

October 9, 2023

Clinical staff placing treatment related charges will do so using the Oncology IV Billing MPage and the Infusion Clinic Charges PowerForm.

## **Document IV Stop Times**

At the end of the patient's treatment visit, IV Stop Times must be documented in order to use the Oncology IV Billing MPage for infusion billing.

**<u>STEP 1</u>**: Go to the **Oncology Tracking Board**.

- **<u>STEP 2</u>**: Locate the **IV Pole** icon in the **IV Stop** column for the patient and double-click the icon.
- **<u>STEP 3</u>**: The **IV Stop Times** window displays. Place a check in the box next to the infusion(s) listed in the window to document stop times for.
  - Place a check in the box next to Document All to document stop times for all infusions listed in the window.

2	TRAIN, Allergies Code Sta	ONCCLI No Know	myNLH: No Age:50 ye DOB:07/1 Mf Gender:FeRecurring [07/ COVID-19: <not ordeelos:<="" th=""><th>RN:930 FIN:33628 Dose 21/202 Loc:ONCTIsolat Phone:(20</th><th>Wgt PCP:TEST ion: Primary C No Com.</th></not>	RN:930 FIN:33628 Dose 21/202 Loc:ONCTIsolat Phone:(20	Wgt PCP:TEST ion: Primary C No Com.
24	Document Al	(1)			
ŭ	Document	CARBOplati Overfill Volu (AUC 5), So 1, Rate: 25	alin 540 mg + Overfill Volume (approx.) 31 mL + Sodium Chloride 0.3% 250 mL (CAR80 platin 540 mg + lume (approx), 31 mL + Sodium Chloride 0.3%[Intermittent) 250 mL] olvi, IVP8), Day of TN, Lung cancer, Rouline, 09/25/23 19 21:00 EDT, 09/25/23 19 21:00 EDT, Day 00 mL/hr, Induae Over 1 h		

- **<u>STEP 4</u>**: Click **Document**.
- **<u>STEP 5</u>**: Enter the stop time and adjust total volume of infusion, as needed.
- NOTE: If changes are needed to the infuse times or the actual amount infused (e.g., a different amount was administered than what was ordered) make the necessary adjustments in this window.

ARBOplatin 540 mg + Over	fill Volume (approx.) 31 mL + Sodiur	n Chloride 0.9%(Intermittent) 2	0 mL		
(AUC 5), Soln, IVPB, Day of Tr, Lung rancer, Routine, 09/25/23 19:21:00 EDT, 09/25/23 19:21:00 EDT, Days 1, Rate: 250 mLine, Induse Over: 1 hr					
Event Date/Time	Start	End	Duration	Infuse Volume	
09/25/2023 15:00 EDT	09/25/2023 🗘 😺 1500 🌲 EDT	09/25/2023 + V 1500 + H	OT 1 Hours, 0 Minutes	250 ml	
		Total	Volume for Order: 250 mL		

- STEP 6: Click Sign.
  - The IV Pole no longer displays in the IV Stop column.

## Infusion Clinic Charges PowerForm

Access the **Infusion Clinic Charges Form** to submit all other infusion related charges for the visit not captured in the Oncology IV Billing MPage. The **Infusion Clinic Charges Form** can be accessed via the:

- Oncology Tracking Board: Click the Infusion Clinic Charges Form icon i on the toolbar.
- AdHoc: Within the patient's chart, go to the Oncology folder in AdHoc and place a check in the box next to the Infusion Clinic Charges form, then click Chart.



- The Infusion Clinic Charges Form displays.
  - There are multiple sections, each with several types of charges to choose from.
- Review each section and add the appropriate charges as they apply to the patient's infusion visit.
- After adding the necessary charges, go to the **Date of Service** section.
  - Verify that the date of the form matches the date of services for which the charges are being placed by selecting **Yes**.
- <u>NOTE</u>: If there were no charges applicable to the infusion visit for this date, select the No infusion clinic charges for this visit check box.
  - Click the **green checkmark**  $\checkmark$  to sign the form.
- After signing the Infusion Clinic Charges PowerForm, the Charges icon on the tracking board automatically completes.

## Entering Treatment Visit Infusion Charges – Oncology IV Billing MPage

Once the IV Stop Times are documented, navigate to the **Oncology IV Billing** MPage in the patient's chart. The **Oncology IV Billing** MPage is a tool used to automate and place the correct infusion charges for IV and IV piggyback medications.

- **<u>STEP 1</u>**: From the Tracking Board, double-click the blue arrow next to the patient's name.
- **<u>STEP 2</u>**: Go to **Menu** and select **Oncology**.
- **<u>STEP 3</u>**: Select the **Oncology IV Billing** tab.
- **<u>STEP 4</u>**: Infusions administered display here.
- **<u>STEP 5</u>**: The status of the infusion(s) shows as **Not Submitted**.
- STEP 6: Click Calculate Calculate >
  - The page displays the correct CPT charge codes for the medication(s)
- STEP 7: Click Submit.
- STEP 8: Click Refresh.
  - Note the status of the infusion(s) now shows as **Submitted**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

## Infusion Related Procedure Charges Chemo Admin Charging Non-Chemo Charges Date of Service

Date of Service
*Form Date Matches Date Of Services
@ 🚾 🔿 No
No infusion clinic charges for this visit

Status
Not Submitted

