Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Document an Exam

December 29, 2020

This Quick Reference Guide (QRG) reviews documenting an exam.

Common Buttons & Icons

	Modify Order Details icon
	Bill-Only icon
	Charge icon
...	**Activity Type** ellipses icon
Add-->	**Add Right** arrow
>>	**Move Right** arrows
<<	**Move Left** arrows

Modify Order Details

- From the Online Work List:

STEP 1: Find your patient and correct procedure.

STEP 2: Right-click the patient's name.

STEP 3: Click **Exam Management** .

STEP 4: Click the procedure that needs to be modified to select it.

STEP 5: Click the **Modify Order Details** icon.

STEP 6: Use the Order Details window to make needed modifications.

NOTE: **Items with a red asterisk are required information.**

STEP 7: Click **OK** at the bottom of the window when modifications are complete.

Document an Exam

- From the Online Work List:

STEP 1: Find your patient and correct exam.

STEP 2: Right-click the patient's name.

STEP 3: Click **Exam Management** .

STEP 4: Click the procedure needed to select it.

STEP 5: Complete any modifications needed, as listed below.

STEP 6: Click **Complete** to save your changes.

Add Personnel

STEP 1: Click the **Primary Name** field in the Personnel section.

STEP 2: Type the name of the person you wish to add using the last name, first name format.

STEP 3: Click **[Enter]** on the keyboard once the name is typed in.

STEP 4: Click the **Primary Name** field drop-down arrow.

STEP 5: Select the correct name.

NOTE: **To add additional personnel, follow the same process but add it to the Additional Name field. To clear all selections, click Clear.**

Modify Date/Time

STEP 1: Click the **Use current date/time** check box to deselect it.

STEP 2: Click the **Date** field to type in the new date.

NOTE: **You can also use the Calendar down arrow to open a calendar. The smaller up and down arrows make modifications one day at a time.**

STEP 3: Click the **Time** field.

STEP 4: Type in the new time.

NOTE: **You can also use the smaller up and down arrows to go minute by minute.**

Modify Location

STEP 1: Click the **Institution** drop-down arrow.

STEP 2: Select the new location.

STEP 3: Click the **Room** drop-down arrow.

STEP 4: Select the new location.

Document Technical Comments

- **From the Cerner Imaging-Technical Comments window:**

STEP 1: Double-click yellow and blue highlighted fields to document, they are required.

STEP 2: Click the applicable check boxes to add additional information.

NOTE: **As you select checkboxes additional fields may open and be required for documentation.**

STEP 3: Scroll down to review you have documented all needed items.

STEP 4: Click **OK** once complete.

Document Bill-Only Charging

- **From the Exam Management Bill-Only Charging window:**

STEP 1: Click the appropriate category in the New Charges tab.

STEP 2: Use the up and down arrow to modify the quantity as needed.

STEP 3: Click the **Move Right** arrows to add the charges.

STEP 4: Click OK.

Modification to Bill-Only Charging

- **From the Cerner Imaging Exam Management window:**

STEP 1: Click the **Bill-Only** icon.

STEP 2: Click the charge that needs modification in the Previously Charged tab of the Bill-Only Charging window.

STEP 3: Click the up and down arrow to modify the quantity.

STEP 4: Click the **Move Left** arrows.

STEP 5: Review the charges in the Debit/Credit of Existing Charges window.

STEP 6: Click **OK** in the Debit/Credit of Existing Charges window to confirm the changes.

STEP 7: To review additional items, click the **New Charges** tab.

STEP 8: Click Yes in the Exam Management Charging pop-up window to confirm the changes.

STEP 9: Click the **All bill-onlys** radio button.

STEP 10: Review the New Charges tab for a suggested list of new charges that may be applicable.

STEP 11: Click to select appropriate additional charges as needed.

STEP 12: Click the **Quantity** up and down arrows as needed to modify.

STEP 13: Click the **Move Right** arrows.

STEP 14: Click **OK**.

Review Charge Viewer Information

- **From the Cerner Imaging Exam Management window:**

STEP 1: Click the **Charge** icon.

STEP 2: Click **Next** on the first Filter Options window.

STEP 3: Click **Next** on the second Filter Options window.

STEP 4: Click the **Activity Type** check box.

STEP 5: Click the **Activity Type** ellipses icon.

STEP 6: Click **Imaging Services** .

STEP 7: Click the **Add Right** arrow.

STEP 8: Click **OK**.

STEP 9: Click **Apply**.

STEP 10: Click the charge description in the Charge Viewer.

STEP 11: Review the listed associated charges.

STEP 12: Click the red X Close button to close the window.