

## Date Initiated: 4/11/13

Pages: 2

## NextGen: Primary Care Provider/Default Referring Provider

The Primary Care Physician on the Patient Information screen is a required field. Review the Primary Care Physician on file with the patient and update as needed when creating all encounters.

Modif	fy Patient Informati	ion							>
.ast Test	First Chase	e	Middle A	Previ	ious Last	Nickname	_		
SN 999-99-9	Birth Date 999 05/01/1953	Age 59 yrs.	Sex Male 💌	Medical Re 89059	cord				
<u>D</u> emogr	raphics <u>S</u> tatus	Client Defined	Provider	Pri <u>v</u> acy	E <u>m</u> ployer	Relations	<u>U</u> DS	Ext	Histor <u>y</u>
Street 555 J S	Billing . Street	Address		Street	Se	condary Addre	155		
City Franklin	n St	ate MA (Mass <b>_</b> ▼	Zip 02038-	City		State	Zip		
Country USA	County	Co	mmunity Cd	Country	•	County	•	Mother's Maider	n Name
Race	Langua	ige Re	ligion	Church	•	Ethnicity	Conta	act Preference	
Marital S Unkno	Status Student Sta own 🔽	atus 🔽 Veter	an er 🔽 Expired	, Exp	oired Date	Int1 Hm Ph	n Int'i V	/k Phn Int	1 Zip
Primary Coles N	Care Provider MD, Gary M 🗨	imary Dental Pr							
1.	Home Phone	(999) 999-999	mber / E-Mail 9		mment			Generate System Alert	
2.	Day Phone	(508) 555-111	1 Ext				*		
3.	Alternate Phone	() -	Ext						
4. Sec	condary Hm Phone	() -					-		
5.	E-Mail	chasetest@g	mail.com				*		
6.	Cell Phone	() -							2

The Primary Care Physician must **ALWAYS** be the Provider that is listed as the PCP with the patient's insurance company, **regardless** of who the patient will be seeing that day.

This information is crucial to the billing and coding process, and will ensure the patient does not receive a bill. Insurance companies will deny any claims submitted when the PCP does not match what is listed in their system.

**New:** The process for updating the patient's Primary Care Physician will now include updating the Default Referring Provider so that these two fields always contain the Primary Care Physician on file with the patient's insurance company.

Complete the following steps to add the Primary Care Physician as the Default Referring Provider and ensure the Referring Provider listed on all encounters will list the patient's current Primary Care Physician:

From the patient chart; click to view Chart Details.

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T To	est, Chase A			Medical Record 89059 Person Number 000000027421			
9	Patient Information	 <u>Financial</u>	٠	Clinical History/Notes	1	Encounters	
S S	Name: Test, Chase A Address: 555 J Street Franklin, AA 2038 Country: USA IS Number: 999-99-9999 Bith Date: 0501/1953 Age: 59 yrs. Sex: Male Race: Ethnicky:			UDS Homeless Status: Mayer Works Status Language Barter: Phrasy Medical Covenge Medicaid Public Houng Ph Care: School Based Hin Center: Trobal Affatiann: Biod Quantum; Veteran Status: Not Decided H/S Elgöllay) Status Decendancy; Decendancy;	Yet	Patient's Picture	
Primary Primary D	Religion: Employer: Care Phys: Coles MD, Gary M ental Prov: Language: Church: coupation:			Patient Status Patient Status: Pt Status Reason: Client Defined Home Location: PCP Paper Chart Specialiet Location: Socialiet Const Retired:			E.

Click the yellow folder to open the fields for editting.

Edit Iasks Reports Admin Window Help	Posting	<b>B 1</b>	· ·	Reports CS			
Test, Chase A				Medical Rocon Person Numbe	d 89059 ≢ 000000027421		
Patient Information	9	Einancia		<u>C</u> lini	cal History/Notes	<b>B</b>	Encounters
Default Rendering: Default Refering: Financial Policy Updated: 8/23/05						Patient	's Picture
Last Letter Date: Privacy Notice Issued: 08/23/2005							
Privacy Notice Received: 08/23/2005							
Privacy Notice Reason: Privacy Noticed Signed Privacy Notice Notes:							
Sumpley O day you by							

- 8 X

In the Default Referring Physician field; type and then select from the drop down list the name of the patient's primary care physician.

🇱 Chart Details - Test, Chase A				X
Default Rendering Physician	Default Referring Physician	Print Statements Exemp	t from Outsourcing	
Financial Policy Updated 8/23/05				
Marketing Plan	Marketing Data	Marketing Comments		<b>A</b>
Load these user note descriptions in	to comments			
Co-Managed Patient	Co-Managed Physician			Ŧ
Privacy Notice Issued to Patient 08/23/2005	Priv Notice Received from Patient 08/23/2005	Privacy Notice Reason Privacy Noticed Signed	Privacy Notice Notes	Ă
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Click OK to save.

**<u>Reminder</u>**: When the patient does not have a Primary Care Physician, the provider is not known or not listed in NextGen the appropriate non-provider PCP option should be used, PCP Unidentified or PCP Not Listed.

\*See *Non-Provider PCP Options* handout for more information regarding the non-provider PCP options in NextGen.