

Charge Reconciliation and Applying Modifiers

AGENDA

- Applying the KX Modifier
- Outpatient Charge Reconciliation
- Inpatient Charge Reconciliation



Applying the KX Modifiers

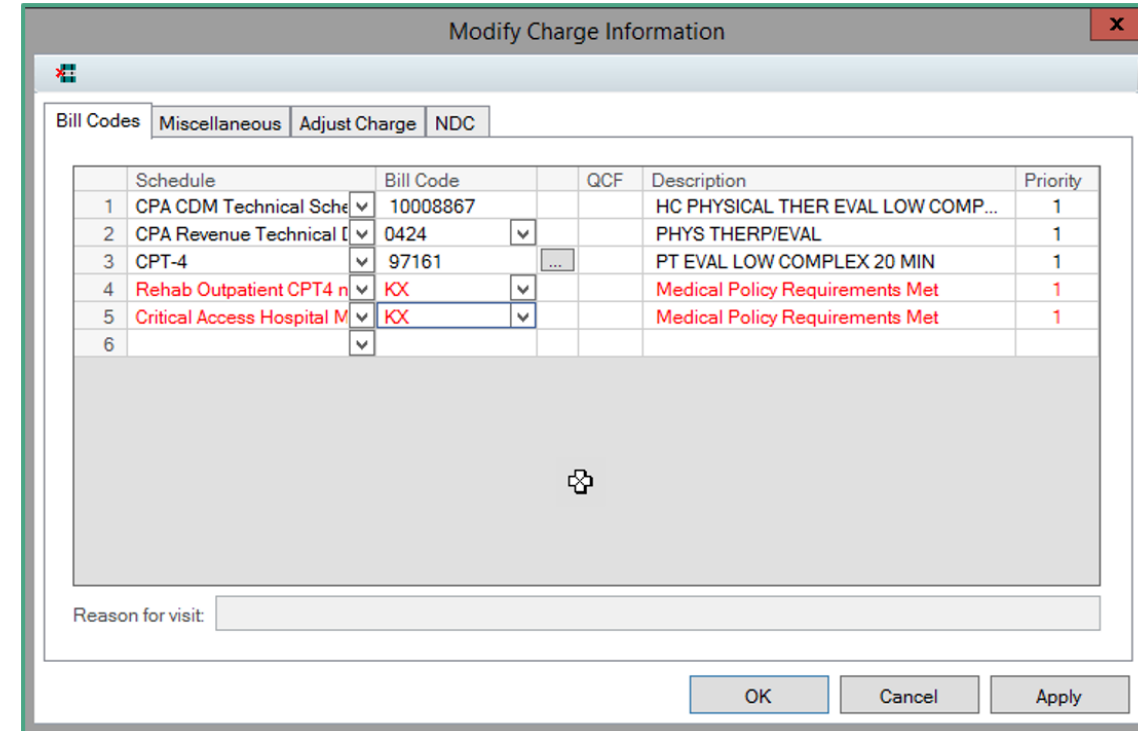
- To add the KX modifier log into Charge Viewer
- Search the Patient's Fin
- Right Click on the charge
- Select Modify Charge Information

CPT-4 Modifier	Description	CPT-4
	PT Outpatient Time Spent With Patient	
	PT Outpatient Time Spent With Patient	
	PT Outpatient Time Spent With Patient	
	HC PHYSICAL THER EVAL LOW COMPLE...	971...
GP	PT EVALUATION LOW COMPLEXITY	971

- Person Information
- Credit Charge
- Select All
- Details
- Refresh List
- Modify Charge Information
- View Credit/Modify Reason
- View Charge Modification History
- Transfer Client Charges

Applying the KX Modifier (cont.)

- Under the Bill Code Section
 - SVH, CAD, BHH- select Critical Access Hospital modifier schedule
 - EMMC, Inland, AR Gould, Mercy- select Rehab Outpatient CPT4 modifier

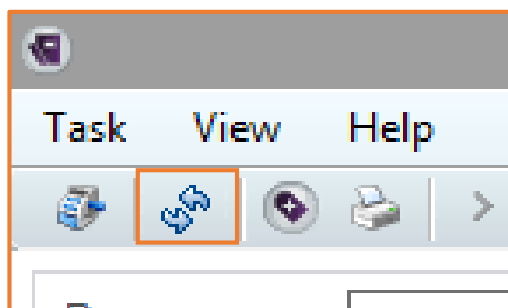


The screenshot shows a software window titled "Modify Charge Information" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "Bill Codes", "Miscellaneous", "Adjust Charge", and "NDC". The "Bill Codes" tab is active, displaying a table with the following columns: Schedule, Bill Code, QCF, Description, and Priority. The table contains six rows of data, with the last two rows highlighted in red. Below the table is a large grey area with a crosshair cursor. At the bottom of the window, there is a "Reason for visit:" label followed by a text input field, and three buttons: "OK", "Cancel", and "Apply".


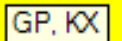

	Schedule	Bill Code	QCF	Description	Priority
1	CPA CDM Technical Sche	10008867		HC PHYSICAL THER EVAL LOW COMP...	1
2	CPA Revenue Technical L	0424		PHYS THERP/EVAL	1
3	CPT-4	97161	...	PT EVAL LOW COMPLEX 20 MIN	1
4	Rehab Outpatient CPT4 n	KX		Medical Policy Requirements Met	1
5	Critical Access Hospital M	KX		Medical Policy Requirements Met	1
6					

Applying the KX Modifier (cont.)

- Once applied Refresh charges



- Hover over the CPT-4 Modifier column to see the modifiers that have been applied when there are multiple modifiers

FIN Number	Patient Name	CDM Number	CPT-4 Modifier
256283896	TRAIN, MR...		
256283896	TRAIN, MR...		
256283896	TRAIN, MR...		
256283896	TRAIN, MR...	73777393	GP 
256283896	TRAIN, MR...	73777393	GP 
256283896	TRAIN, MR...	73777393	GP 

Charge Reconciliation

Why Reconcile

- Reconciliation is a means to prevent revenue leakage.
- When we reconcile our charges we ensure that our patients are charged appropriately for the services rendered.

Charge Reconciliation Process(Outpatients)

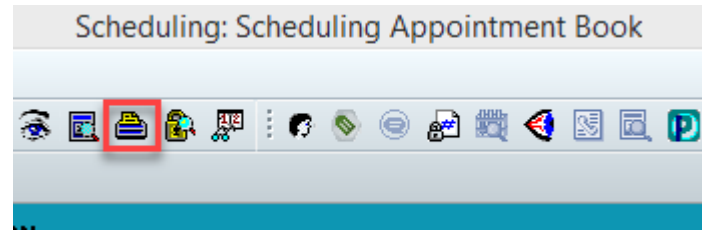
- Open the Scheduling Appointment book from the AppBar
- Run the PCO Schedule Daily Arrivals with Status report
- Open the Discern Reporting Portal
- Run the Charge Reconciliation Report
- Compare all of the checked in and checked out patients on the Daily Arrivals report to make sure there is a charge for each one on the Reconciliation Report.
- If any patients are missing charges research in charge viewer to make sure the charge was added. If not then communicate this to therapist to add the charge on the correct powerform.

PCO Schedule Daily Arrivals with Status Report (Outpatients)

- Open the Scheduling Appointment book from the App Bar



- Open Appointment Report from the Tool Bar



PCO Schedule Daily Arrivals with Status Report (Outpatients)(continued)

Under the Location Tab enter in the report parameters

- Report
 - *PCO Scheduled Daily Arrivals w/Status*
- Location Type
 - *Ambulatory*
- Location
 - *Your Location*
- Start Date and End Date
 - *Date of Service*

The screenshot shows the 'Schedule Report' application window with the following parameters:

- Report: PCO Scheduled Daily Arrivals with Status
- Location type: Ambulatory(s)
- Location: MROC_E
- Start date: 01/15/2020
- Start time: 0000
- End date: 01/15/2020
- End time: 2355
- Printer: (empty)
- Copies: 1

Buttons at the bottom: E-mail, Print, Save As, View, Clear, Close.

For Help, press F1

P108 RGHAM1 Wednesday, February 5, 2020 14:...

PCO Schedule Daily Arrivals with Status Report (Outpatients)(continued)

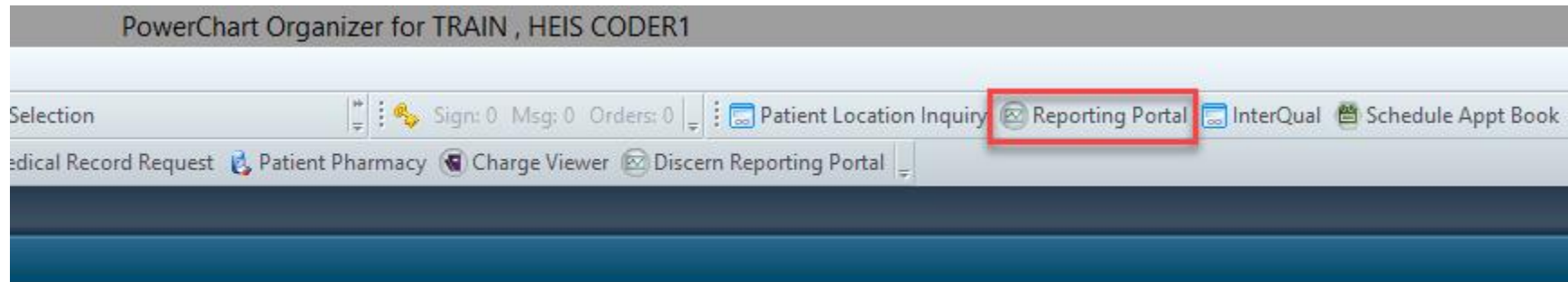
Schedule Report					
Report Name: E09Z_PCO_SDA_W_STATUS		NL REHABILITATION BANGOR		Page: 1	
Location: MROC_E		PCO SDA with Appointment Status		Printed: 02/05/20 14:48	
01/15/2020 TO 01/15/2020					
TIME	PATIENT NAME	APPT TYPE	MRN	FIN NBR	DOB
REASON FOR VISIT		PROVIDER	STATUS		
ACTION COMMENTS					
11:00 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	No Show		
11:30 MS		PMR OFFICE VISIT 30 GANESH, SADVI P MD	No Show		
08:00 INPATIENT FOLLOW UP		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
08:30 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked Out		
09:00 ms care		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked Out		
08:30 ms care		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
08:00 PUMP REFILL		PMR NURSE VISIT 60 E MROC RN 01	Checked Out		
08:00 MS due to transportation		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Rescheduled		
09:00 INPT FU		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
11:30 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked In		

Charge Reconciliation Report (Outpatients)


- Open the Discern Reporting Portal from the App Bar or from Powerchart



or



- Select the Charge Reconciliation Report and click Run

Charge Reconciliation Report		Provider/Orders	Public 
Description:	Suggested Report User:	Reporting Application: CCL	Run
	Suggested Report Frequency:	Alternate name: E01Z_CHARGE_RECON_ MULTI:DBA	Run in Background
	Support Reference Number:		View Previous Run

Charge Reconciliation (Outpatients)

Required fields

➤ Posted Date

- *Add the date you documented in Powerchart*

➤ Select Activity Type

- *PT Tx/Procedures*
- *OT Tx/Procedures*
- *SLP Tx/Procedures*

➤ Select Facility

- *Pick your Organization*

Discern Prompt: E01Z_CHARGE_RECON_MULTI:DBA

Output to File/Printer/MINE: MINE

*Enter beginning posted date: 05/06/2020

*Enter ending posted date: 05/06/2020

Select a catalog type: [Empty]

Select an activity type:

- PSD Orders
- PT Newport
- PT Tx/Procedures
- Package
- Pain Clinic TAMC
- Pain Management Consults
- Palliative Care
- Palliative Care Mercy
- Palliative Care Services TAMC
- Patient Care
- Patient Care Dx

Select sort by patient name, activity type or entering ID: [Empty]

*Facility:

- ACADIA HEALTHCA
- ACADIA HOSPITAL
- ACADIA HOSPITAL SAS
- BHMH
- C A DEAN HOSPIT
- EMMC
- EMMC WOMEN'S HEALTHCARE AT GYNECOLOGY
- INLAND HOSPITAL
- MERCY HOSPITAL
- NL ADULT BEHAVIORAL HEALTH BANGOR CLINIC
- NL ADULT BEHAVIORAL HEALTH BANGOR THERA

Display Clinical Indicator: [Empty]

Spreadsheet:

Execute Cancel

Return to prompts on close of output

Ready

Comparison (Outpatients)

Report Name: E09Z_PCO_SDA_W_STATUS
Location: MROC_E

NL REHABILITATION BANGOR
PCO SDA with Appointment Status
01/15/2020 TO 01/15/2020

Page: 1
Printed: 02/05/20 14:48

Program Name: E01Z_CHARGE_RECON_MULT
Run by: GOMM , HEATHER A
Catalog Cd:

NL REHABILITATION BANGOR
CHARGE RECONCILIATION REPORT
Sorted by Patient Name
Activity Dates of 01/17/20 to 01/17/20

TIME	PATIENT NAME	APPT TYPE	MRN	FIN NBR	DOB
REASON FOR VISIT	PROVIDER	STATUS			
ACTION	COMMENTS				
11:00 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	No Show		
11:30 MS		PMR OFFICE VISIT 30 GANESH, SADVI P MD	No Show		
08:00		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
08:30 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked Out		
09:00 ms care		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked Out		
08:30 ms care		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
08:00 PUMP REFILL		PMR NURSE VISIT 60 E MROC RN 01	Checked Out		
08:00 MS due to transportation		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Rescheduled		
09:00 INPT FU		PMR OFFICE VISIT 30 GANESH, SADVI P MD	Checked Out		
11:30 MS		PMR OFFICE VISIT 30 ELMALIK MD, WISAM	Checked In		

VS

Patient Name	FIN	Loc	Admit/Dis Date	Rendering Phys	Bill Item	CDM	Mods	Posted Date	Service Date	Qty
		MROC_E	NL REHABILITATION BANGOR	GANESH MD, SADVI	MROC Estab Outpt Vis 76330133			01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76330133			01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	GANESH MD, SADVI	MROC Estab Outpt Vis 76330125			01/17/20	01/15/20	1
				ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76331917	25		01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	ATHERTON RN, AUBREY	MROC Analyz Pump W/R 76331578			01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76330133			01/17/20	01/02/20	1
		MROC_E	NL REHABILITATION BANGOR	GANESH MD, SADVI	MROC Estab Outpt Vis 76330133			01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76330141			01/17/20	01/02/20	1
		MROC_E	NL REHABILITATION BANGOR	ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76330133			01/17/20	01/15/20	1
		MROC_E	NL REHABILITATION BANGOR	ELMALIK MD, WISAM E	MROC Estab Outpt Vis 76330133			01/17/20	01/02/20	1

Things to Look For (Outpatients)

- Anyone on the PCO Scheduling Report that is listed as a no show or rescheduled won't have a charge on the charge reconciliation report.
- Everyone that has either Checked In or Out on the PCO Scheduling Report should have a charge on the charge reconciliation report.
- If you have a charge that is on the charge reconciliation report but not on the PCO scheduling report look at the date of service. They may have been seen on a different date of service from the date on the PCO Scheduling Report.
- If you have a visit on the Scheduling Report that isn't on the Charge reconciliation report. Open account in charge viewer to make sure a charge has been added.
- If there are two charges on the charge reconciliation report for a patient, check the Scheduling Report. If this is correct you will see the patient listed twice.

Charge Reconciliation(Inpatients)

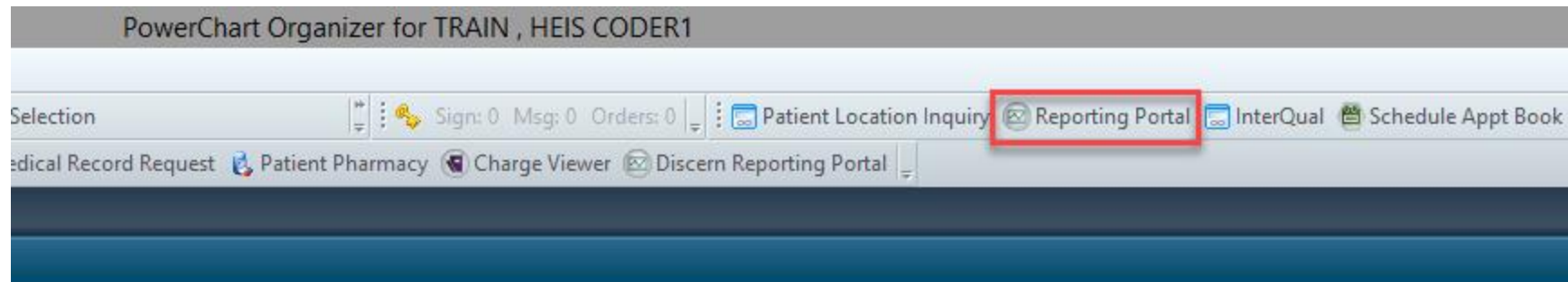
- Open the Discern Reporting Portal either from the App Bar or Powerchart
- Open the Documentation Reconciliation Report
- Open the Charge Reconciliation Report
- Compare the two reports to make sure there is a charge or charges for every account that was documented from the powerform.

Documentation Reconciliation Report (Inpatients)

- Open the Discern Reporting Portal from the App Bar or from Powerchart



or



- Select the Documentation Reconciliation Report and click Run

Documentation Reconciliation Report		Charge Services	☆
Report Name:	Suggested Report	Reporting Application:	Run
Report User:	Suggested Report	CCL	Run in Background
Frequency:	Support Reference Number:	Alternate name:	View Previous Run
	78090	E01Z_CHARGE_RECON_ PF:DBA	
Published / Charge Services			

Documentation Reconciliation Report (Inpatients)

Required fields

➤ Dates

- *This will be the date of service*

➤ Facility

- *Choose your Facility*

➤ Report Group

- *Rehab*

Discern Prompt: E01Z_CHARGE_RECON_PF:DBA

Output to File/Printer/MINE: MINE

Enter Beginning Date: 04/27/2020

Enter Ending Date: 04/27/2020

*Choose Facility: EMMC

Report Group: Rehab

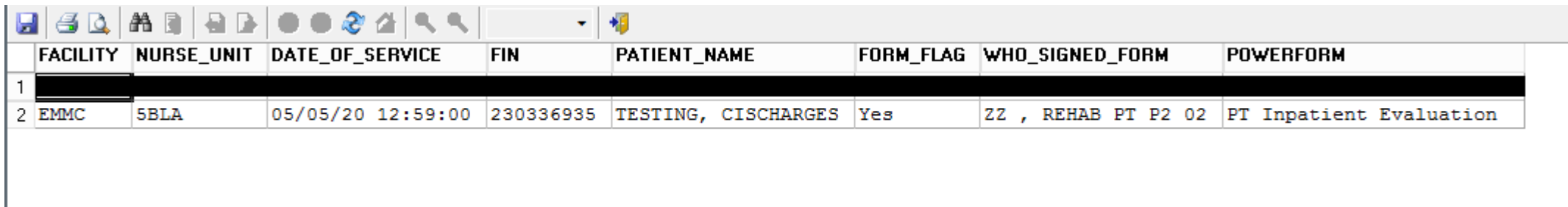
Execute Cancel

Return to prompts on close of output

Ready

Documentation Reconciliation Report (Inpatients)

- Once the report parameters are entered. You will get a report that looks similar to this, with the list of patients that have had documentation added to a Rehab powerform for the given date range.



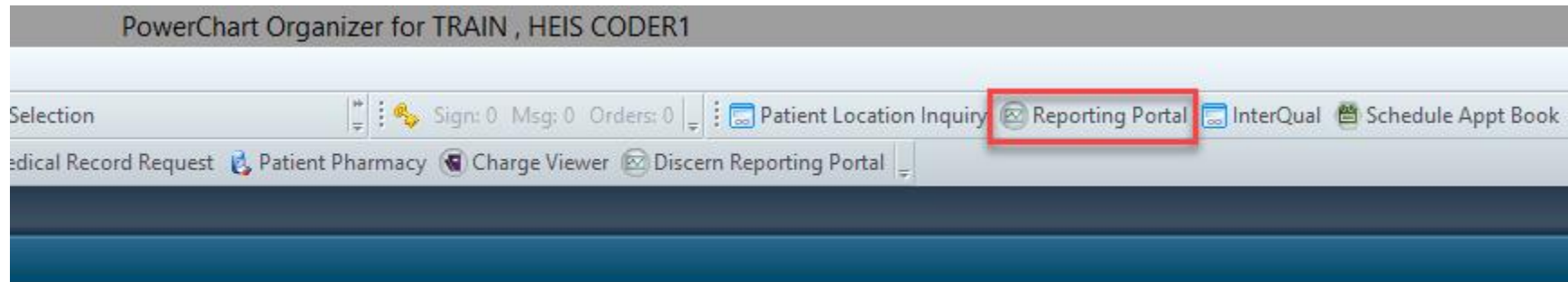
	FACILITY	NURSE_UNIT	DATE_OF_SERVICE	FIN	PATIENT_NAME	FORM_FLAG	WHO_SIGNED_FORM	POWERFORM
1								
2	EMMC	SBLA	05/05/20 12:59:00	230336935	TESTING, CISCHARGES	Yes	ZZ , REHAB PT P2 02	PT Inpatient Evaluation

Charge Reconciliation Report (Inpatients)


- Open the Discern Reporting Portal from the App Bar or from Powerchart



or



- Select the Charge Reconciliation Report and click Run

Charge Reconciliation Report		Provider/Orders	Public 
Description:	Suggested Report User:	Reporting Application: CCL	Run
	Suggested Report Frequency:	Alternate name: E01Z_CHARGE_RECON_ MULTI:DBA	Run in Background
	Support Reference Number:		View Previous Run

Charge Reconciliation Report (Inpatients)

Required fields

➤ Posted Date

- *Add the date you documented in Powerchart*

➤ Select Activity Type

- *PT Tx/Procedures*
- *OT Tx/Procedures*
- *SLP Tx/Procedures*

➤ Select Facility

- *Pick your Organization*

Discern Prompt: E01Z_CHARGE_RECON_MULTI:DBA

Output to File/Printer/MINE: MINE

*Enter beginning posted date: 01/17/2020

*Enter ending posted date: 01/17/2020

Select a catalog type: [Dropdown]

Select an activity type:

- MROC Speech Therapy Supplies
- MROC Speech Therapy Treatment
- Maine Rehab Behavioral Medicine
- Maine Rehab County PT
- Maine Rehab Diagnostic Testing
- Maine Rehab Houlton Regional
- Maine Rehab Inland Hospital
- Maine Rehab Mayo Regional Hospital
- Maine Rehab Physician Practice EMMC
- Maine Rehab Physician Practice MROC
- Maine Rehab T&MC

Select sort by patient name, activity type or entering ID: [Dropdown]

*Facility:

- NL PRIMARY CARE PITTSFIELD - NON-RURAL
- NL PRIMARY CARE PRESQUE ISLE
- NL PRIMARY CARE SANGERVILLE
- NL PRIMARY CARE STONINGTON
- NL PRIMARY CARE UNITY
- NL PSYCHOLOGY SERVICES BANGOR
- NL REHABILITATION BANGOR
- NL RHEUMATOLOGY BREWER
- NL RHEUMATOLOGY PITTSFIELD
- NL RHEUMATOLOGY PRESQUE ISLE
- NL RHEUMATOLOGY WATERVILLE

Display Clinical Indicator: [Dropdown]

Spreadsheet:

Return to prompts on close of output

Ready

Execute Cancel

Comparison (Inpatients)

	FACILITY	NURSE_UNIT	DATE_OF_SERVICE	FIN	PATIENT_NAME	FORM_FLAG	WHO_SIGNED_FORM	POWERFORM
1								
2	EMMC	5BLA	05/05/20 12:59:00	230336935	TESTING, CISCHARGES	Yes	ZZ , REHAB PT P2 02	PT Inpatient Evaluation

VS

Program Name: E01Z_CHARGE_RECON_MULTI
 Run by: ZZ , REHAB PT P2 02
 Catalog Cd:

NL EASTERN MAINE MEDICAL CENTER
 CHARGE RECONCILIATION REPORT
 Sorted by Patient Name
 Activity Dates of 05/05/20 to 05/05/20

Page: 1
 Printed: 05/05/20 13:05

Patient Name	FIN	Loc	Admit/Dis Date Rendering Phys	Bill Item	CDM	Mods	Posted Date	Service Date	Qty	Price	Status	Trans Type	Entering ID	Activity Type
TESTING, CISCHARGES		5BLA		NL EASTERN MAINE MEDICAL CENTER										
	230336935			HC RE-EVAL PHYSICAL			05/05/20	05/05/20	1	139.00	ERR	DEBIT	ZZPTP202	PT Tx/Procedures
				PT RE-EVALUATION			05/05/20	05/05/20	1	0.01	PEND	DEBIT	ZZPTP202	PT Tx/Procedures
				PT Hot, Cold Pack Un			05/05/20	05/05/20	1	0.01	PEND	DEBIT	ZZPTP202	PT Tx/Procedures
TOTAL CREDIT COUNT =									0					
TOTAL CHARGE COUNT =									3					

Things to Look For (Inpatients)

- Any patient that is on the Documentation Report should have charges posted to the Charge Reconciliation Report
- Review the charges on the Charge Reconciliation Report to make sure there aren't any charges that are missing
- If there is a missing charge from the charge reconciliation report, communicate this with the therapist to make sure this has been added to the documentation.