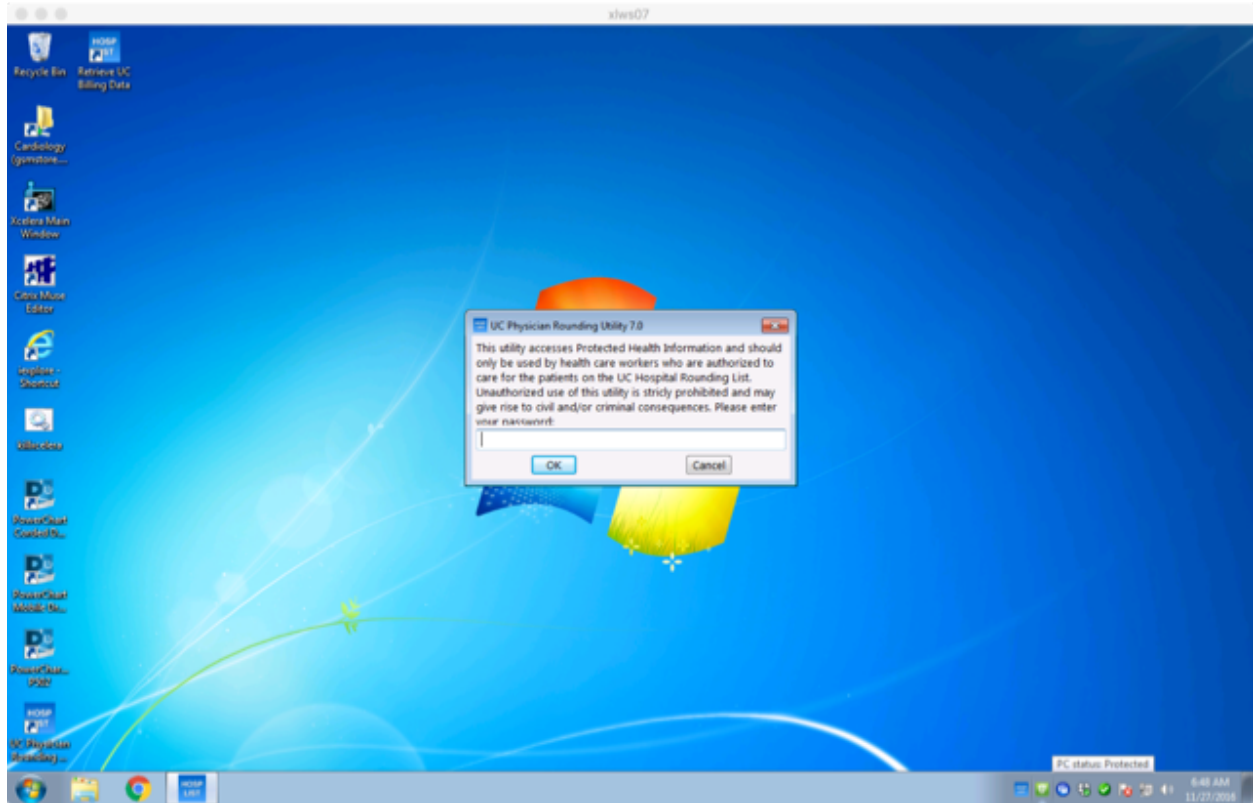


## HOW TO USE THE UC ROUNDING UTILITY TO ENTER CPT BILLING CODES AND ADD NEW PATIENTS:

If your computer is secure, you can have the program remember the password.



Select the cardiologist or nurse practitioner you are working with. All of the CPT billing codes that you enter will go under his or her name.

UC Physician Rounding Utility 7.0

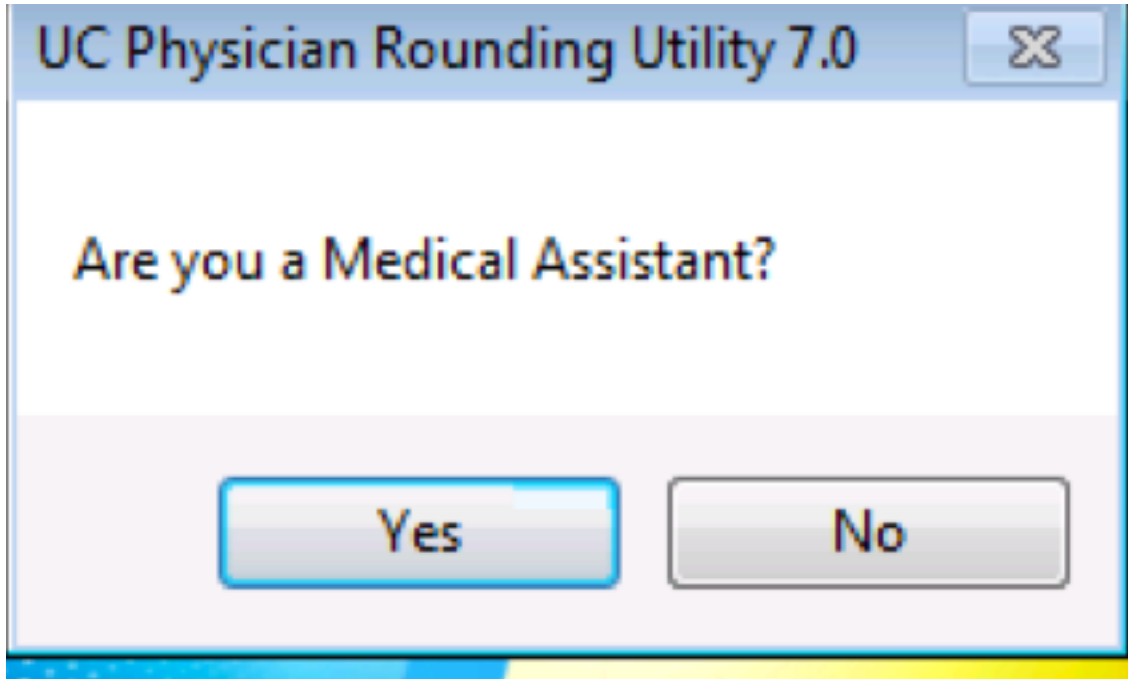
Please select the billing cardiologist

Acker  
Bresee  
Chua  
Cox  
Crook  
Gayathri Baljepally  
Hirsh  
Huntsinger  
Johnson  
Liu  
Mahlow  
Overly  
Raj Baljepally  
Rogers  
Scott  
Shepple  
Venero  
Wortham  
Dugger NP

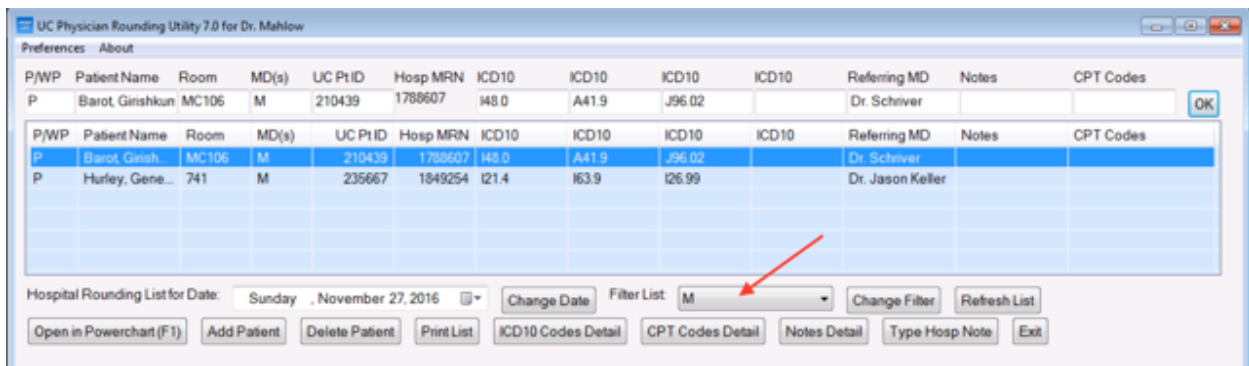
OK

Cancel

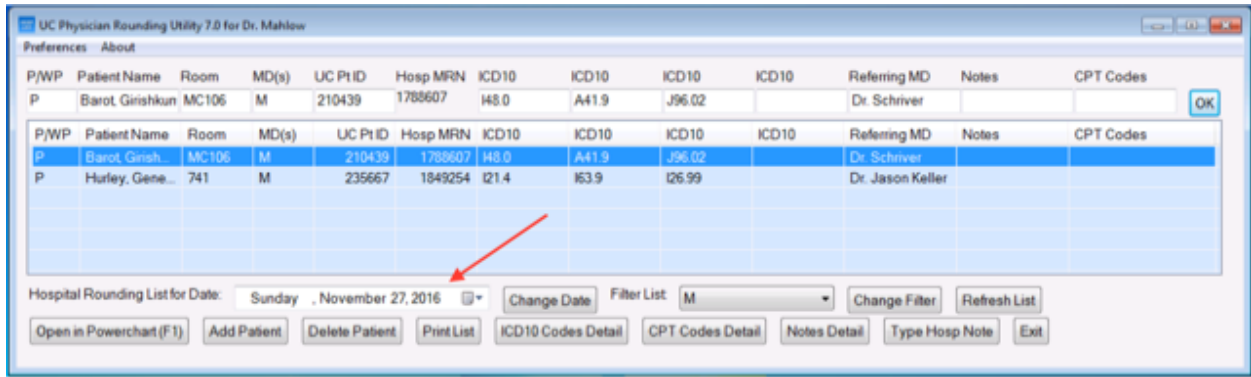
If you are a medical assistant, click yes. If you are a physician or NP, click no. Physicians (and NPs) will be notified when their patients are removed from their personal rounding lists, but MAs will not. If you would like to change this option, you will have to re-install the utility by going back to step 1.



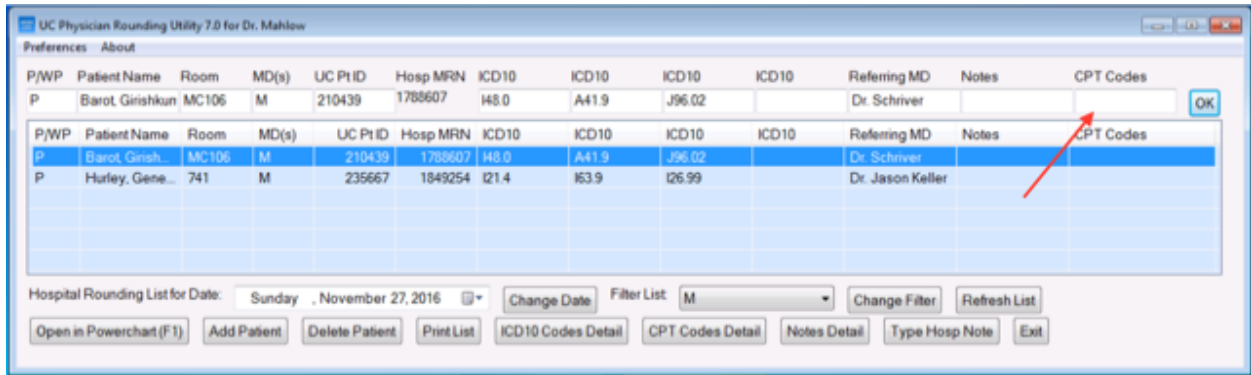
The program will initially display only the patients that belong to the cardiology attending or NP. To see everyone's patient, change the list filter to "All MDs" and click the button next to it "Change Filter".



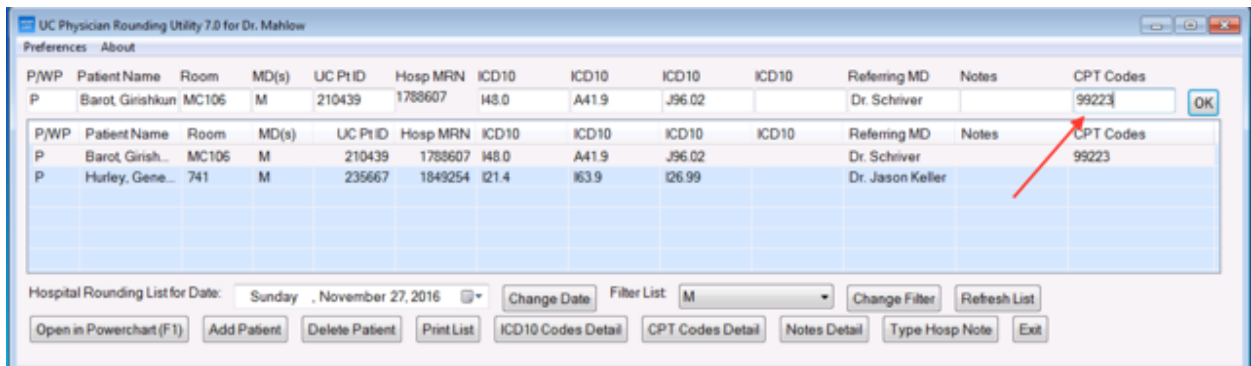
Make sure the date of the list corresponds to the date of the CPT billing codes that you are entering. If you are entering CPT billing codes that were performed yesterday, change the date of the list to yesterday's date. You can change the date near the bottom of the window and then click the "Change Date" button next to it.



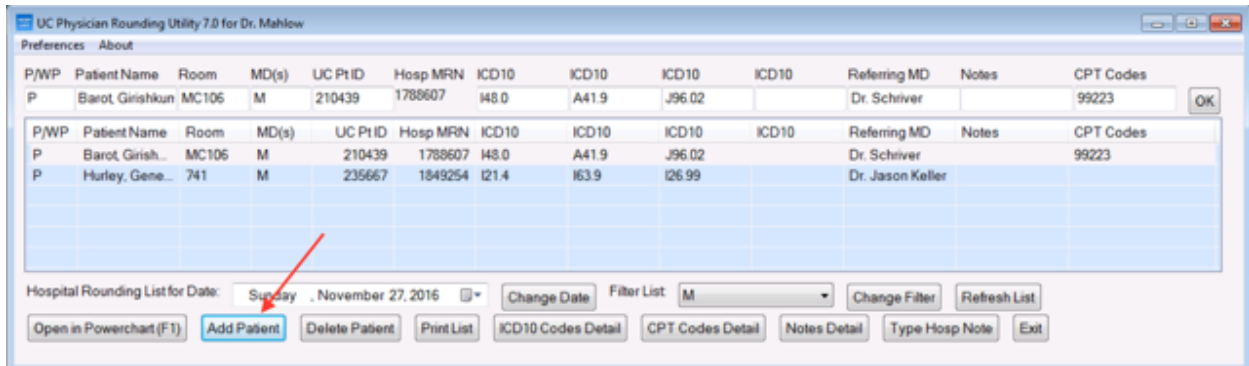
Make sure the patient you want is selected, and then enter the CPT billing code in the CPT codes section. If there is more than one CPT code, separate them by commas (for example “99223,93458”). After you are done typing in the CPT billing codes, press Enter or click OK.



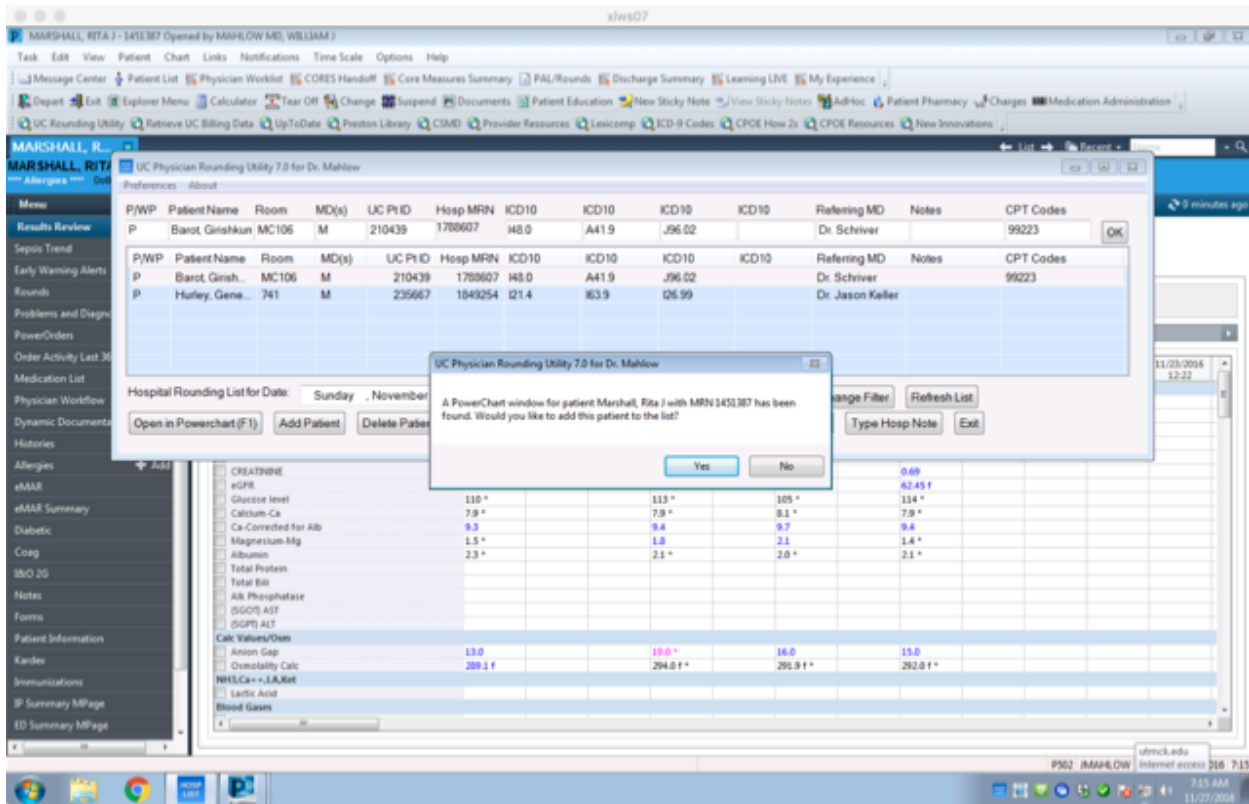
If you entered a CPT code in incorrectly, you can probably still change it in the CPT codes box. However, after Denise Munsey accesses the server, the CPT code will become Locked and you will not be allowed to change the code. You will have to contact Denise Munsey to change a Locked CPT code. Please make sure the CPT code is correct. Note: after you click OK or press enter, the program may rearrange the order of the CPT codes.



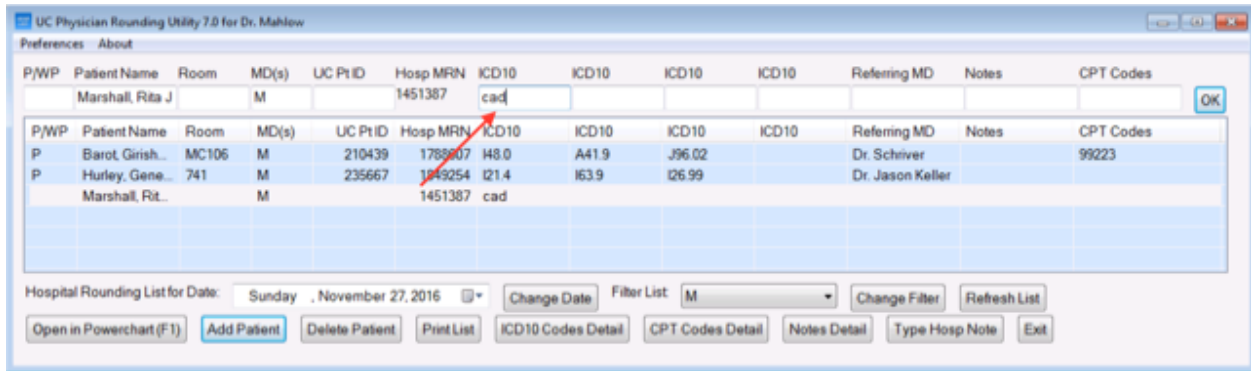
To add a new patient to the list, the best way is to open the patient in PowerChart first. Make sure only one patient is open in PowerChart. Then click the Add Patient button.



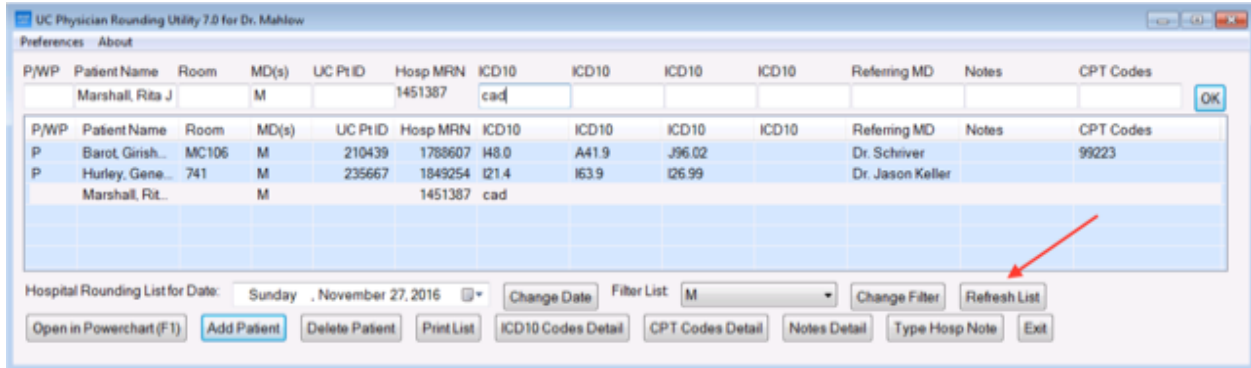
A window will ask you if you want to add the patient that is opened in PowerChart. Click Yes if this is the correct patient.



After the patient appears on the list, fill in the other information about the patient by clicking (or pressing Tab) to get to the appropriate input box. It would be great if you could type in the UC Patient ID, but you don't absolutely have to do that. For the ICD-10 codes, you can either type the code or just type the diagnosis to make it search for the code (I've typed "CAD" in the example below). When you are done, press Enter or click OK.



When you are through using the utility, close the window or click Exit. If the utility has been running on your computer for several hours, click the Refresh List button to make sure all the patient information is up-to-date.



That's it! Please ask me if there are any questions.

Dr. Mahlow