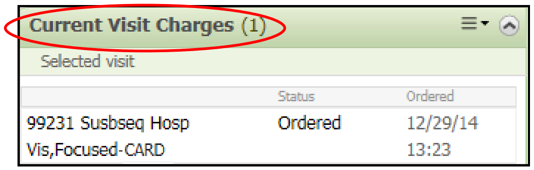
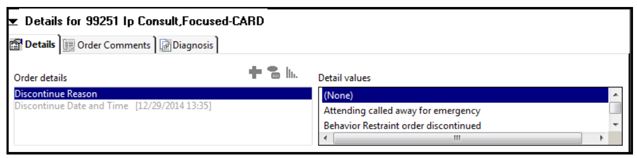
Cancel Charges

If you add the wrong charge, you can cancel or discontinue it within 10 minutes, while the status is still Ordered.

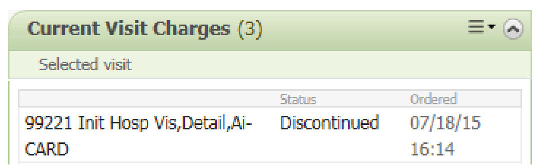
1. On the Phys. Charges tab, click the heading **Current Visit Charges**.



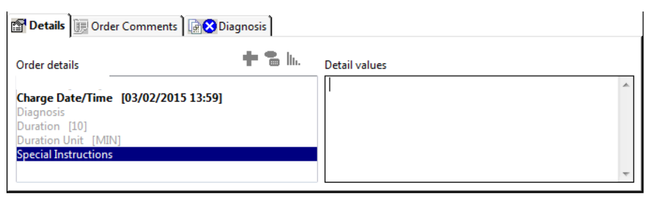
2. This brings you to the Orders screen.
3. Click on **Non Categorized**.
4. Right click on the charge to discontinue (the status should be Ordered).
5. Select **Cancel/DC**.
6. On the Details tab, select a **Discontinue reason** from the Detail values list.



7. Click **Sign**.
8. The charge will display as **Discontinued** on the Orders screen and on the Phys. Charges tab.



Note: If the Status of the charge is Completed, it cannot be discontinued. Add the correct charge and on the Details tab, select Special Instructions. Add a comment about the charge you couldn't discontinue and request for it to be removed.



Christiana Care Health System

PowerChart

Adding Physician Charges

Quick Reference Guide

Need help?

For additional information, visit:

www.christianacare.org/powerchart2014

Or call:

PowerUp Team: 733-1777 (Mon– Fri)

Help Desk: 327-EMER (3637)

Version: 03

Effective Date: 10.28.15

Replaces: na

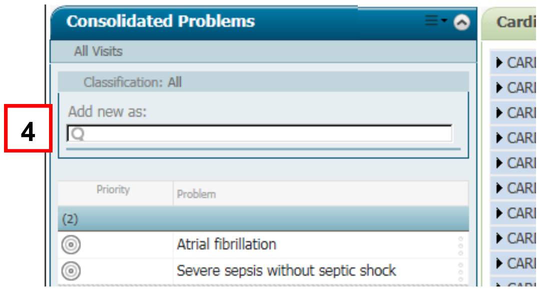
IT Training

Add Service Charge

After completing the day's Progress Note for the patient, add the charge for the service provided for the day.

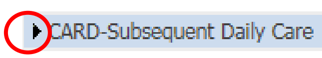
Note: Charges do not carry forward and must be added daily.

1. Click the **Phys. Charges** tab on Workflow.
2. Verify under **Current Visit Charges** that no charges were already added for the date of service.
3. Review the **Consolidate Problems** section. *It is best practice to add your diagnosis on the Consolidated Problems section of the Documentation Workflow while creating your Progress Note.*
4. If a diagnosis hasn't been added, search and add using the Quick Search field under " Add new as:"

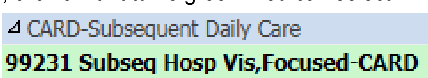


5. Click on the menu next to your department/ practice name. Select **Default Expanded.** The charge list for your dept/practice will default open for every patient now.

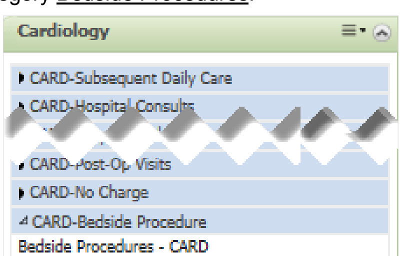
6. Click on the black triangle in a category to open the list of charges.



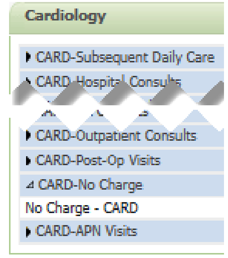
7. To select a charge, click on it. It turns green. You can select more than one charge, if applicable.



a. If you performed bedside procedures, select **Bedside Procedure** under the category <u>Bedside Procedures</u>. **<u>Select one charge per procedure</u>**. Later, coders will add the appropriate code in Soarian based on your documented Progress Note.

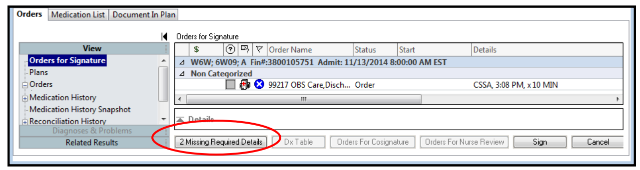


b. If no charge is to be incurred from you that day, select **No Charge** under the <u>No Charge</u> category.

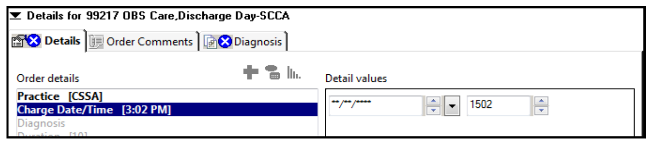


8. The inbox turns green and indicates the number of orders. Click on the green inbox.

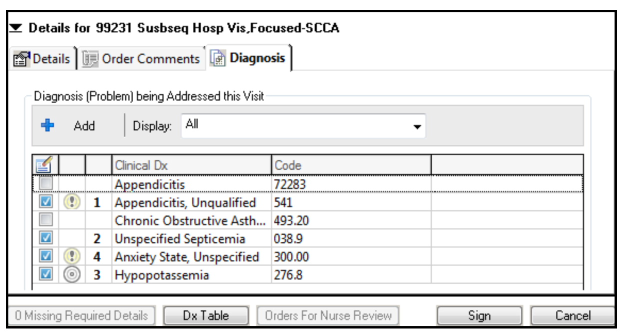
9. Review the charge in the pop-up . If the Show Diagnosis box is checked, uncheck it (only have to do this the first time you use billing). Then click **Sign**.
10. On the Orders for Signature screen, click the **Missing Required Details** button.



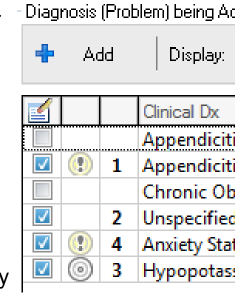
11. The **Details** tab will open and default to **Charge Date/Time**.



12. Under <u>Detail values</u>, the time will default but the date of service will not. Change the date to the service provided date.
    - If the date of service was today, click in the Date field and type **t**. Today's date will be entered in the field.
    - If the date of service is a previous day, type the date of service or use the dropdown arrow next to the date field to choose the date from a calendar.
13. Click the **Diagnosis** tab.
14. In <u>Diagnosis (Problem) being Addressed this Visit</u> section, check the box next to the appropriate diagnosis on the list.



15. If you add more than one diagnosis for the charge order, prioritize the diagnoses by placing a check mark next to the first diagnosis, then the second, etc.



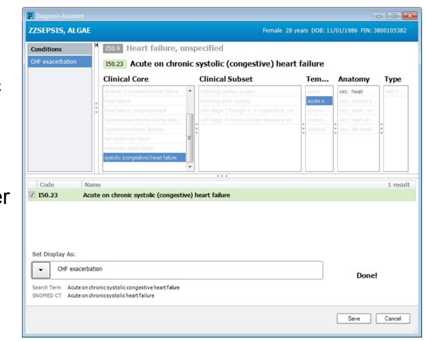
The number will display in the Priority column to the left of the Diagnosis name. This allows you to assign priority for the charge each day.

16. An icon will indicate if the diagnosis is specific enough for a charge to be dropped.

   Specified: No further specificity is needed.

   Unspecified: Not enough specificity to match code

17. If unspecified, click on the icon to open Diagnosis Assistant. Use the category columns presented to specify the condition for the patient. Drill down until there is a specific diagnosis and code defined. Click **Save**. (Refer to PowerChart Diagnosis Assistant Job Aid for details)



18. When finished, click **Sign**.
19. The charge displays on the Phys. Charges tab under **Current Visit Charges**. The status is Ordered.
20. Hover over the charge to see the Start Date Time (date service was performed) vs. Order Date/Time (date charge was ordered).