



OROZCO X-RAY's

Denise Urtubey – Office Manager 609.300.7779 Ext. 100

denise.urtubey@orozcoortho.com

- Scheduler RECEIVES Call from Patient or Receives Prescription via FAX
- Schedule on Grid if in Manahawkin OK to Over-Book
- If Script calls for a Knee (Comparison Exam is selected ie **CR Knee 3 Views Right with Left Comparison Views**) **Bilateral images should be on 1 film when possible, Include Bilateral Sunrise, AP and PA flexion. Lateral of ordered side only.**
- IF PATIENT DOES NOT HAVE INSURANCE THAT AMI DOES NOT ACCEPT INSURANCE Exam SHOULD BE Billed under "Special Billing Orozco (Carrier Code SP056)

See page below for Manahawkin Site Workflow for Orozco X-Ray Scripts

Manahawkin Site Orozco Scheduling

- RECEIVE SCRIPT via Fax
- HIGHLIGHT PT. NAME, EXAM, AND APPOINTMENT DATE & TIME
- DROP EXAM ON GRID OVER BOOK ½ HOUR EARLIER THAN TIME
- (IF Knees it is the Comparison Exam ie. **(CR Knee 3 Views Right with Left Comparison Views)**)
- ADD IN SCHEDULING NOTE : "Rx Received, Scheduled, Screen Pt.
- SCAN IN SCRIPT
- CONFIRM ALL ARE ENTERED ACCURATELY, Pt. name, DOB, time, Exam, Dx Code
- PRINT ORDER
- PAPERCLIP SCRIPT WITH X-RAY PACKAGE & ORDER
- PUT ALL PACKAGES IN TIME ORDER IN CURRENT WEEK OR PROJECTED MONTH FOLDER

THURSDAY:

- Denise Sends e-mail of their schedule for the following Wednesday
- Pull Current weeks Scripts
- Go through their schedule. Circled patients need X-Ray's
- Highlight the Patient on their Schedule which we have Scripts for
- If have a Patient Script and not on Schedule put aside.
- Look up these patients in RIS to confirm in RIS these have been cancelled if not cancelled please cancel & add notes in Scheduling "Cancel Per Denise"
- Go back through schedule, and if there is a circled patient and has Not been highlighted, Add an (*) and Send Denise an e-mail to Send over Script.

FRIDAY OR MONDAY CONFIRM APPOINTMENTS

- **Orozco Confirmation Calls Message**

This message is for **(Patient's first Name)**, this is **(Your Name)** from AMI AtlantiCare in Manahawkin. Calling to confirm your appointment on Wednesday, **(Month & Date)**, for an X-Ray prior to your Dr. Orozco Appointment.

Please arrive at **(15 minutes earlier than their scheduled time)**, with you Form of ID, Insurance, Surgical Mask, and avoid any Buttons or Zippers on Your Pants.

Please call us back to be screened @ 609.677.9729 Ext, 2450 Option 2 for Manahawkin and 0 for the Receptionist.

- Add into Scheduling Notes: LVM to confirm all arrival **(15 minutes before Scheduled time)** patient to call back to be screened.

IF PATIENT DOES NOT HAVE INSURANCE OR THAT AMI DOES NOT ACCEPT INSURANCE SHOULD BE "Special Billing)

Tuesday:

Go through Each Script & compare to the Worklist

- **Confirm correct Exam has been Dropped**
- **Open up each order to see if patient did their paperwork through OD**
- **If Open doctor, print out Forms & Affix to RX & Order**
- **If Not, provide HIPPA, & Consent & Affix to RX & Order**

If Order Fell off Worklist, confirm Order has been cancelled, and you did not miss on the Worklist

Wednesday

If Patient NO SHOW'S for their appointment

- **Cancel the Order**
- **Add Note In Field "No Show" Denise to reschedule"**