

# So you need to set up diagnostic imaging in medent.

## What's next?

Diagnostic Imaging (DI) can be ordered from medent.

medent provides the Diagnostic Imaging File with Medical Records Implementation. Additional Diagnostic Imaging Procedures may be added for Inhouse X-rays or Procedures.



## DI Procedures

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Procedures
- Click **New**.
- **Code**: Add the diagnostic imaging code or CPT code.
- **CPT Code(s)**: Add up to 3 CPT codes. These codes must be entered in the CPT/HCPCS Code Setup.
- **Facility**: Select a default facility. This will override the master default facility.
- **Description**: Add a description. The naming convention and spacing should be consistent with the existing procedures to allow for easy lookup:
  - XR: General X-rays
  - CT: Computed Technology
  - MRI: Magnetic Resonance Imaging
  - MRA: Magnetic Resonance
  - NM: Nuclear Medicine
- **Mod**: Add Modifiers, if applicable.
- **LOINC Code**: Enter the applicable LOINC code.
- **Categories** Assign the procedure to a specific category, if desired.



Click for more information on Diagnostic Imaging Setup.



## DI Facilities

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Facilities
- Click **New**.
- **Code**: Enter the number of the facility.
- **Name**: Enter the name of the facility. This can be an abbreviation.
- **Practice Name**: Enter the full name of the facility.
- **Address 1**: Enter the Street Address.
- **Address 2**: Enter the City, State and Zip.
- **Phone Number**: Enter the # used to schedule.
- **Fax Number**: Enter the # used to fax the requisition.
- **Contact**: Enter the name of the representative.
- **Require Signature**: Set to **Yes** to require a signature to create the order. If Yes, users will not be allowed to print, fax or exit without a signature.
- **Auto Sign Print/Fax/Esc**:
  - **Y) Auto Signs Diagnostic Imaging Order if User has Security**: Signed with provider's signature.
  - **y) Auto Signs Diagnostic Imaging Order for Providers Only**: Signed if provider is ODr.
  - **N) No AutoSign Allowed**: On the requisition, check the signature box. Requires security clearance to add signature.
- **Require Diagnosis**: Set to **Yes** to require a diagnosis selection.

# Diagnostic imaging continued...

## Additional Inhouse DI Setup for Facility

- **Generate CPT Codes:** Set to **Yes** if the office bills for the diagnostic imaging tests. When the diagnostic imaging order is marked Acquired, CPT populates the E-Superbill.
- **Auto Acquire:** If **Yes**, when the order is out to this facility and the user clicks Closed, if there is not an Acquired date, the date being closed will default in. The default is No. Orders for the facility that are flagged Acquired will generate a CPT code when the requisition is closed.

## DI Category Setup

Organize diagnostic imaging into different categories to allow easy ordering.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Category Setup
- Click **New** to add a new category.
- Desc: Enter the description.
- Click the  to save.

To add a category to an order:

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Procedures
- Click **Edit/View** and select the Diagnostic Imaging Order.
- Click  select the category and click **OK**.

### Default Diagnostic Imaging Company:

A default diagnostic imaging company may be selected. A different diagnostic imaging company may be selected when creating the order or defaulted in Plan Packs.

## DI Result Templates

Templates may be set up for diagnostic imaging studies that are interpreted inhouse or set up a document.

## DI Order Note Templates

Set up Order Note Templates for specific diagnostic imaging. These notes may be selected when creating the requisition and will print on the order.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Order Note Templates
- *This area is for creating Master Diagnostic Imaging Order Notes to be used over and over. Do you want to continue? Click **Yes**.*
- Click **New**.
- *Do you want to copy another form? Click Yes or No.*
- **Enter New Code:** Enter the code for the template.
- **Enter New Form Name:** Name the diagnostic imaging template.
- Complete the Form Setup section and click **OK**.
- Free text instructions for diagnostic imaging procedures.

**Note:** The MCL Department may help add these templates if Formattable Items or additional info needs to be pulled from the system.

## DI Result Letters Document Codes

Set up diagnostic imaging result letters or documents.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Diagnostic Imaging Result Letters Document Codes

# Diagnostic imaging continued...

## Documents for DI Reports

Attach the Diagnostic Imaging "I-RSLT xxx" Documents so Scanned or IB-Faxed Results may be attached to the Requisition.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Documents for Diagnostic Imaging Reports

## Assign DI Codes/Document Codes

Documents may be set up to be created when Diagnostic Images are ordered.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Assign Diagnostic Imaging Codes to Document Codes **or**...
- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Assign Document Code to Diagnostic Imaging Codes

## Custom DI Message

This is a message that displays on the printed/faxed/sent/exported Requisition. This is commonly used for Out-of-Pocket Expenses such as the New York State Emergency Medical Services and the Surprise Bill law.

- Medical Records > Medical Records Setup > All Orders > Diagnostic Imaging Setup > Custom Diagnostic Imaging Message



Questions? Submit a support request at [medent.com](https://www.medent.com).