

One Call Medical, Inc.
Clinical Services
Coding Worksheets for Procedures

PURPOSE: To provide consistent, uniform procedural coding worksheets throughout the company based upon the research of Clinical Services.

POLICY: The procedural coding worksheets shall be developed and maintained by Clinical Services under the supervision of the Radiology Advisory Board and the Neurodiagnostic Medical Advisory Board.

PROCEDURE:

- 1) Clinical Services shall develop, review annual and revise, as necessary, procedural coding worksheets based upon the American Medical Association current CPT™ codes and descriptions.
- 2) Clinical Services shall approve or deny codes that do not comply with the approved CPT coding worksheets based upon a review of Intrepid Notes, the requested procedure, the medical report documentation, state rules & regulations, and use of clinical tools (see 3.01.01).
- 3) The coding worksheets shall include instructions to be followed by all OCM employees.
- 4) The appropriate medical advisory board shall approve the CPT Coding Worksheets including revisions.
- 5) Clinical Services shall provide copies of the worksheets upon request and upon revision to staff in the following departments: Accounting, Customer Contact Centers, Client Services, Credentialing, Development, Medical Records Management, and Provider Relations.
- 6) Clinical Services shall maintain a supply of radiology coding worksheets in Literature Holders throughout the company.
- 7) See 3.03.01 for radiology CPT coding worksheets.

Original: 11/22/02

Reviewed: 12/18/03; 8/11/04; 1/10/05; 10/20/05;

Revised: 6/5/06

Approved by: John Robinton, MD 11/25/02 & Radiology Advisory Board_____

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