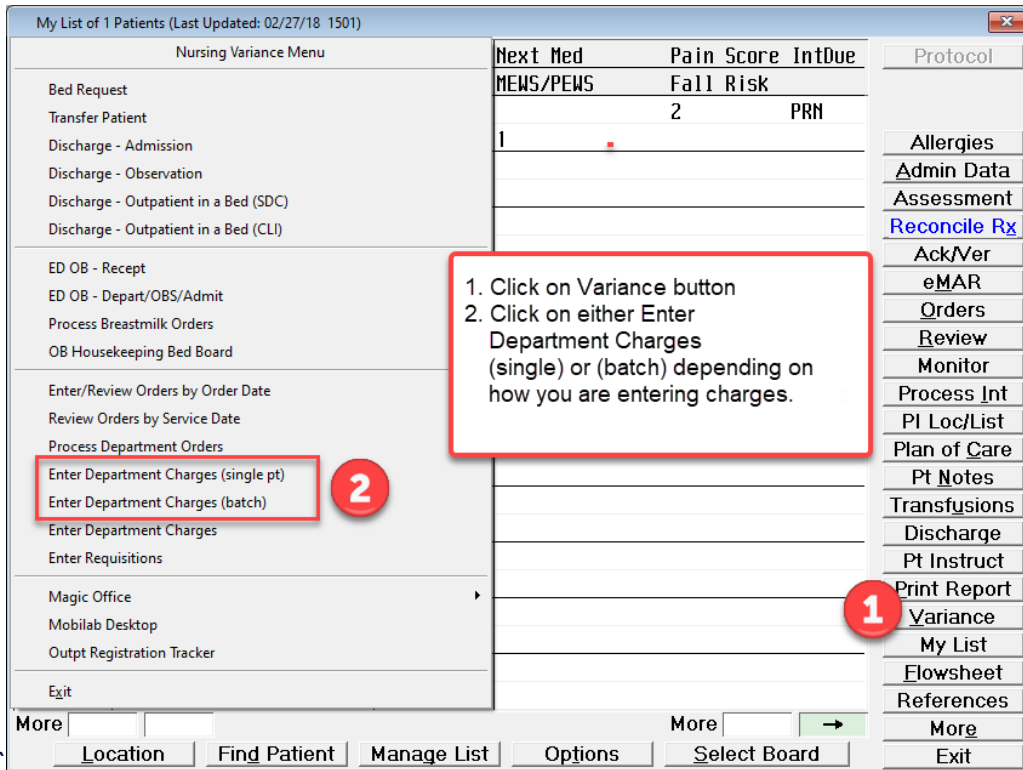


Entering Department Charges – In House Dialysis

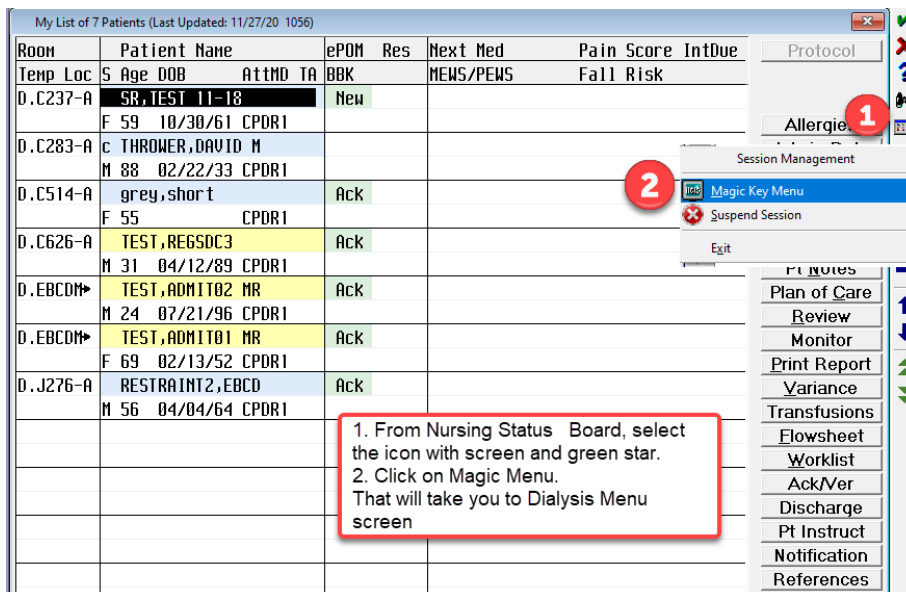
Capital Division 2021

Entering Department Charges for Dialysis

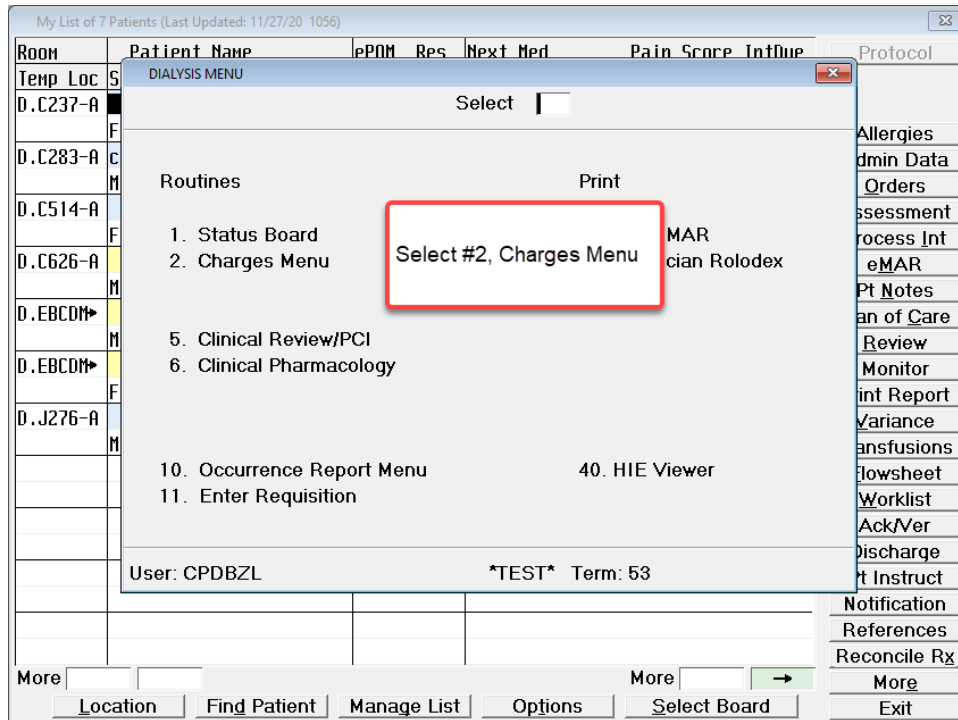
To enter charges for Dialysis patients, there are two ways to access the charging routines. Both start at the Status Board. One way is to go through the Variance button:



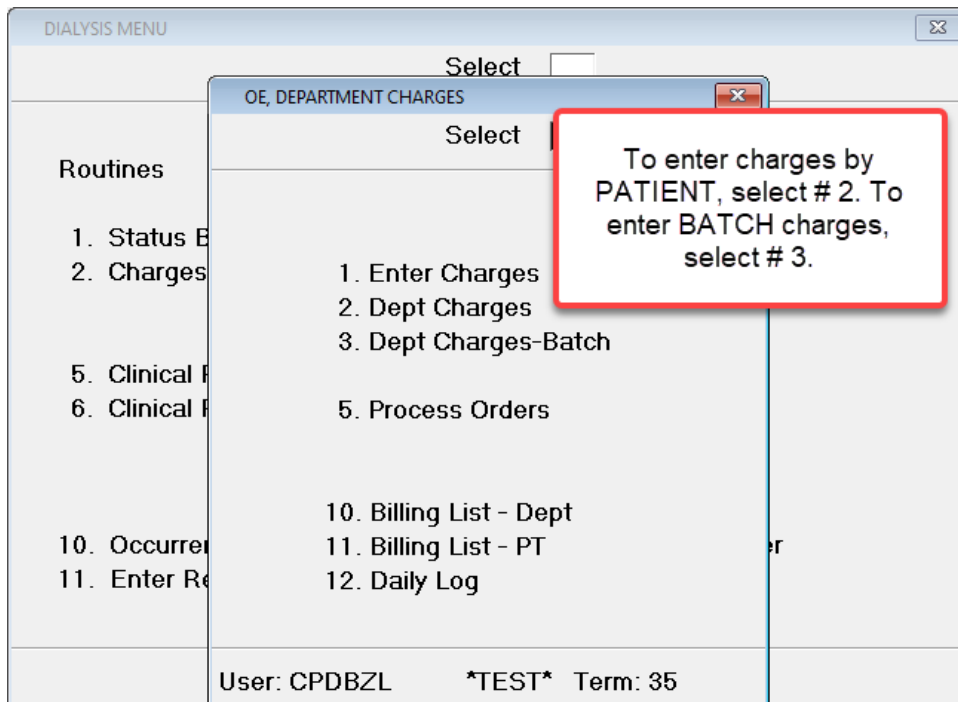
The other way is to go through the Magic Key Menu:



This will take you to the dialysis menu where you should select #2 Charges Menu:

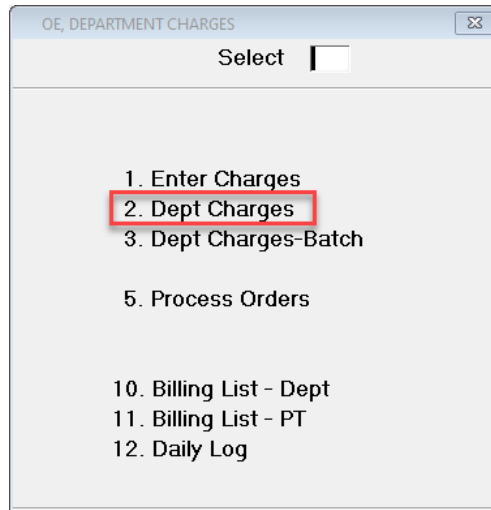


The nurse will select how they want to enter charges either by patient or batch. Batch charging allows you to enter the SAME charges on DIFFERENT patients:



Entering Dept Charges (single patient):

For single patient charges (#2 Dept Charges), follow these steps:



Enter Department Charges

Category **DIAL** **1** DIALYSIS A/S 71 H Admit 12/31/20
 Default Service Date 03/24/21 Loc D.C3F Status ADM INo
 Rm D.C324
 Patient 000000063812 COVIDVAC, TEST IND **2** Bd a Unit No. 0000005431
 Ordering Dr CPDR1 CPOE, Doctor I **3** Default Campus None **4**
 Ask Performing Dr? Default Performing Dr
 Default Technician

Procedure/ Txn Campus	Procedure Nm / BJAR Cmt	Qty Amount	Date / Time	Performing Dr / Technician
1	6		8	9
2				

1. Enter DIAL in Category
2. Find patient. Enter Date of service. Charges can only be entered within 4 day window
3. Enter provider that gave dialysis orders
4. Enter None
5. Skip fields to get to Procedure
6. F-9 for procedure
7. None will default
8. Date is required. Use T for today or T-1 for yesterday
9. Time is required. It can be when you are entering charges or performed procedure

Enter Department Charges

Category Default Service Date

Patient

Ordering Dr

Admit Status

Unit No.

Procedure Lookup

Select

Mnemonic	Name
1 APHPLASMA	THRP APHERSIS PLASMA PH (NEW)
2 APHPLT	THRP APHERSIS PLATELETS (NEW)
3 APHRC	THRP APHERSIS RED CELLS (NEW)
4 APHWC	THRP APHERSIS WHITE CELLS(NEW)
5 CCPD	CCPD PER DAY (NEW)
6 CRRT	CRRT PER DAY (NEW)
7 HD	HEMODIALYSIS (NEW)
8 OPHEM	OP HEMODIALYSIS UNSCHEDULED
9 SLED	SLED PER DAY (NEW)
10 TP	THERAPEUTIC PHEBOTOMY

<End of list>

For Procedure, do F9 lookup and current procedures will appear. Select one.

Enter Department Charges

Category A/S Admit

Default Service Date Loc Status

Patient Rm Bd Unit No.

Ordering Dr Default Campus

Ask Performing Dr? Default Performing Dr Default Technician

Procedure/ Txn Campus	Procedure Nm / B/AR Cmt	Qty	Date / Amount	Performing Dr / Time Technician
1 <input type="text" value="None"/>	SLED PER DAY (NEW)		T+ 1200	
2				
3				
4				
5				

By selecting "None" under Default Campus, "None" will default under Txn Campus

Enter Department Charges

Category A/S Admit
 Default Service Date Loc Status
 Patient Rm Bd Unit No.
 Ordering Dr Default Campus
 Ask Performing Dr? Default Performing Dr Default Technician

Procedure/ Txn Campus	Procedure Nm / B/AR Cmt	Qty	Date / Amount	Performing Dr / Time Technician
1 SLED None	SLED PER DAY (NEW)		03/24/21 0.00 1200	
2 HD None	HEMODIALYSIS (NEW)	1	03/24/21 0.00 1400	
3 TP None	THERAPEUTIC PHLEBOTOMY	1	T+ 0.00 1625	
4				
5				

Complete charging.
Note Time is asked.
Different times may be
entered if needed.
Select F12 to File.

Batch Charging (#3 Dept Charges-Batch)

This method is for entering the SAME charges on MULTIPLE patients

OE, DEPARTMENT CHARGES

Select

1. Enter Charges
2. Dept Charges
3. Dept Charges-Batch
5. Process Orders
10. Billing List - Dept
11. Billing List - PT
12. Daily Log

Enter Department Charges (Batch)

Category **1** DIAL DIALYSIS
 Service Date **2** 03/25/21 Service Time 1200

Performing Doctor **3**
 Technician

Default Ordering Doctor To Attending Doctor?

Txn	Procedure	Procedure Name	Qty	Am
4	APHPLASMA	THRP APHERSIS PLASMA PH (NEW)	1	0
	None			
2	HD	HEMODIALYSIS (NEW)	1	0
	None			
5	TP	THERAPEUTIC PHLEBOTOMY	1	0
	None			
4				

Cnt Patient **6** Order **7**

1	000000063812	COVIDVAC,TEST IND	CPDR1	
2	00000008122	CPOE,PT 1	HICKE	Hickey,Kenneth Scott MD
3	00000012295	TEST,ADMIT1	CPDR1	CPOE,Doctor 1
4				
5				

1. Enter DIAL in Category
2. Enter Date and Time of service. Use T for today or T-1 for yesterday. Charges have a 4 day window for entry
3. Skip Performing Doctor field.
4. F9 for procedures. Enter None for Campus
5. Enter multiple charges that are applicable for pt list
6. Start typing patient name and F9 lookup to find the correct one. Enter
7. Enter ordering provider's mnemonics.
8. Continue to do this for each patient entered.

Cancelling Charges:

DIALYSIS MENU

Select

OE, DEPARTMENT CHARGES

Select

Routines

1. Status B
2. Charges
5. Clinical F
6. Clinical F
10. Occurre
11. Enter Re

1. Enter Charge
2. Dept Charge
3. Dept Charges-Batch
- 5. Process Orders**

10. Billing List - Dept
11. Billing List - PT
12. Daily Log

User: CPDBZL *TEST* Term: 52

To cancel an order, select # 5

Process Department Orders 0 Marked (of 8)

Enter Orders Amend Orders Edit Status Reprint Orders Edit Tech Delete Orders Enter Chg/Cr Ent/Ed Dept Data >More

Dept/Cat: c DIAL DIALYSIS **1**
 Patient: 00000063812 COVIDVAC, TEST INO **2**

A/S: 71 M Admit: 12/31/20
 Loc: D.C3F Status: ADM INO
 Rm: D.C324 Prev Act:
 Bd: A Unit No.: 000005431

3	Svc Dt&Tm	Order Dr	Category	Order No	Procedure	Pri	Qty	Status	Report No	Tech
	03/24 1539	CPDR1	DIAL	0324-0003	SLED	R		CMP		
	03/24	CPDR1	DIAL	0324-0004	HD	R	1	CNC		
	03/24	CPDR1	DIAL	0324-0005	APHWC	R	1	CNC		
	03/24 1200	CPDR1	DIAL	0324-0006	SLED	R		CMP		
	03/24 1400	CPDR1	DIAL	0324-0007	HD	R	1	CMP		
	03/24 1625	CPDR1	DIAL	0324-0008	TP	R	1	CMP		

1. To find department charges, enter c Dial
 2. Enter patient name
 3. Highlight charge(s) to be cancelled

Process Department Orders 0 Marked (of 8)

Enter Orders Amend Orders Edit Status **4** Reprint Orders Edit Tech Delete Orders Enter Chg/Cr Ent/Ed Dept Data >More

Dept/Cat: c DIAL DIALYSIS
 Patient: 00000063812 COVIDVAC, TEST INO

A/S: 71 M Admit: 12/31/20
 Loc: D.C3F Status: ADM INO
 Rm: D.C324 Prev Act:
 Bd: A Unit No.: 000005431

	Svc Dt&Tm	Order Dr	Category	Order No	Procedure	Pri	Qty	Status	Report No	Tech
	03/24 1539	CPDR1	DIAL	0324-0003	SLED	R		CMP		
	03/24	CPDR1	DIAL	0324-0004	HD	R	1	CNC		
	03/24	CPDR1	DIAL	0324-0005	APHWC	R	1	CNC		
	03/24 1200	CPDR1	DIAL	0324-0006	SLED	R		CMP		
	03/24 1400	CPDR1	DIAL	0324-0007	HD	R	1	CMP		
	03/24 1625	CPDR1	DIAL	0324-0008	TP	R	1	CMP		

4. Select Edit Status
 5. Select Cancelled

Select Status

- Logged
- In Process
- Complete
- Cancelled

Ok Cancel

Process Department Orders 0 Marked (of 8)

Enter Orders Amend Orders Edit Status Reprint Orders Edit Tech Delete Orders Enter Chg/Cr Ent/Ed Dept Data >More

Dept/Cat: c DIAL DIALYSIS A/S: 71 M Admit: 12/31/20
 Patient: 000000063812 COVIDAC, TEST INO Loc: D.C3F Status: ADM INO
 Rm: D.C324 Prev Act: Bd: A Unit No.: 0000005431

Svc Dt&Tm	Order Dr	Category	Order No	Procedure	Pri	Qty	Status	Report No	Tech
03/24 1539	CPDR1	DIAL	0324-0003	SLED	R	1	CMP		
03/24	CPDR1	DIAL	0324-0004	HD	R	1	CNC		
03/24	CPDR1	DIAL	0324-0005	APHWC	R	1	CNC		
03/24 1200	CPDR1	DIAL	0324-0006	SLED	R	1	CMP		
03/24 1400	CPDR1	DIAL	0324-0007	HD	R	1	CMP		
03/24 1625	CPDR1	DIAL	0324-0008	TP	R	1	CMP		

6. Hit F9 lookup and select appropriate cancellation reason

CMP = Completed
CNC = Cancelled

What is the reason for cancellation? 6

REMINDER:

If order is entered incorrectly (i.e. wrong provider, wrong date, etc.), cancel the charge. Enter a new charge within the 4-day window. If more than 4 days, contact Revenue Integrity.