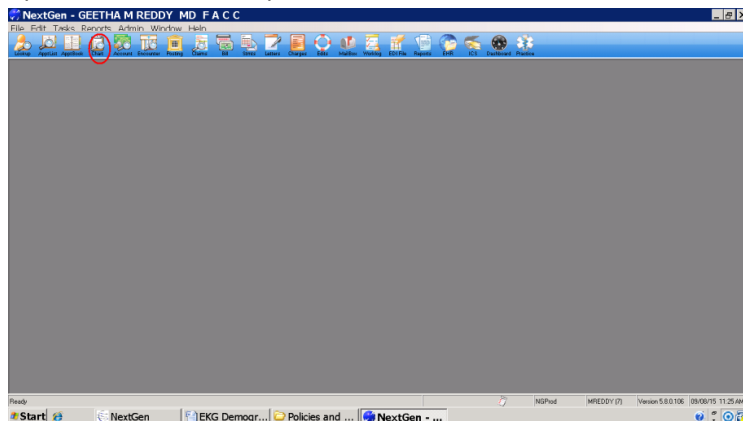# EKG Demographics Entry Procedure

Introduction

EKGs are usually read in bulk by Dr. Reddy at Vista and Condell. Condell EKG rotations are usually read daily for two weeks in a row. Typically, the Condell EKG rotation is once in six months. The Vista EKG rotation is once a year for a month in Sept.

Dr. Reddy usually brings a pile of facesheets that contain the demographics information from the hospital. Below is the procedure to enter the demographics information:
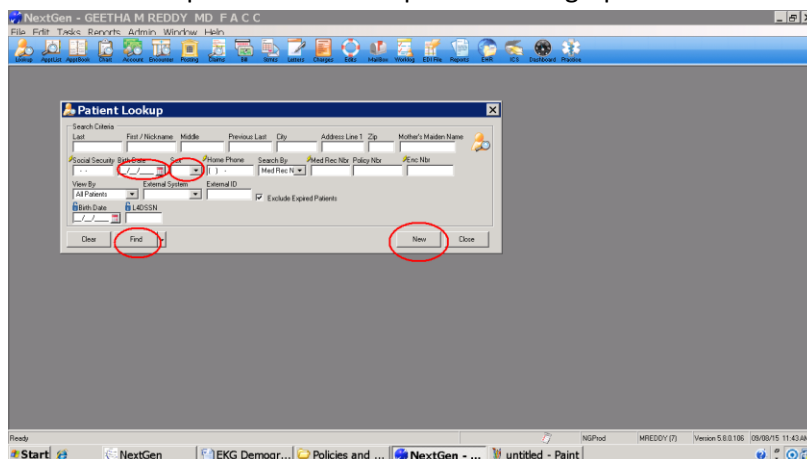
1. Sort and categorize the facesheets into Medicare, Medicaid (including Illinicare and Aetna Better Health), Self Pay and Commercial Insurance.
2. Verify all Medicaid insurance information at the following website: http://
3. Create/Update the Demographics/Insurance information in Nextgen EMR.

Demographics Information Entry:

1. Login to Nexgen EPM
2. Open the Chart Lookup as shown in the red circle below:

➢ Look up the patient information by birth date and gender. If the patient information is not found then it's a new patient. Enter the patient demographics information below:

➢ Enter the demographics information below. All the fields in the red below are required fields:

➢ Mark Patient as active as shown below

- Enter the Insurance Information. Here are some notes on entering the insurance information:
  - If the Primary insurance on the facesheet states Medicare Mutual of Omaha and the Policy# ends is and alphabet (eg: 3417854534A), then search for MEDICARE and use MEDICARE instead.
- If the insurance is not SELF on the facesheet, then the insurance belongs to a Guarantor. Enter the Guarantor information as shown below:

➢ Enter the Insurance information as shown below:

➢ Search for the insurance company as shown below

➢ Enter Insurance Policy # as shown below: