

Keep this beside your EMR. Each card shows **what to do** and, where it helps, the exact **phrases to include** so Quip reliably picks up the code.

## 1 Place your cursor for the right date

Click **within ~10 lines below the date header**, as close below the header as possible without covering it. **Closer is better.**

→ This locks Quip onto the correct date for the bill.

## 2 Weekend clinic

Quip **defaults to walk-in** on weekends. If the visit was **prebooked** (so it is not billed as Q888), add a line to the note that says **only** the word:

ADD A LINE THAT SAYS ONLY

prebooked

pre-booked

pre booked

## 3 After-hours clinic

Either **include the time** in your note, or add a line that flags after-hours:

INCLUDE THE TIME, OR A LINE LIKE

after-hours

after-hours clinic

## 4 Blood draw (venipuncture)

To capture venipuncture codes, add a line noting the draw. Specific variations work best:

ADD A LINE LIKE

Blood drawn

Bloodwork drawn

Drew blood

Drew bloodwork

## 5 Rourke visits

If the note would be a **Rourke**, write a **progress note that clearly refers to the Rourke**, then bill that note with Quip.

REFERENCE IT CLEARLY, E.G.

see rourke

## 6 Post-discharge (E080)

Optional safeguard: if you are unsure **E080** will be caught, include a clear post-discharge reference in your note.

TO BE SAFE, INCLUDE

post-discharge visit



### Something not catching the way you write it?

Reply to your Quip onboarding email or reach us at [contact@quipmedical.org](mailto:contact@quipmedical.org). Verbiage can be tuned to your style, so Quip picks up your specific phrasing.