

POLICY & PROCEDURE



TITLE: Posting Charges from Same Day Dental and Hygienist Visits				
Scope/Purpose: How to post charges from same day dental and hygienist visits				
Division/Department: All Health Point Dental Clinics			Policy/Procedure #:	
Original Date: June 02, 2015			<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement for:	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
		06/18/2016	06/18/2015	
Responsible Party: Director of Practice Management				

DEFINITIONS:

N/A

POLICY:

Charges from same day dental and hygienist visits will be posted together under the dentist so the charges are combined on the same billing claim.

PROCEDURE:

- I. The patient will check in at the front desk and the dental clerk will print a route slip for the dentist and a route slip for the hygienist.
- II. The dentist and the hygienist will complete their route slip and return them to the dental clerk. The dental clerk will post the charges from the dentist's and the hygienist's route slips to the mutual patient on the dentist's appointment schedule.
- III. The dental clerk will change the patient's Visit Status to "Done" on the hygienist's Appointment Schedule in eClinicalWorks in order not to produce a progress note or a billing claim.
- IV. The charges for patients with a hygienist only visit will be posted to the patient on the hygienist's appointment schedule.

REFERENCE

PROCEDURE TRACKING FORM

TITLE: Posting Charges from Same Day Dental and Hygienist Visits				
Scope/Purpose: How to post charges from same day dental and hygienist visits				
Division/Department: Dental			Policy/Procedure #:	
Original Date: 06/02/2015			<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement for:	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
		06/18/2015	06/18/2015	
Date of Revision		Description of Changes		