

Priority: High
Targeted Users: Billing Providers
Release date: 1/2/2020

Note Based Charging

What is Note Based Charging?

With note based charging, billable providers will be prompted to file a charge in Epic immediately after signing a billable note. Below is a list of note types that will prompt providers to file charges once signed:

• Progress Note	• Op Note	• Discharge Summary	• Procedure Note
• Progress Note – Attending	• H&P	• Consult Note	• L&D Delivery Note

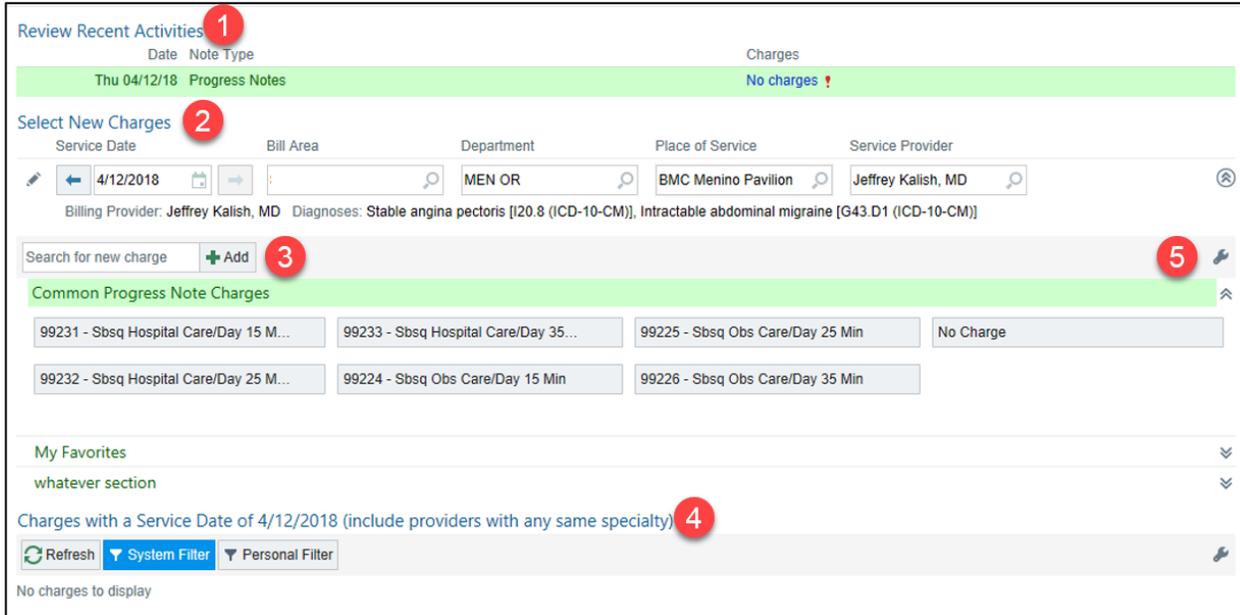
Who will use Note Based Charging?

Only billable providers will be prompted to file charges after signing one of the note types listed above. Attending physicians will be prompted to bill, but residents and most fellows will not. However, many mid-level providers are also billable. The following provider types are billable providers who may use note based charging.

• Medical Attending	• Physicians/Hospitalists	• Medical Nurse Practitioners	• Medical Physician Assistants
• Surgical Attending	• Fellows	• Surgical Nurse Practitioner	• Surgical Physician Assistant
• Dentist	• Anesthesiologist*	• Nurse Anesthetist*	• Midwife

*Anesthesiologists and Nurse Anesthetists are billable, though they will not be doing their billing in Epic.

How do I use the Note Based Charging window to file my charges?



A **Select Charges window** will appear after a billable provider signs a billable note.

1. The **Review Recent Activities** section displays a list of recently signed notes and any associated charges.
2. The **Select New Charges** section allows you to choose your charges. The date, department, service provider, and billing provider all default. You can also choose your Bill Area here. If you only have one Bill Area to choose from, it will default. If you have more than one, you will need to choose the Bill Area for every charge every time.
3. The **Preference List** contains common charges you could file based on the note type and the patient's encounter type. For example, if you sign an H&P, different *Common H&P Note Charges* will display. Choose the charges to drop here, or search for other charges not listed.

NOTE: If you are not seeing the full list of charges, uncheck the **Only Favorites** check box:



4. **Charges with a Service Date...** This section will display all charges already filed for the date in question for your same service. That is, if you already billed a resident's progress note, and then signed your own attending progress note, you would see the charges you already filed here and know to not bill again.
5. **Wrench Icon** always means customize. You are able to customize the buttons that display by default.

I chose what charges to drop, now what?

1. After dropping a charge, you may have more details or modifiers to add. The red stop sign beside the charge indicates more information is required.

99223 - Initial Hospital Care/Day 70 Min

2. Every charge needs two items associated: 1) Diagnosis, and 2) Bill Area. You may also need to add a Modifier. Epic will not prompt you to add a Modifier, so you will need to remember.
 - a. **Diagnosis association**→ The first time you bill for an inpatient, Epic will not automatically associate any diagnoses with the charge. Click on the Ring Icon to associate a diagnosis.

Charges Requiring Review

Description	Code	Dx
☆ PR SBSQ HOSPITAL CARE/DAY 25 MINUTES	99232 CPT®	

Error: Missing diagnosis

The Problem List integrates with your billing, so anything marked as Hospital Problem on the Problem List will show up automatically as a diagnosis to choose. However, you can always search for a different, unlisted diagnosis by clicking “**Add diagnosis**”.

- b. **Bill area**→ Providers with multiple bill areas will need to specify the appropriate bill area for each charge. Click the on the charge, then indicate the appropriate bill area.

c. **Modifiers**→ Providers can add modifiers to charges as needed. Click on the charge, then indicate the appropriate modifier in the Modifiers field.

PR SBSQ HOSPITAL CARE/DAY 25 MINUTES

Service date:	4/12/2018	Bill area:	SURG VASCULAR [2832]
Department:	MEN OR [10102016]	Place of service:	BMC Menino Pavilion [10102]
Service provider:	Jeffrey Kalish, MD [1860]	Billing provider:	Jeffrey Kalish, MD [1860]
Referring provider:		Modifiers:	

i. You are able to add Modifier Speed Buttons (which will appear where the highlighted red box is) to more easily add a modifier to a charge.

Description	Code	Dx	Service Date	Service Prov	Modifiers	Qty	Status
☆ 99223 - Initial Hospital Care/Day 70 Min	99223 CPT®		1/19/2018	Christopher S Manasseh, MBBS		1	New

ii. Click the **Wrench icon** next to where you search for new charges.

Select New Charges

Service Date: 1/25/2018 | Department: MEN 6W MEDICAL | Place of Service: BMC Menino Pavilion | Service Provider: Jeffrey Kalish, MD | Billing Provider: Jeffrey Kalish, MD

Bill Area: SURG VASCULAR

Search for new charge

iii. Then click "Add Modifier Button" and choose the modifier and a caption for it.

Personalize Charging

Modifier Buttons

25 [25]

Modifier: 25 - SIGNIFICANT, SEPARATELY IDENT

Caption: 25

iv. You will now have this button available as a default option to save you time.

Dx	Service Date	Service Prov	Modifiers	Qty	Status
	1/25/2018	Jeffrey Kalish, MD	25	1	New

3. Once your charge is complete, click to file the charges.

What if I don't want to drop my charges now?

Providers can choose to file charges later on rather than upon the signing of a note. To bypass the Select Charges window without charging, select the  button.

1. When you want to add a charge, select the **Charge Capture** tab:

- Admission
- Transfer
- Discharge
- Consult
- Procedure
- Problem List
- Charge Capture**
- Pre-op + Con...

The Charge Capture navigator includes three sections:

1. **Payor/Plan Information** → Displays the patient's insurance and guarantor information.

Payor/Plan Information

Patient Insurance and Address Information

1st Insurance/Plan/Policy#: TUFTS HMO/HMO/33445566
 2nd Insurance/Plan/Policy#: SELF PAY/STANDARD/
 Guarantor Name: TEST, COMMERCIAL
 Guarantor Address: 45 WEST ST
 BOSTON, MA 021880000
 Guarantor Phone:

- 2. **Charge Capture** → Allows providers to file charges in similar manner as detailed in the Filing Charges in eMERGE—Note Based Charging section.
- 3. **Summary of My Charges and Notes** → Displays recently signed notes and charges filed.

Summary of My Charges and Notes

Test, Commercial #5000159 (CSN:578) (50 y.o. F) (Adm: 07/11/16)

My Charges and Notes

1/17/2018

Code	Description	Service Provider	Billing Provider	Modifiers
99232 (CPT®)	Pr Sbsq Hospital Care/Day 25 Minutes	Christine Odell, MD	Christine Odell, MD	25
Time of Service	Note Type	Author Name	Service	Author Type
1035	Progress Note - Attending	Christine Odell, MD	Medical Specialties	Physician
				Status
				Signed

Finding Surgery Communication Codes

The surgical communication codes only appear when there is a chargeable note ready to be billed.

Select Charges for Recent Notes

Date	Note Type	Charges
Thu 01/02/20	Op Note	No charges !