

Geetha M. Reddy, MD, FACC

Policy: Scanning Documents

- If a document has not been dictated by Dr. Reddy, then it must be signed before scanning or sent to her PAQ
- Make sure all parts of the document are correctly filed by checking EHR after filing
- File documents using Scan and File instead of Batches to prevent misfiling
- Check for duplicate documents before scanning
- Make sure document does not already exist in patient's EHR
- Stress Echo Documents are two-fold: Dr. Reddy's dictations and other doctor's dictation
- Consultations dictated by Dr. Reddy are filed as Consultation
- Consultations dictated by a doctor other than Dr. Reddy are filed as Other Dictations
- CPT codes are listed on Vista documents:
 - 99335- Stress Echo
 - 93306- Echocardiogram
 - 93015- Stress Test Standard
 - 78452- MPSS or Nuclear Stress Test (high radiology)
- EP Notes: Electrocardiogram Procedure or Electrocardiogram Consultation
- TEE: TransEsophageal Echo
- EEG Reports are filed under Miscellaneous

For more detail on where to file documents, refer to *ICS SCANNED DOCUMENTS LIST*