This demonstration reviews how to order, result, & bill office tests, especially those often done by the nurses via standing orders. It also illustrates how to order, complete, & bill for office meds, such as therapeutic injections. Details of the workflow will likely vary somewhat depending on practice policy & clinic layout, but this should give you a good idea of NextGen functionality.

This has been prepared for EHR 5.8 & KBM 8.3, though a few screen shots from earlier versions may be used when they don't affect the clarity of the presentation. Subsequent updates may display cosmetic & functional changes.

Use the keyboard or mouse to pause, review, & resume as necessary.
Many clinics have rules or **Standing Orders** for office tests to be done by the nursing staff in certain circumstances.

In this first example, the patient is having dysuria, & the clinic has standing orders for the nurse to go ahead & perform a dipstick urinalysis. Scroll down on the **Intake Tab** until you reach the **Orders** section, then click on **Standing Orders**.
A popup appears, with a list of tests, associated with common diagnoses, to facilitate ordering & billing.

Use the scrollbar to move up & down through the list.
Several Order Sets may eventually be established. For this example, we only want to see Office Tests. Click in the Display order set box, & choose Office Tests in the ensuing popup.
We've used the scrollbar to move down to **Urinalysis, dipstick**. Note there are several diagnoses listed that would be common reasons for doing a U/A. Since our patient has **dysuria**, click on that line.
If the nurse doesn’t see a satisfactory diagnosis associated with the urinalysis, she could click Add or Update Assessment to select one of the patient’s chronic problems, or search for another diagnosis.

After performing the dipstick, click Detail to enter the results.
Enter the results, then click OK.
Results display in the Detail box. Many tests have specialized popups to enter results, such as the urine dipstick example above. For some tests, you will just click in the Detail box and type the result.
We have an order, a diagnosis, and a result, so we can go ahead & charge for this test. Click Submit to Superbill, then Place Order.
When the provider sees the patient, there are a couple ways to view Office Test results. On the Home Page tab, select Office Labs, & you’ll see a list of office lab results going back in time. (Unfortunately, for something as long as a U/A report, you have to scroll to view the entire result.)
One alternative to see the full report would be to go to the **Intake Tab** & look at it where the nurse entered it, but we’ll have another opportunity on the **SOAP Tab**, so let’s go there.
Navigate down & click on Office Diagnostics under the Physical Exam section.
Here you can view results, though you may have to scroll a bit to see them all.
In a second example, say the provider has seen the patient, & decided a strep test is needed. On the **SOAP Tab**, scroll down & click **Office Diagnostics**.
Similar to above, scroll down and click the Strep test, rapid, Acute pharyngitis line.

We don’t know the result yet, so we can’t submit to superbill. Just click **Place Order**; click **Close** when done.

If desired, we could click **Quick Task** to send a task to the nurse, though it may be simpler just to tell her about the strep test.
After performing the strep test, the nurse opens the **Order Management** popup.
Select the Strep test order, then click Edit.
Click the **Completed** box.

Click in the **Report details** box & enter the negative result.

Now click **Submit to Superbill**.
Text appears confirming the charge has been submitted to the superbill.

When done, click **Save**, then **Close**.
In a third example, the patient presents with chest pain, & the nurse performs an EKG.
The provider could enter results similar to the way illustrated above, then submit to superbill. And often this is the simplest way to do it.
But some tests, like EKGs, have dedicated templates to enter results.

At the bottom of the SOAP Tab, click Procedures, then EKG in the ensuing popup. (Other tests, such as spirometry, can be accessed through All procedures.)
Enter your interpretation.
Click in the **Assessment** box, then search for **Chest pain**. Select your preferred option.
In the ensuing popup you’ll have to pick a status, whether you want to or not; here we’ll choose **Acute**.

Finally, click **Submit to Superbill**, then **Save & Close**.
In this last example, we illustrate how Standing Orders can also be used for documentation & billing of therapeutic meds given in the office. Let’s say our patient has been diagnosed with strep throat, & the provider has asked the nurse to give 1.2 million units Bicillin LA injection.

Click Standing Orders. (Notice there is a link to it at the top of most templates.)
Click in the Display order set box, and choose Office Meds in the ensuing popup.
Scroll down the list and select Pen G Benz (Bicillin LA) per 100K units, then click Place Order.
The order appears on the **Today’s Orders** grid. Double-click on it.
Since we're giving 1.2 million units, we need to charge for 12 increments of 100,000. Click the Performed checkbox, then click in the Qty box & enter 12.
Click in the Admin/other 1 box, and select THER/PROPH/DIAG INJ, SC/IM 96372.
Finally, click Submit to Superbill.

When done, click Save, then Close.
This concludes the NextGen Office Tests & Meds demonstration.

All those who believe in psychokinesis, raise my hand.

R. Lamar Duffy, M.D.
Associate Professor
University of South Alabama
College of Medicine
Department of Family Medicine