A. GENERAL STATEMENT OF POLICY:

To establish policy and procedure for proper use of professional fee charge tickets.

B. SCOPE:

This policy will cover the Department of Surgery.

C. ADMINISTRATION:

This policy will be revised by the administrator and approved by the chairman.

D. TEXT:

All patients will be arrived for their visits in IDX. After arriving in IDX the patient is put in the “waiting room” status in Cerner. This signifies the patient is here for their appointment. All arrived appointments show up on the clinic missing charge report in IDX for the coding staff. The arrived appointment creates an encounter which is the driving force for the interface from the EHR to IDX the practice management software.

After the physician completes the visit they must chose the CPT and diagnosis from the list in the electronic health record. This information that is selected interfaces from the EHR to IDX TES with the CPT and DX chosen. The coder is to confirm the documentation supports the code and for a signature. After the 100% audit the code is sent out of TES and into BAR for issuing the claim to the insurance carrier. If a physician doesn’t enter the CPT and DX, the coding assistant staff enters the 104038 charge to create an encounter in TES for the coder to have in TES for audit and entry.

In the event of a downtime event the check in staff will utilize the printed schedule and mark the patients that arrive and notify the nursing staff. The physician will document on a paper progress note. When the system does resume the check in staff will arrive the patients for the entry onto the missing charge report.

The coder also has the ability to utilize the “schedule” in the EHR to see what patients arrived and open the chart and bill from there but the overall tracking mechanism is the missing charge report.

E. DISTRIBUTION

This policy and procedure should be distributed to all Department of Surgery Employees.

F. REVISION

It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.