

**Workflow for:**

- Internal Medicine    Pediatrics    Family Medicine    Specialty  
 Clerical    Clinical    Provider

**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.

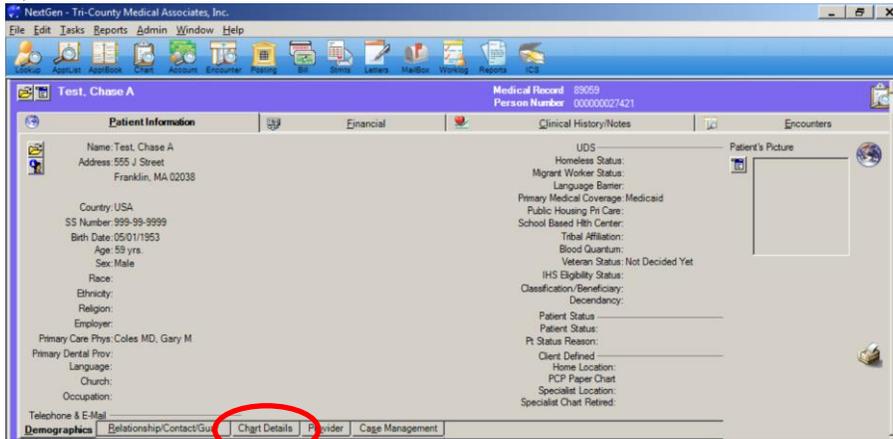
The Primary Care Physician must **ALWAYS** be the Provider that is listed as the PCP with the patient’s insurance company, **regardless** of who the patient will be seeing that day.

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.

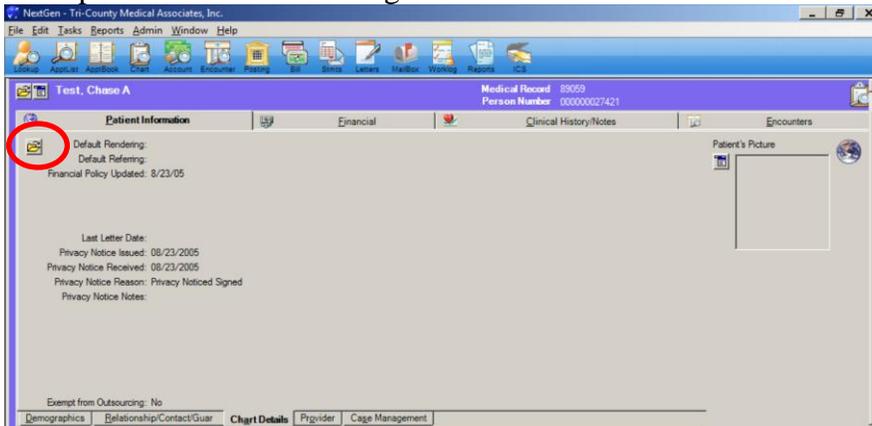
**New:** The process for updating the patient’s Primary Care Physician will now include updating the Default Referring Provider so that these two fields always contain the Primary Care Physician on file with the patient’s insurance company.

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:

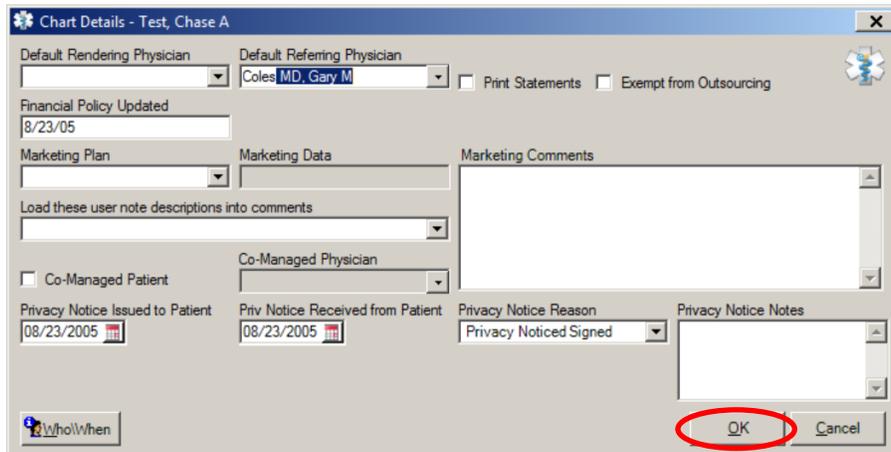
From the patient chart; click to view Chart Details.



Click the yellow folder to open the fields for editing.



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



Click OK to save.

**Reminder:** 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.