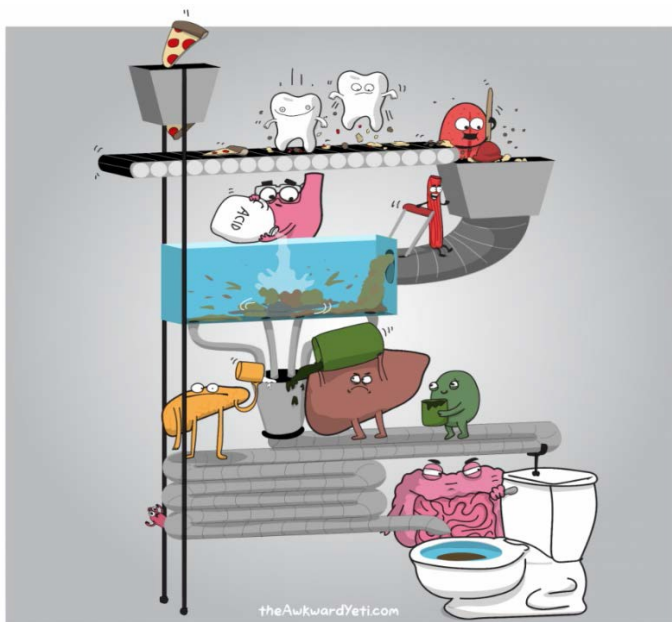


FELLOW'S GUIDE

UNC Division of

Gastroenterology and Hepatology



2022-2023

TABLE OF CONTENTS

PREAMBLE	2
AT YOUR FINGERTIPS	3
HOSPITAL PHONE NUMBERS	4
UNC GI PAGING SYSTEM	6
COVERING A SERVICE PAGER	6
DOCUMENTATION STUFF	7
MISCELLANEOUS/USEFUL THINGS	9
FELLOW RESPONSIBILITIES	10
FACULTY CONTACT LIST	14
TRAVEL CART TIPS	16
BILLING AND CODING	19
NOTES	20

PREAMBLE



This document was created by UNC GI Fellows for UNC GI Fellows to help with the day-to-day things that can occur while you are working. It's perfect for when you have 12 consults and forgot the number to the medicine workrooms, finding a notary when something is due in 12 hours and writing down notes for random things that you encounter. Enjoy and provide any feedback for future changes/additions!

AT YOUR FINGERTIPS

UNC Operator	4-1000	UNC ED	4-4721
Fellows Room	4-0138	OR Desk	4-1400
Fellows Fax	4-0747	Bed Control	4-2041
Hillsborough Operator	984-215-2000	Hillsborough ED	984-215-2100
GI Procedures	4-0130	GI Surgery	6-2225
Charge RN	4-0101	VIR Outpatient	4-0445
GI Schedulers	4-5050	VIR Inpatient	4-0420
Endo Schedulers	6-5563	Tiff Durham	6-3997
GI Clinic	4-5050	Fellows RN Fax	919-590-6724
GI Meadowmont	6-9697	Robin Royster	5-4673
GI Hillsborough	595-5942	Provation (Jameke)	4-2821
GI Motility	4-0630		
Transplant Clinic	4-5100		
LVP RN	4-6188		

Who to contact re GI scheduling in Epic:

- Eastowne or Hillsborough clinic appointments: UNC GI MEDICINE EASTOWNE CALL CENTER APPTS
- Transplant clinic appointments: UNC TRANSPLANT CLINIC CHAPEL HILL CALL CENTER APPTS
- Procedures: UNC GI MEDICINE MEMORIAL SURGICAL SCHEDULERS

Entrance Codes:

- Meadowmont Back Door: 2468#
- Meadowmont/Hillsborough Break Room Doors: 13579#
- Eastowne Clinic 4th Floor Break Room Door: 41234#

UNC Memorial Hospital Extensions

984-974-xxxx	984-215-xxxx
919-843-xxxx	919-966-xxxx

Hillsborough Clinics: 919-595-xxxx

Hillsborough Hospital: 984-215-xxxx

*Dial 9 +1 before the number

HOSPITAL PHONE NUMBERS

Important Numbers

Bed Control	4-2041	Pathology	4-1476
Chief Res (Med)	3-8073	Inpt Pharm	4-8761
Library	6-2111	Outpt Pharm	4-8175
Med Release	6-2336	Radiology	4-9378
GME Office	4-1072	PACU	4-1397
OR Scheduling	4-1400	ED	4-4721

Inpatient Units

BICU	4-1600	6PEDS	4-5101	5BT(A)	4-5416
CCU	4-4521	7PEDS	4-3400	5BT(B)	4-5411
CTICU	4-1550	3W	4-2601	5NEUR	6-5166
ISCU	4-1620	3NEUR	4-4631	6EAST	4-6728
ICCU	4-1939	3AND	4-1939	6BT(A)	4-5426
MICU	4-4255	4ONC	4-8401	6BT(B)	4-5426
MPCU	4-7483	BMT	4-8280	6NEUR(N)	4-8695
NSICU	4-1420	4AND(N)	4-1558	6NEUR(S)	4-8691
PICU	4-5491	4AND(S)	4-1952	6WEST	4-7025
SICU	4-1440	4NEUR(N)	4-8874	7BT	4-5666
4 L&D	4-3422	4NEUR(S)	4-5166	8BT(A)	4-5441
5WOM	4-1377	5EAST	4-7917	8BT(B)	4-5441
6WOM	4-5406	5WEST	4-5616	GNSH1	4-6321
5PEDS	4-2105	5AND(N)	4-5776	4W (ADU)	4-3349

Radiology

<u>Scheduling</u>			
Ultrasound	4-0036	Ultrasound	4-0038
CT	4-9378	CT Body	4-9384
MRI	4-1633	MRI	4-1632
Nuc Med	4-9358	CT Chest	4-5864
VIR	4-0445	PET	4-8477

Laboratory

ABG	4-1413	Immunology	4-1815
Bacteriology	4-1805	Microbiology	4-1805
Blood Bank	4-1780	Mol Genetics	4-1476
Chemistry	4-2361	PFTs	4-4531
Core	4-2361	Phlebotomy	4-0475
Cytology	4-1477	Retrovirology	6-6867
Echo	4-5124	Special Chem	4-2361
EKG	4-5121	Special Coag	4-8326
Endocrine	4-1802	Special Heme	4-8322
Histology	4-1478	Surg Path	4-1476
HLA	4-1770	Toxicology	4-2361
Immuno Chem	4-2361	Urinalysis	4-2361

Medicine Team Work Rooms

<u>Team</u>	<u>Location</u>	<u>Phone</u>
Med A – Geriatrics	HMOB	215-4429
Med B - Nephrology	3W	4-0042
Med C - Cardiology CICU	3AND	4-1561 4-5421
Med E – Hem	40NC Side C	4-0136
Med O -Onc	40NC Side B	4-8414
Med G – Pulmonology	6BT	4-5426
Med I – MICU	4BT	4-4255
Med K – ID	8BT middle	4-0068
Med L - Gen Med	40NC Side A	4-8410
Med U – Gen Med	8T across 8320	215-5884
Med W – Gen Med	8BT across 8312	215-4768
Hospitalists	9BT	4-1901
Family Medicine	HMOB Blue	4-0069
Family Medicine	HMOB Green	215-5889

UNC GI PAGING SYSTEM

Online Paging System:

<https://mydirectory.unch.unc.edu/miTeamWeb/Home>

Pagers:

Ambulatory: 123-7044

Luminal: 123-7010

Hepatology: 123-7020

Advanced/Biliary: 123-7045

Hillsborough: 123-3236

COVERING A SERVICE PAGER

- From a phone, dial 984-974-7272.
 - Press “2” to change pager status.
 - Follow the voice prompts
 - Enter virtual pager ID and press #
 - Select option “1” to cover pager
 - Enter pager ID number of the individual covering and press #
 - Press “2” to confirm

DOCUMENTATION STUFF

Clinic/Consult Notes

1. Prior to starting the note, check that the correct PCP and referring physician has been entered
2. All consults should include the following phrase: "Jane Doe is being seen in consultation at the request of Dr. X for Y." This phrase is required if billing for a consult.

Inpatient Note Templates

1. Consult note: *.uncgicons*
2. Progress note: *.uncgiprog*
3. Treatment plan: *.uncgitreat*

Workflow for Co-signing Outpatient Clinic Notes

1. Fellows working in their own clinic – Fellows should designate a supervising attending, complete the note, and *sign the entire visit*. The note will route to the attending's Cosign Chart folder and PCP/referring physician will receive a letter and clinic note (*in the fellow's name*).
2. Fellows working in an attending's clinic – Fellows should designate a supervising attending, sign the completed note, and *then close the workspace ("x" out - do not sign the encounter)*. The chart will route to the supervising attending's CC'd Charts folder where s/he can open the visit, accept or edit the note and add an addendum, adjust the level of service, and sign the entire visit. The PCP/referring physician will automatically receive a letter/clinic note *in the attending's name*. Indicate in the notes tab under the clinic schedule that the note has been completed.

GI Procedures

- Each patient requires H&P prior to procedure
 - o For outpatients: Use EPIC SmartText “AMB GI PRE-PROCEDURE H&P”
 - For moderate sedation, also use EPIC SmartText “AMB GI PRE-ANESTHESIA ASSESSMENT”
 - o For inpatients: Use EPIC SmartText “INPATIENT SURGERY UPDATE NOTE”
- Complete Provation Note
 - o Ensure Attending provider, Referring Physician AND Fellow is filled out
 - o Also need ASA Class, Anticoagulants, Discharge Diet, Discharge Activity and Medication Changes
 - o If applicable, fill out Conscious Sedation block
 - o Attending will complete the fellow assessment for all colonoscopies.
- Make sure to complete Discharge Pathway
 - o For outpatients: “Post-Op Discharge” Pathway
 - o For inpatients: “Post-Op Floor” Pathway

Travel Cases

- For OR Cases, must have **both** consult H&P done AND the “INPATIENT SURGERY UPDATE NOTE” signed by the **attending**. Consent must be witnessed for OR case (not true if done in GI procedures).
- For ICU/ED cases, use the “AMB GI PRE-PROCEDURE H&P”. Consult note does NOT have to be done by time of procedure

Consent Process

- Patients sign universal consent upon admission to hospital.
- Needs specific GI procedures consent.
- If consenting a travel case, make sure to include “moderate sedation” consent (if applicable)

MISCELLANEOUS/USEFUL THINGS

Calling Spanish Interpreter:

Via Intranet: <https://servicehub.com/r2/unch:unch>

Username: support

Password: tmwork!

Company Code: unch

Via Telephone:

Dial 855-456-5224

Press “1” for Spanish, “6” for Other

Access Code: 842994 (if needed)

Finding a Notary:

Jennifer Layton: jalayton@med.unc.edu, Phone 6-2259

FELLOW RESPONSIBILITIES

ON-CALL FELLOW

- **Weekdays: 5pm to 8am**
- **Weekends: Friday at 5pm to Sunday at 5pm**
- Weekend Duties Include:
 - Coverage of all 3 consult services
 - Round with each attending on both Saturday and Sunday for new consults
 - Coverage of all Ambulatory Calls
 - Urgent/Emergent Procedures (ICU Travels or OR cases)
 - Put in transport orders for 2 EGDs or Flex Sigs for Monday at 0715
 - Hand-off with consult fellows on Monday AM
- When To Come In Emergently:
 - Hemodynamically unstable GI Bleeding
 - Acute Liver Failure
 - Food Impaction
 - Usually anyone admitted to ICU
 - **When you're unsure**
- Hillsborough Consults
 - No weekend Hillsborough consults. Okay to give general recs. Add to Hillsborough list, pass off to Monday if stable, otherwise send to Memorial

LUMINAL FELLOW

- **Cover 123-7010 pager M-F, 7am to 5pm**
- **ROLL PAGER TO ON-CALL FELLOW AT 5pm and give signout on any unstable patients**
- **AM HUDDLE AT 730AM WITH CHARGE RN AND ANESTHESIA**
- Alternate between morning and afternoon fellow
- Duties Include:
 - Luminal consults and obtain consents on inpt scopes
 - Arrange outpatient follow-up for inpatient consults
 - Recover inpatient capsule apparatus and load video

HEPATOLOGY FELLOW

- **Cover 123-7020 pager M-F, 730am to 5pm**
- **Sign out pager to Luminal Pager at end of day**
- **AM HUDDLE AT 730AM WITH CHARGE RN AND ANESTHESIA**
- **Duties Include:**
 - Perform hepatology consults/obtain consents
 - Post-Transplant consults typically go to Martha Bausch (Transplant NP)
 - Arrange outpatient follow-up for inpatient consults
- **Hepatology Fellow Extra Conferences- Tues AM and Wed PM**
 - Hepatology conference- Every Tues 7:15am
 - Hepatobiliary Conference –1st and 3rd Wed 12pm (virtual)
 - Liver Pathology Conference – 2nd and 4th Wed 12:30pm (virtual)
 - Transplant Selection Conference – Every Wed 14:00 (virtual)

BILIARY/ADVANCED FELLOW

- **Cover 123-7045 pager M-F, 8am to 5pm**
- **Sign out pager to Luminal Pager at end of day**
- **Duties Include:**
 - Inpatient biliary/advanced consults + consents
 - Split consults with Advanced Endoscopy NP
 - Assist with advanced and/or biliary procedures
 - Assist with travel cases for luminal/hepatology teams if endoscopy fellow(s) not available

ENDOSCOPY FELLOW

- **Be in GI Memorial Unit at 0745 to consent outpt scopes or capsules**
- **Duties Include:**
 - Page consult fellow with results of any inpt scopes
 - Consent all outpatient capsules
 - Perform travel cases for luminal/hepatology teams
 - Cover consult fellows for emergency absence

AMBULATORY FELLOW

- **Cover 123-7044 pager M-F from 8am to 5pm**
- Duties Include:
 - Urgent Clinic Visits
 - Triage outpatient clinic and patient calls when paged
 - Cover pages for absent attendings/fellows (refills, labs)

	Monday	Tuesday	Wednesday	Thursday**	Friday**
AM	Barritt Hepatology <u>Eastowne</u>	IBD* <u>Eastowne</u>	Shaheen CEDAS <u>Eastowne</u>	Admin time	Continuity Clinic
PM	Reed CEDAS <u>Eastowne</u>	IBD <u>Eastowne</u>	Scarlett Anorectal <u>Eastowne</u>	Urgent Clinic	Admin time

AMBULATORY HEPATOLOGY FELLOW

	Monday	Tuesday	Wednesday	Thursday*	Friday*
AM	Darling <u>Eastowne</u>	Barritt Transplant Clinic	Shah Transplant Clinic	Darling <u>Eastowne</u> (or Fellows Clinic or Admin if Fri AM clinic)	Admin or Fellows Clinic
PM	Moon <u>Eastowne</u>	Shroff Transplant Clinic	Liver Conferences/ Admin	Darling <u>Eastowne</u> (or Fellows Clinic)	Fix Transplant or Fellows Clinic

- Contact attending: Neil Shah
- If fellow has Friday AM continuity clinic, they will take their admin half day on Thursday morning

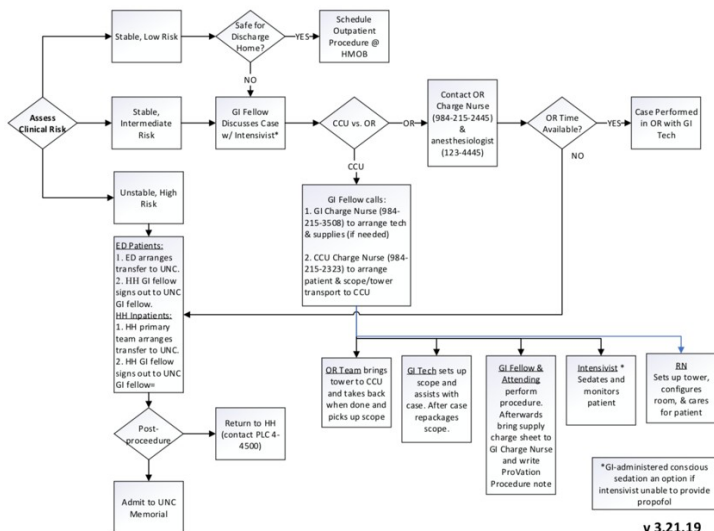
MEADOWMONT ENDOSCOPY FELLOW

- **Be in GI MMNT Unit at 0745 to consent**
- Contact Attending: Dr. Kim Isaacs
- Duties Include:
 - Try to focus on numbers and productivity

HILLSBOROUGH ENDOSCOPY/CONSULT FELLOW

- **Be in GI HMOB Unit at 0745 to consent**
- **Cover 123-3236 pager M-F, 8am to 5pm**
- **Contact Attending: Dr. Jon Hansen or whoever is at HMOB**
- **Consult Duties Include:**
 - Take consults at HMOB and perform inpatient endoscopy if appropriate in CCU vs OR (see workflow below)
 - CCU Charge RN: 984-215-2323
 - OR Charge RN: 984-215-2445
 - Make sure to tell HMOB Charge RN (984-215-3508) about travels so they can help set up travel cart
 - No ER consults required
 - Coordinate advanced (ERCP/EUS) daytrips to Memorial
- **Endoscopy Duties Include**
 - Actively participate in conscious sedation

HILLSBOROUGH HOSPITAL INPATIENT GI PROCEDURE WORKFLOW



v 3.21.19

UNC GI FACULTY CONTACT LIST

NAME	HOME #	CELL #	EMAIL
Shifali Arora	None	630-301-8803	sarora@med.unc.edu
Edward Barnes	None	919-619-9243	barnese@med.unc.edu
Todd Baron	None	507-272-6209	todd_baron@med.unc.edu
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Jama Darling	919-933-8938	919-951-8151	jdarling@med.unc.edu
Evan Dellon	919-929-6627	919-923-5906	edellon@med.unc.edu
Spencer Dorn	919-370-9258	919-475-8981	sdorn@med.unc.edu
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Andrew Gilman	None	650-823-3026	andrew_gilman@med.unc.edu
Ian Grimm	919-933-5535	919-414-5441	isg@med.unc.edu
Amit Gupta	None	910-476-3435	amit_gupta@med.unc.edu
Jon Hansen	919-929-2264	919-328-9111	jihansen@med.unc.edu
Kelly Hathorn	None	617-732-5500	kelly_hathorn@med.unc.edu
Hans Herfarth	919-370-4366	919-265-3039	hherf@med.unc.edu
Kim Isaacs	919-968-1597	919-368-7321	k Isaacs@med.unc.edu
Animesh Jain	None	540-529-7552	animesh_jain@med.unc.edu
Sid Levinson	919-932-5902	919-740-7636	selev@med.unc.edu
Daniel Kroch	None	917-657-1110	Daniel.Kroch@unchealth.unc.edu
Millie Long	919-240-5829	919-428-0118	millie_long@med.unc.edu
Sarah McGill	None	919-360-8593	mcgills@med.unc.edu
Andrew Moon	None	919-812-0131	andrew_moon@med.unc.edu
Tom Nuzum	919-929-8627	919-619-3362	tom_nuzum@med.unc.edu
Anne Peery	None	919-593-5287	anne_peery@med.unc.edu
David Ransohoff	919-942-0704	919-614-6893	ransohof@med.unc.edu
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Melissa Rich	919-967-9837	919-740-2229	melissa_rich@med.unc.edu
Bob Sandler	919-967-1578	919-608-0428	rsandler@med.unc.edu
Balfour Sartor	919-968-9543	919-270-1475	rbs@med.unc.edu
Yolanda Scarlett	919-245-0029	919-624-0143	yolanda_scarlett@med.unc.edu
Nick Shaheen	919-960-5389	919-819-0881	nshaheen@med.unc.edu
Neil Shah	None	704-575-8767	Neil_shah@med.unc.edu
Shehzad Sheikh	919-883-1477	412-680-4791	shehzad_sheikh@med.unc.edu
Hersh Shroff	None	908-421-6085	hersh_shroff@med.unc.edu
Kim Weaver	None	724-312-5197	kim_weaver@med.unc.edu

UNC GI SUPPORT STAFF					
	Faculty	Admin	RN	Liver	
E s o p h a g e a l	Shaheen	Sheila Meadows 919-966-7047	Kristie Hopsicker 984-215-4677	Fried Elizabeth Poirier, RN 984-974-7135 Sherin Smetana 919-843-6386	
	Dellon Eluri Reed	TBD			
A d v a n c e d	Baron	Heather Solender 919-962-2608	Natalie Lappas 984-974-0126	Shah, Fix Moon, Shroff Lisa Hardee, RN 919-966-7467 Myse Sawyer 919-83-7937	
	Gangarosa				
	Gilman		Robin Royster 984-215-4673 fax 919-590-6724		
	Grimm				
	Hathorn				
I B D	Sartor	Annie Zakaria 919-966-0149	Kari Schwab 919-843-8107	Darling Elizabeth Poirier, RN 984-974-7135 Sherin Smetana 919-843-6386	
	Sheikh	Janina Griffis 919-445-1140			
	Issacs				
	Jain				
	Weaver		Laurie Yopp 919-966-4318	Barritt	
	Herfarth		IBD Fellows: Sninsky, Radcliffe Christina Patskoski 919-537-3378	Elizabeth Poirier, RN 984-974-7135 Myse Sawyer 919-843-7937	
	Hansen				
	Long				
	Barnes				
G e n e r a l	Gupta	Heather Solender 919-962-2608 Robin Royster, RN 984-215-4673	ALL FELLOWS Robin Royster 984-215-4673 fax 919-590-6724 Shanise Grace 984-215-4672 Fax: 919-590-6724	Nuzum Fellow: Campbell, Deutsch-Link Lisa Hardee, RN 919-843-7467 Myse Sawyer 919-843-7937	
	Sandler				
	Arora				
	Ransohoff				
	Kroch				
	Peery				
	Maier				
	Scarlett				
	McGill				

TRAVEL CART TIPS

Travel cases can only be performed in the ED (rooms 1-5), any ICU/Intermediate Unit and in the OR.

Prep For Your Case

- OBTAIN CONSENT and put on chart.
- If using moderate sedation, you MUST consent for this
- For ICU/Stepdown Cases:
 - Ask RN to clear room of excess chairs and position patient according to procedure
 - Get suction ready (one for scope, one for patient's mouth)
 - Anticipate sedation needs: Usually have Versed 4mg and Fentanyl 100mcg available in room (communicate with nurse and primary team about anticipated needs)
 - For UGIB: consider Reglan 10mg IV x 1 30min prior to case
- For OR Cases:
 - Put order in EPIC: "Case Request Operating Room" and pre-procedure update
 - Call Main OR: 4-1400 to request room
 - Touch base with Anesthesia in Main OR prior to case

Setup the Travel Cart

- Grab the scope you think you will need: ITS OKAY TO BRING 2
 - For acute UGIB, consider ALSO getting a therapeutic scope (1TH-190) or "Clot-Buster" scope (XTQ-180)
 - If you get the "Clot-Buster", don't forget the metal valve
- See if patient's name shows up on procedure list
 - If not, click on "New Note"
 - Enter Attending, Fellow, Procedure Type, Scope Number
 - Close the note
- Check the Cart and Pre-Setup
 - Unravel green pack with sterile gowns, gauze, cleaning supplies, lubrication and plastic water reservoir
 - Pour water into plastic water reservoir
 - Plug scope into bottom Olympus equipment
 - Find the connector for water setup. Attach 1L bottle of sterile water to the cap.
 - Connect one end of water setup to scope head (face wash). One end is attached to CO2 compressor. The third connector

goes through the irrigator and hooks up to the plastic water tubing connector

- Put endoscope buttons on scope
- Turn on both Olympus machines
- Click “Capture” icon in Provation and ensure image is seen on monitor. If not, hit “Re-Initialize” or “Re-Connect” in Provation
- Test water, CO₂, and face wash prior to traveling, then disconnect scope from processor and rest on top of the cart when traveling.

Setup the Room and Patient

- Ensure proper positioning of patient and cart
 - Cart on patient’s left for EGD, on right for colon
 - Head of bed elevation for EGD
- Place monitor on opposite side of bed and plug into wall
- Plug white cord for powering equipment into wall
- Ensure that you are connected to Internet via WiFi
- Insert bite block:
 - If patient tubed, cut one side of bite block to put around ETT and then apply
- Ensure that RN has mouth suction and you have suction for scope

Setup the Scope

- Reattach tubing (face wash and water tubing) to scope
- Attach wall suction to scope
- Take irrigation foot pedal and place on floor

Perform the Case

- Page the attending, do not start sedation until he/she arrives
- Check baseline vitals before sedation starts and TIMEOUT
- Give first dose of sedation and start procedure when adequately sedated

After the case

- Take yellow sponge, soak in plastic water reservoir and squeeze repeatedly until soapy
 - Wipe down external part of scope with yellow sponge
-

- Suction rest of water from plastic reservoir via suction channel using yellow button replacement piece
- If you used the metal valve for the “Clot-Buster”, clean this in the water reservoir as well and DO NOT LOSE IT.
- Disconnect the scope and all accessories and tie up into green pack
 - Make sure black cap goes onto OLDER (180) scopes
- Turn off Olympus equipment after disconnecting scope
- Shut down the computer, your Provation note will be saved automatically
- Keep all packages of tools (snare, forceps, gold probe, etc) and place into separate plastic bag
- Grab at least 3 patient stickers before your leave the room

Back in the endoscopy unit

- Put patient sticker on Yellow Dirty Scope tag and place on scope wheel
- Place scope in processing bag with ~90mL of water. Seal bag and place in sink.
 - ****Make sure black cap is on all OLDER scopes (180s)****
- Wipe down the cart with purple or bleach wipes
- Reconnect white cord and ethernet to wall
- “Check in” cart to access Provation note
- Print out copy of Provation note, fill out checklist of items used from travel cart, staple and place in black box next to travel cart
- Text endoscopy tech on call over the weekend if you used a scope(s)

After Hours Pathology

- Place patient label on jar
- Place order for “Surgical Pathology Exam” in EPIC, fill out appropriate details
- Print out order requisition for exam and place into bag with jar
 - Deliver to Path on 3W at drop-off OR
 - Put with other GI path in GI procedures

Billing and Coding

- All new clinic patients must be seen and/or spoken to by the attending
- All Medicare and Tricare insured patients must be seen and/or spoken to by the attending regardless of if they are new or return
- Specialty patients (Hepatology, IBD, etc.) should be staffed with both the in clinic attending and the specialty attending with whom the fellow corresponds. Typically, by phone before, during, or after the appointment.
- Fellow note should indicate that the patient was discussed with “xx specialty attending” and that the patient was seen and staffed with “xx in-clinic attending”
- Fellow note should be routed to the in-clinic attending to sign and bill
- It is recommended that all fellows use the wand/ MDM method for billing accessed by clicking on the wand in the level of service box.
- Telephone only encounters
- Time based billing using only the attending’s time
- 99441 (5-10 min), 99442 (11-20 min), 99443 (21-30 min)

[illegible]

[illegible]

[illegible]

[illegible]