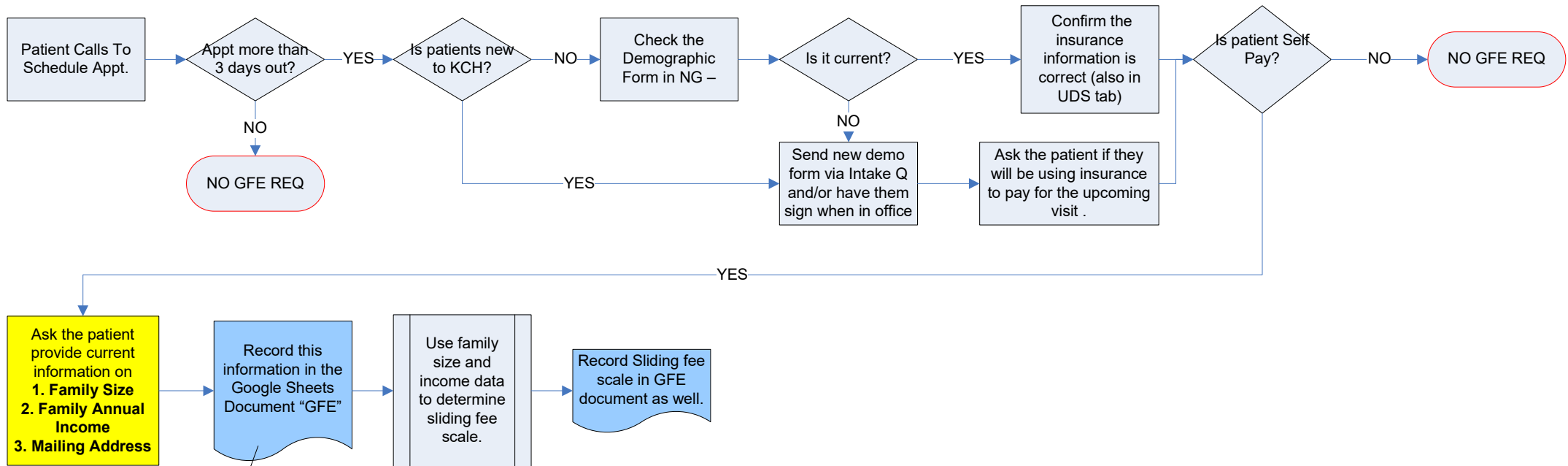
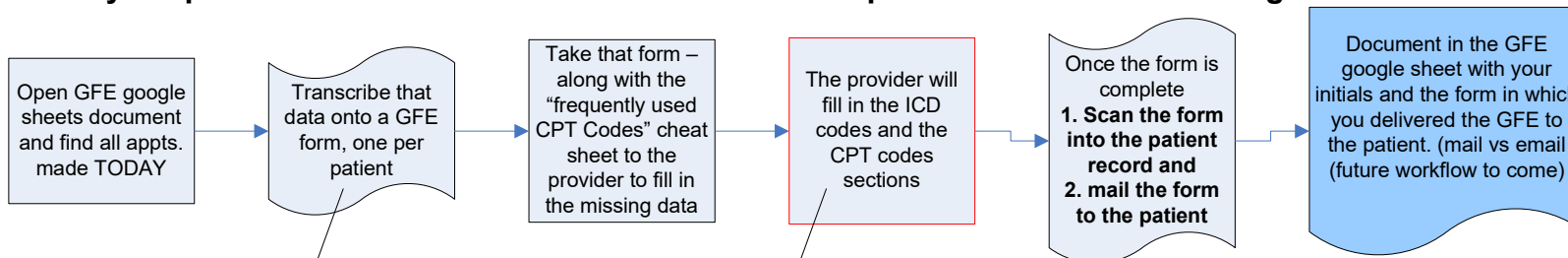


When scheduling Medical/ Dental or BH visits -



DO NOT UPDATE this information in NG – this info will be updated in the patient record when we have the signed and updated demographic sheet to go with the changes/ additions to match the record.

Daily – a position allocated at the front desk will be responsible to do the following workflow:



If this is a new patients "NO ICD codes are necessary, check the box to reflect this"

Try to get the provider with which the appt. is scheduled when/if they are available, otherwise, any provider can fill these out for you.