

OGHS Outpatient Diagnostic Process Checklist

Step	Process Description
1	Determine date of procedure.
2	Physician office staff reviews risks, benefits and alternatives with patient.
3	Worker's compensation - Case must be approved and pre-certified by adjuster prior to scheduling procedure.
4	Medicaid - PCP referral must be obtained from primary care physician and copy sent with patient to hospital.
5	Medicare - OGHS must screen patients for medical necessity for any services. OGHS may contact physician office for additional information. If the test offered does not meet Medicare's coverage criteria, the patient will be asked to sign an Advance Beneficiary Notice (ABN) that requires patient to pay for services out of pocket.
6	Self pay or no insurance - Arrangement must be made with Business Office for payment and deposit prior to procedure (337-948-5198).
7	Physician office staff performs Insurance Pre-Certification or notification of procedure with insurance company.
8	Call Central Scheduling Department for all scheduled procedures at 943-7107 to schedule patient. These include radiology exams, sleep studies, some cardiopulmonary exams, Hyperbaric/wound care, Physical Therapy, Speech Therapy, IV infusion and injections.
9	Fax the following to Central Scheduling @ 943-7109: <ul style="list-style-type: none"> a) Completed Physician order form signed by physician with appropriate diagnosis. b) Copies of insurance cards, front and back c) PCP referral
10	Physician office staff provides Patient Education regarding procedure and medications to be held if applicable to scheduled procedure.
11	Physician office staff provides the patient with the following: (Physician office retains copy.) <ul style="list-style-type: none"> a) Original Orders signed by physician with Date of Procedure and diagnosis. b) PCP referral.
12	Instruct patient to go to OGHS admissions for registration at least 30 minutes prior to scheduled non-scheduled procedure. Patient must bring the following: <ul style="list-style-type: none"> a) Completed order sheet b) Insurance information c) Home medications list if applicable to scheduled procedure d) PCP referral
14	Patient's having diagnostic labs only may go directly to the outpatient lab near the main lab for registration Monday thru Thursday 7 A.M. to 5 P.M and on Fridays 7 A.M. to 2 P.M.
15	All others need to go to Main Registration/Admit located at the Front entrance of the hospital for registration. These include routine diagnostic x-rays, cardiopulmonary, respiratory therapy, Physical Therapy, Wound Care, Hyperbaric Therapy, speech therapy, and outpatient injections.
16	Patients for sleep studies may report directly to the Sleep diagnostic Center for registration.