

## Send Charges to Practice Manager

The manner in which charges and procedures are entered and synchronized with Practice Manager allows you the opportunity to attach up to five ICD10 and/or five ICD9 diagnosis codes as well as four modifiers with a procedure. Likewise, you have the option to select the number of Billable Units for each procedure. In addition, you can also add or modify the Provider, Referring Physician (Referral), or the Facility in the corresponding fields. This allows the billing process to be more clear and efficient within Practice Manager. Use the following steps to send applicable charge information to Practice Manager.

1. While in the patient's note, click **Note > Charge Items**.
2. In the Charge Items screen make sure the information is correct, modify the **Provider, Referral, Facility,** and/or **Billable Units** as needed. See Figure 1.

NOTE: If the Practice is incorrect, you will need to modify the applicable practice in the Chart Header of the applicable chart note, prior to sending the applicable charges. Once the appropriate practice and case have been updated in the Chart Note, the Charge Items dialog will be automatically updated with the correct practice information.

**Charge Items**

Patient  
Name: John Doe  
Chart No.: 10012  
Visit Date/Time: 2014-01-14 16:23:21

Provider  
John Doe, (MD)

Referral  
Janice Doe

Facility  
Central Medical Associates

Lab Procedure (89240)  
Modifiers: 1P  
Billable Units: 1

ICD10: You have 2 remaining

#	ICD10	Description
1	I10	Essential (primary) hypertension
2	I15.8	Other secondary hypertension
3	I87.309	Chronic venous hypertension (idiopa...

ICD9: You have 3 remaining



#	ICD9	Description
1	401	ESSENTIAL HYPERTENSION*
2	401.9	HYPERTENSION UNSPEC


Search for diagnosis:

Send Charge Cancel

Figure 1 – Charge Items

3. In the Diagnosis area the diagnoses that were attached to the procedure will be listed, as well as the number of ICD10 and ICD9 code remaining that can be added to the procedure.

You have the ability to change the position of a diagnosis code by highlighting the applicable code and then using the   buttons.

You can remove a diagnosis from the procedure by highlighting the diagnosis code you want to remove, and then clicking the  button.

Or, if there are remaining diagnoses you can search for a diagnosis by typing a few letters of the diagnosis in the Search for diagnosis: field, and then clicking the Look up button.



You will then access the Diagnosis Search dialog where you can perform an **ICD10 Search**, an **ICD9 Search**, as well as utilize the **Crosswalk** functionality which allows you enter an ICD9 code and then the system will return the applicable ICD10 code(s) that match that initial ICD9 code.

When performing an ICD10 Search or using the Crosswalk options, the dialog will also contain a tree view (middle column) of the selected diagnosis, as well as a detail pane (right column) that further details the diagnosis.

Once the applicable diagnosis is located, you can highlight that diagnosis, and then click the **OK** button.

To perform an ICD10 Search, be sure that the **ICD10 Search** option is selected above, then select the applicable **Search Column** and **Search Type**, and then begin typing the diagnosis you want to add in the Description field. See Figure 2. The system will return conditions that match that description for the Search Column and Search Type selected.

Once the applicable codes has been located, highlight that code in the left column, and the applicable code will become highlighted in the diagnostic tree in the middle column, and the right column will display detailed information regarding the selected diagnosis. To add that code, click the **OK** button.

NOTE: You also have the ability to search for specific codes via the diagnosis tree in the middle column. Likewise, when performing an ICD10 Search, you are able to hide the left and right columns as needed by clicking the  and  buttons.

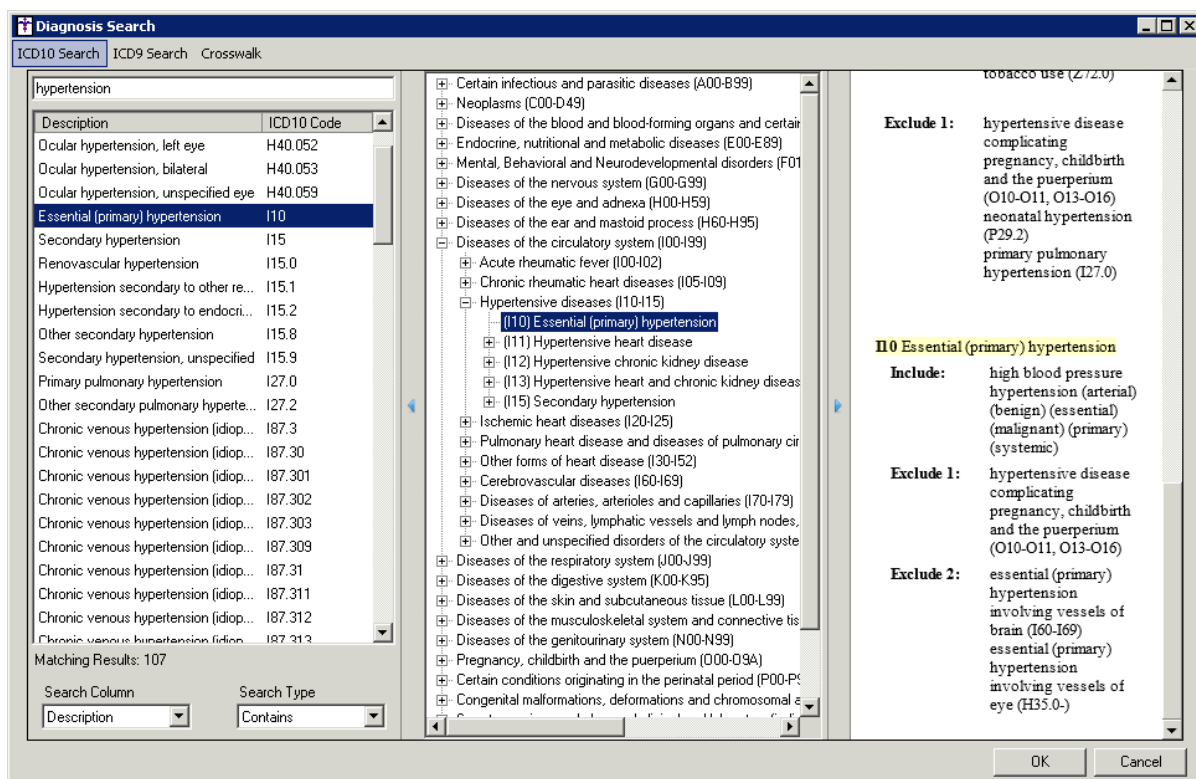


Figure 2 – Diagnosis Search – ICD10 Search

To perform an ICD9 Search, be sure that the **ICD9 Search** option is selected above, then select the applicable **Search Column** and **Search Type**, and then begin typing the diagnosis you want to add in the Description field. See Figure 3. The system will return conditions that match that description for the Search Column and Search Type selected.

Once the applicable codes has been located, highlight that code, and then click the **OK** button.

The screenshot shows a 'Diagnosis Search' dialog box with three tabs: 'ICD10 Search', 'ICD9 Search' (selected), and 'Crosswalk'. The search term 'hypertension' is entered in the text field. Below the text field is a table with two columns: 'Description' and 'ICD9 Code'. The table lists various hypertension-related conditions and their corresponding ICD9 codes. The row 'ESSENTIAL HYPERTENSION\*' with code '401' is highlighted. At the bottom, there are dropdown menus for 'Search Column' (set to 'Description') and 'Search Type' (set to 'Contains'). 'Matching Results: 51' is displayed. 'OK' and 'Cancel' buttons are at the bottom right.

Description	ICD9 Code
BEN HYPERTENSION PREGNANCY*	642.0
BEN INTRACRAN HYPERTENSION	348.2
BENIGN HYPERTENSION	401.1
BENIGN RENOVASC HYPERTENSION	405.11
BENIGN SECOND HYPERTENSION	405.19
BENIGN SECOND HYPERTENSION*	405.1
CHRONIC VENOUS HYPERTENSION*	459.3
ESSEN HYPERTENSION ANTEPART	642.03
ESSEN HYPERTENSION DEL W/COMP	642.02
ESSEN HYPERTENSION DELIVERED	642.01
ESSEN HYPERTENSION POSTPART	642.04
ESSEN HYPERTENSION PREG UNSP	642.00
<b>ESSENTIAL HYPERTENSION*</b>	<b>401</b>
HYPERTENSION IN PREGNANCY*	642
HYPERTENSION PREG UNSP	642.90
HYPERTENSION UNS ANTEPARTUM	642.93
HYPERTENSION UNS DEL W/P/P	642.92
HYPERTENSION UNS DELIVERED	642.91
HYPERTENSION UNS POSTPARTUM	642.94
HYPERTENSION UNSPEC	401.9
MAL RENOVASC HYPERTENSION	405.01
MAL SECOND HYPERTENSION OT	405.09

Matching Results: 51



Search Column: Description Search Type: Contains

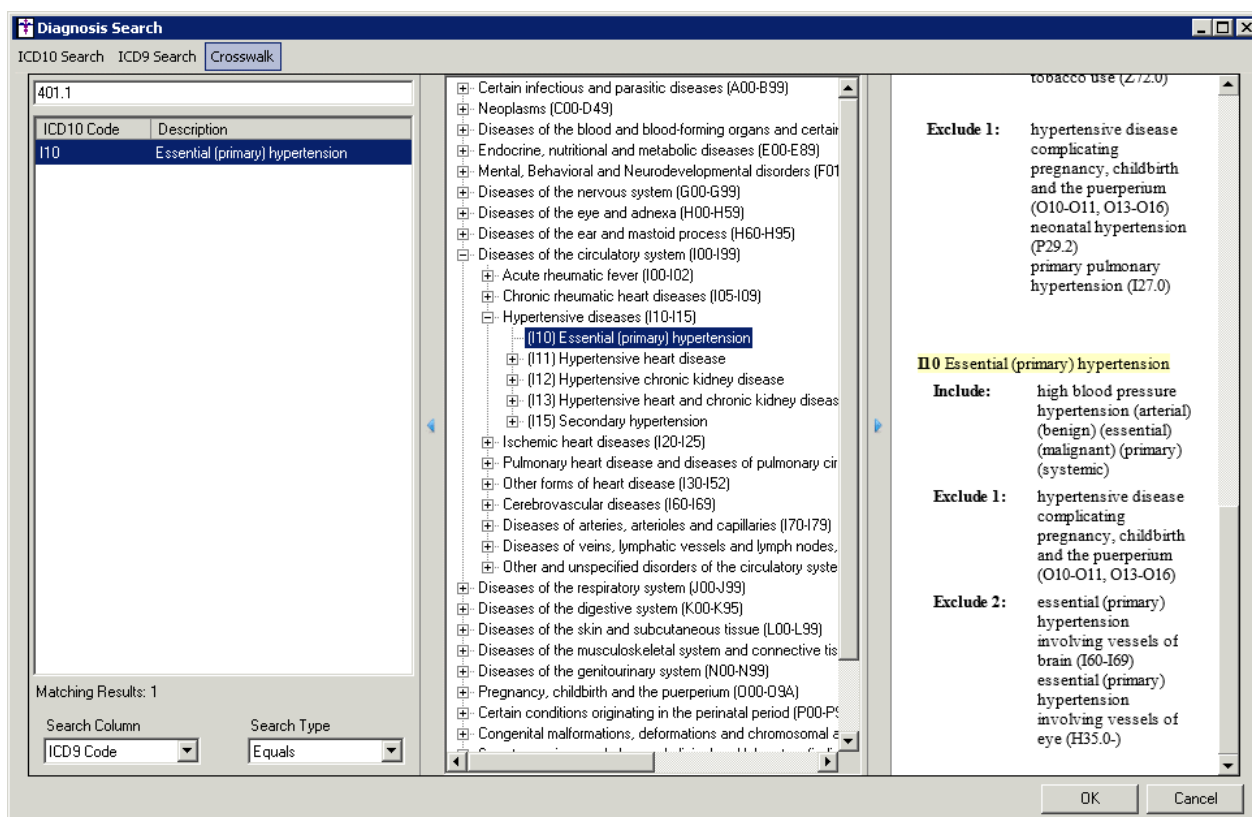
OK Cancel

**Figure 3 – Diagnosis Search – ICD9 Search**

To use the Crosswalk option, be sure that the **Crosswalk** option is selected above, and then enter the specific **ICD9 Code** you would like to match to an applicable ICD10 code. The system will return ICD10 codes that match that ICD9 code.

Once the applicable code has been located, highlight that code in the left column, and the applicable code will become highlighted in the diagnostic tree in the middle column, and the right column will display detailed information regarding the selected diagnosis. To add that code, click the **OK** button.

NOTE: Similar to the ICD10 Search, you also have the ability use the the diagnosis tree in the middle column to locate specific diagnosis codes. Likewise, when using the Crosswalk, you are able to hide the left and right columns as needed by clicking the  and  buttons.



**Figure 4 – Diagnosis Search – Crosswalk**

4. Once all of the charge information appears as desired, click the **Send Charge** button. This will then transfer the charge information to Practice Manager.