



The Evidence Based
CHIROPRACTOR

CHIROPRACTIC FORMS QUICK START GUIDE

Coding made easy, no magic
or luck required.

GETTING STARTED

Billing, coding, and documentation is just about the least exciting part of practice.

At best, the process of correctly documenting can be confusing. At worst, it can give you the cold sweats at night.

Most of us were never taught the proper way to code our examinations (which includes the information obtained during intake). For example; did you know that the amount of time you spend with a patient has nothing to do with the proper E/M code?

Mind=Blown.

This quick start guide is designed to give you a complete understanding of how your Chiropractic Forms and provide the essential documentation standards for your E/M coding. Fewer denials and less staff time negotiating with insurance companies can help you, and your staff save time and collect more revenue.

The Basics: How to Use These Forms

Your Chiropractic Forms are in PDF format. They can easily be printed in your office or at a local print shop in bulk. The header (top) of each form has been left blank to allow space for you to put your logo and practice information. If you are using EMR/EHR, then you can use them as a template for your digital forms.

Your E/M coding can be broken up into three distinct groups: the history, the physical examination, and the chiropractic decision making.

I strongly recommend checking out the AAOS cross-reference check sheet to gain a full understanding of how to code with the best accuracy. I've included a copy of this sheet with your forms.

CHIROPRACTIC CASE HISTORY

Your Chiropractic Intake form is designed to provide you with all of the necessary information to have a complete and thorough history.

No section of the Chiropractic Intake form should be left blank. Once completed, your intake form will make it much easier to determine the proper E/M code for your visit.

The intake form begins with the standard demographic information which most offices already collect. You will notice that there is a section for the patient to input their primary care physician and also space for them to permit to contact this physician. If this section is left blank, I will encourage you, or a staff member, to ask the patient for this information. Collecting the primary care physician information on all of your new patients is crucial because once you have permission, you can coordinate care. Coordinating care includes sending case notes (eval, re-eval, discharge), updating their doctor monthly with research, and following up to schedule a meeting. We've perfected this process of relationship building at The Evidence Based Chiropractor.

Please follow all local/state/federal laws regarding the communication of protected health information.

The chief complaint section of the intake note has been arranged according to the most common reasons people visit a chiropractic office. When any single chief complaint section is filled out entirely, it will cover the requirements for a complete History of Present Illness.

Next, you will see the Review of Systems, Past Medical/Social History, and Family History. These sections should also be filled out entirely to ensure you have the documentation necessary to code at the highest level possible. The review of systems section covers the 14 body systems by describing a sample of symptoms rather than diseases. It must be a positive or negative response.

When your Chiropractic Intake is filled out in its entirety, you will have enough bullet points (using the AAOS cross-reference sheet) to code at the highest level.

Important: A completed intake form does not meet the full requirements for coding. It provides the opportunity for you to bill/code at the highest level pending the outcomes of your physical examination and medical-decision making sections.

PHYSICAL EXAMINATION

Your physical examination forms consist of a Cervical and a Lumbar examination. You will notice the first page of each examination package is quite similar.

If you are going to be performing a Cervical and Lumbar examination on the same patient, then you only need to complete the first page of the examination form once.

All of the bullet points on the AAOS musculoskeletal exam are represented on the Cervical and Lumbar exam forms.

The number of body regions examined will decide the total amount of bullet points. Six body regions are included - neck, back, right lower extremity, left lower extremity, right upper extremity, left lower extremity.

For example, to properly code a 99204 or 99205, you would need to complete all bullet points for at least four body regions (for a total of 30 bullet points). Anything less than 30 bullet points would leave your highest coded possibility now at a 99203. A complete examination of the cervical and lumbar spine count as two body regions and result in a maximum E/M code of 99203 pending your medical-decision making component.

DECISION MAKING

The last component to determine the proper E/M code is the chiropractic decision making the process.

Special Note: Even if your history and examination qualify as a 99205, it is doubtful the medical decision making in a chiropractic office will ever meet the minimum threshold needed for this code.

You will also notice that time is not a primary component of the E/M coding system. The final determination of your E/M coding is based on the bullet points which are accumulated during your decision-making process.

Please also keep in mind that your code should be the lowest of each of the three sections. For example- if you have completed the maximum number of bullet points for the History and Examination, yet your Decision Making has accrued only the minimum amount of bullet points; then your code would be based upon those minimum number of bullet points.

The only exception to this rule is for Established Patients. With Established Patients, you may use the same forms and cross-reference sheet; however, only 2 or the three sections (History, Examination, Chiropractic Decision Making) must be met or exceeded for coding purposes.

As you first begin implementing these forms, it may appear to be a bit arduous to determine the E/M code accurately. But, after a few patients, it will become fast and easy. Also, by coding systematically, you will have the documentation necessary to support your coding if you encounter a denial.

LEGAL JARGON

This information is for educational reference use only and is not the rendering of professional consulting or legal advice.

Copyright 2019@ Jeffrey M. Langmaid / The Evidence Based Chiropractor LLC
All rights reserved. No portion of these materials may be reproduced in any manner without the expressed written consent of the publisher or Jeffrey M. Langmaid.

Legal Notice

While all attempts have been made to verify the information provided in this publication, neither the author nor the publisher assumes any responsibility for errors, omissions, or contradictory interpretation of the subject matter herein. This publication is not intended for use as a source of legal, medical, or accounting advice. The materials presented in this document are for general informational 'purposes' only and are not intended to replace the professional advice of a licensed service provider.

The author and publisher want to stress that the information contained herein may be subject to varying state and local laws or regulations. All users are advised to retain competent legal counsel to determine what state and local laws or regulations may apply to the 'user's particular business. The purchaser or reader of this publication assumes responsibility for the use of these materials and information. Adherence to all applicable laws and regulations, both federal and state and local, governing professional licensing, business practices, advertising and all other aspects of doing business in the US or any other jurisdiction is the sole responsibility of the purchaser or reader. The Evidence Based Chiropractor LLC and Jeffrey M. Langmaid assume no responsibility or liability whatsoever on behalf of any purchaser or reader. The following text cannot be shared, sold, or used by any other person. By taking legal possession of this document, you agree to these terms. If this agreement is violated, you will be notified via certified mail to cease and desist the use of this text; you will lose your lifetime right to use this copyrighted material for your personal use.