

The Clinical Charge Entry enables providers to submit and review visit-level charges for a selected patient encounter after signing a note for a more efficient charge entry process.

Clinical Charge Entry

NOTE: NL CA DEAN Emergency Department Physicians, please refer to the *Manual Charges through Clinical Charge Entry* section for more information. Follow the steps below for all non-admission note types.

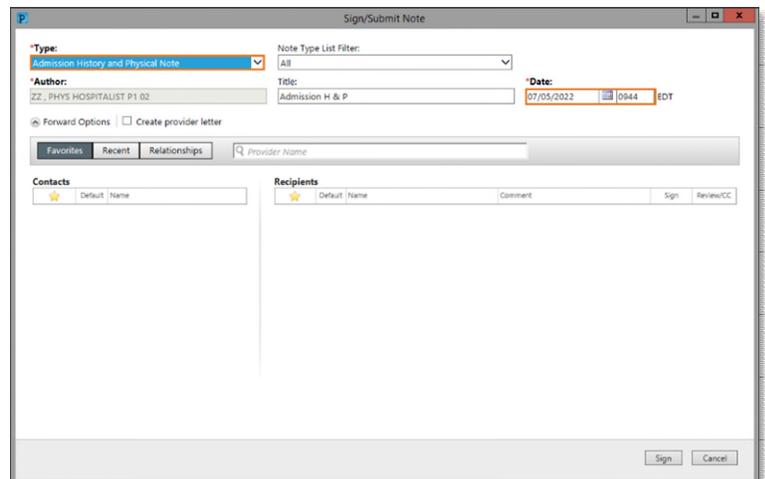
STEP 1: Confirm a **Problem** (Dx) has been added to the Problem List and marked **This Visit Problem**, along with the priority.

NOTE: A charge cannot be submitted without a **This Visit Problem** associated to the encounter.

STEP 2: Generate the Dynamic Documentation note from the **Create Note** section of the Workflow MPage.

STEP 3: Once all information is documented within the note template, select the **Sign/Submit** button.

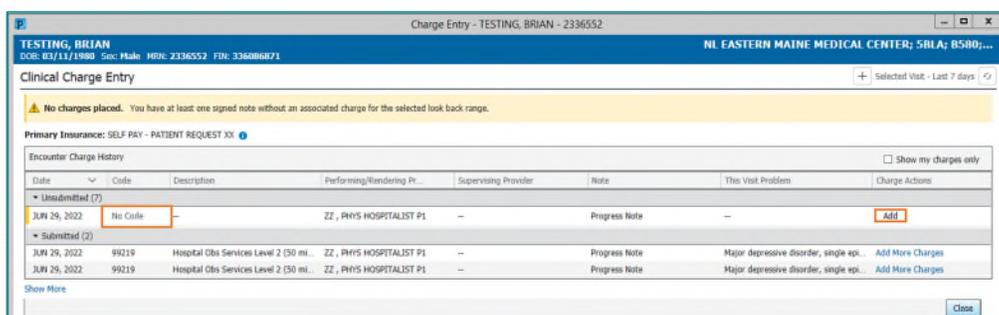
NOTE: If **Save & Close** is selected, the **Clinical Charge Entry** process is the same when signing the note from the patient's chart or **Message Center**.



STEP 4: Review the **Note Type** and **Date** for accuracy. Select **Sign**.

- The date of the note correlates to the date on the charge.

STEP 5: The **Clinical Charge Entry** window appears and displays the **Encounter Charge History** for the last seven (7) days (both Unsubmitted and Submitted). Under the **Unsubmitted** section, the most recent note signed is listed with the date of service and **"No Code"** to identify a charge has not been added. Click **Add** next to the most recently completed note.

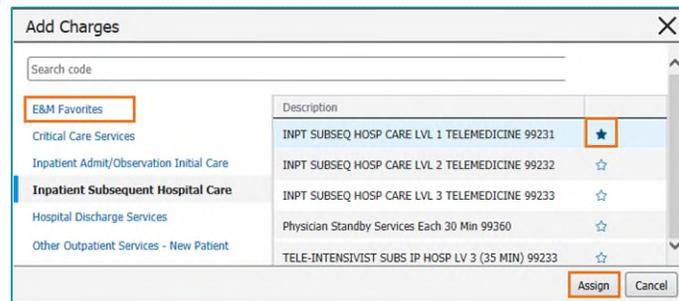


Date	Code	Description	Performing/Rendering Pt.	Supervising Provider	Note	This Visit Problem	Charge Actions
Unsubmitted (7)							
JUN 29, 2022	No Code		ZZ, PHYS HOSPITALIST P1		Progress Note		Add
Submitted (2)							
JUN 29, 2022	99219	Hospital Obs Services Level 2 (50 mi...	ZZ, PHYS HOSPITALIST P1		Progress Note	Major depressive disorder, single epi...	Add More Charges
JUN 29, 2022	99219	Hospital Obs Services Level 2 (50 mi...	ZZ, PHYS HOSPITALIST P1		Progress Note	Major depressive disorder, single epi...	Add More Charges

STEP 6: The **Add Charges** window opens. Select the applicable category for the patient visit.

STEP 7: Under the description column, click the code for the selected encounter. The selection is highlighted blue.

- For charges that are frequently placed by a provider, the favorite icon (star), can be selected to the right of the charge.
- The favorites display in an individual user's E&M favorites folder.
- To assign **additional charges**, select the appropriate folder and add the charge.
 - If assigning another charge within the same folder, hold the shift key and select the charge.
- Click **Assign**.



NOTE: E&M Favorites do not carry over to the Clinical Charge Entry component within the workflow MPage. Favorites have to be re-saved.

STEP 8: The details pane opens to the right of the component. The charge order being placed displays at the top of the details pane, as well as the **Related Note** that was selected.

- Click the **Select Note** hyperlink to associate the appropriate note if the note was not previously selected.

STEP 9: Review and update, if necessary, the **Date of Service**, **Performing/Rendering Provider**, **Supervising Provider**, and the **This Visit Problem**. If applicable, the Modifier and/or Quantity can also be updated within this window.

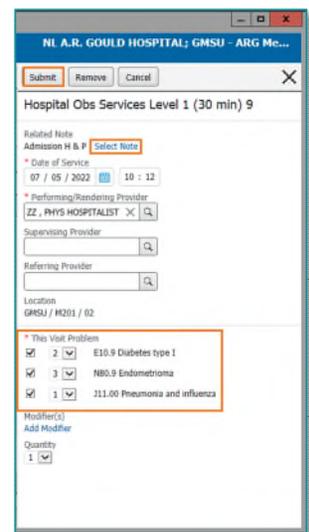
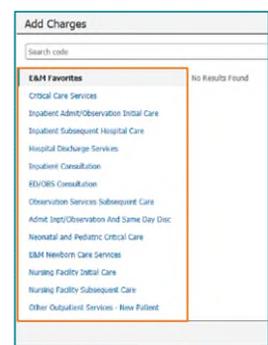
- The patient's location updates automatically.

STEP 10: Select **Submit**.

- If **multiple charges** were selected for the note, **submit** needs to be selected per charge.

STEP 11: Click **Close** to exit the window and to return to the Workflow MPage.

STEP 12: The documentation has been signed and the charge has been submitted.



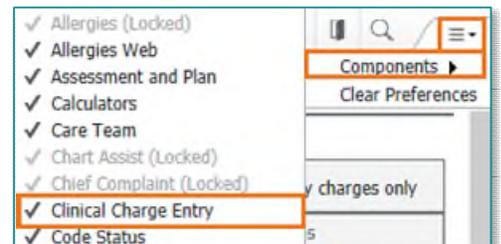
NOTE: Charges and documentation submitted can be reviewed and modified from the Workflow MPage component, as needed.

Adding the Clinical Charge Entry component

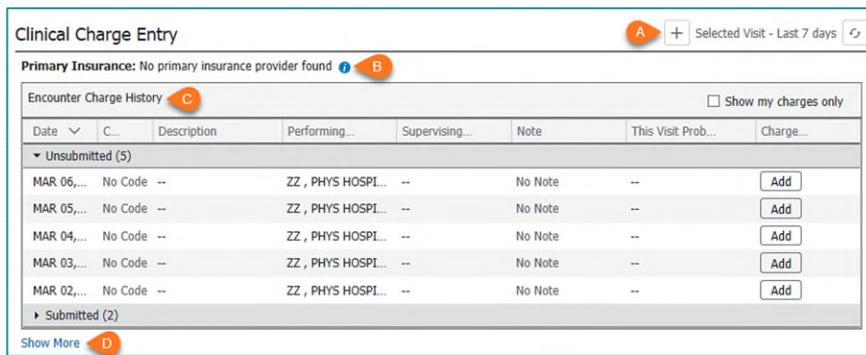
To begin using the **Clinical Charge Entry** component, providers need to ensure the component is **on view** within their workflow MPage.

STEP 1: From the Component – Level Menu, select **Components**.

STEP 2: Select the **Clinical Charge Entry** component, placing a checkmark to the left, indicating the component is being added on view.



Clinical Charge Entry Component



The Clinical Charge entry component offers interactive features related to charges for submission.

- **A: Add Clinical Charge Entry** allows a provider to enter a charge for a historical visit, where a charge may have already submitted for services rendered.
- **B: Primary Insurance** displays here. Select the information icon to view Secondary Insurance for the selected patient encounter.
- **C: Encounter Charge History** for the selected patient encounter displays. The charge history is broken down to **Unsubmitted Charges** and **Submitted Charges** categories. The **Date**, **CPT Code**, **Description**, **Performing Physician**, **Supervising Physician**, **Note** associated to the charge, and **This Visit Problem** displays once the charge has been submitted.
 - Selecting **Add** within the **Charge** column allows for a change to be added without being associated to a note.
- **D: Show More** displays the historical charges for the current patient encounter that have been submitted. The last 15 days appear; changing the date range displays more charges, if needed.

Manual Charges through Clinical Charge Entry

NOTE: NL CA DEAN ER Physicians will click ADD and will not associate an Admission H&P note when adding a charge for admitted patients. Please refer to the *Clinical Charge Entry* section for instructions on associating a charge to documentation on inpatient encounters.

STEP 1: Confirm a **Problem** (Dx) has been added (i.e., Admission Orders for inpatient encounters) to the Problem List and marked **This Visit Problem**, along with the priority prior to submitting a clinical charge.

STEP 2: Select the **Add** button on the correlating row to the applicable date of service.

- If the **Add** button and associated date **are not available**, this is an indication a charge has been submitted by another Provider for the date of service.
- Select the  **Add Clinical Charge Entry** button to continue manually entering a charge.



STEP 3: The **Add Charges** window displays. Select the appropriate folder to the left of the window for the charge(s) being submitted.

STEP 4: Within the appropriate folder, **select the charge** necessary for the services provided.

- For charges that are frequently placed by a provider, the favorite icon can be selected to the right side of the charge. The favorites display in an individual user's E & M favorites folder.

STEP 5: Click **Assign**.

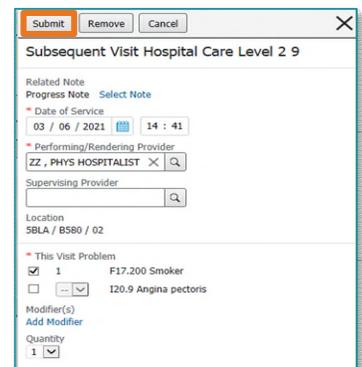
STEP 6: The details pane opens to the right of the component. The charge order being placed displays at the top of the details pane, as well as the **Related Note** that was selected.

- A **diagnosis** must be associated with the charge.
- If necessary, select the **Select Note** hyperlink to associate the appropriate note.

STEP 7: Review and update, if necessary, the **Date of Service**, **Performing/Rendering Provider**, **Supervising Provider**, and the **This Visit Problem**. If applicable, the Modifier and/or Quantity can also be updated within this window.

- The patient's location updates automatically.

STEP 8: Select **Submit**. Close the window to return to the Workflow MPage.



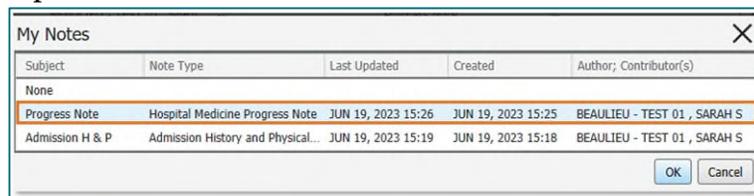
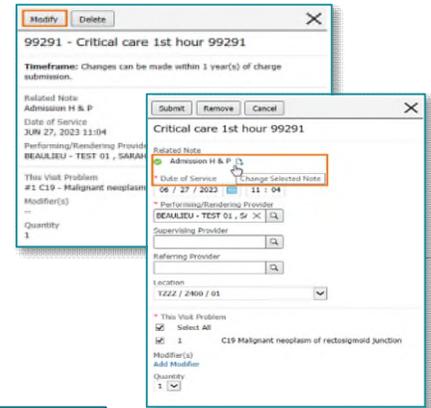
Removing the Wrong Note Type

If the wrong note was associated to a charge, the correct note can be associated within the Clinical Charge Entry component with the applicable charge.

STEP 1: From within the submitted charge section, click the charge in question and select **Modify**.

STEP 2: Click **Change Selected Note** next to the note to be changed.

STEP 3: Select the appropriate note and click **OK**.



STEP 4: Click **Submit** to save the modifications.

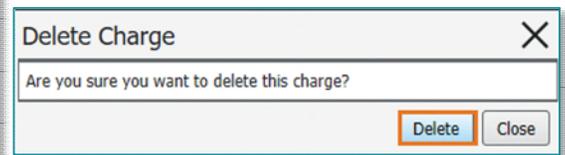
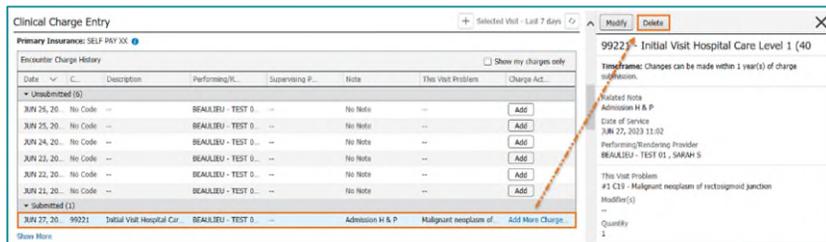
Deleting and Modifying a Submitted Charge from the Clinical Charge Entry Component

A charge can be deleted up to one year after it has been submitted from the Clinical Charge Entry component.

STEP 1: From the submitted charge section, click the charge.

STEP 2: Click the **Delete** button from to the right to remove the charge.

STEP 3: Click **Delete** to confirm.



STEP 4: **Refresh** the component.

STEP 5: The note will be moved to the **unsubmitted charges** section, allowing for the new charge to be added.