Retinavue Workflow

1. Office will determine who needs a Retinavue scan either by Gap sheets, report or physician identified. If identified ahead of time, and the patient has an upcoming appointment, **"DM Eye Exam"** should be added to the **Reason for Visit** in Experior. The **Retinavue Billing Cheatsheet** and/or Passport should be reviewed for coverage information. (Most recent Cheatsheet on last page of this document)


If prior year was a negative eye exam, it only needs to be done every other year.

2. The rooming nurse will let the designated Retinavue employee know that the patient wants to have a Retinavue while at the appointment.

3. Designated Retinavue employee performs the Retinavue.

4. **92250** will be marked on the **Encounter Form**

5. The Retinavue results are retrieved from the following website:
   https://www.retinavue.net/rn_customerportal/

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6. Results are scanned in. Must be scanned under **Eye Exam** folder, under
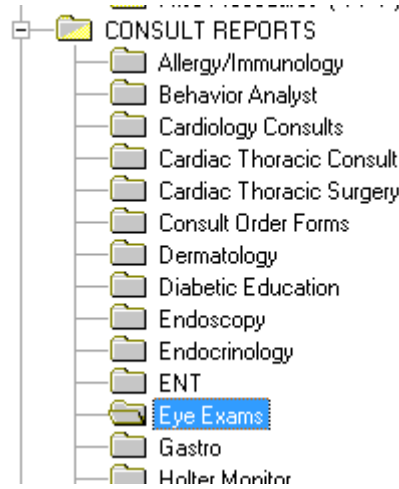
Consults.

<mark>The following steps must be completed AFTER the document has been scanned in, doing it before it is scanned in will result in the inability to attach the result to the order.</mark>

7. After the results are scanned in, designated Retinavue employee will go to the **Procedure tab** and search **Eye Exam, Retinal or Dilated.**   Right click and choose **Enter Result**


8.
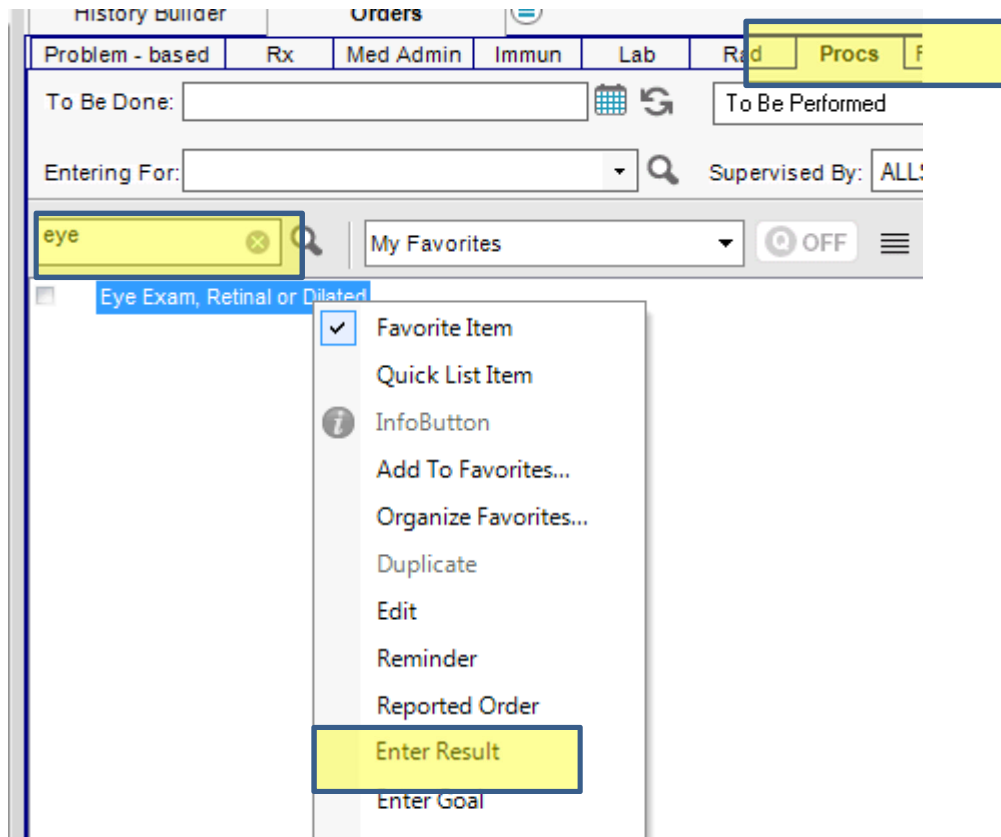
9. Change the **To Be Done** and **Collected/Examined** to the date the Retinavue was done. Put the **Preceptors** name in the **Ordered by, and Performed by** fields. Change the **Performing Location** to **In Office.**   Indicate if the result is positive or negative.

10. Click **Attach Docs** and attach the scanned Retinavue to the result. (If you order the DM Eye Exam before you scan the result, you cannot go back to attach the result)

11. Find the scanned document, single click and choose **Attach As Result.**
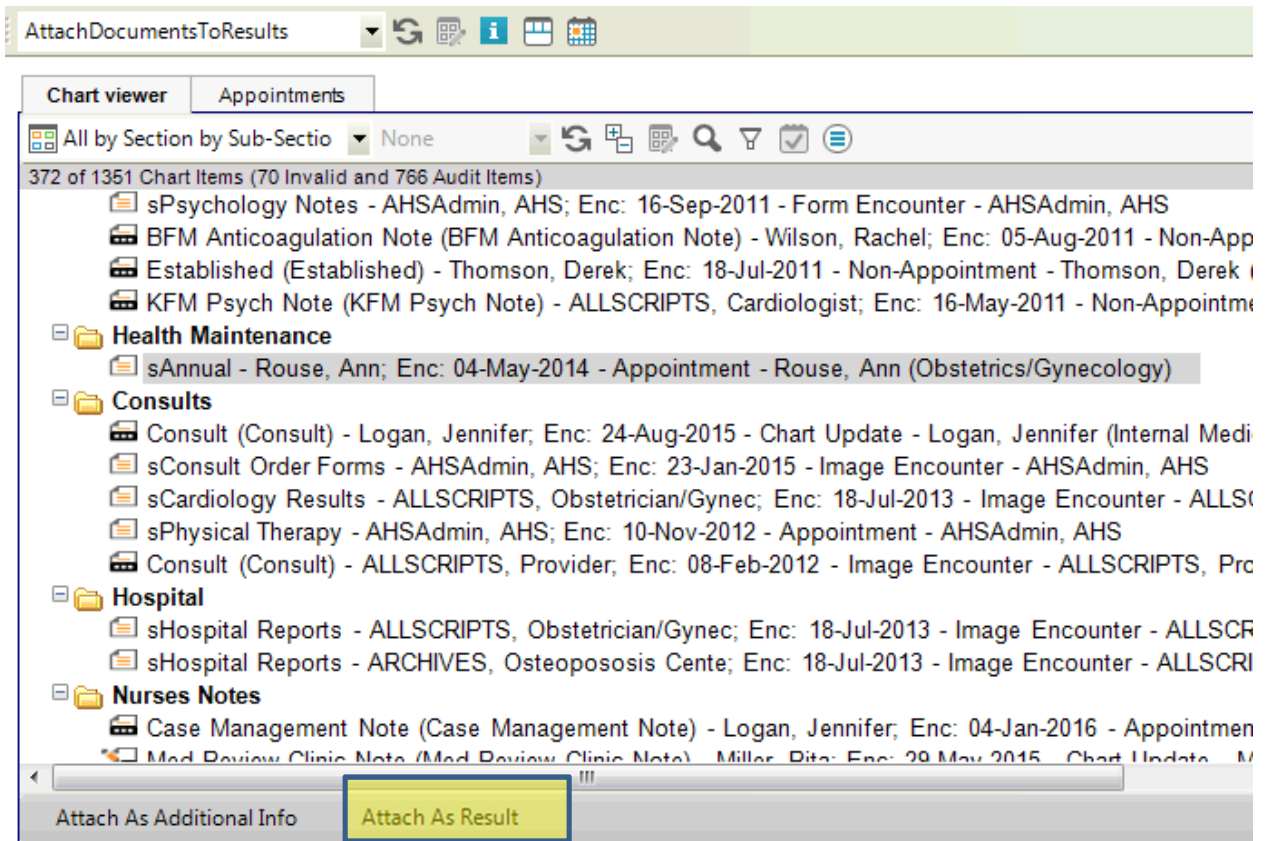
12. This adds the document to the **Selected Documents and Summary** section.
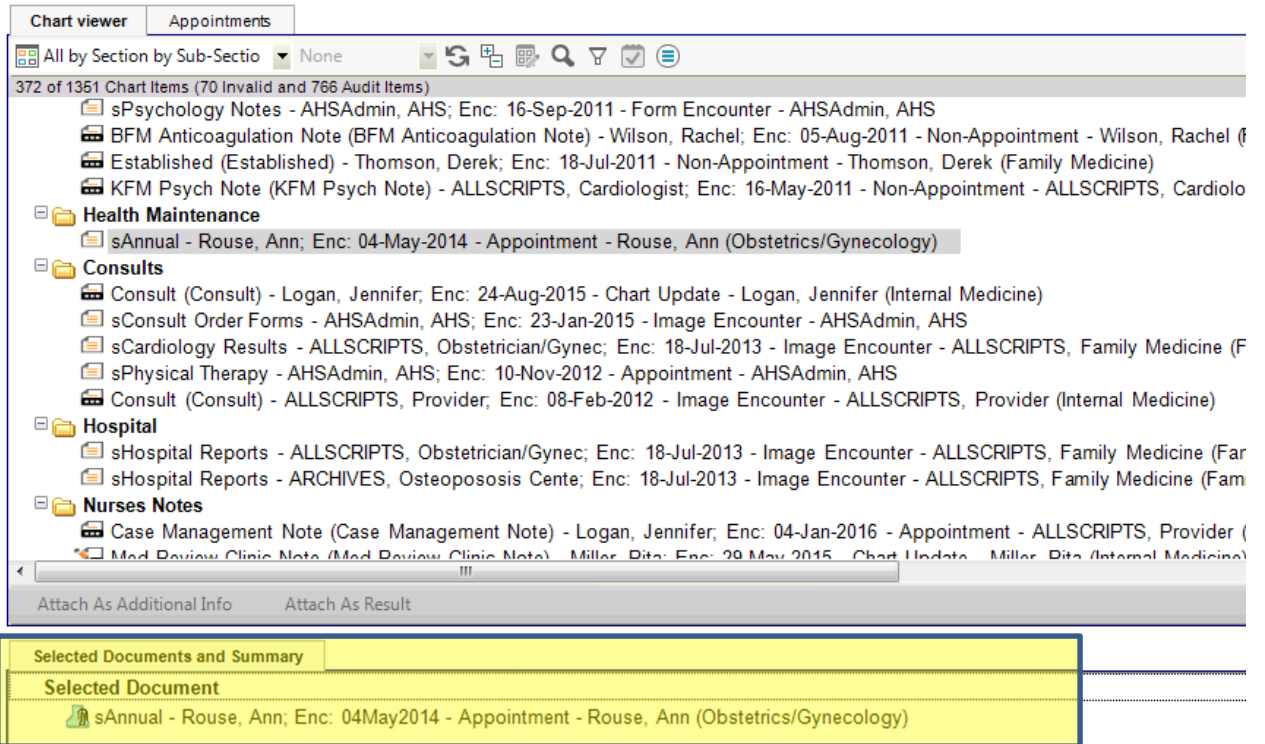
13. Click **Ok**

14. Click the **Order** tab and then **Annotations.**

15. In the **New Annotation** box, add the following macro **.retinavue** and click enter.

| Details | Add'l Details | Charging | Encounters | History | **Annotations*** |

| Record | ▼ | | Routine | ▼ | ☐ Print Copy |

Ordered By: ⦿ ALLSCRIPTS,Family Medicine ▼ 🔍 ○ [   ]

Supervised By: ALLSCRIPTS, Family Medicine ▼ 🔍 **Authorization:** [   ] ▼ **Not Required**

Managed By: Briggs, Monaco ▼ 🔍

[CC Results]

Performing Instructions:
1000 Chars remaining

Patient Instructions:
1000 Chars remaining

Order Instructions:

⊗ **Additional Details**

⊗ **Charging Details**

⊗ **Associated Encounters**

⊗ **History**

⊗ **Order Annotations**

Existing Annotations:

New Annotation:
.retinavue

New Annotation:

Patient received Retinavue diabetic eye exam. Patient was placed in a dark room for 5 minutes and the exam was performed first on the right eye and then repeat the dilation method of dark room 5 minutes and the exam was performed on the left eye; images downloaded successfully and submitted to ophthalmology for result.

It expands to

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16. If you need to schedule a Retinavue for a future date, you will order a **Diabetic (Dilated) Eye Exam Referral** under the **FU/Ref** tab.   Make sure the front desk adds, **"DM EYE EXAM"** to the **Reason for Visit** in Experior

Link the order to **Diabetes** and add **In Office** in the **Reason** box.

Diabetic (Dilated) Eye Exam Referral ⓘ

For:	[1] Insulin dependent type 2 diabetes mellitus
Status:	Active	Details
To Be Done:	16Nov2017
	Overdue: 16Dec2017 10:32AM
Recipient:	

☐ First Available Provider

Order   ☐ Specialist Response Received   ☐ Record w/o Ordering

Details | Attachments | Questions | Add'l Details | Charging | Encounters | History | Annotations

ⓧ **Details**

Reason:	-In our office
986 chars remaining	☐ Insert Problem TT Clear
Perform :	
	Record Routine ☐ Print Copy
Ordered By:	⦿ Heiman, Diana ○
Supervised By:	Heiman, Diana **Authorization:** **Not Required**
Managed By:	Heiman, Diana **Type:** Evaluation and Treatment

17. This order will show up on the **Referrals to Work** tab at this time but may need to be changed after a more definitive workflow is decided upon.

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