

Billing Center: Superbills

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Version 14.19



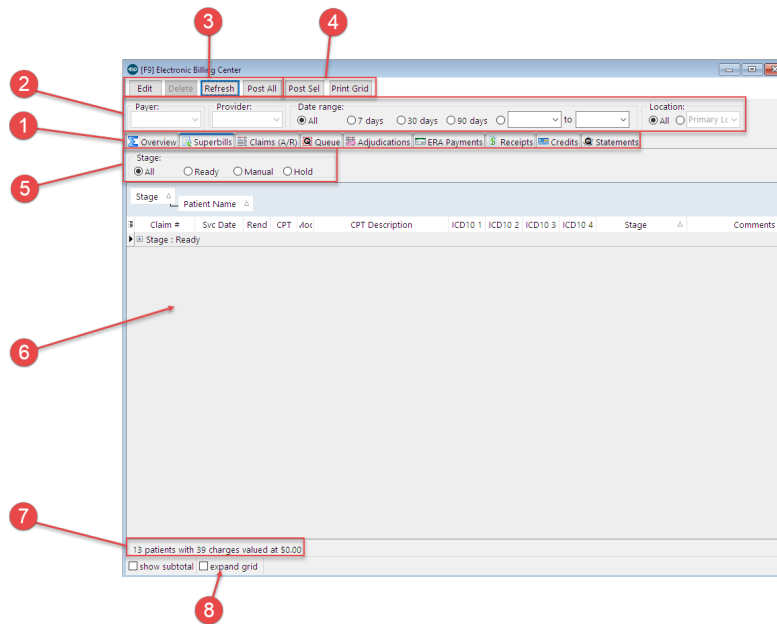
This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Billing Center: Superbills Tab

Path: Billing tab > Billing Center button > Superbills tab

The Billing Center is the one-stop location in Office Practicum where claims are tracked. It lets you view claims from the time they are created until the time they are paid.

The Superbills tab displays entries in the Superbill table. Superbill charges can be converted by using **Post All** or **Post Sel** buttons. Entries are deleted when Superbills are converted to claims.



Billing Center: Superbills Tab Map

Number	Section	Description
1	Billing Center Tabs	<p>The Electronic Billing Center contains the following tabs:</p> <ul style="list-style-type: none"> • Overview • Superbills • Claims (A/R) • (Transmit) Queue • Adjudications • ERA Payments • Receipts • Credits

		<ul style="list-style-type: none"> • Statements (Queue)
2	Scope	The Scope selections determine the data available in the Superbill grid. Only the Date and Location scope options apply in the Superbills tab.
3	Function buttons	The Function buttons change based upon the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Select All (items), Select None, and Print grid.
4	Post buttons	<p>The Post buttons are the Post All and Post Selected (Sel):</p> <ul style="list-style-type: none"> • The Post All button posts all charges in the Superbill grid for the selected patient. • The Post Selected (Sel) button posts highlighted charges in the Superbill grid as a separate claim.
5	Stage	The Stage radio button isolates the data by stage. The available options are: All, Ready, Manual, or Hold.
6	Superbills grid	The Superbills grid lists all the unposted superbills according to the Scope that has been specified. The superbills are categorized by stage. The details of the superbills can be expanded and collapsed. The details display the service date, CPT code, CPT Descriptions, ICD10 codes, stage, and comments.
7	Patient, Charge, and Total Counts	The summary at the bottom of the window totals the number of patients with superbills for the entered scope, the number of charges, and the value of the charges.
8	Expand Grid checkbox	The Expand Grid checkbox expands and collapses the categories within the Superbills grid.

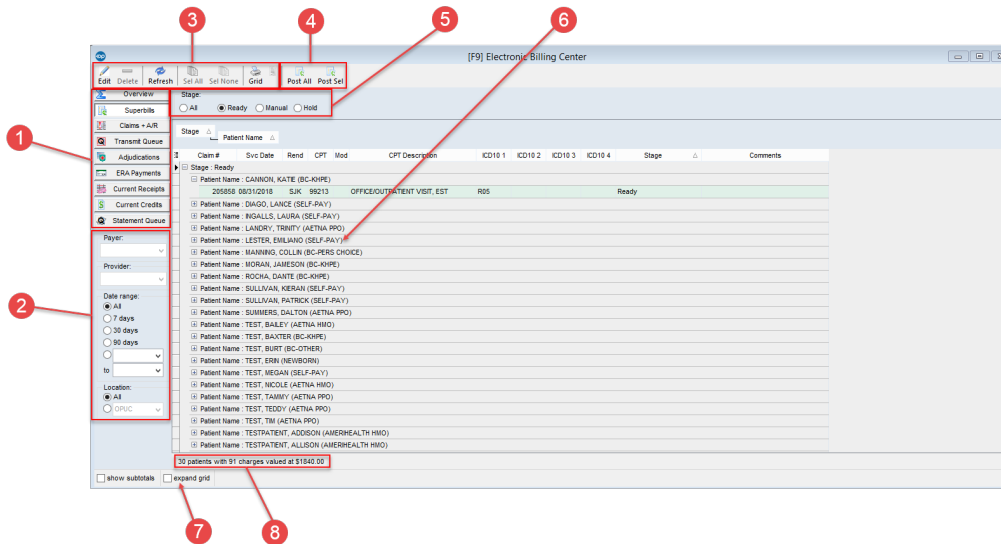
Version 14.10

About Electronic Billing Center: Superbills Tab

Path: Smart Toolbar > Billing button > Superbills tab

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Electronic Billing Center: Superbills Tab Map

Number	Section	Description
1	Electronic Billing Center Left Tabs	<p>The Electronic Billing Center contains the following tabs:</p> <ul style="list-style-type: none"> • Overview • Superbills • Claims + A/R • Transmit Queue • Statement Queue • Adjudications • ERA Payments • Current Receipts • Current Credits
2	Scope	The Scope selections determine the data available in the Superbill grid. Only the Date and Location scope options apply in the Superbills tab.
3	Function buttons	The Function buttons change based upon the tab selected. However, some main function buttons appear on every tab. The main function buttons are Edit, Delete, Select All (items), Select None, and Print grid.
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5	Stage	The Stage radio button isolates the data by stage. The available options are: All, Ready, Manual, or Hold.
6	Superbills grid	The Superbills grid lists all the unposted superbills according to the Scope that has been specified. The superbills are categorized by stage. The details of the superbills can be expanded and collapsed. The details display the service date, CPT code, CPT Descriptions, ICD10 codes, stage, and comments.
7	Expand Grid checkbox	The Expand Grid checkbox expands and collapses the categories within the Superbills grid.
		The summary at the bottom of the window totals the number of patients with

8	Patient, Charge, and Total Counts	superbills for the entered scope, the number of charges, and the value of the charges.
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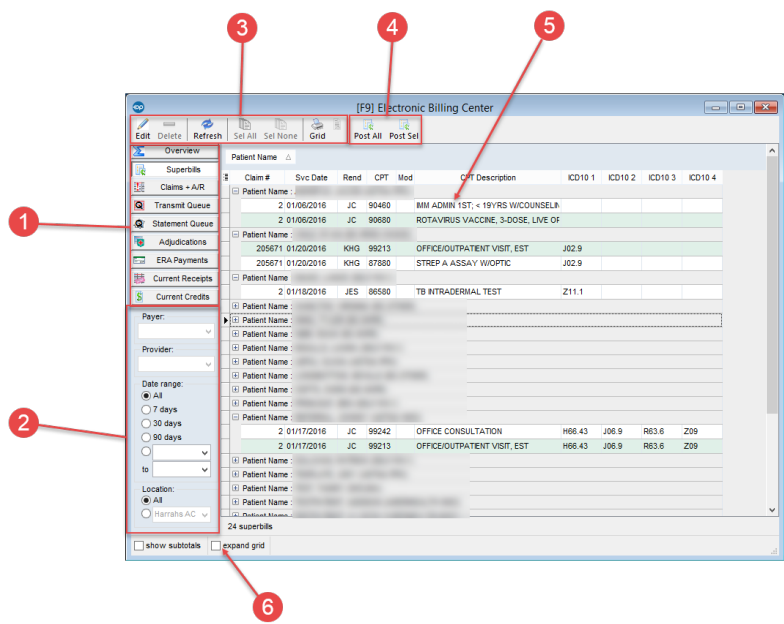
Version 14.8

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5	Superbills grid	<p>The Superbills grid lists all the unposted superbills. The superbills are categorized by patient. The superbills details can be expanded and collapsed. The details display the service date, CPT code, CPT Descriptions, and ICD10 number.</p>
6	Expand Grid checkbox	<p>The Expand Grid checkbox expands and collapses the categories within the Superbills grid.</p>
