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## Compliance Hotline

Type:

<http://157.21.29.163/Compliance/>  
and click on Hotline.

EVMS Medical Group Compliance concerns may also be sent to the EVMS Medical Group Compliance Office via phone, mail or e-mail.

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## Physicians and Other Medical Providers and Jury Duty

In the State of Virginia there is no provision that excuses physicians and/or other medical providers from serving on a jury. While police officers, firefighters, active members of the military, volunteer members of an ambulance crew or rescue squad, and appointed or elected government officials may be excused, physicians must respond appropriately to a summons for jury service unless they have another valid reason for deferral. The court lists such excusable circumstances to include:

- You care for a child or adult in your custody whose health or safety would be jeopardized by your absence.
- You have a scheduled vacation during your jury service for which you can provide a copy of your airplane ticket or travel itinerary.
- You are a full-time student and can show proof of your enrollment.

These guidelines apply to both local and federal district courts. If you are summonsed and have questions contact the court from which the summons was received for further information or to request an exception, bearing in mind that physicians who are “on call” during the jury service period or who have scheduled patients or procedures will not be excused for those reasons. Arrangements must be made for coverage during that time should you be required to report to the court.

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## Contact Us

### EVMS Medical Group Compliance Office

4111 Monarch Way,  
Suite 500  
Norfolk, VA 23508  
Phone 451-6200

### Link to Policies & Forms:

[http://www.evms.edu/patient\\_care/compliance\\_program/](http://www.evms.edu/patient_care/compliance_program/)

James F. Lind, Jr.,  
MBA  
Compliance Officer

Privacy Office  
Privacy Line 451-6298

Leanne Smith, CHC  
Administrator

Laura Brower, CHC, CPC  
Coding & Compliance Manager

Donita Lamarand, RN,  
BSN, CPHRM  
Director of Risk  
Management

Andrea Willis, CPC, CPMA  
Clinical Auditor

## Compliance "Listserv"

Send an email to [browerl@evms.edu](mailto:browerl@evms.edu) to request to be added to the EVMS Medical Group Compliance "Listserv". Once you are subscribed, you will receive newsletters, information and training opportunity announcements directly.

## Vaccination Documentation

There are many reasons why complete and detailed vaccination documentation in the medical record is so important including good patient care and safety, to fulfill reporting requirements such as successful reporting to the VDH Immunization Registry (a MIPS, Advancing Care Information requirement), having correct information about the vaccination in the event of a recall, as well as for the facilitation of correct coding and billing. All fields of the Immunization tab should be accurate and complete to include the type of immunization, name of the drug, manufacturer, lot number, NDC number, as well as the site and method of administration and by whom the drug was administered. If the specific type of drug for an immunization is not clearly listed in the appropriate fields it is difficult to report and to choose the correct CPT or HCPCS code for billing purposes. For example, the generic option of "Influenza" should only be used when the vaccine was given by a facility outside of the practice and the brand is unknown.

**Immunization Details**  
TEST, ANDY 36 YO M DOB: 09Jun1978

Order Entry | Record Administration | Record w/o Ordering

Fluzone Intramuscular Injectable

Administer as directed To Be Done: 17Jun2014 Status: Hold For - Administration

**Administration Details:**

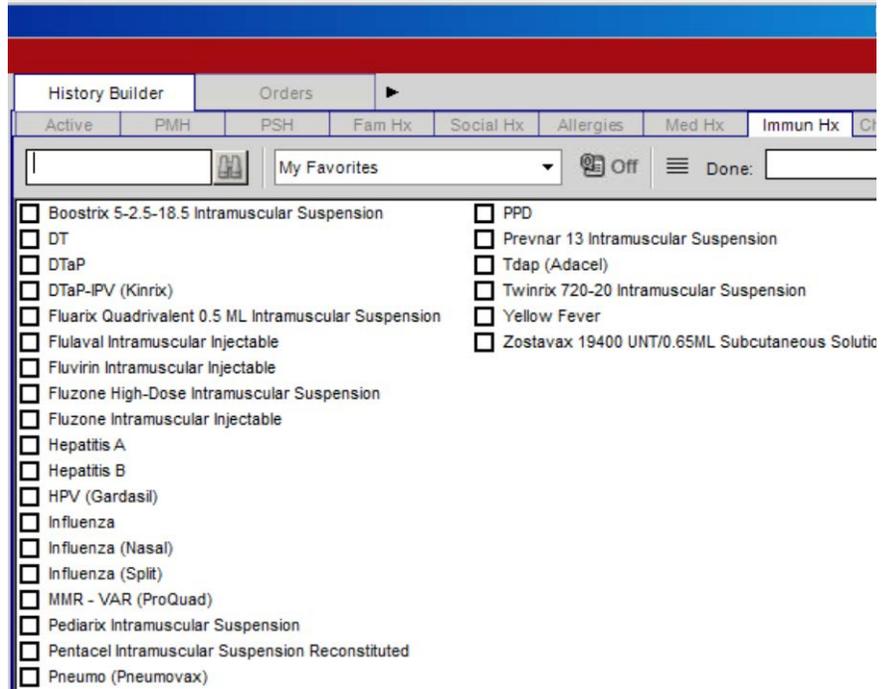
Series: 1 Route: Intramuscular Date/Time: 17Jun2014 12:42PM Now  
Dose: 5 ml Site: Left Upper Arm Admin By: Gray, Allison  
Manufacturer: Novartis Vaccines NDC:   
Lot: Immun246 Exp: 01Jun2015

Consent Obtained with this Administration Previously Obtained:   
 Vaccine Information Statement (VIS)   
Fluzone Intramuscular Injectable   
Vaccine Information Statement provided with this administration?  Yes  No   
Vaccine Information Statement Publication date: 05Aug2013   
Date of last Vaccine Information Statement provided:   
Duration: minutes Person Taught: Mother, Parent   
Method: Written Materials; Evaluation:

**Clinical Questions**

Mother's name: maiden   
Patient part of Multiple Birth (twin, triplet, etc)?   
Birth Order (within multiple birth only)   
Reminder/Recall Notification

**Charging**



For more information please review the following guide from the CDC on immunization documentation:

### CDC Immunization Documentation Standards

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## UPDATED: Designation Form

The EVMS Medical Group “Involvement in Care – Patient Designation” form has been updated and is posted on the web. The new version of the form includes a line at the top for MRN and has removed some language referencing an outdated form. **Please remove all old forms from your clinic areas and replace with this updated version.** The form can be found at the link below:

### EVMS Medical Group Involvement in Care – Patient Designation Form

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## e-PHI Security Tip

Tasks are part of the patient medical record and should be treated as such. Only information that is appropriate and necessary for patient care should be documented in a task. Tasks are now disclosed as the result of some requests for medical records, whether from the patients, attorneys, or other requesting entities, and anything contained in the task function is subject to review as a legal component of the medical record. Please review with all staff and providers as a reminder

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## Lunch Discussion Session April

**Topic:** Best Practices for Protecting Patient Privacy

**Who Should Attend:** Anyone! This is a great session for managers as well as staff (or even providers). We will cover best practices at the front desk, in the exam room, and in all other areas of operations and take questions about how best to protect our patients' privacy in today's environment.

**Date and Location:**

Thursday, April 20<sup>th</sup>, 12-1:00 pm in HH 757

Please RSVP to Laura Brower at [browerl@evms.edu](mailto:browerl@evms.edu) or 451-6202 and feel free to bring your lunch!