

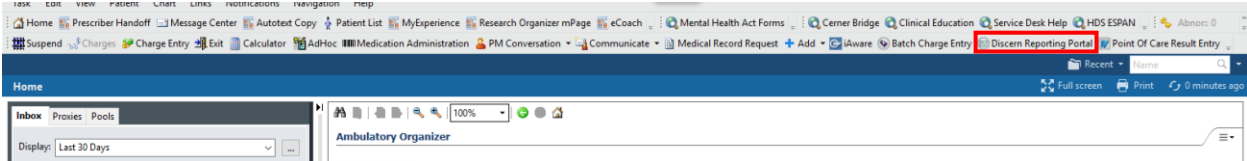


PHYSICIAN BILLING

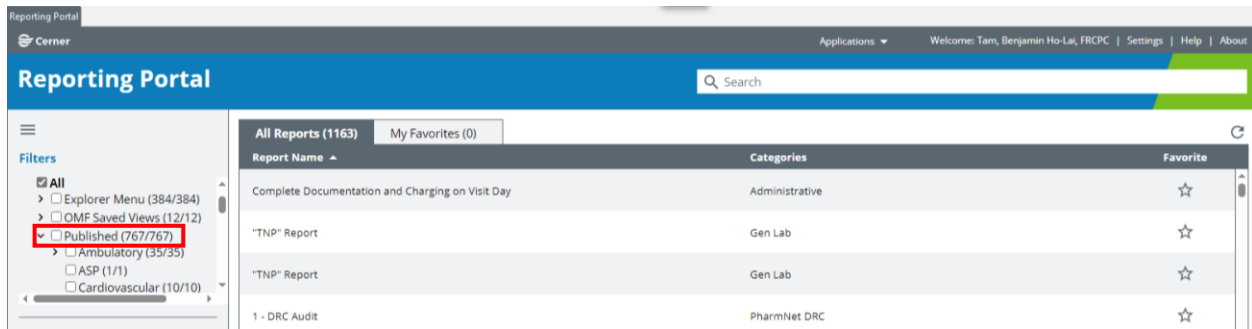
HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

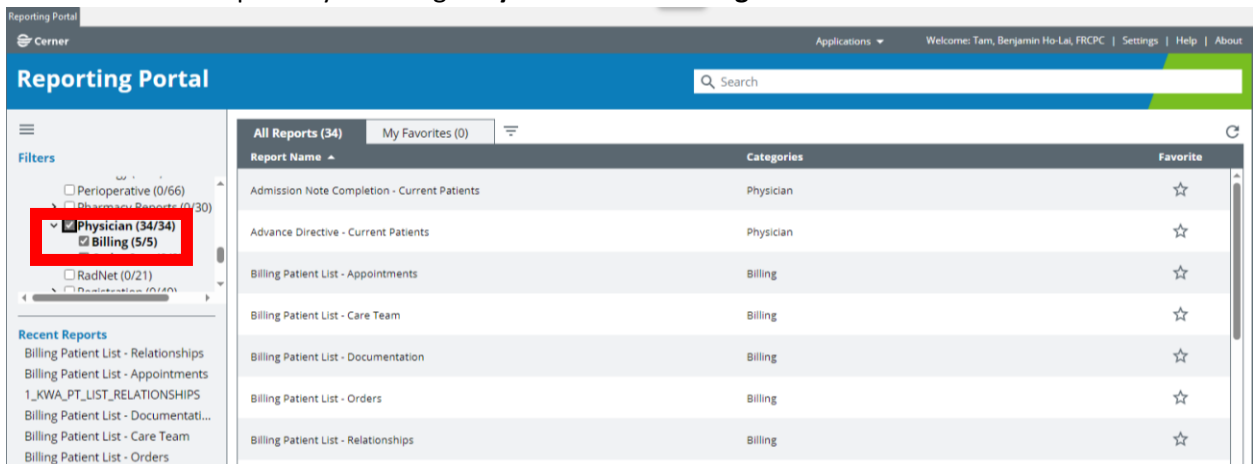
1. To generate billing reports, open PowerChart and select “Discern Reporting Portal”.



2. Locate filters on the left-hand corner and filter report type by “Published”.

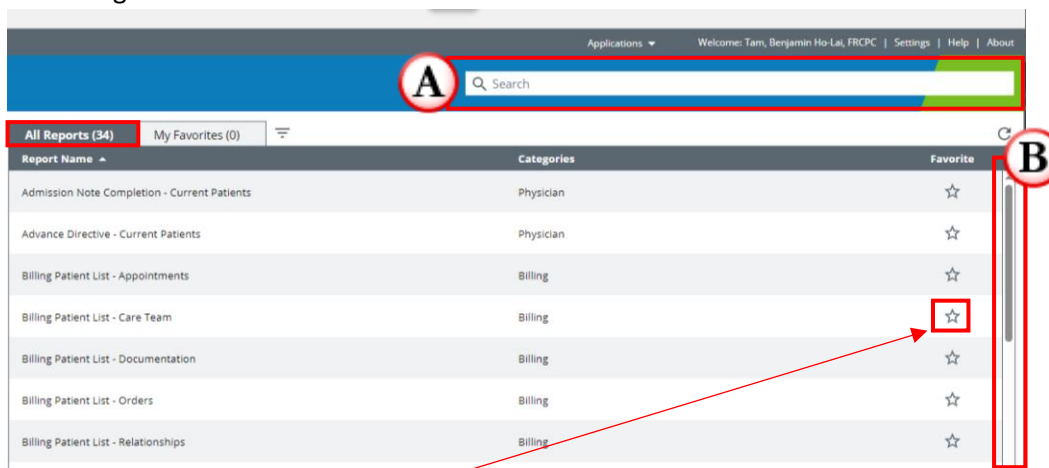


3. Further filter the reports by selecting “Physicians” and “Billing”.





4. In the “**All Reports**” tab, A) Search for the reports in the search bar or B) Scroll up/down for the following reports:

- Billing Patient List – Appointments - *Printable*
- Billing Patient List – Care Team- *Printable*
- Billing Patient List – Documentation – *Printable*
- Billing Patient List – Orders- *Printable*
- Billing Patient List – Relationships – *Printable*
- Billing Patient List – Census Current – *Printable*



Report Name	Categories	Favorite
Admission Note Completion - Current Patients	Physician	☆
Advance Directive - Current Patients	Physician	☆
Billing Patient List - Appointments	Billing	☆
Billing Patient List - Care Team	Billing	☆
Billing Patient List - Documentation	Billing	☆
Billing Patient List - Orders	Billing	☆
Billing Patient List - Relationships	Billing	☆

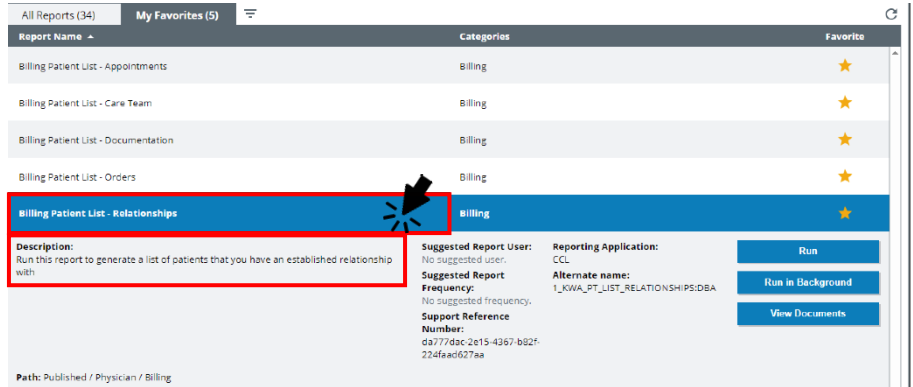
5. Select the star button  to favourite the reports. The star must turn yellow 

6. After favouriting reports, click “**My Favourites**” tab.



Report Name	Categories	Favorite
Billing Patient List - Appointments	Billing	★
Billing Patient List - Care Team	Billing	★
Billing Patient List - Documentation	Billing	★
Billing Patient List - Orders	Billing	★

- Click on the desired report.
You can read the description of each report to ensure you are running the appropriate report.



Report Name	Categories	Favorite
Billing Patient List - Appointments	Billing	★
Billing Patient List - Care Team	Billing	★
Billing Patient List - Documentation	Billing	★
Billing Patient List - Orders	Billing	★
Billing Patient List - Relationships	Billing	★

Description:
Run this report to generate a list of patients that you have an established relationship with

Suggested Report User: No suggested user.
Suggested Report Frequency: No suggested frequency.
Support Reference Number: da777dac-2e15-4367-b82f-224faad627aa

Reporting Application: CCL
Alternate name: 1_KWA_PT_LIST_RELATIONSHIPS.DBA

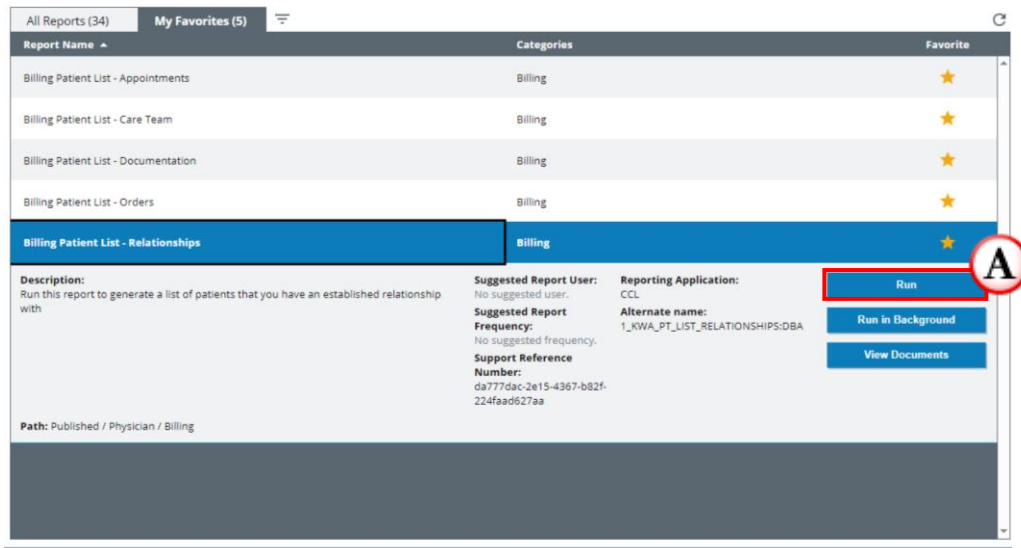
[Run](#)

[Run in Background](#)

[View Documents](#)

Path: Published / Physician / Billing

- Click A)  to run the report.



Report Name	Categories	Favorite
Billing Patient List - Appointments	Billing	★
Billing Patient List - Care Team	Billing	★
Billing Patient List - Documentation	Billing	★
Billing Patient List - Orders	Billing	★
Billing Patient List - Relationships	Billing	★

Description:
Run this report to generate a list of patients that you have an established relationship with

Suggested Report User: No suggested user.
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Support Reference Number: da777dac-2e15-4367-b82f-224faad627aa

Reporting Application: CCL
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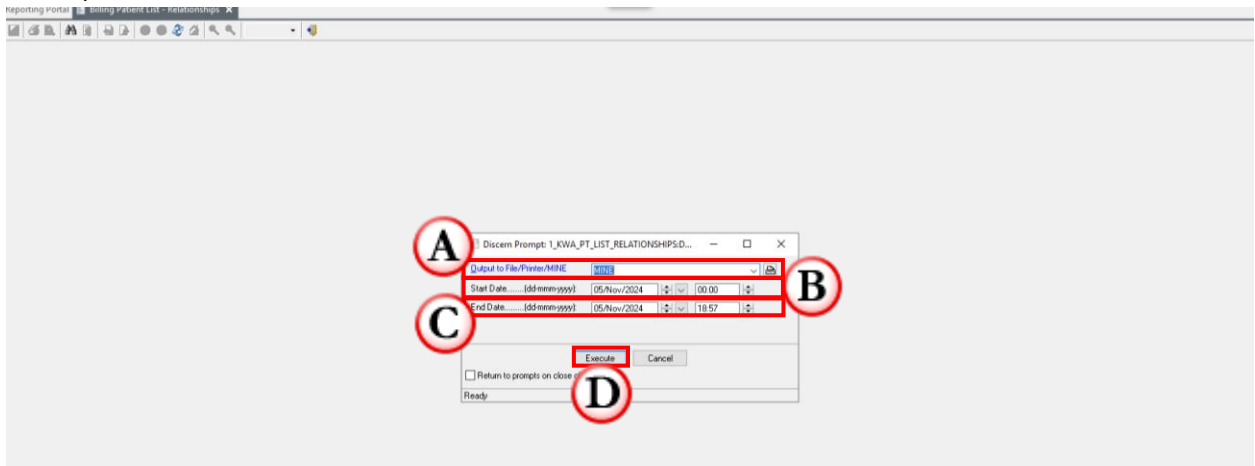
[Run](#)

[Run in Background](#)

[View Documents](#)

Path: Published / Physician / Billing

9. Select the A) output file pathway, B) Start Date of the report, C) End Date of the report, and then click D) Execute.




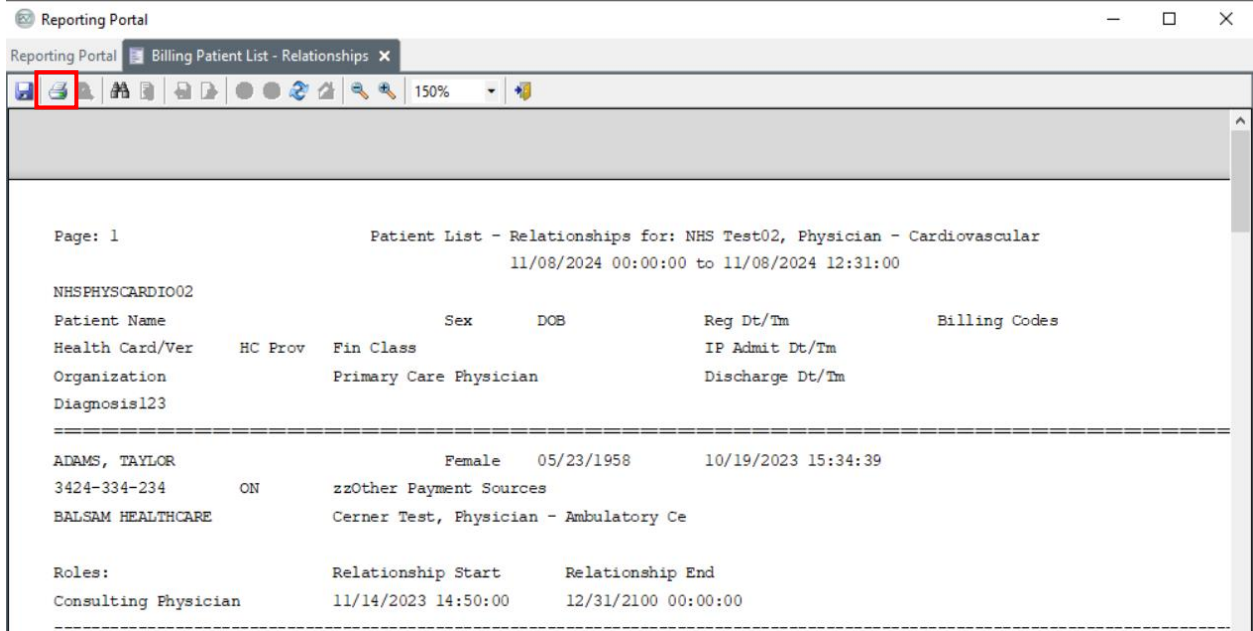
10. The following illustrates a report:

Page: 1 Patient List - Relationships for: Tam, Benjamin Ho-Lai, FRCP
11/05/2024 00:00:00 to 11/05/2024 18:57:00

PATIENT	Reg Dt/Tm DOB	Reg Dt/Tm	Billing Codes
ADAMS, TAYLOR 3424-334-234	Female 05/23/1958 zzOther Payment Sources Cerner Test, Physician - Ambulatory Ce	10/18/2023 15:44:03	
Roles:			
Attending Physician	Relationship Start 06/03/2024 09:58:27	Relationship End 12/31/2100 00:00:00	
Attending Physician	Relationship Start 05/24/2024 10:55:01	Relationship End 12/31/2100 00:00:00	
ADTTEST, CLINICAL VISIT 5555-555-555 TT	Male 03/08/1971 Ontario Health Insurance Plan Oelofse, Wouter	06/04/2024 13:57:13	
Roles:			
Attending Physician	Relationship Start 06/04/2024 13:57:59	Relationship End 12/31/2100 00:00:00	
ADTTEST, INFAPIENT 1234-567-890 FF	Male 02/02/1988 Ontario Health Insurance Plan Oelofse, Wouter	06/07/2024 09:33:00	
Roles:			
Attending Physician	Relationship Start 06/07/2024 09:53:36	Relationship End 12/31/2100 00:00:00	
ADTTEST, MEIDAY	Male 01/01/1992	06/11/2024 09:55:35	

Tip: Hover to discover what each icon does.

11. Use Printer button  to open Print dialogue box.



Reporting Portal

Reporting Portal Billing Patient List - Relationships

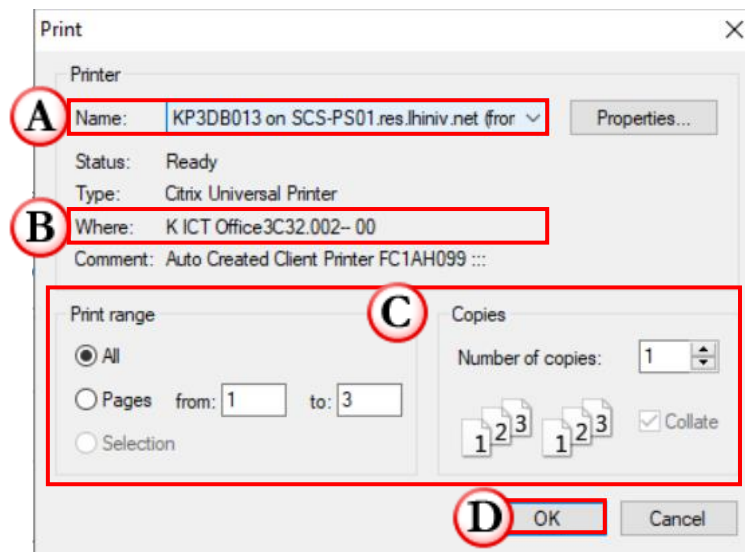
Page: 1 Patient List - Relationships for: NHS Test02, Physician - Cardiovascular
11/08/2024 00:00:00 to 11/08/2024 12:31:00

NHSPHYSCARDIO02

Patient Name	Health Card/Ver	HC Prov	Fin Class	Sex	DOB	Reg Dt/Tm	Billing Codes
ADAMS, TAYLOR	3424-334-234	ON	zzOther Payment Sources	Female	05/23/1958	10/19/2023 15:34:39	
Organization		Primary Care Physician		Cerner Test, Physician - Ambulatory Ce		Discharge Dt/Tm	
Diagnosis123							
Roles:		Relationship Start		Relationship End			
Consulting Physician		11/14/2023 14:50:00		12/31/2100 00:00:00			

12. You will have the option to print or create and save a PDF document:

- Print document:
 - A. Click on the dropdown menu to select a printer.
 - B. Note your printer's location (Where) and name.
 - C. Complete other printing information.
 - D. Click OK.



Print

Printer

A Name: KP3DB013 on SCS-PS01.res.lhiniv.net (fror) Properties...

Status: Ready

Type: Citrix Universal Printer

B Where: K ICT Office3C32.002- 00

Comment: Auto Created Client Printer FC1AH099 :::

Print range **C** Copies

All

Pages from: 1 to: 3

Selection

Number of copies: 1

Collate

D OK Cancel

Continued

- Save document as PDF
 - A. Click on the dropdown menu to select **Microsoft Print to PDF**.
 - B. Click OK.
 - C. Save the document in the folder you would like it saved to and click Save.

