

Cosmetic Botox and Filler Injections for Clinical and Clerical Staff at OMH Gaylord General Surgery

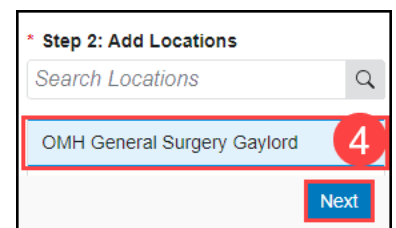
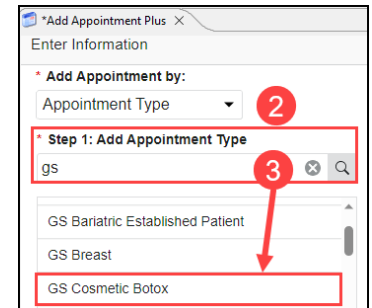
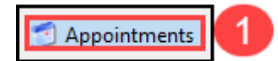
Cerner PowerChart, Revenue Cycle, Ambulatory **EDUCATION**

This document outlines the workflow for Cosmetic Botox (onabotulinumtoxin A) and filler injections at the OMH Gaylord General Surgery practice.

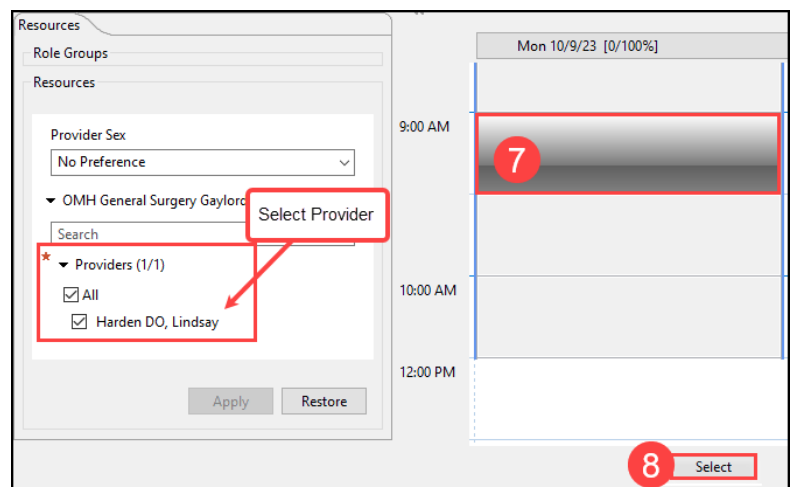
Step 1: Revenue Cycle- Add an Appointment

Schedule the patient’s General Surgery Cosmetic Botox and filler Appointment:

1. Navigate to the patient’s chart within Revenue Cycle and select the Appointments perspective.
2. Add Appointment by: Appointment Type.
3. Search for **GS Cosmetic Botox**.
4. Select **OMH General Surgery Gaylord** for the Location (it will automatically populate), click **Next**.
5. Fill in Appointment Details:
 - a. Insurance Profile: **Self Pay** (if not available select Health Professional).
 - b. Add Comments.
 - c. Reason For Visit: Botox.
6. Click Schedule.
7. Select the desired appointment date and time.
8. Click Select.
9. Confirm the appointment.



Note: See the [Clinical EHR Website](#) for more information on Appointment Scheduling.



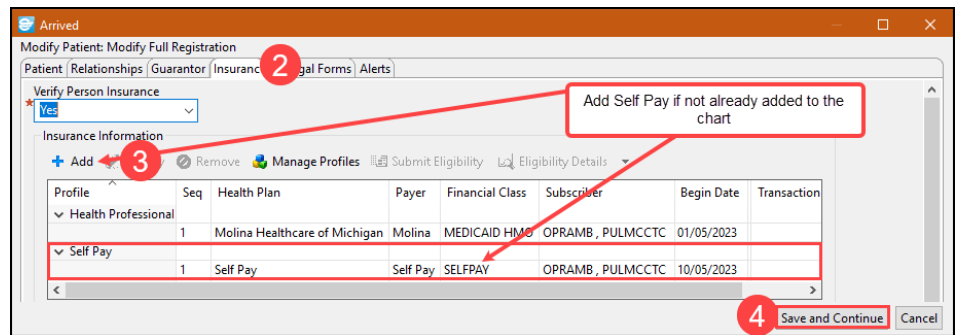
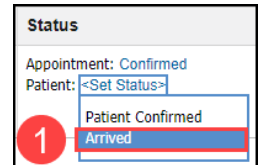
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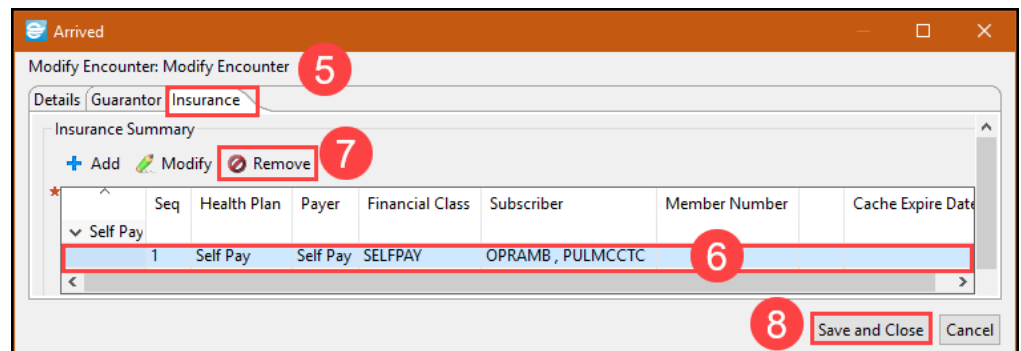
Step 2: Revenue Cycle- Clerical Staff Check In

Clerical staff will complete the patient check-in process following the standard workflow.

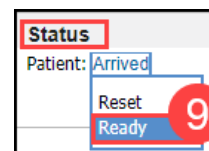
1. Set the patient's status to Arrived on the patient tracking screen to launch the Check In conversation.
2. Within the Modify Registration window click the Insurance tab to check if **Self Pay** is listed.
3. If Self Pay is not listed, Add Self Pay to the Insurance Profiles.
4. Once Insurance is verified and/or updated, **Click Save and Continue**.



5. Within the Modify Encounter window, select the Insurance tab.
6. Verify if Self Pay is the **ONLY** insurance listed for the encounter.
7. Remove any additional Insurance Profiles.
8. Click Save and Close.



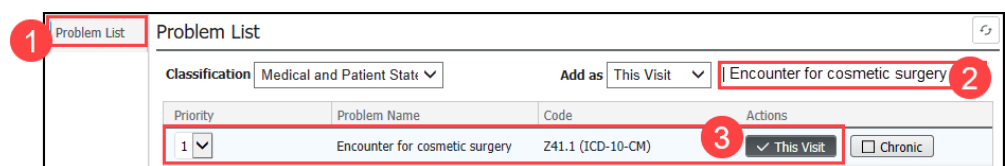
9. Update the Patient Status to Ready on the patient tracking screen.



Step 3: PowerChart- Clinical Staff Complete the Patient Intake

Navigate to the Ambulatory Organizer within PowerChart and complete the Patient Intake following the standard workflow. Complete any additional Intake steps per practice guidelines. Add a This Visit Problem of Encounter for Cosmetic Procedure.

1. Navigate to the Problem list.
2. Search for: Encounter for Cosmetic Surgery.
3. Select **This Visit** only (Do not select Chronic).



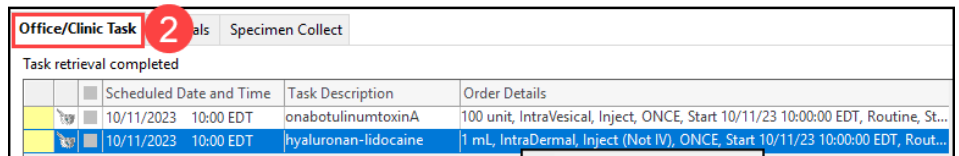
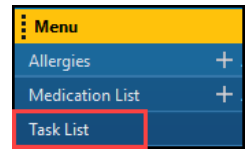
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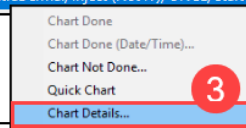
Step 4: PowerChart- Injection Documentation

Botox (onabotulinumtoxin A) Injection Documentation:

1. Navigate to the Task List within the correct patient's chart.
2. Select the Office/Clinic Task tab.
3. Right click on the medication task and select Chart Details to open the medication documentation.



4. Document the medication administration details:
 - a. Performed date/time: enter the date and time the injection was given.
 - b. Performed by: enter the administrating provider's name.
 - c. Witnessed by: the clinical staff completing the task documentation should enter their name.
 - d. AMB NDC: enter the 11-digit NDC.
 - e. Onabotulinumtoxin A Charge: enter the dose given, example 85 (vials come in 100).
 - f. Waste: enter any medication waste as needed, example 15.
 - g. Admin Charge: leave blank.
 - h. Site: Select See Focus Note.
 - i. Comment: click on the Comment button to free text the Lot number and Expiration date.
 - j. Click the green check mark to complete and sign the form.



onabotulinumtoxinA (Botox 100 units injection)
100 unit, IntraVesical, Inject, ONCE, Start 10/11/23 10:00:00 EDT, Routine, Stop 10/11/23 10:00:00 EDT

a *Performed date / time : 10/11/2023 1000 EDT

b *Performed by : Harden DO, Lindsay M

c Witnessed by : Matthews, Christina T

d AMB NDC: 12345678965

e onabotulinumtoxinA Charge: 85

AMBS onabotulinumA Waste Charted: [dropdown]

f AMBS onabotulinumA Waste: 15

g Admin Charge (Medication): [dropdown]

*onabotulinumtoxinA: 100 unit Volume: 0 ml

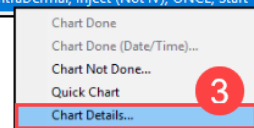
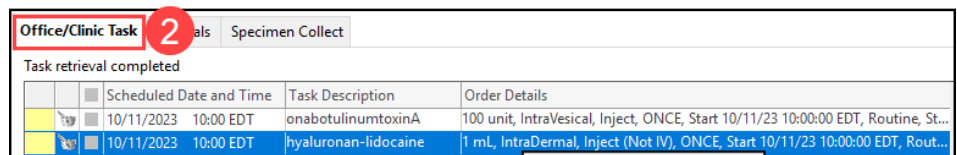
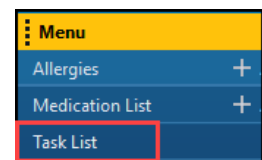
Diluent: <none> ml

*Route: IntraVesical *Site: See Focus Note

i Comment

Filler Injection Documentation:

1. Navigate to the Task List within the correct patient's chart.
2. Select the Office/Clinic Task tab.
3. Right click on the medication task and select Chart Details to open the medication documentation.



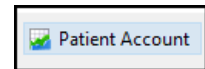
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4. Click on the filler Task and add necessary information:
 - a. Performed date/time: enter the date and time the injection was given.
 - b. Performed by: enter the administrating provider's name.
 - c. Witnessed by: the clinical staff completing the task documentation should enter their name.
 - d. AMB NDC: enter the 11-digit NDC.
 - e. Filler (Juvaderm): enter the number of syringes used, example 5.
 - f. Admin Charge: leave blank.
 - g. Site: Select See Focus Note.
 - h. Comment: click on the Comment button to free text the Lot number and Expiration date.
 - i. Click the green check mark to complete and sign the form.

Step 5: Revenue Cycle- Checkout and Collect Payment

Within the patient's Revenue Cycle chart, navigate to the Patient Account perspective.



1. Click on the Charges tab.
2. Review the Charges and total under the Amount column.

Balances							Claims		Statements		Charges		Insurance Transactions		Self Pay Transactions		Workflow		Balance Summary		
Encounter: 56129797, 10/11/2023 -																					
Status	Service Date	Encounter	HCPCS	Revenue Code	Payments	Amount	Performing Provider		Description												
Posted - U...	10/11/2023 12:00	56129797			\$0.00	\$3,550.00	EdufamMatthews, 2 Christina		hyaluronan-lidocain...												
Posted - U...	10/11/2023 12:00	56129797	J0585	0636	\$0.00	\$1,020.00	EdufamMatthews, 2 Christina		onabotulinumtoxin...												

3. Process the patient's payment.
 - a. For check or cash payments:
 - i. Click on Charge Entry.
 - ii. Click the Self-Pay remittance icon.
 - iii. Fill in the needed information.
 - b. For credit card payments, process the payment using Flywire.

Step 6: Clerical Staff Scan the Facial Diagram

1. The provider will deliver a completed paper facial diagram to the appropriate care team member.
2. Verify the provider has completed and signed the Visit Note.
3. Scan the facial diagram to the patient's chart:
 - a. **Note Type: Procedure/Treatment Note** with the **Subject: Facial Diagram**.