

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Adding Bill-Only's After Completion

You will first launch your Online Worklist from the AppBar.



Locate the exam that you wish to add the bill-only codes on to, right click and select Exam Management



You will click the **Bill Onlys** button in the top toolbar.











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This will launch the **bill-only** window, by default it will go to the **Previously Charged** tab, you will just need to select the **New Charge** tab in order to add new codes.

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Double click any codes you wish to add, they appear in the right side column under **Charges**.

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Accession: 100-XR-24-002166 Procedure: XR Abdomen 2-3 Views			Order Date/Time: 11/Nov/2024 + 1404 + Responsible person: Benoit, Brennon				~	
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Click "OK" once complete. Those bill-onlys have now been added to that case.







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To **remove** incorrect bill-onlys, you will once again click the **Bill Onlys** button.



Alter the quantity of any codes you wish to remove to **0** and click the double arrows.

New Charg	ges Previously Charged		
Charges:			
Quantity 1	Bill-Only C105-Addl-Eve(M-F 1700-2400)[<2] - XR	CPT	New Quantity:
1	C108-1st-Wkd/Stat(0700-2400)[<6] - XR Isolation Non-OR - XR		p≑
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This will launch a pop-up confirming you wish to credit back those charges, click "Ok" if you're sure.

Click "OK" again on the **Bill Onlys** window to close it. If you go back into the bill-onlys screen you will notice it has a quantity of **0**.



