Tips & Tricks to Improve Efficiency, Patient Management, & Cash Flow

Block & Biggs Road Show

For copy of presentation go to:

http://blockandnation.com/blockandbiggs





Who Are We?

- ■Bradley M. Block, M.D.
 - Family Physician in independently owned, four physician Family Medicine group in Oviedo, Florida
 - eCW User for 10 years
- William "Reddy" Biggs, M.D.
 - Endocrinologist in independently owned, thirty-three provider Internal Medicine Multi-Specialty group in Amarillo, Texas
 - eCW User for 8 years
 - Board Certified in Clinical Informatics



Why Were We Asked to Speak?

- Both of us:
 - Spoken together at NUC since 2008
 - "eClini-Geeks" on the eCW Web User's Forum for assisting users w/ expert eCW advice
 - Dr Block written approx. 1,600 posts
 - Dr Biggs written over 3,000 posts & is a Forum Moderator
 - Beta testers for new modules & versions of eCW
 - Attested for EHR MU Bonus 2011, 2012 & 2013
 (& will attest for MU Stage 2 this year)



Goal of Our Talk



- Streamline Your Office Workflow &
 Transform Your Practice into a Modern
 Platform of Patient Care by Maximizing
 Tools Available to You
- Lots of New Ideas
- Make Note of at least 3 Things Presented



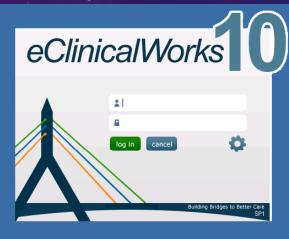
Why Bother to Implement Changes – How Does This Benefit Me?

- Increase Efficiency of Providers & Staff
- Improve Documentation for Future Reference& Med Mal Protection
- Enrich Quality of Patient Care
- Improve Patient Engagement
- Enhance Patient Satisfaction
- Save Money & Boost Income



Overview of Our Presentation

- Share Tips, Tricks & Examples
 - Mid Office (Medical Providers)
 - Front Office
 - Back Office (Billing & Finances)



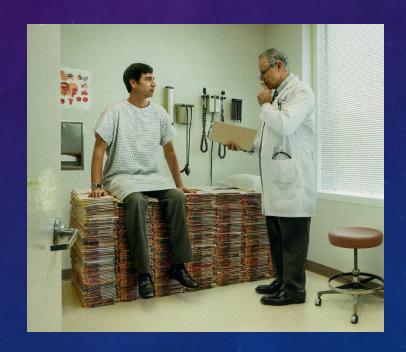
Question & Answer Session at the End



(But Dr. Biggs has to dash after session)

Mid Office

Patient Management & Charting of the Past





Mid Office

Patient Care & Charting of the Future







Chart Like a Pro - Maximize eCW Functionalities

- Prep for Photos
- Tips for Templates
- Ogle over Order Sets
- Orient you on OtherIdeas







Smile for the Camera!





V10: Insert Photo Images Into Your Visit Notes

- Check Off "Show
 Thumbnails in Notes" in
 "Options" tab of Practice
 Default Settings
- Use "Examination" Section for full thumbnail image
- ■Use "Physical Examination"
 Section for Hyperlink w/o
 image

 Physical Examination:

 Physical Examination:





eClinicalWorks

Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

V10: Printed Notes Include Photo Images

Photos Show Full Size
 Up at End of Visit
 Note when Printed or
 Faxed (including
 photos attached by
 PE hyperlink)

Notes: Continue current therapies or as noted above. Call if any problem worsens or persists. Counseling done on risks /benefits/ advantages of the patients therapies & treatment options on the diagnoses noted above., Pt had multiple questions on multiple health issues & concerns; these were all answered & discussed., Diet, Weight Loss, and Exercise counseling done at length (and encouraged to follow), medication counseling done at length, medication adjustments & instructions written or printed for patient.

- 81002 U/A DIP IN-OFFICE URINE-NO MICRO
 - 36415 Venipuncture BLOOD DRAW
- 93000 EKG ELECTROCARDIOGRAM, COMPLETE

Follow Up: prn

Images

Examination/skin rash photo.png



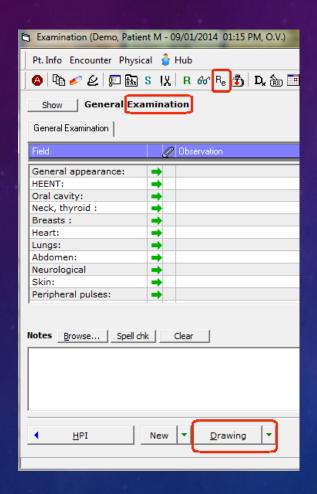
Examination/cankersore photo.jpg

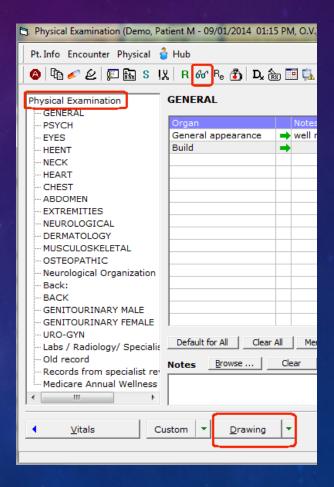


eClinicalWorks

Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

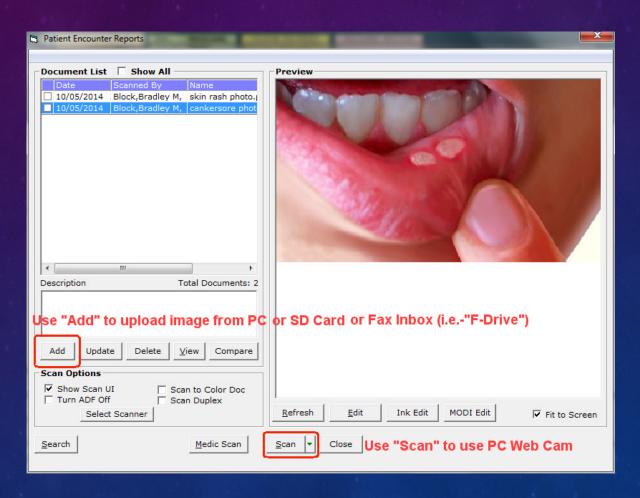
Adding Photos to Notes — Step 1 — Link to Note





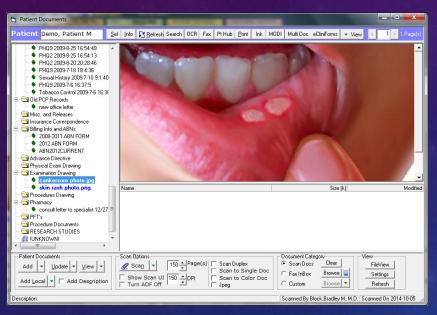


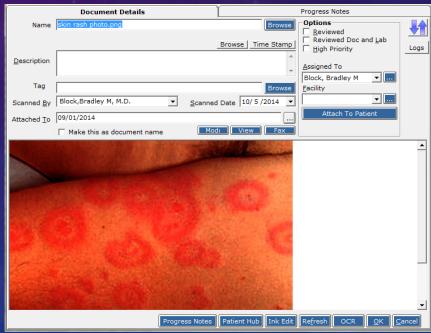
Adding Photos to Notes — Step 2 — Upload Photo from Source





Photos Get Saved in Patient Documents Folder

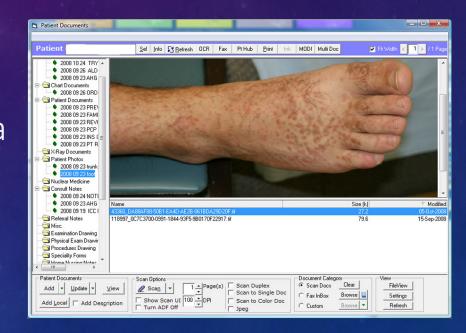






Digitizing Photos — Use a Digital Camera for High Quality Photos

- Don't get too many megapixels -3mp is plenty
- For non-WIFI SD cards upload into patient chart via SD slot in PC
- Eye-Fi card pushes photo to Fax Inbox (configured as "F-Drive"), then upload from there into patient chart



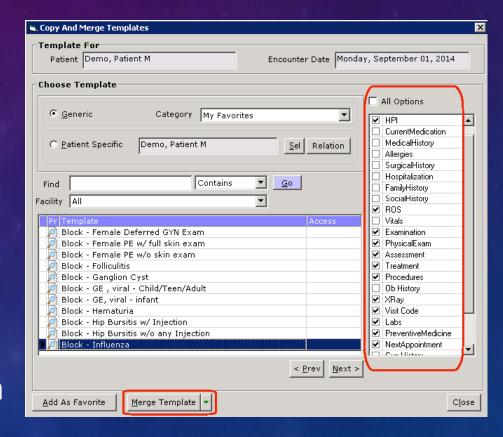
Templates 101

<u>M</u>erge Template ▼



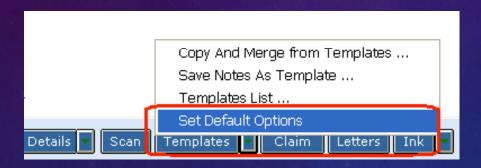
Why Use Templates Instead of Order Sets?

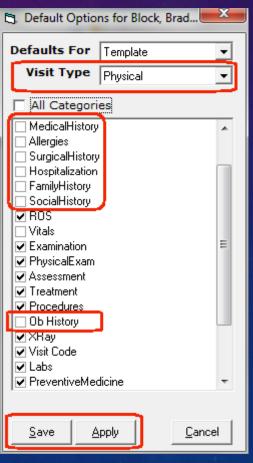
- Templates ProvideDocumentation in AnySection of Note
- Order Sets ONLY CanProvide & Insert TX Plans
- Templates Allow for Customized Insertion through "Options" Screen





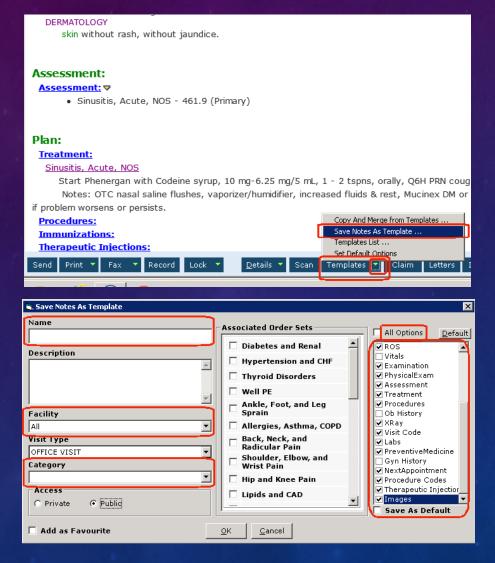
Avoid Merging in Unwanted Template Data by Setting Default Template Options





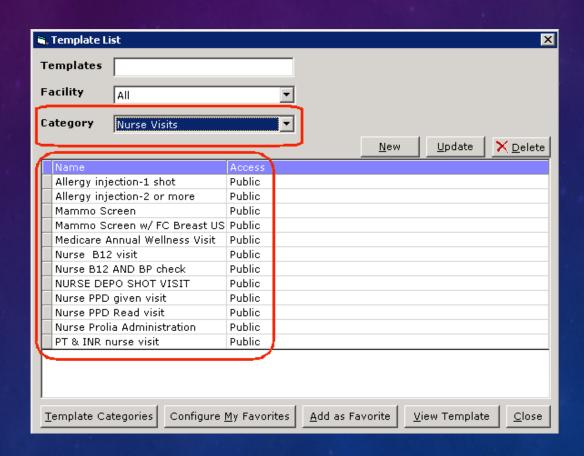


Create Templates Easily on The Fly



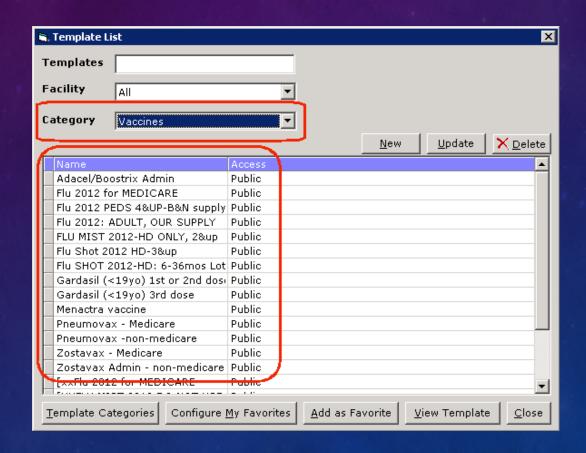


Ensure Nurses & Ancillary Care Providers Insert Correct Documentation, DX, and CPT Coding



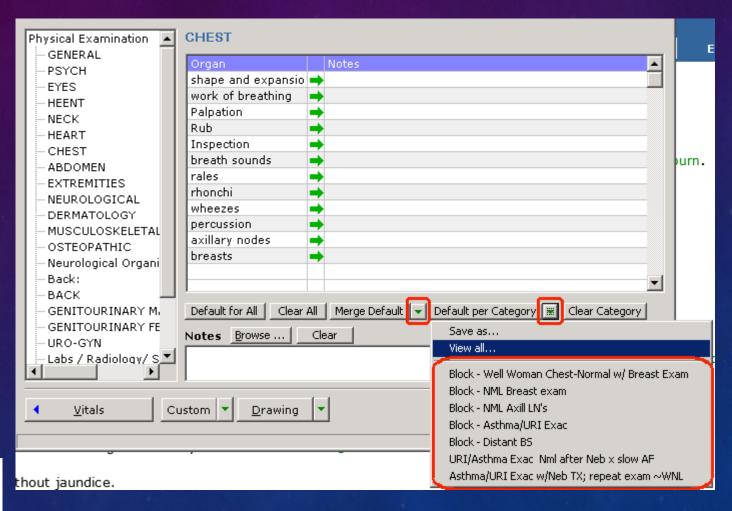


Keep Coding Correct – Immunizations & Special Services or Testing - DX & CPT Codes





Special PE Organ System Templates





Order Sets - Just What the Doctor Ordered...



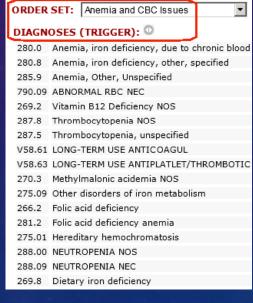


Why Use Order Sets Instead of Templates?

- Templates Only Link TXPlans to Single DX Code &Limit TX Plan Choices
- Order Sets can be linked to Numerous Codes (i.e.- 28 DM & Nephropathy codes)
- OS's link unrelated Medical Conditions which share similar test orders (i.e.- 17 DX's related to Hematology & Vitamin issues)



manifestations, uncontrolled
250.63 Diabetes mellitus type 1 with neurological

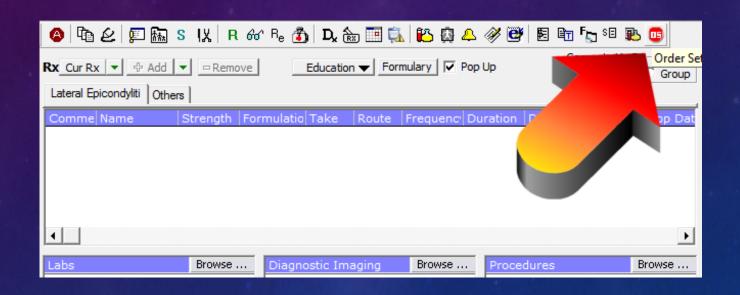




eClinicalWorks

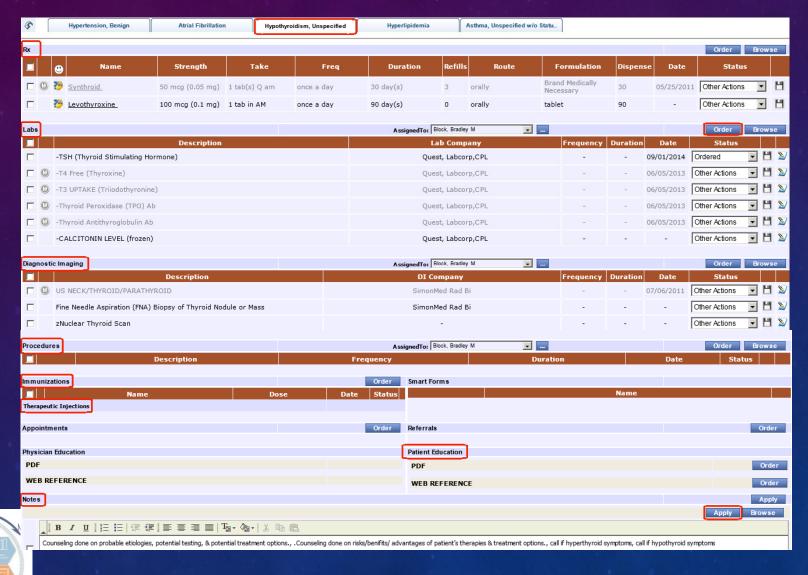
Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

Use Order Sets to Quickly Grab TX Plan Options





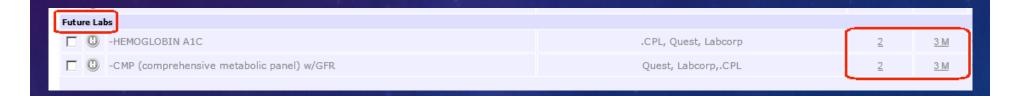
Order Sets – Quickly Create TX Plan





V10: Use Order Sets for "Future" Orders

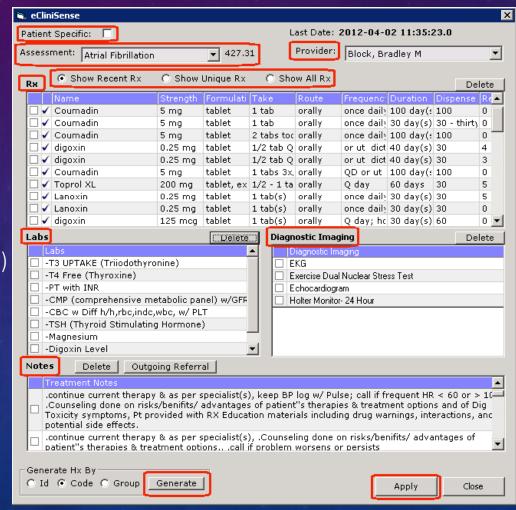
Create Future Lab (or DI) Orders in Order
 Set Administration Screen w/ desired
 timeline & desired repetition





Templates & Order Sets Don't Solve Everything – Try eCliniSense for TX Plan

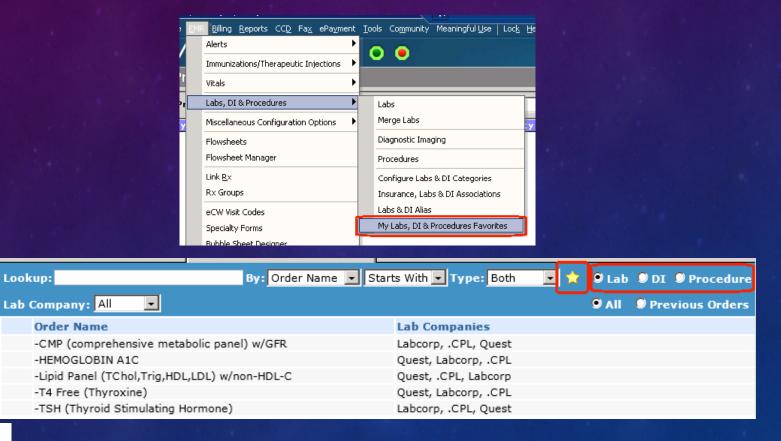
- Helpful for Less Common DX's
- Order DX Specific Scripts, Labs, DI, & Treatment Notes
- Can Jump from one DX to Another (using Assess. Pull Down)
- Patient Specific Option
- Pull Up Choices by Any Provider
- "Generate" to Update
 Choices



eClinicalWorks

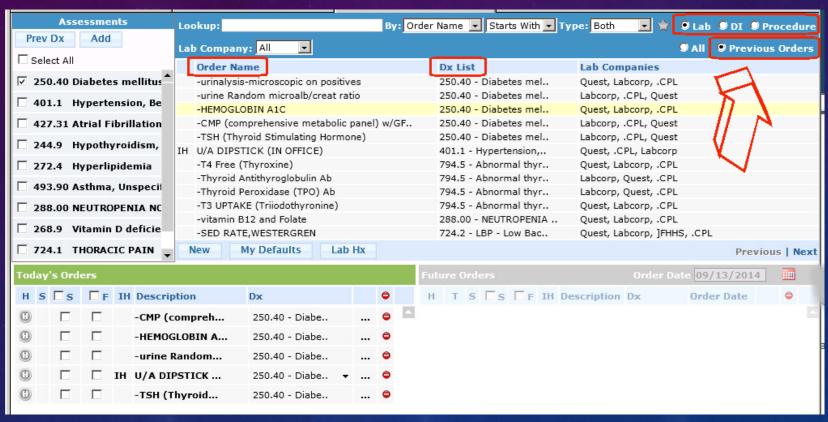
Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

Yet More Options to Customize Orders – Use "Favorites" to Order Labs or DI & Use Lab/DI Button to Toggle Between Screens





v10: Use Patient Specific "Previous" Lab (or DI) Orders to Find What You Want





But Wait – We Still Need More Remedies For Managing Patients

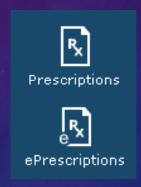
- Simplify & StreamlineScripts
- Mull OverMedications
- Leap through Labs
- Dabble in Documents
- Play with Portal







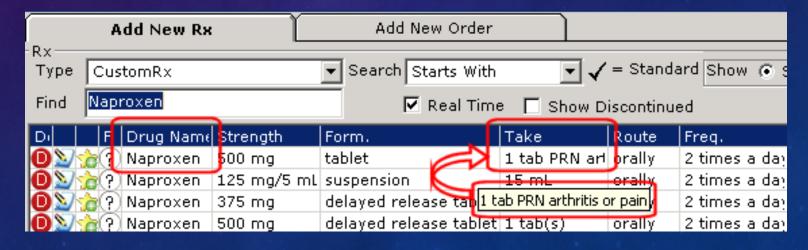
Some Prescriptions for Your Prescribing Blues





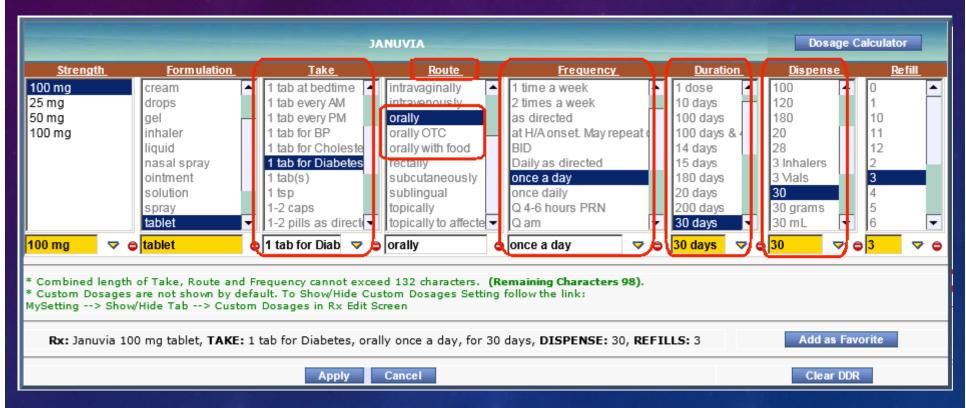
Speed Up Scripts – Create Custom Scripts for Commonly Prescribed Meds to Avoid RX Edit Time

- Chronic Medical Conditions (DM, HTN, OA), Antibiotics, Pain & HA Meds
- Instructions, Medical Indication, Typical Quantity Dispensed & Refills



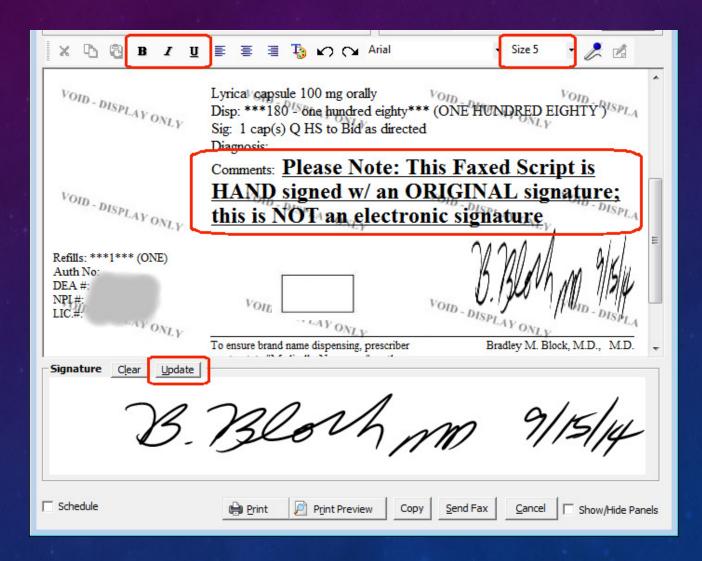


Customize RX Edit Screen Pic Lists





Faxing Controlled Substance Scripts





Save Even More Time – Stop faxes from Pharmacies

- Fax refill requests lower efficiency & productivity
- Insist that pharmacies only submit refill requests electronically
- All major pharmacy chains, and most locally owned pharmacies will respect your request
- Copy of this Letter on our Web Site

Your Name Here MD
Internal Medicine
1215 S. Coulter St
Amarillo, Texas 79106

(806) 358-1374 (806) 356-0045 fa

DEAR PHARMACY:

Due to the recent marked increase in the number of computer generated fax requests from your company, we will no longer respond to them.

I have found many of them to be requesting medicines that are no longer on the patient's current medicine list.

Therefore, please have the patient request a refill from us at the time of their next office visit, and we can discuss it with them at that time. If they need a refill prior to their next visit, they can come by our office or have the prescription mailed to them at no charge; or faxed for a nominal charge.

Alternatively, we will respond to refill requests that you initiate via SureScripts, since this allows us to review the patient chart with the request.

We hope that you share our goals of encouraging our patients to be fully involved in their medical decisions, and therefore enhancing the quality of their medical care.

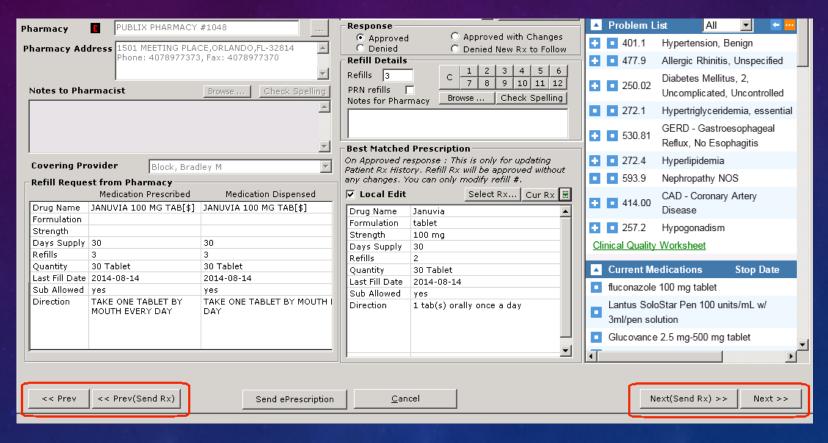
In the future, please do not fax refill requests to us, as we will not be replying to them. Please contact the patient and request they discuss their refills with us at their next visit.

Sincerely,

Jane Smith, MD FACP



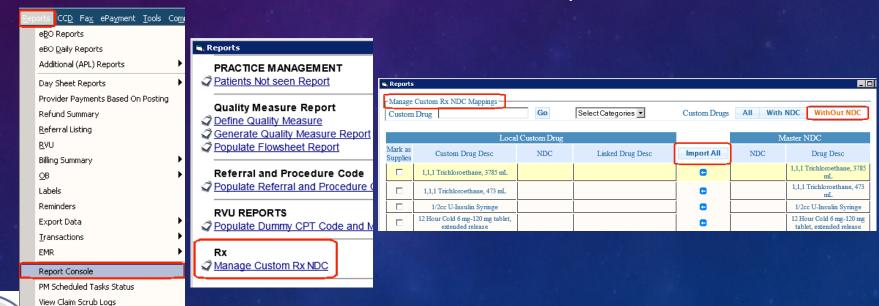
V10: Refill e-scripts in Rapid Succession





NDC Codes Got you Down?

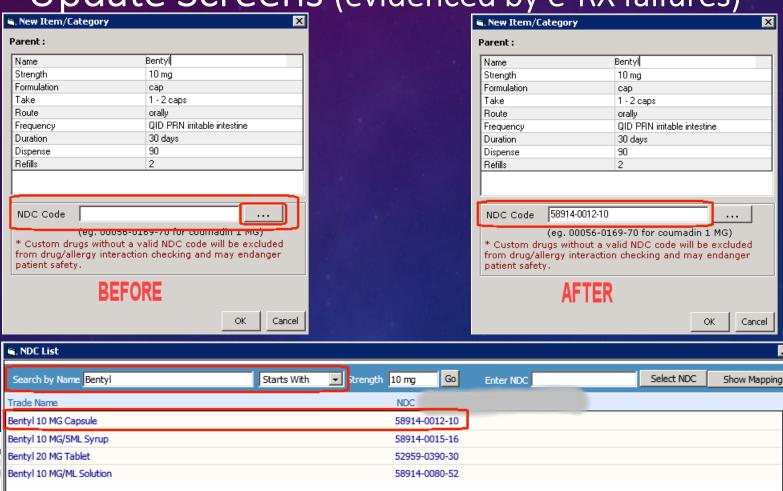
- Get the "NDC Patch" (in SP) to fix most issues
- Use "Manage Custom RX NDC" to Import & Link NDC Codes en-masse via Reports Console



eClinicalWorks

Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

Link Residual NDC Code Problems from individual Custom RX & Med Supply Update Screens (evidenced by e-RX failures)

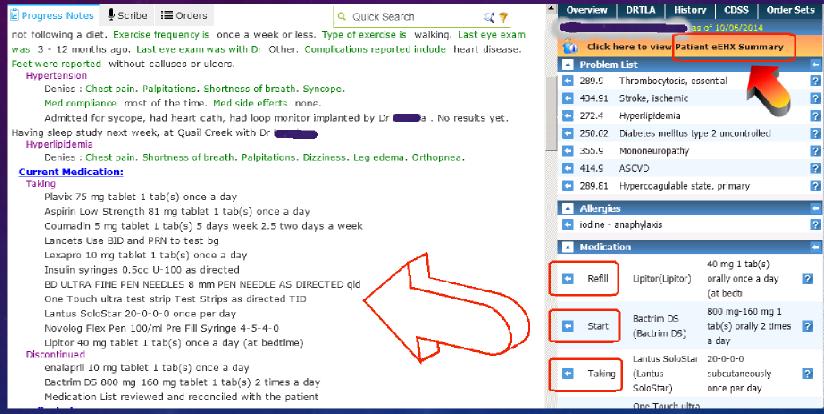


v10: Update Current Med List the Easy Way from External RX HX



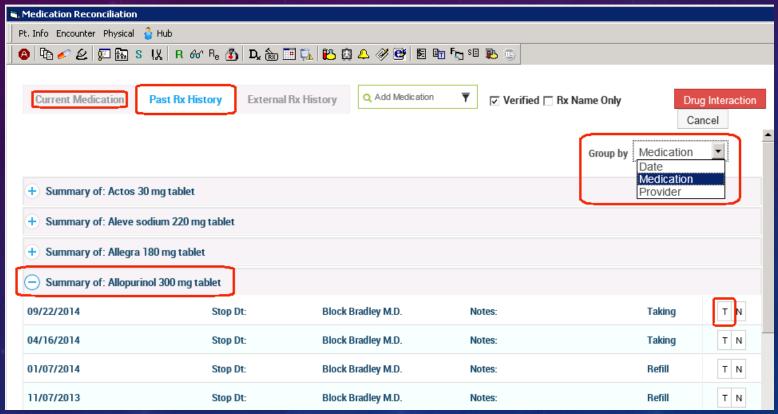


Update Current Med List the Easy Way from eHX (electronic Health Exchange)





V10: Update the Current Med List in V10 from Past RX HX the Easy Way





Learn to Love Your Lab Results



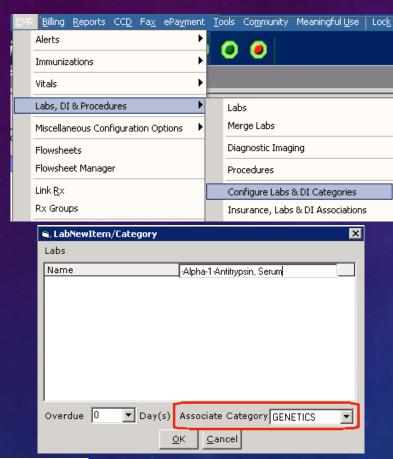


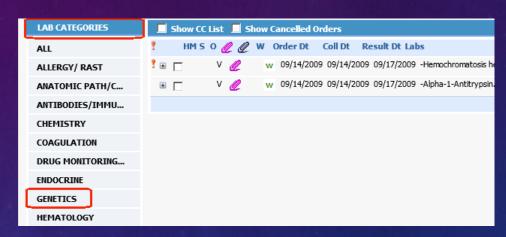
v10: Cruise Through Your Incoming Lab Results Faster Than Ever

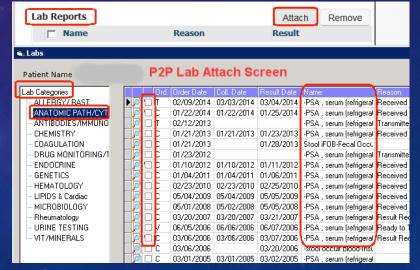




Use "Categories" to Organize Finding Lab & DI Results Quicker

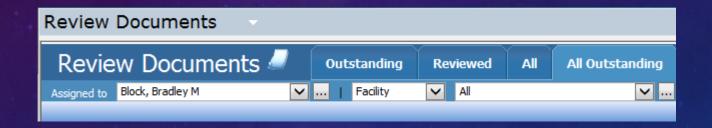






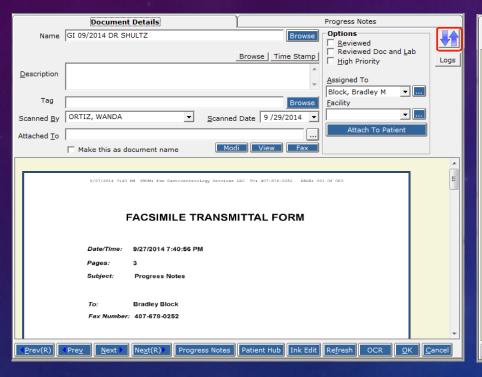


Love Your Documents Like Never Before





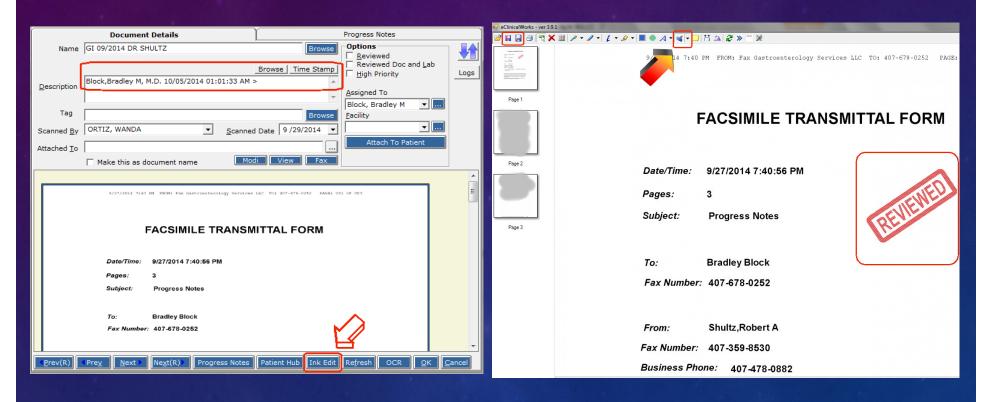
v10: View Patient Documents in a New Light







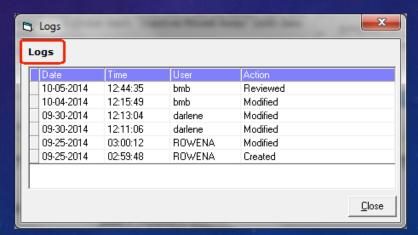
v10: Options for Providers to Note "Reviewed" Status





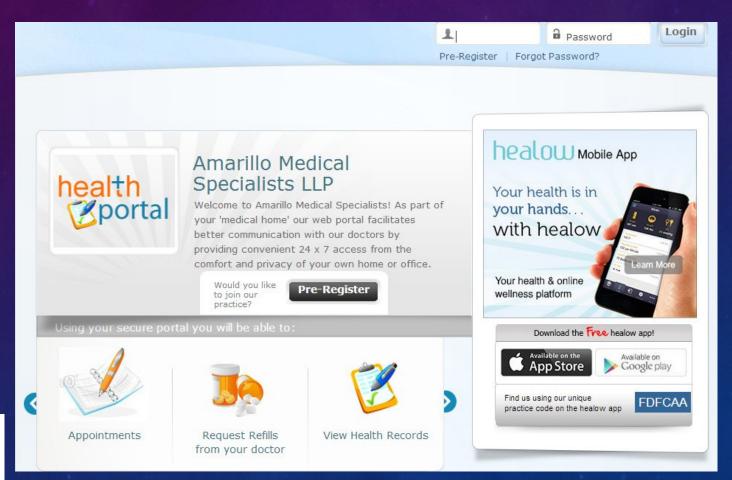
V10: Patient Document Logs

Document Details		Υ	Progress Notes					
Name	GI 09/2014 DR SHULTZ	Browse	Options Reviewed					
		Browse Time Stamp	Reviewed Doc and Lab High Priority Logs					
<u>D</u> escription		v	Assigned To Block, Bradley M					
Tag		Browse	<u>F</u> acility					
Scanned <u>B</u> y	ORTIZ, WANDA ▼ <u>S</u>	Scanned Date 9 /29/2014 🔻	▼					
Attached <u>T</u> o			Attach To Patient					
	Make this as document name	Modi View Fax						
			_					
8/27/2014 7:40 PM FRCM: Fax Gamtroenterology Servicem LLC TO: 407-6T8-0252 PAGR: 001 OF 003								





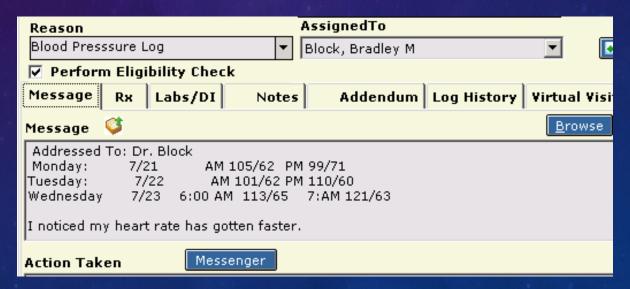
Manage Patient Care Even Better – Use the Portal – Keep Connected with Patients





Mu: Maximize Use of Portal Messages from Patients to Coordinate their Care

- Patients send you Blood Sugar or Blood Pressure Logs (manually entered)
- Respond to Patient to adjust care
- Update Med Dosing in RX Screen of Web Encounter





Simplify Portal Interaction & Increase Your % of Web Enabled Patients w/ Healow App

- Convenient & Avoids Password Lock-Outs
- Promote Use with Healow Flyers in Office





Advocate the Portal & Healow Not Just for the Benefit of Your Office, but for the Benefit of Your Patients

	Reason				AssignedTo			
	thank yo	ou		-	Block, Bradley	M	▼ 🗈	
	▼ Perform Eligibility Check							
	Messag	e Rx	Labs/DI	Note	Addendum	Log History	Virtual Visit	
	Message	e				Comp	laints <u>B</u> rowse Checl	c Sp
	Address are read		Dr. Block Thank yo mazing	ou fo	or tour fast resp	onse. I just got	a call from CVS. My scrip	ots
	are read	у. А	mazing	.,				
	Action T	aken	Me	ssenger	Reply to patient	Time Stam	Action Taken Chec	k Sr
	1.000	anten			to patient	<u></u>	A III TOUGH LANGUE III CHOC	
Re	ason				AssignedTo	<u> </u>	The second random process	
			access is aw	N/ PARKET	A STATE OF THE STA		V C	
ok.	ay, the iP	'hone a		esome 🔻	AssignedTo		I C	
ok.	ay, the iP	hone a	access is aw	esome▼ k	AssignedTo Block, Bradley	М	Virtual Visit	<u> </u>
ok.	ay, the iP Perforn	hone a	access is aw	esome▼ k	AssignedTo Block, Bradley	M Log History		
Me Me Se pro	Performessage ssage e, this is	hone an Eligil Rx one of	the reasons	esome v k Notes s I really likeneral knov	AssignedTo Block, Bradley Addendum e this practice.	Log History Con Up 2 date with	Virtual Visit	neck Sp

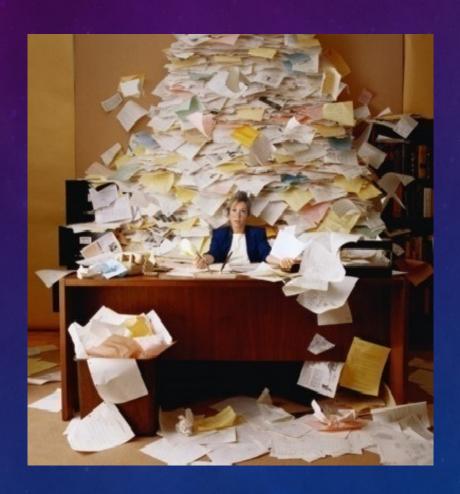


Web Enabled Stats for Patients Seen in Past 2 Years

- Dr Block's Family Medicine Group = 85%
- Dr Bigg's MultiSpecialty Group = 63%
- Dr Block's own Patients = 92%
- Dr Bigg's own Patients = 78%



Front Office of the Past





Front Office of Today

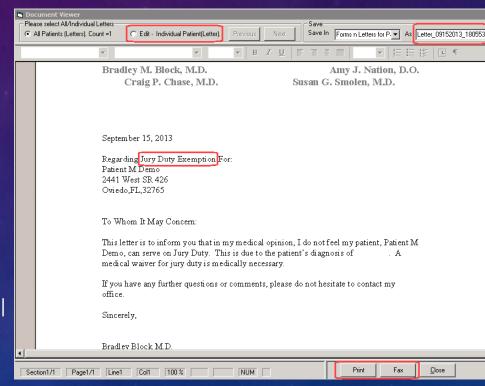






eCW "Letters" – Create Letters for Common Patient Needs

- Letters Can Fill in Patient Specific Information w/ "Tags"
- Used by Providers, Front Office & Billing Staff
- Can Edit Letter, Change Saved
 Document Name, Print, Fax
- Ideas: Work Excuses, No Shows, Patient Discharge, Special Diabetic Letters (i.e. Eye Care & Insulin Pumps), Jury Duty Exemption, "Well PE" Performed & NML, Medical Stability for FAA



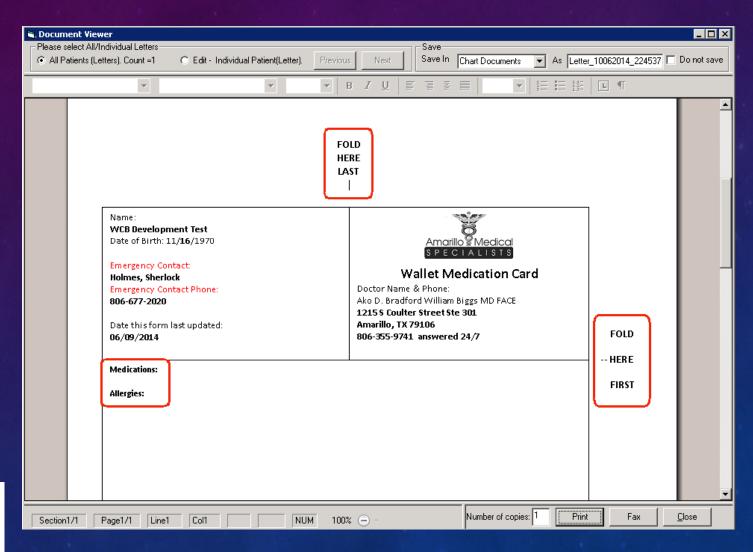


V10: Designate "Favorites" (via star symbol)

eClinicalWorks

Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

"Wallet Card" (Med List) Letter





Encrypt Medical Record CD's for Full-Proof HIPAA Compliance



- Adobe's Password Protection Not Same as Encryption
- Use AES 128 Bit Encryption Key
- Try Roxio Creator (special version w/ encryption)
 or free "PDFill PDF Tools"

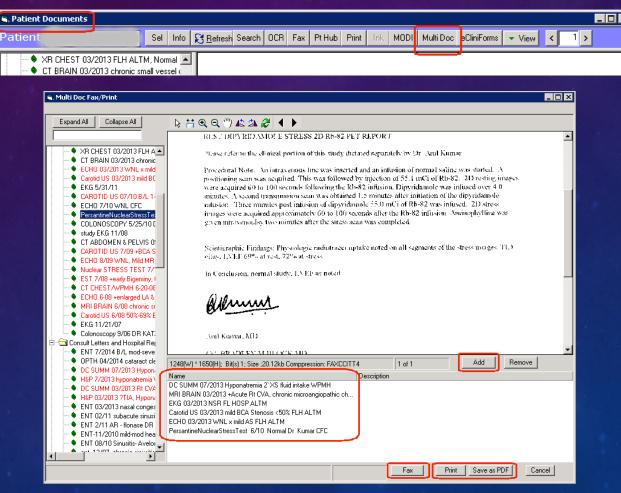




- Create Standardized Password Protocol
 - (i.e.- use limited list of passwords or last 4 digits of SS#)
- Locally Florida Information Protection Act of 2014 effective July 2014 - one of the most strict breach notification statutes in the country

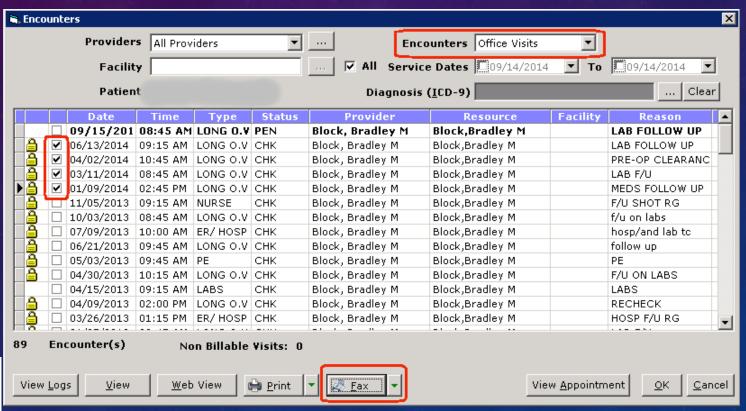


Faxing (or Printing) Records — Give Them What They Want — Use Multi-Doc to Send All Reports at Once





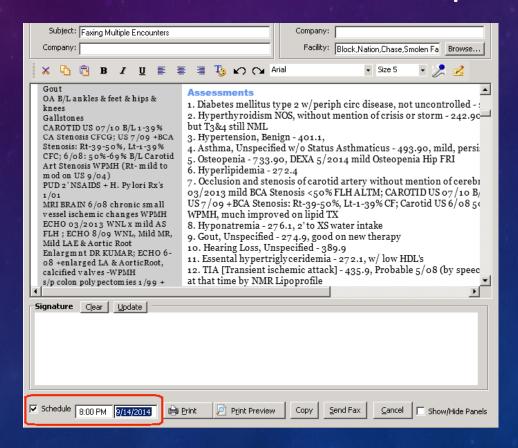
Faxing (or Printing) Records — Give Them What They Want — Use Encounters Screen to Fax Multiple Visit Notes All at Once





Faxing Records

Don't Clog Up the Fax Line When You Give Them What They Want – Use the "Fax Schedule" Option





Back Office – Billing & Finances of the Past





Back Office – Contemporary Billing & Finances



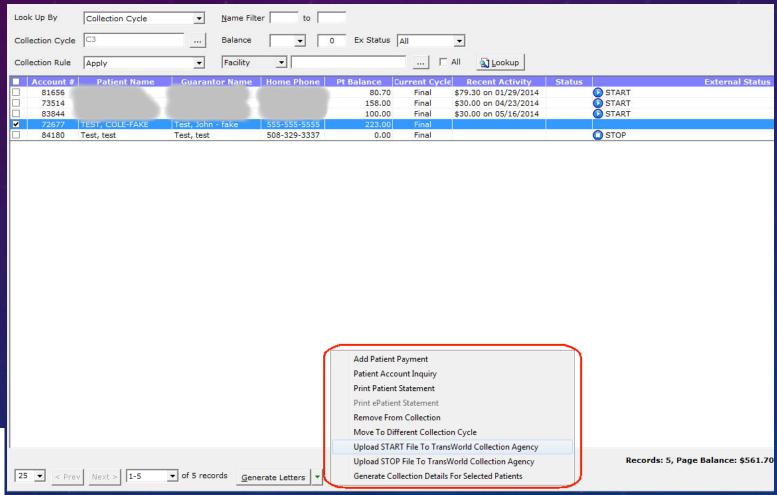


MedicScan Imports Insurance Card Info & Links to Plan in eCW

2011		×					
Insurance Address	Source of Payment						
Change Insurance <u>Insurance Biliing</u>		cial					
AETNA HEALTH PLANS	Secondary Insurance Class for reports						
P.O.BOX 981106	☐ <u>Tertiary</u>						
EL PASO, TX-79998 Tel: 888-562-8111							
Payor Id: 60054 Medigap Id:	Coverage Dates (mm/dd/yyyy)						
	☐ Terminated						
<u>S</u> ubscriber	<u>A</u> dditional Information	*Notes					
Subscriber No	CO-PAY						
Subscriber No							
		XAetna MAP MARINE EMPIRE					
Insured's Name	Patient Relationship to Insured	A ACUITA					
FRANKLIN C	3 Natural Child - Insured has Finant LockHeep MARTIN CORPORATION AEXCEL/PLUS CHO.						
_	, Responsibility	ID GRP:					
Group No	Group Name	D1 FRANKLIN PCP: Crang P Chase 02 CHRISTOPH: PCP: Crang P Chase					
A STATE OF THE PARTY OF THE PAR		03 JENNIFER PCP: Crang P Chase 04 SUSAN I PCP: Crang P Chase					
Medicaid ID Number	Supplemental Insurance Indicator						
Medicald 1D Nulliber	Supplemental Insurance Indicator	MEMBER SERVICES 1-877-458-4975 PROVIDERS CALL 1-888-632-3862					
		1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1					
┌ Insured's Alternate Name		PRYTER BLANDER 80004 0061					
Last Name	First Name MI						
Patient's Alternate Name	First Name MI						
Last valie	THE STATE OF THE S						
I I							

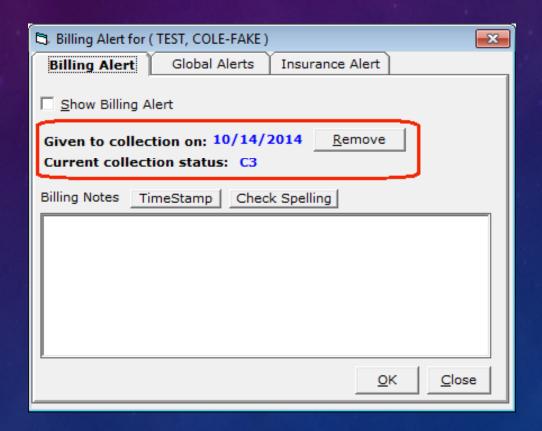


Maximize Efficiency - Interface with Collection Agency - TransWorld Systems





Collection Agency Interface Automatically Creates Billing Alerts





Take Home Message

- Maximize & Optimize Use of eCW Functionalities
 - More Efficiently & More EffectivelyDocument & Provide Patient Care
 - Improve Patient Satisfaction& Care Coordination
 - Save on Staffing Costs & Boost Income









Your Assignment

- Refer to your notes from today & Implement at least 3 Ideas Presented
- Share your experience with these changes on eCW Web User's Forum



Home | Forums | Tips & Tricks | Bug Tracker | Your Account | Logout

Welcome To eCWusers....

...an independent forum for users of eClinicalWorks, an electronic medical record and practice management software solution for medical offices. This is a place for us, as users, to share thoughts, difficulties, questions and successes in using the software. This site is maintained and moderated by users and is not affiliated with or financially supported by eClinicalWorks, LLC.



orks eClinicalWorks ion Support Portal



eClinicalWorks Customer Wiki

Welcome to our New and Improved site. If you're a current, registered user, log-in and take a minute to visit and update your member profile. If your old log-in does not work, please take the time to register with the site again.





eClinicalWorks

Bradley M. Block, M.D. -- William "Reddy" Biggs, M.D.

Questions?

- Bradley M. Block, M.D.
- William "Reddy" Biggs, M.D.



For copy of our 2013 & 2014 presentations
 & Dr Bigg's Pharmacy Fax Letter go to:
 http://blockandnation.com/blockandbiggs

