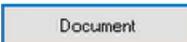
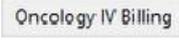
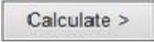

This Quick Reference Guide (QRG) reviews how to complete treatment visit charges.

Completing Treatment Visit Charges

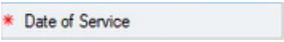
Use the Infusion IV Billing MPage

➤ **From the Oncology Tracking Board:**

- STEP 1:** Double-click the  **IV Pole** icon in the IV Stop column in the appropriate patient row.
- STEP 2:** Select the check boxes for the infusions for which you want to document the infusion stop time(s).
- STEP 3:** Click the  button. The Infusion Billing window displays. The infusion start and end times as well as the infused volume is captured here.
- STEP 4:** Click the  button.
- STEP 5:** Double-click the  blue arrow to the left of the patient's name.
- STEP 6:** Click the **Oncology** component in the Menu on the left.
- STEP 7:** Click the  tab. You can see the infusions that have been administered, and you can verify the start and stop date and times for medications. To modify the date, you would click the Service Date drop-down arrow and select the correct date of service. Note the status of the infusions are "not submitted;" they will remain that way until you click the Calculate button.
- STEP 8:** Click the  button.
- STEP 9:** Click the  button.
- STEP 10:** Click the  **Refresh** icon. Note that the status of each infusion now displays as Submitted.

Use the Infusion Clinic Charges Form

➤ **From the Oncology Tracking Board:**

- STEP 1:** Click the appropriate patient row; then click the  **Infusion Clinic Charges Form** icon.
- STEP 2:** Click the appropriate **Procedure** or **Procedure Charges** field; then enter the number.
- STEP 3:** Click the appropriate charges tab () in the menu on the left; for example, click the **Non-Chemo Charges** tab.
- STEP 4:** Select the appropriate charge check box; then enter the charge information.
- STEP 5:** Click the  **Date of Service** tab in the menu on the left; then make the appropriate selections.
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STEP 6: Click the  **Sign** icon. After you sign the Infusion Clinic Charges PowerForm, the Charges icon on the Oncology Tracking Board automatically displays as complete.