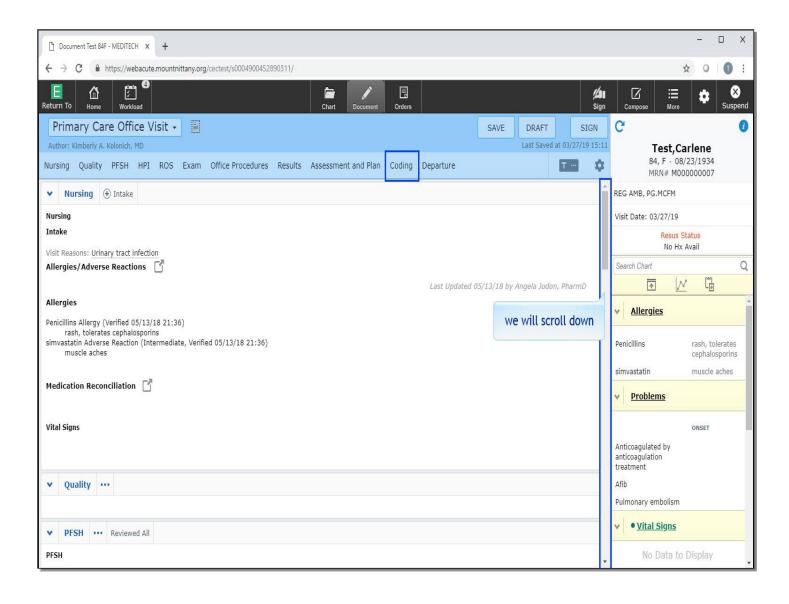


Departure and Coding

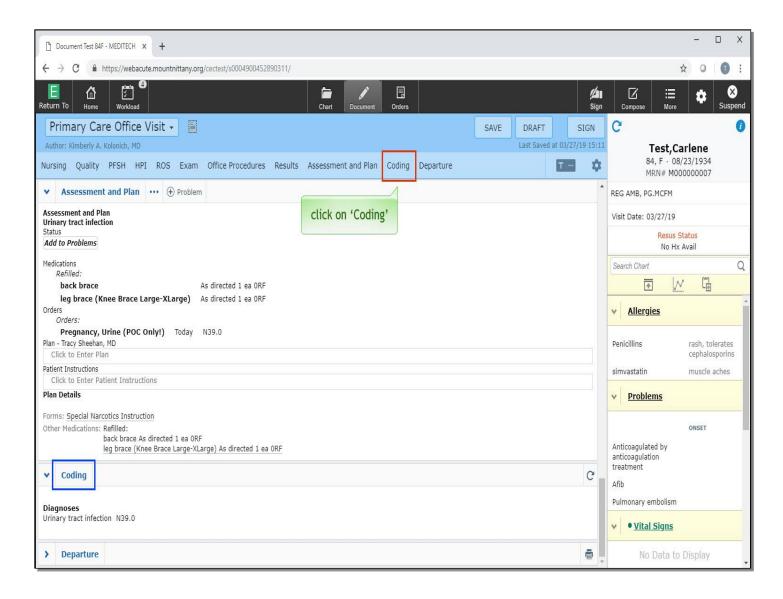
MEDITECH E X P A N S E

This course will guide you through the basics of Departure and Coding within the Document Routine.

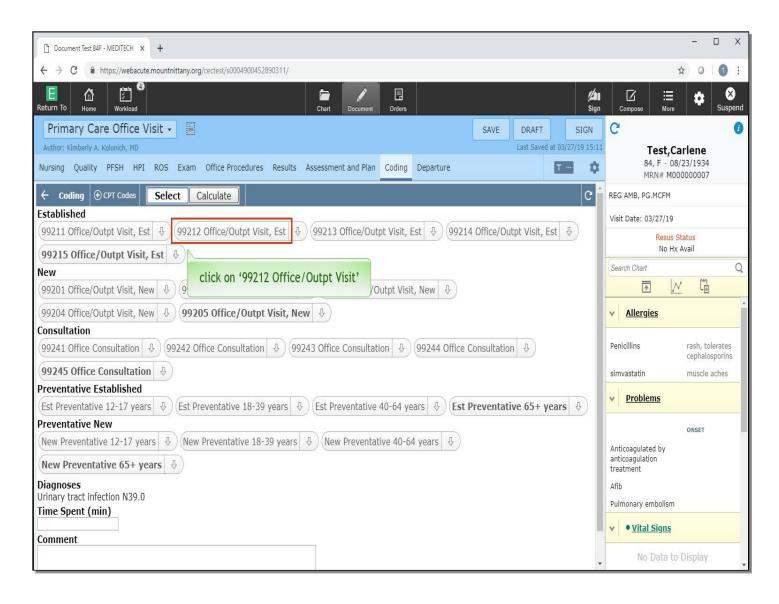
Subtle on screen elements of the LIVE system may vary from what is shown within this course; however, the functionality is as shown.



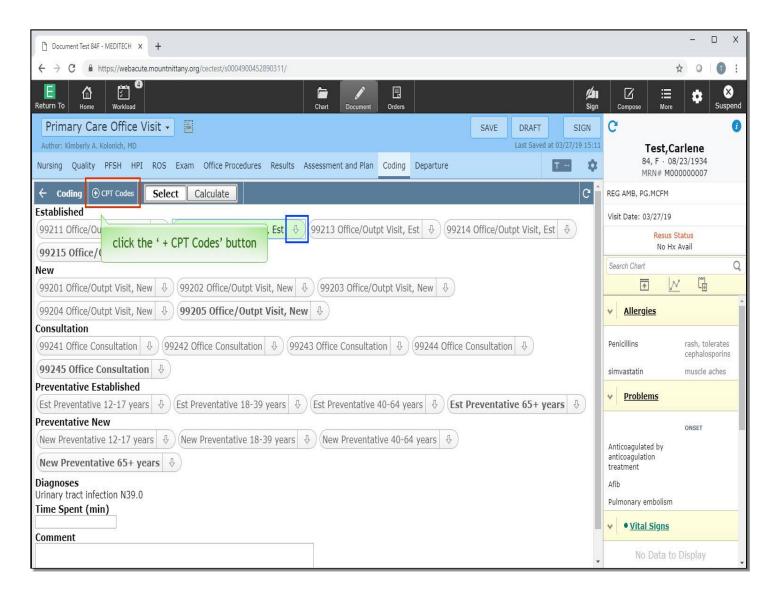
This lesson starts in the Document Routine on a document that is near completion. You will begin by reviewing the E/M Coding. To navigate to this section, you can either click on 'Coding' in the carousel or scroll down. We will scroll down for you.



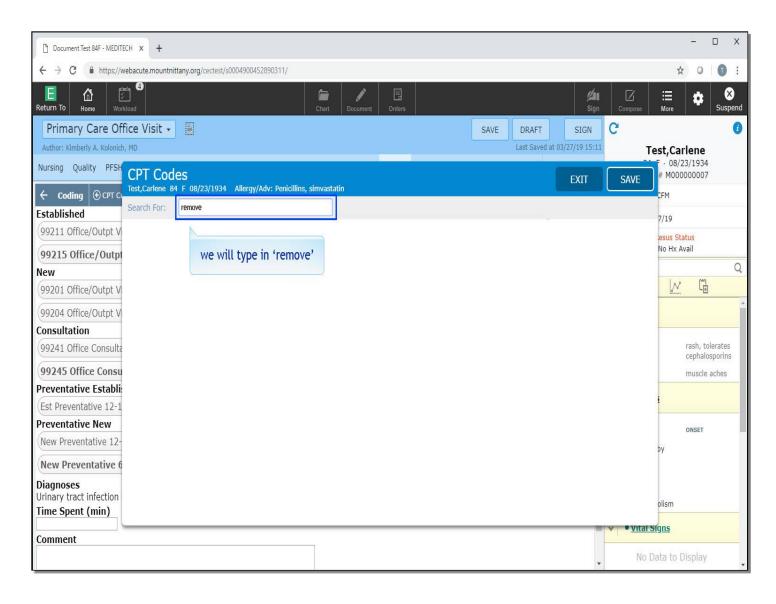
Click on 'Coding' in the carousel.



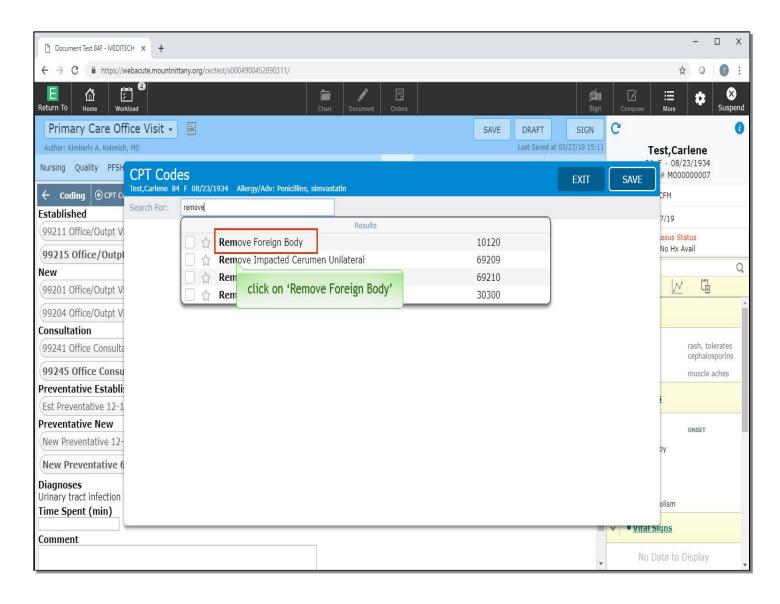
This brings you to a Document section filled with the different Visit Codes to identify the level of service to bill for. Click on 'Established-99212 Office/Outpt Visit'.



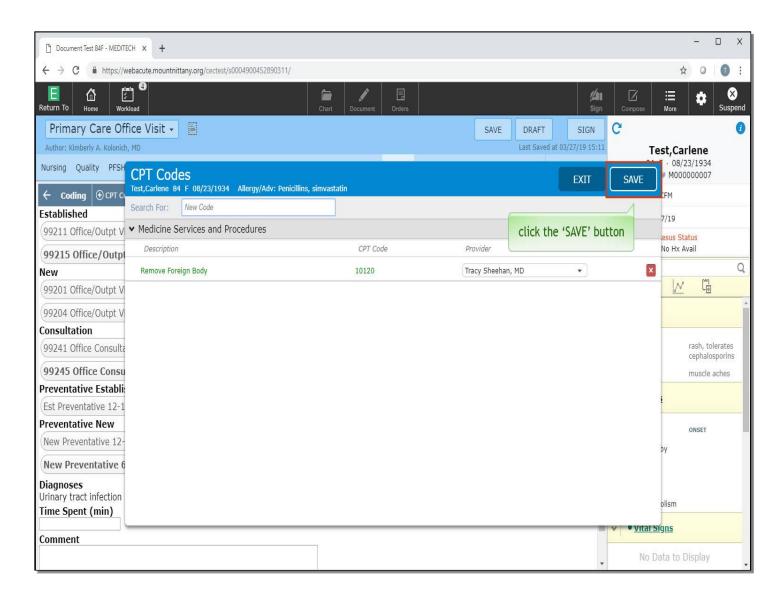
Your selection is now highlighted in green. Clicking the down arrow associated with your selection will allow you to add modifiers to this Code. You can also add 'Current Procedural Terminology' Codes (CPT Codes) to the Coding section of a document. To do so, click the '+ CPT Codes' button in the Coding header.



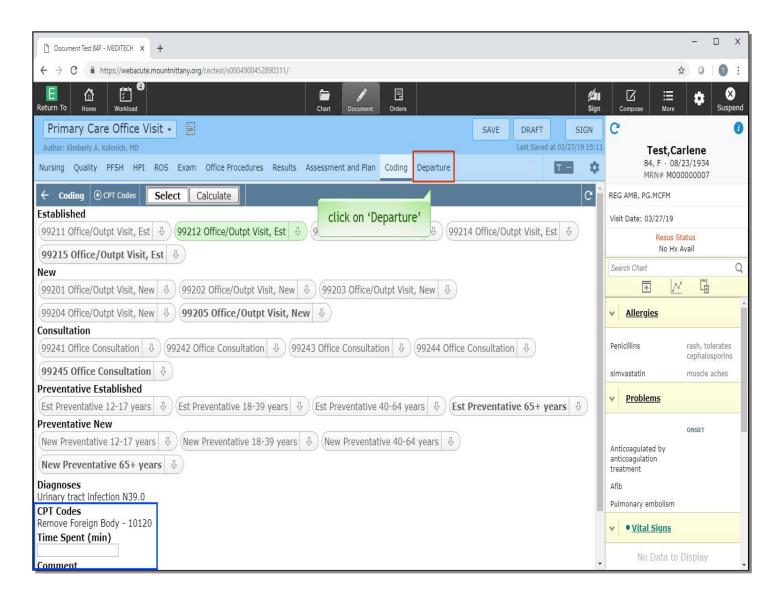
This overlay enables you to add another code. The cursor is already in the Search field, so we will type in 'remove' for you.



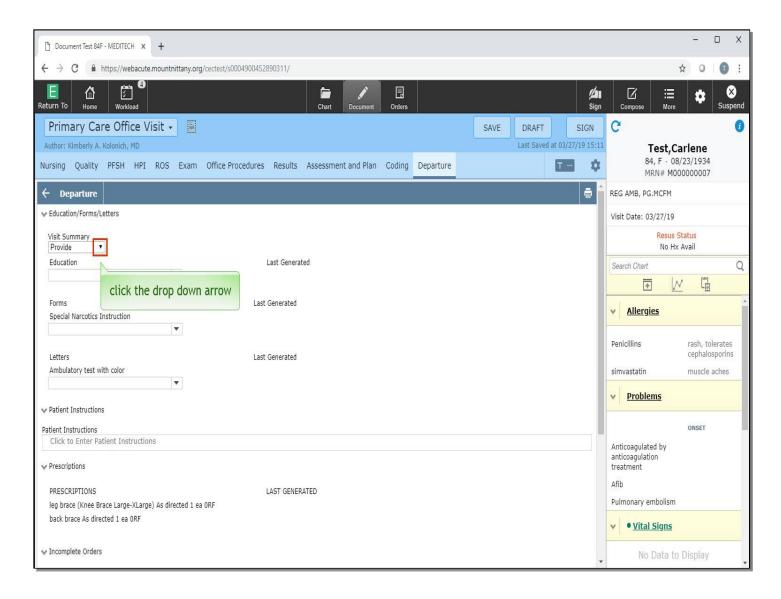
From the drop down of results, select 'Remove Foreign Body'.



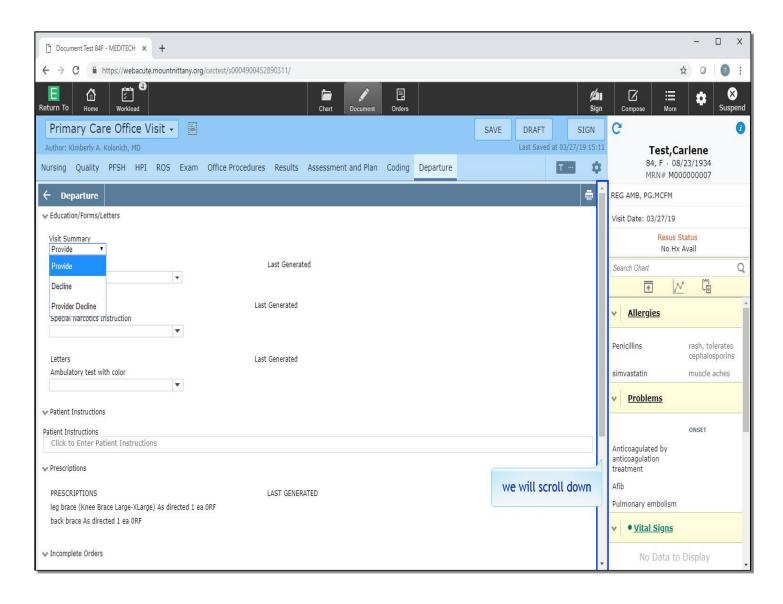
You have the ability to change the Provider, if necessary, by selecting the drop down associated with the Provider column, or you can remove this CPT Code by clicking on the red 'x'. For now, click the 'SAVE' button.



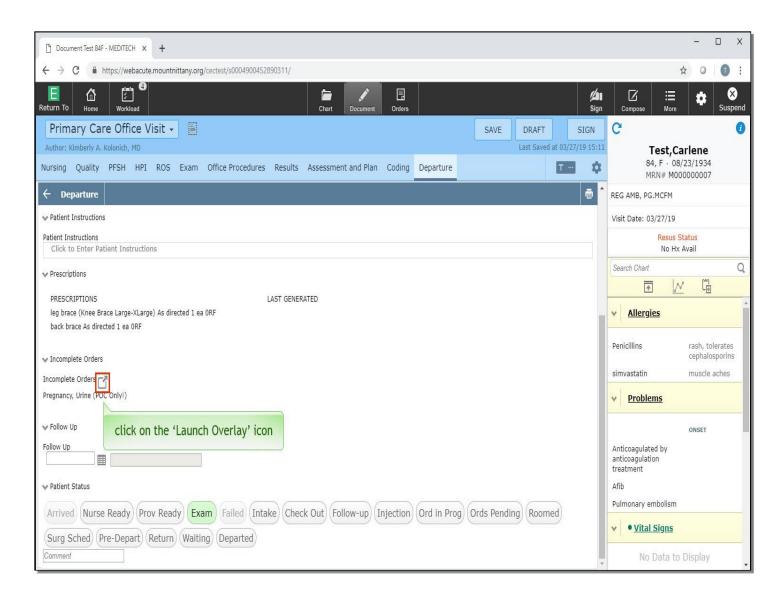
The additional diagnosis now appears underneath the Standard Codes. There is also a Free Text box where you can enter the time spent in minutes, as well as an area for Comments. The Comment field will be sent to the Coder Desktop. Let's take a look at Departure. Click on 'Departure' in the document carousel.



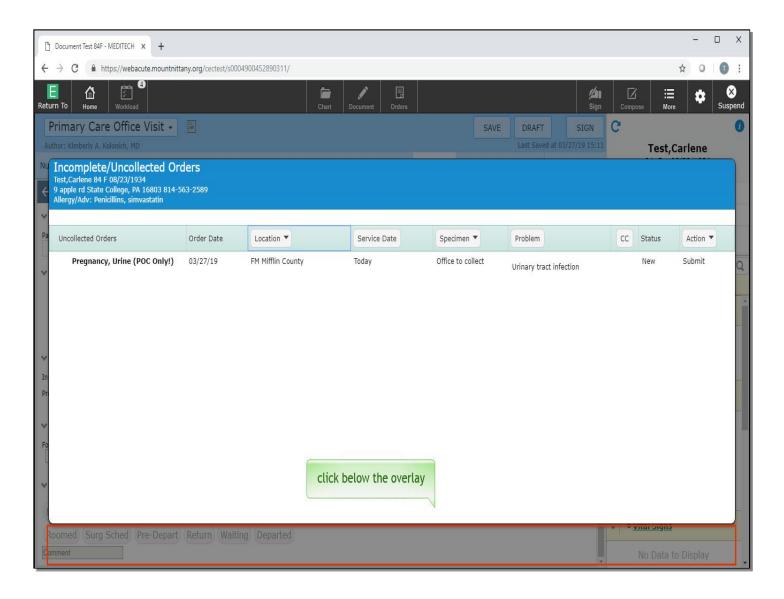
You can see that certain fields from other sections of the document flow into the Departure section, including the Forms, Patient Instructions, Prescriptions, and Follow Up. You can choose whether or not the Visit Summary is provided to the patient. Click the drop down arrow associated with Visit Summary.



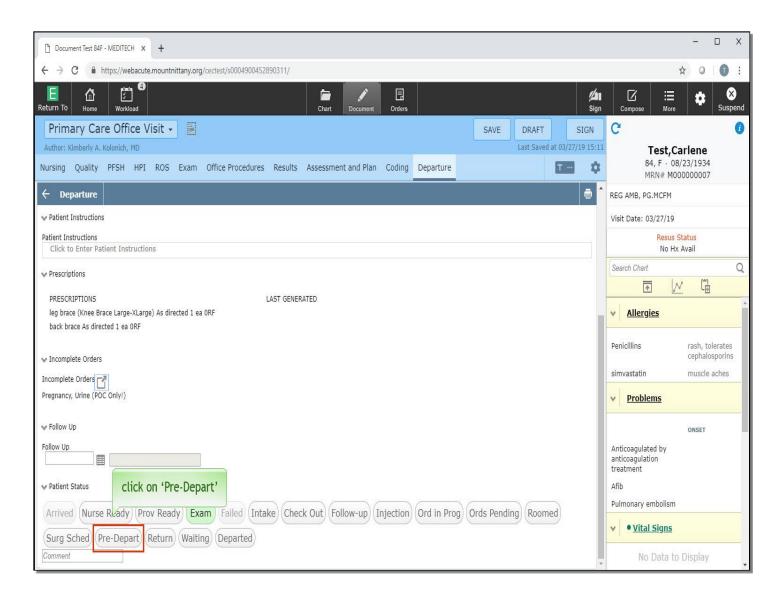
You have the option of choosing Provide, Decline, or Provider Decline. Next, we'll review 'Incomplete Orders'. We will scroll down.



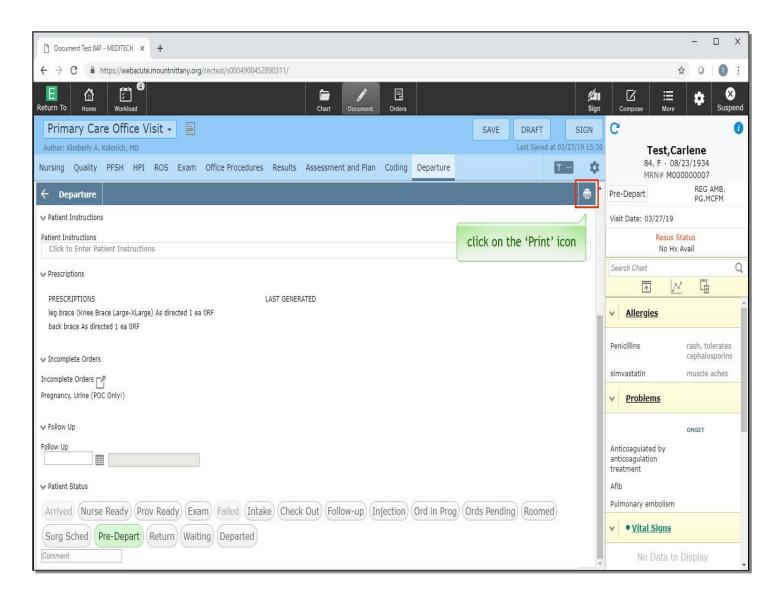
Click on the 'Launch Overlay' icon associated with the Incomplete Orders.



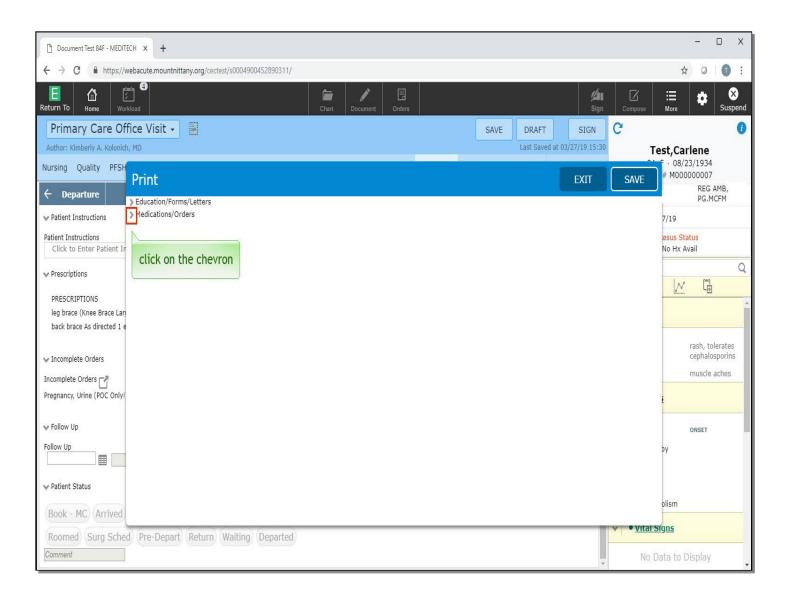
Most of the time, this Overlay will be blank; however, orders will appear here if an order was placed to be done in the clinic that day and it was not documented as completed or collected. This, in combination with the indicator on the Clinical Home Screen, should aid in preventing patients leaving the clinic without an office procedure performed. Click anywhere below the Overlay to close.



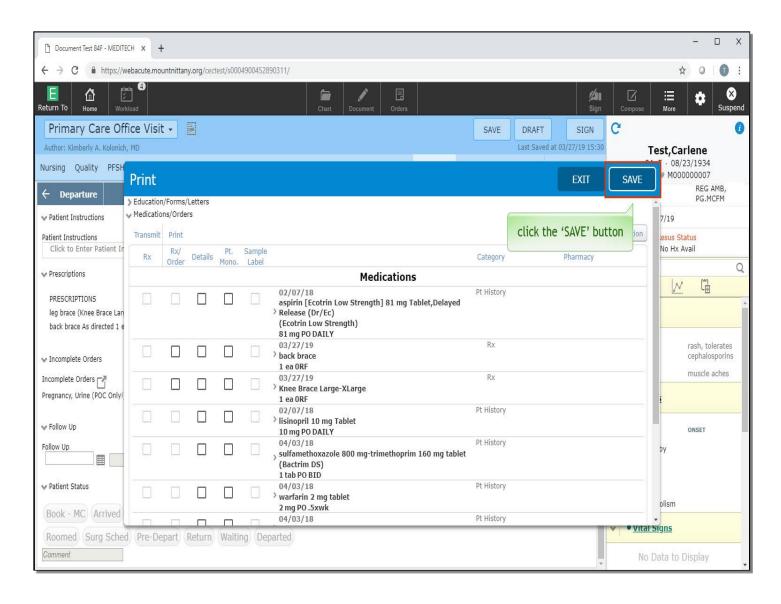
You can also change the patient's Status from here. Click on 'Pre-Depart'.



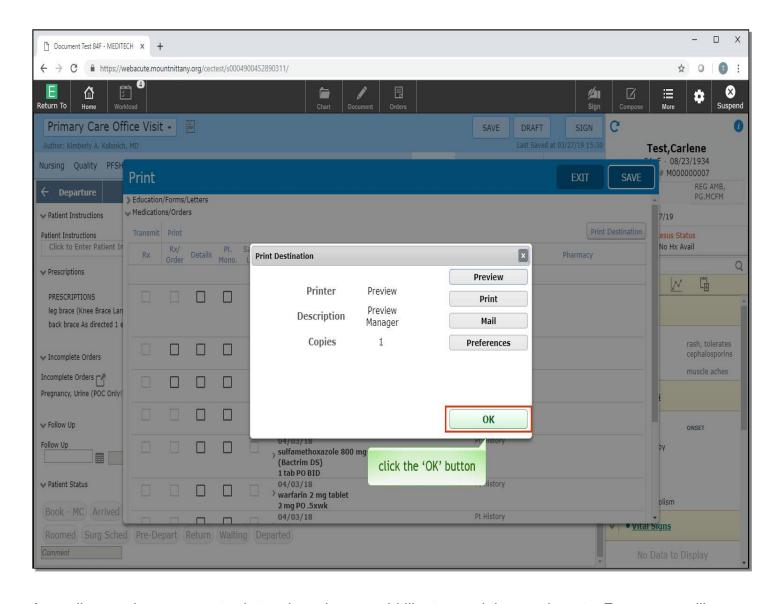
Note that this changes the Status on the Reference Region of the patient's chart as well. If you need to print this Departure information or wish to re-print the Departure information at any time, you can do so by selecting the Print icon at the top right of this section. Click on the 'Print' icon.



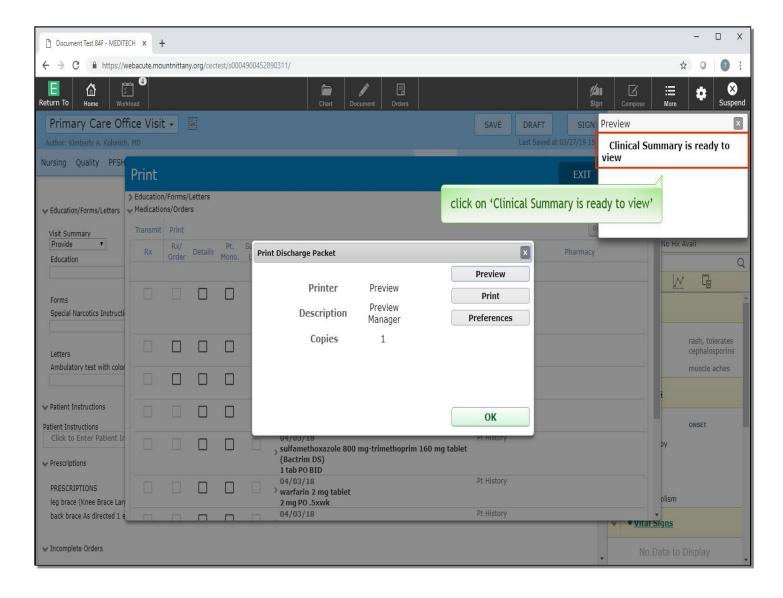
Click on the chevron to the left of 'Medications/Orders'.



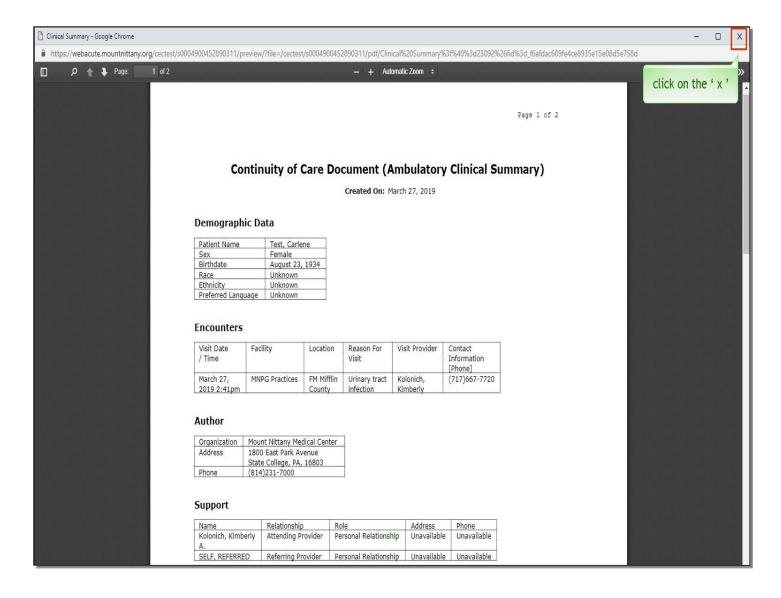
This allows you to see all the Medications and to Re-Print the Prescription, Transmit if you have e-prescribing abilities, or Print the details of the medication. For now, click the 'SAVE' button.



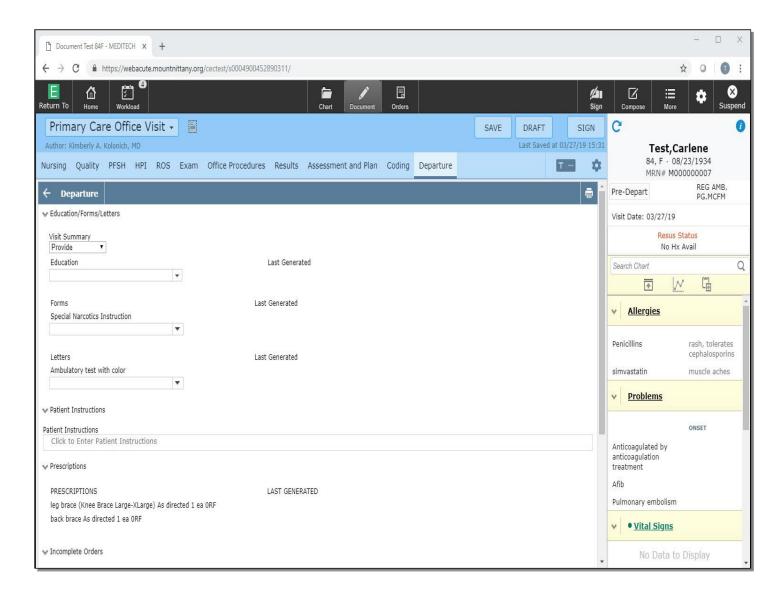
A smaller overlay appears to determine where you'd like to send these printouts. For now, you'll Preview them. Click the 'OK' button.



Click on 'Clinical Summary is ready to view'.



Click on the 'x' in the top right to close this window.



When you are finished with the Depart Routine, you can SAVE or SIGN your note.

This concludes our lesson on Departure and Coding.

In this lesson, we addressed how to:

- Code by selecting the code or calculating from the document
- Add CPT Codes on the fly
- Change the patient's status and use the Depart Routine

MEDITECH best practice guidelines have been integrated into this lesson.

Please refer to your facility-specific workflows for process questions not covered in this course.