

# **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.

Char	rt Completion	≡• ⊘
	Visit Note Complete	
<ul> <li>Image: A start of the start of</li></ul>	Charges Complete	
~	Med Rec Complete	
-	Clinic Visit Summary Complete	

- 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 **<u>before</u>** 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.

	E 99213 Est Pt Office/Ou… Order 01/04/2014 14:53 01/04/2014 14:53
	▼ Details for 99213 Est Pt Office/Outpt Level 3 - 15 Min
	🖀 Details 🗽 Order Comments 🔐 Offset Details 🗋 📝 Diagnosis
1	Order details 🕇 🚡 📗 Detail values
	Quantity Modifier 4 017/04/2014 C 1453 C
	Date of Service [01/04/2014 14:53]
4	Rendering Provider
	0 Missing Required Details Dx Table Orders For Nurse Review Sign

## 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)

Ambulatory Organizer			
👫 🛄   📥 📄   🔍 🔍   100%	-   • • 🗳		
My Day Calendar	Open Items (6) Patients for:		
Patient	Appointment Details	Notes	Outstanding Actions
More Than 2 Days Ago (6)			
4 years Male	Genetics CI-Type A	Reason for Visit:Cafe-au-lait Spots Chief Complaint:Initial evaluation of multiple cafe au lait spo	ts.
		and the second s	Charge Not Started



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



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





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

< 🔹 🔸 🔒 Quick (	Orders Mpage						👼 Print  ನಿ 2 minut	es ago
A	100% 🔹   🌒 🖨 🟠					C		1
Quick Orde							1	<b>-</b>
Tissue Transglutamir	nase IgA Aby,	П нуродіўсенна Ерис	auun		Lupron D	Depot 7.5 mg intra	amuscular kit Give	
Serum Future Visit Ord	ler In Approximately 1 Days,	Consolidated Proble	ems	=-		opot Rod 11 DE :	~a (1 month)	
Once, Routine, Nurse to	Orders for Signature	e(1)				×	g IntraMuscular Once	
Vitamin D, 25-Hydro		~ /					itramuscular	
Draw No.	Click a cell to associate a diagno	sis to an order. Click a diagnosis	mellitus	Diabetes resolved	OTHER ACUTE	IITI (uripary	:e	
Drawno	name to associate it to all orders	an to all order order a draghout	nention	(459520010)	AND SUBACUTE	tract infection)	g/3 months	
Office Visit Lovel			II or		ISCHEMIC	4197-AC5D-	g IntraMuscular Once	
Office Histe Level			ed type, ted as		(411)	EF IDACE69891J	g/3 months	
99211 Est Pt Office			rolled .00)				indea	
99212 Est Pt Office	00242 Consultatio	n Offica Laval 2 -					cular Once	
99213 Est Pt Office	33242 001301000	n Min				վեղ	nded	
99214 Est Pt Office							ar Once	
99215 Est Pt Office			<				ı/mL	
99241 Consultation							-2 IntraMuscular	
99242 Consultati	✓ Show Diagnosis Table			Sign Save	: Modify	Cancel	]	
99243 Consultation	Office Level 3 - 40 Min	6 Chronic PID inflammat	(chronic p tory diseas	oelvic se)	Follow Up		=• @	

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)

< 🕞 🚽 者 Orders						Ē
+ Add   @ Document Medication by Hx	Reconcili	ation 🕶   \BiggeE:	kternal F	Rx History   Rx Plans (0): Error ▼	Status ✔ Meds History 🍕	Adm. Meds R
Orders Medication List Document In Pla	n					
	Diselana			United the Order LAN Order (All Order et al.)		
View	Displaye	d: All Active Ut	ders ( Al	I Inactive Orders (All Orders (All Statuses)		(
Orders for Signature	\$	₽,	7	Order Name 🔺	Status	Details
Plans     Decumpet In Plan	🗄 Con	dition / ADT				4
- Orders		🔁 🗐	2	Discharge Patient	Discontinued	Dischar
Condition / ADT	⊟ Med	lications				
Patient Care		<u>ک</u> ک	000	furosemide	Ordered	Give 20
Nursing Interventions		J°		multivitamin (Flintstones Toddler oral tabl.	Voided	= 1 TAB
IV Solutions	🗄 Labo	oratory	_			
Medications		<b>_</b>	32	IGF-1 (Somatomedin C) (Esoterix)	Future (On Hold)	*Est. 0
Diet	🗄 Disc	harge Order	5			
Laboratory				Clinic Post Visit Instructions	Completed	1
Blood Bank	🗄 Spe	cial 🛉 📃				
Radiology/Diagnostic Tests		Ę~		99202 New Pt Office/Outpt Visit Level 2	Completed	01/08/1
Consults/Referrals		Ē		99202 New Pt Office/Outpt Visit Level 2	Completed	01/0//
Discharge Orders		- E-		99203 New Pt Office/Outpt Visit Level 3	Completed	01/13/1
Supplies		Ę.		99205 New PCOInce/Outpt Visit Level 5 99355 Prolonged Care Ea Addl 20 Min	Completed	1.01/1
Special		с» —		99355 Projuliged Care Ea Add, 30 Min	completed	1,01/1
- has a second a second a		_				



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:

E Special	
	📲 Clinic Endo Professional Fees
Established Pat	ient Charges
	🔭 99211 Est Pt Office/Outpt Level 1
	🖄 99212 Est Pt Office/Outpt Level 2
	🔭 99213 Est Pt Office/Outpt Level 3
	🔭 99214 Est Pt Office/Outpt Level 4
	😰 99215 Est Pt Office/Outpt Level 5

This is an example of a subcategory that is opened:

1	\$	7		Component	<
Clin	्रे Endo S	hort	Sta	ture, Clinic Endo Professional Fees (Initiated Pending)	į.
⊟	Special				
			1	90460 First Vaccine/Toxoid With Counseling	
			7	90461 Vaccine/Toxoid With Counseling Ea Additional	
$\Box$			7	99078 Physician Education Session Group Setting	
			1	99354 Prolonged Care - First Hour	
			7	99355 Prolonged Care Ea Addl 30 Min	
			1	95251 Physician Interpretation of CGMS	
			7	11981 Insert Implant For Drug Delivery	
			1	11982 Remove Implant Used For Drug Delivery	
			1	11983 Removal w/ Reinsert Of Implant	
	New Patie	nt Ch	harge	95	

• 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.

Eind: 99202 ]	Starts with A Level 2 - 20 Min vontes Search	
🔨 🔪 👻 者 Ambulatory Workflo	W	🗐 Print , रे 1 hours 54 minutes ag
👫 📑   📥 📄   🔍 🔍   100% 🛛 🗸	• • 🗳	
Ambulator HPI, ROS,		🖂 — 🖡 🔍 🔳
Sucial History (u) Family History (0)	Order Entry/Order 🕂 Favorites	≡+
Documents (6)	Clinic Meds & All Orders 🚽	
Vital Signs/Ad Hoc Forms Measurements/Growth Chart Microbiology (0)	Mine         Public         Shared           No Favorites Found	992 93281 Emergency Dept Visit Level 1 93282 Emergency Dept Visit Level 2
Diagnostics (0)		99283 Emergency Dept Visit Level 3
Allergies (1)		39284 Emergency Dept Visit Level 4
In Office Medications		99291 Critical Care First 30 - 74 min
Outstanding Orders (0)	Reminders (0)	99292 Critical Care Ea Additional 30 min
Home Medications (0)	No results found	392/34 Observation/Inpatient Care - 40 Min
Order Entry/Order Favorites		99235 Observation/Inpatient Care - 50 Min
Reminders (0)		93236 Observation/Inpatient Care - 55 Min 93238 Discharge Management 30 Min or Less



## How to Schedule Surgical Procedures

🖀 😵 Details 📴 Order Comments 🗎 🖟
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 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.