

Documentation Checklist: Surgical Procedures and Endoscopies

The following is a comprehensive list of documentation requirements to support surgical procedures and endoscopies.

<p>Progress Note (to support medical necessity)</p>	<p>Primary Surgery</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical necessity is required by supporting documentation in the progress note prior to or on the same day the procedure is performed. <p>Endoscopies within the Global Period</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review primary surgery operative note to see if the endoscopy was anticipated as a staged procedure. If so, bill with modifier -58. <input type="checkbox"/> If documentation does not support a staged procedure, it will be denied as a bundled procedure. Audit documentation to see if it can be filed with modifier -79.
<p>Prior Authorization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form Completed for Specific Insurance Policy <input type="checkbox"/> Prior Authorization Number Present (<i>report in field 23 of the 1500 form</i>) 	
<p>Diagnosis</p>	<ul style="list-style-type: none"> <input type="checkbox"/> There must be a pre and post diagnosis on the operative note. <input type="checkbox"/> These conditions should be supported by documentation in the progress note where the patient was evaluated and decision for surgery was made. <input type="checkbox"/> ICD-10-CM coding must support the post-operative diagnoses
<p>Operative Note</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Each procedure should be uniquely described for each code being billed. <input type="checkbox"/> When anesthesia is administered, the CRNA must be named, position of patient, etc. (see anesthesia checklist) <input type="checkbox"/> When an Assistant Surgeon is used, the role and participation of the AS must be documented in the operative note. <input type="checkbox"/> The operative note must be authenticated.
<p>Sequencing Procedures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sequence procedures filed on the procedure or surgery claim by Relative Value Units (RVU) weight in descending order (Listing the CPT code with the highest value first). <input type="checkbox"/> If this is the primary surgery, review to see if documentation is made that this is a staged procedure and use modifier -58.