

ORDER ENTRY LTC TRIP FEE

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> St. Joseph Medical Center Tacoma, WA | <input type="checkbox"/> St. Clare Hospital Lakewood, WA | <input type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA |
| <input type="checkbox"/> St. Francis Hospital Federal Way, WA | <input type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> PSC |

PURPOSE

To provide instructions for performing order entry for Long Term Care/Nursing home trip fees.

BACKGROUND

Medicare allows for reimbursement of travel expense associated with drawing patients at long term care/nursing home facilities. This applies to patients that are “facility bound”. The number of patients drawn on a route is divided among all patients drawn by the laboratory phlebotomist (into the total reimbursement) so that each patient is charged (pays) an equal share of the expense. Cerner performs the calculations and track the charges accordingly when a TRIP DRAW is ordered.

RELATED DOCUMENTS

J-W-SPC0218 Specimen Processing LTC Samples

STEPS

1. Total the number of qualifying draws completed by a phlebotomist on each separate route (NOTE: It is important to count all the draws completed for the entire route, not just an individual home).
 - Each NCC should have the total number of draws written on the top right hand corner
 - If the draws are not totaled on the NCC, count the number of draws completed by the phlebotomist and write it in on the top right hand corner of each NCC
 - Verify that the count does NOT include nurse draws, urines, cultures or missed draws
2. In Cerner, use the ROE function (Requisition Order Entry).
 - ROE can only be used if ordering TRIP DRAW for that same day. If the date of service has past, you must use the COE function, which will require repeated entry of #6 below, for each patient.
3. Enter the first patient’s name from the NCC.
4. Select the active nursing home encounter for that patient. Verify the correct patient is selected by reviewing 2 patient identifiers.
5. Order the test code **TRIP DRAW**.
6. Return through all the prompts in the right hand window.
 - Priority - OP
 - Collected - Yes
 - Accept the defaulted date and time
7. A prompt for the number of draws will appear at the bottom right hand side of the screen.
8. Type in the total number of qualifying draws for the route.

9. The cursor goes back to the top of the screen and asks you to enter the name of the next patient.
10. Press **ENTER**.
11. Type in the name of each patient (one at a time) using the NCC to work from.
 - ROE is a batch program so once you answer all the prompts for the first patient you will not see the prompts again.
12. After you have entered the last patient press **PF3**.
13. NCC paperwork is retained electronically by Long Term Care within their document imaging system. Client Services keeps one month of paperwork for research purposes.

DOCUMENT APPROVAL Purpose of Document / Reason for Change:			
9/13/12 – New header/format. Slight change to title. Added background and related document sections. Added Step 13.			
Committee Approval Date	<input checked="" type="checkbox"/> Date: 9/13/12 <input type="checkbox"/> NA – revision of department-specific document which is used at only one facility	Medical Director Approval <i>(Electronic Signature)</i>	9/11/12 <i>Linda D Burkhardt, M.D.</i>