

Patient Chart: Charges

Last Modified on 11/21/2022 8:35 am EST

Version 20.18



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

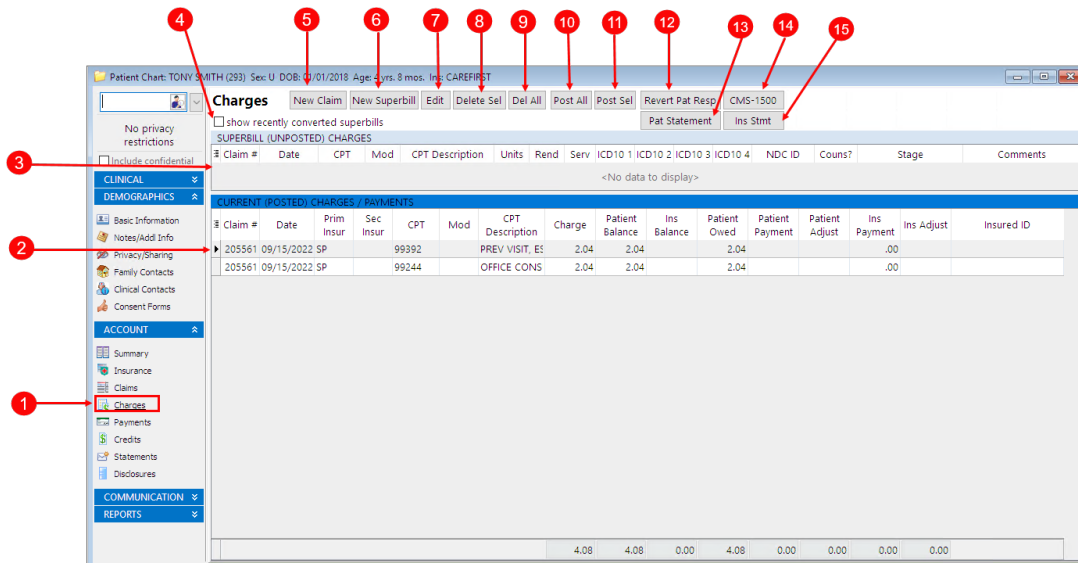
About Patient Chart: Charges

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Charges

The Charges window displays all posted and unposted charges and payments. You can start a new claim, start a new Superbill, modify a transaction, delete a transaction, post transactions, revert patient responsibility, and print a statement and CMS-1500 form.



Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Patient Chart: Charges Tab Map

Number	Section	Description
1	Charges button	The Charges button accesses the Charges window in the Patient Chart.
2	Current Posted Charges/Payments	The Current Posted Charges/Payments grid displays the patient's posted claims that were created in the Add/Edit Charges window.
3	Superbill (Unposted) Charges grid	The Superbill (Unposted) charges list all Superbill charges that have not been posted to the patient's account.

4	Show recently converted superbills checkbox	Selecting the Show Recently Converted Superbills checkbox will display all superbill charges for dates of service within the past 365 days regardless of their stage in the Superbill (Unposted) Charges grid.
5	New Claim button	The New Claim button opens the Add/Edit Charges window, to open a new claim.
6	New Superbill button	The New Superbill button opens the Superbill window to begin a new superbill. The Superbill is an intermediate billing stage that enables you to enter some information directly while you're waiting for more complete information. The Superbill eliminates duplication by enabling all of a patient's procedures and diagnosis codes for a particular visit to be entered just once.
7	Edit button	The Edit button edits a selected transaction in the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
8	Delete Sel button	The Delete Sel button removes a selected transaction from the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
9	Del All button	The Delete All button removes ALL transactions in the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
10	Post All button	The Post All button posts all charges in the Superbill.
11	Post Selected button	The Post Selected button posts selected Superbill charges. The Post Selected button allows users to split the charges to create multiple claims (see Posting Electronic Superbill Charges).
12	Revert Pat Resp	The Revert Patient Responsibility button reverts any conditionally assigned patient responsibility on a selected charge.
13	Patient Statement (Pat Stmt) button	The Patient Statement button prints a statement with the patient's responsibility for the selected charges. The Insurance statement will match the Patient statement when the insurance company hasn't paid their portion of the selected charges.
14	CMS-1500 button	The CMS-1500 button prints paper claims for HCFA-based insurance payers for all selected transactions. CMS-1500 forms should be in the printer when using this function.
15	Insurance Statement (Ins Stmt) button	The Insurance Statement button prints the insurance statement with the insurance and patient responsibility for all selected charges and payments. The Insurance statement will match the Patient statement when the insurance company hasn't paid their portion of the selected charges.

Version 20.17

About Patient Account: Charges Tab

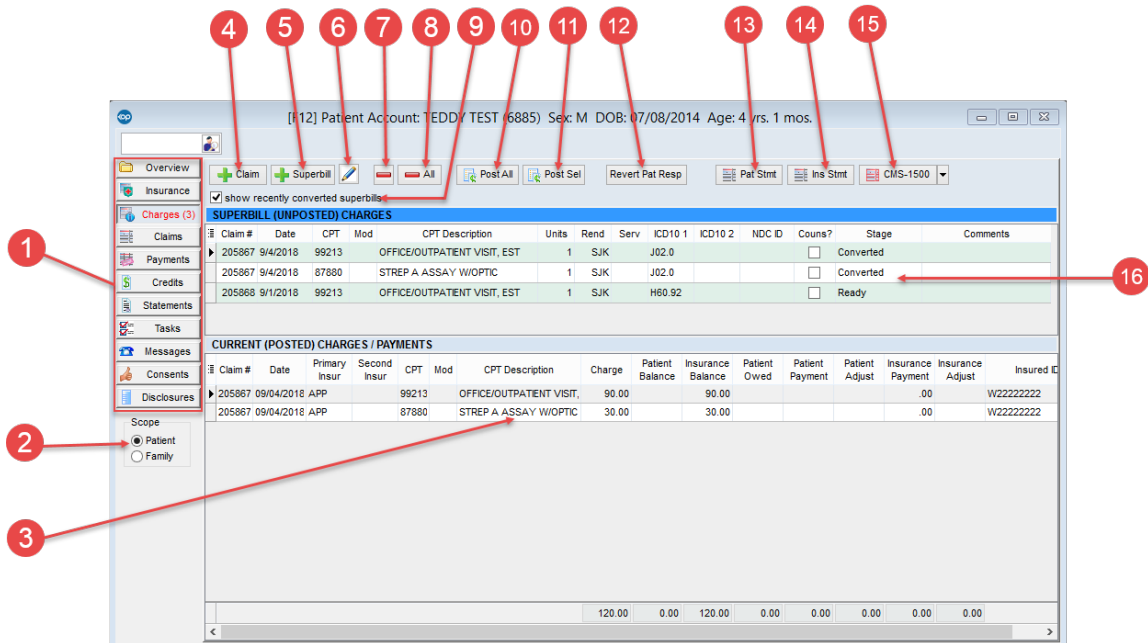
Path: Smart Toolbar > Account button > Charges tab

The Patient Account window maintains a patient's account. Some of the main functions that can be performed on a patient's account include:

- Enter a copay
- Post a charge manually
- Enter hospital charges
- Verify claim accuracy
- Post a patient payment
- Issue a patient refund
- Write an account note

- View claim history
- Print a CMS-1500
- Print a statement

The Charges tab displays all posted and unposted charges and payments. You can start a new claim, start a new Superbill, modify a transaction, delete a transaction, post transactions, revert patient responsibility, and print a statement and CMS-1500 form.



Patient Account: Charges Tab Map

Number	Section	Description
1	Patient Account tabs	The Patient Account contains the following tabs: <ul style="list-style-type: none"> • Overview • Insurance • Charges • Claims • Payments • Credits • Statements • Tasks • Messages • Consents • Disclosures
2	Scope	The Scope field narrows the parameters for the displayed information in the patient's account. Information can be displayed by patient or family.
3	Current Posted Charges/Payments	The Current Posted Charges/Payments grid displays the patient's posted claims that were created in the Add/Edit Charges window.
4	+ Claim button	The + Claim button opens the Add/Edit Charges window, to open a new claim.

5	+ Superbill button	The + Superbill button opens the Superbill window to begin a new superbill. The Superbill is an intermediate billing stage that enables you to enter some information directly while you're waiting for more complete information. The Superbill eliminates duplication by enabling all of a patient's procedures and diagnosis codes for a particular visit to be entered just once.
6	Edit (Pencil icon) button	The Edit (pencil icon) button edits a selected transaction in the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
7	Delete (Minus icon) button	The Delete button removes a selected transaction from the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
8	Delete (Minus icon) All button	The Delete All button removes ALL transactions in the the Superbill (Unposted) Charges or Current (Posted) Charges/Payments grid.
9	Show recently converted superbills checkbox	Selecting the Show Recently Converted Superbills checkbox will display all superbill charges for dates of service within the past 90 days regardless of their stage in the Superbill (Unposted) Charges grid.
10	Post All button	The Post All button posts all charges in the Superbill.
11	Post Selected button	The Post Sel button posts selected Superbill charges. The Post Sel button allows users to split the charges to create multiple claims (see Posting Electronic Superbill Charges).
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15	CMS-1500 button	The CMS-1500 button prints paper claims for HCFA-based insurance payers for all selected transactions. CMS-1500 forms should be in the printer when using this function.
16	Superbill (Unposted) Charges grid	The Superbill (Unposted) charges lists all Superbill charges that have not been posted to the patient's account.

Version 14.8

About Patient Account: Charges Tab

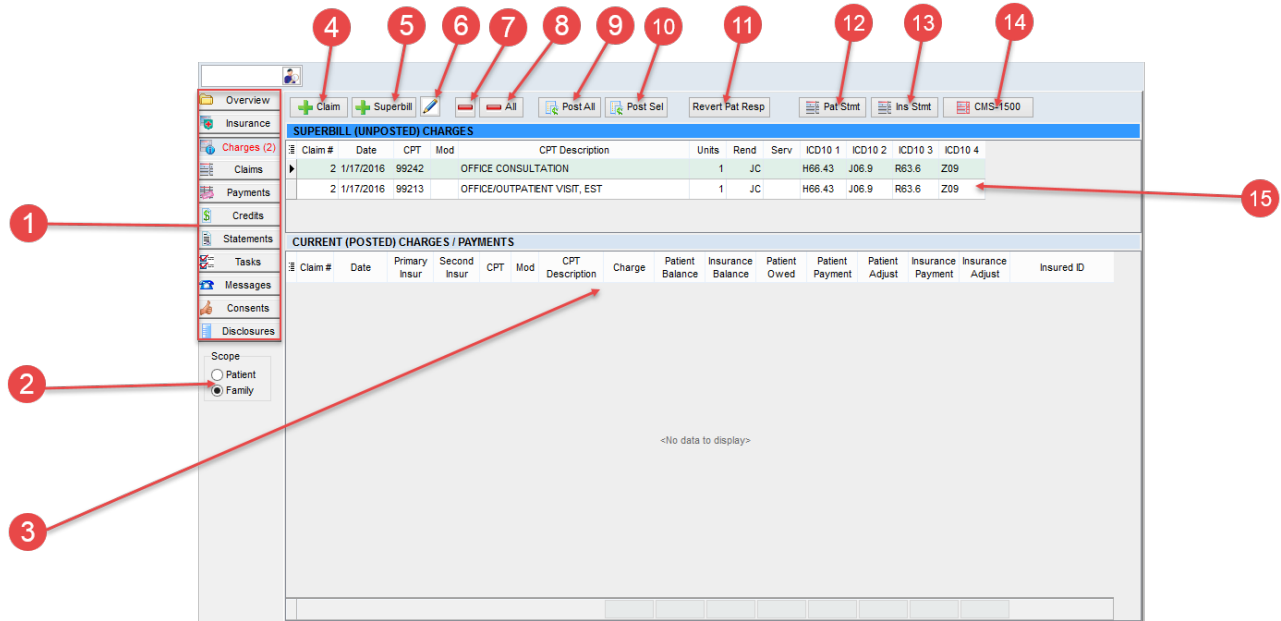
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