

STARR VISION PRODUCTIONS, INC.

2142 RIVERSIDE DRIVE

WEST COLUMBIA, TX 77486

INSTRUCTIONS AND INFORMATION

RICKS MEDICAL FORMS - PHYSICIAN OFFICE SET

Ricks Medical Forms are designed to assist the physician in complying with HCFA documentation guidelines. With that goal in mind, a package of multiple forms has been assembled to allow each physician to select a form that meets their need.

Each form has a code printed usually at the bottom of the page. These codes are used to identify each of the various forms. The letter prefix of the code (e.g. PH) will remain the same, but the date number ending (e.g. 1/98) will change as the form is updated.

The Physician's Record is the main form used for documentation. It is a 4-page record that can be separate one-sided pages, separate two-sided pages, or a joined 4-page folder. The first page is always **PH-1/98**. Pages 2, 3, and 4 depend on your preference, specialty, or type of exam. Most physicians will probably use the multi-system exam type. Combining **PH-1/98** with **MS-1/98** will produce a 4-page Physician's Record of the multi-system exam type. If you are a cardiologist, you could use the multi-system exam type, but you would probably prefer the cardiovascular exam type. Combining **PH-1/98** with **CV-1/98** will produce a 4-page Physician's Record of the cardiovascular exam type. Other exam types are produced in a similar manner.

Exam Levels 2, 3, 4, and 5 require varying amounts of documentation about Past/Family/Social History and Review of Systems. Form **RS-1/98** is used to document this requirement. It is a 1-page form that can be inserted inside the 4-page Physician's Record booklet.

Other forms are provided for those that choose to use them in documenting office visits. These include a detailed 4-page Nursing Record (**PNUR-1/98**), a Physician's Record Continuation page (**PHY-1/98**), and a Nursing Record Continuation page (**PNB-1/98**).

A Physician Supplemental Record can be used to document specific presenting complaints. These forms are to help in documenting many important items related to the specific complaint. These forms can be completed by the nurse or patient (depending on your office routine) decreasing the physician's time reviewing and documenting information. As always, the specific forms selected and the actual method of use of the selected forms will vary with each physician.

The Physician Medical Data Summary Sheet (**MDS-1/98**) can be used to document medications, allergies, diagnoses, and surgeries. This page is placed in the front of the patient's chart and updated as needed. This is not a page specifically designed for HCFA documentation requirements, but it can be used to assist in documentation and also on subsequent visits by noting on the Physician's Record that the information is reviewed. This would eliminate the need to write this information in the Physician's Record on each visit.

The Physician Visit / Medical History Sheet (**VIS-1/98**) can also be used in the front of the patient's chart to keep a summary record of previous office visits.

Each physician should review the Documentation Guidelines for Evaluation and Management Services to get a good idea of the requirements. Memorizing the requirements is almost impossible, but reviewing the information will provide the physician with a good overview. Ricks Medical Forms Physician's Record has the requirements printed in bold while other exam elements appear in plain type. This allows easy identification and completion of the requirements of the exam. It also allows documentation of important exam findings that may not appear as a requirement, but would be needed for good and proper documentation of the exam findings and medical care. Remember, HCFA documentation requirements have very little to do and is of little benefit for malpractice avoidance and malpractice defense documentation.

The legal size 4-page Documentation Guidelines Reference Chart is specifically designed for use with Ricks Medical Forms. The reference codes on Ricks Medical Forms can be compared to the requirements listed by the code on the Reference Sheet. You can use the Documentation Guidelines Reference Chart to determine billing levels or to make sure that you can bill at a specific level. The Documentation Guidelines Reference Chart can also be used as a reference to determine the level of billing code or to bring the chart's documentation up to guidelines.

If you have any questions, please call us (Ed Mohan or Alfred Ricks Jr.) at (409) 849-7795

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INSTRUCTIONS AND INFORMATION
RICKS MEDICAL FORMS - EMERGENCY DEPARTMENT SET

Ricks Medical Forms are designed to assist the physician in complying with HCFA documentation guidelines. With that goal in mind, a package of multiple forms has been assembled to allow each physician to select a form that meets their need.

Each form has a code printed usually at the bottom of the page. These codes are used to identify each of the various forms. The letter prefix of the code (e.g. ED) will remain the same, but the date number ending (e.g. 1/98) will change as the form is updated.

The Emergency Department Physician's Record is the main form used for documentation. It is a 4-page record that can be separate one-sided pages, separate two-sided pages, or a joined 4-page folder. The first page is always **ED-1/98**. Pages 2, 3, and 4 depend on your preference, specialty, or type of exam. Most physicians will probably use the multi-system exam type. Combining **ED-1/98** with **MS-1/98** will produce a 4-page Emergency Department Physician's Record of the multi-system exam type. If you are a cardiologist, you could use the multi-system exam type, but you would probably prefer the cardiovascular exam type. Combining **ED-1/98** with **CV-1/98** will produce a 4-page Emergency Department Physician's Record of the cardiovascular exam type. Other exam types are produced in a similar manner.

Exam Levels 2, 3, 4, and 5 require varying amounts of documentation about Past/Family/Social History and Review of Systems. Form **ROS-1/98** is used to document this requirement. It is a 1-page form that can be inserted inside the 4-page Emergency Department Physician's Record booklet.

Other forms are provided for those that choose to use them in documenting office visits. These include a detailed 4-page Emergency Department Nursing Record (**NUR-1/98**), a Physician's Record Continuation page (**PHY-1/98**), and a Emergency Department Nursing Record Continuation page (**NB-1/98**).

An Emergency Department Physician Supplemental Record can be used to document specific presenting complaints. These forms are to help in documenting many important items related to the specific complaint. These forms can be completed by the nurse or patient (depending on your office routine) decreasing the physician's time reviewing and documenting information. As always, the specific forms selected and the actual method of use of the selected forms will vary with each physician.

Each physician should review the Documentation Guidelines for Evaluation and Management Services to get a good idea of the requirements. Memorizing the requirements is almost impossible, but reviewing the information will provide the physician with a good overview. The Emergency Department Physician's Record has the requirements printed in bold while other exam elements appear in plain type. This allows easy identification and completion of the requirements of the exam. It also allows documentation of important exam findings that may not appear as a requirement, but would be needed for good and proper documentation of the exam findings and medical care. Remember, HCFA documentation requirements have very little to do and is of little benefit for malpractice avoidance and malpractice defense documentation.

The legal size 4-page Documentation Guidelines Reference Chart is specifically designed for use with Ricks Medical Forms. The reference codes on Ricks Medical Forms can be compared to the requirements listed by the code on the Reference Sheet. You can use the Documentation Guidelines Reference Chart to determine billing levels or to make sure that you can bill at a specific level. The Documentation Guidelines Reference Chart can also be used as a reference to determine the level of billing code or to bring the chart's documentation up to guidelines.

If you have any questions, please call us (Ed Mohan or Alfred Ricks Jr.) at (409) 849-7795

GENERAL INFORMATION

Unauthorized persons or companies may not use these forms. By downloading or viewing these forms, you agree that you have read the disclaimer and copyright notice regarding Ricks Medical Forms on our Web site.

Each form listed can be viewed or downloaded to your computer for later viewing by clicking on the title. Some computers may require you to hold down your shift key while clicking on the title to download it to your computer.

All forms are in Adobe Acrobat PDF format and are password protected. You will need to download the FREE Adobe Acrobat Reader from Adobe's World Wide Web site to view and print the forms. You will also need a password to view the forms.

Please e-mail us (aricks@healthcallin.com) if you have any problem downloading a specific form or if you have questions.

Note: if you have adobe acrobat reader set up with netscape as a helper application, you can view and print the form, without downloading it by just clicking on it. Otherwise, download the form by holding down the shift key while clicking on the desired form. You will need the password to view and print any form. A password is not required to download the form to your computer.

Additional information: some have reported problems downloading with internet explorer. If you have problems, try downloading by "right clicking" on the link and selecting "save target as". This should download the file to your computer. Also remember netscape users will probably need to hold down the shift key while clicking on the link to download the file to your computer.

PHYSICIAN'S OFFICE FORMS

REMEMBER: Each policy and/or procedure listed below can be downloaded to your computer by clicking on the title. Some computers may require you to hold down your shift key while clicking on the title. A password is required for use of all forms.

Documentation Reference Chart (DEM -1/98)

4 (8 1/2 X 14) page Documentation Guidelines Reference Chart Notes.

PHYSICIAN'S OFFICE - CHIEF COMPLAINT FORMS

Abdominal Pain Form (PAB-1/98)

Physician Supplemental Record on Abdominal Pain.

Back Pain Form (PBA-1/98)

Physician Supplemental Record on Back Pain.

Chest Pain Form (PCH-1/98)

Physician Supplemental Record on Chest Pain.

Extremity Injury Form (PEX-1/98)

Physician Supplemental Record on Extremity Injury or Extremity Pain.

GI Bleeding Form (PGIB-1/98)

Physician Supplemental Record on Gastrointestinal Bleeding.

Head Injury Form (PHI-1/98)

Physician Supplemental Record on Head Injury, Head Pain, or Headache.

Laceration / Wound Form (PLAC-1/98)

Physician Supplemental Record on Lacerations or Wounds.

MVA and Trauma Form (PMVA-1/98)

Physician Supplemental Record on Motor Vehicle Accidents or Trauma.

Pediatric Fever Form (PPED-1/98)

Physician Supplemental Record on Pediatric Fever.

Presentation Form (PPR-1/98)

4-page Physician Chief Complaint form covering Abdominal Pain, Back Pain, Chest pain, Extremity Injury or Pain, GI Bleeding, Head Injury or Head Pain or Headache, Laceration or Wound, Motor Vehicle Accident or Trauma, Pediatric Fever, and Respiratory Problems.

Respiratory Problems Form (PRP-1/98)

Physician Supplemental Record on Respiratory Problems.

PHYSICIAN'S OFFICE - PHYSICAL EXAM FORMS

Cardiovascular Examination Form (CV-1/98)

Cardiovascular Physical exam pages 2, 3, and 4 for use in Physician's Record.

ENT Examination Form (ET-1/98)

Ears, Nose, and Throat Physical exam pages 2, 3, and 4 for use in Physician's Record.

Eye Examination Form (EY-1/98)

Eye Physical exam pages 2, 3, and 4 for use in Physician's Record.

Genitourinary Examination Form (GU-1/98)

Genitourinary Physical exam pages 2, 3, and 4 for use in Physician's Record.

Hematologic Examination Form (HE-1/98)

Hematologic / Lymphatic / Immunologic Physical exam pages 2, 3, and 4 for use in Physician's Record.

Multi System Examination Form (MS-1/98)

Multi-System Physical exam pages 2, 3, and 4 for use in Physician's Record.

Musculoskeletal Examination Form (MU-1/98)

Musculoskeletal Physical exam pages 2, 3, and 4 for use in Physician's Record.

Neurologic Examination Form (NE-1/98)

Neurological Physical exam pages 2, 3, and 4 for use in Physician's Record.

Psychiatric Examination Form (PS-1/98)

Psychiatric Physical exam pages 2, 3, and 4 for use in Physician's Record.

Respiratory Examination Form (RE-1/98)

Respiratory Physical exam pages 2, 3, and 4 for use in Physician's Record.

Skin Examination Form (SK-1/98)

Skin Physical exam pages 2, 3, and 4 for use in Physician's Record.

PHYSICIAN'S OFFICE - PHYSICIAN AND NURSE FORMS

Physician Complete Examination Form (PH-1/98 and PY-1/98)

PH-1/98: Page 1 for use in Physician's Record; PY-1/98: Complete Nonspecific Physical exam pages 2, 3, and 4.

Physician Past History / Review of Systems Form (RS-1/98)

Physician Record History / Review Of Systems page with illustration page for indicating lesions.

Physician Continuation Form (PHY-1/98)

Physician's page for continuation notes and an illustration page for indicating body lesions and injuries.

Physician Medical Data Summary Form (MDS-1/98)

Physician Medical Data Summary Sheet (Medications, Allergies, Diagnoses, and Surgery).

Physician Visit History Form (VIS-1/98)

Physician Visit / Medical History Sheet.

Nurse Complete Assessment Form (PNUR-1/98)

4-page Nursing Record.

Nurse Continuation Form (PNB-1/98)

Nursing page for continuation notes and an illustration page for indicating body lesions and injuries.

EMERGENCY DEPARTMENT FORMS

REMEMBER: Each policy and/or procedure listed below can be downloaded to your computer by clicking on the title. Some computers may require you to hold down your shift key while clicking on the title. A password is required for use of all forms.

EMERGENCY DEPARTMENT - CHIEF COMPLAINT FORMS

Abdominal Pain Form (AB-1/98)

Emergency Department Physician Supplemental Record on Abdominal Pain.

Back Pain Form (BA-1/98)

Emergency Department Physician Supplemental Record on Back Pain.

Chest Pain Form (CH-1/98)

Emergency Department Physician Supplemental Record on Chest Pain.

Extremity Injury Form (EX-1/98)

Emergency Department Physician Supplemental Record on Extremity Injury or Extremity Pain.

GI Bleeding Form (GIB-1/98)

Emergency Department Physician Supplemental Record on Gastrointestinal Bleeding.

Head Injury Form (HI-1/98)

Emergency Department Physician Supplemental Record on Head Injury, Head Pain, or Headache.

Laceration / Wound Form (LAC-1/98)

Emergency Department Physician Supplemental Record on Lacerations or Wounds.

MVA and Trauma Form (MVA-1/98)

Emergency Department Physician Supplemental Record on Motor Vehicle Accidents or Trauma.

Pediatric Fever Form (PED-1/98)

Emergency Department Physician Supplemental Record on Pediatric Fever.

Presentation Form (PR-1/98)

4-page Emergency Department Chief Complaint form covering Abdominal Pain, Back Pain, Chest pain, Extremity Injury or Pain, GI Bleeding, Head Injury or Head Pain or Headache, Laceration or Wound, Motor Vehicle Accident or Trauma, Pediatric Fever, and Respiratory Problems.

Respiratory Problems Form (RP-1/98)

Emergency Department Physician Supplemental Record on Respiratory Problems.

EMERGENCY DEPARTMENT - PHYSICAL EXAM FORMS

Cardiovascular Examination Form (CV-1/98)

Cardiovascular Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

ENT Examination Form (ET-1/98)

Ears, Nose, and Throat Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Eye Examination Form (EY-1/98)

Eye Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Genitourinary Examination Form (GU-1/98)

Genitourinary Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Hematologic Examination Form (HE-1/98)

Hematologic / Lymphatic / Immunologic Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Multi System Examination Form (MS-1/98)

Multi-System Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Musculoskeletal Examination Form (MU-1/98)

Musculoskeletal Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Neurologic Examination Form (NE-1/98)

Neurological Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Psychiatric Examination Form (PS-1/98)

Psychiatric Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Respiratory Examination Form (RE-1/98)

Respiratory Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Skin Examination Form (SK-1/98)

Skin Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

EMERGENCY DEPARTMENT - PHYSICIAN AND NURSE FORMS

Physician Complete Examination Form (ED-1/98 and PY-1/98)

ED-1/98: Page 1 for use in Emergency Department Physician's Record; PY-1/98: Complete Nonspecific Physical exam pages 2, 3, and 4 for use in Emergency Department Physician's Record.

Physician Past History / Review of Systems Form (ROS-1/98)

Emergency Department Physician Record History / Review Of Systems page with illustration page for indicating lesions.

Physician Continuation Form (PHY-1/98)

Physician's page for continuation notes and an illustration page for indicating body lesions and injuries.

Nurse Complete Assessment Form (NUR-1/98)

4-page Emergency Department Nursing Record.

Nurse Continuation Form (NB-1/98)

Emergency Department Nursing page for continuation notes and an illustration page for indicating body lesions and injuries.

FORM FILE NAMES: PHYSICIAN OFFICE

Phy Abdominal Pain.pdf (PAB-1/98)
Phy Back Pain.pdf (PBA-1/98)
Cardiovascular.pdf (CV-1/98)
Phy Chest pain.pdf (PCH-1/98)
Continue.pdf (PHY-1/98)
ENT.pdf (ET-1/98)
Phy Extremity Injury.pdf (PEX-1/98)
Eye.pdf (EY-1/98)
Genitourinary.pdf (GU-1/98)
Phy GI Bleeding.pdf (PGIB-1/98)
Phy Head Injury.pdf (PHI-1/98)
Hematologic.pdf (HE-1/98)
Phy LacerationWound.pdf (PLAC-1/98)
Multi-System.pdf (MS-1/98)
Musculoskeletal.pdf (MU-1/98)
Phy MVA and Trauma.pdf (PMVA-1/98)
Neurologic.pdf (NE-1/98)
Phy NurA.pdf (PNUR-1/98)
Phy NurB.pdf (PNB-1/98)
Phy Pediatric Fever.pdf (PPED-1/98)
Phy PhyA.pdf (PH-1/98 + PY-1/98)
Phy PhyB1.pdf (RS-1/98)
Phy Presentation.pdf (PPR-1/98)
Psychiatric.pdf (PS-1/98)
Phy Respiratory Problems.pdf (PRP-1/98)
Respiratory.pdf (RE-1/98)
Skin.pdf (SK-1/98)
Phy medical data summary.pdf (MDS-1/98)
Phy visit history.pdf (VIS-1/98)

FORM FILE NAMES: EMERGENCY DEPARTMENT

Abdominal Pain.pdf (AB-1/98)
Back Pain.pdf (BA-1/98)
Cardiovascular.pdf (CV-1/98)
Chest pain.pdf (CH-1/98)
Continue.pdf (PHY-1/98)
ENT.pdf (ET-1/98)
Extremity Injury.pdf (EX-1/98)
Eye.pdf (EY-1/98)
Genitourinary.pdf (GU-1/98)
GI Bleeding.pdf (GIB-1/98)
Head Injury.pdf (HI-1/98)
Hematologic.pdf (HE-1/98)
LacerationWound.pdf (LAC-1/98)
Multi-System.pdf (MS-1/98)
Musculoskeletal.pdf (MU-1/98)
MVA and Trauma.pdf (MVA-1/98)
Neurologic.pdf (NE-1/98)
NurA.pdf (NUR-1/98)
NurB.pdf (NB-1/98)
Pediatric Fever.pdf (PED-1/98)
PhyA.pdf (ED-1/98 + PY-1/98)
PhyB1.pdf (ROS-1/98)
Presentation.pdf (PR-1/98)
Psychiatric.pdf (PS-1/98)
Respiratory Problems.pdf (RP-1/98)
Respiratory.pdf (RE-1/98)
Skin.pdf (SK-1/98)