



## Planning Worksheet

The following questions assist with planning and implementing Spirometry in the primary care practice:

### 1. Which patients?

- How are patients identified?
- Is an order required or are there standing orders?
- How often is Spirometry conducted?
- How do we designate Spirometry and pre-post bronchodilator Spirometry?

### 2. When?

- During visit?
- Return visit?

### 3. Where?

- In the same exam room?
- In a different exam room? Procedure room?

### 4. Who conducts/implements the spirometry test?

- All rooming staff?
- Designated person? Alternate?
- What is the plan for staff turnover?

### 5. Interpretation and treatment plan

- How do the Spirometry results get to provider?
- How does patient find out about treatment plan?

### 6. Documentation

- How do results get into chart?
- Where are they stored in the EMR?

### 7. Storage and consumables

- Where are the spirometer and mouthpieces stored?
- Where is the bronchodilator stored?
- Is the spirometer locked up? Who has the key/code?
- How/who reorders the mouthpieces and nose clips?

### 8. Billing

- Who codes the procedure?
- Are codes on billing sheet?