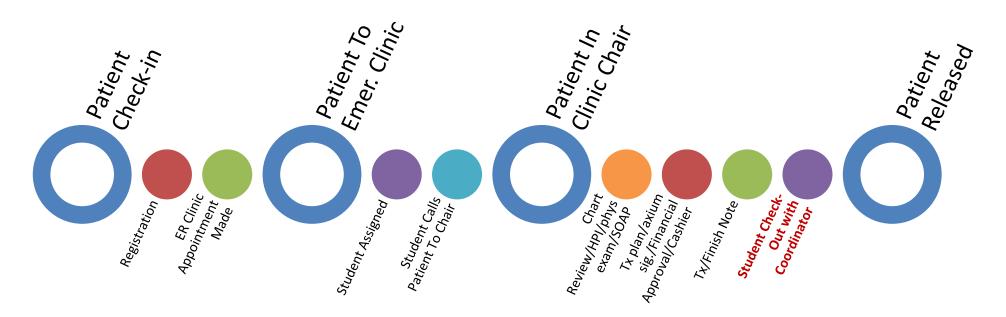
Patient Workflow



Student Workflow

Patient Assigned

- Prepare Chair
- Review Chart & Scanned Hx
- Greet Pt
- Seat Pt

Chairside

- Discuss Finacial Policies
- Confirm Insurance
- Govt or Private
- Consent INTESC
- Complete Med Hx
- Faculty Approves Med Hx
- Begin Dx Form EMGREC (Subjective)

Treatment

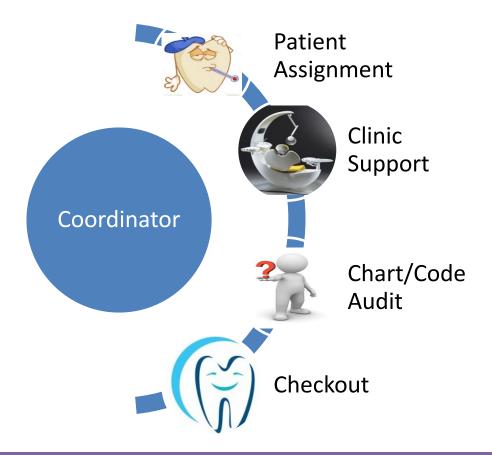
- EMGREC (Objective)
- Propose X-Rays
- Faculty Approves X-Rays
- EMGREC (Dx & Treatment)
- Faculty Approves Tx Plan
- PCC Financial Approval
- Execute Tx PI

Checkout

- Self Audit Chart
- Review With Coordinator
- Correct Deliquencies
- Release Pt When Coordinator Approves



Emergency Clinic Coordinator Responsibilities



Front End

- Coordinate with patient intake and monitor patient flow
- Weekly Huddle Review top billing issues and ensure student accountability and actions
- Instruct students on process proper coding, treatment plans, financial approval and referrals in axium
- Notify students regarding assigned patient's (emergency vs. non-emergency treatment)
- Scan and export all emergency patient medical documents, correspondence, referrals, and forms into Axium

Back End

- Checkout proper coding and note before patient released
- Audit all emergency cases for accuracy; follow up on any inconsistencies in treatment plans, notes, billing codes entered, and treatment rendered
- Respond to all emergency related voicemail calls
- Manage and coordinate students and patients after a blood borne pathogen exposure

