

## Geetha M. Reddy, MD, FACC

### Procedure: Chart Preparation

---

It is the policy of Geetha M. Reddy, MD FACC to assure that all patients receive the highest quality services. Therefore front desk employees are responsible for thorough chart preparations. They will undertake steps listed below to assure that all test relevant for further cardiac evaluations are obtained before patient visits:

1. One week before patient office visit all charts for particular clinic day has to be pulled out
2. Verify in the chart if patient needs to update HIPAA form (done once a year) if yes make sure to attached new form to the front of the chart as well
3. Please go to EHR and read Dr Reddy's last Office Visit Note under Orders to see what tests were ordered before next appointment
4. Please verify all orders under Categories tab for any scanned orders that had been missed on the progress note
5. Any hospital procedures has to be pulled out from available hospital portals or has to be obtained by calling medical records department and have them fax it to us
6. Call patients 2 days before his appointment to see if he had all those test completed and make sure to ask if patient had any other cardiac related tests ordered by his primary doctor or if the patient had been admitted to the hospital since the last visit.
7. If patient did not have blood work done he should be advised to do it within the next 2 days, or to reschedule the appointment, within the next 1-2 weeks. If patient insists on seeing Dr Reddy without blood work or any other incomplete testing please talk to Dr Reddy before scheduling to make sure that this visit will be acceptable without fulfilled orders. Any patient who has not had their blood work done by the day before their appointment, please call and reschedule their appointment.
8. For patients that are 1 year follow-ups or 6 month follow-ups please make sure to contact primary doctor to check on any blood work that might have been done at their office since our last office visit.
9. Please make sure to ask each patient to bring their current medication list including milligrams and how often those medications are taken
10. Please make sure to inform any new patient to be ready for spending approximately 1.5 hours to 2 hours for the initial appointment so they can plan their day