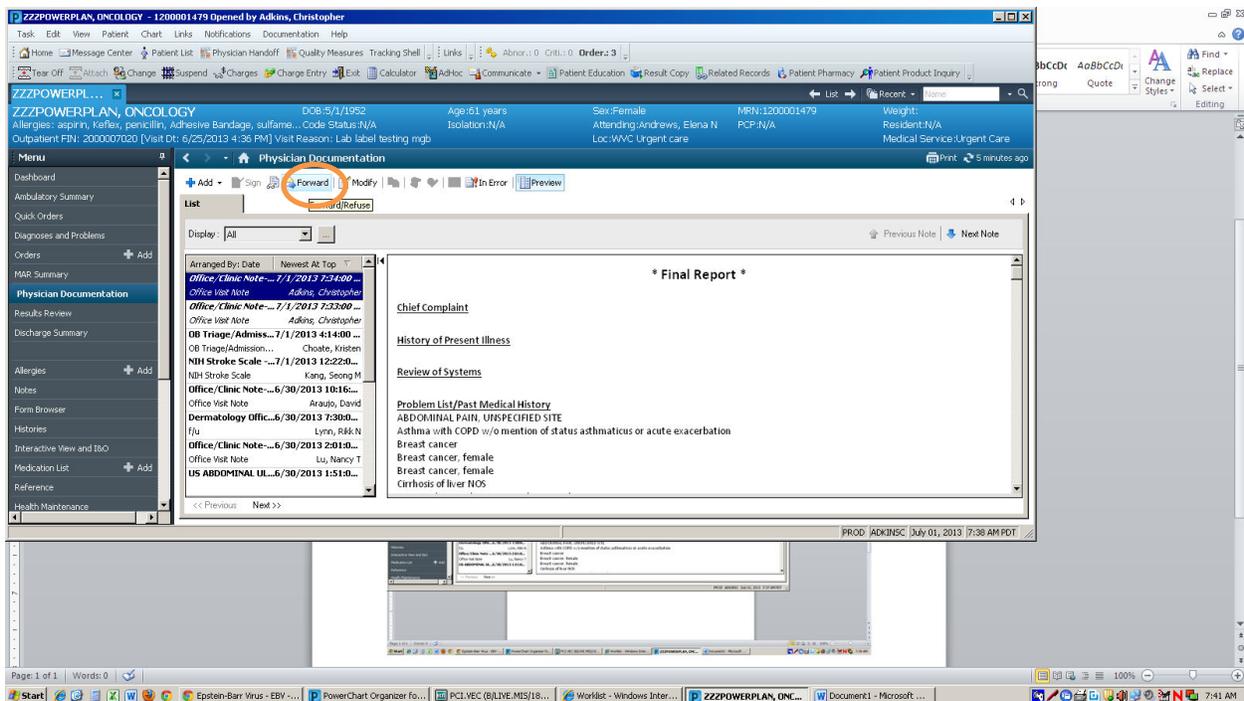


How to send a clinic note in the AFMC to an attending for co-signature

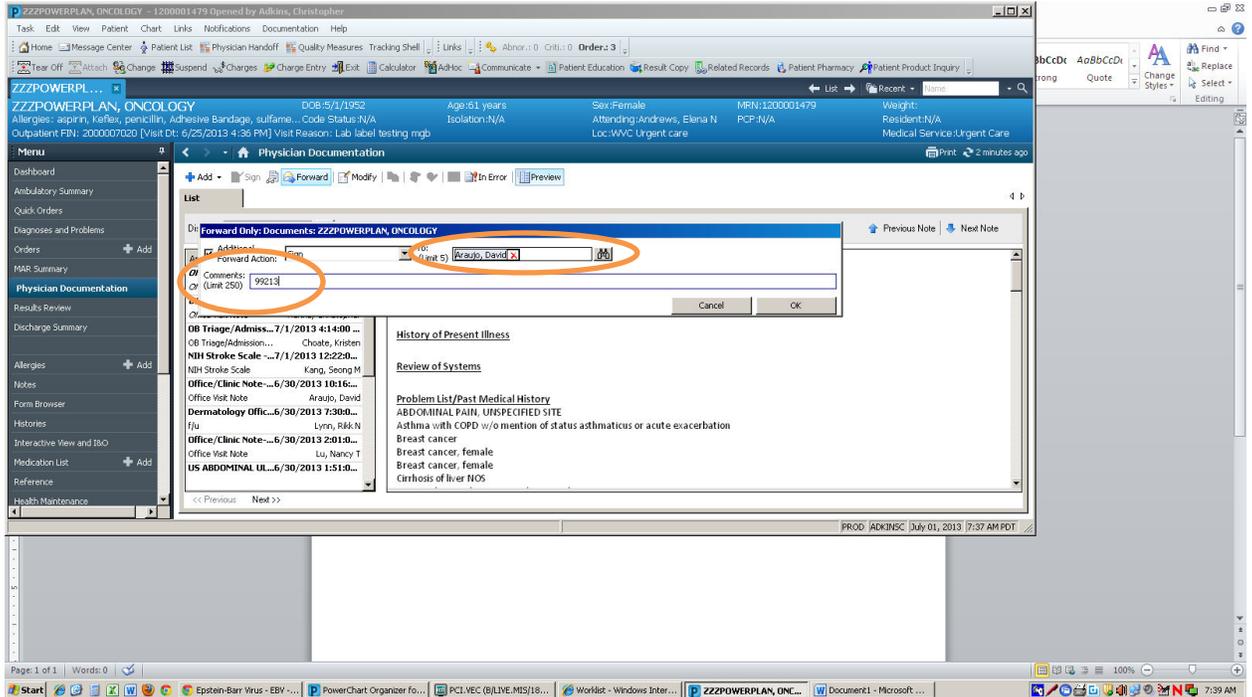
1. Complete and sign your note in the electronic record using Pownote or Dynamic Documentation.
2. Complete the billing for that patient. Be sure to choose a CPT modifier which will be a GC if the patient has been physically seen by an attending. All procedures should have a GC modifier. All other patients will have a GE modifier.
3. From the list of signed notes, choose your note and forward it to the appropriate attending for co-signature. This attending should be the one with whom you precepted the patient. I recommend writing in your assessment and plan the name of the attending using this language “Discussed with Dr. xxxxxxxx”. This will help remind you to whom to forward the note. For the first 6 months of the academic year, every patient should be precepted with an attending, and for the first year residents, the patient should have been seen by an attending.



4. In the “Forward to” box, choose **sign** for the “Additional Proposed Action” box.

The screenshot displays a medical software interface for a patient named ZZZPOWERPLAN, ONCOLOGY. The patient's demographic information includes DOB: 5/1/1952, Age: 61 years, Sex: Female, MRN: 1200001479, and Weight: Resident: N/A. The patient is currently in Urgent Care. The interface shows a 'Physician Documentation' section with a 'Forward' dialog box open. The 'Forward Action' dropdown menu is open, and 'Sign' is selected. The 'Forward to' field is set to 'Limit 5'. The background shows a list of medical notes, including 'OB Triage/Admiss...', 'OB Triage/Admission...', 'NIH Stroke Scale', 'Office/Clinic Note...', 'Dermatology Offic...', 'Office/Clinic Note...', 'Office Visit Note', and 'US ABDOMINAL UL...'. The interface also includes a 'Menu' on the left with options like Dashboard, Ambulatory Summary, Quick Orders, Diagnoses and Problems, Orders, MAR Summary, Physician Documentation, Results Review, Discharge Summary, Allergies, Notes, Form Browser, Histories, Interactive View and I&O, Medication List, Reference, and Health Maintenance. The bottom of the screen shows the Windows taskbar with various open applications.

- Then choose the attending's name with whom you precepted the patient. Place the billing code you chose for that visit in the comment box so as to remind the attending what kind of note they need to add in the record. If for some reason you did not precept the patient with any attending, choose an attending who was in AFMC precepting that half day.



- For the attending, go to your Message Inbox, and there should be a message that there is a note to co-sign. Click on the note, and place a note in the addendum box. If the billing code is 99214 or above for an established patient, or 99204 for a new patient, you must also have seen the patient, and you should document a short description of your encounter with the patient.