

## Foot Levelers Exam Only Procedure – New Patients:

Front Desk:

1. Create a profile in Chiro Touch (name, DOB, zip code, and shipping address if patient lives more than 30 miles from campus).
2. Create the appointment using the category “Foot Levelers Exam/ROF” in the scheduler. Exams can be scheduled in the PT Bay if no exam rooms are available.
  - a. Appointment time defaults to 60 minutes, which is satisfactory.

The intern (and clinician in some steps) will:

1. Complete the *Foot Levelers Exam Form* as indicated
  - a. Clinician may choose to omit certain sections, but minimum information required:
    - i. Patient name and other demographics
    - ii. Referring physician (if present)
    - iii. Vitals
    - iv. Standing Foot Screening
    - v. Lower Extremity ROM
2. Complete the *Foot Levelers scan* per flow chart/video tutorial instructions.
3. Complete the documentation in Chiro Touch:
  - a. Make an entry in the **Introductory Sentence** that a limited orthotics fitting exam was performed at the request of the referring physician using the macro “Foot Levelers EXAM ONLY.”
  - b. Click “Submit For Review.”
  - c. Clinician will click “Approve.”
  - d. Bill for the exam in the **Provider All-In-One** using diagnosis code Z00.0 (unless a more appropriate diagnosis is warranted based on the examination). Additionally, bill the following CPT codes:
    - i. 97760 for *Orthotic Management* and L3030 for *Orthotic Inserts* (put in twice, one with a LT modifier, one with a RT modifier); if the patient is ordering more than one pair of orthotics, then continue to add each pair as a RT/LT combination [bill two (2) units of each LT and RT].
  - e. Type the style ordered and any additional recommendations conveyed to the patient in the **Plan**.
4. Completes the *Foot Levelers Order Form*.
5. Completes the service slip and signs the note.
  - a. Clinician reviews and signs the exam form, order form, service slip, and finally signs the note.
6. Turn-in the service slip, exam form and order form to the cashier.
  - a. The Front Desk writes in the charge for the exam (\$10) and for any pair of orthotics ordered (\$80/pair); patient is charged in full on day of ordering.
  - b. Front desk will scan exam form into EHR and place original *Foot Levelers Order Form* in appropriate box.