


# HOW TO- Close Out Nursing or Lab Visits

**This process ensures that the provider can sign off on these visits, without taking these steps these visits do not drop into the providers box to sign off on.**

1. Once you have your labs or injections ordered on your nursing visit or lab visit you will click on **Visit Code:**

**Plan:**

Treatment: 

eMAR:

Procedures: 

Immunizations:

Therapeutic Injections:

[DEPO-PROVERA IM](#) : 150 mg (Dose No:1) (Route: Intramuscular) given by Courtney Thomlinson on left deltoid.

Diagnostic Imaging:

Lab Reports:

Procedure Orders:

Preventive Medicine: 

Health Risk Assessment:

Care Plan:

Next Appointment:  

**Billing Information:**

Visit Code:  

Procedure Codes:  

- J1050 \*Depo-Provera 150Mg FP.
- 96372 \*Injection Fee Administration FP.

**Care Plan:**

Problems:

**Images:**

2. In the Visit Code or Billing Screen, you will want to be sure you have a dx code attached in the top box. Once that dx code is in the top box you will want to be sure there is a “x” next to the primary code for that visit if there is more than one. Then you will want to ensure that each CPT code has a dx code assigned to it. And then hit “Done” in the bottom right corner.

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The screenshot shows the Billing interface for a patient named TEST, Again A. The top navigation bar includes 'Pt. Info', 'Encounter', 'Physical', and 'Hub'. Below this is a toolbar with various icons. The main area is divided into two sections: ICD and CPT. The ICD section shows a single entry for Z30.42, 'Encounter for surveillance of injectable contracep...'. The CPT section shows two entries: J1050, '\*Depo-Provera 150Mg FP' and 96372, '\*Injection Fee Administration FP'. Below the CPT section is the 'Billing Notes' section, which includes a text area, a 'Follow Up' section with radio buttons for various intervals (2-3 Ds, 1 W, 2 W, 3 W, 4 W, 6 W, 2 M, 3 M, 4 M, 6 M, 1 Y, prn), and a 'Reason' section with a 'Follow up N/A' checkbox. At the bottom right, there is a green 'Done' button highlighted in yellow.

3. As a checks and balance of the process, on your office visit screen, if your nursing or lab visit has a check mark in the "Notes STS" you have completed the proper steps for the provider to be able to sign off on the visit.

The screenshot shows the Office Visits interface. The top navigation bar includes 'Office Visits', 'Group Appointments', 'Providers', and 'Resources'. Below this is a search bar for 'Asham Nurse' and a 'Filter' button. The main area is a table with columns: VISIT TYPE, APPT TIME, PATIENT NAME, INSURANCE, P/R, REASON, SEX, AGE, VISIT STATUS, ARR TIME, DURATION, ROOM, STATUS, CYCLE TIME, and NOTES STS. The table contains two rows of data. The second row, for patient 'Test, Again A', has a checkmark in the 'NOTES STS' column, which is highlighted in yellow.