



Future State: Charge Services - Reviewing Manual Charges

Cerner Workflow ID: 428 (v. 11.0) Client Workflow ID: 791

Last updated by ELPHIE MANGROBANG, Jun 25, 2024 11:35am (UTC -4 hours)

Workflow Details:

Workflow Name: Charge Services - Reviewing Manual Charges

Workflow State: Future State

Workstream: Other

Venue: Acute Care

Post Acute

Ambulatory

Client Owner: MANGROBANG, ELPHIE

Cerner Owner: Craig, Terri D

Standard: Yes

Related Workflow(s):

Tags:

Workflow Summary:

Service Line:

Related Solution(s): Charge Services

Project Name: Niagara Health System:OPT-0297674:NIAG_CD Niagara HIS RFP

TestBuilder Script(s):

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Workflow Notes: This is the process for reviewing charges that have flagged as manual through the reference build. Free text supply items for surgery are an example of charges that would be flagged.

Application Experience

Charges will be flagged as manual through the reference build.

Process Alignment

Manual charges should be clearly outlined in the clinical workflow and should be reviewed frequently.

Billing staff should communicate with the person responsible for documenting these charges.

Outcomes Excellence

Not following this workflow could result in late charges and delayed claims.

Introduced By: WS 1

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Validated By: WS 8

Swim Lane:

Role(s): Charge Services Department

Department(s): Patient Accounting

Security Position(s): Charge Services - IT

Start/Stop [30747]

Description: Filter charges in CS Charge Viewer to view charges in a manual status

Step Impact: Financial

Work Step [30760]

Description: Highlight the appropriate charge

Work Step [30761]

Description: Right click on the charge and open the Release Charge window

Work Step [30762]

Description: Within the Release Charge window, double-click on the charge to open the Manual Charge box

Decision [30763]

Description: Does the charge require manual updates?

Work Step [30765]

Description: Enter necessary charge data in the Manual Charge box and click OK

Start/Stop [30764]

Description: Release Charge