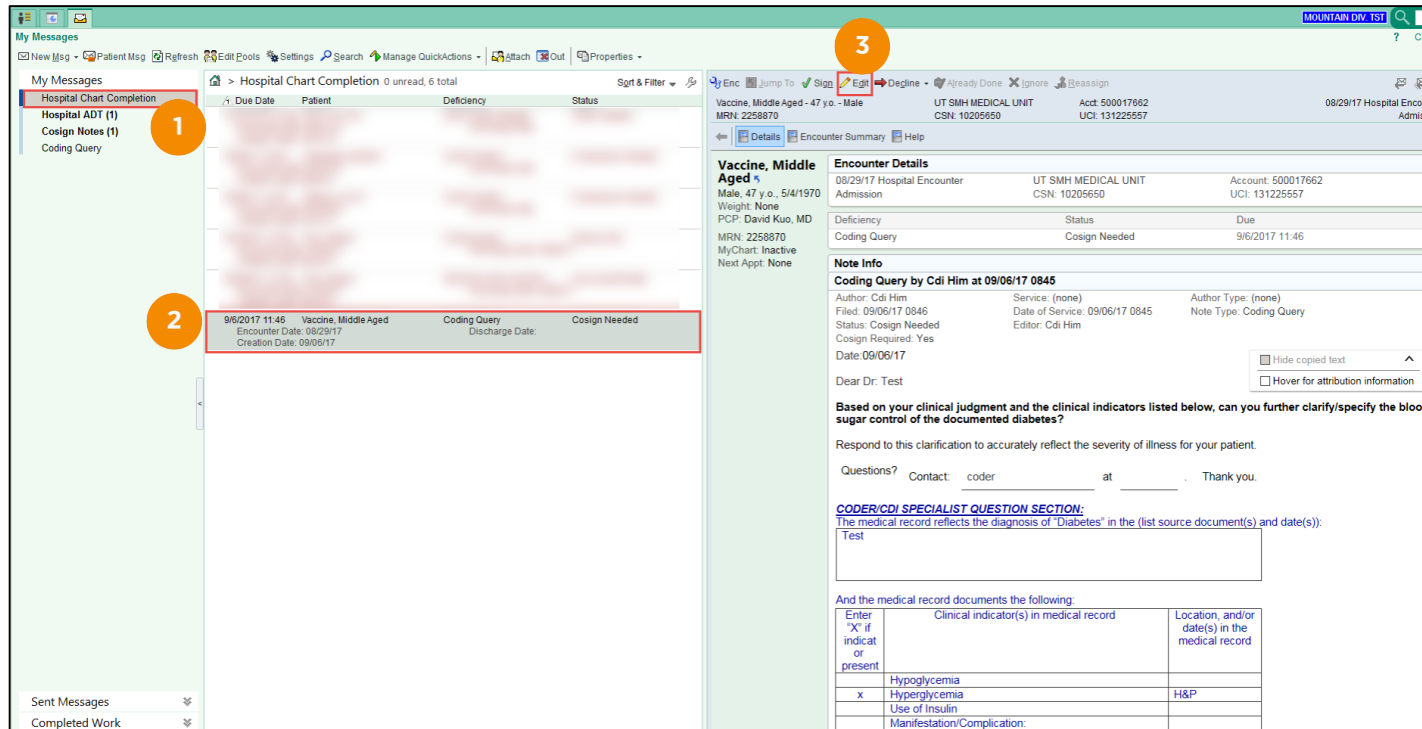


Completing Coding Query Note within Epic In Basket

This job aid is an education material for physicians completing a Coding Query deficiency within their In Basket (one of the CDI/Coding query examples).



1. Click **Hospital Chart Completion** folder within InBasket.
2. Click once on the individual Coding Query deficiency.
3. Click **Edit** button.

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4. Review the question and information entered by Coder/CDI Specialist in the appropriate fields on the form.
5. Respond to the question by selecting the applicable response (as noted on the form, an X will need to be typed in the box) or if appropriate enter a response in the provided area in the Physician Response Section. Various queries have blank sections where text may need to be added to complete query.
 - **Note:** Please review entire query form and appropriately answer question posed prior to completing and signing query.
6. Click **Sign** button.

Dear Dr. Test

Based on your clinical judgment and the clinical indicators listed below, can you further clarify/specify the blood sugar control of the documented diabetes?

Respond to this clarification to accurately reflect the severity of illness for your patient.

Questions? Contact: coder at Thank you.

CODER/CDI SPECIALIST QUESTION SECTION:
The medical record reflects the diagnosis of "Diabetes" in the (list source document(s) and date(s)):
Test

And the medical record documents the following:

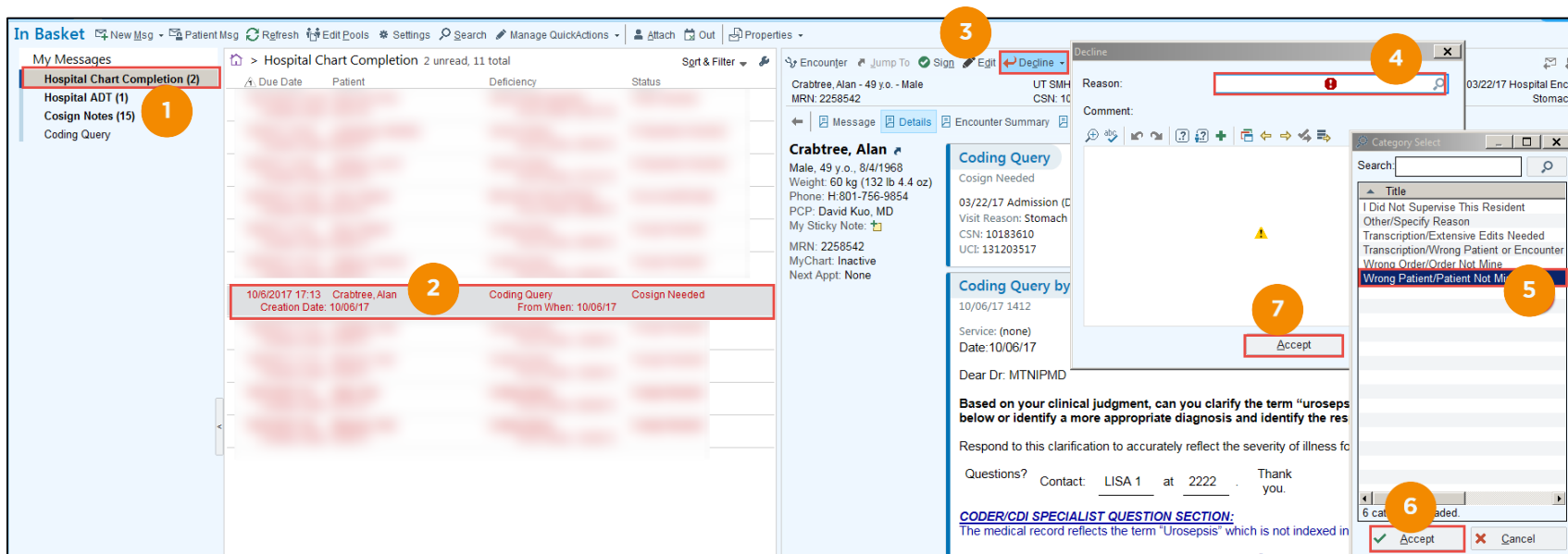
Enter "X" if indicator present	Clinical indicator(s) in medical record	Location, and/or date(s) in the medical record
	Hypoglycemia	
x	Hyperglycemia	H&P
	Use of Insulin	
	Manifestation/Complication:	
	Type of Diabetes:	
	Foot Ulcer	
	Ketoacidosis	
	Abnormal A1C/Blood Glucose Levels:	
	Other Clinical Indicator: (Requires two of the above clinical indicators to be present in order to add an "other clinical indicator".)	

PHYSICIAN RESPONSE SECTION:
If known, please document specificity for the diabetes, including but not limited to, the type blood sugar control, insulin use, complication/manifestation, etc. Enter an "X" in the box corresponding to your answer and/or document your response within the medical record.

<input type="checkbox"/>	Type 1, hypoglycemia	<input type="checkbox"/>	Type 2, hypoglycemia	<input type="checkbox"/>	Drug-induced, hypoglycemia
<input type="checkbox"/>	Type 1, hyperglycemia	<input type="checkbox"/>	Type 2, hyperglycemia	<input type="checkbox"/>	Drug-induced, hyperglycemia
<input type="checkbox"/>	Type 1, inadequate control/out of control/poorly controlled	<input type="checkbox"/>	Type 2, inadequate control/out of control/poorly controlled	<input type="checkbox"/>	Chemical-induced, hypoglycemia
<input type="checkbox"/>	Type 1, coma	<input type="checkbox"/>	Type 2, coma	<input type="checkbox"/>	Chemical-induced, hyperglycemia
<input type="checkbox"/>	Type 1, ketoacidosis	<input type="checkbox"/>	Type 2, ketoacidosis	<input type="checkbox"/>	Clinically unable to determine

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Declining Coding Query Note within Epic in Basket



The screenshot shows the Epic In Basket interface. On the left, the 'My Messages' pane shows a folder for 'Hospital Chart Completion (2)' with a red box and a '1' callout. The main message list shows a coding query from Alan Crabtree on 10/06/17 with a red box and a '2' callout. The details pane shows patient information for Alan Crabtree and a coding query for 'Cosign Needed' with a 'Decline' button circled in red and a '3' callout. A 'Decline' dialog box is open, showing a 'Reason' field with a magnifying glass icon circled in red and a '4' callout. A list of reasons is shown, with 'Wrong Patient/Patient Not M...' selected and circled in red with a '5' callout. The 'Accept' button in the dialog is circled in red with a '7' callout. A 'Category Select' dialog is also visible, with 'Accept' circled in red and a '6' callout.

1. Click **Hospital Chart Completion** folder within In Basket.
2. Click once on the individual coding query deficiency.
 - **Note:** Please review entire coding form.
3. If appropriate, click **Decline** button.
4. Click on magnifying glass in box next to **Reason**.
5. Select the applicable **Reason** from the list provided.
6. Click **Accept** to accept reason for declining query.
 - **Note:** Add comment appropriate to reason for declining query. Will need to specify other provider if not your patient.
7. Click **Accept** again.