

Enter Hospital Charges

Last Modified on 04/29/2021 1:42 pm EDT

Version 20.12

About

Claims for hospital charges are manually entered into OP directly from the Patient Chart since these charges are not associated with a visit on the practice's schedule.

Enter Hospital Charges

1. Navigate to the Charges section in the patient's chart: **Clinical, Practice Management, or Billing tab > Charges**
2. Click the **New Claim** button. The Add/Edit Charges window is displayed.
3. Select the **Rendering Provider**.



Note: There can only be one Rendering Provider per claim. If more than one provider in the practice rendered hospital services to the patient, each Rendering Provider must have their own claim created.

4. In the Location section, complete the following fields:

- **Office Location:** This defaults to the location the user is logged into and can remain as such.
- **Place of Service:** Use the drop-down to select **Inpatient Hospital**.
- **Facility ID:** The hospital where the services were rendered.
- **Hospital dates:** The dates on which the patient received hospital services.

Location:	
Office location:	Neighborhood Physicians Practice
Place of service:	Inpatient Hospital
Facility ID:	HOLY REDEEMER HOSPITAL
Hospital dates:	1/18/2021 to 1/21/2021

5. Enter the claim information as you would with **manually entering** any other claim.



Note: When entering CPT codes for multiple dates, the service date needs to be edited on the specific CPT line. To do so, click in the Service Date field and then click the dropdown arrow to utilize the fly-out calendar to select the correct date for each CPT code.

Service Date	CPT	Mod1	Description
01/18/2021	99460		INITIAL CARE,
1/19/2021	99232		SUBSEQUENT

Thursday, April 29, 2021						
January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6




Clear

6. Once all charges have been entered, click the **Save** or **Save + Queue** button in the lower right-hand corner of the window.

Version 14.10

The steps below will guide you on how to enter charges for hospital visits.

Enter Hospital Charges

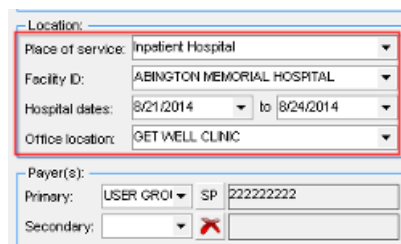
1. Click on the **Account**  button to open the Patient Account.
2. If needed, use the **Search**  box to look up the patient.
3. Click on the **Charges** tab.
4. Click the **Claim**  button.
5. Select the **Rendering Provider**.



Note: When there is more than one Physician rendering hospital services for a single patient. A claim has to be entered for each Rendering Physician. No more than one Physician can be selected on a claim.

6. In the location section, complete the following fields:

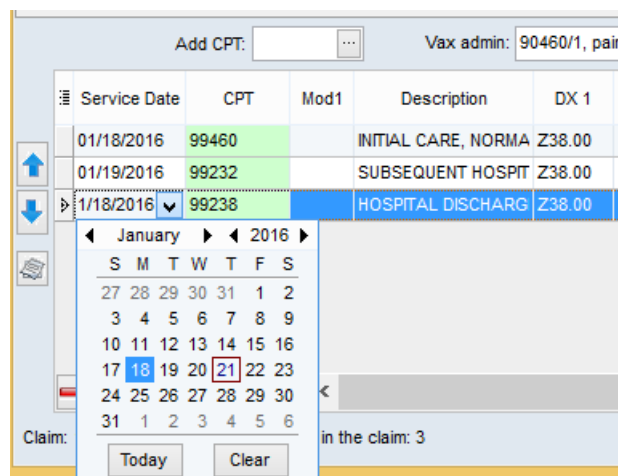
- **POS:** The Place of Service must be changed from 11 (Office) to 21 (Inpatient Hospital).
- **Facility ID:** The hospital where the service was rendered.
- **Hospital dates:** The dates in which the patient was in the hospital.



7. All other steps are the same as when manually entering claims (see [Manually Enter a Claim](#)).



Note: When entering CPT codes for multiple dates, the service date needs to be edited on the specific CPT line. To do so, click in the Service Date field and then click the dropdown arrow to utilize the fly-out calendar to select the correct date for each CPT code.



8. Once all charges have been entered click the **Save** or **Save + Queue** button in the bottom right hand corner of the **Add/Edit Charges** screen.

