

**Title:** ICP – Adding Diagnostic Tests

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**SOP Number:** PS-B001

**Document Date:** 6/24/2021

**Revision Number:** V001

### Purpose

Add diagnostic testings with the corresponding CPT codes, default findings, and master findings to the chart.

### Process

Filter profile specific diagnostics data through the Knowledge Base.

### General Instructions and Responsibility

Step	Task	Responsible Party
1.0	Add CPT code under Billing Codes <ol style="list-style-type: none"> <li>Admin</li> <li>Knowledge Base</li> <li>Filtering → Select Profile</li> <li>Coding → Billing Codes</li> <li>CPT → Diagnostics</li> <li>Search for CPT code on left column, drag and drop to right column</li> <li>Save (floppy disc icon on upper right hand corner)</li> </ol>	ICP Admin/Super User
2.0	Search for Diagnostic Test under Elements <ol style="list-style-type: none"> <li>Admin</li> <li>Knowledge Base</li> <li>Filtering → Select Profile</li> <li>Exam → Elements → Diagnostics</li> <li>Search by CPT code or descriptions on left column, drag and drop to right column</li> <li>Save (floppy disc icon on upper right hand corner)</li> </ol>	ICP Admin/Super User
3.0	Add Findings <ol style="list-style-type: none"> <li>Admin</li> <li>Knowledge Base</li> <li>Filtering → Select Profile</li> <li>Exam → Findings → Diagnostics</li> <li>Add Master Findings First (&gt; in front of text) which represent title of list</li> <li>Isolate Master Findings List to reorganize and add findings to the list (last drop-down menu find master finding (TIP: scroll to the bottom of list))</li> <li>Drag and drop desired findings from left column to right column</li> <li>Save (floppy disc icon on upper right hand corner)</li> </ol>	ICP Admin/Super User
4.0	Add Default Findings <ol style="list-style-type: none"> <li>Admin</li> <li>Knowledge Base</li> </ol>	ICP Admin/Super User

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	<ol style="list-style-type: none"> <li>3. Filtering → Select Profile</li> <li>4. Exam → Exam/Testing Default Findings</li> <li>5. Diagnostics → select diagnostic test</li> <li>6. Drag and drop desired findings from left column to right column (TIP: Master findings with a &gt; in front of the text will display as "Ghost bubble", the top finding will auto populate as the default finding once the ghost bubble is clicked)</li> <li>7. Save (floppy disc icon on upper right hand corner)</li> </ol>	
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### Expected Outcomes

Streamline diagnostic interpretation and coding process by adding corresponding interpretation options and linked CPT codes to diagnostic testing.

### Revision History

Revision	Date	Changes	Requested By
V001	6/24/2021	Initial Release	