

COPD Maintenance – Spirometry**COPD Maintenance-Spirometry Order**

1. Select COPD Maintenance-Spirometry Order Recommendation.
2. Choose the appropriate Order. Enter the Ordering Physician details of the Order and select **Cosign** Required. Click OK.
NOTE: For spirometry testing to be done at the hospital, select the Order: PFT Spirometry with no CPT code.
3. Click on Orders for Signature “shopping cart.”
4. Associate the correct diagnosis to the order from **This Visit Problems** or verify with the provider which diagnosis is appropriate.
5. Open the **Order Details** and complete the necessary fields and sign.
6. The COPD Maintenance-Spirometry Recommendation moves to the Not Due/Historical tab.

Documenting a Completed COPD Maintenance-Spirometry

1. Review Outside Records in the dark blue menu, if results are available and screening was **completed** within the recurrence timeframe navigate to Recommendations.
2. Select the COPD Maintenance-Spirometry Recommendation to update and click on **Actions**.
3. Select Completed.
4. Complete the Satisfy Date, Reason, and Comment fields (if necessary), and click Save.

Completed COPD Maintenance-Spirometry -Not Available

1. Request the patient complete a Medical Release of Information form to obtain outside records and Fax the signed form to the performing facility.
2. Once the report is received, update Recommendations.
3. Notify the provider that the report is available to review and sign-off.