

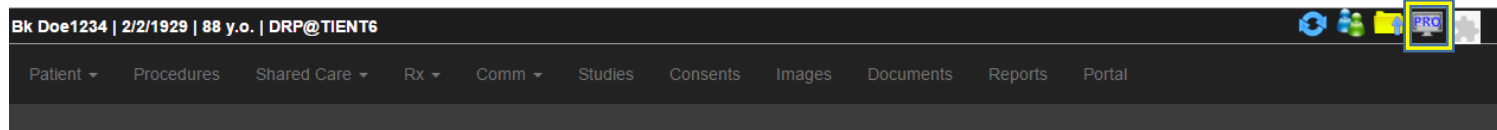
HOW TO ENTER SURGICAL ENCOUNTERS IN INTELLICHART PRO

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

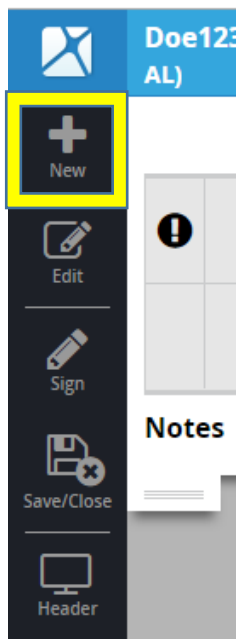
Required Tools for This Training: Staff members responsible for documenting surgeries and staff members responsible for billing surgeries.

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

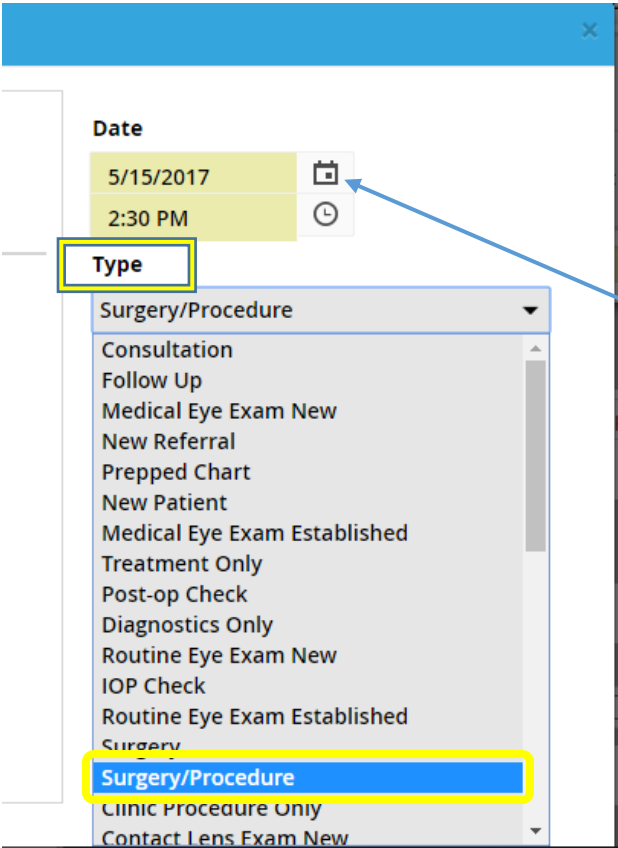
The patient chart may be accessed from the workflow by clicking on the patient name and opening the patient summary, or by searching for the patient in the search area on the workflow and opening the summary. From the summary, open the patient chart by clicking on the “PRO” icon in the upper right of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

Date

5/15/2017	
2:30 PM	

Type

Surgery/Procedure	▼
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Doctor

Jason Handza, MD	▼
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Profile

Comprehensive Profile	▼
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Department

Comprehensive	▼
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Location

Gulf Coast Eye Surgery	▼
Gulf Coast Eye Associates	
Gulf Coast Eye Optical	
Gulf Coast Eye Surgery	
Pawtucket Hospital	
St Jude ER	
Office	
GCEA - West Office	

Save	Cancel
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The new encounter will display, and will be highlighted.

!	5/16/17 JH/29/ Surgery/Procedure							
!	4/17/17 DPM/63/ Follow Up	sc20/200 Dcc20/200 PH20/80	sc20/60 Dcc20/40 PHNI			U	OCT Macula. Fluorescein Angiography.	Avastin (J9035) #4. OCT Macula. Fluorescein Angiography.

Under “Impression”, the available diagnoses will display.

☒ Impression

Diabetes, Type II with Ocular Complications. Moderate Proliferative Diabetic Retinopathy OD. Moderate Nonproliferative Diabetic Retinopathy OS.

Borderline CSME OU. Nuclear Sclerosis OD. POAG, Mild OU. Dry Eye Syndrome OU. PC IOL OS.

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.

☒ Impression

Diabetes, Type II with Ocular Complications. Moderate Proliferative Diabetic Retinopathy OD. Moderate Nonproliferative Diabetic Retinopathy OS.

Borderline CSME OU. Nuclear Sclerosis OD. POAG, Mild OU. Dry Eye Syndrome OU. PC IOL OS.

☐ Primary ☐ Hidden

+

cort

Reset

- Select Category -

>Senile Cataract
 Cortical Age-Related Cataract
 Cortical, Lamellar or Zonular Nonsenile Cataract
 >Nonsenile Cataract
 Congenital Cortical and Zonular Cataract
 Cortical Blindness
 Visual Cortex Disorder Associated with Neoplasm
 Disorders of Visual Cortex in (Due to) Vascular Disorders

Moderate Nonproliferative Diabetic Retinopathy OS
 Borderline CSME OU
 Nuclear Sclerosis OD
 POAG, Mild OU
 Dry Eye Syndrome OU
 PC IOL OS

- Select Status -

Click on the “Surgical Note” to open the field.

Surgical Note

Print

Surgeries:

Surgery

Search by CPT Code or Surgery Description

Location

Pre-Op Diagnosis

Codes

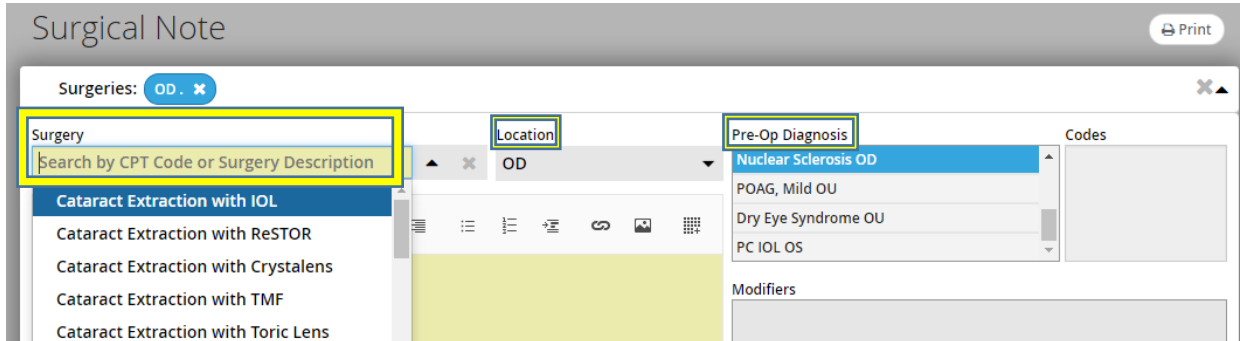
Format

B I U

Diabetes, Type II with Ocular Complications
 Moderate Proliferative Diabetic Retinopathy OD
 Moderate Nonproliferative Diabetic Retinopathy OS

Modifiers

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.



Surgical Note Print

Surgeries: **OD**

Surgery
Search by CPT Code or Surgery Description

- Cataract Extraction with IOL
- Cataract Extraction with ReSTOR
- Cataract Extraction with Crystalens
- Cataract Extraction with TMF
- Cataract Extraction with Toric Lens

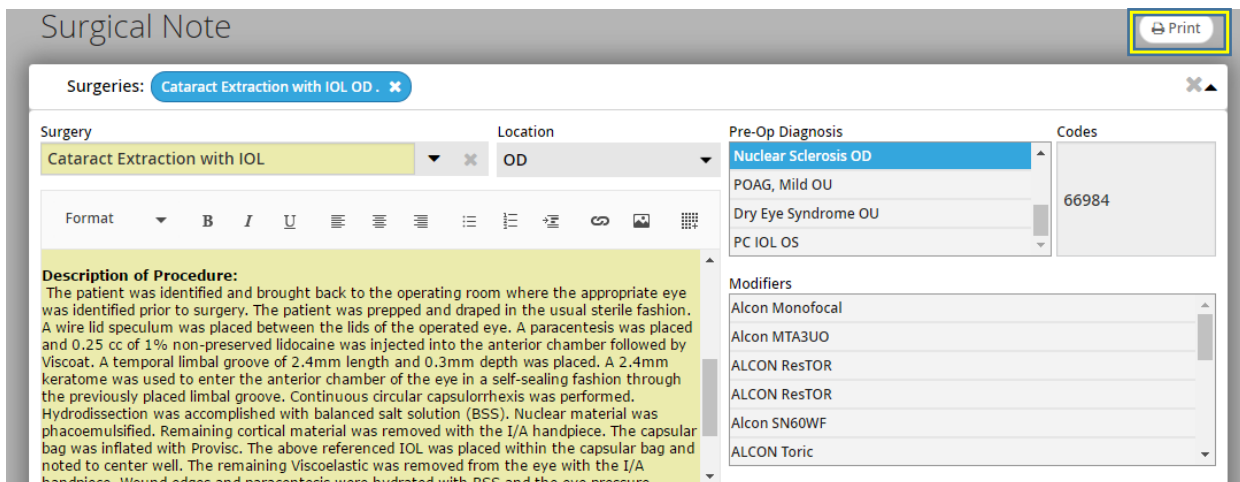
Location
OD

Pre-Op Diagnosis
Nuclear Sclerosis OD
POAG, Mild OU
Dry Eye Syndrome OU
PC IOL OS

Codes

Modifiers

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.



Surgical Note Print

Surgeries: **Cataract Extraction with IOL OD**

Surgery
Cataract Extraction with IOL

Location
OD

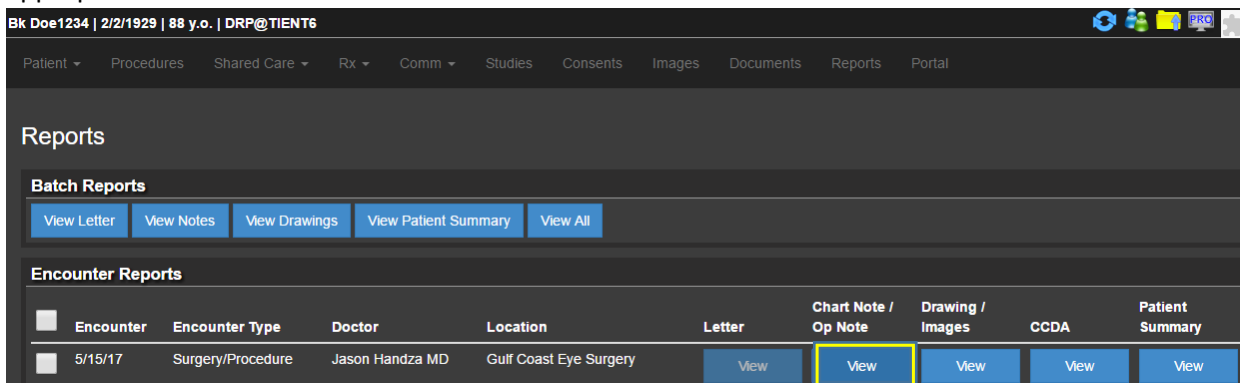
Pre-Op Diagnosis
Nuclear Sclerosis OD
POAG, Mild OU
Dry Eye Syndrome OU
PC IOL OS

Codes
66984

Modifiers
Alcon Monofocal
Alcon MTA3UO
ALCON ResTOR
ALCON ResTOR
Alcon SN60WF
ALCON Toric

Description of Procedure:
The patient was identified and brought back to the operating room where the appropriate eye was identified prior to surgery. The patient was prepped and draped in the usual sterile fashion. A wire lid speculum was placed between the lids of the operated eye. A paracentesis was placed and 0.25 cc of 1% non-preserved lidocaine was injected into the anterior chamber followed by Viscoat. A temporal limbal groove of 2.4mm length and 0.3mm depth was placed. A 2.4mm keratome was used to enter the anterior chamber of the eye in a self-sealing fashion through the previously placed limbal groove. Continuous circular capsulorhexis was performed. Hydrodissection was accomplished with balanced salt solution (BSS). Nuclear material was phacoemulsified. Remaining cortical material was removed with the I/A handpiece. The capsular bag was inflated with Provisc. The above referenced IOL was placed within the capsular bag and noted to center well. The remaining Viscoelastic was removed from the eye with the I/A handpiece. Wound edges and paracentesis were hydrated with BSS and the eye pressure

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.



Bk Doe1234 | 2/2/1929 | 88 y.o. | DRP@TIENT6

Patient | Procedures | Shared Care | Rx | Comm | Studies | Consents | Images | Documents | Reports | Portal

Reports

Batch Reports
View Letter | View Notes | View Drawings | View Patient Summary | View All

Encounter Reports

Encounter	Encounter Type	Doctor	Location	Letter	Chart Note / Op Note	Drawing / Images	CCDA	Patient Summary
5/15/17	Surgery/Procedure	Jason Handza MD	Gulf Coast Eye Surgery	View	View	View	View	View

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.”

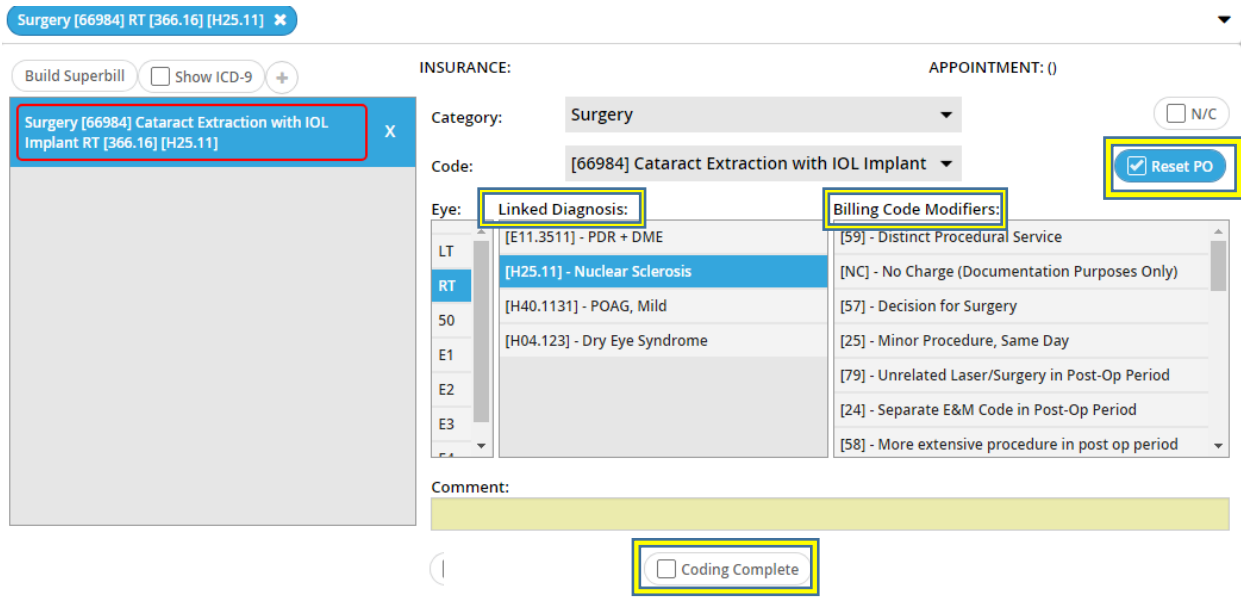


The coding field will open, and each of the entered procedures should display, with the diagnosis that was indicated in the surgical note. If additional diagnoses need to be connected with a procedure highlight the procedure and link any diagnoses needed by highlighting in center column.

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.

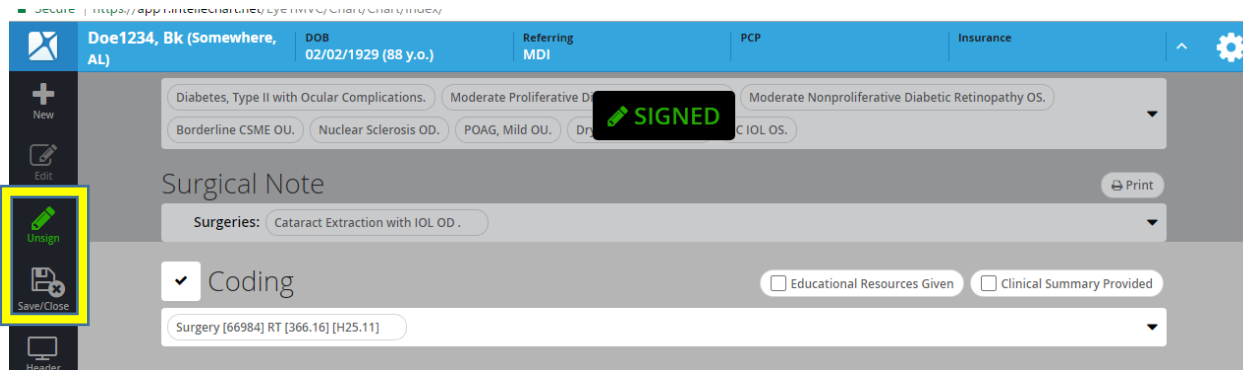
After information is verified, click “Coding Complete.” This will close the field, and the check-box next to “Coding” will turn green. This information will transmit to the billing notification section on the workflow page.



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.

Date	VA-OD	VA-OS	OD	OS	L	Procedures/Diagnostics RT	Procedures/Diagnostics LT
5/15/17 JH/28/17 Surgery/Procedure						Cataract Extraction with IOL OD.	
4/17/17	sc20/200						

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

