Clinical EHR Education, October 13, 2023, CTM

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 <u>Clinical EHR Website</u> for more information on Appointment Scheduling.

Resources		
Role Groups		Mon 10/9/23 [0/100%]
Resources		
Provider Sex	9:00 AM	
No Preference V		
OMH General Surgery Gaylord Select Provider Search		
* ▼ Providers (1/1)		
All	10:00 AM	
Harden DO, Lindsay		
	12:00 PM	
Apply Restore		
		8 Select



* Step 2: Add Locations	
Search Locations	Q
OMH General Surgery Gaylord	(4)
	Next



WMUNSON HEALTHCARE

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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.

C Arrived

- 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.

Profile Seq Health Plan Payer Financial Class Subscripter Begin Date Transaction Health Professional Molina Healthcare of Michigan Molina MEDICAID Hute OPRAMB, PULMCCTC 10/05/2023 Self Pay
1 Molina Healthcare of Michigan Molina MEDICAID H₩ OPRAMB, PULMCCTC 01/05/2023 Self Pay Self Pay Self Pay SELFPAY OPRAMB, PULMCCTC 10/05/2023 Self Pay
1 Self Pay Self Pay SELFPAY OPRAMB, PULMCCTC 10/05/2023

- 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.
- y 🖉 Ker Health Plan Payer Financial Class Subscriber Member Number Cache Expire Date Sea Self Pav Self Pay SELFPAY OPRAMB, PULMCCTC 6 Self Pay 8 Save and Close Cance

Status		
Patient:	Arrived	
	Reset	6
	Ready	ູອ

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).

1	Problem List	Problem List			ري
		Classification Medical	and Patient State V	Add as This Visit	I Encounter for cosmetic surgery 2
		Priority	Problem Name	Code	Actions
		1	Encounter for cosmetic surgery	Z41.1 (ICD-10-CM)	3 This Visit Chronic





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Order Details

*Performed date / time : 10/11/2023

AMB\$ onabotulinumA Waste Charted:

onabotulinumtoxinA: 100

*Route : IntraVesical

Diluent : <none>

Comment

*Performed by: Harden DO, Lindsay M

Witnessed by : Matthews, Christina T

onabotulinumtoxinA Charge: 85

AMB\$ onabotulinumA Waste: 15

Admin Charge (Medication):

Chart Done Chart Done (Date/Time).. Chart Not Done...

Quick Chart

Chart Detai

AMB NDC: 12345678965

unit

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

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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.

als Specimen Collect

hyalı

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е

onabotulinumtoxinA

Scheduled Date and Time Task Description

10:00 EDT

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10/11/2023 10:00 EDT

Office/Clinic Task

Task retrieval completed

👿 🔳 10/11/2023

- 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.

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.

Office/Clinic Task 2 als Specime	en Collect	
Task retrieval completed		
Scheduled Date and Time	Task Description	Order Details
🎲 🔳 10/11/2023 10:00 EDT	onabotulinumtoxinA	100 unit, IntraVesical, Inject, ONCE, Start 10/11/23 10:00:00 EDT, Routine, St
😿 🔲 10/11/2023 10:00 EDT	hyaluronan-lidocaine	1 mL, IntraDermal, Inject (Not IV), ONCE, Start 10/11/23 10:00:00 EDT, Rout
		Chart Done
		Chart Done (Date/Time)
		Chart Not Done
		Quick Chart 3
		Chart Details



100 unit, IntraVesical, Inject, ONCE, Start 10/11/23 10:00:00 EDT, Routine, St..

3

🗧 EDT

Trend

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9

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Trend

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Trend

Trend

Volume:

*Site : See Focus Note

ml

Menu	
Allergies	+.
Medication List	+
Task List	

ml

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Patient Account

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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.

									Total Due	
🧀 в	🕽 Balances 🗊 Claims 🗟 Statements 🐉 Charges 🗙 👩 Insurance Transactions 🕵 Self Pay Transactions 🖏 Workflow 🤪 Balance Summary									
5	Encounter: 56129797, 10/11/2023 -									
%	Status	Service Date	Encounter	HCPCS	Revenue Code	Payments	Amount	Performing Provi	der	Description
ø	Posted - U	10/11/2023 12:00	56129797			\$0.00	\$3,550.00	EdufamMatthews	s, 2 Christina	hyaluronan-lidocain
٧	Posted - U	10/11/2023 12:00	56129797	J0585	0636	\$0.00	\$1,020.00	EdufamMatthews	s, 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.

1						
hyaluronan-lidocaine (Juvederm Ultra XC) 1 mL, IntraDermal, Inject (Not IV), 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 • V 1000 • EDT						
C Witnessed by: Matthews, Christina T						
AMB NDC: 123456789255 Trend byaluronan-lidocaine Charge: 5 Trend						
f Admin Charge (Medication): <u>Trend</u>						
*hyaluronan-lidocaine: 1 mL ~ Volume: 0 ml						
Diluent: https://www.news.org ml						
*Route: IntraDermal v *Site: See Focus Note v g						

4 of 4

Search by Name Patier	t A 👔 🚱 Charge Entry 🛛 😤 🤊	
Charge Entry		
Incounter: AD0056129795	Analy Call Day Darrithmen	
	Apply Self-Pay Remittance	