

HOW TO SIGN SPECIAL STUDIES

As the PFT reader, you will note that you have studies in your Epic In basket that require signature. These are listed under the “Cosign – Chart” under the “My Messages” tab of the inbox.

The signing protocol outlined below is how to appropriate bill for the procedure. It does not substitute for the review of the test and an educational discussion with the fellow if you feel the interpretation needs to be adjusted.

When signing either PFTs or special studies (6 minute walk test, oxygen dosing study, shunt study), you must pay attention to the study in your inbox.

All of them look the same.

Status	Visit	Patient	Age	Type
Read	07/24/2020	[REDACTED]	45 y.o.	Diagnostic Procedures
Read	07/24/2020	[REDACTED]	66 y.o.	Diagnostic Procedures
Read	07/27/2020	[REDACTED]	63 y.o.	Diagnostic Procedures
Read	07/27/2020	[REDACTED]	79 y.o.	Diagnostic Procedures
Read	07/27/2020	[REDACTED]	69 y.o.	Diagnostic Procedures

In the above figure:

- the highlighted tests are PFTs
- The unhighlighted tests are special studies.
- Names are blacked out for confidentiality purposes.

Unfortunately, you will need to click on each study to determine whether it is a PFT or special study. PLEASE DO NOT BATCH SIGN THESE DOCUMENTS WHEN YOU ARE THE PFT READER

Special studies require an attestation; PFTs can be “signed”

If you have a PFT, you simply need to click the “Sign” button at the top of the group.

When you determine that you have a special study (which looks like this when you click on it directly), you will need to attest using the following protocol:

Diagnostic Procedures

Lazar, Michael, MD - HFMC DETC Pulmonology

Diagnosis ↗

Mitral valve disease

Orders Signed This Visit ↗ (1)

Six Minute Walk

Orders Pended This Visit

None

Progress Notes

Stumpmier, Natasha Anne, RRT at 07/24/20 0900

Status: Signed

[Expand All](#) [Collapse All](#)

DATE: 7/24/2020

6 Minute Walk Test Report

Diagnosis: Mitral Valve Disease
Ordering Physician: Eng

1. Click on the individual study to open it
2. When you are in the study, please click on “QuickActions” at the top of the tool bar

[Home](#) > **Cosign - Chart** 0 unread, 3 total

QuickActions ▾ | Done | Sign | Reassign | Encounter | QuickNote | Chart | Letter ▾ | Telephone Call

Status	Visit	Patient	Age	Type
● Read	07/24/2020		45 y.o.	Diagnostic Procedures
● Read	07/24/2020		66 y.o.	Diagnostic Procedures
● Read	07/24/2020		82 y.o.	Diagnostic Procedures

Under this “QuickActions” button, there is a drop down menu.

3. Please click on “Interpretation”.

This will cause a box to pop up with the following (it will have your name highlighted):

Sensitive

Tag

Share w/ Pt

★ **B** *I* U A | | | | | | |

I reviewed the diagnostic test data and agree with the resident/fellow's interpretation as documented in their note. Any clarifications/edits to the documentation are noted. **MICHAEL LAZAR, MD**

4. Please click the “Route Cosign”

Sensitive Tag Share w/ Pt

B I U A [List Bulleted] [List Numbered] [List None] [Link] [Undo] [Redo] [Insert SmartText] [Copy] [Paste]

I reviewed the diagnostic test data and agree with the resident/fellow's interpretation as documented in their note. Any clarifications/edits to the documentation are noted. MICHAEL LAZAR, MD

Route Cosign - Chart message to:

Resp	Recipient	Modifier

High priority
 Remember recipients
 Complete the message

5. Identify the recipient from the test and type their name into the box (this figure is from the PFT report itself)

Progress Notes

Stumpmier, Natasha Anne, RRT at 07/24/20 0900

Status: Signed

[Expand All](#) [Collapse All](#)

	DATE: 7/24/2020
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6 Minute Walk Test Report

Diagnosis: Mitral Valve Disease

Ordering Physician: Eng 

Height (cm)	Weight (kg)	Age (yrs)	Sex
172cm	85.0	82 y.o.	female

Current Medications (Meds May Affect Heart Rate):

Current Medications 

6. Click the "Route and Sign" button to close the window

Unfortunately, despite clicking the "Route and Sign" button at the bottom of the box, it does not sign the test.

7. Finally, click on the study again in the "Cosign – Chart" section (it should be highlighted by default) and click "Sign"

This allows for us to bill for the interpretation of the study.

The protocol for PFTs is different because when signing PFTs in Vmax, you place your signature on the study in Vmax

When each individual study is uploaded to Epic by our PFT technicians, the process generates a billing identification number to be sent.

Thanks for your help with this process.