**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**CO-MANAGEMENT OF YAG CAP PATIENTS**

06242015

Applies to:Jason K. Darlington, M.D.; Anterior Segment Assistants; Billing, Marketing, Front Office Leads; Clinical Leads

In order that billing be correct, and in order for us to be in compliance, the following steps must be taken in all cases and without exception.

In order that YAG Cap procedures that are to be co-managed get filed appropriately from the start, three items need to be addressed:

1. The record needs to be appropriately documented under PLAN that the patient is to be co-managed.  Be specific in your note.  Example:   “Patient to see Dr. Lawrence Thomas for PO care and be co-managed at Optique Unique.”
2. The Superbill needs to be noted – “COMANAGED – 54 – Dr. L. Thomas.”
3. The usual co-management paperwork should be signed – both by the surgeon and the co-managing doctor, as well as the patient.   If the patient does not arrive with co-management paperwork from the referring/co-managing doctor,  this paperwork should be available in the exam rooms and signed by the surgeon and patient.  This should be placed in the outguide.  When it gets to billing, it should get to Louise to ensure that the document is countersigned by the co-managing doctor.  This paperwork must be kept on file.
4. If at checkout, the Superbill is noted that the patient is to be co-managed but there is no paperwork in the outguide, this must be brought back to the surgeon to be addressed by check out or the front desk supervisor.  (Front desk supervisors – review this carefully with all checkout staff.).
5. Clinical Supervisors – be certain that all assistants are fully clear as to their role and responsibilities relating to this matter.

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Authorized Signature/Date