



Physician Best Practices - Using the Generic Procedure Template in NextGen[®] KBM, Version 8.3

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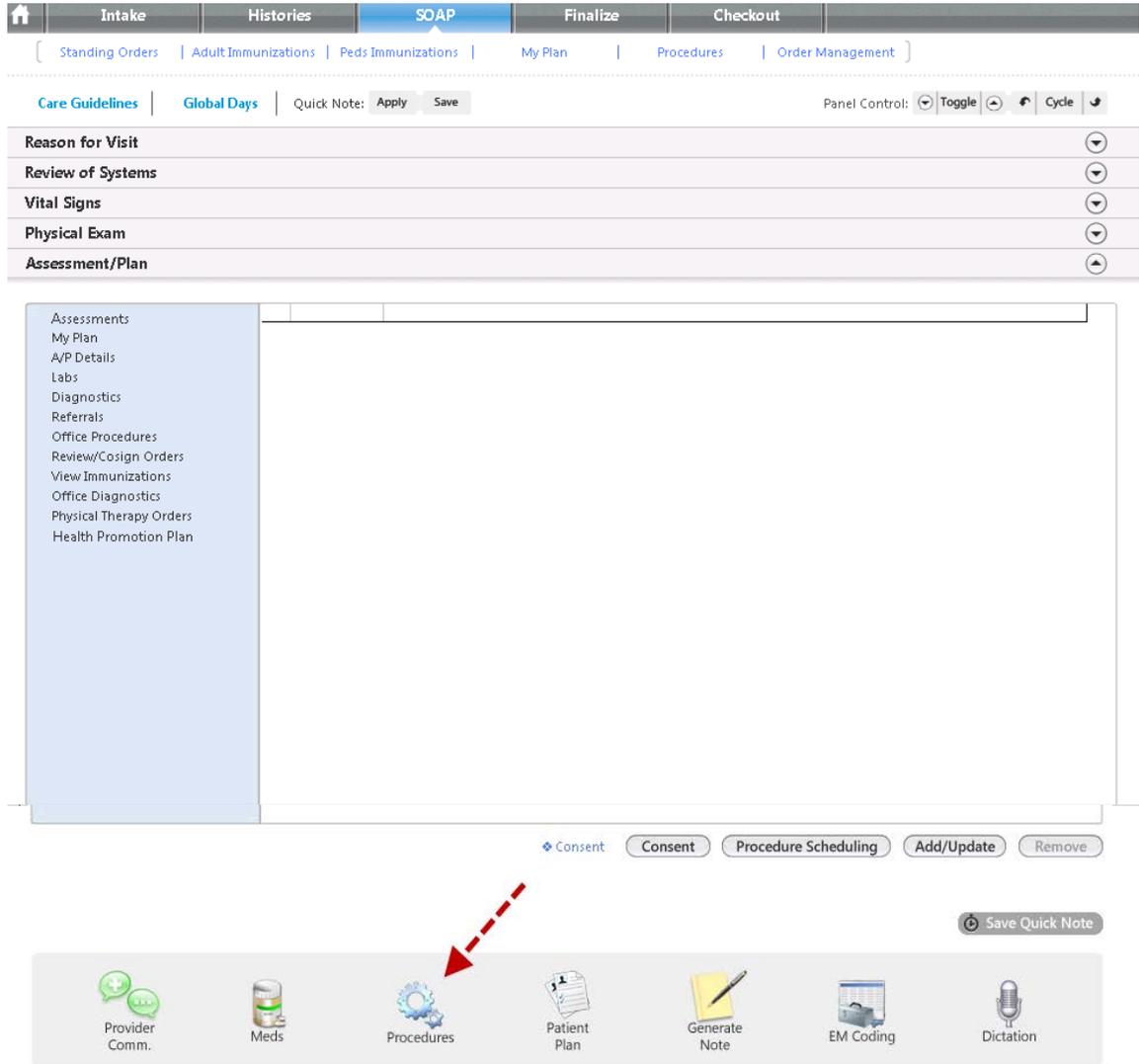
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Working with the Generic Procedure Template

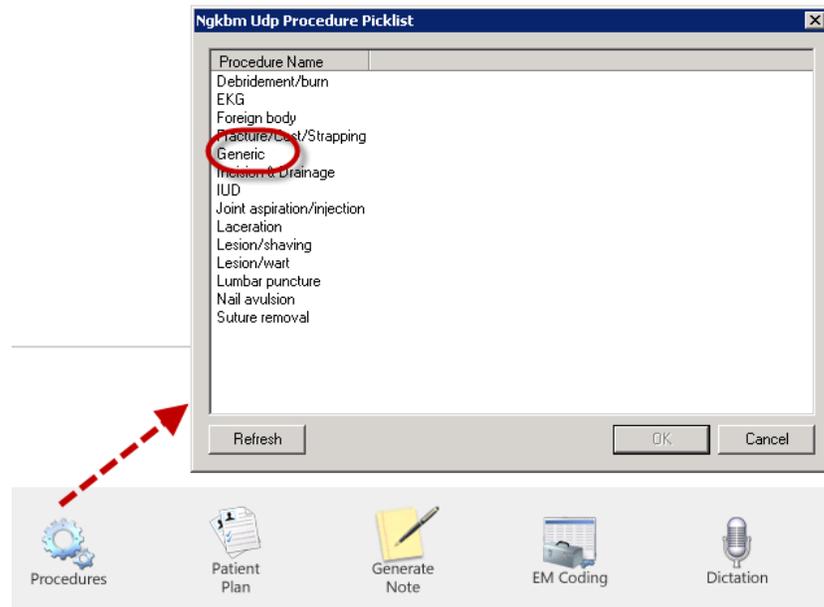
The Generic Procedure template was designed to be used for all procedures for which there is no specific procedure template. In addition, some providers may wish to use it for procedures for which the specific procedure templates do not meet their needs.

To work with the Generic Procedure template

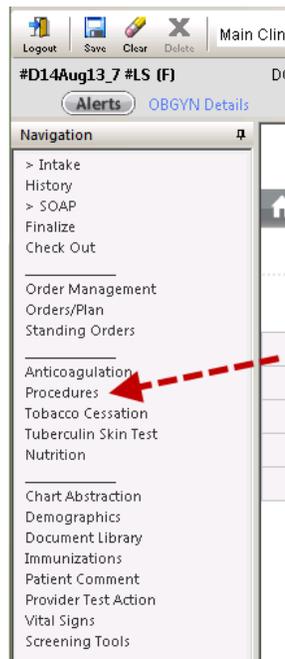
- 1 At the bottom of the SOAP tab, in the Assessment/Plan panel, click the Procedures icon.



A list of procedures displays.



- 2 This list of procedures, by specialty, can be modified by the practice.
- 3 Alternatively, click the Procedures link from the left-side navigation.



The following template displays.

Pre-procedure care:
 Procedure/Risks were explained Questions were answered Consent was obtained Consent Alerts Consent

<p>ENMT:</p> <ul style="list-style-type: none"> ◆ Ear ◆ Endoscopy/Laryngoscopy ◆ Epistaxis/Turbinate Reduction ◆ Head/Neck ◆ Myringotomy/Tympanostomy ◆ Nasal/Sinus ◆ Oral Cavity <p>Pulmonary:</p> <ul style="list-style-type: none"> ◆ Pulse Ox ◆ Spirometry ◆ Thoracentesis ◆ Xolair Injection <p>Gastrointestinal:</p> <ul style="list-style-type: none"> ◆ Anoscopy ◆ Banding/infrared ◆ Colonoscopy ◆ EGD ◆ Flex Sigmoidoscopy ◆ Hemorrhoidectomy ◆ Proctosigmoidoscopy <p>Neurological:</p> <ul style="list-style-type: none"> ◆ Chemodenevation w/Botox ◆ EEG ◆ EMG ◆ Nerve Blocks 	<p>Genitourinary:</p> <ul style="list-style-type: none"> ◆ Catheterization/Intravesical Treatment ◆ Colposcopy <small>Images: Cervix / Vagina / Vulva</small> ◆ Cystourethroscopy ◆ Circumcision ◆ Endometrial Biopsy ◆ Hysteroscopy/ablation/sterilization ◆ IUD/Diaphragm ◆ Pessary Insertion ◆ Penile Injection ◆ Prostate Ultrasound/Biopsy ◆ Testosterone Pellets ◆ Urethral Dilatation ◆ Urodynamics ◆ Uroflow ◆ Vasectomy <p>Skin & Nails:</p> <ul style="list-style-type: none"> ◆ Botox ◆ Debridement/Burn/Wound ◆ Incision & Drainage ◆ Laceration Repair ◆ Lesion Excision/Shaving ◆ Lesion/Wart/Punch/Others ◆ Nail Avulsion/Hematoma/Removal ◆ Podiatric Nail Debridement ◆ Podiatric Skin Debridement ◆ Wound Care/Suture Removal 	<p>Biopsy/Aspiration:</p> <ul style="list-style-type: none"> ◆ Bone Marrow BX/Asp ◆ Core Needle Breast Biopsy/Aspiration ◆ Joint Aspiration/Injection ◆ Lymph Node Biopsy ◆ Percutaneous Biopsy ◆ Thyroid Nodule Biopsy <p>Other:</p> <ul style="list-style-type: none"> ◆ Conscious Sedation ◆ EKG ◆ Epidural Injection ◆ Erythropoiesis Stimulating Agent Injection ◆ Fracture/Casting/Strapping ◆ Fusion Body Removal ◆ Generic ◆ Hemorrhoidectomy ◆ Nebulizer Treatment ◆ Procedure/Test Instructions <p style="text-align: right;">Patient Education</p> <p>Performed today</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Procedure</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> </tr> </tbody> </table> <p style="text-align: right;">Offline Proc Note Preview Proc Note</p>	Procedure	
Procedure				

Comments:

This is a full list of all available procedure templates divided up by specialty. Some procedure templates, although listed under a particular specialty, might be utilized by another specialty. For instance, many specialties might excise a skin lesion. Under the Other category is a link to the Generic Procedure template.

Below is a screen shot of the Generic procedure dialog box.

Generic - Procedure

Indication:
Description: [] Code: [] Status: []

Procedure:
Description: [] Code: []

Pre-procedure care:
 Consent was obtained
 Procedure/risks were explained
 Questions were answered
 Prepped and draped

Anesthesia: None
Dose %: [] mg [] Units: [] []
 Digital Local Nerve IV

Findings: []

Complications: []

Post procedure:
Instructions: []

Dressing/wound care: []

Follow up:
Return for follow up: []
 Sooner if symptoms persist/worsen
 PRN

Submit to Superbill
Save & Close Cancel

The Indication and procedure, with their codes, must be entered. In the upper right hand corner of the template are icons to allow the user to Quick-save the entries and recall them in the future. When using the Quick save function, only those fields not particular to a specific patient are saved.

Generic Procedure Template Example

To configure a Generic Procedure template

- 1 Click in the Indication description box to display the Diagnosis search dialog box.

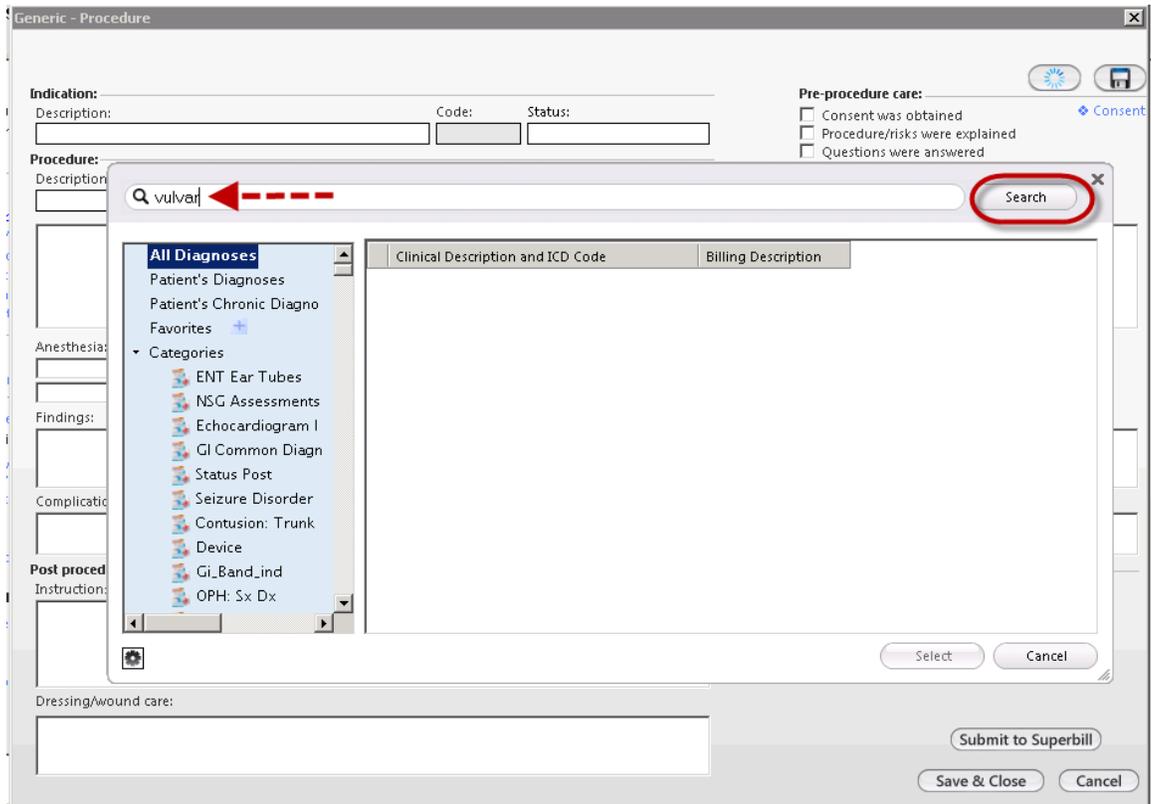
The screenshot shows the 'Generic - Procedure' form with the 'Diagnosis search dialog box' open. A red dashed arrow points to the 'Indication: Description' field. The dialog box contains a search bar with the text 'Enter search term' and a 'Search' button. Below the search bar is a list of categories and diagnoses, including 'All Diagnoses', 'Patient's Diagnoses', 'Patient's Chronic Diagno', 'Favorites', and 'Categories'. The 'Categories' list includes 'ENT Ear Tubes', 'NSG Assessments', 'Echocardiogram I', 'GI Common Diagn', 'Status Post', 'Seizure Disorder', 'Contusion: Trunk', 'Device', 'GI_Band_ind', and 'OPH: Sx Dx'. The dialog box also has 'Select' and 'Cancel' buttons at the bottom.

The main form includes the following sections:

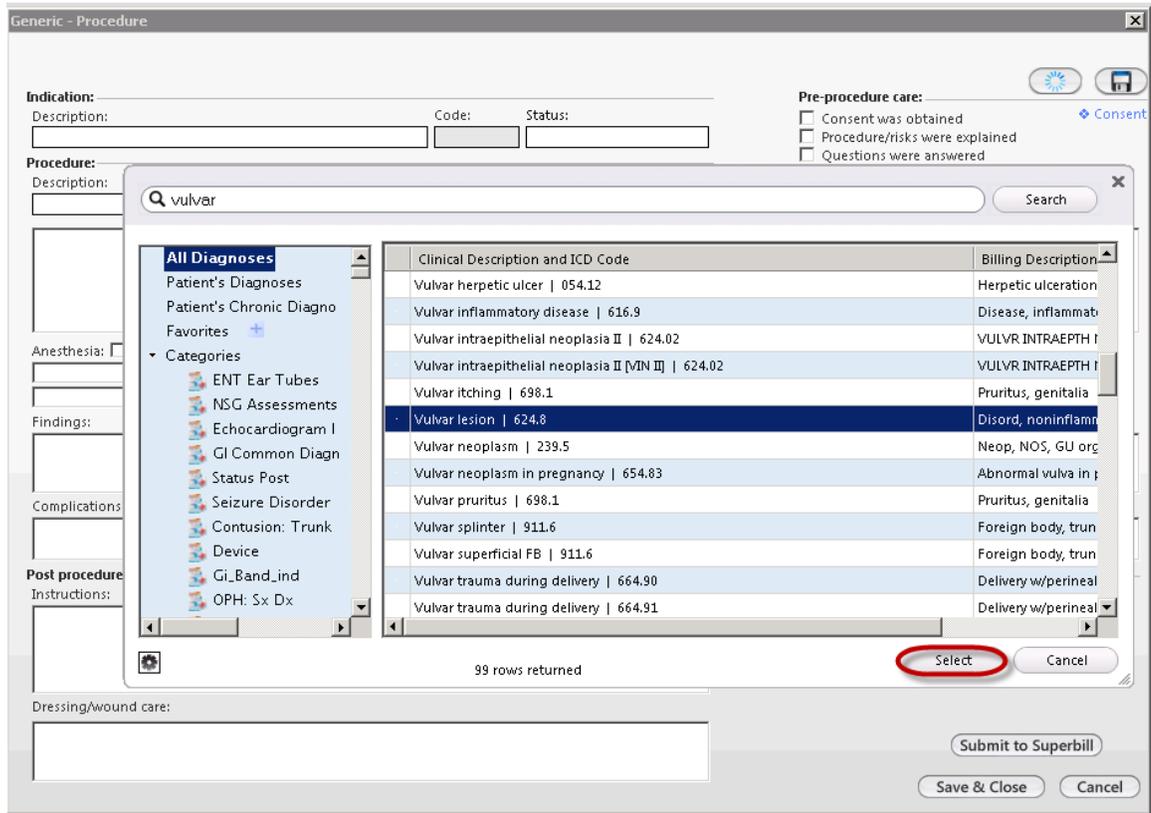
- Indication:** Description, Code, Status
- Pre-procedure care:** Consent was obtained, Procedure/risks were explained, Questions were answered
- Procedure:** Description
- Anesthesia:** [Field]
- Findings:** [Field]
- Complications:** [Field]
- Post procedure Instructions:** [Field]
- Dressing/wound care:** [Field]

Buttons at the bottom of the form include 'Submit to Superbill', 'Save & Close', and 'Cancel'.

2 Type a word in the search pane.



3 Click Search or press Enter.



4 Highlight the desired diagnosis and click the Select button, or double-click the desired diagnosis.

The selected diagnosis displays in the Indication Description text box, along with its ICD-9 code.

Generic - Procedure

Indication:
 Description: Code: Status:

Pre-procedure care:
 Consent was obtained
 Procedure/risks were explained
 Questions were answered
 Prepped and draped

Procedure:
 Description: Code:

Anesthesia: None Dose %: Units:
 mg Digital Local Nerve IV
 mg Digital Local Nerve IV

Findings:

Complications:

Post procedure:
 Instructions:

Follow up:
 Return for follow up:
 Sooner if symptoms persist/worsen
 PRN

Dressing/wound care:

5 If Status is required, click in the Status text box and select a status from the list.

Generic - Procedure

Indication:
 Description: Code: Status:

Pre-procedure care:
 Consent was obtained
 Procedure/risks were explained
 Questions were answered

Procedure:
 Description: Code:

Anesthesia: None Dose %: Units:
 mg Digital Local Nerve IV
 mg Digital Local Nerve IV

Findings:

Complications:

Post procedure:
 Instructions:

Ngkbn Get Diagnosis Status
 Description
 Acute
 Asymptomatic
 Chronic
 Improved
 Inactive
 Recurrent
 Routine
 Symptomatic
 Worse

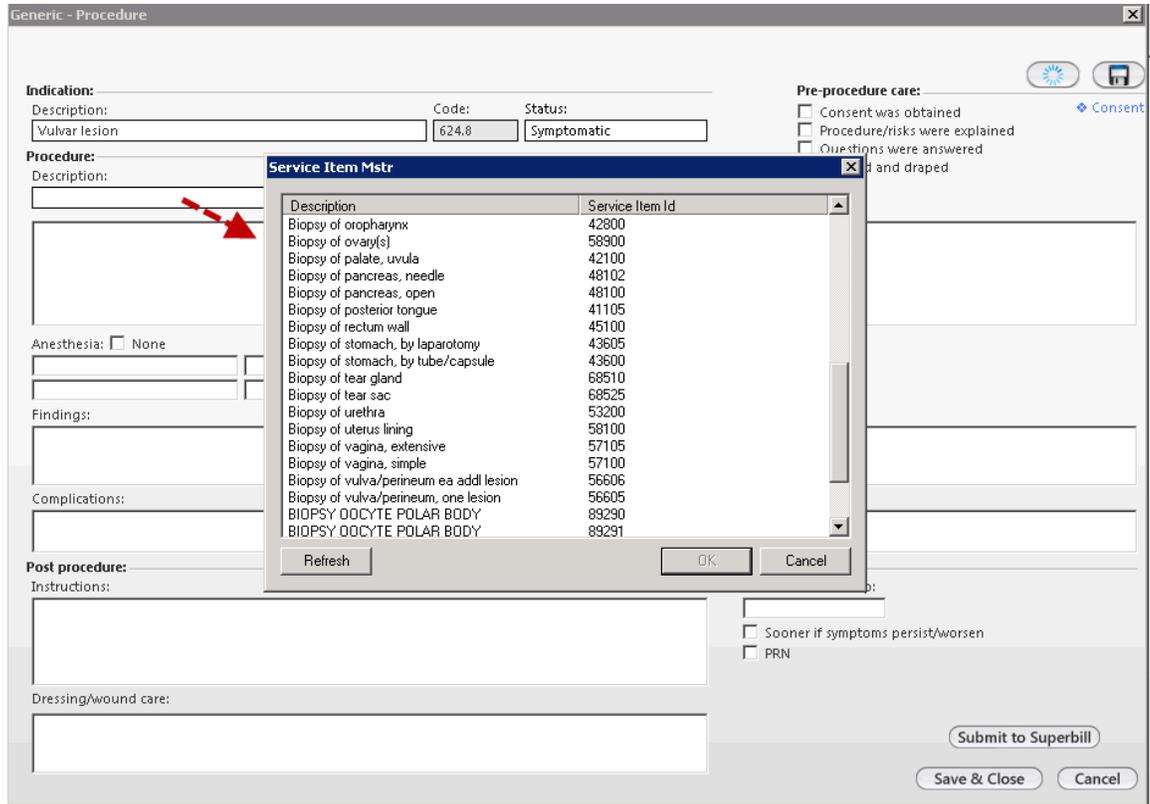
6 Click in the 'Procedure' description box.

The screenshot shows a 'Generic - Procedure' form with a 'Service Item Mstr' pop-up window. The form includes fields for 'Indication', 'Code', 'Status', 'Pre-procedure care', 'Procedure: Description', 'Anesthesia', 'Findings', 'Complications', 'Post procedure: Instructions', and 'Dressing/wound care'. The 'Service Item Mstr' window displays a list of items and codes.

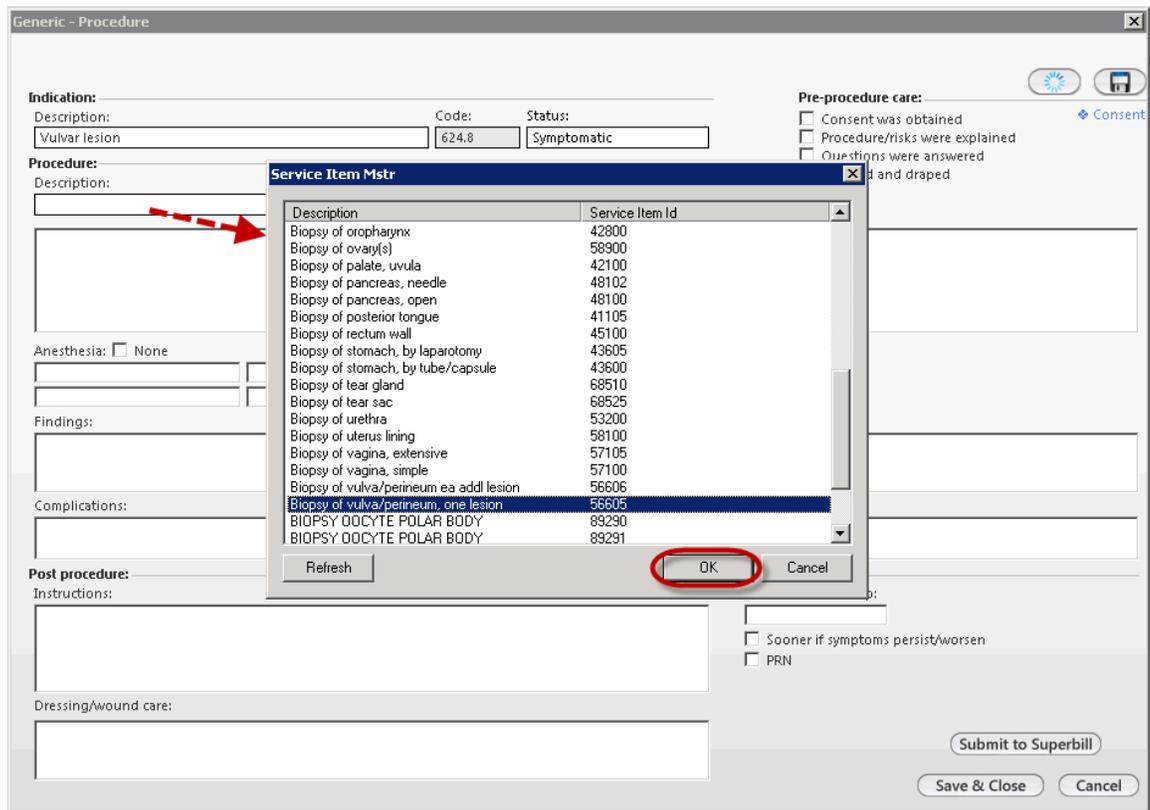
Description	Service Item Id
1 Y SET TUBING	A4719
1 BODYTEMP >=35.5Cw/IN 30MIN	4559F
1 CC STERILE SYRINGE&NEEDLE	A4206
1 or more neuropsych	G8947
1 pc ost pou w built-in conv	A5057
1 pc ost pouch w filter	A5056
1 Rx via qualified eRx sys	G8553
1 >=risk or >= mod risk for TE	G8972
100 INSULIN SYRINGES	S8490
12-24hr sealed lead acid	K0733
12-LEAD ECG PERFORMED	3120F
1pc ost pch drain hgh output	A4435
1st course antiTNF	G8868
2 CC STERILE SYRINGE&NEEDLE	A4207
2 PC DRAINABLE OST POUCH	A4413
2+ ANTI-HYPRTNSV AGENTS TKN	4145F
20+ CC SYRINGE ONLY	A4213
22 NF NONSEALED LEADACID	K0082
22nf nonsealed leadacid	E2360

The Service Item Mstr list of items and codes displays.

7 Type 'bio' to move down the Service Item Mstr list to the items that start with 'bio'.



8 Highlight Biopsy of vulva/perineum, one lesion and click OK, or double-click the desired entry.



The Procedure description and code text boxes are now populated.

To the right of the Indication/Procedure fields is a section called Pre-Procedure care.

9 Select the following check boxes to add these items to the procedure note:

- Consent was obtained
- Procedures/risks were explained
- Questions were answered
- Prepped and draped

To the right of the check boxes is a link to a consent form.

10 Click the Consent link to display the Consent-Procedures dialog box.

Here, a consent form may be designed and even Quick-saved for use in the future. The procedure previously noted on the Generic Procedure template (Biopsy of vulva) populates this dialog box.

11 Click in the text box under the word Provider to open a list of providers.

12 Select a name from the list.

The screenshot shows the 'Consent - Procedures' dialog box. The 'Provider:' field is empty. A red dashed arrow points to the text box. A dropdown menu is open, showing a list of providers: 'Physician', 'LS, Shashank', 'Smith M.D, John', and 'User, QA'. The 'Type of procedure:' field contains 'Biopsy of vulva/perineum,'. The 'Procedure date:' field is empty. There are several checkboxes for consent items, including 'Procedure, treatment alternatives, risks and benefits were explained. specific risks discussed', 'Bleeding', 'Damage to other organs', 'Death', 'Failure rate', 'Questions were answered', 'The patient agrees, verbalizes understanding and wants to proceed', 'The patient's guardian/parent(s) agrees, verbalizes understanding, and wants to proceed', 'Educational handouts given', and 'Preoperative instructions and paperwork completed'. The 'Comments:' field is empty. At the bottom, there are buttons for 'Refresh', 'OK', 'Cancel', 'Send Task', 'Save & Close', and 'Cancel'.

13 Alternatively, the list can be closed and a free-text name entered in the Provider text box.

The screenshot shows the 'Consent - Procedures' dialog box. The 'Provider:' field now contains the text 'Dr. Biopsy'. A red dashed arrow points to the text box. The 'Consent by:' field is empty. The 'Type of procedure:' field contains 'Biopsy of vulva/perineum, one lesion'. The 'Procedure date:' field is empty. There is a checkbox for 'To be scheduled in the near future'. There are several checkboxes for consent items, including 'Procedure, treatment alternatives, risks and benefits were explained. specific risks discussed', 'Bleeding', 'Damage to other organs', 'Death', 'Failure rate', 'Infection', 'Possible continued pain', 'Possible conversion to open surgery', 'Possible loss of function', 'Repeat procedure', 'Questions were answered', 'The patient agrees, verbalizes understanding and wants to proceed', 'The patient's guardian/parent(s) agrees, verbalizes understanding, and wants to proceed', 'Educational handouts given', and 'Preoperative instructions and paperwork completed'. The 'Comments:' field is empty. At the bottom, there are buttons for 'Send Task', 'Save & Close', and 'Cancel'.

The next field is labeled Consent by.

14 Click in the text box to display a list of possible people who might be giving consent.

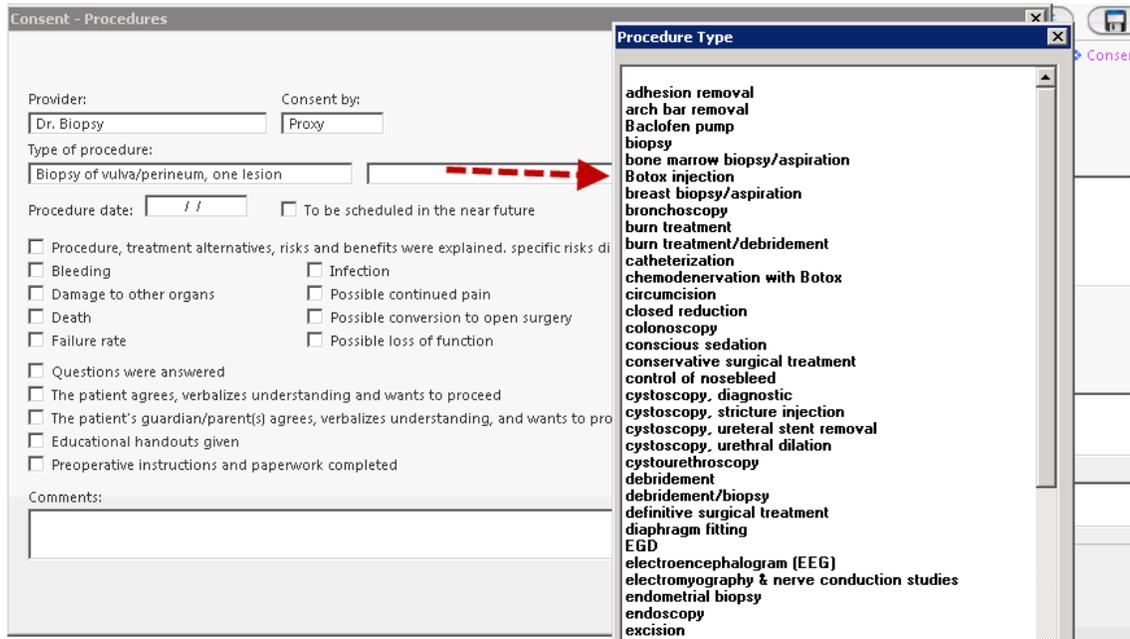
The screenshot shows the 'Consent - Procedures' window. The 'Consented by' dropdown menu is open, displaying a list of options: 'Guardian', 'Parent(s)', and 'Patient'. A red dashed arrow points to the dropdown arrow in the 'Consented by' field. The main window contains various form fields and checkboxes, including 'Provider' (Dr. Biopsy), 'Type of procedure' (Biopsy of vulva/perineum, one lesion), 'Procedure date', and several checkboxes for medical conditions and consent status. At the bottom, there are buttons for 'Send Task', 'Save & Close', and 'Cancel'.

There is a blank line at the top of the list.

15 Select the blank line to be able to enter in free-text who is giving consent.

The screenshot shows the 'Consent - Procedures' window with 'Proxy' entered in the 'Consented by' field. A red dashed arrow points to the 'Proxy' text. The main window contains various form fields and checkboxes, including 'Provider' (Dr. Biopsy), 'Type of procedure' (Biopsy of vulva/perineum, one lesion), 'Procedure date', and several checkboxes for medical conditions and consent status. At the bottom, there are buttons for 'Send Task', 'Save & Close', and 'Cancel'.

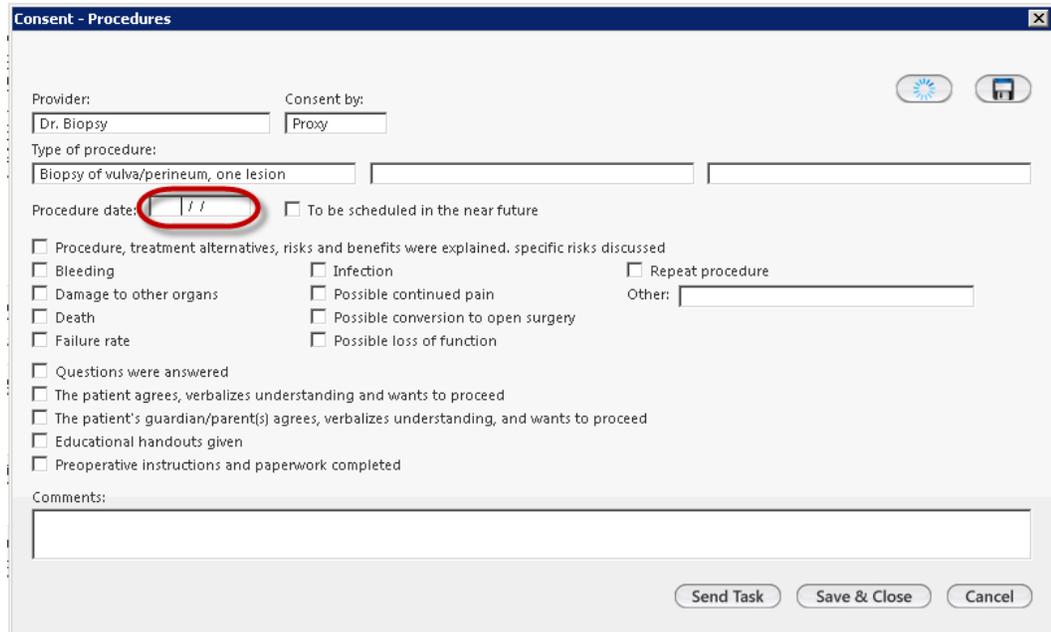
The Type of procedure has been populated but can be manually changed. There are 2 other text boxes to enter additional types of procedures, as needed.



These entries are not directly associated with CPT codes.

16 Select the blank line at the top of the list to enter in free-text the name of a procedure.

17 Enter the procedure date.



Note: If you intend to Quick Save this dialog box it is better to skip entering a procedure date before saving the consent form.

Below, the check boxes for Procedure, treatment alternatives, risks and benefits were explained, specific risks discussed, Bleeding, and Infection were selected. In addition, in the Other text box Chronic pain was entered.

The screenshot shows the 'Consent - Procedures' form with the following fields and values:

- Provider: Dr. Biopsy
- Consent by: Proxy
- Type of procedure: Biopsy of vulva/perineum, one lesion
- Procedure date: / /
- To be scheduled in the near future
- Procedure, treatment alternatives, risks and benefits were explained. specific risks discussed
- Bleeding
- Damage to other organs
- Death
- Failure rate
- Infection
- Possible continued pain
- Possible conversion to open surgery
- Possible loss of function
- Repeat procedure
- Other: Chronic pain
- Questions were answered
- The patient agrees, verbalizes understanding and wants to proceed
- The patient's guardian/parent(s) agrees, verbalizes understanding, and wants to proceed
- Educational handouts given
- Preoperative instructions and paperwork completed
- Comments: (empty)

Buttons at the bottom: Send Task, Save & Close, Cancel

18 Check the next several check boxes, as relevant.

The screenshot shows the 'Consent - Procedures' form with the following fields and values:

- Provider: Dr. Biopsy
- Consent by: Proxy
- Type of procedure: Biopsy of vulva/perineum, one lesion
- Procedure date: / /
- To be scheduled in the near future
- Procedure, treatment alternatives, risks and benefits were explained. specific risks discussed
- Bleeding
- Damage to other organs
- Death
- Failure rate
- Infection
- Possible continued pain
- Possible conversion to open surgery
- Possible loss of function
- Repeat procedure
- Other: Chronic pain
- Questions were answered
- The patient agrees, verbalizes understanding and wants to proceed
- The patient's guardian/parent(s) agrees, verbalizes understanding, and wants to proceed
- Educational handouts given
- Preoperative instructions and paperwork completed
- Comments: (empty)

Buttons at the bottom: Send Task, Save & Close, Cancel

At this point, you can Quick Save the entries so far.

19 Click the floppy disk icon in the right upper corner of the dialog box.

The screenshot shows a dialog box titled "Consent - Procedures". It contains several input fields and checkboxes. A red arrow points to a floppy disk icon in the top right corner. The fields include "Provider" (Dr. Biopsy), "Consent by" (Proxy), "Type of procedure" (Biopsy of vulva/perineum, one lesion), and "Procedure date" (//). There are several checkboxes for medical conditions and patient consent, such as "Bleeding", "Infection", "Repeat procedure", "The patient agrees, verbalizes understanding and wants to proceed", etc. At the bottom, there are buttons for "Send Task", "Save & Close", and "Cancel".

The following Save Template Defaults dialog box displays.

The screenshot shows a dialog box titled "Save Template Defaults". The title bar is circled in red. A red arrow points to a floppy disk icon in the top right corner. The dialog box has several sections: "Default Set Category" (Proc), "Specialties Access" (All Specialties), "Templates to Save" (Save Current Only: proc_consent), and "Default Set Name". At the bottom, there is a table for "Proc Quick Saves" with columns "Number of Templates" and "Title". Buttons for "Update", "Remove", "Save & Close", and "Cancel" are visible. The dialog box is overlaid on another window, which is partially visible on the right.

This dialog box enables you to name the set of items that you have just selected.

20 Type in a title that will be understandable in the future.

Save Template Defaults

Default Set Category:
Proc

Specialties Access:
 All Specialties Current Specialty Only: FP

Templates to Save:
 Save All Templates (Saves Templates you have gone to in this Visit, that are Defaults Ready)
 Save Current Only: proc_consent
 Select Templates to Save:

Default Set Name (For Exam gender specific defaults, use 'male' or 'female' in the default set name and for full exam include Specialty in the default set name.):
Dr. B's consent for vulvar biopsy

Clear Add

Proc Quick Saves

Number of Templates	Title

Update Remove

Save & Close Cancel

This will enable you to recall these settings. Above, Dr. B's consent for vulvar biopsy was entered.

21 Click the Add button to save these settings under this Default Set Name.

Below, the quick-saved consent is seen in the Proc Quick Saves grid.

22 To delete this quick-save, left-click the quick-save in the grid and click the Remove button.

Default Set Category:
Proc

Specialties Access:
 All Specialties Current Specialty Only: FP

Templates to Save:
 Save All Templates (Saves Templates you have gone to in this Visit, that are Defaults Ready)
 Save Current Only: proc_consent
 Select Templates to Save:

Default Set Name (For Exam gender specific defaults, use 'male' or 'female' in the default set name and for full exam include Specialty in the default set name.):

Proc Quick Saves

Number of Templates	Title
Single	Dr. B's consent for vulvar biopsy

Buttons: Update, Remove, Save & Close, Cancel

23 Click Save & Close when done.

24 In the future, when the Consent-Procedure dialog box is displayed, click on the blue star icon in the right upper corner.

Consent - Procedures

Provider: _____ Consent by: _____

Type of procedure: _____

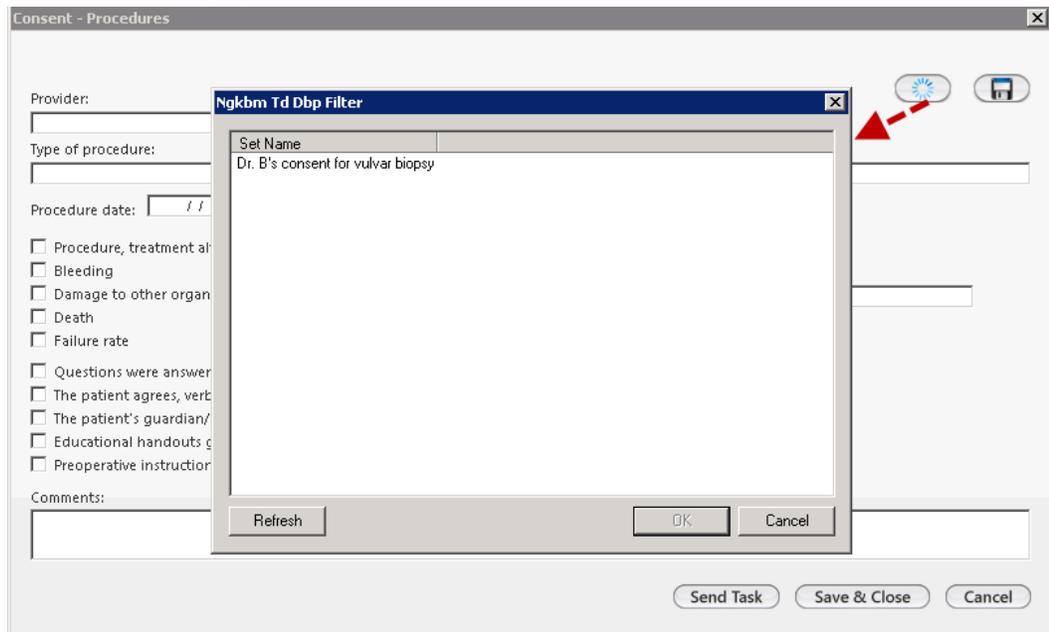
Procedure date: ____/____/____ To be scheduled in the near future

Procedure, treatment alternatives, risks and benefits were explained, specific risks discussed
 Bleeding Infection Repeat procedure
 Damage to other organs Possible continued pain Other: _____
 Death Possible conversion to open surgery
 Failure rate Possible loss of function
 Questions were answered
 The patient agrees, verbalizes understanding and wants to proceed
 The patient's guardian/parent(s) agrees, verbalizes understanding, and wants to proceed
 Educational handouts given
 Preoperative instructions and paperwork completed

Comments: _____

Buttons: Send Task, Save & Close, Cancel

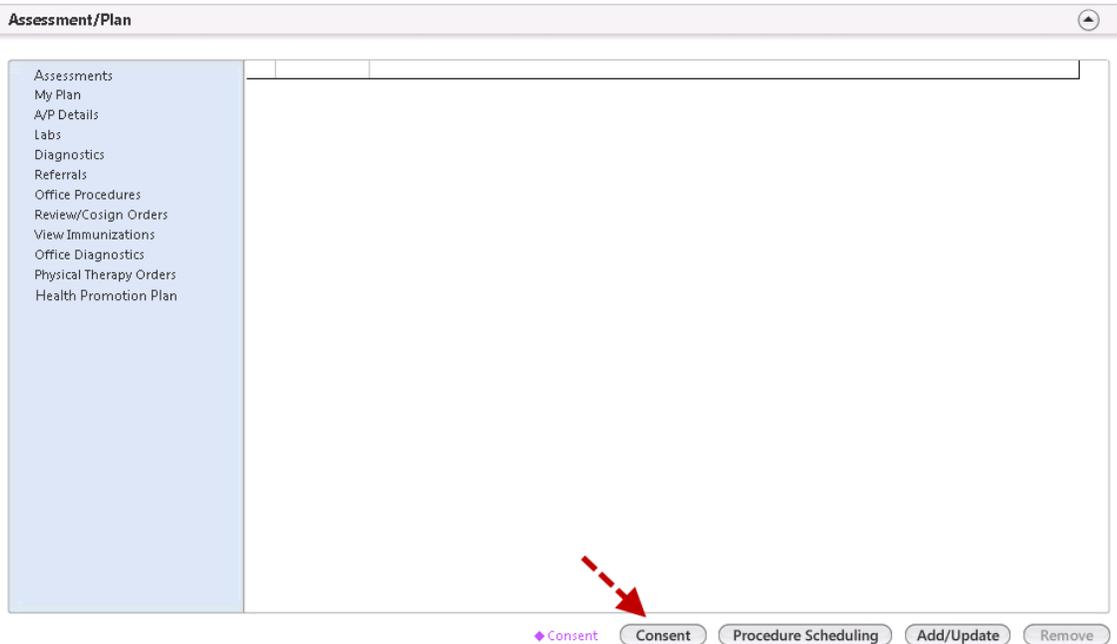
A list of saved items displays.



By selecting Dr. B's consent for vulvar biopsy and clicking the OK button in the right lower corner, items saved in the Quick Save populate the appropriate places. For a particular patient, the procedure date can be entered, other boxes can be checked, or comments can be added.

The consent can be saved and Closed or sent as a task for another staff member to formally obtain it.

25 To generate a consent document, click the Consent button at the bottom of the Assessment/Plan panel.



26 Or, click the Consent button on the Procedures template.

Pre-procedure care:
 Procedure/Risks were explained Questions were answered Consent was obtained **Consent**

ENMT:

- ◆ Ear
- ◆ Endoscopy/Laryngoscopy
- ◆ Epistaxis/Turbinate Reduction
- ◆ Head/Neck
- ◆ Myringotomy/Tympanostomy
- ◆ Nasal/Sinus
- ◆ Oral Cavity

Pulmonary:

- ◆ Pulse Ox
- ◆ Spirometry
- ◆ Thoracentesis
- ◆ Xolair Injection

Gastrointestinal:

- ◆ Anoscopy
- ◆ Banding/Infrared
- ◆ Colonoscopy
- ◆ EGD
- ◆ Flex Sigmoidoscopy
- ◆ Hemorrhoidectomy
- ◆ Proctosigmoidoscopy

Neurological:

- ◆ Chemodenervation w/Botox
- ◆ EEG
- ◆ EMG
- ◆ Nerve Blocks

Genitourinary:

- ◆ Catheterization/Intravesical Treatment
- ◆ Colposcopy Images: Cervix / Vagina / Vulva
- ◆ Cystourethroscopy
- ◆ Circumcision
- ◆ Endometrial Biopsy
- ◆ Hysteroscopy/ablation/sterilization
- ◆ IUD/Diaphragm
- ◆ Pessary Insertion
- ◆ Penile Injection
- ◆ Prostate Ultrasound/Biopsy
- ◆ Testosterone Pellets
- ◆ Urethral Dilatation
- ◆ Urodynamics
- ◆ Uroflow
- ◆ Vasectomy

Skin & Nails:

- ◆ Botox
- ◆ Debridement/Burn/Wound
- ◆ Incision & Drainage
- ◆ Laceration Repair
- ◆ Lesion Excision/Shaving
- ◆ Lesion/Wart/Punch/Others
- ◆ Nail Avulsion/Hematoma/Removal
- ◆ Podiatric Nail Debridement
- ◆ Podiatric Skin Debridement
- ◆ Wound Care/Suture Removal

Biopsy/Aspiration:

- ◆ Bone Marrow BX/Asp
- ◆ Core Needle Breast Biopsy/Aspiration
- ◆ Joint Aspiration/Injection
- ◆ Lymph Node Biopsy
- ◆ Percutaneous Biopsy
- ◆ Thyroid Nodule Biopsy

Other:

- ◆ Conscious Sedation
- ◆ EKG
- ◆ Epidural Injection
- ◆ Erythropoiesis Stimulating Agent Injection
- ◆ Fracture/Casting/Strapping
- ◆ Foreign Body Removal
- ◆ Generic
- ◆ Lumbar Puncture
- ◆ Nebulizer Treatment
- ◆ Procedure/Test Instructions

Performed today

Procedure

A consent document opens.

PATIENT: #D14Aug13_7 #LS
 DATE OF BIRTH: 06/03/1991
 DATE: 10/06/2013 11:55 AM
 PRESENTS FOR: Biopsy of vulva/perineum, one lesion
 PROVIDER: Dr. Biopsy

PROCEDURE CONSENT
 Procedure(s): Biopsy of vulva/perineum, one lesion

The procedure treatment, alternatives, risks and benefits were explained to Proxy. The specific risks of, bleeding, infection, Chronic pain were discussed in detail.
 All of the proxy's questions were answered.
 The patient agrees, verbalizes understanding and wants to proceed.

 Patient/Guardian/Parent Signature

 Date

The consent function is optional. Many providers choose to use a pre-printed consent they have in their office,

27 Have the patient sign the consent then scan the signed consent into the computer.

After clicking 'Save and close', the consent dialog box is closed and you will return to the Generic Procedure template.

The screenshot shows a software window titled "Generic - Procedure". It contains several sections for data entry:

- Indication:** Description: "Vulvar lesion", Code: "624.8", Status: "Symptomatic".
- Procedure:** Description: "Biopsy of vulva/perineum, one lesion", Code: "56605".
- Anesthesia:** Includes checkboxes for "None", "Digital", "Local", "Nerve", and "IV", along with "Dose %:" and "Units:" fields.
- Findings:** A large empty text area.
- Complications:** A large empty text area.
- Post procedure:** Includes "Instructions:" and "Dressing/wound care:" text areas.
- Pre-procedure care:** A checklist with items: "Consent was obtained", "Procedure/risks were explained", "Questions were answered", and "Prepped and draped". All are checked.
- Follow up:** Includes "Return for follow up:" with a date field, and checkboxes for "Sooner if symptoms persist/worsen" and "PRN".

At the top right, there are icons for a sun and a document. A red arrow points to a purple diamond icon next to the word "Consent". At the bottom right, there are buttons for "Submit to Superbill", "Save & Close", and "Cancel".

Note: The blue paw print icon that was previously to the left of the word 'Consent' is now a solid purple diamond. This indicates there is information in this link.

Now you can set up the portion of this procedure note that is the usual way of doing this sort of procedure.

Below, some items have been entered in selected fields.

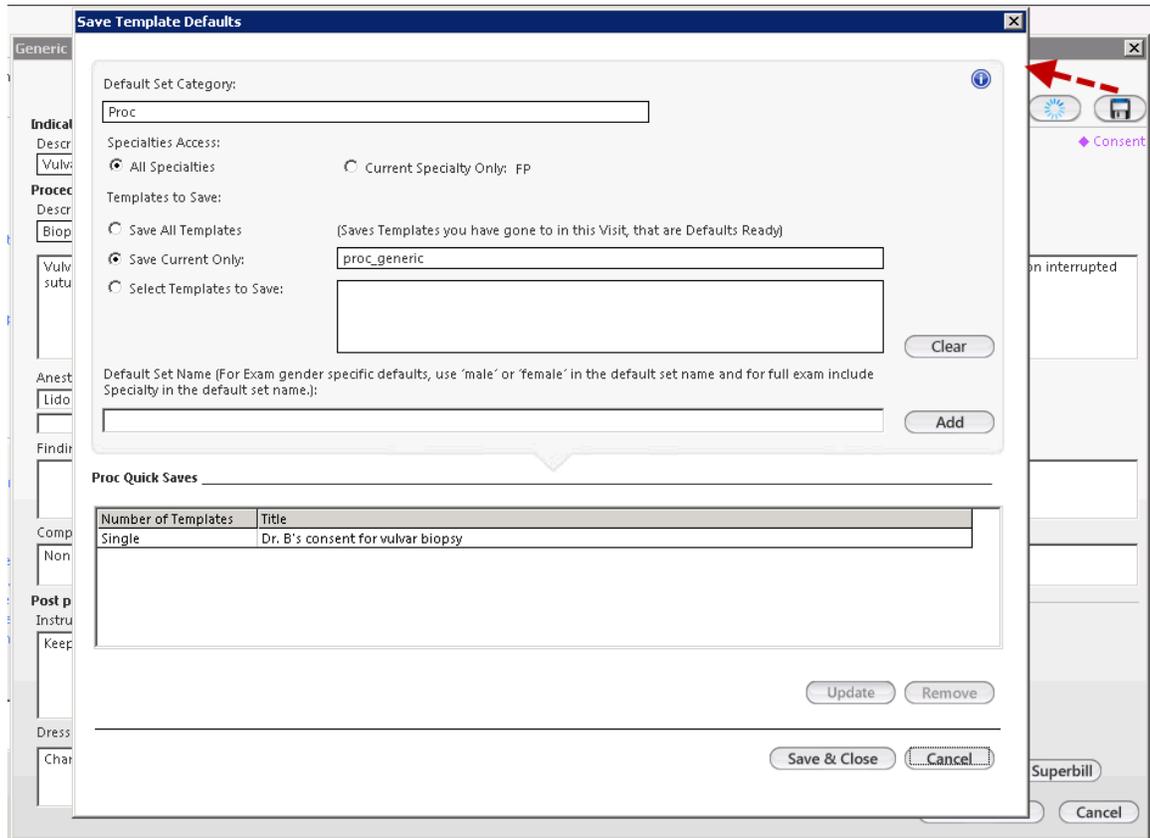
The screenshot shows a 'Generic - Procedure' form with the following sections and fields:

- Indication:** Description: Vulvar lesion, Code: 624.8, Status: Symptomatic
- Procedure:** Description: Biopsy of vulva/perineum, one lesion, Code: 56605
- Pre-procedure care:** Consent was obtained, Procedure/risks were explained, Questions were answered, Prepped and draped. Includes a 'Consent' button.
- Description:** Vulva prepped and draped aseptically. Area infiltrated with lidocaine. A scalpel was used to completely excise the lesion, using an elliptical incision. 4-0 Dexon interrupted sutures were used to close the incision.
- Anesthesia:** None, Dose %: mg 1%, Units: (circled in blue), Digital, Local, Nerve, IV
- Findings:** (Empty text box)
- Complications:** None
- Post procedure:** Instructions: Keep dressing in place for 48 hours.
- Dressing/wound care:** Change dressing if soaked or soiled. Keep wound dry.
- Follow up:** Return for follow up: 7 Days, Sooner if symptoms persist/worsen, PRN
- Buttons:** Submit to Superbill, Save & Close, Cancel

Red arrows point to the 'Vulvar lesion' field, the 'Biopsy of vulva/perineum, one lesion' field, the 'mg 1%' field, the 'Units' field, the 'Findings' box, the 'None' field, the 'Keep dressing in place for 48 hours.' field, the '7 Days' field, and the 'Change dressing if soaked or soiled. Keep wound dry.' field.

The Findings and the Units of lidocaine were intentionally left blank. This is very individual. At this point you can quick save these entries.

28 Click the floppy disk icon in the right upper corner of the template.



29 Under Default Set Name, enter a descriptive name that explains exactly what has been saved.

Save Template Defaults

Default Set Category:
Proc

Specialties Access:
 All Specialties Current Specialty Only: FP

Templates to Save:
 Save All Templates (Saves Templates you have gone to in this Visit, that are Defaults Ready)
 Save Current Only: proc_generic
 Select Templates to Save:

Default Set Name (For Exam gender specific defaults, use 'male' or 'female' in the default set name and for full exam include Specialty in the default set name):
Dr. B's excision of single vulvar lesion_probably benign

Clear Add

Proc Quick Saves

Number of Templates	Title
Single	Dr. B's consent for vulvar biopsy

Update Remove

Save & Close Cancel

30 Click the 'Add' button to add this quick-save to the grid below.

31 Click the 'Save and Close' button on the bottom right of the dialog box.

In the future, opening the Generic Procedure template, clicking on the blue star icon in the upper right corner opens a list of saved items.

Generic - Procedure

Indication:
Description:

Procedure:
Description:

Anesthesia: None Dose %:
mg
mg

Findings:

Ngkbnm Td Dbp Filter

Set Name
Dr. B's consent for vulvar biopsy
Dr. B's excision of single vulvar lesion_probably benign

Refresh OK Cancel

32 Select 'Dr. B's excision of single vulvar lesion probably benign' and click OK.

This populates the Generic Procedure template with the saved values. It might be necessary to edit some of the quick-saved information for a particular patient.

For example, the units of lidocaine and the findings always need to be entered. In addition, there might be other differences from patient to patient. An indication or procedure type can certainly be changed for an individual patient as well.

33 When done, click the Submit to Superbill button.

34 Click the Save & Close button in the bottom right corner.

Generic - Procedure

Indication:
Description: Code: Status:

Procedure:
Description: Code:

Vulva prepped and draped aseptically. Area infiltrated with lidocaine. A scalpel was used to completely excise the lesion, using an elliptical incision. 4-0 Dexon interrupted sutures were used to close the incision.

Anesthesia: None Dose %: Units:
 Digital Local Nerve IV
 Digital Local Nerve IV

Findings:

Complications:

Post procedure:
Instructions:

Dressing/wound care:

Pre-procedure care:
 Consent was obtained
 Procedure/risks were explained
 Questions were answered
 Prepped and draped

Follow up:
Return for follow up:

 Sooner if symptoms persist/worsen
 PRN

Submit to Superbill **Save & Close** **Cancel**

If the template is Saved & Closed without submitting a bill to the Superbill, a dialog box opens alerting the provider.



35 Click 'OK' and return to the Generic Procedure template to complete the template, if needed, and submit a bill.

When the charge has been submitted to the Superbill, a notation to this effect is seen in the right lower corner of the template:

Generic - Procedure

Indication:
 Description: Vulvar lesion Code: 624.8 Status: Symptomatic

Procedure:
 Description: Biopsy of vulva/perineum, one lesion Code: 56605

Vulva prepped and draped aseptically. Area infiltrated with lidocaine. A scalpel was used to completely excise the lesion, using an elliptical incision. 4-0 Dexon interrupted sutures were used to close the incision.

Anesthesia: None Dose %: Units:
 Lidocaine mg 1% 5 Digital Local Nerve IV

Findings:
 5 mm verrucous lesion

Complications:
 None

Post procedure:
 Instructions:
 Keep dressing in place for 48 hours.

Dressing/wound care:
 Change dressing if soaked or soiled. Keep wound dry.

Pre-procedure care:
 Consent was obtained
 Procedure/risks were explained
 Questions were answered
 Prepped and draped

Return for follow up:
 7 Days
 Sooner if symptoms persist/worsen
 PRN

Charges submitted

Save & Close Cancel

A Generic procedure note can be saved for many types of procedures. The only limitation is that the size of the Procedure field is 1000 characters and the size of the Findings field is 500 characters.

This procedure information is included in the master document when it is generated. In addition, a separate procedure note can be generated if desired.

Pre-procedure care:
 Procedure/Risks were explained Questions were answered Consent was obtained **◆ Consent** Alerts Consent

ENMT: <ul style="list-style-type: none"> ◆ Ear ◆ Endoscopy/Laryngoscopy ◆ Epistaxis/Turbinate Reduction ◆ Head/Neck ◆ Myringotomy/Tympanostomy ◆ Nasal/Sinus ◆ Oral Cavity Pulmonary: <ul style="list-style-type: none"> ◆ Pulse Ox ◆ Spirometry ◆ Thoracentesis ◆ Xolair Injection Gastrointestinal: <ul style="list-style-type: none"> ◆ Anoscopy ◆ Banding/infrared ◆ Colonoscopy ◆ EGD ◆ Flex Sigmoidoscopy ◆ Hemorrhoidectomy ◆ Proctosigmoidoscopy Neurological: <ul style="list-style-type: none"> ◆ Chemodenervation w/Botox ◆ EEG ◆ EMG ◆ Nerve Blocks 	Genitourinary: <ul style="list-style-type: none"> ◆ Catheterization/Intravesical Treatment ◆ Colposcopy Images: Cervix / Vagina / Vulva ◆ Cystourethroscopy ◆ Circumcision ◆ Endometrial Biopsy ◆ Hysteroscopy/ablation/sterilization ◆ IUD/Diaphragm ◆ Pessary Insertion ◆ Penile Injection ◆ Prostate Ultrasound/Biopsy ◆ Testosterone Pellets ◆ Urethral Dilatation ◆ Urodynamics ◆ Uroflow ◆ Vasectomy Skin & Nails: <ul style="list-style-type: none"> ◆ Botox ◆ Debridement/Burn/Wound ◆ Incision & Drainage ◆ Laceration Repair ◆ Lesion Excision/Shaving ◆ Lesion/Wart/Punch/Others ◆ Nail Avulsion/Hematoma/Removal ◆ Podiatric Nail Debridement ◆ Podiatric Skin Debridement ◆ Wound Care/Suture Removal 	Biopsy/Aspiration: <ul style="list-style-type: none"> ◆ Bone Marrow BX/Asp ◆ Core Needle Breast Biopsy/Aspiration ◆ Joint Aspiration/Injection ◆ Lymph Node Biopsy ◆ Percutaneous Biopsy ◆ Thyroid Nodule Biopsy Other: <ul style="list-style-type: none"> ◆ Conscious Sedation ◆ EKG ◆ Epidural Injection ◆ Erythropoiesis Stimulating Agent Injection ◆ Fracture/Casting/Strapping ◆ Foreign Body Removal ◆ Generic ◆ Lumbar Puncture ◆ Nebulizer Treatment ◆ Procedure/Test Instructions
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Comments:

Patient Education
Performed today

Procedure
Biopsy of vulva/perineum, one lesion

Offline Proc Note Preview Proc Note

36 At the bottom of the Procedures template is a button labeled Preview Proc Note, click this button to generate a separate procedure note.

NEXTGEN
HEALTHCARE INFORMATION SYSTEMS

Patient: #D14Aug13_7 #LS
Date of Birth: 06/03/1991
Date: 10/06/2013 11:55 AM
Presents for: Procedure

Office Procedure:
Indication for procedure: Vulvar lesion.
Consent was obtained. The procedure and risks were explained in detail. Questions were encouraged and answered.
The patient was prepped and draped in the usual sterile fashion.
Procedure: Biopsy of vulva/perineum, one lesion, Vulva prepped and draped aseptically. Area infiltrated with lidocaine. A scalpel was used to completely excise the lesion, using an elliptical incision. 4-0 Dexon interrupted sutures were used to close the incision.
Anesthesia: Lidocaine 1% 5ml given locally.
Findings: 5 mm verrucous lesion.
Complications: None.
Instructions: Keep dressing in place for 48 hours..
Dressing/Wound Care: Change dressing if soaked or soiled. Keep wound dry..
Follow up: in 7 Days or sooner if symptoms persist or worsen.

Provider: User, QA 10/06/2013 02:53 PM

Document generated by: QA User 10/06/2013

37 Alternatively, a procedure note can be generated from the Assessment/Plan panel. Click the Generate Note icon and select Procedures note.

The screenshot displays a medical software interface. On the left, a sidebar lists various menu items: Assessments, My Plan, A/P Details, Labs, Diagnostics, Referrals, Office Procedures, Review/Cosign Orders, View Immunizations, Office Diagnostics, Physical Therapy Orders, and Health Promotion Plan. The main area shows a patient record with an assessment: "1. Assessment Disord, noninflammatory, vulva/perineum NEC (624.8), Symptomatic." Below this, there is a "Consent" button. At the bottom, a toolbar contains icons for Provider Comm., Meds, Procedures, Patient Plan, Generate Note (highlighted with a red arrow), EM Coding, and Dictation. A dialog box titled "ngkbn Get Dbpicklist Items" is open, showing a list of items: Chart Note, Chart Summary, Consult Note, Durable Medical Equipment, Lab Orders, Lab Requisition, Master Document, Medication Listing, Plan, Prep Visit, Procedures (circled in red), Referral Request, and Summary Note. The dialog box also includes a "Refresh" button and "OK" and "Cancel" buttons. A "Save Quick Note" button is visible below the dialog box.