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:

Folt Tasks Renorts Admin Window Hein	
And Patient Information X We find Main We find We find We find	

> Mark Patient as active as shown below

👸 untitled - Paint	× _ = ×
File Edit View Image Colors Help	
^현 미 🕉 NextGen - GEETHA M REDDY MD F A C C	_
2 (№) File <	
Add Patient Information	
Lest First Midde Previous Last Nickname	
Social Security Brith Date Age Sex	
01/02/2001 📷 👘 Male 💌	
Image: Constraint of the second se	
Active	
Patent Stow Charge Freason	
Patient Status Designation	
Patient Status Designation Eff Date Exp Date	
	_
	,
For Help, click Help Topics on the Help Menu. 285,304	
Ready Ready MREDDY [7] Version 5.8.0	
🍠 Start 🥖 🛛 🔄 NextGen 🛛 🔛 EKG Demogr 🗁 Policies and 🖓 NextGen - G 🔰 untitled - P	🤨 🕈 🗿 🛐

- > 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:

💏 NextGen - GEETHA M REDDY MD F A C C
File Fritz Tacks, Renorts Admin Window Heln So Joi Lei & Son Tack Tack Tack Tack Tack Tack Tack Tack
Loolup Apptlist ApptBook Chart Account Encounter Posting Chains Bill Strints Latters Charges Edits MailBox Worklog EDIFile Reports EHR ICS Dashboard Practice
Add Patient Information ext First Social Security Bith Date Provident Status Pricedy Eggloyee Eledators/Rick Eggloyee Eledators/Rick Patient Status Designation Patient Status Designation Elf Date Exp Date Patient Status Designation Elf Date Exp Date
Insurance Account Chart OK Cancel
Ready // NGProd // MREDDY (7) Version 5.8.0.106 09/08/15 11:58 AM
Image: Second Secon
PILE PILE LACAS RUELLIS ALLIULT VOLTUN DELLE So Di Lel So Sono Fronte Pile Sono Sono Pile Contente La Sono Pile Contente Pile C
Add Patient Information Let First Mide Perviou Lat Noticiname Second Security Bith Date Processor Bith Date App Second Security Bith Date App Second Security Bith Date App Second Security Bith Date App Processor Bith Processor Belations/Bith Feldbornhip Name Pelotions/Bith Feldbornhip Processor Bith Information Support Role Processor Bith Information Informat

Ready Oversion 5.8.0.106 09/08/15 12:10 PM

> Enter the Insurance information as shown below:

NextGen - GEETHA M REDDY MD F A C C	_ & ×
File Frit Tarks, Reports Admin. Window: Help.	
· · · · · · · · · · · · · · · · · · ·	
Add Patient Information	
Last First Middle Perious Last Nokrane	
Social Security Brith Date Age Sex	
01/02/2001 📆 Male 💌	
\varTheta Demographica Status Phizary Egyptoyer Belations/Fide Egt 💭	
Relationship Information	
Image: Description Relationship	
Practice Level Support Role reformation	
Image: Support Role Support Role	
Please note the demographic information for support rotes and relationships are stored as separate records. Therefore any modifications	
made to one iscord will not update corresponding demographic records for the other.	
Insuance Account Chart OK Cancel	
Ready // NGPod MHEDDY/// Verior 58.0.16 /0	209/15 12-12 PM
	Ø ? O R
Volces and VextGen Vultice - Paint	

🕷 👔 👔 💽 NextGen 🛛 🔛 EKG Demogr... 🔁 Policies and ... 😭 NextGen - ... 👹 untitled - Paint

🕺 NextGen - GEETHA M REDDY MD F A C C	- 8 ×
File Fritt Tasks Renorts Admin Window Heln	
Ling Actus Agents Der Anne Einere Ran. Die In Der Ling Der Leis Der Linge Der Lange Der Lange Der Linge De	
Add Patient Information	
last First Middle Province at Michanne	
Social Security Brith Date Age Sex	
🛣 Insurance Listing - Joe, Doe	
- Patient Joe, Don Available Insurance	
Available Insurance Available Tean Nbr Petry Nbr Group Name Group Nbr Effective Date Expend Date	
winsurance Al	
Core Insurance Information	
Hide Insurance	
Authorization	
Promote Insurance	
Demote Insurance Core	
Connert Genesite Genesite Genesite	
Z Day Phone I · Ext X	
5 Etal	
6. CollPhone I(1)	
Insurance Account Dhat DK Cancel	
Ready 27 NGPited MREDDY (7) Version 5.8.0.106 (93/02/1	12:15 PM
# Start 🤧 🔄 NextGen 🔄 EKG Demogr 🔁 Policies and 🌍 NextGen 🦉 untitled - Paint 💓	0

> Search for the insurance company as shown below

NextGen - GEETHA M REDDY MD F A C C	_ & ×
File Fillt Tasks Renorts Admin Window Heln	
🝰 🚑 🔡 🛱 💭 TT 🗿 TT	
Lat First Middle Period Lat Notrane	
Pair Address Financial Class Dain Type Pair Address City State Zo Group Name	
3. Alemate Prom [1] · Est] 4. Secondary Henrom [1] · · · · · · · · · · · · · · · · · · ·	
DeartOK	
Ready 2 NGProd MREDOY (7) Version 5.8.0.106 03/0	8/15 12:44 PM
#Start 🤧 😳 Policies and [] EKG Demogr] 🔅 NextGen 🧳 NextGen	003

Enter Insurance Policy # as shown below:

