

**CAROLINA FAMILY HEALTH CENTERS, INC.
POLICY**



MANUAL: Volume I

SUBJECT POLICY: Ordering Tests Within EHR
SUBJECT PROCEDURE:

NUMBER: HIT-07

Page 1 of 2

EFFECTIVE DATE: July 2013

SECTION: Health Information Technology

REVIEWED: 08/15

REFERENCE POLICY:

REFERENCE PROCEDURE:

RESPONSIBILITY: Chief Medical Officer

APPROVAL:

CEO APPROVAL:

APPROVED

DATE: 8/25/15

BOARD APPROVAL:

APPROVED

DATE: 8/25/15

I. PURPOSE

The purpose of this document is to outline the process for ordering lab tests, documenting results and collecting payment in the Carolina Family Health Centers, Inc. (CFHC, Inc.) Electronic Health Record (EHR).

II. POLICY

Orders for lab tests, imaging studies and medications can only be entered in the EHR by a licensed health care professional or a credentialed medical assistant for Medicare and Medicaid patients. This is stated in the Centers for Medicare and Medicaid Services (CMS) final rule on Stage 2 of the Medicare and Medicaid Electronic Health Record Incentive Program. In most cases, the medical provider (MD, DO, PA or NP) will enter the orders at the time of the patient's visit. Patients who return for labs after the provider visit will have orders entered into the EHR by a licensed health care professional or credentialed medical assistant, if they are insured through Medicare or Medicaid.