

Title: ICP – Clinic to Checkout Workflow

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Document Date: 6/11/2021

Revision Number: V001

Purpose

Streamline clinic and checkout processes by completing scheduling and coding sections in IntellectPRO (ICP) and utilize the workflow page to communicate clinic workflow.

1. Clinical team must complete disposition/follow up section of chart (complete the fields: provider, return schedule (ex. 3 weeks), type of exam, diagnostics, procedures, surgeries needed, eye, procedure modifier under "other" (ex. Special materials needed for procedures/surgeries), practice location)

| Number | Eye | Other | Location |
|--------|----------------------|-------|---------------------------|
| 1 | Right Eye | | Gulf Coast Eye Associates |
| 2 | Right Eye > Left Eye | | GCEA - South |
| 3 | Left Eye | | Gulf Coast Eye Optical |
| 4 | Left Eye > Right Eye | | Gulf Coast Eye Surgery |
| 5 | Both Eyes | | GCEA - North |
| 6 | Left Upper Lid | | GCEA - East |
| 7 | Right Upper Lid | | |

2. Clinical team must complete coding section of the chart (coding complete and/or submit coding complete) ensure all line items have a linked diagnoses and/or billing code modifier if applicable. All red demarcation lines within each line item should be reviewed as this indicates a billing issues

| Eye | Linked Diagnosis | Billing Code Modifiers |
|-----|--------------------------------------|-------------------------------------|
| LT | [H35.371] - Epiretinal Membrane | [59] - Distinct Procedural Service |
| RT | [H40.1133] - POAG, Severe | [57] - Decision for Surgery |
| SO | [H25.11] - Nuclear Sclerosis | [25] - Minor Procedure, Same Day |
| E1 | [H25.811] - Combined Senile Cataract | [79] - Unrelated Laser/Surgery in F |
| E2 | [Z96.1] - Pseudophakia | [24] - Separate E&M Code in Post- |
| E3 | [H35.3230] - Neovascular AMD | [58] - More extensive procedure in |
| E4 | [H04.123] - Dry Eye Syndrome | [78] - Return to Surgery for Relate |

3. Clinical team must move patient in workflow page to "Checkout" (drag and drop)

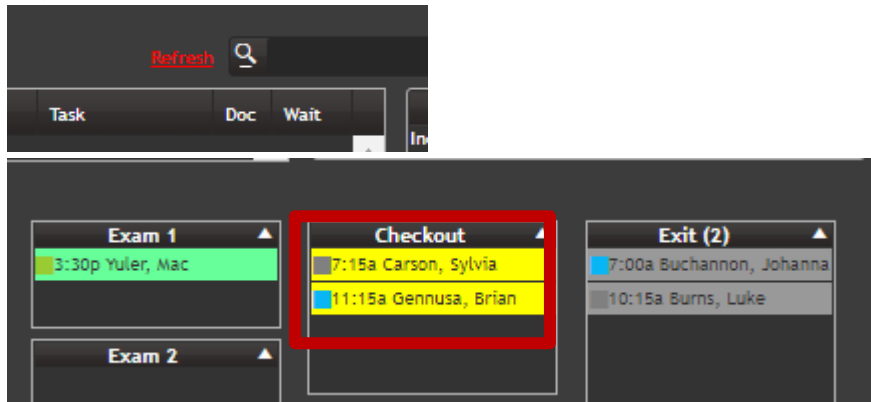
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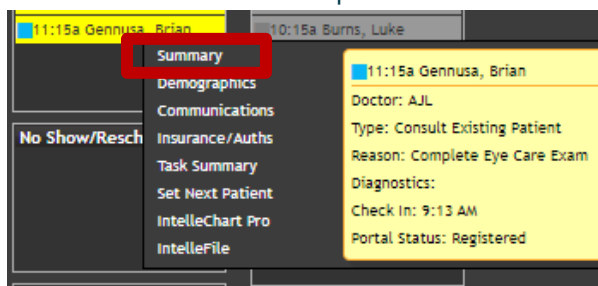
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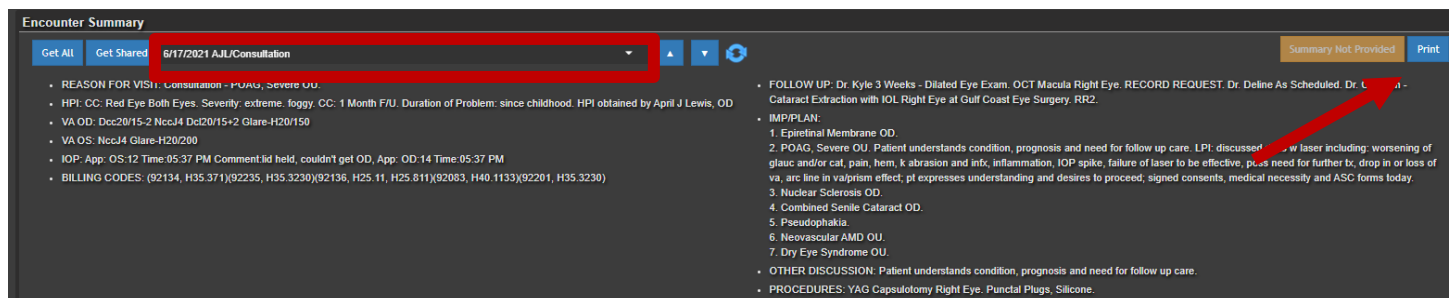
- Checkout team must refresh and view the workflow page (select the refresh hyperlink at top of workflow page)



- Checkout team to click on patient's name on workflow page and select summary



- Checkout team to print "Patient Summary" if encounter is signed (White text on the encounter date drop-down indicates it is signed) The encounter summary is located at the middle of the summary page



- Checkout team to issue portal access if this was not done at check-in by either printing registration form, e-mailing or texting the link to e-mail and mobile number on file (tab for "Portal" indicates Registered vs. Not Registered if this portal access has been issued to the patient in the past. If patient has already connected, there will be a "Patient Connected" checked off)

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8. Checkout team to review “Billing Codes” for completion

9. Checkout team to review “Follow Up” to coordinate return visit for the patient

10. Checkout team to schedule return visit in PM system

11. Checkout team to move patient in workflow to “Exit” (drag and drop)

Revision History

| Revision | Date | Changes | Requested By |
|----------|-----------|-----------------|--------------|
| V001 | 6/11/2021 | Initial Release | |