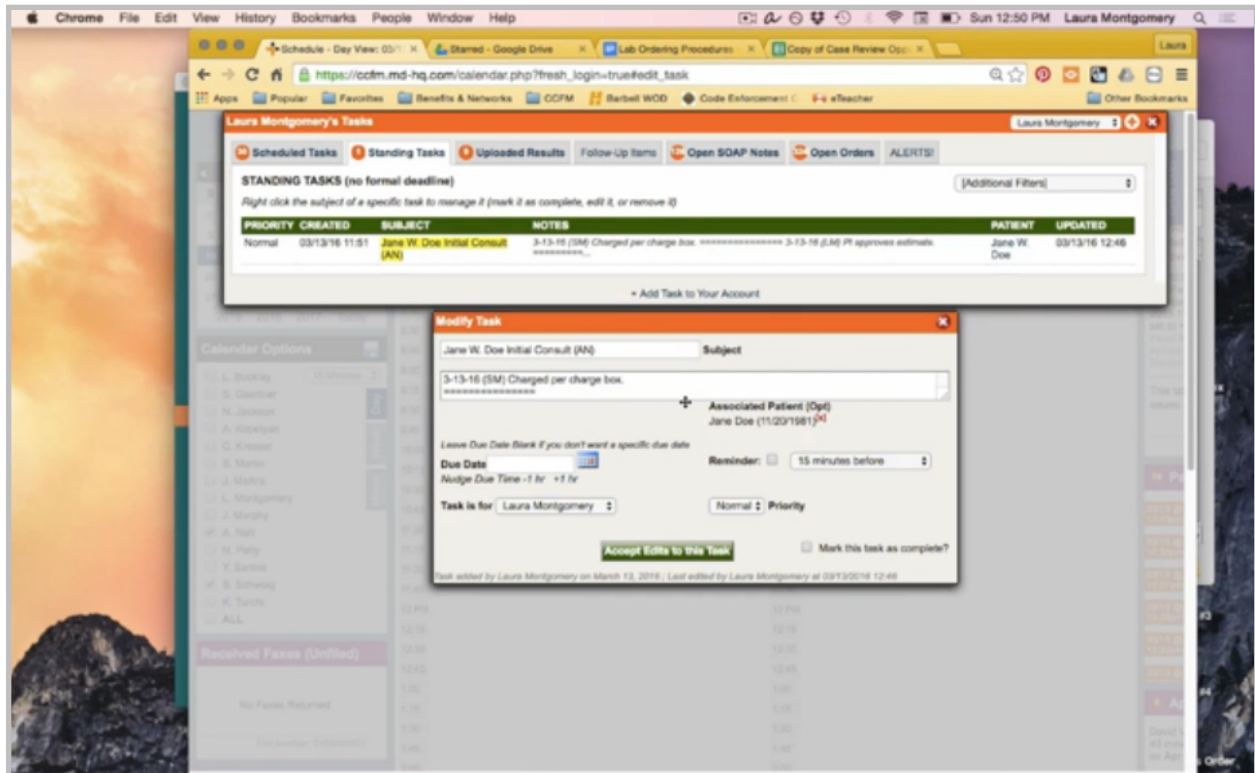
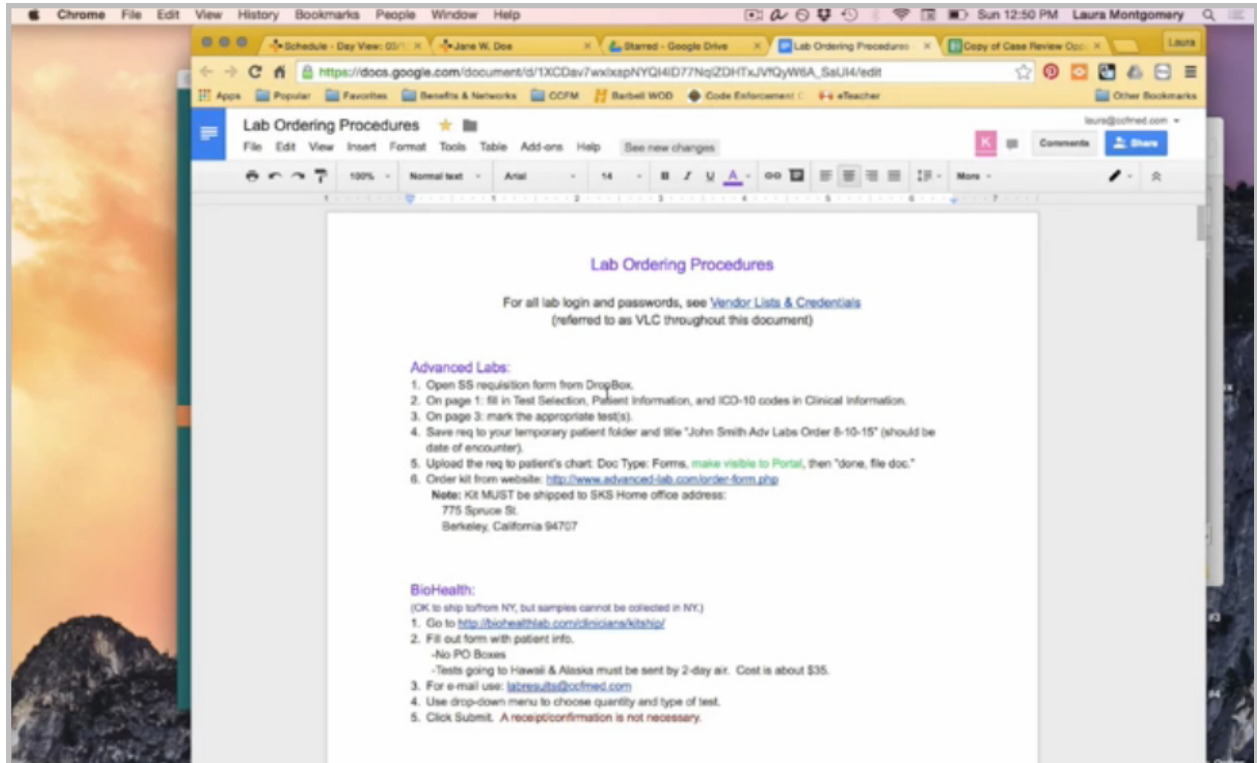


Processing Charts: Initial Consult Appointments - Part 3

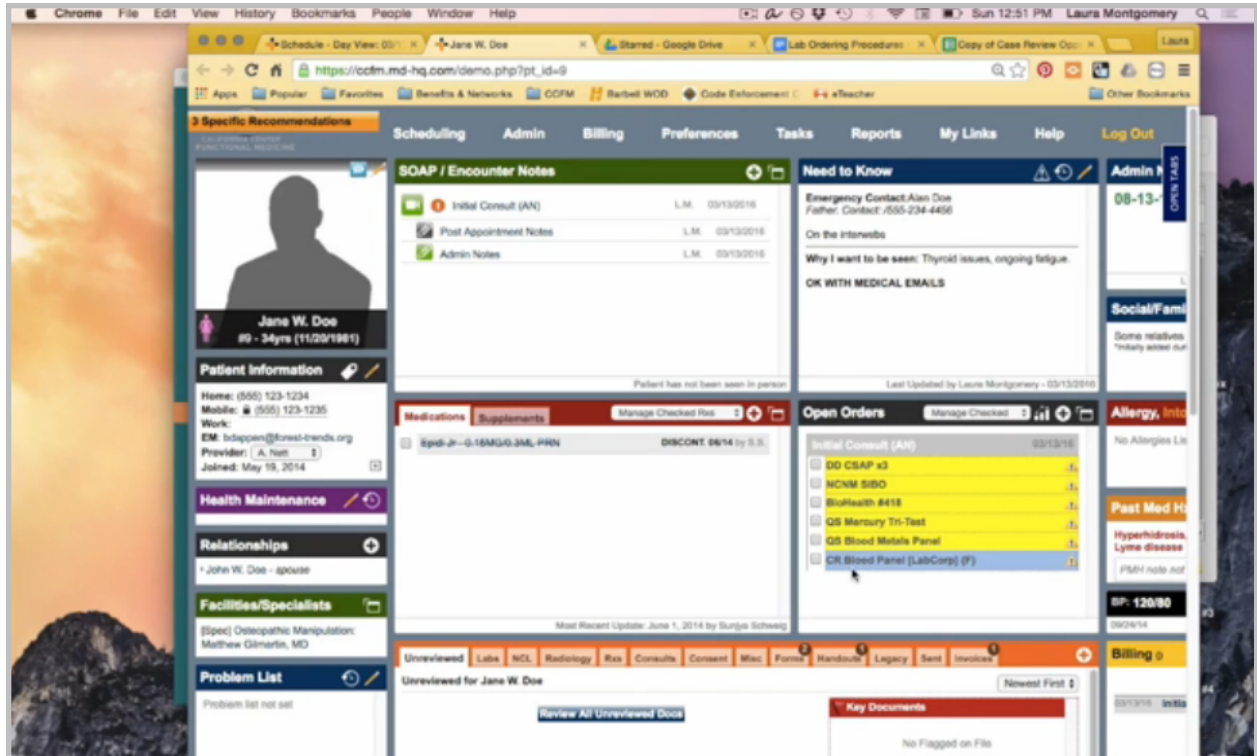
Once I receive my standing task back from our billing department letting me know that everything has been charged, I'm going to click on the patient's name to open up her chart.



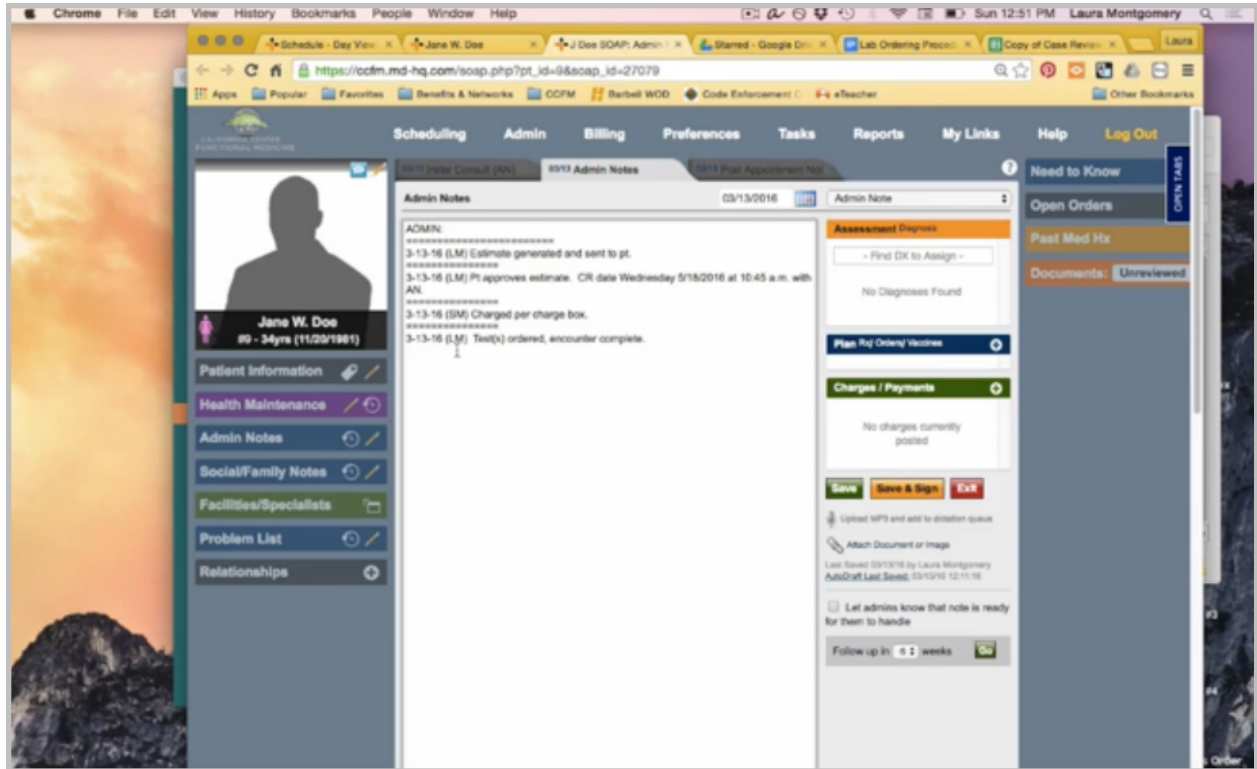
Here in our Google Drive, we have a document that outlines our lab ordering procedures for every test that is ordered.



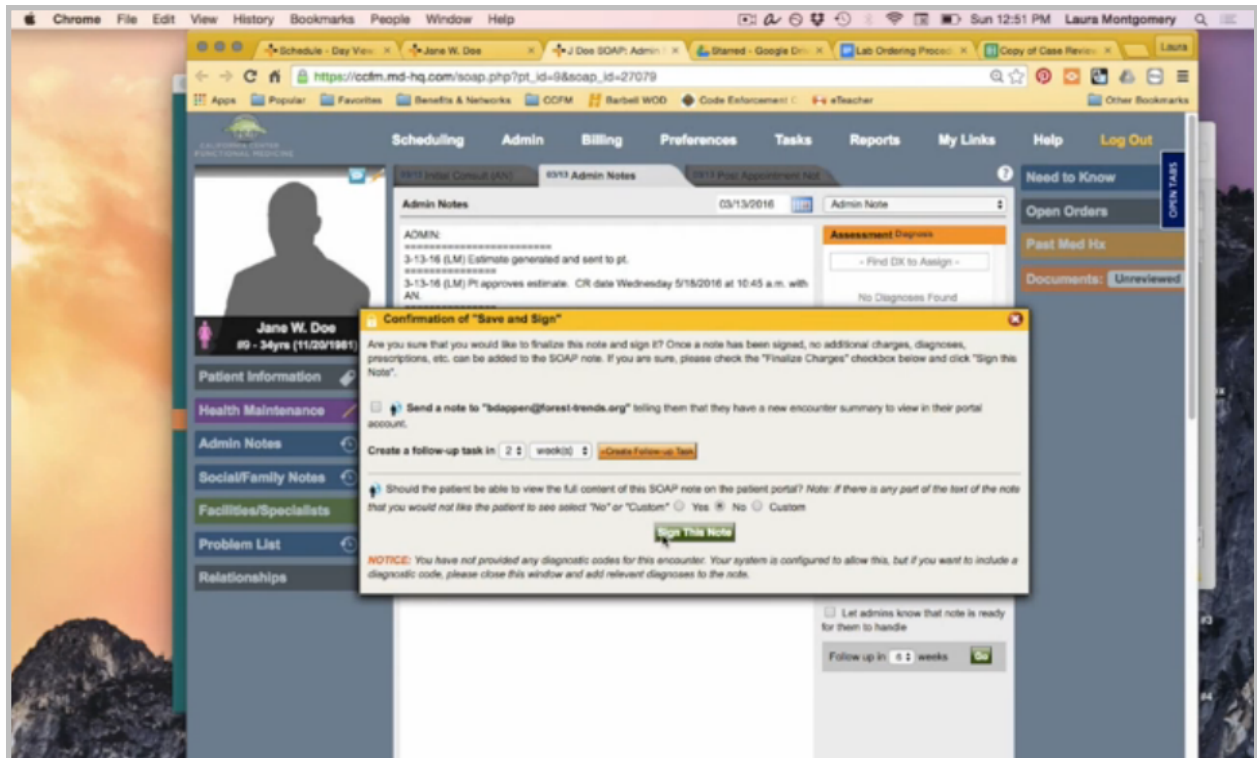
So I'm going to use this document to go through and make sure that every test listed here that the patient paid for is ordered for her.



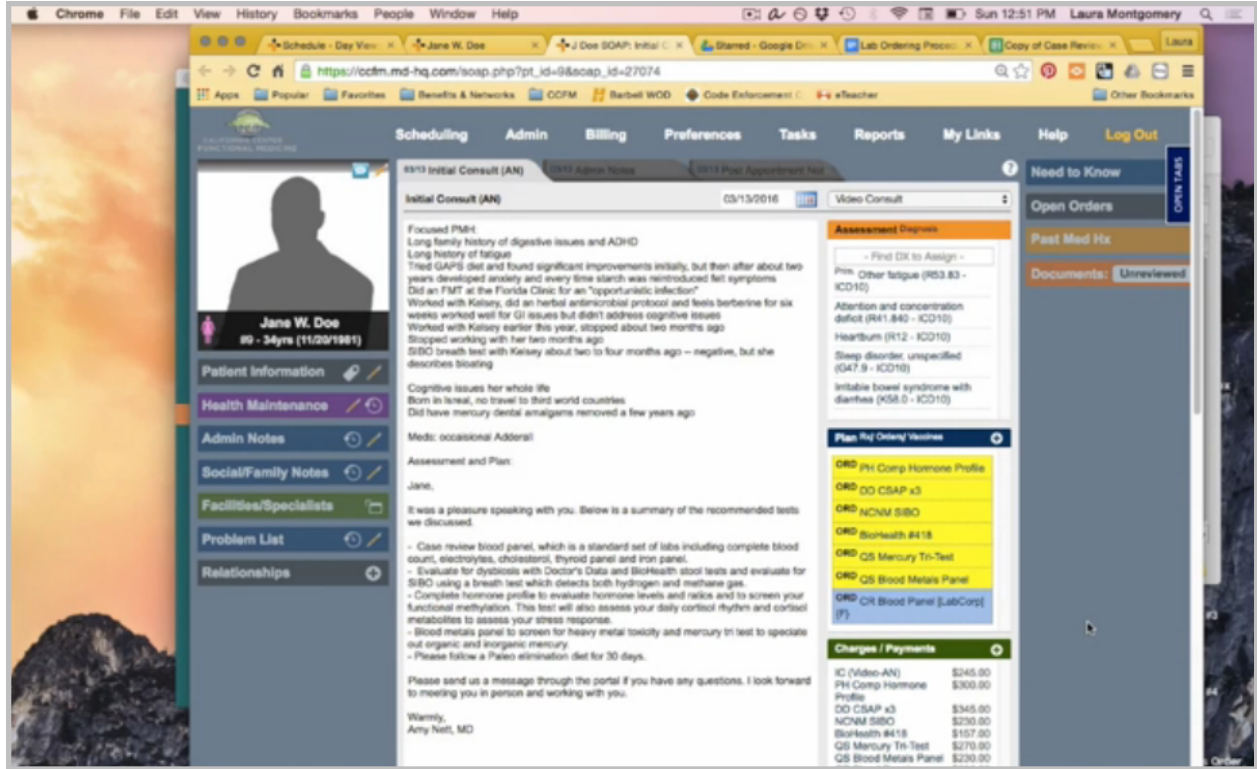
When I'm done with that, I'll open the admin notes.



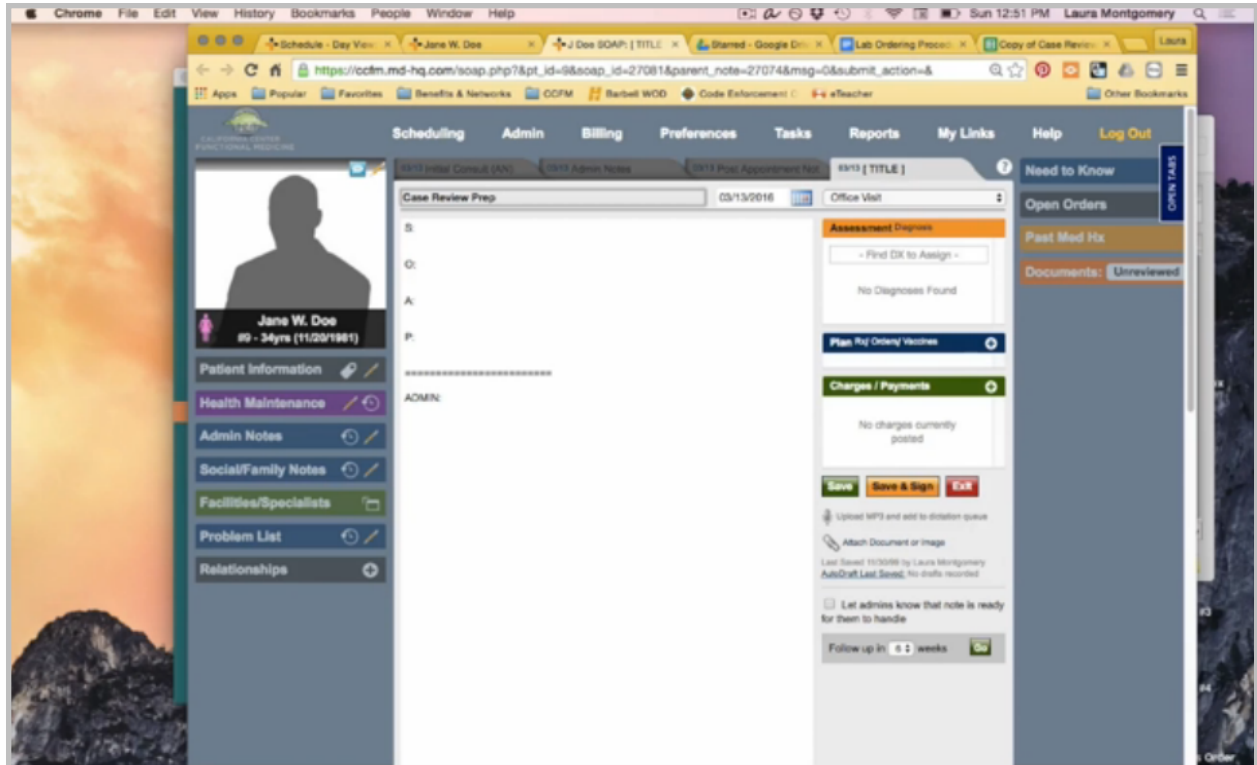
You want to document with the date in my initial stamp that the tests have been ordered, and the encounter is now complete.



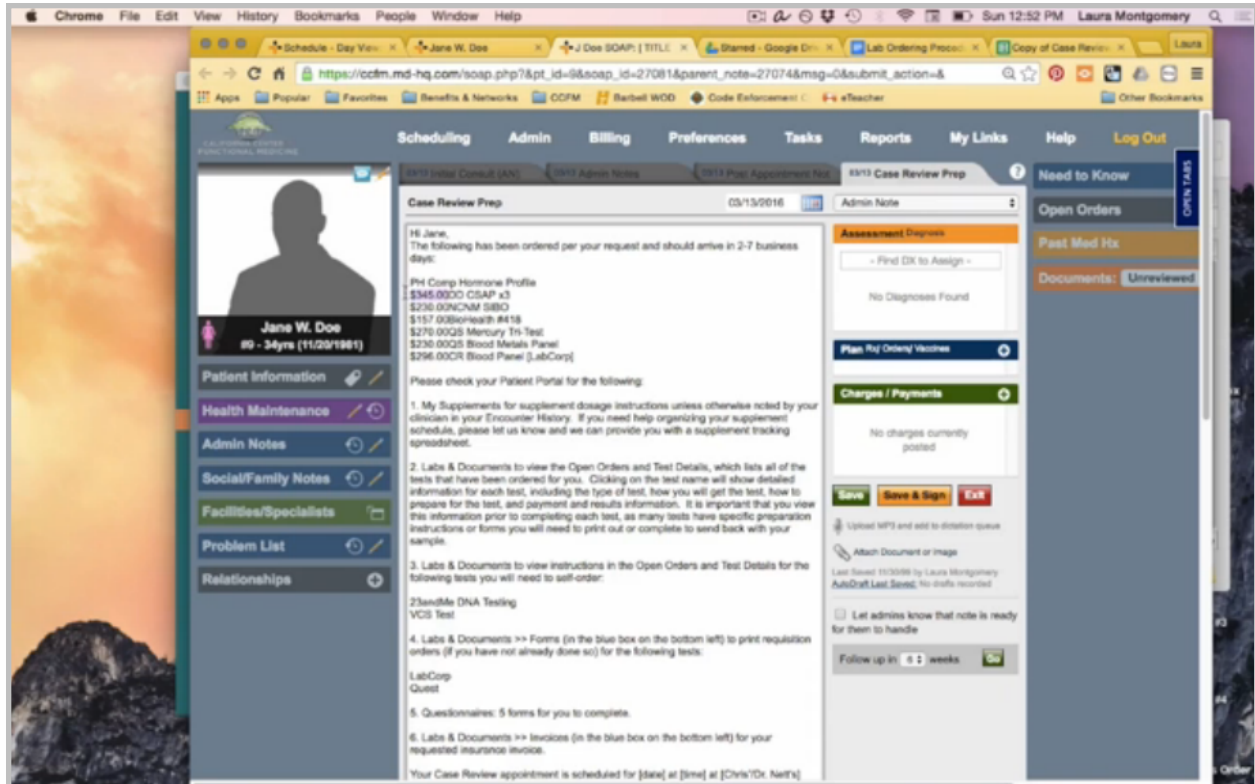
You're going to save and sign this note, but I do not want to send it to the patient, so I'm not going to mark anything here. I'll just simply sign it, and I can close it.



I'm going to open up the encounter, and I want to highlight all of the testing. I can close it.



I'm going to create a final subnote here under the encounter. That's a case review prep note. Categorize it as an admin note. I'm going to address the patient, and then here I can paste all the test orders, except I want to remove the pricing.

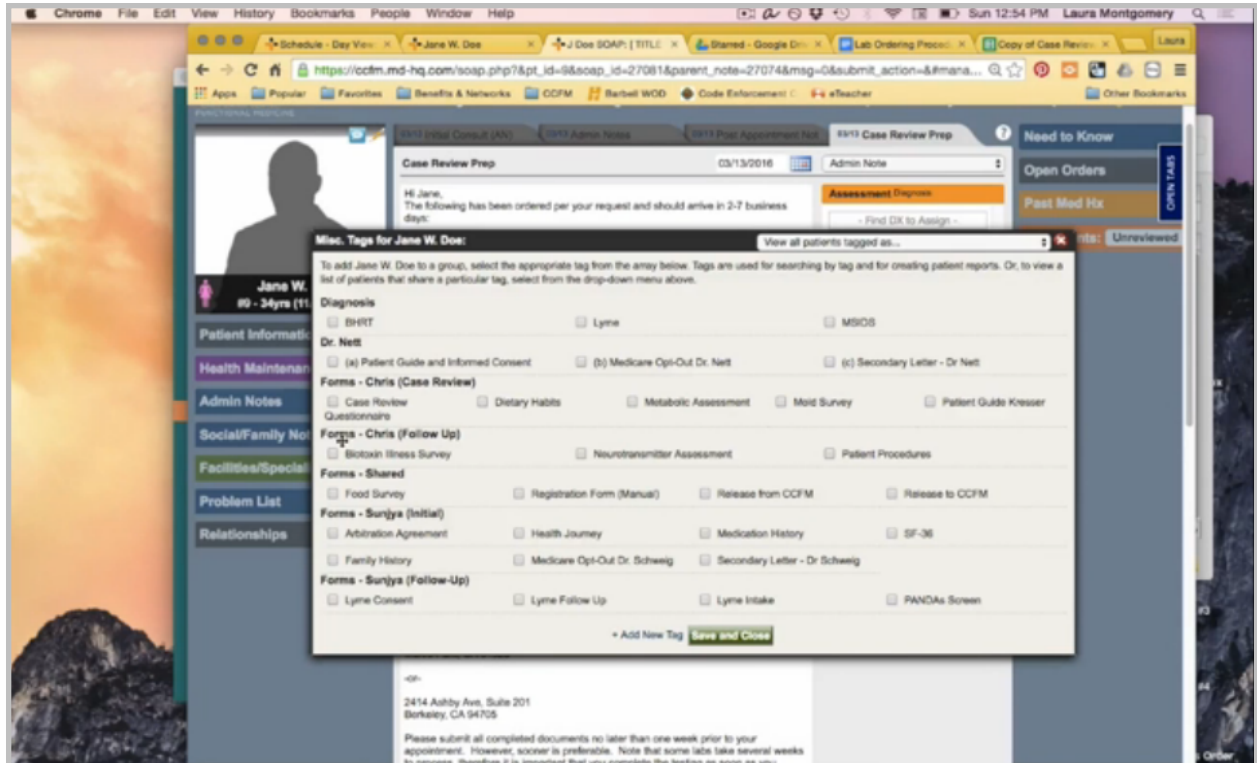


I want to address the note to the patient, and then here I'm going to paste the list of the test orders while removing the prices to let the patient know that these test kits are on the way to her. The CR blood panel doesn't have a kit that is coming in the mail, so I'm just going to remove it from this list.

Similar to the post-appointment notes, I want to make sure that everything on this list matches the encounter. So for this patient, there were no supplements ordered, so I'm going to remove that from the list.

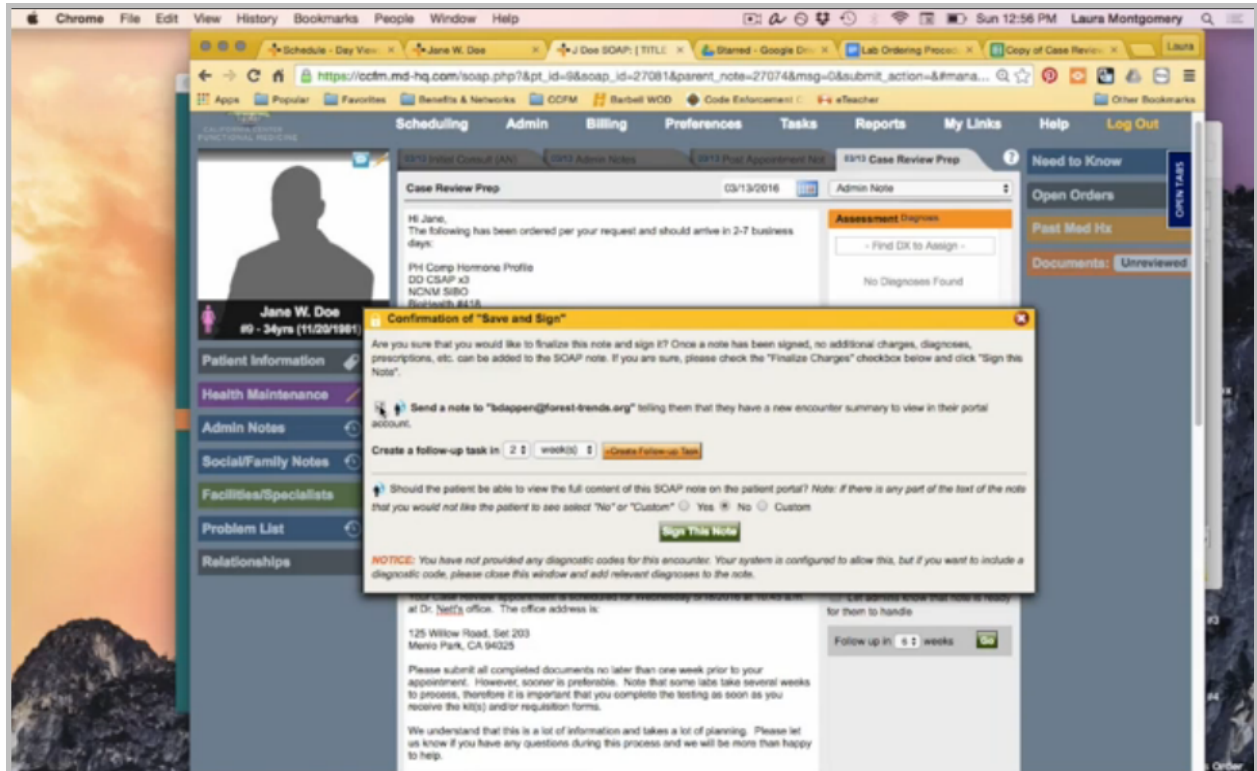
The first thing that she'll do is go in Labs and Documents to view the test instructions. There were no self-ordered tests, so I'm also going to take that off the list. She does have tests she will need to print the requisition for, which include that LabCorp test and a few of these tests.

She does need to fill out the case review forms, which I'll tag to her now.

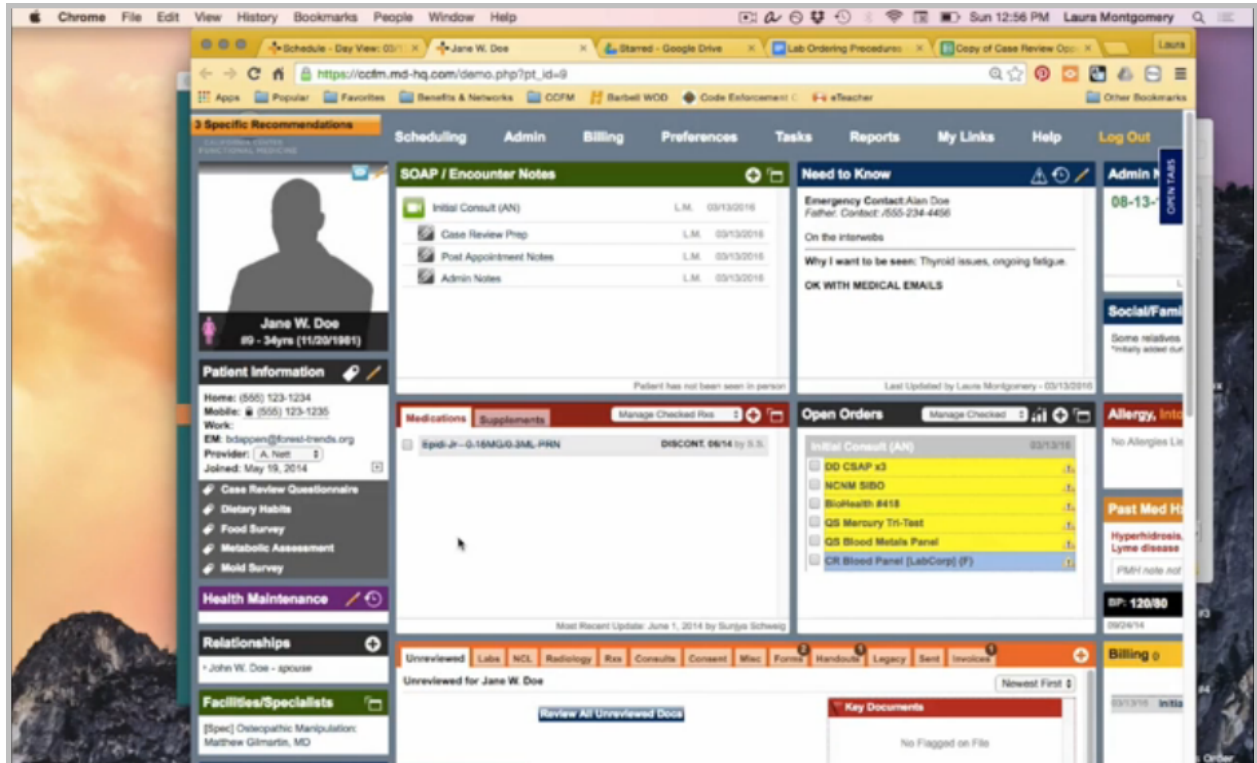


She didn't request an insurance invoice, so that is not applicable. We want to remind her again of when her case review is scheduled, so I can either go in the admin notes, or I can go back to my case review opportunities.

I want to put the office address here. She is a Dr. Nett patient, so I can remove Chris's address. Then again, another reminder that she needs to complete the questionnaires and let her know that if she has any questions during this process please contact us, and then my signature.

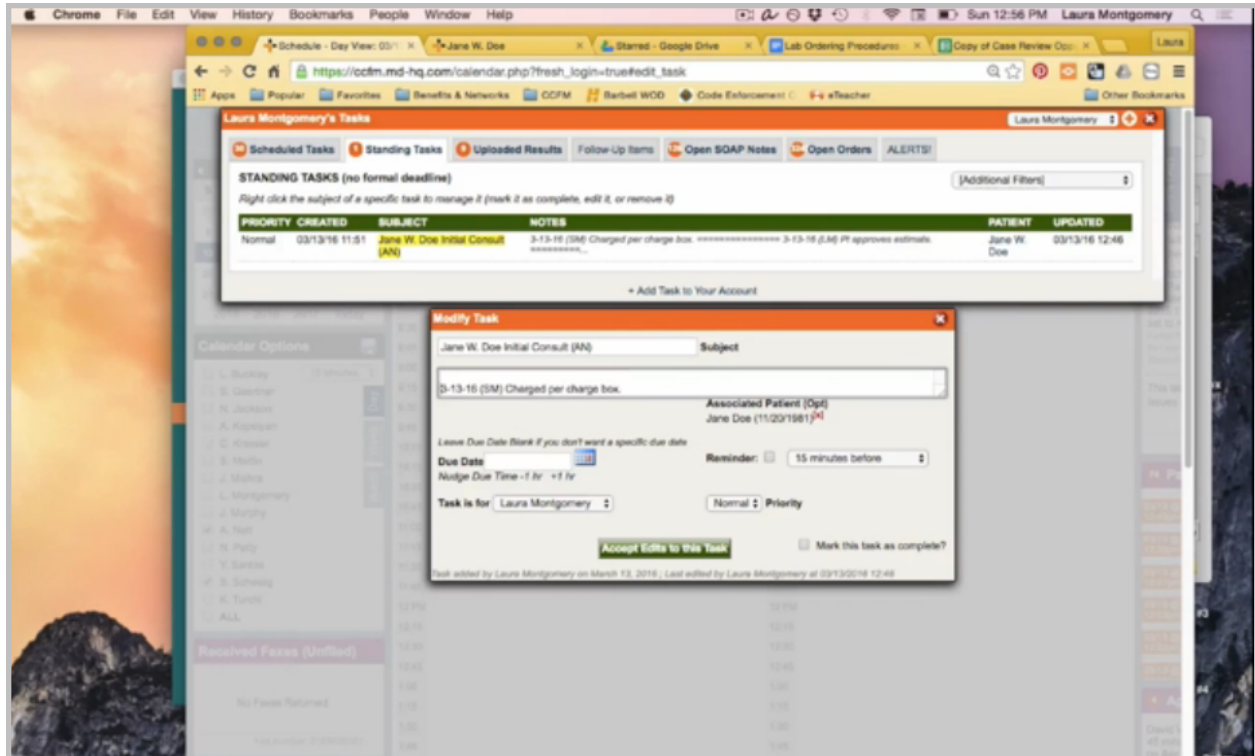


This note I need to save and sign, but I do want to send a message to the patient to let her know it is available to her, and I do want her to read the whole note. So, I'll sign it. Okay.



You can also see here the questionnaires that I've tagged to her now.

The last thing is that the clinician needs to sign the encounter note.



So now I will send the task to Amy, let her know to save and sign it, that the task is done after she receives it, and I can send it on its way.

For this patient, once Amy saves and signs the encounter, that is the final step, and there is no more processing.