Attendings, Non-Physician Practitioners
Split/Shared Visits (APN/PA with Attending)

Summary

CMS defines a split/shared visit as one where both a physician and a non-physician practitioner (APN, PA) from the same group practice personally perform a substantive portion of an Evaluation and Management (E&M) visit with the same patient on the same date of service. Both providers must independently document the personal care that he/she provided in the patient’s chart in Epic and sign their note.

Once both providers sign their note, the encounter will have two completed notes with distinct signature authentication, providing independent documentation of the personal care that each provided.

***This does not apply to Residents. For more information, see the NPP Guidance document***

APN/PA Steps

Ideally, the APN/PA should write and sign the progress note prior to the Attending writing and signing his/her progress note.

1. In the chart, document the portions of the encounter that you personally performed.
2. From the Visit Navigator, open the Progress Note section.
3. Click the Create a Note in NoteWriter button.

   ![Create Note in NoteWriter](image)

4. Compose your note.
5. At the end of the note body, insert the .SIGNEDBY SmartPhrase to display authorship of the note. This is required for merged notes (see Attending Steps: Merging Documentation).

   ![SIGNEDBY SmartPhrase](image)

6. If the Attending Physician Attestation banner appears in the note template, delete it.
7. Click the Sign button. If an action dropdown menu appears, select “Sign on accept.” The “Sign” and “Sign on accept” actions authenticate authorship of your note and mark it as signed.

   ![Sign Action](image)
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Attending Steps (Not Merging Documentation)

The Attending Physician should perform these steps if he/she is writing a note independent of the Non-Physician Practitioner’s note.

1. In the chart, document the portions of the encounter that you personally performed.
2. From the Visit Navigator, open the Progress Note section.
3. Click the Create Note button.
4. Complete your note by inserting the .splitsharednppvisit SmartPhrase.

   **Tip:** Alternatively, you can create your separate, independent note with NoteWriter.

5. Enter the specific encounter details over the wildcards (***)).
   - Include the portions of the history, exam, and/or medical decision making that you personally performed.
   - Remove any portions of the SmartPhrase that are not applicable.
   - Repeating portions performed by the Non-Physician Practitioner is not necessary.
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Attending Steps (Merging Documentation)
The Attending Physician should perform these steps if he/she is adding his/her note to the Non-Physician Practitioner’s existing note or copying the NPP’s note into a new note.

1. In the chart, document the portions of the encounter that you personally performed.
2. From the Visit Navigator, open the Progress Note section.
3. Find the note written by the Non-Physician Practitioner and click the Addend in NoteWriter button.
   
   **Tip:** Alternatively, you can click the Copy button to copy the NNP’s note into a new note.

4. Add your personal documentation to the note by inserting the .splitsharednppvisit SmartPhrase.

5. Enter the specific encounter details over the wildcards (***)
   - Include the portions of the history, exam, and/or medical decision making that you personally performed.
   - Remove any portions of the SmartPhrase that are not applicable.
   - Repeating portions performed by the Non-Physician Practitioner is not necessary.