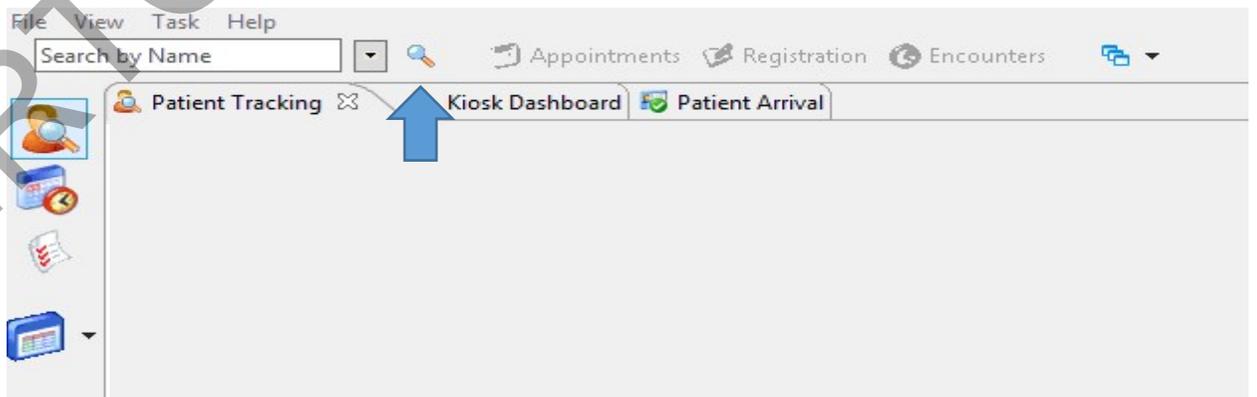


HOW TO ORDER RADs/CONSULTS

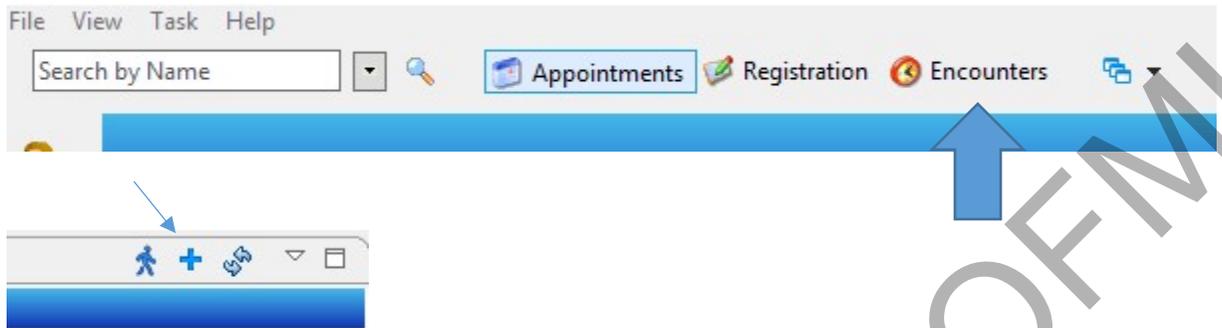
1. Open Revenue Cycle



2. Search patient, click on magnifying glass to search by DOD# or SSN



3. Click on **encounters**; click **plus sign** on top right corner; click on **patient name** and hit **select**.



4. Fill out the information needed (**Facility Code, Nurse Unit, Medical Service requested, Attending Provider, and Accident Related Visit**) and click **Save**.

The image shows a patient encounter form with the following fields and sections:

- Facility**: A dropdown menu with a yellow highlight.
- Building**: A text input field.
- Nurse Unit**: A text input field.
- Client**: A dropdown menu.
- FIN NBR**: A text input field.
- Enrolling DMIS**: A text input field with the value '0029'.
- PCM Group/Team**: A text input field with the value 'PCM MHC'.
- PCM Place of Care**: A text input field with the value 'SD MHC FAM MED PCMH TI'.
- Place of Service**: A blue link.
- Visit Info**: A section containing:
 - Encounter Type**: A dropdown menu with the value 'Clinic'.
 - Medical Service**: A text input field.
 - Begin Date**: A date input field with the value '03/10/2021'.
 - End Date**: A date input field.
- Physicians**: A section containing:
 - Attending Provider**: A text input field.
 - Referring Physician**: A text input field.
- Accident Related Visit**: A section containing:
 - Accident Related Visit**: A text input field.
 - Type**: A text input field.
 - Date**: A date input field.
 - State**: A text input field.

5. Fill **BENCAT** (active duty), **PATCAT** (N11)

The image shows the 'Insurance' tab of a form with the following fields and buttons:

- BENCAT**: A dropdown menu with a red circle around it.
- PATCAT**: A dropdown menu with a red circle around it.
- TRICARE/OGP Verify Status**: A dropdown menu.
- OHI Verify Status**: A dropdown menu.
- Buttons**: '+ Add', 'Modify', 'Remove', 'Sequence Insurances', 'Select Profile' (highlighted with a blue circle), 'Submit Eligibility', and 'Eligibility Details'.

- Click on top of **Select Profile** (on top pf table) to select **00USN AD Member** (Tricare Insurance), click Ok and save.

Profile	Plan Name	Payer
<input checked="" type="checkbox"/> 00USCG AD Benefits Opt A		
<input checked="" type="checkbox"/>	310 TRICARE Prime - AD Spnsr	TRICARE
<input checked="" type="checkbox"/>	602 Direct Care and TRICARE Mail Order and Retail Pharm	TRICARE
<input type="checkbox"/> 09Non Medical Insurance		
<input type="checkbox"/>	025 Direct Care Dental - AD Spnsr	TRICARE

ONLY DO THE ABOVE PART IF THE ONLY ENCOUNTERS THE PATIENT HAS ARE LIFETIME PHARMACY AND HISTORY OR IF MOST RECENT IS AN INPATIENT ENCOUNTER.

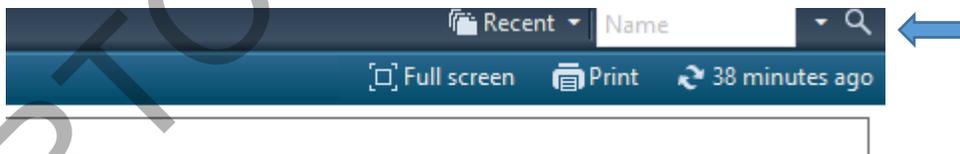
- Open **POWERCHART**



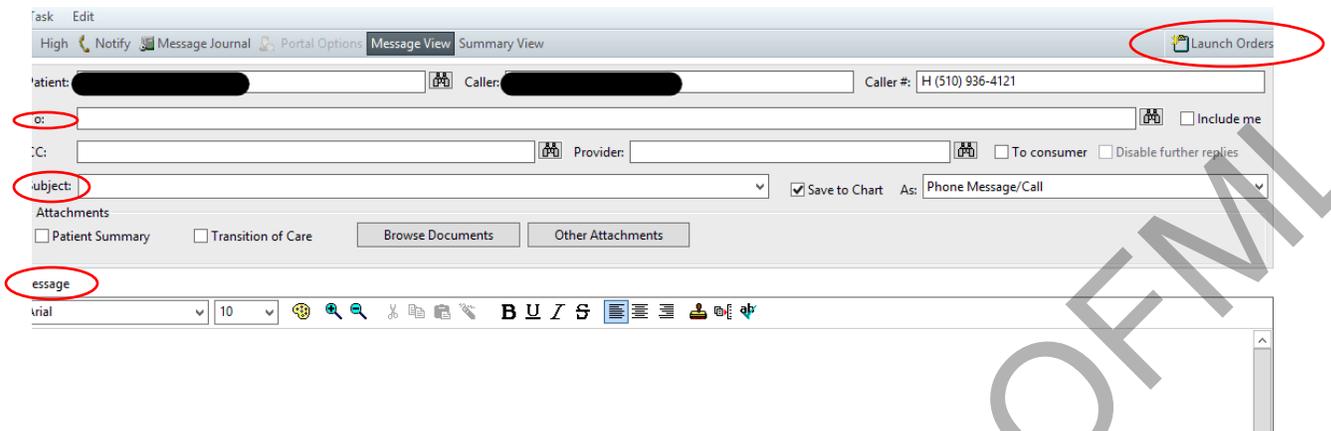
P0630 PowerChart

Details

- Search patient** at the top right corner.



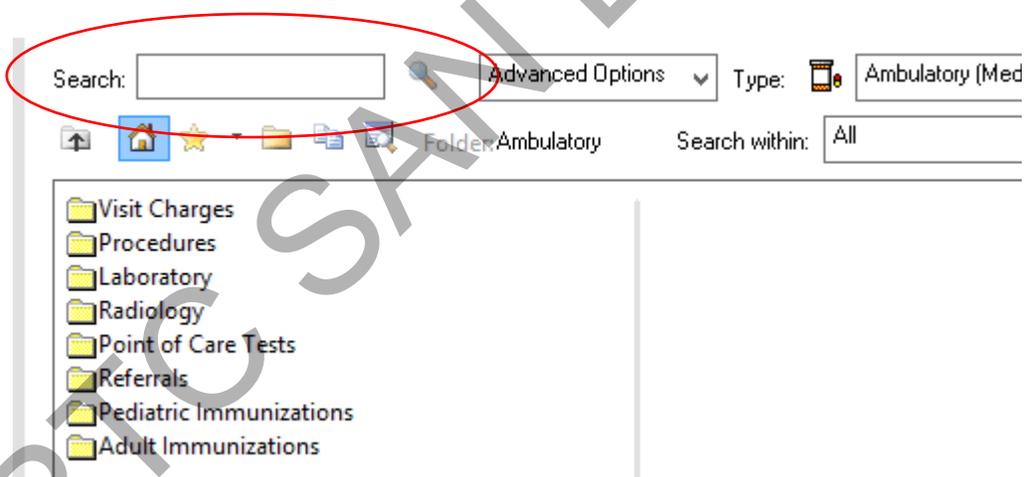
- Select the **most recent encounter** for the patient selected (highlighted in blue) and click OK.



7. A new window will open, click on the **add symbol** at the top right corner.



8. Search for **service requested** (i.e. MRI shoulder right, XR, dermatology, sleep medicine, behavioral health) click on it, be specific.



9. Type in **Physician name** and Communication type **“Per Clinical Algorithm”**, click Ok.

Ordering Physician

Order
 Proposal

*Physician name

*Order Date/Time
03/15/2021 1104 PDT

*Communication type

- Telecom with Read Back - Cosign
- Verbal with Read Back - Cosign
- Written (Paper)/Fax
- Initiate Plan/Conditional
- Per Clinical Pathway - Cosign
- Per Clinical Algorithm

OK Cancel

10. Type in **diagnosis, order details, reason, etc...** If there is missing information a window will populate with details on what needs to be filled out. Once completed, click on **SIGN**.

Details for XR Knee Complete 4+ Views Right

Details Order Comments Diagnoses

+ Add SNOMED CT

Available Diagnoses

<input checked="" type="checkbox"/>	1	MCL - Medial collateral ligament rupture of the knee (S83.419A)
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11. Once signed, click **SEND** on message window (communicate tab that was first opened)

EXAMINATIONS REQUESTED:

MRI W/O CONTRAST RT KNEE
X-RAY (4-VIEW) RT KNEE

1 WK S/P VALGUS INJURY TO LEFT KNEE AFTER CATCHING RIGHT FOOT ON LADDER WELL

Actions

- Phone message call me with results
- Phone message call charge nurse w/result
- Phone message call the nurse w/results
- Phone message call the ordering physn.
- Phone message call the patient w/results
- Phone message call pharmacy w/results

Remind on: [dropdown] [calendar icon] [up/down arrows]

Due on: [dropdown] [calendar icon] [up/down arrows]

Send

Cancel

NMRTC SAN DIEGO

CEMAIL