Automated Office Procedures
BUSI 012
Lytec Module

Introduction

MODULE MATERIAL:

- Assignment sheet (for optional/supplemental assignment)

PERIPHERAL CONSIDERATIONS:

- Pre-load lecture and check sound.

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TOPIC: INTRODUCTION TO PRACTICE MANAGEMENT SOFTWARE

CONCEPTS TAUGHT:

- Insurance terminology
- Basic billing / insurance concepts
- Coding considerations
- Practice Management Software as a tool

SUMMARY:

Using a PowerPoint®, narrated lecture (also available on class website), students are introduced to the basic concepts and terminology in a practice setting with regard to coding, billing and insurance filing.

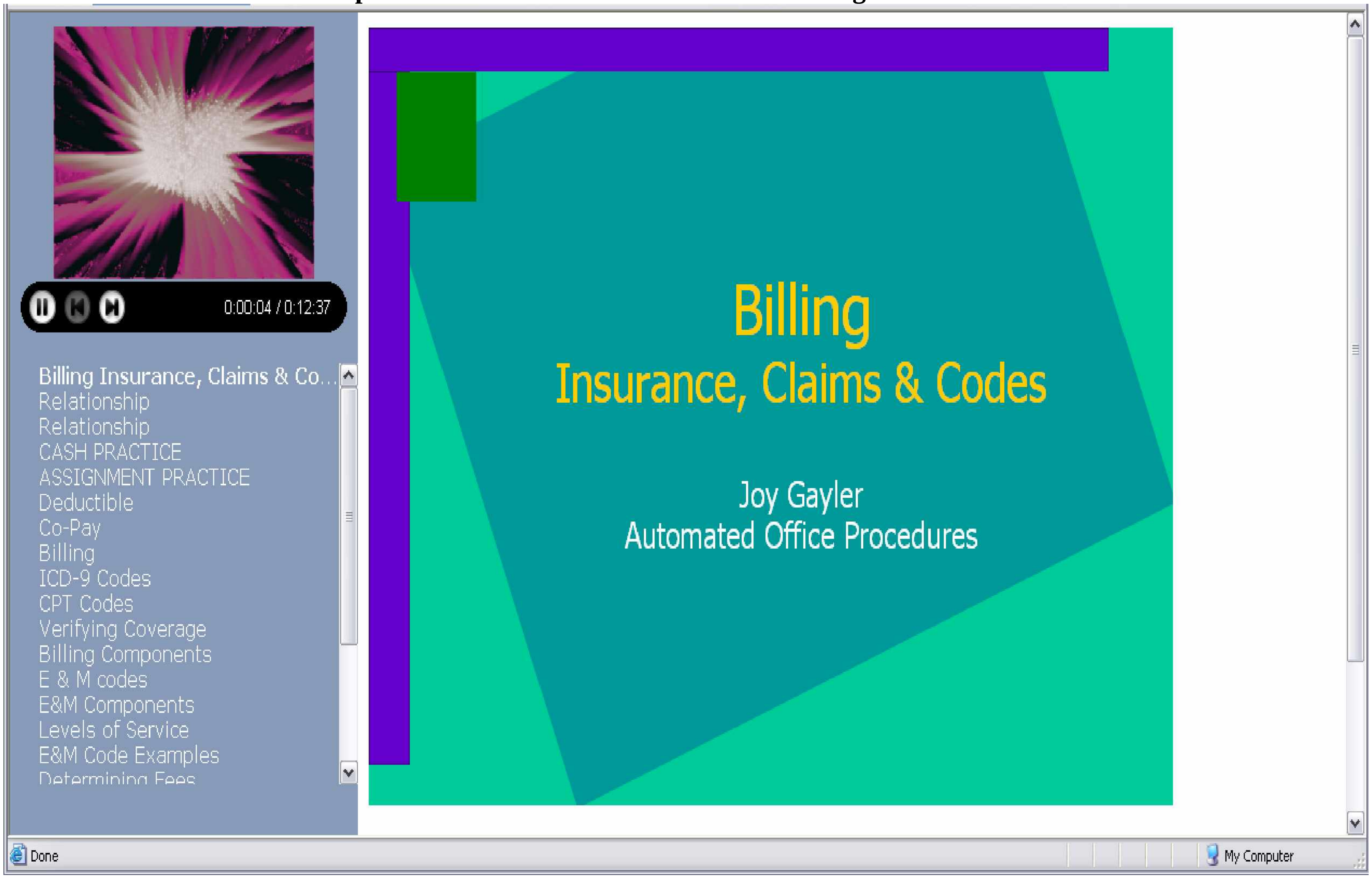
Supplemental assignment of online search for coding and billing websites is sometimes given. Students are instructed to post answers to class website's forum.

PURPOSE:

Basic concept exposure for following assignments.

Some assignment sections have been omitted or altered due to copyright issues regarding the reprinting of CPT codes and ICD-9 codes.

Screenshot of title slide of narrated Billing, Insurance, Claims and Codes PowerPoint lecture. The presentation is made available online through course web site.



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Lytec Set up

TOPIC: LYTEC: SET UP AND ENTERING CODES

CONCEPTS TAUGHT:

- Simple database concepts
- Coding and billing components
- Practice Management Software as a practice building tool

SUMMARY:

Using Lytec Practice Management Software®, students will "run" a hypothetical office for the remainder of the quarter.

During this module, students will "set up" their practice within the software (database). They will input their specific provider information as well as a short lists of the following: insurance companies, ICD-9 and CPT codes.

Instructor will lead students through the steps to enter each information component. All instructions are replicated in the actual assignment handouts for easy reference.

PURPOSE:

Understand components needed and how utilized within database-driven practice management software.

MODULE MATERIAL:

- Assignment packet
  - -set-up instructions
  - - insurance companies
  - - ICD-9 codes
  - - CPT codes
  - - other various codes

PERIPHERAL CONSIDERATIONS:

- Chirocode Deskbook® as reference source

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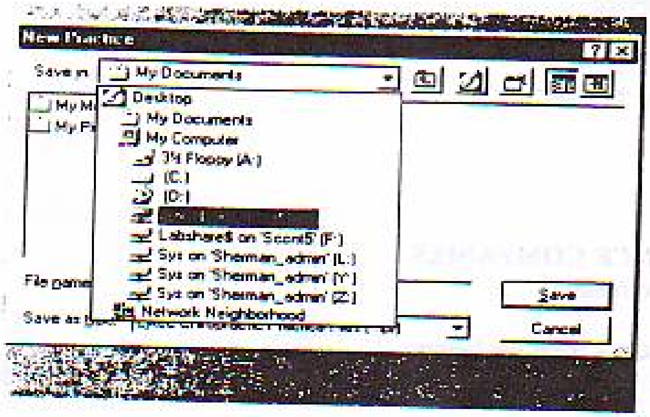
Launch Lytec Chiropractic. Click this icon 

on the desktop or go: Start → Programs → Lytec Chiropractic.

SETTING UP YOUR PRACTICE

Go File → New Practice

1. In the **Save In:** box, pull down the arrow and navigate to **Lytec$ on 'scent3" (L):** and click on it.



2. Look toward the bottom of the practice box and locate the field "File name" and type in your hypothetical practice name. ie, *John Q Doe, D.C.* or *Doe Chiropractic Center*
3. Click **Save.**

ENTERING YOUR PRACTICE INFO

Go Settings → Practice

1. Enter your information
2. Choose "solo practice" for Practice Type
3. Click OK

SETTING YOUR PREFERENCES

Go Settings → Preferences

1. On the Charges and Payments Tab, check the box next to Use *Patient's permanent diagnosis codes in new billings.*

ENTERING TRANSACTION/PROCEDURE CODES AND FEES

Go Lists → Transaction Codes

1. Click New
2. In top field, enter Procedure/Transaction Code from list attached.
3. Click *Description* Tab,
    a. Enter description from list
    b. In *type* field, choose "procedure-unclassified"
4. Click the *Fee Schedule* Tab
    a. One the first row, in the charge column, enter the charge from the list I gave you.
        i. If code has a *second* fee schedule (see list), enter the second charge on the second row and follow the remaining steps, as well.
    b. Scroll horizontally across to the last category, *CPT Code*, and enter the CPT code (again).
5. Click the Defaults Tab
    a. Choose/enter "11" in the location field
    b. For *Type of Service* field, enter "04" for x-rays codes and "C" for all other codes (see Place and Type of Service Codes List)
6. Click Save.
7. Repeat procedure for remaining codes.

TRANSACTION/PROCEDURE CODE LIST

ADDING ICD-9 CODES, CPT CODES AND FEES

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Launch Lytec Chiropractic and open your practice.

ENTERING DIAGONSIS CODES

Go Lists → Diagnosis Codes

1. Click New
2. Enter diagnosis codes from list attached. (see below)
3. Enter description from list
4. Enter the actual ICD-9 code from list
5. Choose "none" for graphics category.
6. Click save.
7. Repeat procedures for remaining codes.

DIAGNOSIS CODE LIST

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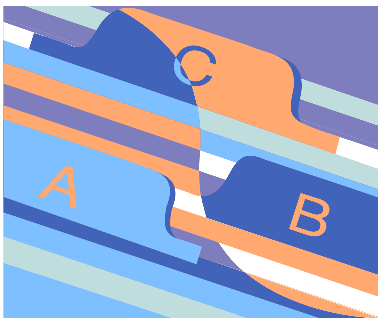
Entering Patients



TOPIC: LYTEC: ENTERING PATIENTS

CONCEPTS TAUGHT:

- Simple database concepts
- Patient data components
- Practice Management Software as a practice management tool
- Entering patient claim information
- Insurance verification and coverage
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SUMMARY:

Using Lytec Practice Management Software®, students will "run" a hypothetical office for the remainder of the quarter.

During this module, students will enter 4 hypothetical patients and their "history." Personal info, insurance info, and diagnostic codes for each patient will be entered and assigned to their respective "charts" within Lytec.

Using a "John Doe" patient, instructor will lead students through the steps to enter each information component. Students enter remaining patients on their own. Instructions are contained in handout packet for easy reference.

PURPOSE:

Understand components needed and how utilized within database-driven practice management software.

MODULE MATERIAL:

- Assignment packet
  - -patient info
  - - insurance info
  - -diagnostic codes

PERIPHERAL CONSIDERATIONS:

- Chirocode Deskbook® as reference source

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