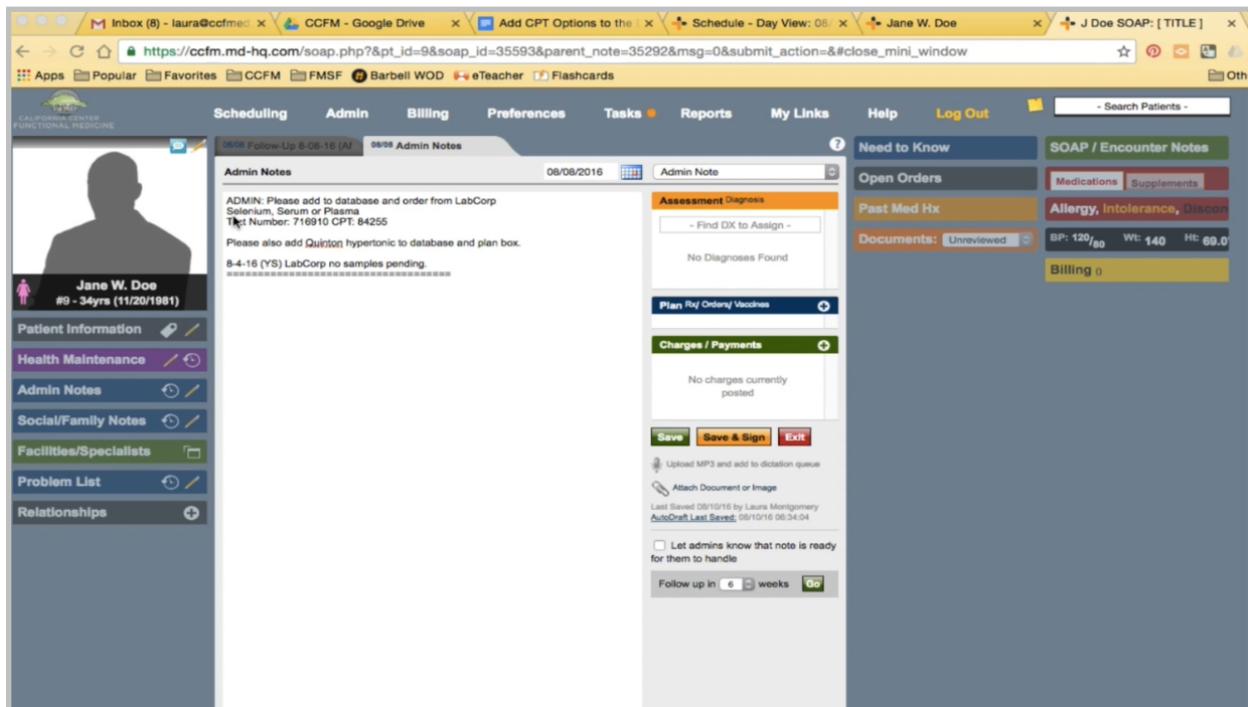
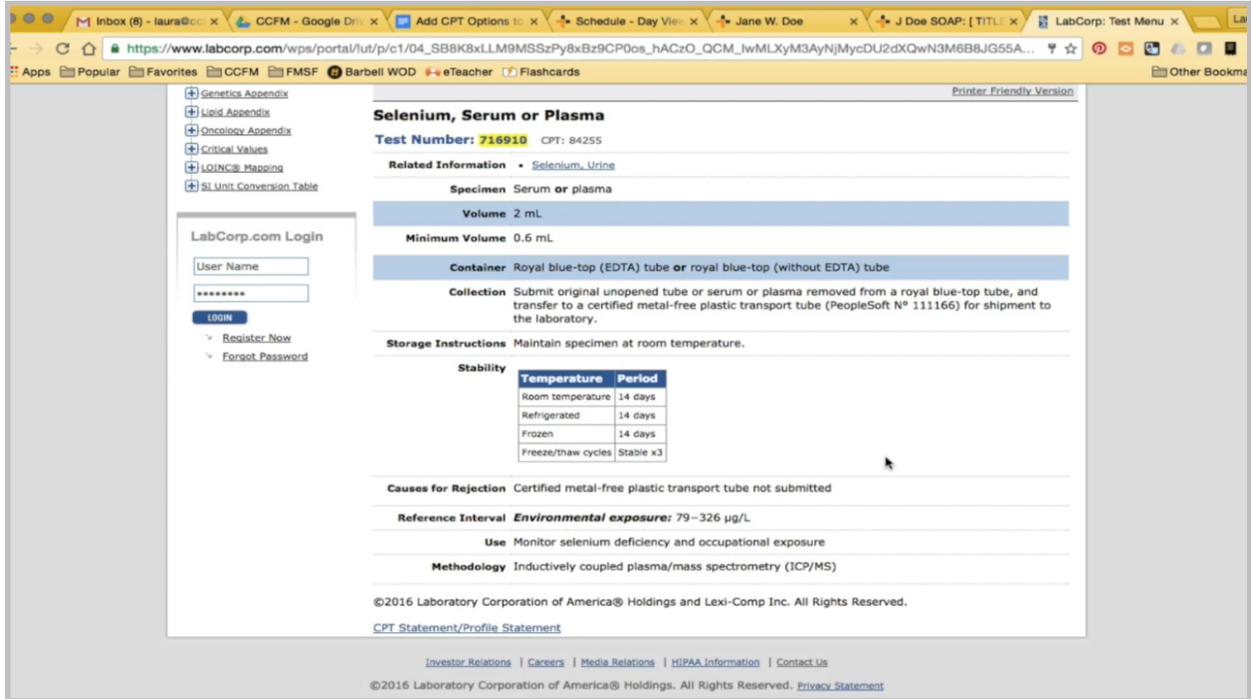


Back-end Systems: PM Using the EHR: Part Four - Add CPT Options

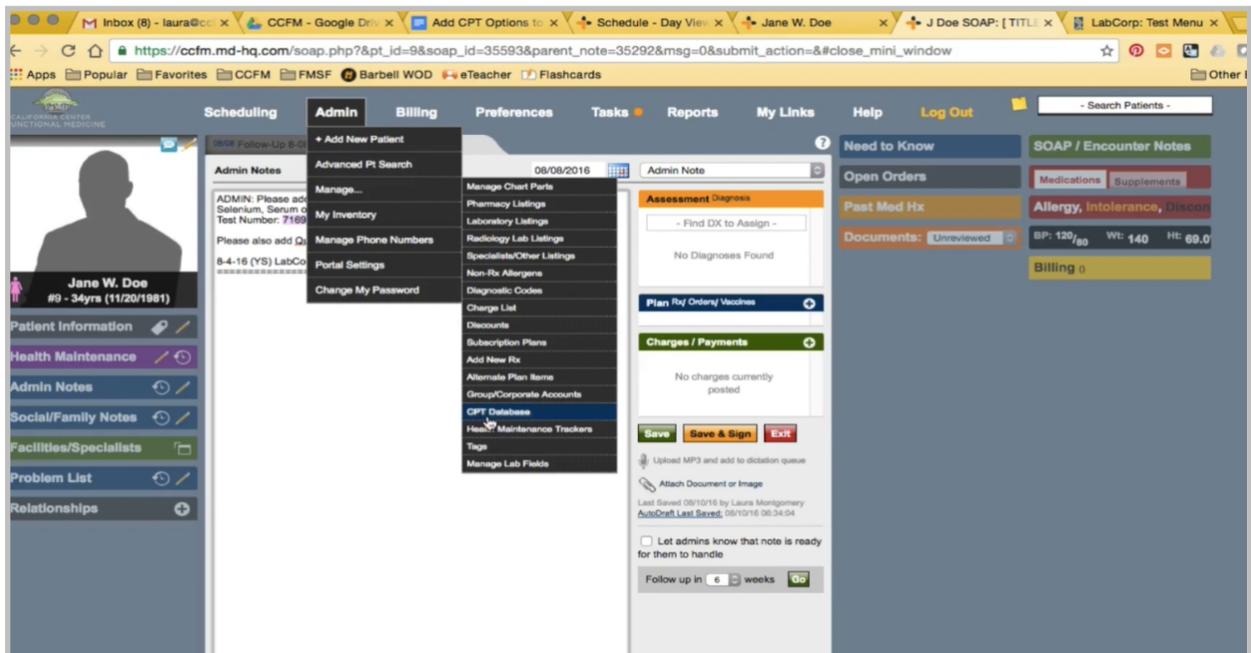
There are basically three types of CPT options that can be added: a Quest or a LabCorp marker, a test kit that the patient pays the clinic for and we send to the patient, or a self-order or a self-pay test.



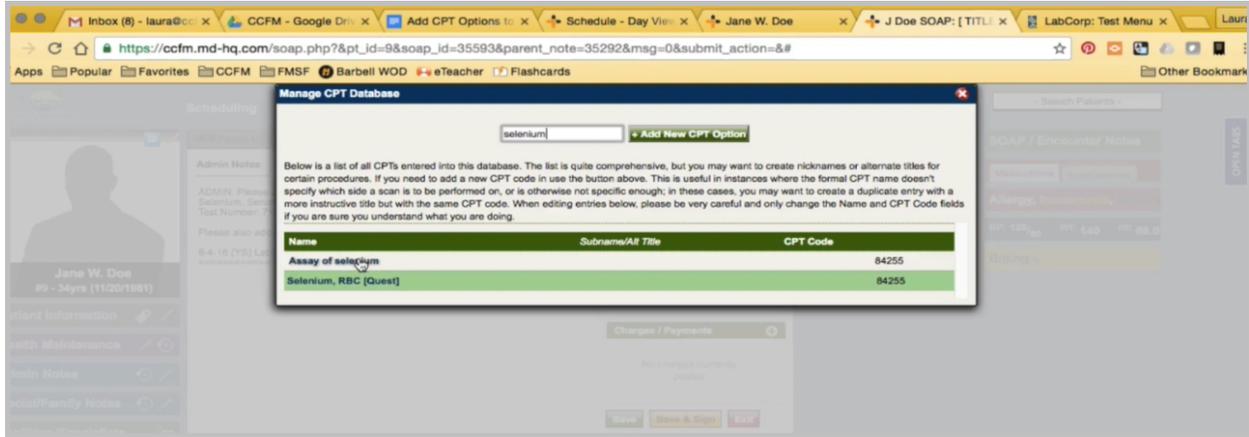
In this case, after the appointment in the admin notes, Amy asked to add this LabCorp test. The clinician should notify the admin staff with the company, the name of the test, and the number. I will highlight the number and go to LabCorp's test menu.



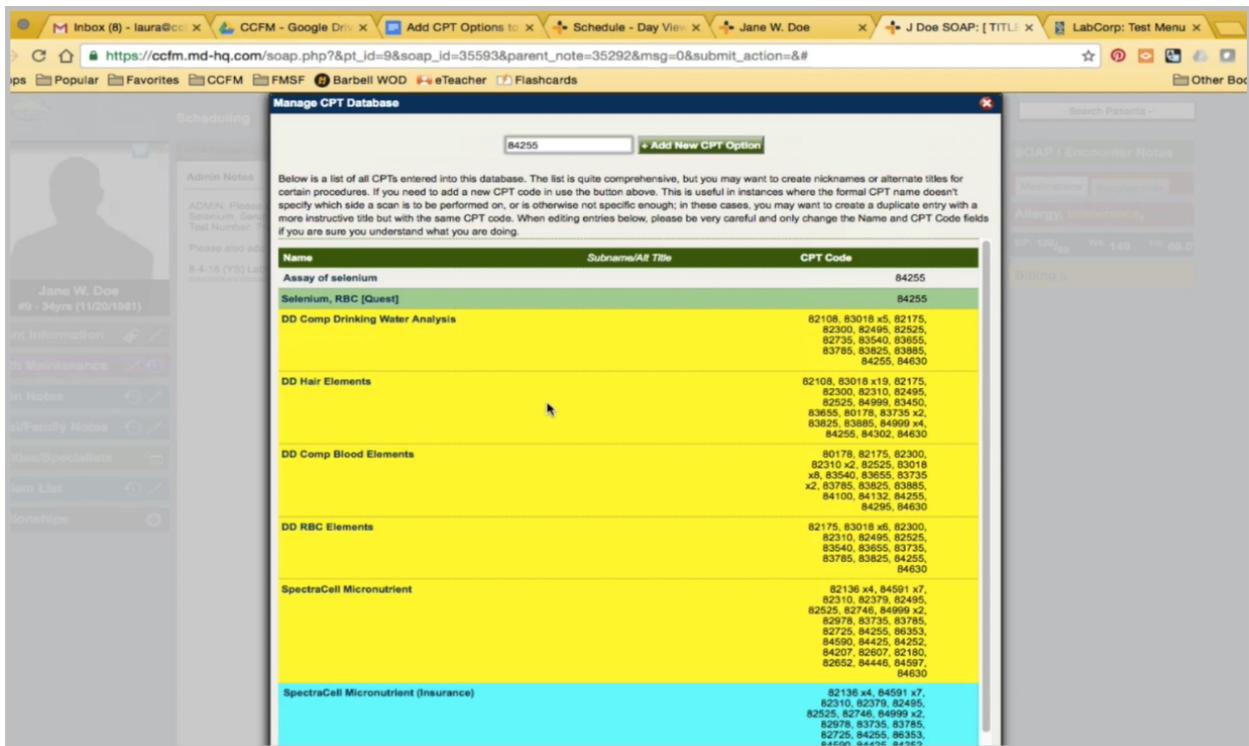
I'm just briefly reviewing here to see if there are any specific specimen requirements or collection requirements that we would need to tell the patient about, such as a certain time of day to go, if they need to be fasting, or if they need to avoid any type of supplements or medication.



Back in the chart, I'll go to Manage CPT Database. The first thing I'll do is look for the test by name.

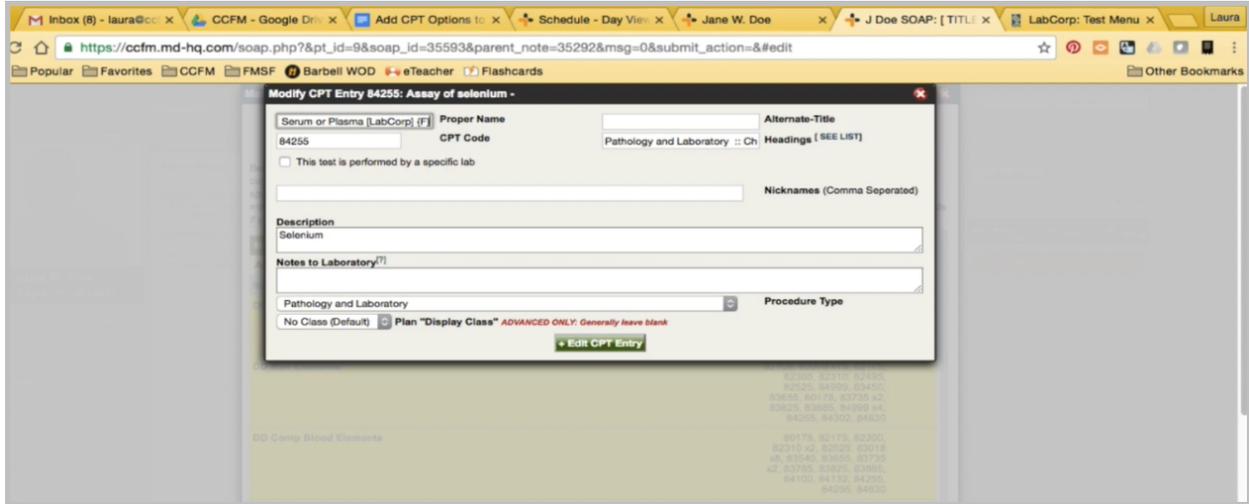


There is a Quest one and a non-shaded one, which means that this is one that came preloaded in the MD HQ system and has not been used in any patient chart. That one is actually available to use, so that we don't keep adding to the database and have all these entries that aren't used.



I am also, however, going to search by CPT code. I want to search twice and just make sure it is not in there. Okay, so I will use this non-shaded one.

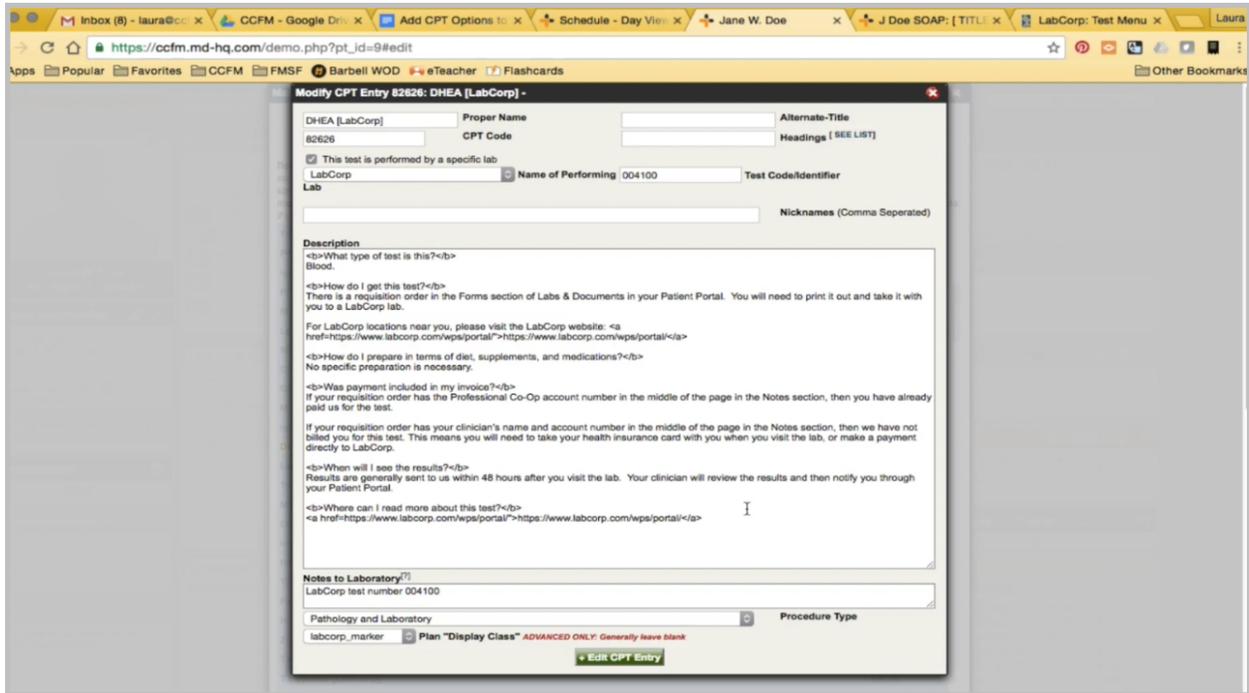
The CPT code is right, but if there were any additions, I would make them there.



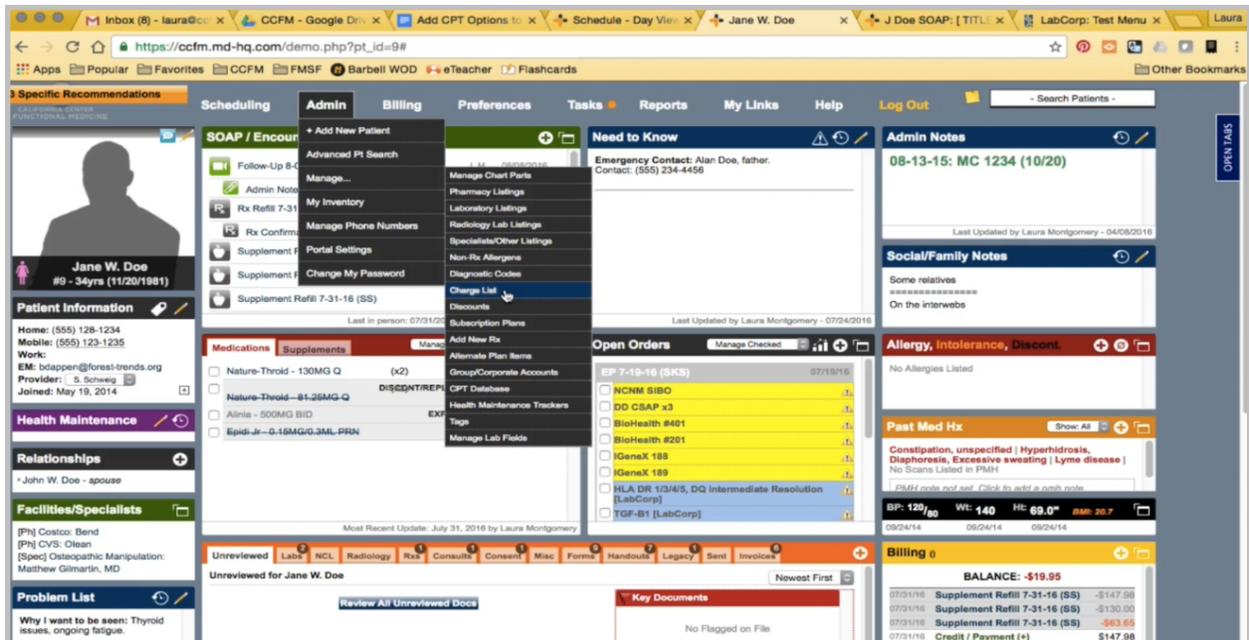
The name should match pretty closely to what is on the LabCorp website. That way, the clinician can look at their test menu. They can find it easily in our CPT database, and also when the test results come in, we want the name to match what will be on the test results, so that the tests are easy to match up.

Since this is LabCorp, I'm going to add that to the end. If this was a fasting test, I would also put these brackets with the "F," but it's not. At the bottom, I'll put LabCorp test number and make it a LabCorp marker.

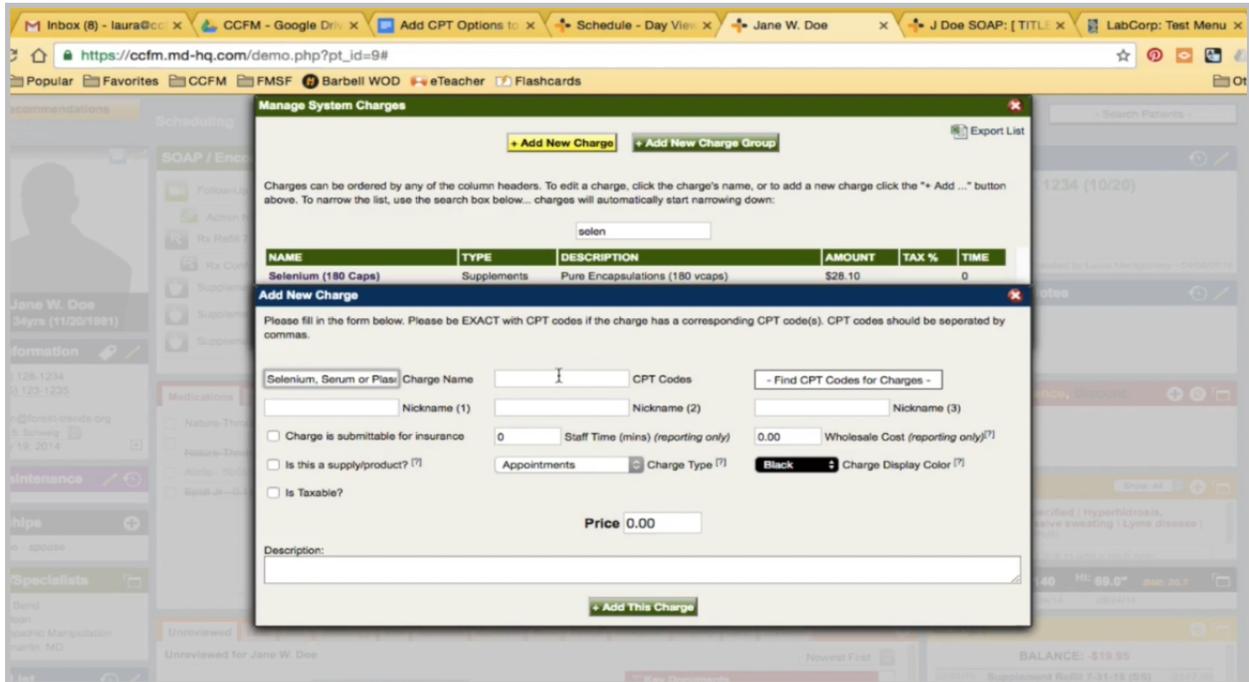
In the description box is where the lab FAQ goes in. This is where we kind of start to have to flip back and forth between screens.



I'm going to pull up the CPT database in another screen and find a nonfasting LabCorp test that also has no preparation needed. I'm going to copy that FAQ and paste it here.

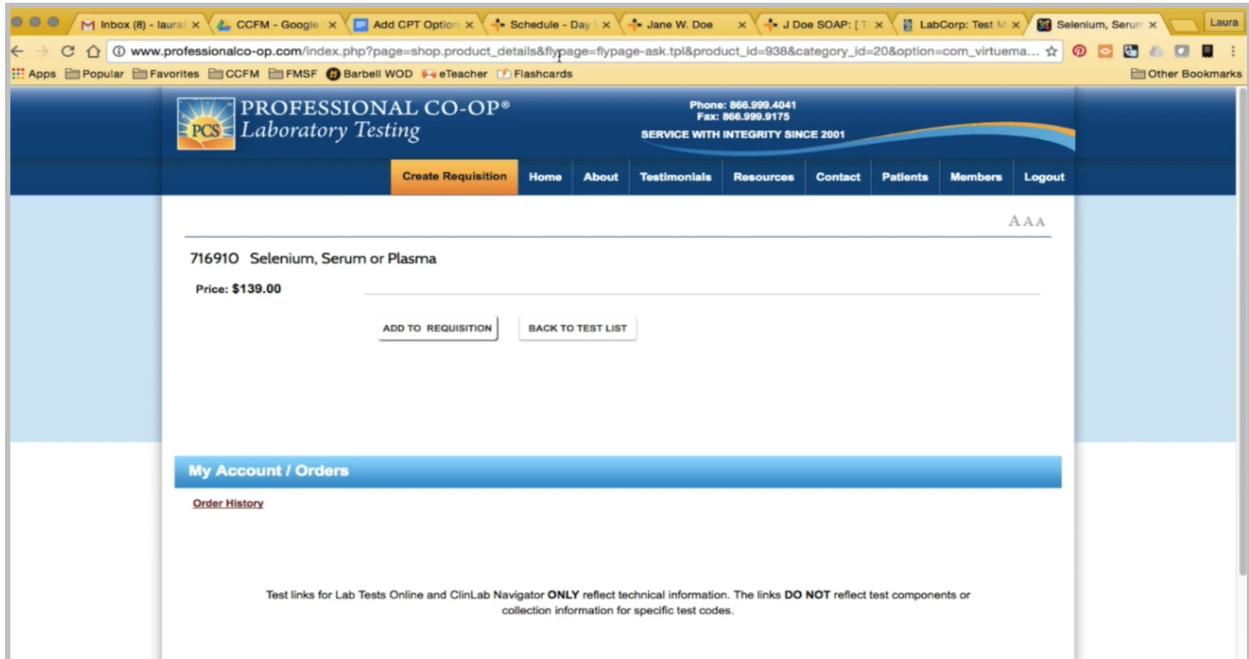


In my second screen, I'll close that and open the Charge Database. Again, I'm just going to kind of do the same thing by the test name and make sure there is no similar test name in there, so I'll add a new charge.



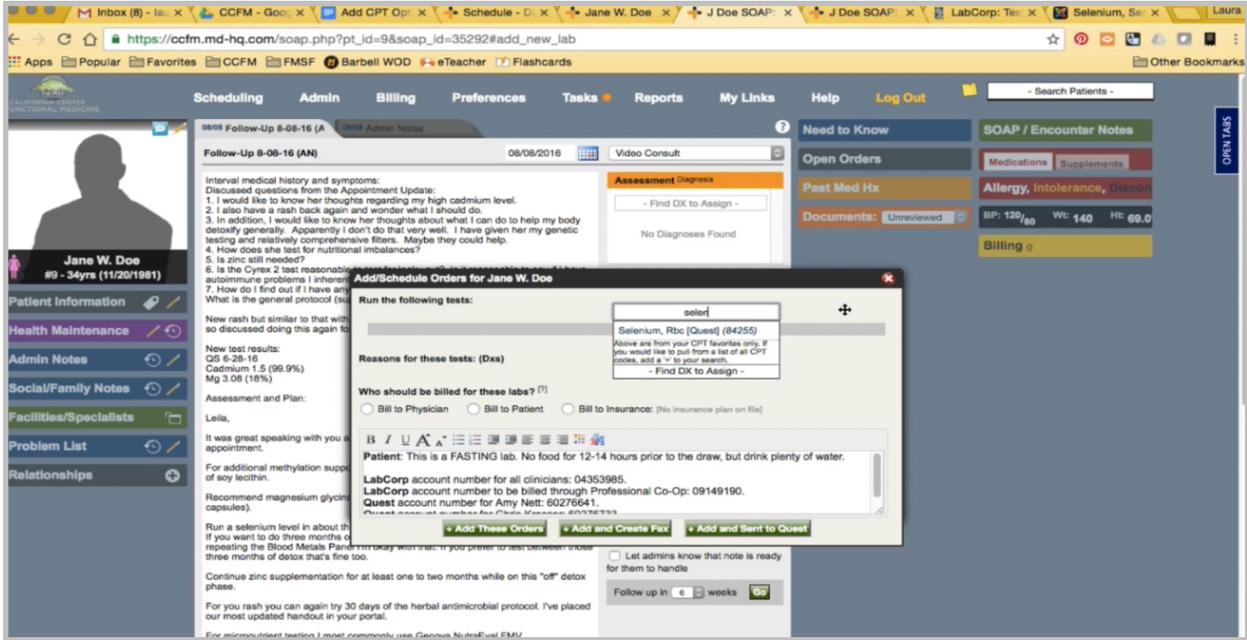
Then, I need to copy the name exactly, the CPT code. It will be submittable to insurance. It's a lab fee, which is blue. Then, I'm going to copy the same note, which in the CPT database, the note prints on the requisition. In the charge database, the description prints on the estimate.

Then, I need to copy the test number one last time. Go to the Professional Co-op website.

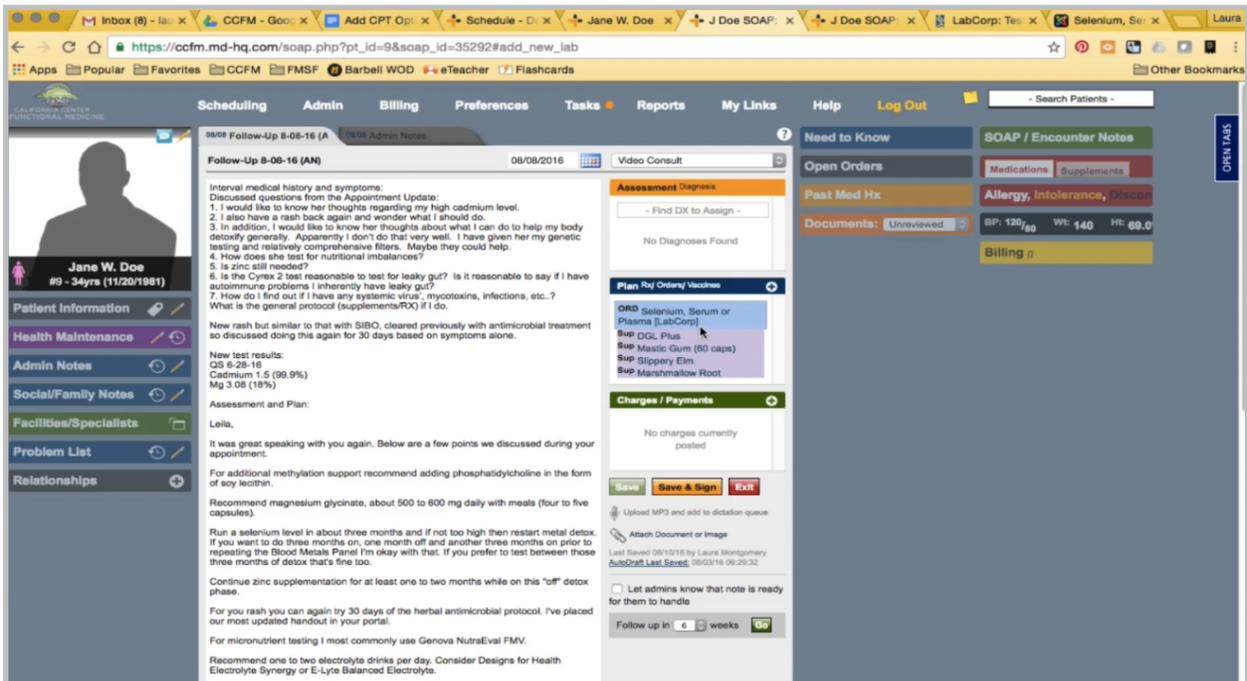


Pull up the test. It is \$139, and I'll add the charge.

We recommend adding the charge along with the test for LabCorp, even if it's going to be for a patient who does not use Professional Co-op. That way it is just a standard across-the-board that any LabCorp test that is in the CPT database will also already be in the charge database for the next person who wants to use the test. It also helps us keep track because some LabCorp testing is not offered by Professional Co-op, so we automatically know if the LabCorp test doesn't pull up in the Charge Box, that means no discount is available.

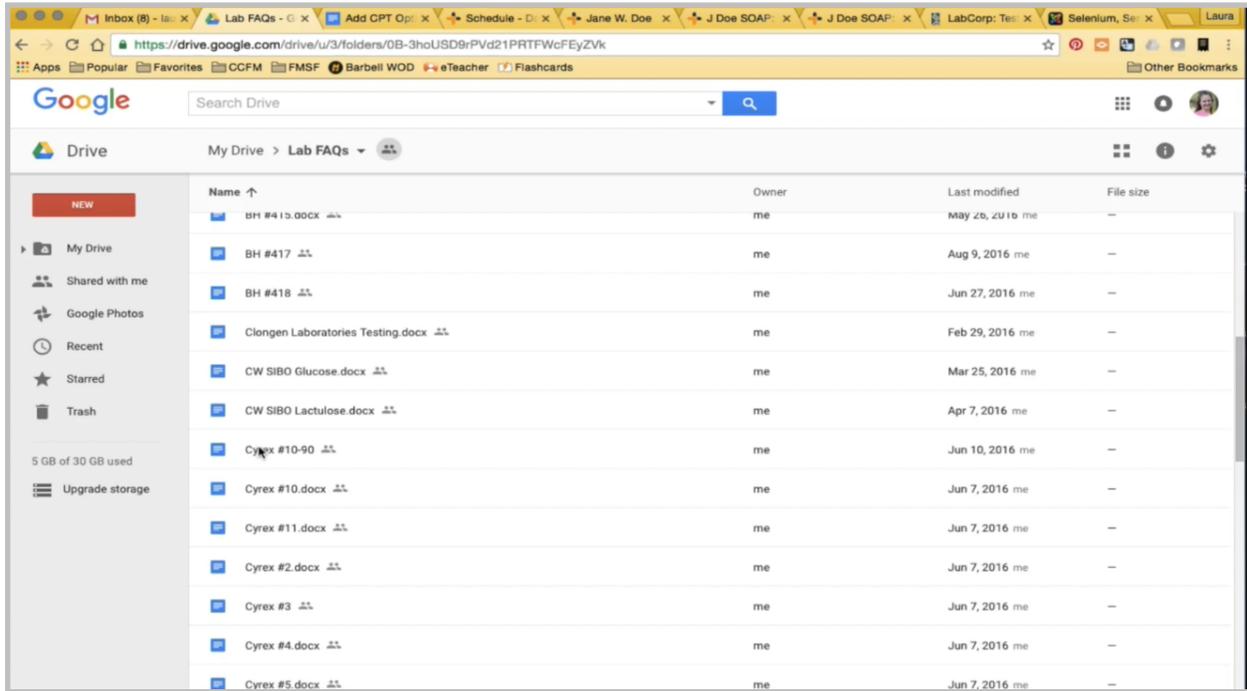


In this case, I can edit the CPT entry. I'm going to make a note here that I added the test, and I'll get back to the encounter and add the order.



You can see it highlights correctly with the blue.

You would follow the same steps if there is a Quest marker to be added. However, Quest markers never go in the Charge Database.



In the case of test kits, you would also create a Google Doc, which will have the full lab FAQ because these are not as generic as the LabCorp or Quest ones.