

Proposed TTIM Midland Clinic Workflow for Residents  
Our Ambulatory Clinic Model  
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In consideration of the below, always know that our clinic staff including our nurses at the circulation desks are here to help you with whatever you need! **Be kind and respectful to them!**

- Between 1-1:30 pm after noon conference, come into the clinic and clean out your inbox.

### **Patient Encounter**

1. While in the patient's room:
  - a. Medication reconciliation- must d/c old medications and maintain updated list.
  - b. Diagnosis and problem list on Clinic EMR for that encounter.
  - c. Charges: Billing codes via superbill for outpatient visit
    - i. Most will be level 3 (99213)
    - ii. If sending to ER, enter Level 4 or 5 (99214, 99215) depending on severity of clinical condition.
  - d. Return to clinic time period
  - e. Orders:
    - i. Referrals:
      1. **Internal:**
        - a. TT Endo/Psych/OB-GYN/Geriatrics/Rheumatology  
These do NOT need a communication order to the clinic referral pool after placing the order. You just need to place the order. The nurses at the clinic circulation desk have printed out half sheets with the office numbers of the above offices. Inform your patients the office will call them when the prior authorization goes through with instructions to schedule the appointment.
      2. **External:** everyone else not affiliated with Texas Tech  
These DO need a communication order to the **clinic referral pool** after placing the order.  
**/Referral** will pull up a smart phrase to be used to enter this request.
    - ii. Labs – if you cannot find the lab that you want if on one of the lists as below you can search for it as well
      1. lab (Request) forms
        - a. place order for labs
        - b. assign to correct related diagnosis
        - c. sign order
        - d. Select TASKS (bottom of the far left screen column)

- e. Print hard copy of the lab orders for the patient.
    - iii. EKG/ Nebs/ Clinic meds- Inform nurse.
    - iv. Immunizations – Inform nurse (check with them if we have the vaccine in stock). If not in stock, must e-prescribe to patient's pharmacy.
  2. Visit Closure
    - a. Ensure all lab orders and scripts (unless e-scribed directly to the patient's desired pharmacy) are provided to the patient before he/she leaves the office.
    - b. Print medication list for patient.
  3. In the resident clinic workroom, must complete patient note for the visit in a timely manner by the end of the day. Send to the attending of the day to cosign!

**DO NOT FORGET:**

- It is your responsibility as the ordering provider to follow-up on labs you ordered for your patients.
- CC attending on any communications sent regarding any patient matters (labs, referrals, etc.) so they can help you follow-up on them (most often in the weeks following your clinic rotation).