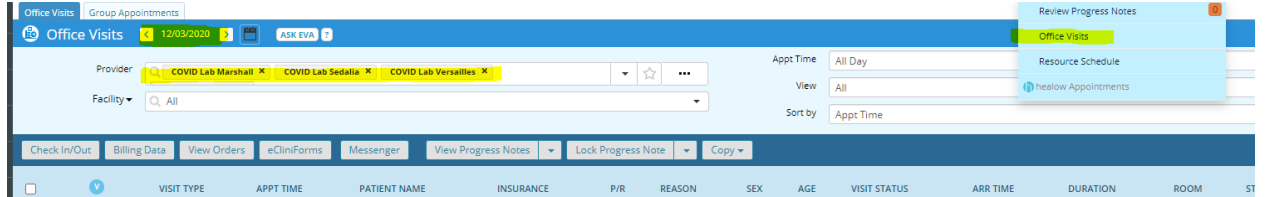


# How to close a Covid Patient with no Check Mark

Procedure for closing a Covid Patient who is missing the check mark on the Office visit screen.

1. First hover over the S Jellybean and open office visit date for the person who does not have the check mark.




2. Find the patient without the check mark and double click on the name:

	VISIT TYPE	APPT TIME	PATIENT NAME	INSURANCE	P/R	REASON	SEX	AGE	VISIT STATUS	ARR TIME	DURATION	ROOM	ST
<input type="checkbox"/>	LAB	08:10 AM	<a href="#">Kinder, Chelsea</a>	IT	SILVER CHEVY EQUINOX	F	23 Y	CHK	-	-	-	-	
<input type="checkbox"/>	LAB	08:30 AM	<a href="#">Vivroe, Christina M</a>	BLUE CROSS BLUE S...	IT	SILVER HYUNDAI ELANTRA - EXPOSURE	F	20 Y	CHK	-	-	-	
<input checked="" type="checkbox"/>	LAB	08:30 AM	<a href="#">Condray, John</a>	BLUE CROSS BLUE S...	JT	ORANGE FIEST	M	40 Y	CHK	-	-	-	✓

3. The progress note for that person on that day will appear. Make sure the following information is under the orange Treatment tab:

**Plan:**

**Treatment:** 

**Encounter for screening for other viral diseases**

**Lab:2019 Novel Coronavirus (COVID-19), NAA**

SARS-CoV-2, NAA

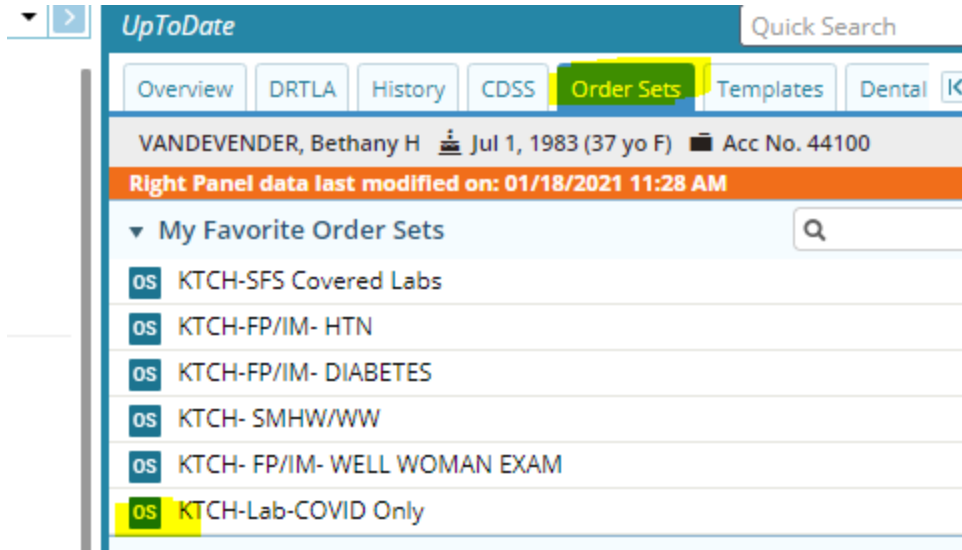
Reid, Kelsey 12/7/2020 10:52:26 AM > Negative Montgomery, Djrakeiah 1:

**Encounter for patient concern about exposure to infectious organism**

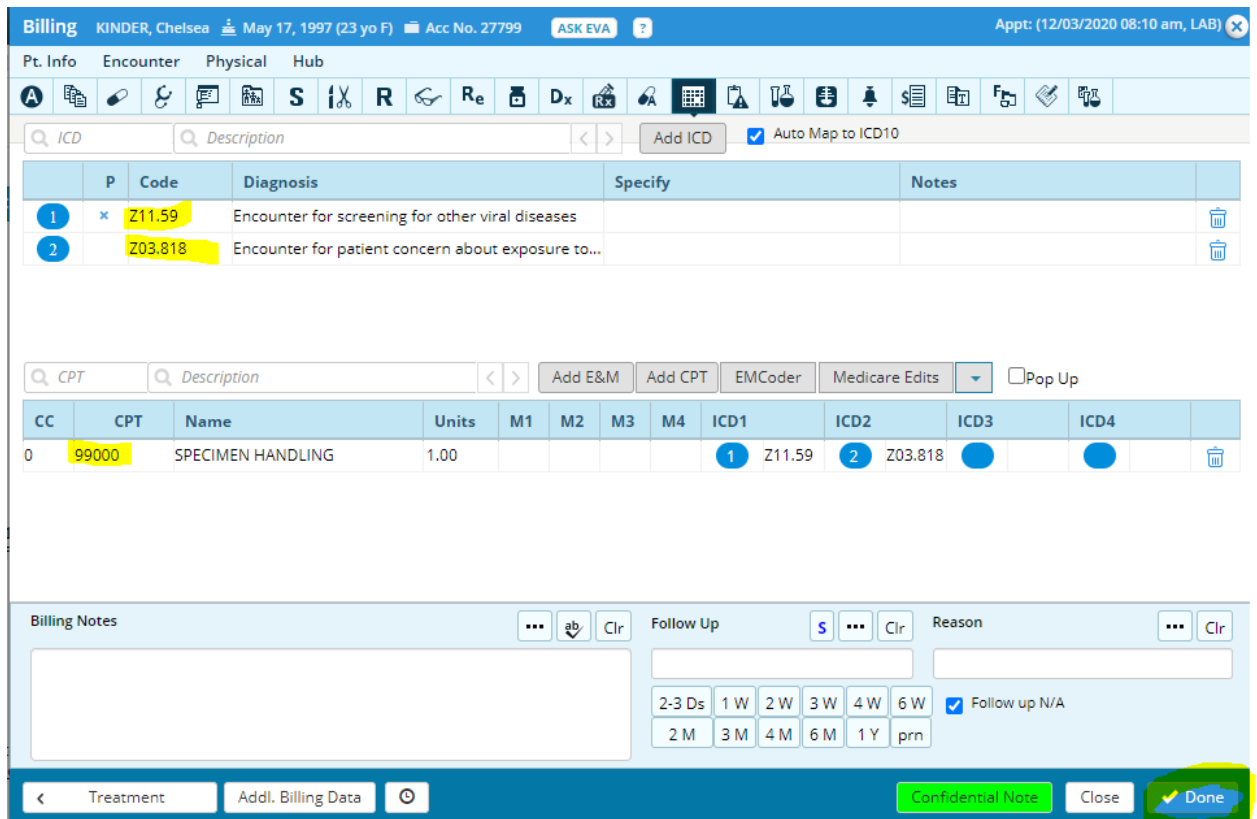
**Lab:2019 Novel Coronavirus (COVID-19), NAA**

4. If the encounters show in treatment like the above picture then proceed to step 5. If for some reason the codes above do not show then click on the Order Sets in the right part of the screen. Click on the OS blue box next to the KTCH-Lab-Covid only and it will pull the orders into the treatment area. **Next** proceed to step 5.

# How to close a Covid Patient with no Check Mark

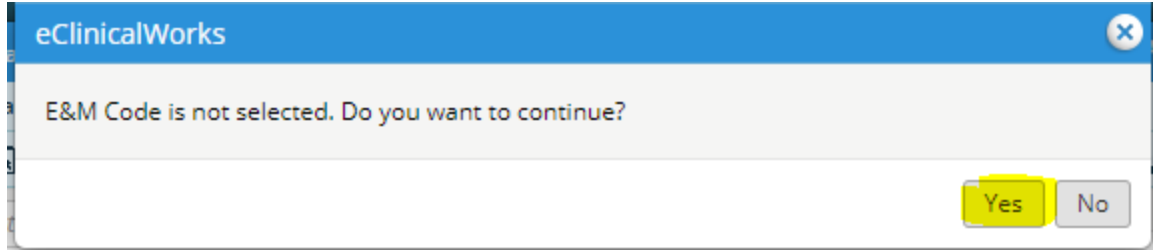


5. Click on the orange Procedure Codes the following screen will pop up:

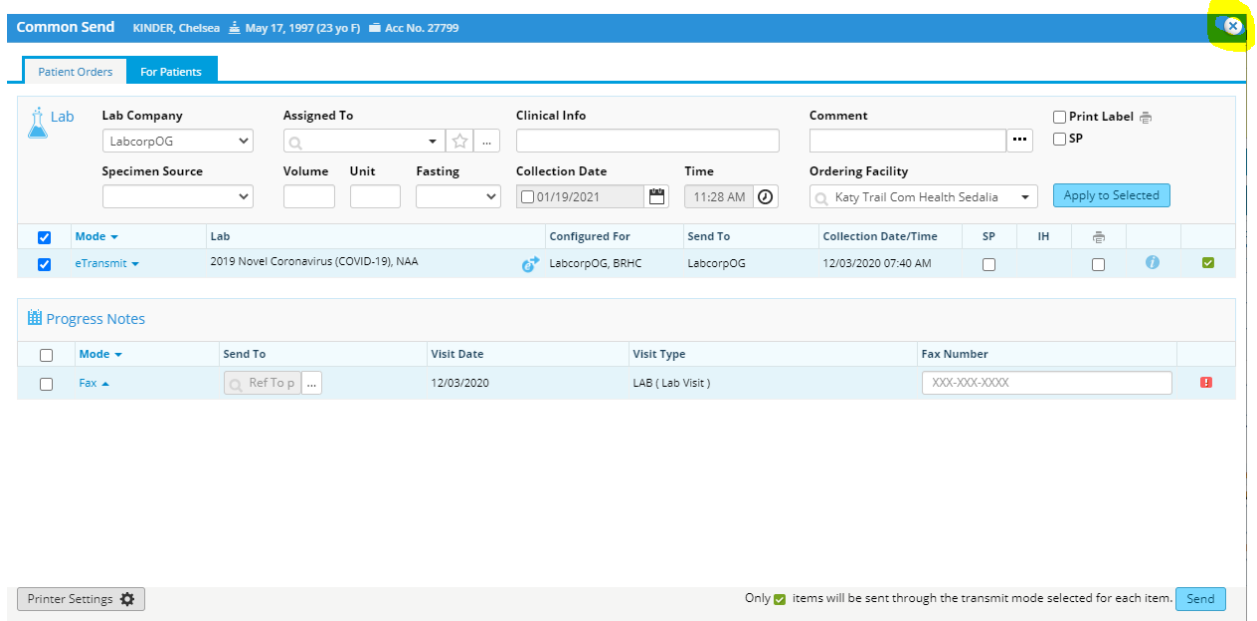


6. Make sure the highlighted Diagnosis and CPT codes are there and hit done. Then the following screen will appear: Hit Yes

## How to close a Covid Patient with no Check Mark



- After hitting yes the following screen appears and you will want to just hit the x in the right corner and close the screen:



- Return to the office visit screen and make sure the check mark now appears:

