


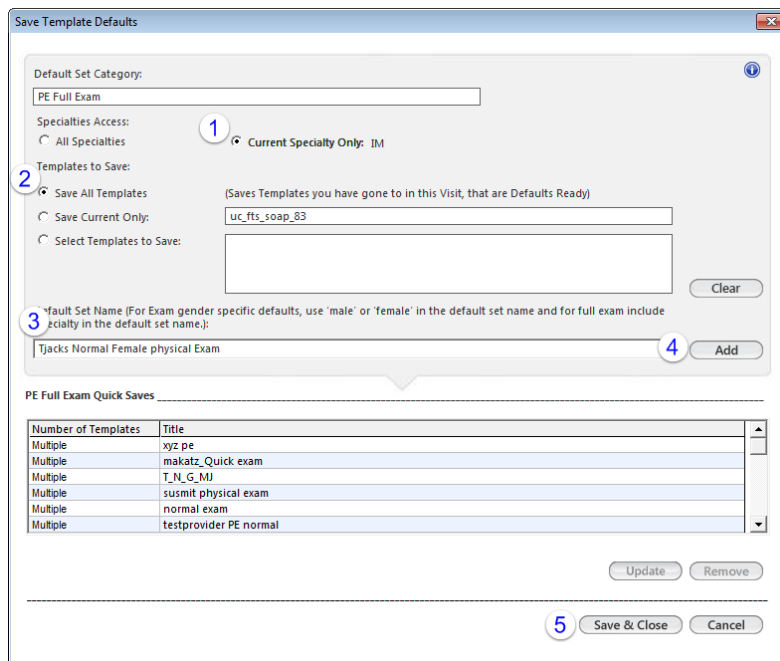
Saved Templates: ICD-10 Transition

In compliance with the October 1, 2015 ICD-10 effective date, all saved Physical Exam (PE) and Procedure templates containing an ICD-9 code will be removed from the system. Providers wishing to continue saved PE or Procedure templates will need to recreate each of the saved templates after October 1, 2015 using an appropriate ICD-10 code. We strongly recommend saving any of these types of templates **without** an ICD-10 code and selecting the correct code at the time of the patient visit.

An Excel spreadsheet will be emailed to those providers with effected saved PE and Procedure templates to help them with the recreation of their saved templates. The recommended process of saving a template to ensure proper documentation and submission to the superbill is outlined below.

Physical Exam:

1. Search for a test patient with the last name beginning with "ZZZ".
2. Navigate to the SOAP template.
3. Scroll to the Physical Exam panel.
4. From the blue navigation bar, click on the physical exam for which you want to create a template.
5. Enter the data onto the physical exam template.
6. Click on .
7. Click the diskette .
8. Under *Specialties Access*: click the radio button for **Current Specialty Only**:
9. Under *Templates to Save*: click the radio button for **Save Current Only**: (This will save the template as a **Single** template allowing it to be updated in the future.)
10. In the field for a *Default Set Name*, enter your NextGen username followed by the title of the saved template.
Remember: The title of the saved template should be as specific as possible to avoid confusion in the selection process (i.e. normal adult female, normal adult male).
11. Click on .
12. Click on .



Save Template Defaults

Default Set Category: PE Full Exam

Specialties Access: Current Specialty Only: IM

Templates to Save: Save Current Only: uc_fts_soap_B3

*Default Set Name (For Exam gender specific defaults, use 'male' or 'female' in the default set name and for full exam include specialty in the default set name.): Tjacks Normal Female physical Exam



Number of Templates	Title
Multiple	xyz PE
Multiple	makatz_Quick exam
Multiple	T.N.G.MJ
Multiple	susmit physical exam
Multiple	normal exam
Multiple	testprovider PE normal

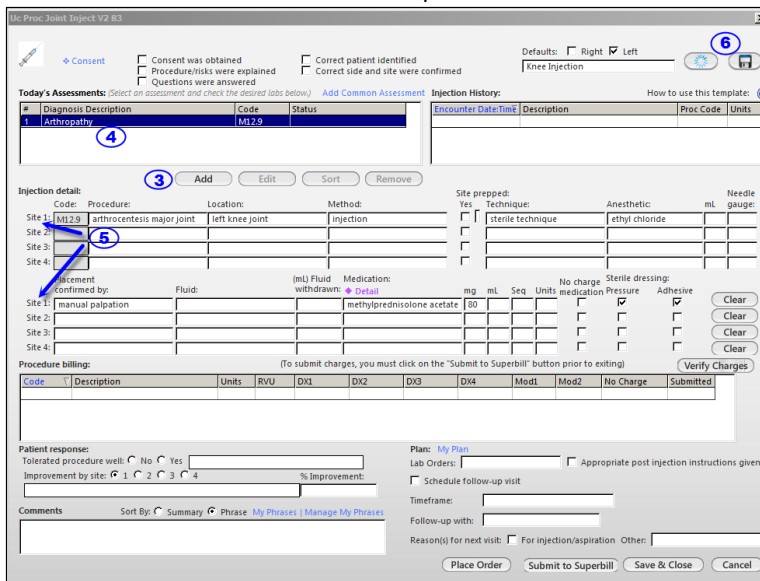
Update Remove

Save & Close Cancel

Procedures:

For the purposes of this handout, we are showing an example of how to create a saved *Joint Aspiration/Injection* procedure template.

1. Navigate to the SOAP template of a test patient.
Note: To search for a test patient enter 'ZZZ' into the Last Name field and click on SEARCH.
2. Scroll to the bottom of the SOAP template and click on the Procedures icon .
Reminder: If the procedure is not listed under the Procedures SOAP tab icon, select Procedures from the navigation toolbar.
3. **We strongly suggest not adding an ICD-10 code** but if you choose to, under the *Today's Assessments Grid* click on the button and the Assessments template will display. Use the IMO Code Lookup to select the appropriate ICD-10 code.
Note: The ICD-9 code can be entered in the IMO search field to search for an appropriate ICD-10 code.
4. Click once on the ICD-10 code from *Today's Assessment* to highlight.
5. Complete entering procedure data.
6. Click the diskette  to save the template.



7. Under *Specialties Access*: click the radio button for **Current Specialty Only**:
8. Under *Templates to Save*: click the radio button for **Save Current Only**: (This will save the template as a **Single** template allowing it to be updated in the future.)
9. In the field for a *Default Set Name*, enter your NextGen username followed by the title of the saved template.
Remember: The title of the saved template should be as specific as possible to avoid confusion in the selection process.
10. Click on
11. Click on

NextGen Support

*****For NextGen assistance and questions call
ext. 4400 – select option 3*****