Nextech

MEETING MINUTES

Meeting date [09/15/2021]   **Time** [2:00 EST]

Client Name	His Vision Eye Care	**Attendees:** Dr. Groves, Scott and staff
Note Taker	Shannon Chaney	

AGENDA TOPICS: EMR SESSION 4

Discussion:

- Completing clinical chart
- Impression/Plan
    - o Providers can reorder their diagnoses based on priority by dragging the numbers
    - o Clicking next to the diagnosis will allow the providers to populate discussion items
    - o Discussion items will carry forward
- Entering in follow up information
    - o Allows the front desk to know what to schedule the patient back for
    - o Allows (if applicable) the surgery coordinators to see what the providers would like the patient to be scheduled for
- Final Specialty Medications-update if needed what patient is leaving the office on
- Coding section- tells you what it needs "select diagnosis", can add modifiers if needed
- Letters- Physicians will complete letters last if doing a letter, selecting "Fax" signs letter, signs exam and schedules letter to fax. "Letter Signed"- very specific workflow, signs letter and exam but pushes to Pending Letters on workflow
- How to document a surgery encounter- Surgery/Procedure(Surgery Center or OR)
    - o Created for documentation and billing purposes
- Billing workflow
    - o Biller/Admin has access to the coding/superbill portion of the patient's chart without affecting the clinical exam
    - o If there are clinical changes that need to be made, it needs to go back to the clinical staff (provider)
    - o Remember to SUBMIT-ICD10 to remove them from the pending page. This will push the charges over to P+ and move to the Completed Billing folder.
    - o We always recommend for the codes in the EMR and PM match
    - o Incomplete Charts- Something is missing, typically encounter isn't signed off/coding hasn't been completed
- Chart Prepping- Chart Prep can make or break your Go Live!
    - o See Attachments-will review on the next call

Reminders/Action Items:

- • Surgery/Procedure encounter type only used when taking the patient to the OR/Surgery Center
- • Start Chart Prepping once you see patients coming into ICP- We recommend chart prepping the first 2-3 weeks after Go Live, <mark>starting with your Go Live date</mark>!

Remember to use the Community Portal as your resource for educational webinars and helpful how-to's if you have questions in between phone sessions!
Login here: http://www.nextech.com/client-support

Billing Webinar for review below:

https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Billing-Process-Review

Chart Prepping Webinars:

https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Chart-Prepping-Tutorial-Paper-Charts

https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Chart-Prepping-Tutorial-Working-with-Prepped-Charts

Access the Recording for this call at the link below:

Recording-1 (88 MB):
https://service.ringcentral.com/rec/play/shoFxBOvH5hgcG1b3RWKrdlSTwOaVJ_CGeeCR-3Boas1dlhAicuzzWYISF8rralQYiqMlF6-71jIs7lS
Recording-1 (39 MB):
https://service.ringcentral.com/rec/play/sUxXl0L9H5BgIGsF0BWK_IoGTwKeXJzCTOPRR-LH96QyfwgR2sy9z2VfHlQqppoeGNCR2345ViltNcPi
Recording-1 (88 MB):
https://service.ringcentral.com/rec/play/5E4PkhWrG5pgdzlbhBWKqotRT1jIBpXCSOLVQLDHpqBhewtHgJ-_yGgOTlVXeJRpWh55EYNCpngKNx4

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