

WEBPT - IMPORTANT NOTES

ADDENDUMS - when you do an addendum, you cannot save it to come back later. You have to finish and finalize all of your changes in that one setting.

***IF ANY OF THE FOLLOWING INFORMATION IS CHANGED ON A NOTE, we have to submit a corrected claim. PLEASE EMAIL emily@pichealth.com IF YOU DO AN ADDENDUM AND EDIT ANY OF THE FOLLOWING:**

Let her know the patient last name and what you changed.

Below the addendum reason , it will ask you if You want to **re-bill this note**. Select **YES** if you Changed any of the things listed in this box.

- Date of Service
- CPT Codes
- Modifiers
- Units
- Billing Provider
- Referring Physician
- Diagnosis

ALERTS – The alerts area is supposed to help us keep track of PAs expiring, reports needing due, etc. After you read the alerts, you can close out of them via the X, to see more space on your screen.

Alert	Description	Add Alert
Authorization	This is the last visit authorized by Primary insurance for this patient.	X
Prescription	This is the last prescribed visit for this patient.	

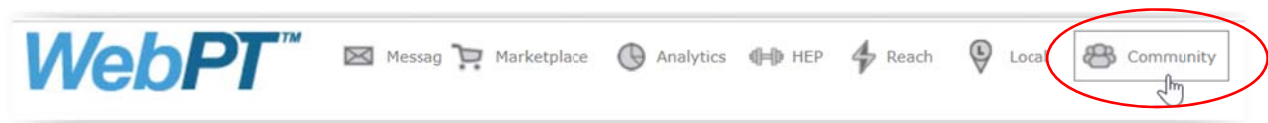
FAXES SENT – FYI - to see faxes you have sent - you can go under "documentation" next to WebPT on top left. Select outbound fax log.

FLWSHEETS - this is a test feature that you can use, if you would like. I have not learned this in detail yet, to be able to answer any questions. But, I have been told that they are pretty self-explanatory. Below is the help article about them:

<https://help.emr.webpt.com/article/1779-integrated-flwsheets-in-soap-2-0>.

If you have documented without flowsheets, the charge summary section will look a bit different when they start to use flowsheets, because now the flowsheet information will automatically populate in the Charge Summary section with the CPT code and associated minutes. They will need to verify the appropriate number of units based of the minutes billed for each activity. The flowsheets will also carry forward onto the next note and be saved under the Flwsheet section of the finalized note.

HELP – to access basic help articles and instructions (not PIC’s specific instructions, but generic instructions), click on the Community button in the WebPT home page.



All PIC instructions are on our website at pichealth.com/therapist

IE profiles – this feature does not work anymore

NOTES - WHEN FINALIZING:- When you go to finalize a note - if you are missing anything – it will show up in red. Once you click on the red section, it jumps to the next error or directly to the bottom. PLEASE make sure if something shows up in red, that you note what section it was, and scroll back up to that section to make sure that the errored section is corrected (you may not need to make corrections, but PLEASE make sure that the data entered in the section is correct.)

PA DATES – for a few reasons, we are putting these in 2 places. When you scroll down in the grey area on the left, you will see Authorized Visits and Prescription Status.

****As the visit counts from Revflow did not transfer over, these visit numbers used will not be correct, until you start on your first “full” PA in WebPT.**

Case (1)
ST

Visits
Authorized visits 0 out of 1
Authorization ends 09/08/2021

Prescription Status
Used: 0/1
End: 09/08/2021

PAs - TO VIEW ACTUAL PAs:

Click eDocs at the top of the Patient’s Profile.

Patient Profile Patient Info Records HEP **eDocs** Appointments Payments

Notes

Scroll ALL the way down to the bottom of the page. PAs are entitled “Scripts.” Here, **click the Play button under View Document to VIEW the PA.** PLEASE DO NOT CHOOSE TO REMOVE OR EDIT THIS DOCUMENT!!

External Patient Documents							
Documents Assigned to Case: ST							
Document Type	Name	Date of Receipt	Date Filed	Expiration Date	Note Type	Signee	Options
Script	C Chen ST ongoing 6-30-21 exp 10-4-21.pdf	07-01-2021	07-01-2021 8:17:34 PM EDT				View Document: 

POC DATES ON RECERTS – PLEASE PAY ATTENTION – when WebPT auto calculates the next 90 day POC period, it actually calculates 91 days instead of 90. So, when you go to do your next recert, the end date that WebPT auto-calculated for you will not be the exact end date of the PA – it will be one day off. So, if you don't pay attention to your ACTUAL PA END DATE, and if you just let the WebPT system auto-calculate your dates, you will likely ask for your PA to start 2 days later than you really want to. **SO... PLEASE LOOK AT THE CURRENT PA END DATE TO DETERMINE YOUR NEXT/REQUESTED POC START DATE .**

PROFILES - OTHER PROFILES - There are a LOT of Profiles that you can add to help you evaluate your patient in more detail. For example, there are a LOT of ADL, Manual Muscle Tests, and Special Tests available.

CAUTION – once you add a Profile (with the exception of our PIC ST, OT, & PT, & Telehealth profiles) you **CANNOT DELETE it.** Thus, I would highly recommend testing Profiles in your Test Client, so that you can see what they are, and if you would like to use them for future patients.

PROGRESS REPORTS (DIFFERENT FROM RECERTS) – **for Medicare** – a Progress report is required every 10 visits – for Medicare clients only. WebPT should provide an alert at the top if a Progress Report is due, after the first one is completed. Until then, WebPT is not going to be able to tell if one is due because it can't see the visits or Progress Reports that you have done in Revflow. PLEASE make sure , if you have a Medicare client, that you count the visits from Revflow and then to WebPT to determine when your next Progress Report is due.

If you see the alert and your patient does not have Medicare – let me know. It may just be a glitch in the transfer. We have tried to fix all of these, but we may have missed some.

PROGRESS NOTE ALERTS - Right now WebPT is not able to customize the Progress Plan Alert time frame. So, at this time, we are NOT able to change the 30 day alert for non-medicare clients to 90 days (to align with when a recert is due). Please let me know if you are getting a Progress Note due alert and you don't think that a Progress Note is due. We have been very diligent on determining when to Remove the Alert and when to complete the Progress Note. If you are in doubt – just do the Progress Note as the note type . It is not going to hurt anything, just make sure to include everything that you normally would in your daily note, including progress toward goals. ****IF a recert is due – make sure to change your note type from Progress Report to Recert and include all information needed for a recert.**

SMART TEXT – this feature does not work anymore. Unfortunately, there is no Phrase Library feature in WebPT. (you can add a whole profile, but I'm not really sure that that will meet the needs that some of you are wanting. Get with me if you want to try to work out a Profile that you can add that will import phrases that you may want for everyone, or for a specific type of client.

TAKE A DEEP BREATH – and take some for me too!! We will get through this!! 😊