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Ambulatory: New Cardiology Supplies Workflow

May 3, 2024

New Cardiology Supplies Workflow Overview

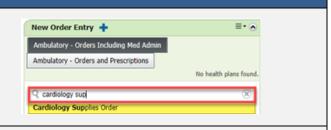
New Workflow Effective 5/6/24: When Loop Recorder Implants are performed in-office, Providers and Clinical Staff will follow the workflow below to apply the appropriate supply charge to the patient's account.

<u>Important Note:</u> This new workflow is specific to charging for the supply itself. Providers will continue to follow their current workflow of placing the appropriate charge order for the procedure.

Positions Impacted: All Cardiology Providers and Staff that perform Loop Recorder Implants in-office.

Provider Enters the Cardiology Supplies Order

- The Provider search and select the Cardiology Supplies Order from the New Order Entry component on the Quick Orders Page.
 - <u>Note</u>: Users can also search for the order via the Orders tab on the Menu Bar.

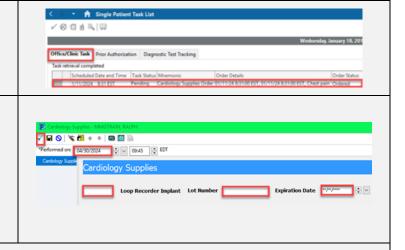


Once ordered, the task to document the supplies will fire to the task list for Clinical Staff to complete.

Clinical Staff Document the Cardiology Supplies Powerform

Once the provider has placed the Cardiology Supplies Order, Clinical staff will document and charge for the supplies as instructed below.

- 1) Select the Single Patient or Multi Patient Task List.
 - a. Select the Office/Clinic Task tab.
 - b. Double-click on the Cardiology Supplies Order task.
- 2) The Cardiology Supplies Powerform will display.
 - Ensure the **Performed on** date field matches the date of service.
 - Enter the appropriate number of supplies (i.e., 1) used in the free text field.
 - c. Enter the Lot Number and Expiration Date.
 - d. Click the green **Sign Form** checkmark to sign the form when complete.

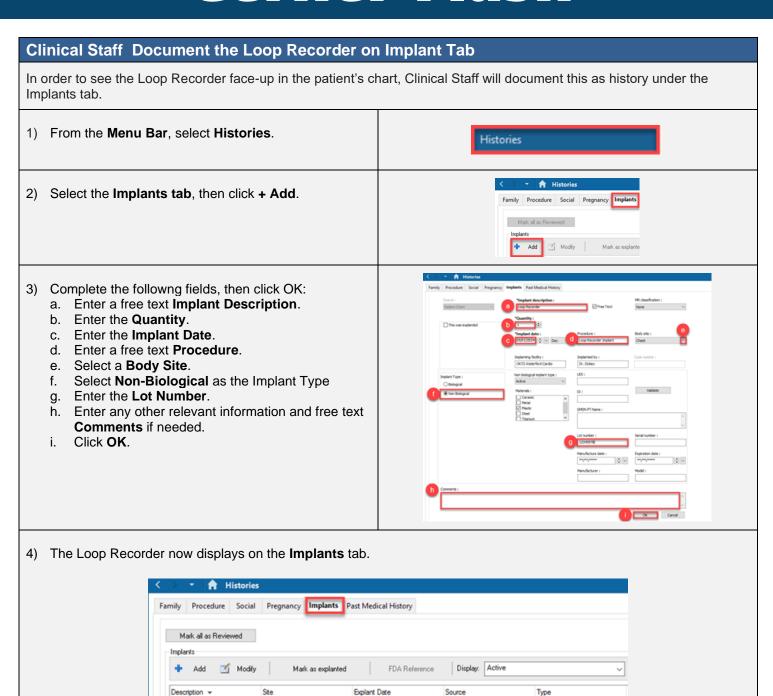


- 3) A green checkmark now appears next to the task and the Task Status is Complete.
 - a. Click **Refresh**, the task will drop from the task list.
 - b. The appropriate charge will now be applied to the patient's account and display within the Charge Viewer.





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