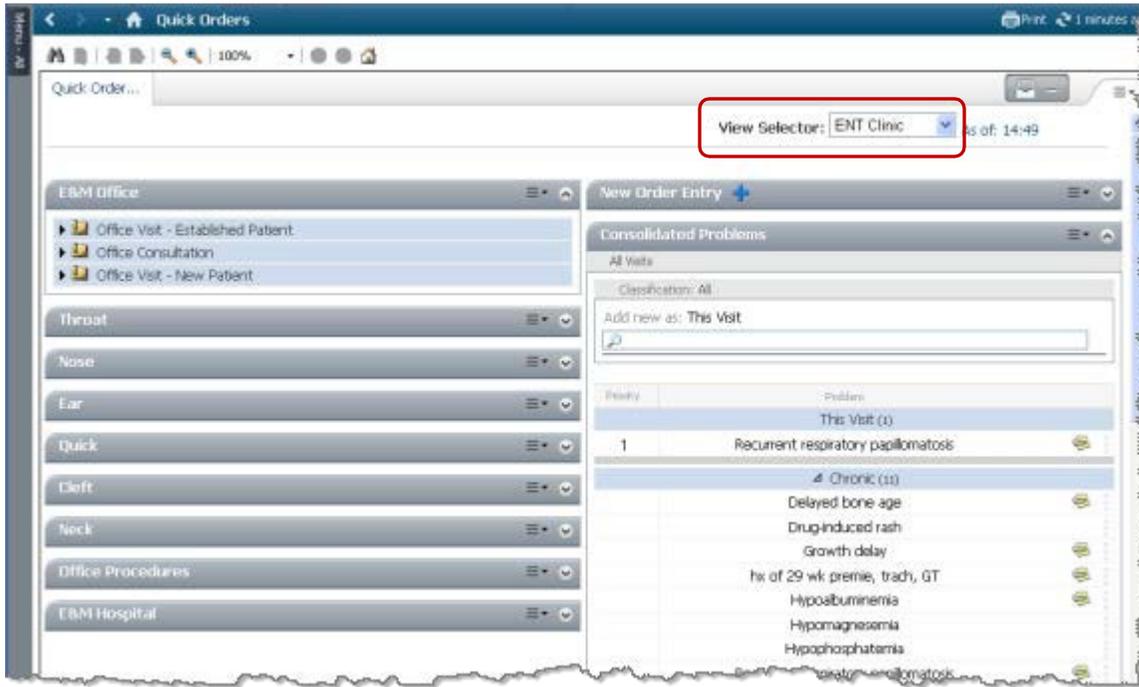


How to Enter Clinic Charges in the Quick Orders Window

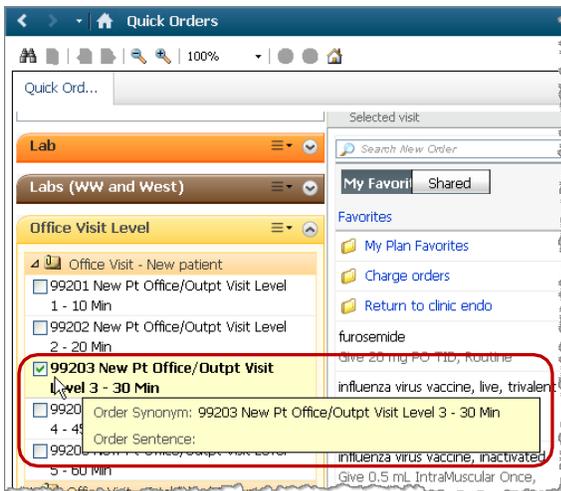
- 1 In the Ambulatory Organizer, you can click the **Charge Not Started** link to open the Quick Orders window. (Or, click **Quick Orders** in the menu)



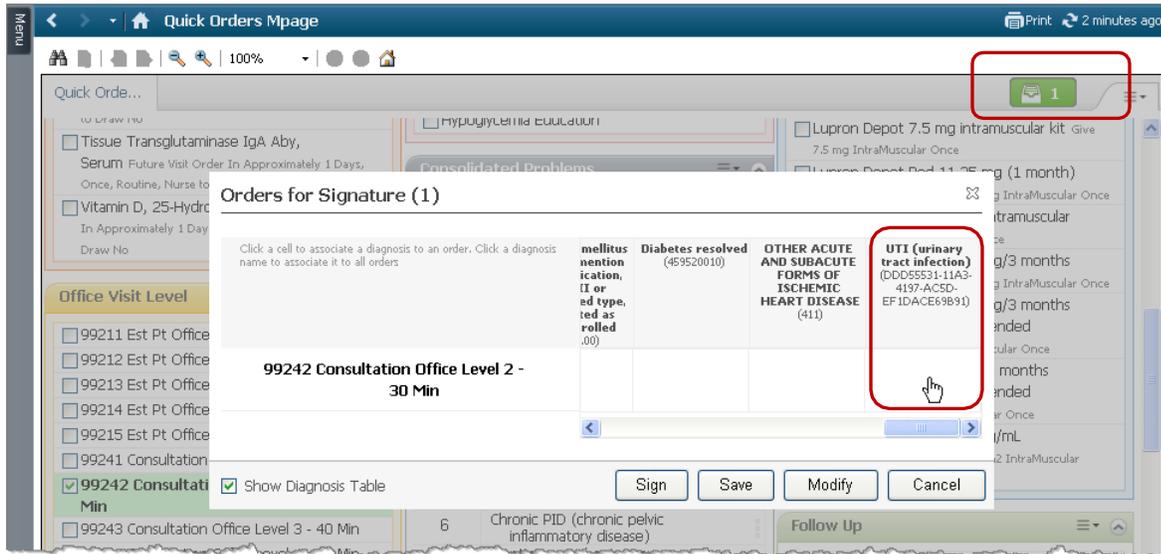
- In the Quick Orders window, select your clinic, if necessary. The last clinic you selected is already displayed.



- Find the appropriate charge and click in the checkbox to select it.



- 4 Click the **1** Orders for Signature icon to open the Orders for Signature window.

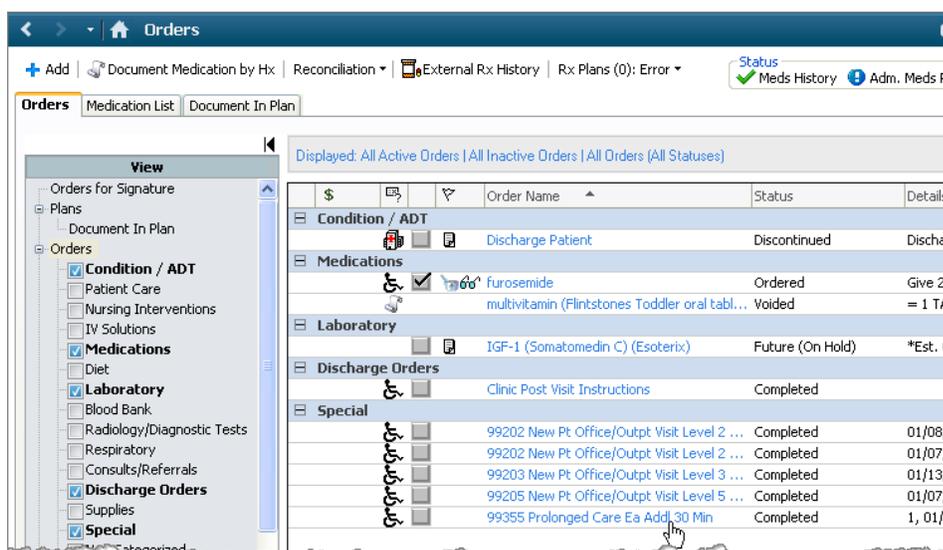


- 5 Select an appropriate Diagnosis for the charge. This example shows that the patient's reason for visit is a UTI.

If the patient's diagnoses from the Problem List are not displayed, enter the diagnosis into the Consolidated Problems section of the Quick Orders page and enter the charge again. The diagnosis can be either **This Visit** or **This Visit and Chronic**.

Note: It is best to enter the diagnosis that is the primary reason for the visit, whether or not the patient has chronic problems.

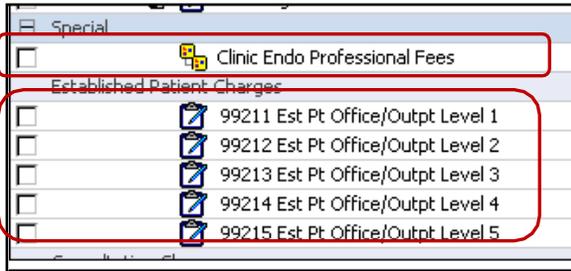
- 6 Click **Sign**.
- **Some groups have embedded the charge orders into other PowerPlans** - this makes it easier to enter the charges at the same time as other orders (Admission orders, Clinic Followup orders, Inpatient Charge PowerPlan)



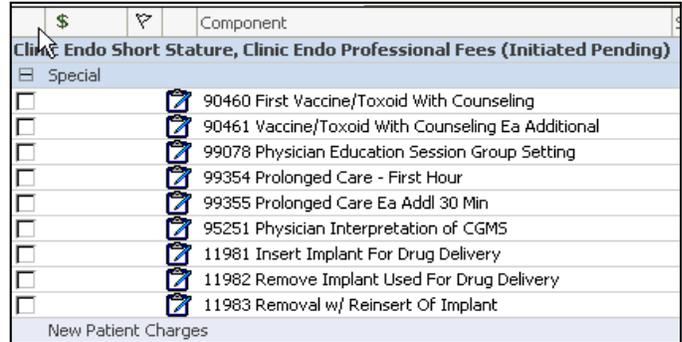
One example of a Power Plan that has charges is HemeOnc Clinic Follow Up and Charges.

Note: Charges are listed towards the bottom of the Power Plan and some procedures are also listed in subcategories. To open a subcategory, click to check the checkbox.

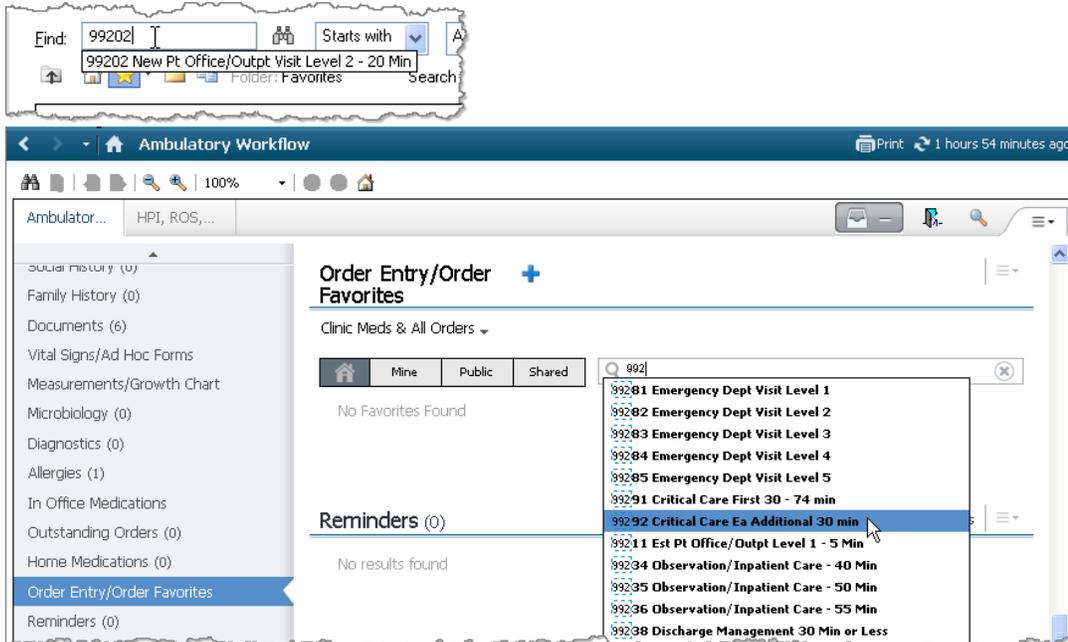
This is an example of Endo clinic subcategory:



This is an example of a subcategory that is opened:



- **You can enter a charge in any order entry window** – for example, search for charge numbers in the Add Order window or in the Ambulatory Workflow.



How to Schedule Surgical Procedures

▼ Details for Sched Adenoidectomy

Order details

Start Date/Time [*Est. 04/11/2014]

Future Order [Yes]

Location

PostOp Care [Outpatient]

Diagnosis

Complex Medical Case

Site of Procedure

Side of Procedure

Specify Side of Procedure

Length of Procedure [20 minutes]

Specify Length of Procedure

Total Case Length

Special Equipment

Specify Special Equipment

Possible Add on

Assist [No]

Coordinate With

Notify

Special Instructions

Start Date/Time – Defaults to Today/Now

Future Order – Defaults to Yes. Nothing needs to be done with this field unless you would like to select a specific date of surgery.

Location - This is a required field that is multi select. If more than one location is selected it communicates to the schedulers that it is the family's choice selected.

Post Op Care – Defaults to Outpatient

Diagnosis – This field is pulled in from the Diagnosis tab; needs to be an ICD 9 code.

Complex Medical Case - This is a yes/no field. It is not a required field so it does not need to be answered. If no or nothing is selected it does not appear on the schedulers details.

Site of Procedure – Free text field

Side of Procedure – Required field

Detail values
Left
Right
Bilateral
Midline
Specify

Specify Side of Procedure – Free text field

Length of Procedure –

Detail values
(None)
5 minutes
10 minutes
20 minutes
30 minutes
45 minutes
1 hour
1 hour, 30 minutes
2 hours
2 hours, 30 minutes
3 hours
3 hours, 30 minutes
4 hours
5 hours
6 hours
7 hours
8 hours
SPECIFY

Specify Length of Procedure – Free text field

Total Case Length – Free text field. This field allows providers to give one total case times if there are multiple procedures scheduled.

Special Equipment – Multi-select field

Specify Special Equipment - Free text field which can be used if a piece of equipment isn't listed.

Possible Add On - Yes/No field. Intent is to allow provider to communicate that the case being scheduled may or may not be done.

Assist - Yes/No field. This communicates to the scheduler that a helper surgeon is needed. Default to no. Rarely used.

Coordinate With – Free text field

Notify – Free text field

Special instructions – Free text field

How to Cancel a Surgical Order

The only position with access to Cancel or Cancel Reorder ENT surgical orders is the ENT Surgery Schedulers. If it is necessary to cancel a surgical order, the surgeon, NP or PA should communicate directly with the scheduler as soon as possible. This is to avoid the possibility of the scheduler proceeding with scheduling the case.