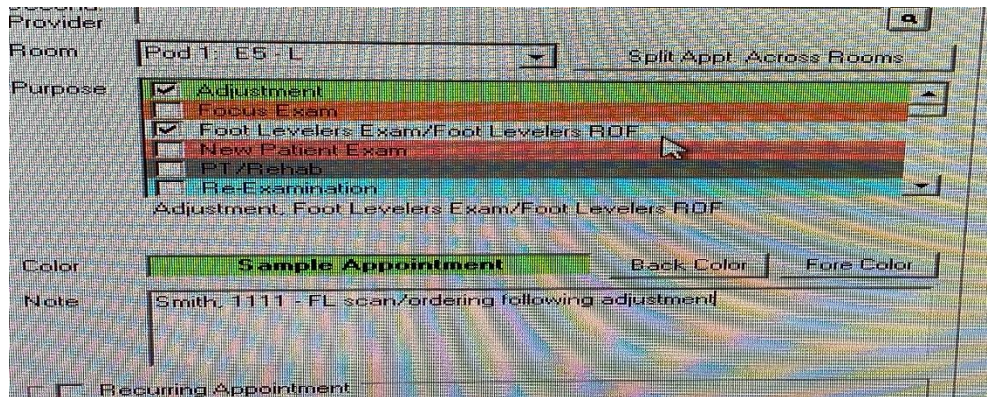


Foot Levelers Procedure – Established Patients:

Established patients are able to order orthotics on either a daily visit or re-examination/FOCUS examination visit. **This procedure is for established patients who are ordering orthotics for the FIRST TIME.**

Interns should schedule a typical “adjustment” visit (colored green on the scheduler) and additionally add a checkbox next to “Foot Levelers Exam/Foot Levelers ROF.” A picture is below.



Alternatively, the intern can use the “Notes” section to communicate the intent to scan for orthotics.

The intern (and clinician in some steps) will then complete the scan:

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 ONLY* if the scan is being performed on a daily visit.
 - ii. 99212/99213 with any appropriate modifiers if the scan is being performed in conjunction with a re-examination or FOCUS examination.

- iii. 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 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.
- 7. **If an established patient wants to RE-ORDER orthotics, they can be re-ordered on a daily visit or on the day of a re-examination/FOCUS examination.**
 - a. **If the patient has no major trauma and has not gained or lost a significant amount of weight since the last scan, complete an order form (please write “RE-ORDER” at the top of the form) and bill for L3030 –RT/LT *only*. A new scan is not necessary as Foot Levelers will keep scans up to 3 years. The patient will only pay for the price of the orthotics + tax.**
 - b. **If the patient has had trauma, gained or lost a significant amount of weight since the last scan, or more than 3 years has passed, complete all steps 1-6 for a new order.**