Perioperative - Documenting a CMBS Note

Digital Health
CONNECTING BEST CARE

Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Document a CMBS Note PowerNote. This note can be used to record a CMBS code for a procedure that is not documented via an Operation Report (e.g., endoscopies completed in Provation).
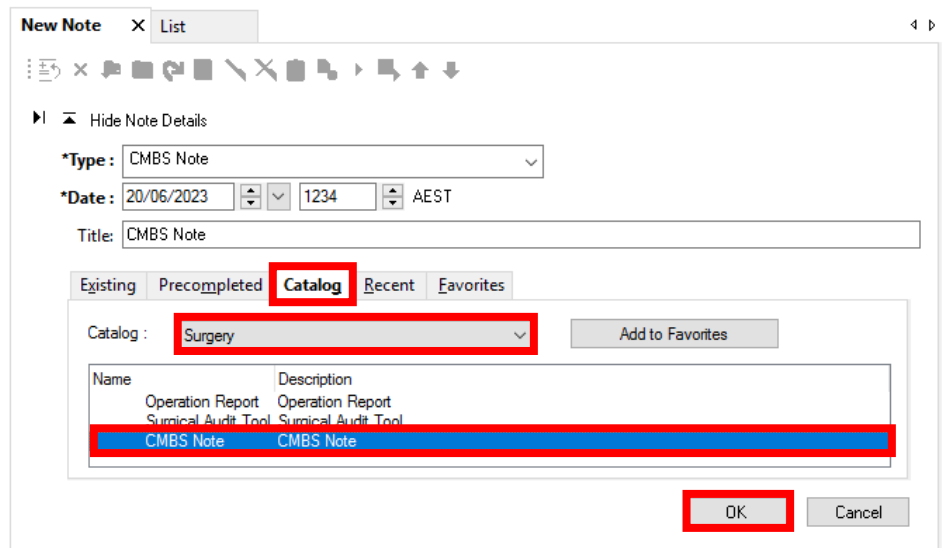
CMBS codes are required for all procedures for billing purposes.

Documenting a CMBS Note

1. To open a CMBS Note, click on *Documentation*, the drop-down arrow next to *+Add* and then *PowerNote*.
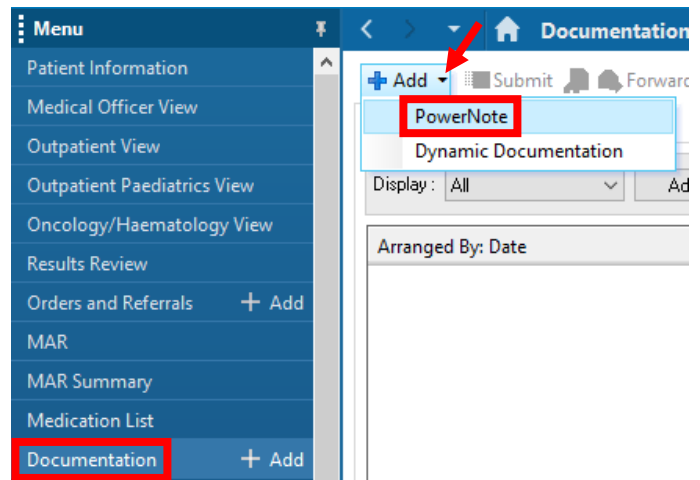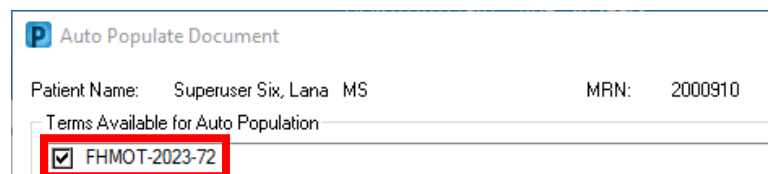
2. The *New Note* tab will open. Select the *Catalog* tab and then the catalogue appropriate to your role in the drop-down (if not defaulted).

3. Click on *CMBS Note* then *OK*.

4. The *Auto Populate Document* window will open. Select the case number for the procedure, if applicable, and click *OK*.

5. The CMBS Note will open with the case number automatically populated, if selected.

6. To add a CMBS Code, first enter the quantity/multiple of your first CMBS code by clicking on *Quantity===*, selecting the appropriate number, then clicking *OK*.

7. To select a CMBS code, click on *Add CMBS Code* to open the *Encounter Procedure* window.

8. Click ✚ Add and <u>search</u> for a CMBS code or use the <u>folder</u> of saved favourites.

If searching, ensure the search terminology is set to *Medicare Benefits Schedule (AU)* and search criteria to *Contains* to provide the most comprehensive list of results. You can search via name or code. Select the CMBS code from the search results and click *OK*.

9. The CMBS code will populate the procedure fields. Click *OK* to add it to the patient's record.

10. Highlight the CMBS code and select *Include* to add the CMBS code to the CMBS Note.
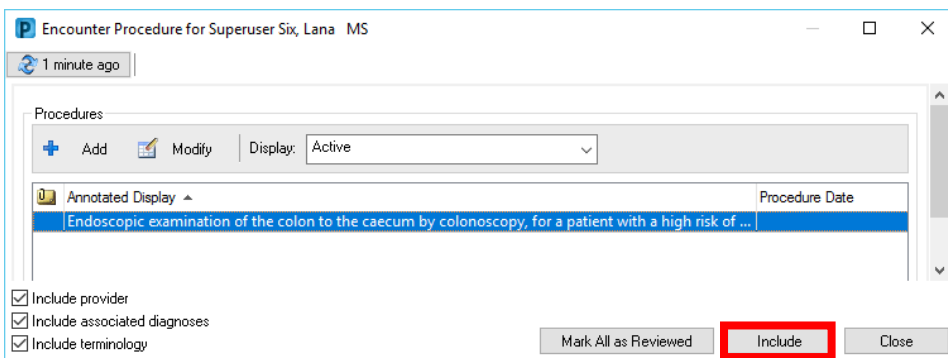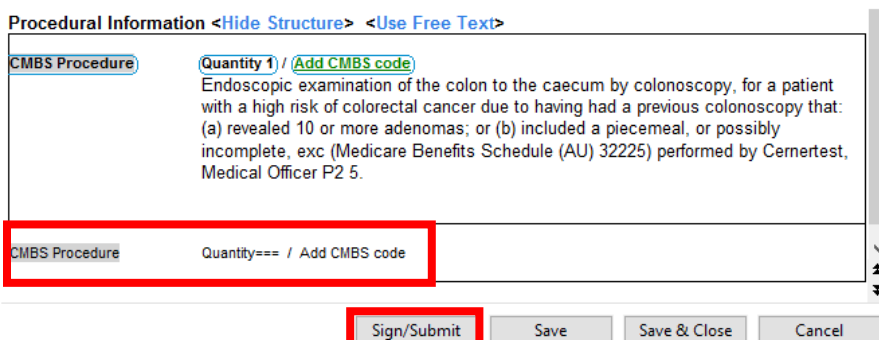

💡 **Handy Hint**

To save favourite CMBS codes, click on *Add to Favorites* after selecting the code in your search results. The code will then be available in the *Favorites* section for quick addition to the patient's record and your note.

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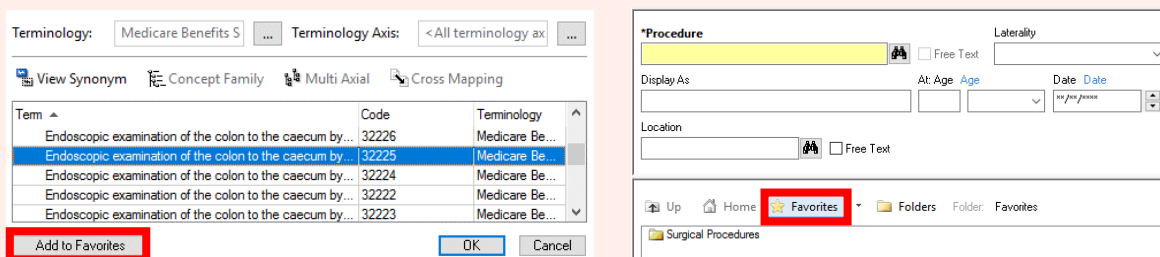
11. Another *CMBS Procedure* field will have appeared below the original. Use this to document any additional CMBS codes if required.

12. To submit the CMBS Note, Click *Sign/Submit*.

13. The *Sign/Submit Note* window will open. Edit the note title to include the procedure name and click *Sign.*