

E/M DOCUMENTATION WORKSHEET

A guide to using the E/M documentation worksheet is available at <http://medicare.fcso.com/wrapped/149275.pdf>

Color Key: Items/descriptions in black represent '95 guidelines and items that did not change in '97. Items/descriptions in blue represent changes made in the '97 guidelines. Black and white duplication may alter the intent of this tool.

THIS TOOL IS INTENDED TO BE USED ONLY AS A COMPANION TO THE PUBLISHED '95 AND '97 E/M DOCUMENTATION GUIDELINES at www.cms.gov. EITHER THE '95 OR '97 GUIDELINES MAY BE USED, BUT THE TWO SETS OF GUIDELINES CANNOT BE COMMINGLED

Patient Name: _____ DOB: _____ DOS: _____

Chief Complaint: _____

HISTORY

HPI

Brief=1-3 **Extended=('95) 4 or more elements or associated comorbidities**

Extended=('97) 4 or more elements or status of at least 3 chronic/inactive conditions

Location (Problem location)	Quality (Type of pain)	Severity (Level of pain)	Duration (How long)	Timing (When it occurs)	Context (Proximate factors)	Modifying Factors (Mitigating factors)	Associated Signs/Symptoms (Associated complaints)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROS

Problem Pertinent=1

Extended= 2-9

Complete= 10 or more

Constitutional <input type="checkbox"/>	Eyes <input type="checkbox"/>	ENT/Mouth <input type="checkbox"/>	Cardio <input type="checkbox"/>	Resp <input type="checkbox"/>	GI <input type="checkbox"/>	GU <input type="checkbox"/>	Endo <input type="checkbox"/>	Musculoskeletal <input type="checkbox"/>
Integumentary (skin/breast) <input type="checkbox"/>	Neuro <input type="checkbox"/>	Psych <input type="checkbox"/>	Hem/Lymph <input type="checkbox"/>	Allerg/Immun <input type="checkbox"/>				

PFSH

Pertinent=1

Complete= 2 or more

Initial visits require at least one item from all three PFSH areas

Past Medical <input type="checkbox"/>	Family History <input type="checkbox"/>	Social History <input type="checkbox"/>
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HPI	ROS	PFSH	History Level
Brief	N/A	N/A	Problem Focused
Brief	Problem Pertinent	N/A	Exp Prob Focused
Extended	Extended	Pertinent	Detailed
Extended	Complete	Complete	Comprehensive

To qualify for a given level of history, all three elements in the table must be met.

History level based on '95 Guidelines _____ History level based on '97 Guidelines _____

EXAMINATION

BODY AREAS ('95 & '97)

- 95 '97
- Head (including face)
- Neck
97: 1. Neck (masses, etc.) 2. Thyroid
- Chest, including breasts or axillae
97: 1. Inspect breasts
2. Palpation breasts/axillae
- Abdomen
- Genitalia, groin, buttocks
- Back (including spine)
- Each extremity

ORGAN SYSTEMS ('95 & '97)

- 95 '97
- Constitutional (95)
- Eyes
1. Conjunctivae and lids 2. Pupils & irises 3. Optic discs
- ENT, Mouth
1. Ext ears & nose 2. EACs & TMs 3. Hearing 4. Oropharynx 5. Septum 6. Lips, teeth, gums
- Cardiovascular
1. Palpation of heart 2. Auscultation 3. Carotids 4. Abd aorta 5. Femoral arteries
6. Pedal pulses 7. Extremities for edema and/or varicosities
- Respiratory
1. Respiratory effort 2. Percussion 3. Palpation 4. Auscultation
- GI (Abd.)
1. Masses, tenderness 2. Liver & spleen 3. Hernia 4. Anus, perineum, & rectum 5. Occult test
- GU (male) ('97)
1. Scrotal contents 2. Penis 3. Prostate gland
- GU (female) ('97)
1. External genitalia 2. Urethra 3. Bladder 4. Cervix 5. Uterus 6. Adnexa/parametria
- Musculoskeletal
1. Gait & station 2. Digit and nail 3. Joint(s), bone(s), muscles of at least one of these areas:
a) head, neck; b) spine, ribs, pelvis; c) any one of 4 extremities, & exam to include:
(1) inspection/palpation (2) ROM (3) stability (4) muscle strength & tone
- Skin
1. Inspection of skin & subcutaneous tissue 2. Palpation of skin and subcutaneous tissue
- Neurologic
1. Cranial nerves 2. Deep tendon reflexes 3. Sensation
- Psychiatric
1. Judgment & insight 2. Brief mental status: (a) orient to time, place, person (b) memory (c) mood
- Hematologic/Lymphatic/Immunologic
1. Palpate lymph nodes in 2 or more areas: a) neck b) axillae c) groin d) other

*Please refer to '97 Single Organ System Examination guidelines for specific bullet and numeric requirements for each category of single organ system exam.

		Problem Focused	Exp Prob Focused	Detailed	Comprehensive
'97 Guidelines:	General Multi-System Exam	Perform and document 1-5 bulleted elements in one or more systems or body areas	Perform and document at least 6 bulleted elements in one or more systems or body areas	Perform and document at least 2 bulleted elements from at least 6 systems or body areas, or at least 12 bulleted elements from 2 or more systems or body areas	Perform all bulleted elements from at least 9 systems/body areas (unless specific directions limit content) and document at least 2 bulleted elements from each selected area
	Single Organ System Exam	Perform and document 1-5 bulleted elements, whether in shaded or unshaded box	Perform and document at least 6 bulleted elements, whether in a shaded or unshaded box	Perform and document at least 12 bulleted elements (except for eye & psych exam, which should be at least 9 bulleted elements) whether in shaded or unshaded box	Perform all bulleted elements, whether in shaded or unshaded box; document every element in each shaded box and at least 1 element in each unshaded box.
'95 Guidelines:	Body Area(s) or Organ System(s)	A limited examination of the affected body area or organ system	A limited examination of the affected body area/organ system AND other symptomatic or related organ system(s)	An extended examination of the affected body area(s) AND other symptomatic or related organ systems	A general multi-system examination (including 8 or more organ systems) OR a complete examination of a single organ system*

Exam level based on '95 Guidelines _____ * '95 Comprehensive Exam: Must be 8 or more organs systems; cannot combine systems with body areas.

Exam level based on '97 Guidelines _____ All lower-level exams can combine organ systems and body areas.

MEDICAL DECISION MAKING ('95 and '97 Guidelines)

Number of Diagnoses or Management Options					Amount and/or Complexity of Data to Be Reviewed	
Number and category of problems/treatment options mentioned in the record (2 categories have a maximum allowable value).					Identify data reviewed and circle number in points column	
*Multiply A x B = C						
Problem	Number A	x	Pts B	Result C	Reviewed Data	Points*
Self-limited or minor -- stable, improving, or progressing as expected	<input type="text"/>	<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/> Review/order of clinical lab tests	1
	max=2				<input type="checkbox"/> Review/order of tests in radiology section of CPT	1
Established problem to examiner -- stable, improving	<input type="text"/>	<input checked="" type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/> Review/order of tests in medicine section of CPT	1
Established problem to examiner -- worsening	<input type="text"/>	<input checked="" type="checkbox"/>	2	<input type="text"/>	<input type="checkbox"/> Discuss test with performing/interpreting physician	1
New problem to examiner -- no further workup planned	<input type="text"/>	<input checked="" type="checkbox"/>	3	<input type="text"/>	<input type="checkbox"/> Decision to obtain old records or obtain history from someone other than patient	1
	max=1				<input type="checkbox"/> Review & summary of old records and/or obtaining history from someone other than patient and/or discussion of case with another health care provider & documentation of relevant findings	2
New problem to examiner -- additional workup planned	<input type="text"/>	<input checked="" type="checkbox"/>	4	<input type="text"/>	<input type="checkbox"/> Independent visualization of image, tracing or specimen itself (not simply review of report)	2
Total				<input type="text"/>	Total <input type="text"/>	
Minimal= ≤1 Limited = 2 Multiple = 3 Extensive = 4					None=0 Minimal=1 Limited = 2 Moderate = 3 Extensive = 4 or more	

*Numerical values are not part of the '95 or '97 guidelines -- they have been added here as a means of quantifying elements of medical decision making.

Table of Risk of Significant Complications, Morbidity, and/or Mortality (highest level of risk in any category determines overall risk)

Use the risk table as a guide, understanding that it is only a guide. Circle most appropriate risk factor in each category.

Level of Risk	Presenting Problem	Diagnostic Procedure(s) Ordered	Management Options Selected
Minimal	<ul style="list-style-type: none"> ■ One self-limited or minor problem (e.g., cold, insect bite) 	<ul style="list-style-type: none"> ■ Lab tests requiring venipuncture ■ Chest X-rays ■ EKG/EEG ■ Urinalysis ■ Ultrasound ■ KOH prep 	<ul style="list-style-type: none"> ■ Rest ■ Gargles ■ Elastic Bandages ■ Superficial dressings
Low	<ul style="list-style-type: none"> ■ Two or more self-limited or minor problems ■ One stable, chronic illness (e.g., well-controlled hypertension or non-insulin dependent diabetes, cataract, BPH) ■ One acute uncomplicated illness or injury (e.g., cystitis, allergic rhinitis, simple sprain) 	<ul style="list-style-type: none"> ■ Physiologic tests not under stress (e.g., pulmonary function tests) ■ Non-cardiovascular imaging studies with contrast (e.g., barium enema) ■ Superficial needle biopsies ■ Clinical lab tests requiring arterial puncture ■ Skin biopsies 	<ul style="list-style-type: none"> ■ Over-the-counter drugs ■ Minor surgery with no identified risk factors ■ Physical therapy ■ Occupational therapy ■ IV fluids without additives
Moderate	<ul style="list-style-type: none"> ■ One or more chronic illnesses with mild exacerbation, progression, or treatment side effects ■ Two or more stable chronic illnesses ■ Undiagnosed new problem with uncertain prognosis (e.g., lump in breast) ■ Acute illness with systemic symptoms (e.g., pyelonephritis, pneumonitis, colitis) ■ Acute complicated injury (e.g., head injury with brief loss of consciousness) 	<ul style="list-style-type: none"> ■ Physiologic tests under stress (e.g., cardiac stress test, fetal contractions stress test) ■ Diagnostic endoscopies with no identified risk factors ■ Deep needle or incisional biopsy ■ Cardiovascular imaging studies with contrast and no identified risk factors (e.g., arteriogram, cardiac catheterization) ■ Obtain fluid from body cavity (e.g., lumbar puncture, thoracentesis, culdocentesis) 	<ul style="list-style-type: none"> ■ Minor surgery with identified risk factors ■ Elective major surgery (open, percutaneous, or endoscopic) with no identified risk factors ■ Prescription drug management ■ Therapeutic nuclear medicine ■ IV fluids with additives ■ Closed treatment of fracture or dislocation without manipulation
High	<ul style="list-style-type: none"> ■ One or more chronic illnesses with severe exacerbation, progression, or treatment side effects ■ Acute or chronic illnesses or injuries that may pose a threat to life or bodily function (e.g., multiple trauma, acute MI, pulmonary embolus, severe respiratory distress, progressive, severe rheumatoid arthritis, psychiatric illness with potential threat to self or others, peritonitis, acute renal failure) ■ Abrupt change in neurologic status (e.g., seizure, TIA, weakness, sensory loss) 	<ul style="list-style-type: none"> ■ Cardiovascular imaging studies with contrast AND with identified risk factors ■ Cardiovascular electrophysiological tests ■ Diagnostic endoscopies with identified risk factors ■ Discography 	<ul style="list-style-type: none"> ■ Elective major surgery (open, percutaneous, or endoscopic with identified risk factors) ■ Emergency major surgery (open, percutaneous, or endoscopic) ■ Parenteral controlled substances ■ Drug therapy requiring intensive monitoring for toxicity ■ Decision not to resuscitate or to de-escalate care because of poor prognosis

(2 of 3 elements must be met or exceeded to qualify for a level of Decision Making)

DX/Mgmt Options	Data	Risk	Type of Med Dec Making
Minimal	Minimal or none	Minimal	Straightforward
Limited	Limited	Low	Low complexity
Multiple	Moderate	Moderate	Moderate complexity
Extensive	Extensive	High	High complexity

Level of Decision Making _____

Determining level of E/M for New Patient Office (3 of 3 components required)			
History	Exam	Med Dec Making	Code
Prob Focused	Prob Focused	Straightforward	99201
Exp Prob Focused	Exp Prob Focused	Straightforward	99202
Detailed	Detailed	Low Complexity	99203
Comprehensive	Comprehensive	Moderate Complexity	99204
Comprehensive	Comprehensive	High Complexity	99205
Determining level of E/M for Established Patient Office (2 of 3 components required)			
History	Exam	Med Dec Making	Code
N/A	N/A	N/A	99211
Prob Focused	Prob Focused	Straightforward	99212
Exp Prob Focused	Exp Prob Focused	Low Complexity	99213
Detailed	Detailed	Moderate Complexity	99214
Comprehensive	Comprehensive	High Complexity	99215
Determining level of E/M for Initial Observation Care; Initial Hospital Care; Observation or Inpatient Including Admission and Discharge (3 of 3 components required)			
History	Exam	Med Dec Making	Code
Detailed/Comprehensive	Detailed/Comprehensive	Straightforward or Low	99218 / 99221 / 99234
Comprehensive	Comprehensive	Moderate Complexity	99219 / 99222 / 99235
Comprehensive	Comprehensive	High Complexity	99220 / 99223 / 99236
Determining level of E/M for Subsequent Hospital Care (2 of 3 components required)			
History	Exam	Med Dec Making	Code
Prob Focus Interval	Prob Focused	Straightforward or Low	99231
Exp Prob Focus Interval	Exp Prob Focused	Moderate Complexity	99232
Detailed Interval	Detailed	High Complexity	99233
Determining level of E/M for New or Established Initial Nursing Facility Care (3 of 3 components required)			
History	Exam	Med Dec Making	Code
Detailed/Comprehensive	Detailed/Comprehensive	Straightforward/Low	99304
Comprehensive	Comprehensive	Moderate Complexity	99305
Comprehensive	Comprehensive	High Complexity	99306
Determining level of E/M for New or Established Emergency Room (3 of 3 components required); Subsequent Nursing Facility Care (2 of 3 components required)			
History	Exam	Med Dec Making	Code
Prob Focused	Prob Focused	Straightforward	99281 / 99307
Exp Prob Focused	Exp Prob Focused	Low Complexity	99282 / 99308
Exp Prob Focused	Exp Prob Focused	Moderate Complexity	99283
Detailed	Detailed	Moderate Complexity	99284 / 99309
Comprehensive	Comprehensive	High Complexity	99285 / 99310

Final level based on '95 Guidelines _____ Final level based on '97 Guidelines _____