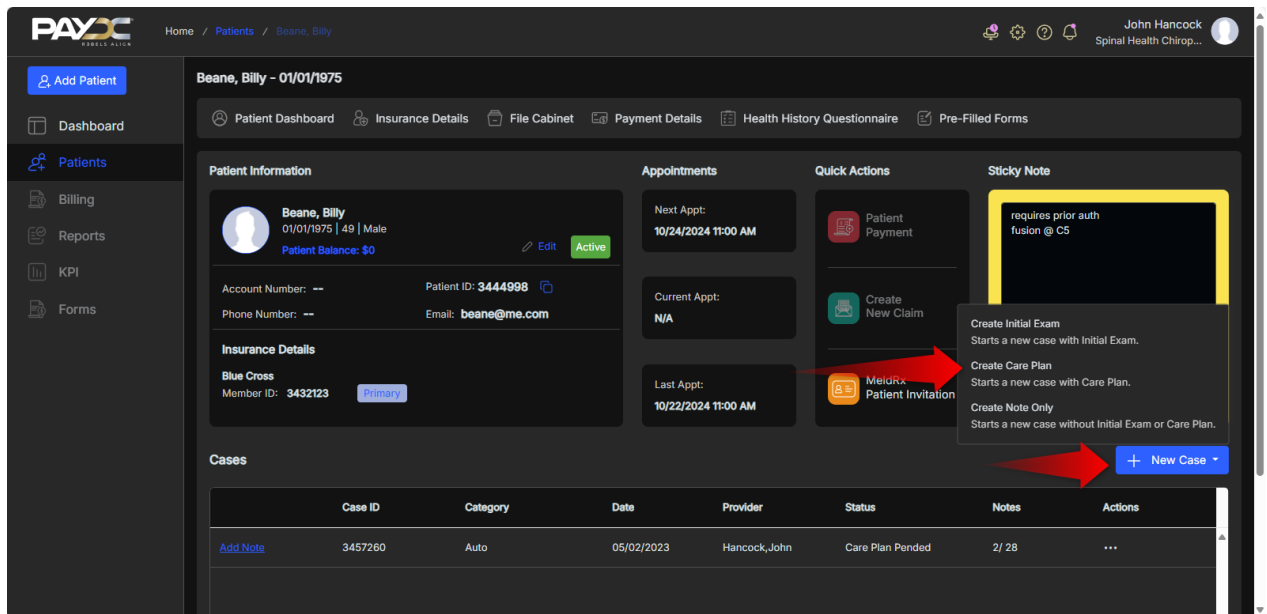
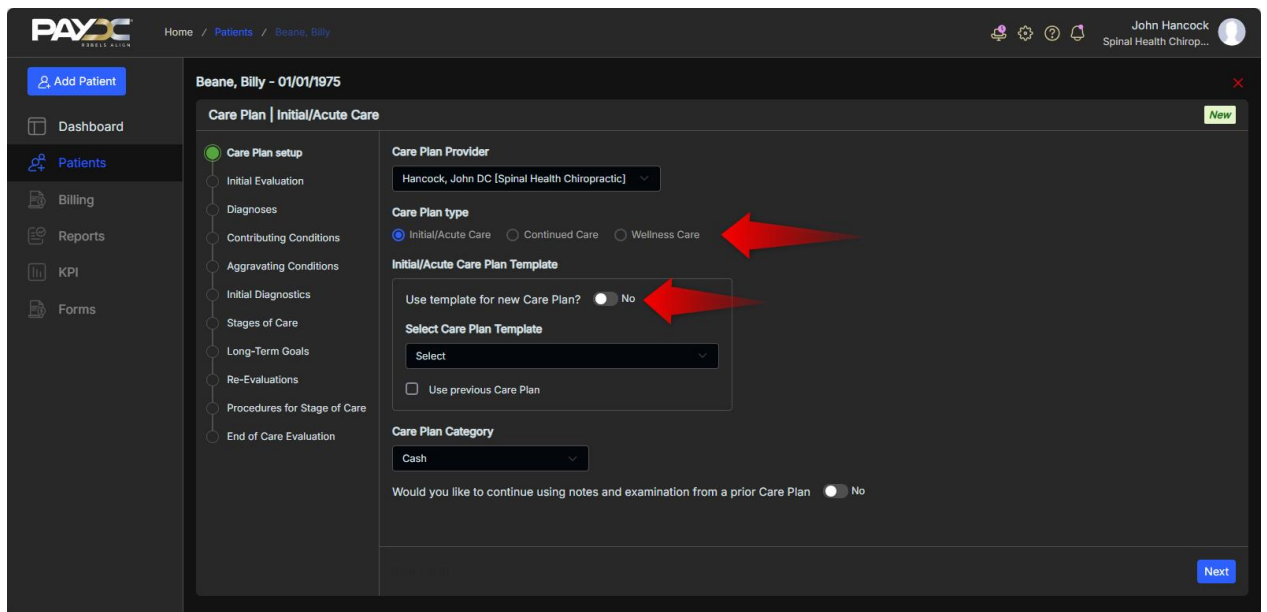


Create a Care Plan

1. To create a Care Plan in PayDC, select your patient, and then from the patient account screen, choose New Case and choose Care Plan.



2. Once in the Care Plan Wizard, select the type of Care Plan from the following choices: Initial/Acute Care, Continued Care or Wellness Care.
3. Next, select “yes” to use a template to aid in creating your Care Plan or create one from scratch (default setting).



4. Choose what type of Care Plan Category you will create from the options in the drop-down menu.

5. Select Next.

The screenshot shows the PAYDC software interface. The left sidebar contains navigation options: Dashboard, Patients, Billing, Reports, KPI, and Forms. The main area is titled 'Beane, Billy - 01/01/1975' and shows the 'Care Plan | Initial/Acute Care' setup. A list of protocols is displayed, with 'Acute - Mary - 8 week Low Back Protocol' selected. A red arrow points to this selection. Another red arrow points to the 'Next' button at the bottom right.

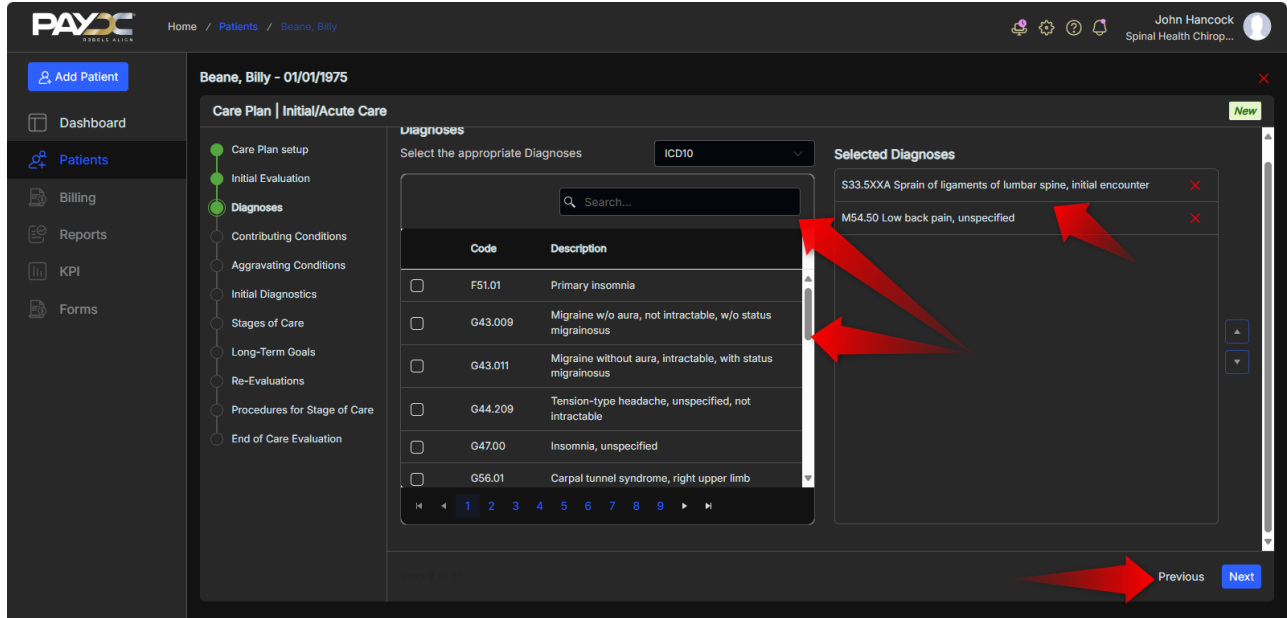
Initial Evaluation

6. You are now at the Initial Evaluation Screen. Select Patient Type, new patient or established patient.
7. Select Occurrence—Initial Onset, Recurrence of Prior Condition or Chronic Condition.
8. Select if Initial Evaluation is performed (this defaults to yes).
9. Select the level of evaluation and management service (CPT code) via the drop-down selection.
10. Choose the date it was performed (default is today's date).
11. Indicate the patient has already paid for the Initial Evaluation or if the cost for the evaluation should be included in the overall calculation of the Care Plan (default is No include cost).
12. Select Next.

The screenshot shows the PAYDC software interface. The left sidebar contains navigation options: Dashboard, Patients, Billing, Reports, KPI, and Forms. The main area is titled 'Beane, Billy - 01/01/1975' and shows the 'Care Plan | Initial/Acute Care' setup. The 'Initial Evaluation' section is active, displaying fields for Patient Type, Occurrence, Initial Evaluation Performed, E/M Level, Date Performed, and Has the patient already paid for the Initial Evaluation. Red arrows point to each of these fields and the 'Next' button at the bottom right.

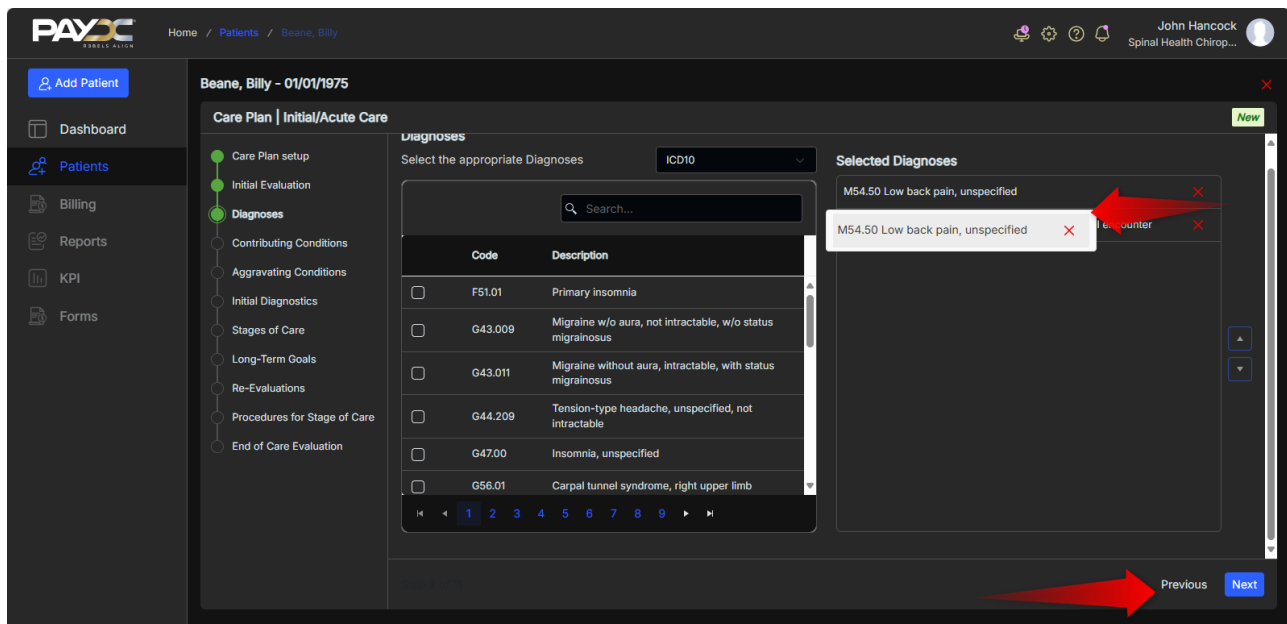
Diagnoses

13. Select the diagnoses to assign to the Care Plan. To search, you can scroll using the scroll bar or search by typing the search bar.



14. Search by code or by description. The selected diagnoses will appear in the Selected Diagnoses box in the upper right side of your screen. Click and drag to change the order to the desired hierarchy or use the up and down arrows.

15. Select Next.



Contributing Conditions

16. You can now multi-select the various Contributing Conditions to assign to the Care Plan. To search, scroll or search by typing in the search bar.

17. You can also search by description. The selected Contributing Conditions will appear in the Selected Contributing Conditions box. To change the order, click and drag to move the order creating the desired hierarchy. You can also change the order using the up and down arrows.

The screenshot shows the PAYDC software interface for a patient named Beane, Billy, dated 01/01/1975. The left sidebar contains navigation options: Add Patient, Dashboard, Patients, Billing, Reports, KPI, and Forms. The main area is titled 'Care Plan | Initial/Acute Care' and includes a 'Contributing Conditions' section. This section has a search bar, an 'Add' button, and a list of conditions. The 'Diabetes' condition is selected in the list. A red arrow points to the 'Diabetes' condition in the list, and another red arrow points to the 'Diabetes' condition in the 'Selected Contributing Conditions' box. The 'Selected Contributing Conditions' box also has a search bar and a list of conditions. The 'Diabetes' condition is also selected in this box. The interface includes a 'Previous' button and a 'Next' button at the bottom right.

18. To Add a Contributing Condition not found in the preloaded list, click on the Add button, type in the name in the box that appears above the Add button.
19. Click on the blue save button to the right of the search bar to save your new Contributing Condition. You will see the new addition appear at the top of the list once added.
20. You do not have to select a Contributing Condition.
21. Select Next.

The screenshot shows the PAYDC software interface for a patient named Beane, Billy, dated 01/01/1975. The left sidebar contains navigation options: Add Patient, Dashboard, Patients, Billing, Reports, KPI, and Forms. The main area is titled 'Care Plan | Initial/Acute Care' and includes a 'Contributing Conditions' section. This section has a search bar, an 'Add' button, and a list of conditions. The 'Hypertension' text is entered in the search bar. A red arrow points to the 'Add' button, another red arrow points to the search bar, a third red arrow points to the 'Hypertension' text input, a fourth red arrow points to the save button (a blue square with a white checkmark) to the right of the search bar, and a fifth red arrow points to the 'Next' button at the bottom right. The 'Selected Contributing Conditions' box is empty and displays 'No Data'.

Aggravating Conditions

22. Multi-select the various Aggravating Conditions to assign to the Care Plan. Use the scroll bar to search or search by typing in the search bar. Multi-select the various aggravating conditions to assign to the Care Plan. To search, you can either scroll using the scroll bar, or you can do a search by typing in the search bar.
23. You can search by description. The selected Aggravating Conditions will appear in the Selected Aggravating Conditions box. To change the order, click and drag and move the order to change the desired hierarchy or use the up and down arrows.
24. You do not have to select an aggravating condition.
25. Select Next.

PAVOC
PROGRESS ALLIANCE

Home / Patients / Beane, Billy

John Hancock
Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

Aggravating Conditions
Select the Aggravating Conditions

+ Add Search...

☐ 10 lbs lifting restriction

☐ History of non-compliance with medical advice

☐ Job requires a lot of walking

☐ Job requires heavy lifting

☐ Job requires repetitive movements

☒ Job requires sitting for long periods

☐ Job requires standing for long periods

1 - 17 of 17 items

Selected Aggravating Conditions

No contraindications to CMT

Job requires sitting for long periods

Previous Next

Diagnostic Test

26. Now you can choose to add a Diagnostic Test (such as x-ray). Select 'Yes' if a diagnostic test is being performed or ordered (default is no). If no diagnostic test is being performed/ordered, select next.

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PROGRESS ALLIANCE

Home / Patients / Beane, Billy

John Hancock
Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

Diagnostic Tests
Please identify details for Diagnostic Tests

Initial Diagnostic Tests Performed? ☒ Yes

Initial Diagnostics
Test Type

X-ray

MRI

NCV

X-ray

Yes (Initial Diagnostic Tests should NOT be included in the cost of the Care Plan)

Previous Next

27. If 'Yes', select type of test from the drop-down menu. Once the type of test is selected, choose the proper code(s) from the Select the Diagnostic test Code drop down menu.
28. Indicate if the patient has already paid for the Diagnostic Test or if the cost for the test should be included in the overall calculation of the Care Plan (defaults to no – cost will be included).
29. For each code selected, select a rationale for the test (must choose at least 1 rationale) and Body Areas and Sites to be tested (must choose at least 1).
30. Select Next.

Stages of Care

31. Multi-select the Stages of Care to assign to the Care Plan. The Selected Stages will appear in the 'Selected Stages of Care' box. To change the order, click and drag and move the order to change the desired order or use the up and down arrows.
32. Select Next.

Long-Term Goals

33. Multi-select the 'Long Term Goals' to assign to the Care Plan. The selected Long-Term Goals will appear in the 'Selected Long-Term Goals' box. To change the order, click and drag and move the order to change the desired order or use the up and down arrows.

The screenshot shows the PAYDC software interface for a patient named Beane, Billy, dated 01/01/1975. The left sidebar contains a navigation menu with options: Add Patient, Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main area is titled 'Care Plan | Initial/Acute Care'. It features a 'Long-Term Goals' section with a search bar and a list of goals. The goal 'Enable patient to sleep at least 6 hrs/night' is selected. A 'Selected Long-Term Goals' box shows the selected goal. A 'Note' box is empty. Red arrows indicate the selection process: one points to the 'Long-Term Goals' option in the sidebar, another points to the selected goal in the list, and a third points to the goal in the 'Selected Long-Term Goals' box.

34. Add desired goal/outcome to be achieved by typing in the 'Notes' box for each of the selected Long-Term Goals. Goals and notes will appear in the assessment portion of the notes for progress tracking.
35. Select Next.

The screenshot shows the same PAYDC software interface. The 'Note' box is now filled with the text 'Currently patient can only sleep 1 hour pain free'. A red arrow points to this text. Another red arrow points to the 'Next' button at the bottom right of the interface.

Re-Evaluations

36. Select the frequency of Re-Evaluations for each stage of care (select "No" when not performing scheduled re-evaluations) by choosing one of the following:
- By Weeks/Months or
 - By Number of Visits
37. For each stage of care, select the frequency and the estimated level/code to be performed.

PAYDC Home / Patients / Beane, Billy John Hancock Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

Re-Evaluations
Please estimate the scope of Re-Evaluations

Will you be performing Re-Evaluations?
☒ Yes-By Weeks/Months ☐ Yes-By Visits ☐ No

For each Stage of Care, select the Re-Evaluation Details

Stage of Care
 Acute Strengthening

Re-Evaluations Details

Select the Frequency

once every 2 weeks
 once every 3 weeks
 once every 4 weeks
 once every 5 weeks
 once every 6 weeks

Select the E/M Level

97164 - PT Re-Evaluation
 99211 - Est. pt. level 1, evaluation and management
 99212 - Est. pt. level 2, evaluation and management
 99213 - Est. pt. level 3.

Previous Next

38. Select Next.

Procedures for Stage of Care

39. For each stage of care, select the procedure code(s) to be performed in each stage.

PAYDC Home / Beane, Billy John Hancock Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

Initial/Acute Care - Select Procedures for Stage of Care
Please choose procedures to be performed for each stage of Care

Stage of Care
 Acute Strengthening

98941 97012 97014

Procedure Details

Select specific procedure types

☐ activator technique
☒ diversified technique
☐ Gonstead technique
☐ Logan technique
☐ SOT technique

Body areas and sites to be treated

☐ Body areas/sites not applicable

☐ Head
☐ Face
☐ Jaw
☐ Ear
☒ Neck
☒ Back
☒ Pelvis

Device

None Selected

Units

☐ No of times per week not applicable

Times Per Week

Select the goals for this procedure

☒ Increase pain free range of motion by 75%
☐ Increase pain free range of motion by 50%
☐ Increase pain free range of motion by 25%
☐ reduce pain reported by 100%

Previous Next

40. Once a procedure code is selected, choose the following for **each** code selected:

1. Specific type of service representing the code.
2. Body area(s) to be treated (this can be bypassed by selecting 'Body areas/sites not applicable')
3. Device (if applicable)
4. How many times per week (this can be bypassed by selecting 'No of times per week not applicable')
5. Number of weeks
6. Short term goal(s)

PAINDOC PHYSICAL THERAPY

Home / Beane, Billy

John Hancock
Spinal Health Chiropractor... - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

Acute **Strengthening**

Procedure Details

Select specific procedure types

☐ activator technique

☒ **diversified technique**

☐ Gonstead technique

☐ Logan technique

☐ SOT technique

☐ Thompson technique

☐ toggle technique

☐ HVLA

Body areas and sites to be treated

☐ Head

☐ Face

☐ Jaw

☐ Ear

☒ **Neck**

☒ **Back**

☒ **Pelvis**

☐ Hip (acetabulofemoral joint)

☐ Sacrum

☐ Torso

☐ Shoulder

☐ Arm

Device

None Selected

Units

☐ No of times per week not applicable

Times Per Week

3 times per week

Number of Weeks

4 weeks

Select the goals for this procedure

☐ increase pain free range of motion by 100%

☒ **increase pain free range of motion by 75%**

☐ increase pain free range of motion by 50%

☐ increase pain free range of motion by 25%

☐ reduce pain reported by 100%

☐ reduce pain reported by 75%

Previous **Next**

NOTE: The above selections must be included for each code and for each stage of care or you will receive a warning and not be able to complete the Care Plan.

41. Select Next

End of Care Evaluation

42. If performing an end of care evaluation, select 'Yes' and then choose the level estimated to be performed at the end of care.

PAYDC Home / Beane, Billy

John Hancock Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan | Initial/Acute Care

End of Care Evaluation
Select the End Of Care Evaluation Service

Will you be performing an End Of Care Evaluation? ☒ Yes

Select the E/M Level

- 97164 - PT Re-Evaluation
- 99211 - Est. pt. level 1, evaluation and management
- 99212 - Est. pt. level 2, evaluation and management
- 99213 - Est. pt. level 3, evaluation and management
- 99214 - Est. pt. level 4, evaluation and management
- 99215 - Est. pt. level 5, evaluation and management

Previous Done

43. Select Done.

View the completed Care Plan

44. Review the completed Cost Summary for accuracy.

PAYDC Home / Beane, Billy

John Hancock Spinal Health Chiropractic - 6434

Beane, Billy - 01/01/1975

Care Plan Cost Summary

Spinal Health Chiropractic
2350 Huntingdon Pike
Huntingdon Valley, PA 11111-9006
(888) 306-1256

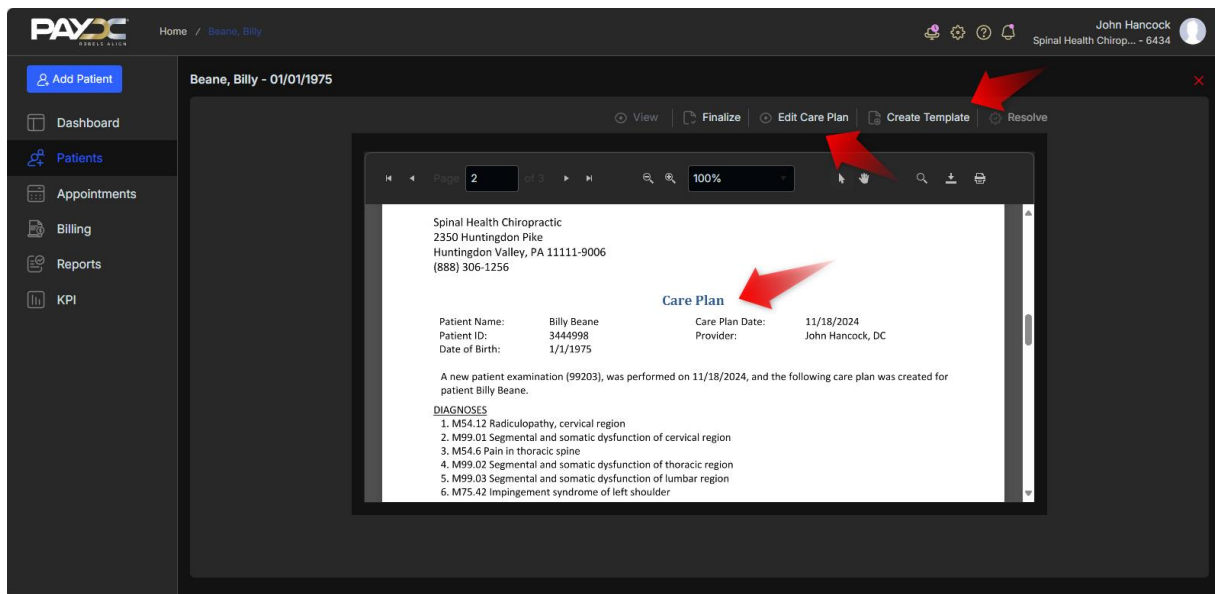
Patient Name: Billy Beane
Patient ID: 3444998
Date of Birth: 1/1/1975
Provider: John Hancock, DC

Care Plan Number: 1371681
Care Plan Category: Commercial Insurance
Care Plan Date: 11/18/2024
Type of Care Plan: Acute

SERVICES AND COST

Initial Examination (1):	\$100.00
Initial Diagnostics (1):	\$75.00
Adjustment (20):	\$1,620.00
Modalities (24):	\$696.00
Therapies (4):	\$240.00
Re-Evaluation (1):	\$60.00
End of Care Examination (1):	\$35.00

45. You can go back and edit the care plan by selecting 'Edit Care Plan' or you can save the newly created Care Plan as a template by selecting 'Create Template'. You will be prompted to give the new template a name in the dialogue box.



46. When finished, simply click the X in the top right corner and you will be taken to the Patient Account Screen.
47. You do not need to finalize the Care Plan; however, you can permanently save by selecting Finalize. Once a Care Plan is finalized you are not able to edit.