

## PowerChart SCCA: Adding Physician Charges Quick Reference Guide

### Need help?

For additional information, visit:

[www.christianacare.org/powerchart2014](http://www.christianacare.org/powerchart2014)

Or call:

PowerUp Team: 733-1777 (Mon– Fri)

Help Desk: 327-EMER (3637)

Version: 05

Effective Date: 03.30.15

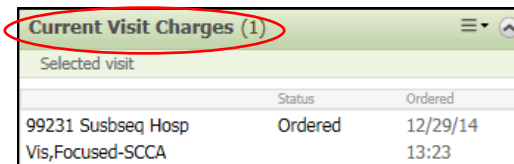
Replaces: 03.02.15

IT Training

### Cancel Charges

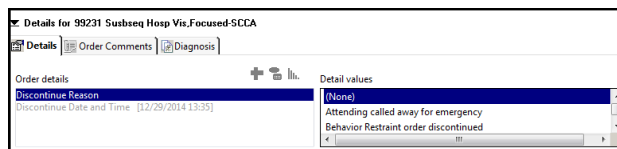
If you add the wrong charge, you can cancel or discontinue it within 10 minutes, while the status is still Ordered.

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



Current Visit Charges (1)		
Selected visit	Status	Ordered
99231 Subseq Hosp Vis,Focused-SCCA	Ordered	12/29/14 13:23

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.

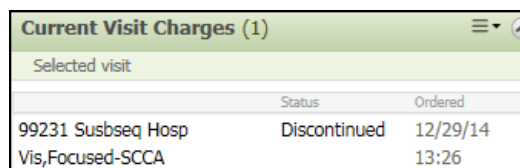


Details for 99231 Subseq Hosp Vis,Focused-SCCA

Order details: Discontinue Reason [Discontinue Date and Time: 12/29/2014 13:35]

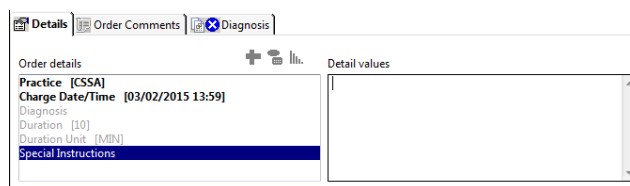
Detail values: (None), Attending called away for emergency, Behavior Restraint order discontinued

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



Current Visit Charges (1)		
Selected visit	Status	Ordered
99231 Subseq Hosp Vis,Focused-SCCA	Discontinued	12/29/14 13:26

*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.*



Details for 99231 Subseq Hosp Vis,Focused-SCCA

Order details: Practice: (CSSA), Charge Date/Time: [03/02/2015 13:59], Diagnosis: [10], Duration Unit: [MIN]

Special Instructions

**Phys. Charges Page**  
After completing Progress Note for selected patient, enter charges for services provided that day.

Diagnosis:

This Visit problems (Diagnosis) from the Consolidated Problems list are displayed. Hover over to view more details. If a new diagnosis is needed, use the Quick Search field or click the heading Diagnosis (navigates to Problems and Diagnosis).

Categories of charges for the group or practice.

Current Visit Charges:

Displays all charges for current visit (encounter). Hover over to see more details. Click the heading to navigate to the Orders page.

## 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 SCCC Workflow.
2. Verify under **Current Visit Charges** that no charges were already added for the date of service.
3. Review the Diagnosis section. If a diagnosis hasn't been added, search and add using the Quick Search field.

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

▶ Subsequent Daily Care

5. To select a charge, click on it. You can select more than one charge, if applicable.

▶ Subsequent Daily Care  
99231 Subseq Hosp Vis,Focused-SCCA

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

6. If no charge is to be incurred from you that day, select **No Charge - SCCA** under the **No Charge** category.

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



8. Review the charge in the pop-up and if correct, click **Sign**.

9. The Orders for Signature screen displays. Click the **Missing Required Details** button.

10. Click the **Details** tab.
11. Under **Detail values**, change the date to the service provided date (the time will default but the date of service will not).

- 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.
12. Click the **Diagnosis** tab.

13. In the **Diagnosis (Problem) being Addressed** this Visit section, check the box next to the appropriate diagnosis from the list.

14. 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.

15. When finished, click **Sign**.

16. The charge displays on the **Phys. Charges** tab under **Current Visit Charges**. The status is **Ordered**.

17. Hover over the charge to see the **Start Date Time** (date service was performed) vs. **Order Date/Time** (date charge was ordered).