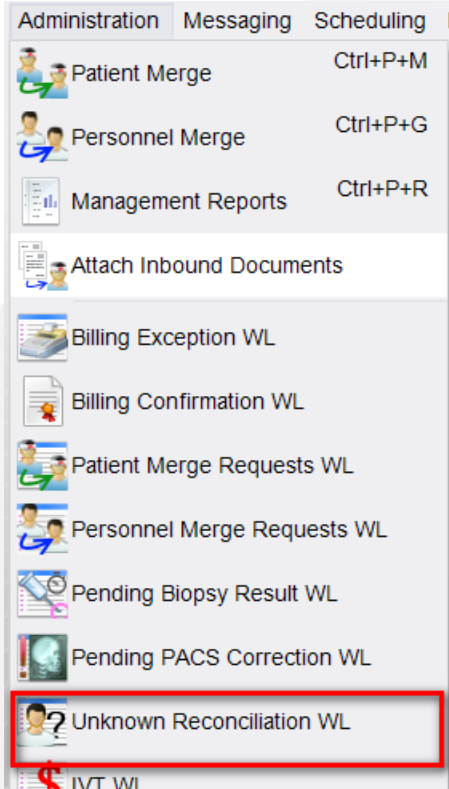


Unknown Reconciliation WL

Click on the Unknown Reconciliation WL under the administration tab



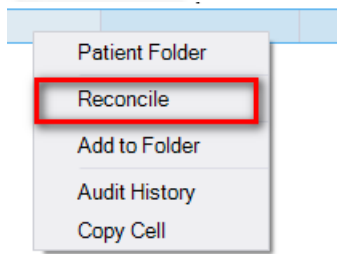
This WL displays studies that have an unknown referring physician or unknown insurance carrier and are identified by a checkmark.

Unknown Reconciliation WL (2) x

(use location filter)

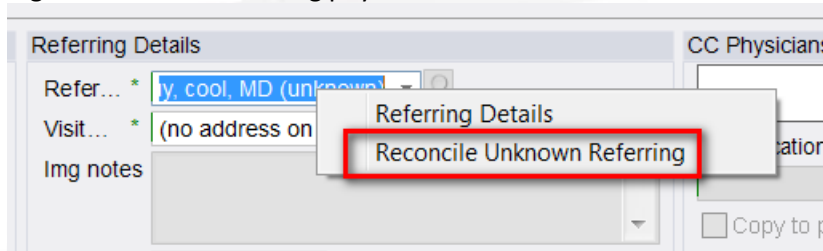
Status	Order Date	Referring	First Name	Last Name	Patient Name	MRN	Unknown Referring	Unknown Carrier	Added by Interface
Scheduled	11-03-2016 11:31 AM	N/A	Loren	Hartman	Hartman, Loren	201060	✓	✓	
Exam Done	05-08-2017 11:15 AM	guy, cool, MD	Spencer	Test	Test, Spencer	328865			

Right click on the study to reconcile

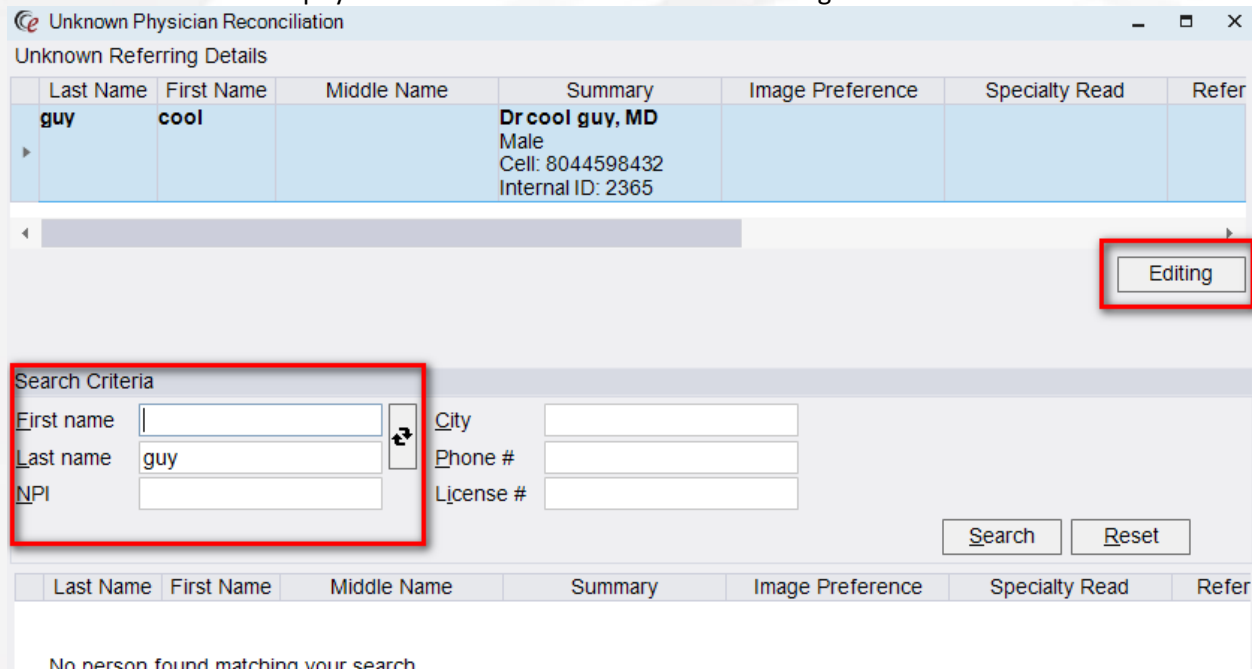


For Referring Physician

Right click on the referring physician's name



Search to make sure the physician is not in the RIS then select editing to resolve



Add Office addresses

Edit Address

Address

Type * **Work Address** Active

Address 1

Address 2

City Stem

State Phone #

Zip code Fax #

Prohibit marketing faxes

Affiliations

Referring Practices **Add to a Practice**

Marketing Representatives **Add a Marketing Representative**

Office Contact

Mammo Reminder Letters

Send Reminder for Routine

Send Reminder for Callback

Send Reminder for Short Term Follow Up

Deliver to

Print **Report Delivery Preference**

Address 1

Address 2

City

State

Zip code Same as a...

Fax

Fax # * 004440934 **Report Delivery Preference**

Email **Report Delivery Preference**

Email

PDF Password Reveal Pas...

EMR **Report Delivery Preference**

EMR

Disable report delivery for th... **No Report Delivery**

Refer CC

Refer CC

Refer CC

Refer CC

Refer CC

OK Cancel

Select Referring Physician and add NPI, PECOS and license information

General **Resource** Account Notes Attachments Preferences Referring Preferences

Resource Type

Referring physician Radiologist Surgeon

Editor Technologist Unknown Referring

UM Reviewer Injection Physician Marketing representative

Additional Resources

Referring Flags

Direct referral program

Pre-auth program

Gold card

Resource Information

NPI 123456789 Unknown NPI **Registered in PECOS** Confirmed radiologist

UPIN DEA

License # Primary state license Sign Level Final

Specialties

Medical groups Contact type *

Add any Notes

General	Resource	Account	Notes	Attachments	Preferences	Referring Preferences
Image preference notes		Specialty read notes				
Send a CD with every Patient		Dr. Jones to read all MSK Studies				
Referring protocol notes		Utilization management notes				
Trauma C-Spine - Sagittal T1 SE, Sagittal FSEIR, Axial T2 FSE with fat sat. Target axials to abnormality. No IV contrast.						
Referring Alert Message		<input checked="" type="checkbox"/> Display Alert				
Father and Son practice out of the same office so please verify name						
Internal notes						
07-03-2018 chris -						

Displays a pop up that must be acknowledged

Add Referring Preferences

General | Resource | Account | Notes | Attachments | Preferences | **Referring Preferences**

Preferred radiologists

- ▲ Powell, Stick PowerScribe
 - ▲ CT (Computed Tomography)
 - CT Cervical Spine Wo (72125) **Add a preferred Radiologist** → Add Radiolo...
 - CT Cervical Spine W (72126) → Add Modality
 - CT Cervical Spine W/Wo (72127) → Add Proced...
 - CT Cervical Spine Wo & Thoracic Spine Wo (CT45) → Remove
 - CT Cervical Wo, Thoracic Wo, & Lumbar Wo (CT47)
 - CT Cervical Spine Wo & Lumbar Spine Wo (CT48)

Image request preference

- ▲ CD - Pickup
 - CT (Computed Tomography) **Add Image Request** → Add Format
 - MR (Magnetic Resonance) → Add Modality
 - Add Proced...
 - Remove

Compression preference **Compressed (JPEG)**

Click Save

Save Close

The study will fall off the Unknown WL

For Unknown Carrier

Right click on the study to reconcile

- Patient Folder
- Reconcile**
- Add to Folder
- Audit History
- Copy Cell

Right Click on the insurance Policy

Note	Carrier Code	Carrier Name	Policy #	Group Number	Group Name	Phone	Priority	Eligibility
	?_07IFEQ_dja	(unknown) reddish brown	1				Primary	

Reconcile Unknown Carrier
 Copy Cell
 Carrier Details
 Manage Policies

Insurance verified

Click Reconcile Unknown Carrier

Search to make sure that the carrier is not in the RIS
 If found, highlight then select and save
 If it is not in the RIS, complete any info and click make known

Reconcile Unknown Carrier

Unknown Carrier Details

Code *

Type *

Description *

Address line 1

Address line 2

City Phone #

State Fax #

Zip code

Eligible API payer (0507)

Search Criteria

Name City

Carrier code State

Phone Zip

No data to display