

## ***SPORTS MEDICINE, INC.***

### **Procedure: Patient Record Organization in EMR**

All EMRs will be done as follows:

Abbreviations:

Business Office (BO)

Medical Record (MR)

The appropriate abbreviation (BO/MR) will be used in front of the document to indicate what type of document it is.

The common documents that are scanned into the EMR with the appropriate abbreviation are noted below:

Patient information - BO

Patient intake - MR

Billing information - BO

Requests for information/authorizations - BO

Recerts, Doctor's orders, Scripts - MR

X-Ray reports MR

Exercises – MR

Typed letters to MD (Greenfield only – before mailing) – MR

Pain Indexes (all locations) – MR

Written:

**Reviewed/Revised:** 2/21/2019

Signature: *EAD*

Date Signed *5/28/19*

**Reviewed/Revised:**

**Reviewed/Revised:**

Signature:

Signature:

Date Signed:

Date Signed