

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

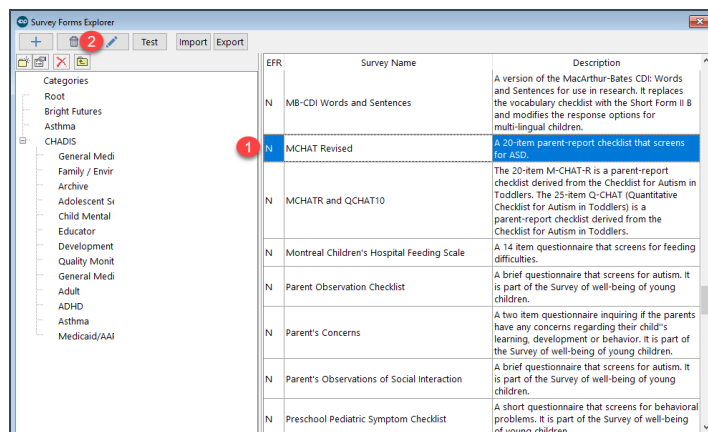
Billing for Surveys

Last Modified on 03/03/2020 10:50 am EST

Version 14.19

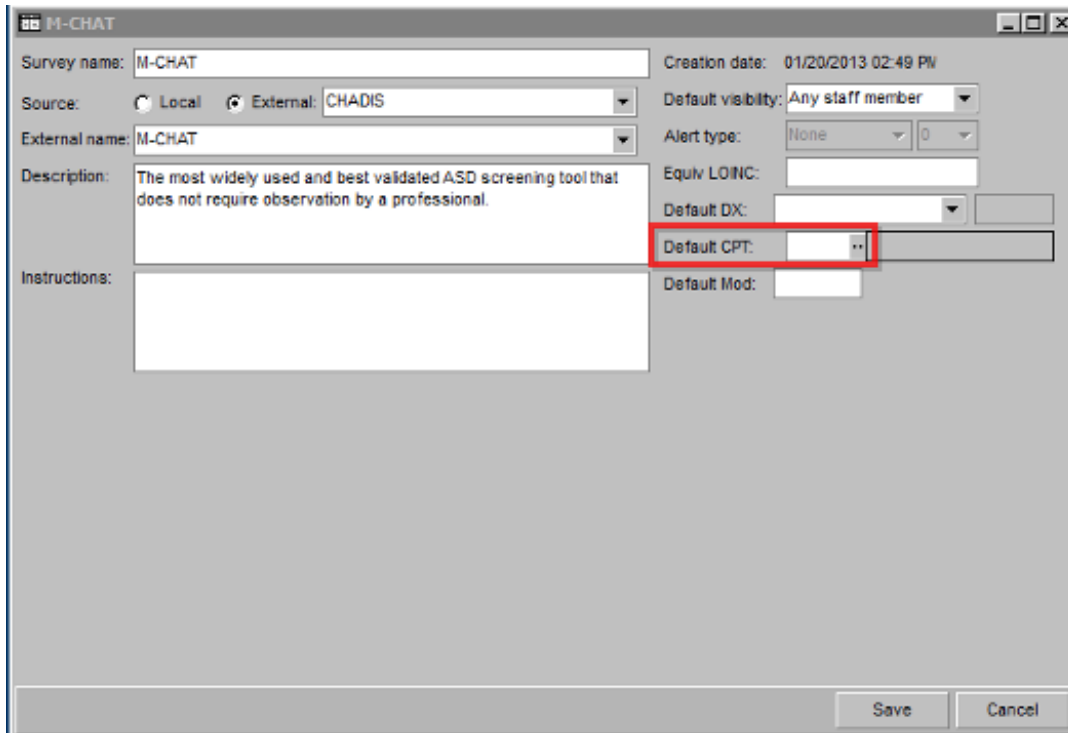
Path: Clinical tab > More button (Customize group) > Surveys

1. Click a **Survey** to select it.
2. Click the **Edit** button.



3. If you bill for a survey, attach the CPT code:

- Click the **Ellipses** button in the Default CPT field:
 - Search for the **CPT Code**.
 - Click the **Select** button.
 - Click the **Save** button.
- When survey is marked **Completed** or **Informed**, it will be on the superbill.



M-CHAT

Survey name: M-CHAT Creation date: 01/20/2013 02:49 PM

Source: Local External: CHADIS Default visibility: Any staff member

External name: M-CHAT Alert type: None 0


Description: The most widely used and best validated ASD screening tool that does not require observation by a professional. Equip LOINC: []

Instructions: [] Default DX: []

Default CPT: []

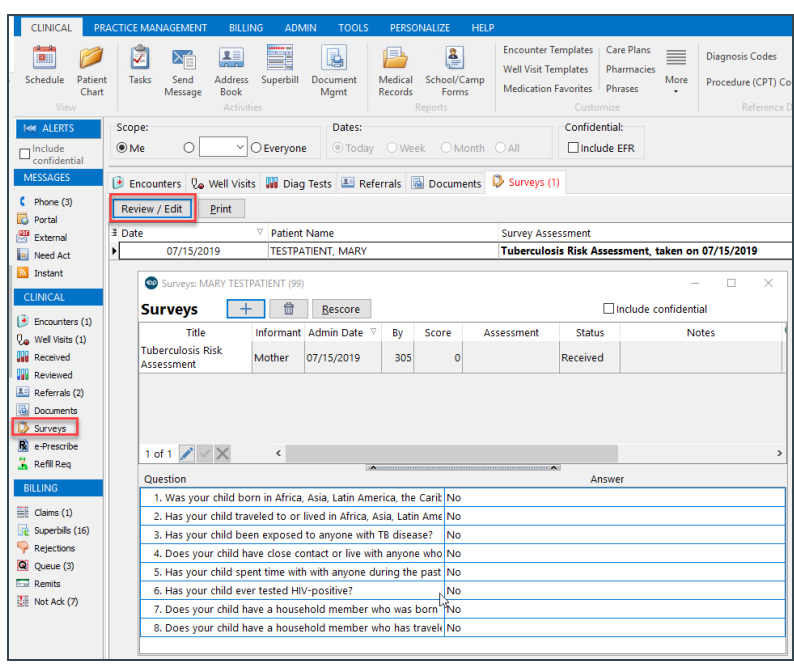
Default Mod: []

Save Cancel

 **Note:** Charge will **only** appear on superbill when survey is marked informed or complete.

A survey can be marked as Informed or Complete in two ways.

- The first way is:
 - Click **Surveys** in the Main Navigation Bar.
 - Click the **Review/Edit** button. The Survey opens in the patient's chart and you can adjust the Status.



CLINICAL PRACTICE MANAGEMENT BILLING ADMIN TOOLS PERSONALIZE HELP

Encounter Templates Care Plans Diagnosis Codes
Well Visit Templates Medication Favorites Phrases Procedure (CPT) Co
Medical Records School/Camp Forms

View Alerts Messages Encounters Well Visits Diag Tests Referrals Documents Surveys (1)

Review / Edit Print

Date: 07/15/2019 Patient Name: TESTPATIENT, MARY Survey Assessment: Tuberculosis Risk Assessment, taken on 07/15/2019

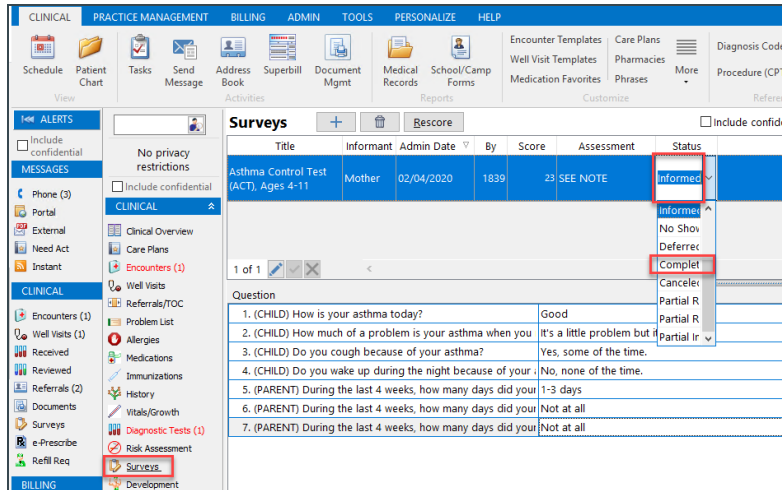
Surveys: MARY TESTPATIENT (99)

Title	Informant	Admin Date	By	Score	Assessment	Status	Notes
Tuberculosis Risk Assessment	Mother	07/15/2019	305	0		Received	

1 of 1

Question	Answer
1. Was your child born in Africa, Asia, Latin America, the Carib	No
2. Has your child traveled to or lived in Africa, Asia, Latin Ame	No
3. Has your child been exposed to anyone with TB disease?	No
4. Does your child have close contact or live with anyone who	No
5. Has your child spent time with with anyone during the past	No
6. Has your child ever tested HIV-positive?	No
7. Does your child have a household member who was born	No
8. Does your child have a household member who has travel	No

- The second way is:
 - Within the patient chart, click **Surveys**.
 - Click the **drop-down arrow** in the Status column.
 - Select **Informed** or **Complete**.



Version 14.10

Path: Utilities Menu > Manage Clinical Features > Survey Administrator > Open button (Keyboard Shortcut keys: [Alt][U][F][S])
Path: Smart Toolbar > Chart button > Surveys tab > + button

1. Select **Survey**.

Survey Forms Explorer

2 Select

Categories	EFR	Survey Name	Description
Root	N	CHADIS 0-3: All Domains	(11 min) Assess five major functional domains: sleep; feeding; regulation; life events, and mood/anxiety. Based on Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood.
Bright Futures	N	CHADIS 0-3: Feeding	CHADIS 0-3 questionnaire for feeding domain only.
Asthma	N	CHADIS 0-3: Life Events	CHADIS 0-3 questionnaire for life events domain only.
Breastfeeding	N	CHADIS 0-3: Regulation	CHADIS 0-3 questionnaire for regulation domain only.
Risk Assessment	N	CHADIS 0-3: Sleep	CHADIS 0-3 questionnaire for sleep domain only.
Development	N	CHADIS 0-3: Worries and Moods	CHADIS 0-3 questionnaire for mood/anxiety domain only.
Maternal Depression	N	CHADIS Feedback Questionnaire: Parent	CHADIS-developed questionnaire to obtain parent feedback.
CHADIS	N	Gleason Early Childhood Screening Assessment	(5 min) Screener for emotional/behavioral problems in your children, with additional items assessing parent emotional functioning.
Well Visit: ASQ	N	Infant Development Inventory: All Domains	(5 min) Screener assessing developmental delay across five domains: social, gross motor, fine motor, self help and language.
Development	N	M-CHAT	The most widely used and best validated ASD screening tool that does not require observation by a professional.
Risk Assessment	N	M-CHAT Follow-Up	A clinician-administered follow-up interview adapted for immediate office administration through prompts to ask child-specific items.
ADHD	N	Parent Eval of Developmental Status (PEDS)	Assesses parents' appraisals of their children's development.
Asthma			
Adolescent			
Mental Health			
Other			

2. If you bill for a survey, attach the CPT code.

- When survey is marked **Completed** or **Informed**, it will be on the superbill.

M-CHAT

Survey name: M-CHAT

Source: Local External: CHADIS

External name: M-CHAT

Description: The most widely used and best validated ASD screening tool that does not require observation by a professional.

Instructions:

Creation date: 01/20/2013 02:49 PM

Default visibility: Any staff member

Alert type: None 0

Equip LOINC:

Default DX:

Default CPT: ..

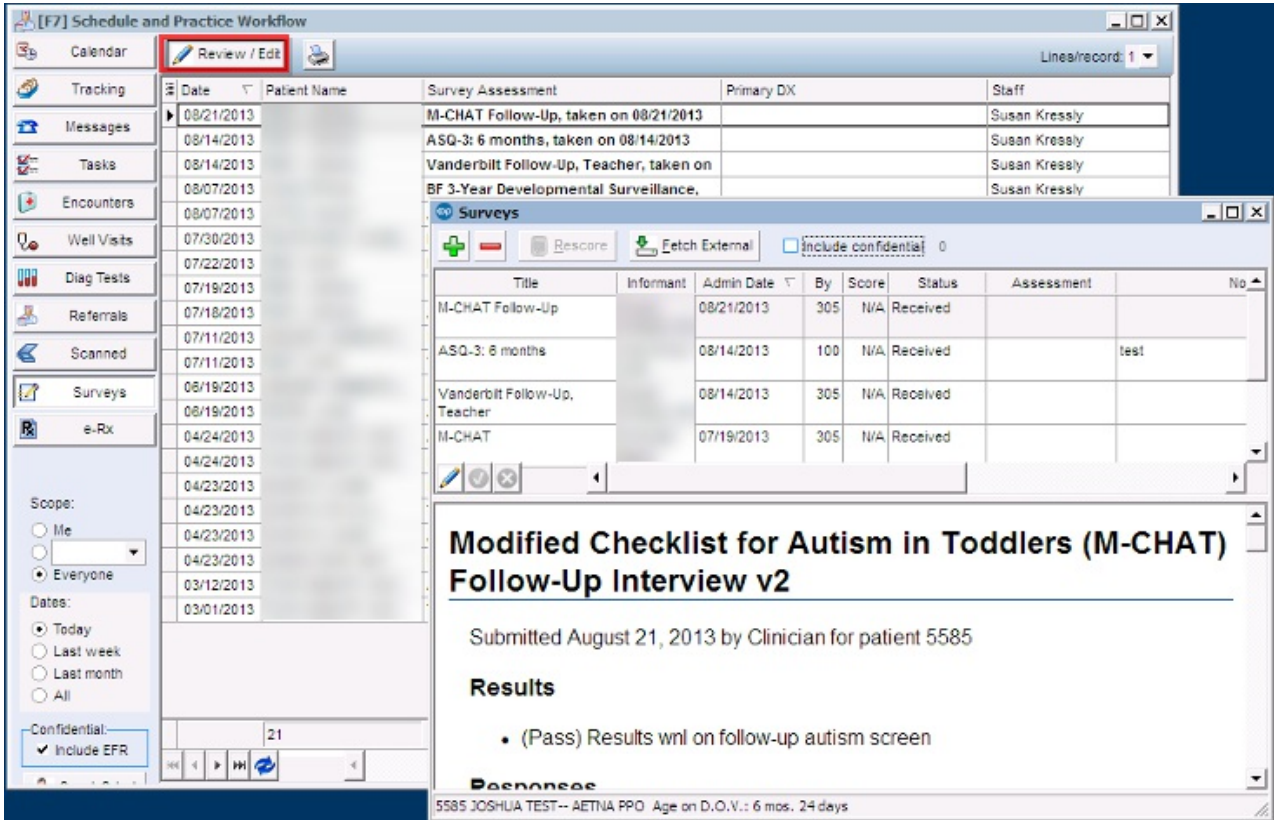
Default Mod:

Save Cancel

 **Note:** Charge will **only** appear on superbill when survey is marked informed or complete.

A survey can be marked as informed or complete in two ways.

- The first is through the F7 Schedule screen under the Surveys tab. By clicking on the **Review/Edit** button, the survey will open in the patient's chart where the status can be adjusted.



The screenshot shows the 'Review / Edit' button highlighted in the top navigation bar. The main window displays a patient's chart with a 'Surveys' tab active. The survey list includes 'M-CHAT Follow-Up, taken on 08/21/2013', 'ASQ-3: 6 months, taken on 08/14/2013', and 'Vanderbilt Follow-Up, Teacher, taken on 08/14/2013'. Below the list, the details for the 'M-CHAT Follow-Up' survey are shown, including the title 'Modified Checklist for Autism in Toddlers (M-CHAT) Follow-Up Interview v2', the submission date 'Submitted August 21, 2013 by Clinician for patient 5585', and the results '(Pass) Results wnl on follow-up autism screen'.

- The second way is directly from the **Surveys** tab of the patient's chart.

[F8] Patient Chart Contact privacy constraints

Overview + - Rescore Include confidential 0

Title	Informant	Admin Date	By	Score	Status	Assessment	Notes	DX	DX De
ASQ-3: 36 months (no open-ended)		04/24/2013		100	N/A	Received			
M-CHAT		04/24/2013		100	N/A	Received			
Patient Health Questionnaire-2 (PHQ-2)		04/12/2013		305	N/A	Order to			
CHADIS 0-3: Feeding		04/12/2013		100	N/A	SEE NOTE	be sure to discuss sugary drinks at visit		

Include confidential

In either case, Informed or Complete must be selected from the **Status** dropdown.