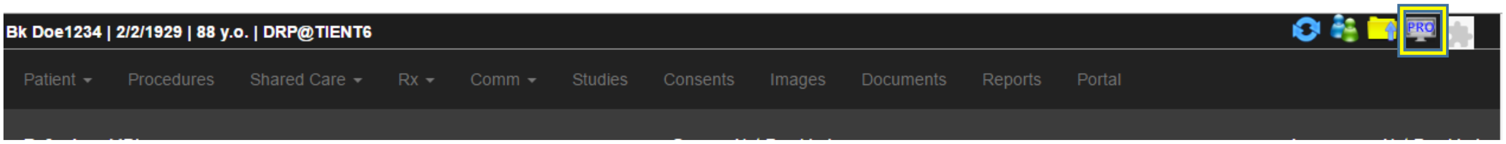
HOW TO ENTER SURGICAL ENCOUNTERS IN INTELLECHART PRO

The purpose of this training is to demonstrate how to create surgical encounters in IntelleChartPRO and complete surgical billing.

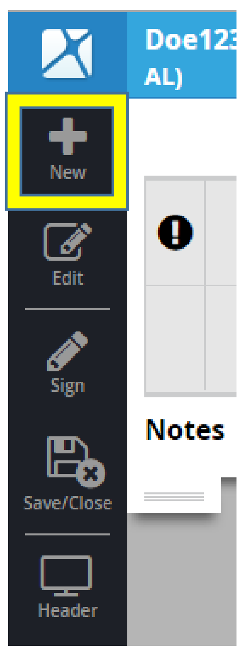
Required Tools for This Training: Staff members responsible for documenting surgeries and staff members responsible for billing surgeries.

Permissions: Chart edit and coding permissions are required for this task.

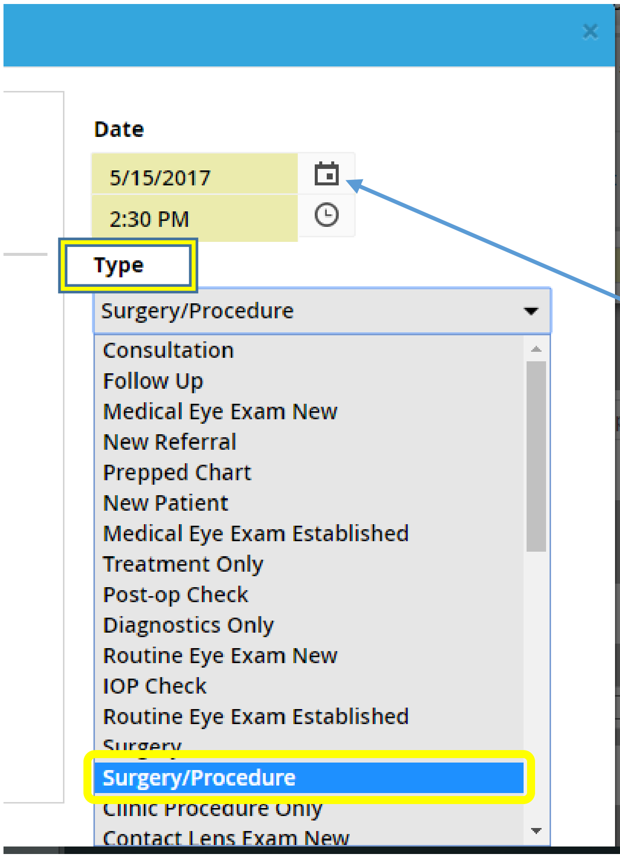
The patient chart may be accessed from the workflow by clicking on the patient name and opening the patient summary, or by searching for the patient in the search area on the workflow and opening the summary. From the summary, open the patient chart by clicking on the "PRO" icon in the upper right of the page.



Once the chart is open, add a new encounter by clicking on the "+" in the black bar at the left of the page

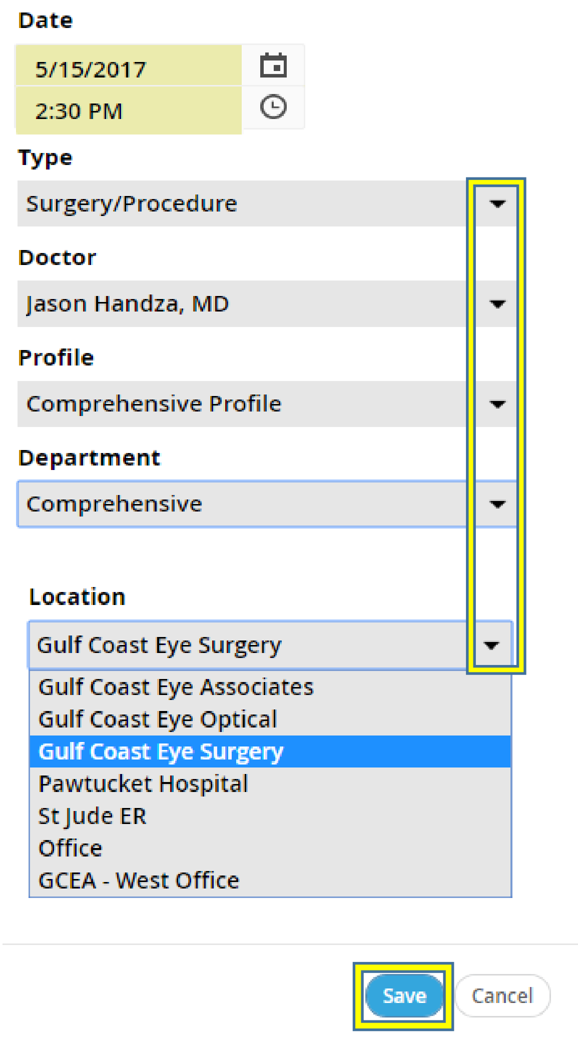


This will bring up the encounter detail window. If the surgery schedule has been mapped to the workflow there should be a corresponding appointment in the left side of the box that should be highlighted. Most of the information will populate from the highlighted appointment. In all cases, it is necessary to select the TYPE of encounter from the drop-down. Select "Surgery/Procedure"

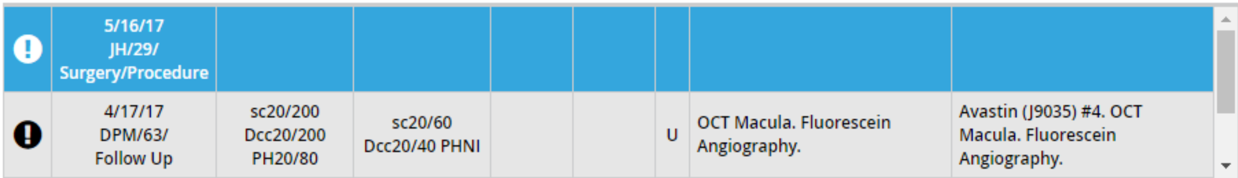


If the patient has been selected by the "search" method, verify the date of the procedure. Changes can be made by clicking on the calendar icon, and selecting the correct date from the calendar.

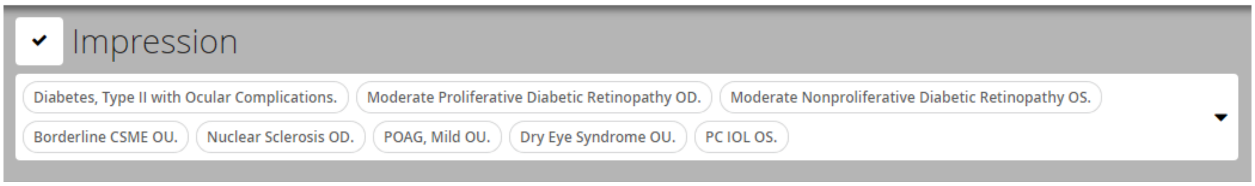
Verify that the other information in the encounter details is correct. To edit the information select from the appropriate drop-down. SAVE the information to create the new encounter.



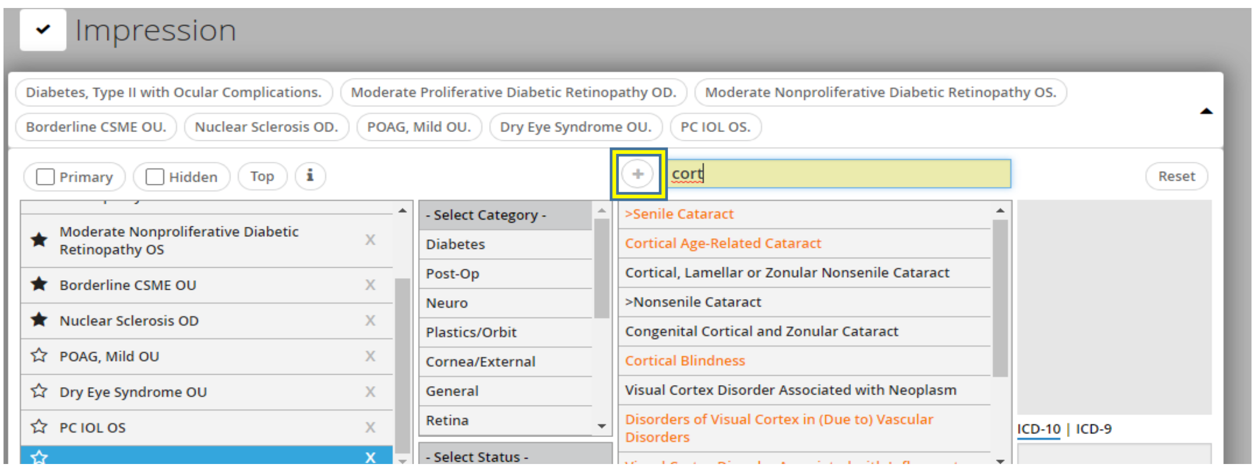
The new encounter will display, and will be highlighted.



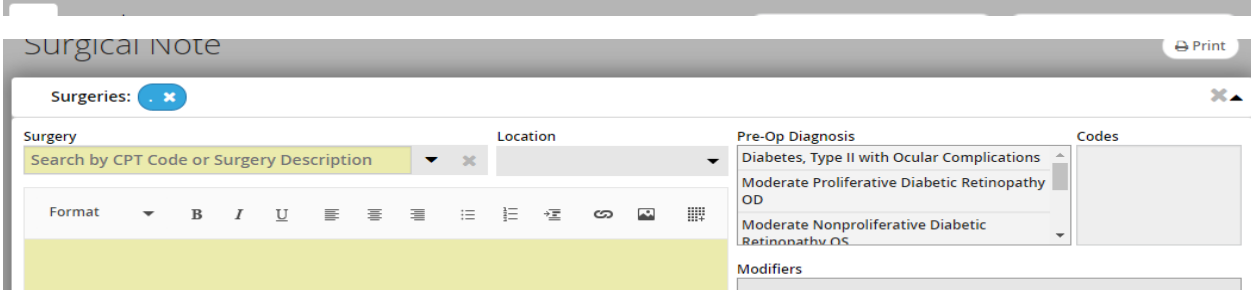
Under "Impression", the available diagnoses will display.



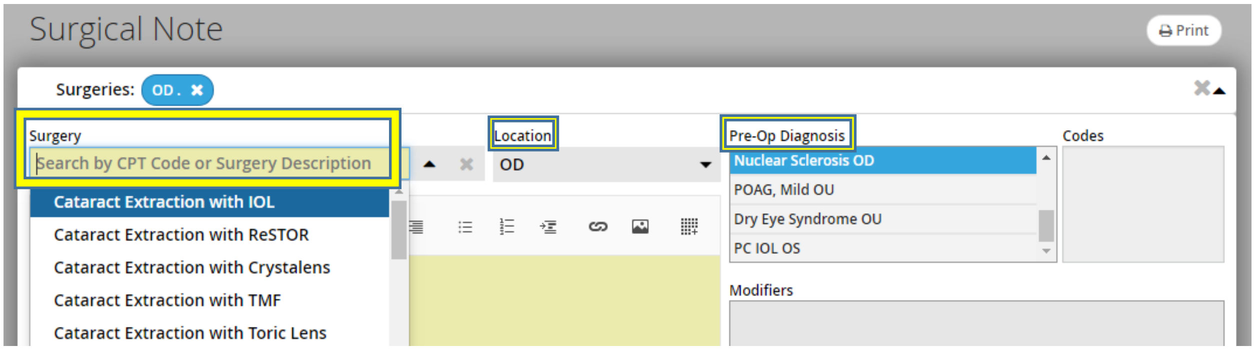
If the appropriate diagnosis is not displayed, it can be added by clicking on any of the "bubbles." That will open the field. Click the "+" to add a new diagnosis and search for the correct diagnosis. Select the diagnosis, and indicate the eye(s). That diagnosis will be added to the list. Click on the grey area outside the field to close the field and save the entry.



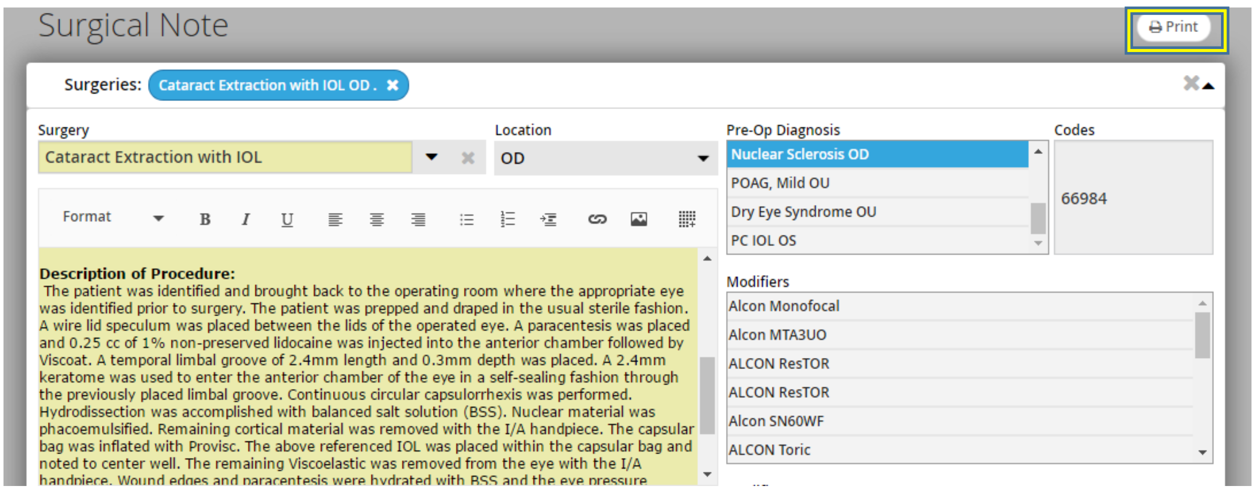
Click on the "Surgical Note" to open the field.



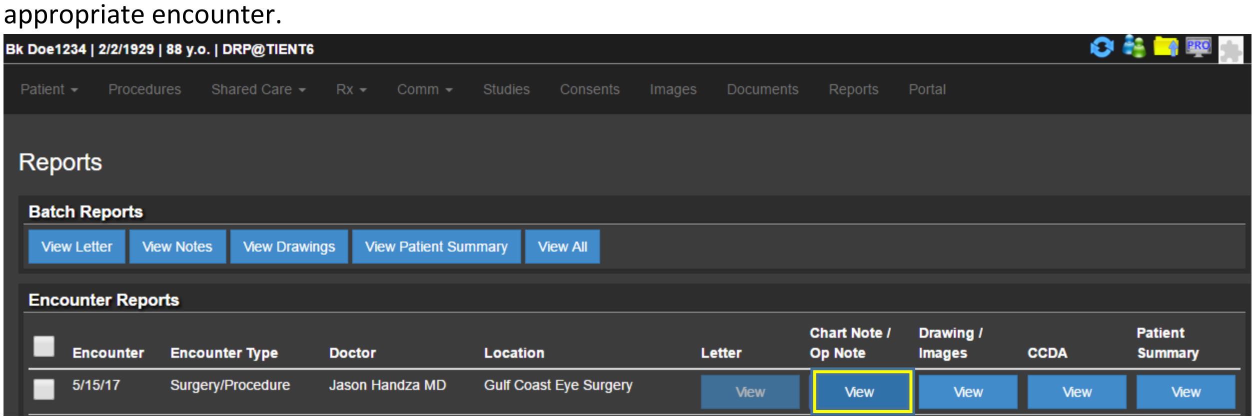
Search for the procedure that was performed; this can be done by typing CPT code or name of procedure in search box; or by selecting the procedure from the drop-down menu. Select the eye, and link the appropriate diagnosis by clicking on the diagnosis to highlight it.



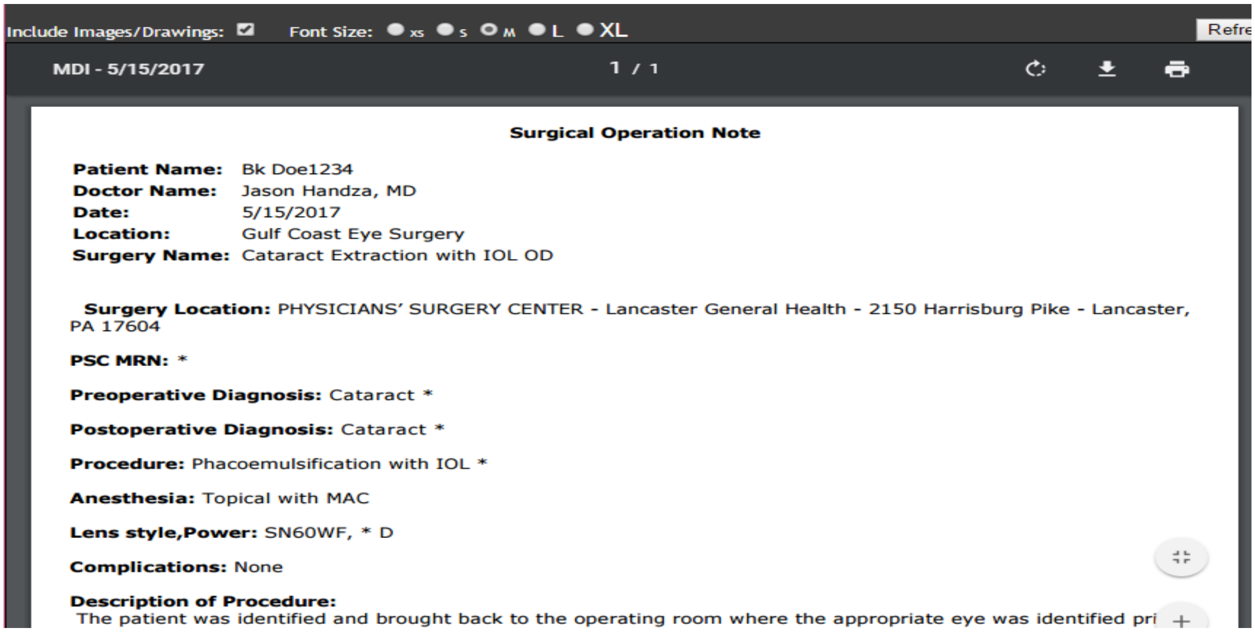
If the practice has built a surgical note for a procedure into the system it will populate in the yellow box. This report can be edited by clicking in the box, and adding or deleting information as needed.



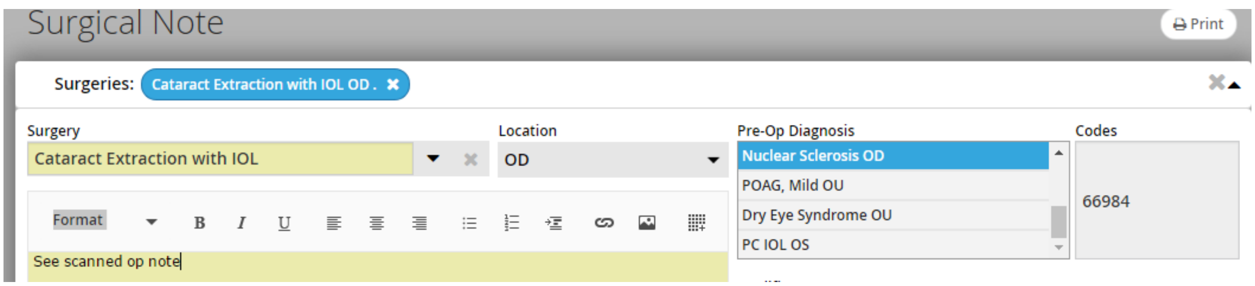
This report may be printed from the chart by clicking the "Print" icon. It may also be printed from the Patient Summary page once the encounter has been signed, by going to the "Reports" tab and selecting "Chart Note/ Op Note" for the appropriate encounter.



To print the report, click on the printer icon.



If the practice does not have a report for a particular procedure, a note may be typed in the yellow box to indicate where this report can be found.



If the surgeon wishes to insert a drawing in reference to the surgery, the drawing program can be accessed from here and the drawing inserted into this encounter

If additional procedures were performed, click in the white area on the line next to the procedure that has been entered. This will add a new procedure "bubble" and open the field. Repeat the above steps to add that procedure, and, if necessary any additional procedures.

Once the encounter information is completed, click on the grey area outside the field to close the field and save the entry.

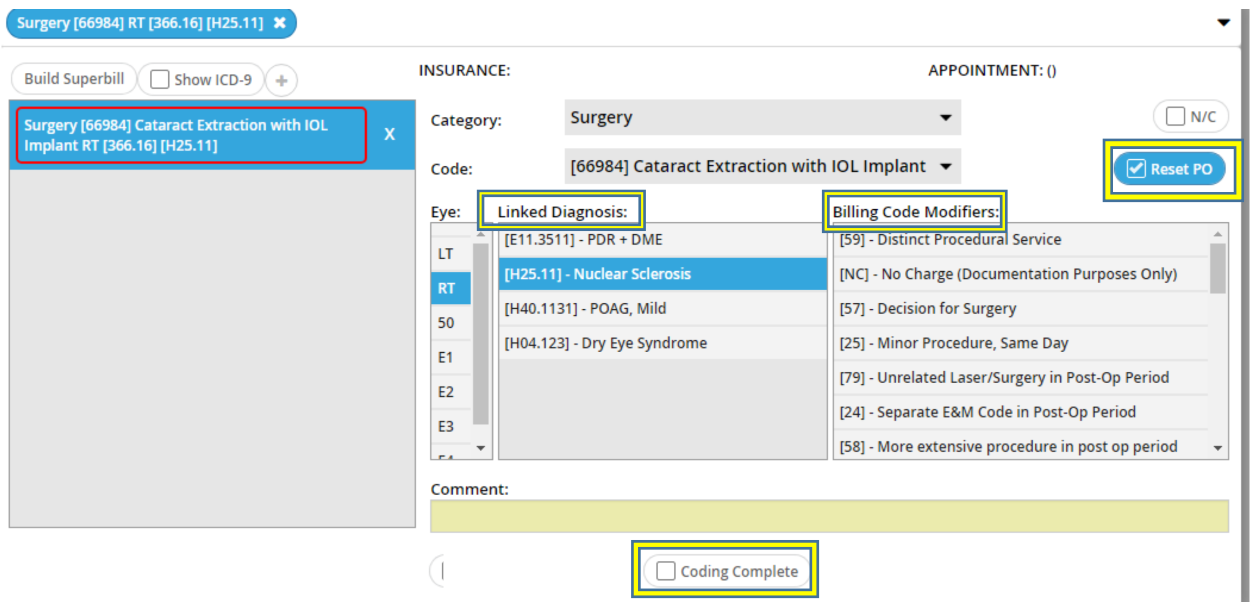
To open the Coding area click on "Coding."

The coding field will open, and each of the entered procedures should display, with the diagnosis that was indicated in the surgical note. If additional diagnoses need to be connected with a procedure highlight the procedure and link any diagnoses needed by highlighting in center column.

Billing Modifiers may be added by highlighting the necessary modifier(s) in the Right-hand column

If this is a new surgery within the post-op period of another surgery, make sure that the "Reset PO" is highlighted.

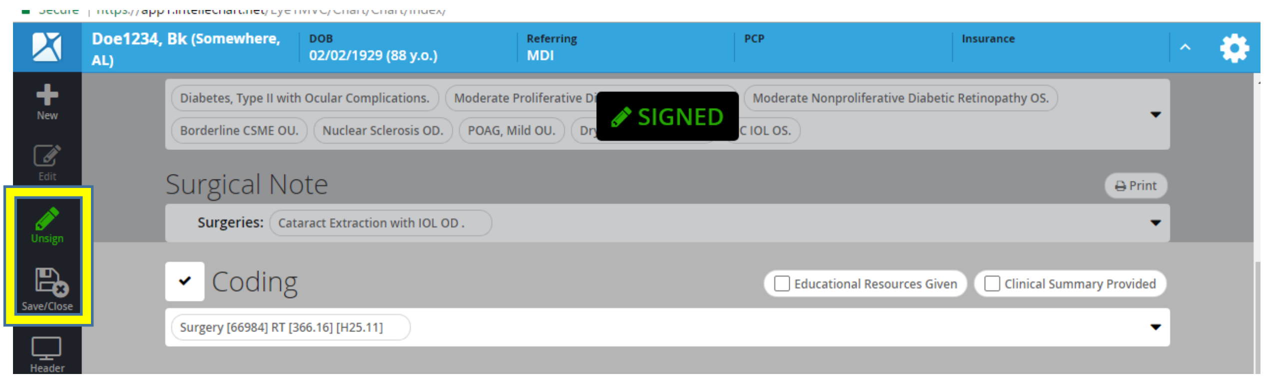
After information is verified, click "Coding Complete." This will close the field, and the check-box next to "Coding" will turn green. This information will transmit to the billing notification section on the workflow page.



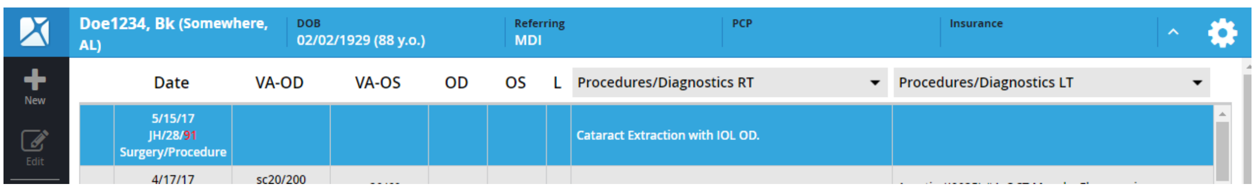
Note that coding may be completed after the chart has been signed if that flow better fits the practice model.

Sign the encounter by clicking the “Sign” icon in the black bar at the left of the screen. The icon will turn green, indicating that the chart is signed, and the encounter will be locked for editing.

“Save & Close” the chart by clicking the “Save & Close” icon.



When the chart is re-opened subsequent encounters will display a “count-down” of days remaining in the post-op period for the procedure in the chart header as a red number.



For additional questions please contact support at 1-813-435-9200, option 1 then 2