How to Document In Office Procedures & Obtain Electronic Consent

The purpose of this training is to review the process of documenting in office procedures and obtaining completing an electronic consent form.

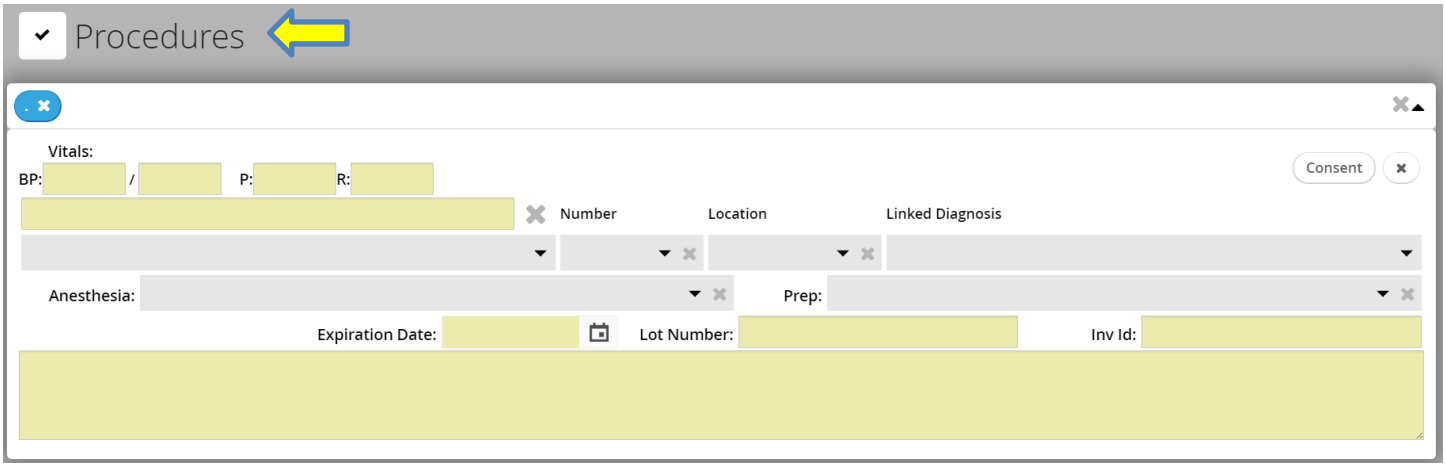
Required Tools for This Training: IntelleChartPRO, Topaz signature pad (if using) and user. No other tools or persons are needed for this training. ***Note only Topaz models T-LBK460-HSB-R & T-LBK462-HSB-R are compatible with IntelleChartPRO***

Permission: No permission required.

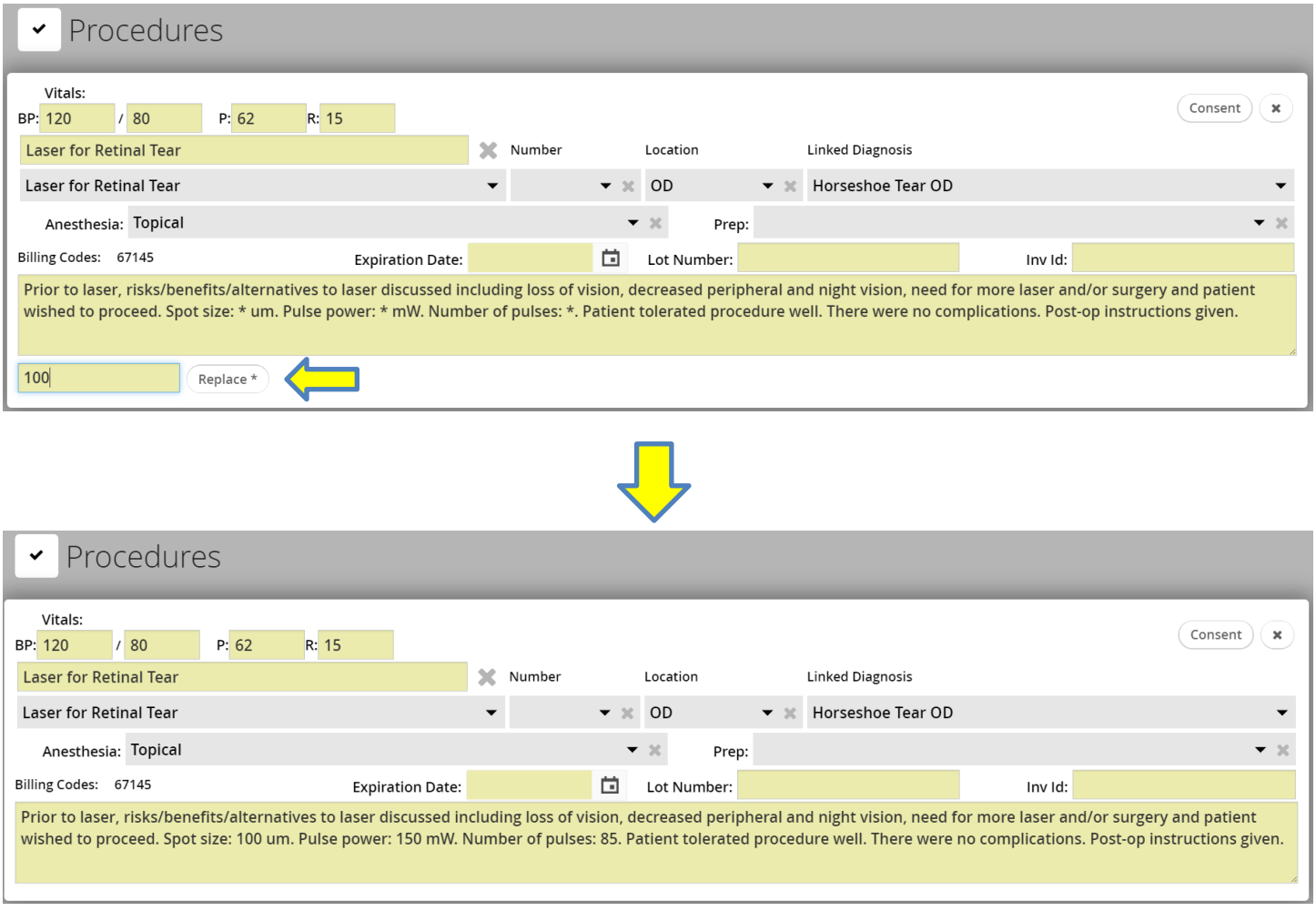
Preferences: None.

Documenting In Office Procedures

1. Select Procedures to expand this section of IntelleCharPRO:



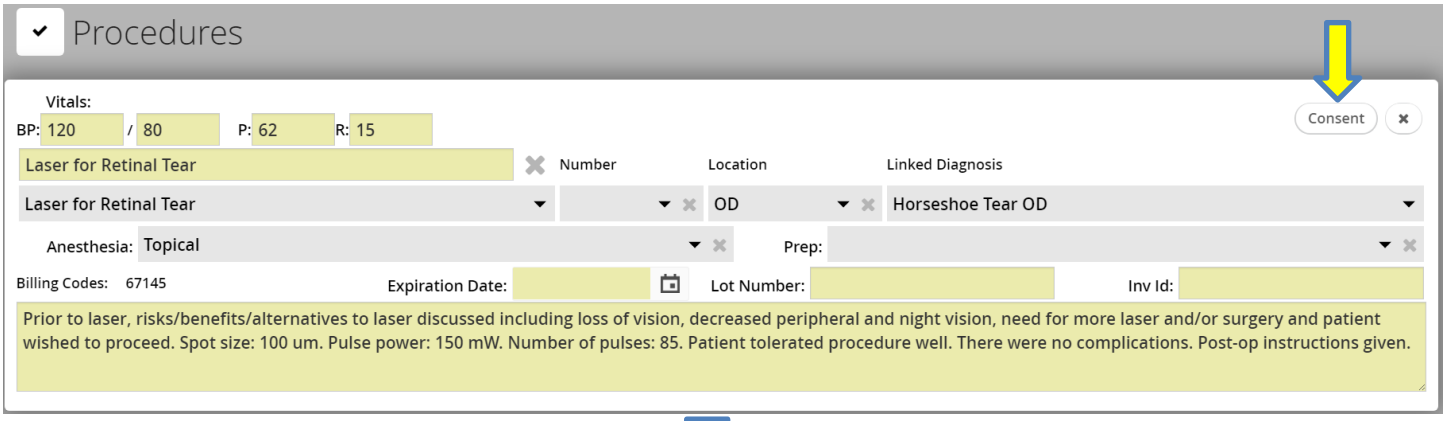
2. Complete the appropriate fields per your practice preference (vitals, procedure name number – for injections, location, linked diagnosis, anesthesia, prep, expiration date, lot number, inventory ID). As you fill in these elements a procedure note will display. Utilize the replace box to replace items indicated with an asterisk (*) in the procedure note. To use this feature type in the value and then click "replace". Completing all of these elements will create a complete procedure record. Remember, any yellow field in IntelleChartPRO allows users to free type. If there is anything that the provider would like to document about that specific treatment you can do so in the yellow text box.



Nextech
Your practice is our specialty

Obtaining Patient Consent:

From the procedure note select “Consent” after the procedure name, location, and linked diagnosis is completed. This action will prompt a consent window to display.



Nextech
Your practice is our specialty

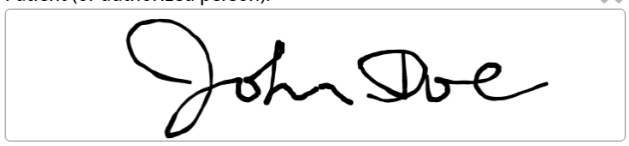
For Practices Using a Tablet for Obtaining Patient Signature:

Have the patient or authorized agent sign in the box labeled “Patient (or authorized person)”. Complete the “Witness Signature” box and “Initials” box and then click “SAVE”

Consent to Procedure and Treatments:
I accept the risk of substantial and serious harm, if any, in hopes of obtaining desired beneficial results of the proposed health care. I acknowledge that my health care providers have explained my condition and the proposed health care in a satisfactory manner and that all questions asked about the health care had it attendant risks have been answered in a manner satisfactory to me.

Having read this form and talked with my physician(s), my signature below acknowledges that: I voluntarily give my authorization and consent to the performance of the procedure described above by my physician and/or associates assisted by trained persons as well as the presence of observers. I also consent to the taking of photographs and/or video for educational purposes.
If any unforeseen condition arises in the course of the above procedure which In the physician’s judgement calls for procedures in addition to or different from those now contemplated, I further request and authorize the physician or his/her designates to do whatever they deem advisable.

Patient (or authorized person):



IntelleSign
Load

Witness:

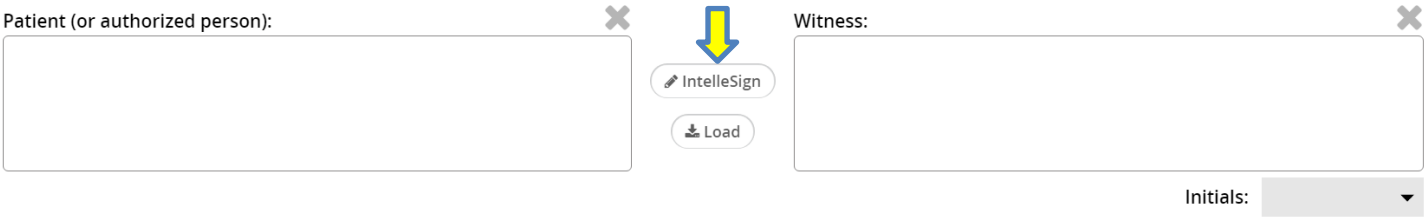
Initials: ZC

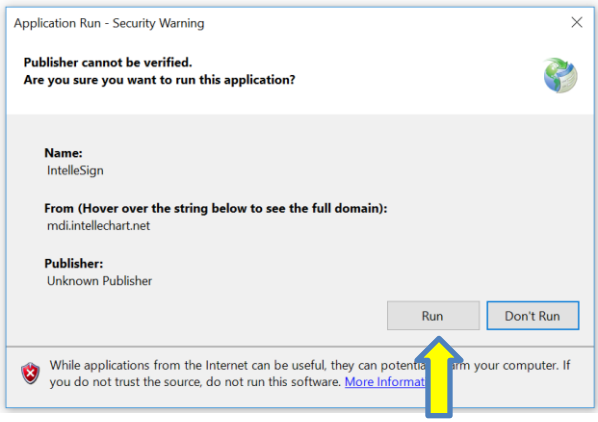
Save Cancel

Nextech
Your practice is our specialty

For Practices Using a Tablet for Obtaining Patient Signature:

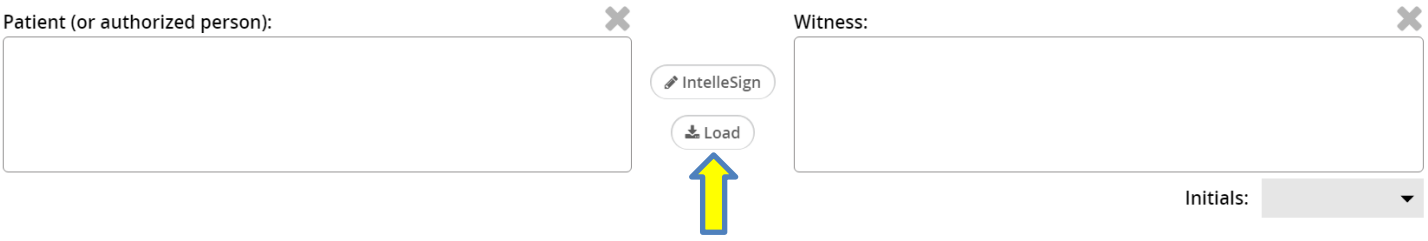
Select “IntelleSign”. If this is the first time using IntelleSign you will be prompted to run the program. Clck on “Run”





Once the program is installed a window will display on the screen with two boxes that say “Click for Signature”. The top box is for the patient to sign and the bottom box is for the witness signature. Click in each box to capture the signature from the Topaz signature pad. Once obtained, click on the save and close icon  and return to the chart and then click “Load” on the patient consent.

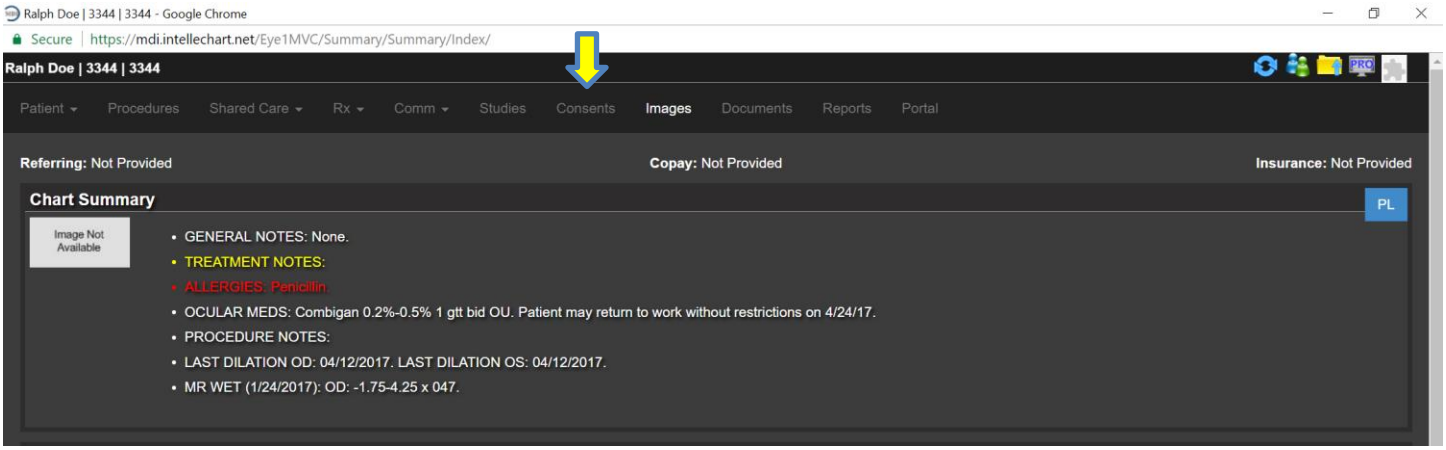
This action will load the captured signatures from the Topaz signature pad into the patient consent and close the consent window.



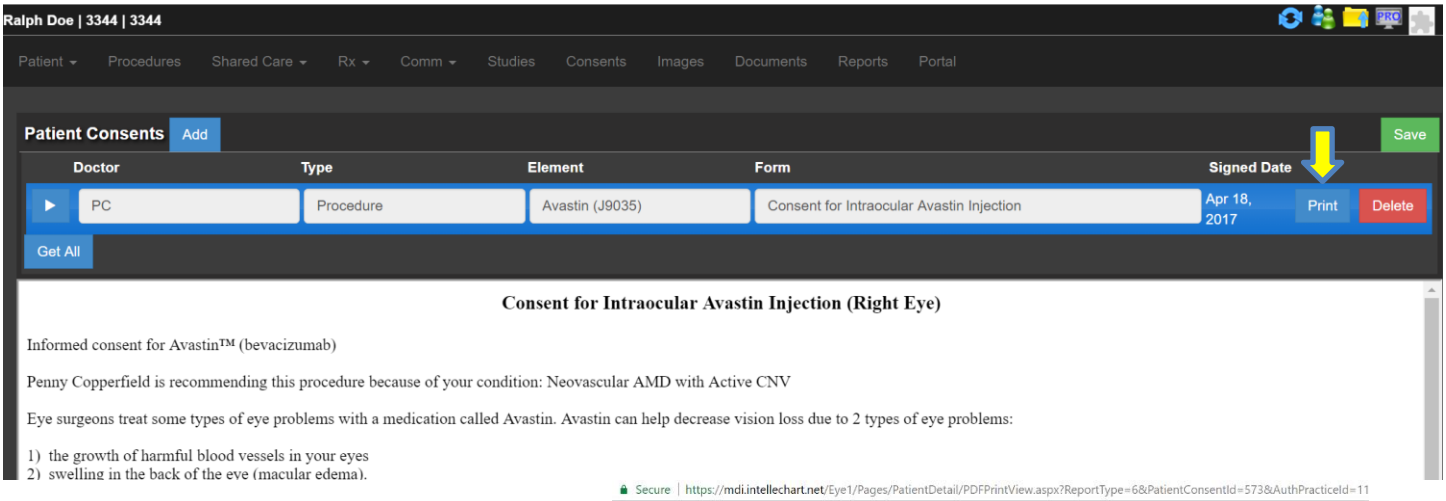
Nextech
Your practice is our specialty

To View/Print Completed Consents:

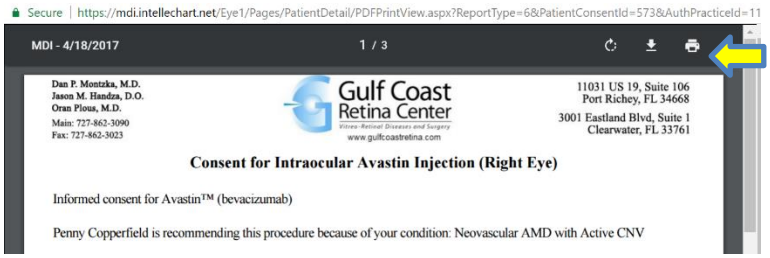
A copy of the signed consent is stored on the patient summary page. To access the consent section from the patient summary page click on the "Consents" tab:



A list of obtained consents will display. To print a saved consent select "Print" next to the desired consent form



A PDF preview will display to complete the action.



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