

## EKG Demographics Entry Procedure

### Introduction

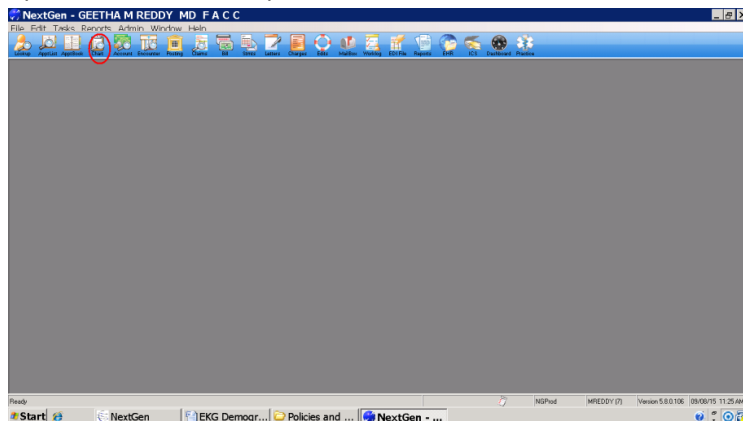
EKGs are usually read in bulk by Dr. Reddy at Vista and Condell. Condell EKG rotations are usually read daily for two weeks in a row. Typically, the Condell EKG rotation is once in six months. The Vista EKG rotation is once a year for a month in Sept.

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:

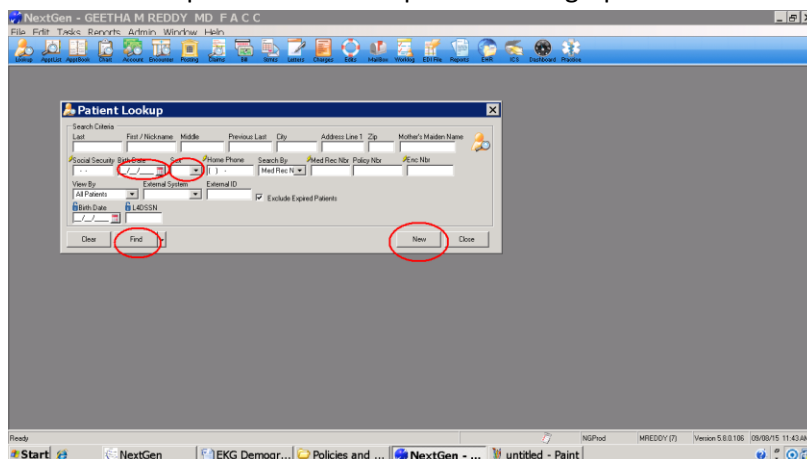
1. Sort and categorize the facesheets into Medicare, Medicaid (including Illinicare and Aetna Better Health), Self Pay and Commercial Insurance.
2. Verify all Medicaid insurance information at the following website: <http://>
3. Create/Update the Demographics/Insurance information in Nextgen EMR.

### 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:

NextGen - GEETHA M REDDY MD F A C C

File Edit Tasks Reports Admin Window Help

**Add Patient Information**

Last First Middle Previous Last Nickname

Social Security Birth Date Age Sex

Demographics Status Privacy Employer Relations/Role Ext

Patient Status: Active

Patient Status Change Reason

Patient Status Designation

Home Phone Day Phone Alternate Phone Secondary Home Phone E-Mail Cell Phone

Generate System ID

- Mark Patient as active as shown below

untitled - Paint

File Edit View Image Colors Help

NextGen - GEETHA M REDDY MD F A C C

File Edit Tasks Reports Admin Window Help

LookUp ApptList Appointment Chart Account Encounter Posting Claims Bill Stems Letters Charges Edits MailBox Worklog EDI File Reports EHR ICS Dashboard Practice

**Add Patient Information**

Last First Middle Previous Last Nickname

Social Security Birth Date Age Sex

Demographics Status Privacy Employer Relations/Role Ext

Patient Status: Active

Patient Status Change Reason

Patient Status Designation

Eff Date Exp Date

For Help, click Help Topics on the Help Menu.

Ready

NextGen EKG Demogr... Policies and ... NextGen - G... untitled - P...

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- 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 in an 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 Edit Tasks Reports Admin Window Help

Lookup AppList AppBook Chart Account Encounter Posting Claims Bill Stimul Letters Charges Edit MailBox Worklog EDI File Reports EHR ICS Dashboard Practice

**Add Patient Information**

Last First Middle Previous Last Nickname

Social Security Birth Date Age Sex

01/02/2001 Male

Demographics Status Privacy Employer **Relations/Role** Exit

**Patient Status**

Active

Patient Status Change Reason

Patient Status Designation

Patient Status Designation	Eff Date	Exp Date

Patient Status Designation will be reported to the Immunization Registry for Practices that are configured to report this information.

Insurance Account Chart OK Cancel

Ready

Start NextGen EKG Demogr... Policies and ... NextGen - ... untitled - Paint

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NextGen - GEETHA M REDDY MD F A C C

File Edit Tasks Reports Admin Window Help

Lookup AppList AppBook Chart Account Encounter Posting Claims Bill Stimul Letters Charges Edit MailBox Worklog EDI File Reports EHR ICS Dashboard Practice

**Add Patient Information**

Last First Middle Previous Last Nickname

Social Security Birth Date Age Sex

01/02/2001 Male

Demographics Status Privacy Employer **Relations/Role** Exit

**Relationship Information**

Name	Relationship

**Practice Level Support Role Information**

Name	Relationship	Support Role

Please note the demographic information for support roles and relationships are stored as separate records within the application. Therefore any modifications made to one record will not update corresponding demographic records for the other.

Insurance Account Chart OK Cancel

Ready

Start NextGen EKG Demogr... Policies and ... NextGen - ... untitled - Paint

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- Enter the Insurance information as shown below:

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Insurance Account Chart

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NextGen - GEETHA M REDDY MD F A C C

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NextGen - GEETHA M REDDY MD F A C C

Insurance Account Chart

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- Search for the insurance company as shown below

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File Edit Tasks Reports Admin Window Help

NextGen - GEETHA M REDDY MD F A C C

Insurance Account Chart

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