



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

Version 2 of 2

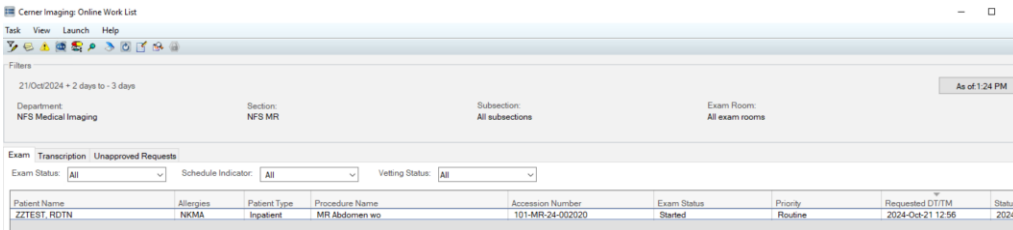
Bill Only Workflow

Scenario 1

MRI Abdomen Performed 4 views (3 +loc), 3d (recons)

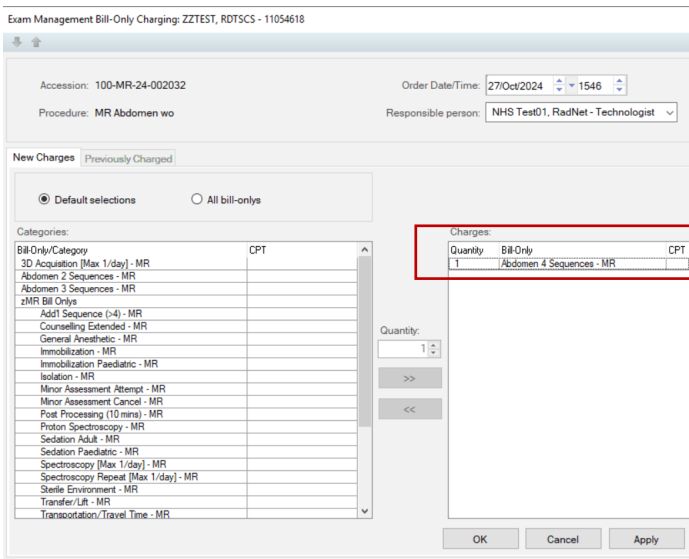
Current State: **MR ABD3D4**

Future State:



When Completing an Exam: Bill Only Window Will Pop Open

To Match the Billing from Current State, **MR Abdomen 4 sequences** will default in Charges Window on right side



### Add 3d

Click on 3D and Arrow >> to move to the right-side **Charges** Box

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002032      Order Date/Time: 27/Oct/2024 1546

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-onlys

Bill-Only/Category	CPT
3D Acquisition [Max 1/day] - MR	
Abdomen 2 Sequences - MR	
Abdomen 3 Sequences - MR	
zMR Bill Onlys	
Add1 Sequence (>4) - MR	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	
Transfer/Lift - MR	
Transportation/Travel Time - MR	

Quantity: 1

>> <<

Quantity	Bill-Only	CPT
1	Abdomen 4 Sequences - MR	

OK Cancel Apply

When Finished Click Ok to complete Exam

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002032      Order Date/Time: 27/Oct/2024 1546

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-onlys

Bill-Only/Category	CPT
Abdomen 2 Sequences - MR	
Abdomen 3 Sequences - MR	
zMR Bill Onlys	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Add1 Sequence (>4) - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	
Transfer/Lift - MR	
Transportation/Travel Time - MR	
Unexpected Patient Reaction - MR	

Quantity: 1

>> <<

Quantity	Bill-Only	CPT
1	Abdomen 4 Sequences - MR	
1	3D Acquisition [Max 1/day] - MR	
1	Add1 Sequence (>4) - MR	

OK Cancel Apply

As per the Schedule of Benefits for Workload

<b>MR110</b>	Additional sequence beyond 4 per MRI exam: Count once per additional sequence.	5	0
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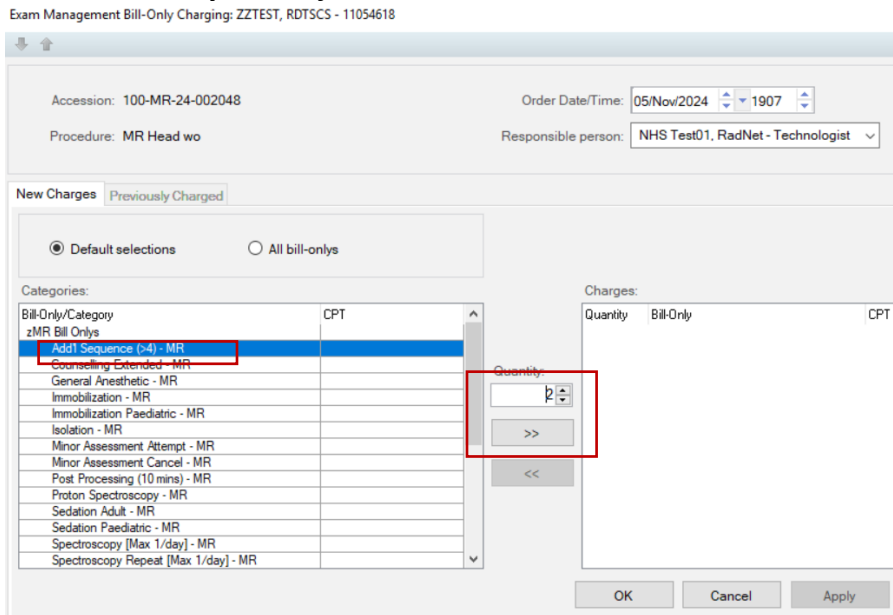
If you did **more (>) than 4 Sequences** to capture the Correct Tech Workload Click on the Bill only Highlighted below (Current state the # of sequences is entered) and Quantity and then >>

Example If you did 6 sequences in TOTAL you would add a **quantity of 2**

To Change the Quantity

**Click on Bill only and adjust the # and Click >>**

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618



Accession: 100-MR-24-002048      Order DateTime: 05/Nov/2024 1907  
 Procedure: MR Head wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-onlys

Bill-Only/Category	CPT
zMR Bill Onlys	
<b>Add1 Sequence (&gt;4) - MR</b>	
Counseling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	

Quantity	Bill-Only	CPT
2		

Buttons: OK, Cancel, Apply

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002048      Order Date/Time: 05/Nov/2024 1907

Procedure: MR Head wo      Responsible person: NHS Test01, RadNet - Technologist

New Charges | Previously Charged

Default selections     All bill-onlys

Bill-Only/Category	CPT
zMR Bill Onlys	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	

Charges:

Quantity	Bill-Only	CPT
2	Add1 Sequence (>4) - MR	

Quantity: 2

>> <<

OK Cancel Apply

After you captured the correct Charges Click **Apply**

If you need to make any changes such as **only 3 sequence** protocol was completed instead of 4 then Click on Charge and << to remove

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002032      Order Date/Time: 27/Oct/2024 1546

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

New Charges | Previously Charged

Default selections     All bill-onlys

Bill-Only/Category	CPT
3D Acquisition [Max 1/day] - MR	
Abdomen 2 Sequences - MR	
Abdomen 3 Sequences - MR	
zMR Bill Onlys	
Add1 Sequence (>4) - MR	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	
Transfer/Lift - MR	
Transportation/Travel Time - MR	

Charges:

Quantity	Bill-Only	CPT
1	Abdomen 4 Sequences - MR	

Quantity: 1

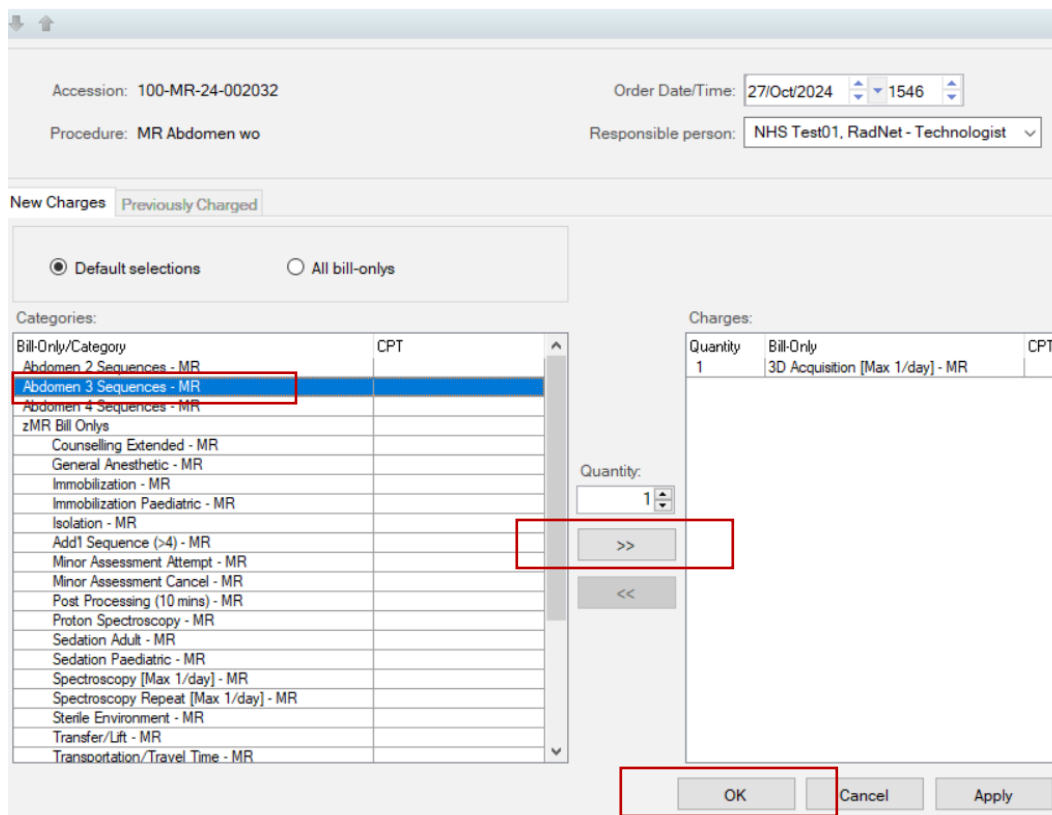
>> <<

OK Cancel Apply



Then Choose the Correct # of sequences and move by clicking on >> to move the Charges to the Right-Side and click OK

xam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618



Accession: 100-MR-24-002032      Order Date/Time: 27/Oct/2024 1546

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-onlys

Categories:	CPT
Abdomen 2 Sequences - MR	
<b>Abdomen 3 Sequences - MR</b>	
Abdomen 4 Sequences - MR	
zMR Bill Onlys	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Add1 Sequence (>4) - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	
Transfer/Lift - MR	
Transportation/Travel Time - MR	

Charges:	Quantity	Bill-Only	CPT
	1	3D Acquisition [Max 1/day] - MR	

Quantity: 1

>> <<

OK Cancel Apply



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

### Scenario 2

MRI Left knee patient (loc + 3V) isolated and needed a transfer

Current state: **KNL4** Add Isolation and transfer/lift

Future State: MR Left knee

Cerner Imaging: Online Work List

Task View Launch Help

Filters

27/Oct/2024 + 2 days to - 1 day

Department: SCS Medical Imaging      Section: SCS MR      Subsection: All subsections

Exam Transcription Unapproved Requests

Exam Status:       Schedule Indicator:       Vetting Status:

Patient Name	Allergies	Patient Type	Procedure Name	Accession Number	Exam Status
ZZTEST, RDTSCS	⚠	Inpatient	MR Abdomen wo	100-MR-24-002032	Started
ZZTEST, RDTSCS	⚠	Inpatient	MR Addendum	100-MR-24-002031	Ordered
ZZTEST, RDTSCS	⚠	Inpatient	MR Knee Left wo	100-MR-24-002033	Ordered

### Default of 4 Sequences will appear on Right – Side of Charges

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002033      Order Date/Time: 27/Oct/2024 1632

Procedure: MR Knee Left wo      Responsible person: NHS Test01, RadNet - Technologist

New Charges

Default selections       All bill-onlys

Bill-Only/Category	CPT
Endografts Add1 Art Access - IR	
ERCP - FL	
EVAR Endoleak Repair AA 4 - IR	
EVAR Endoleak Repair AA 5+ - IR	
Exchange Drainage Tubes - IR	
Extremity 2 Sequences - MR	
Extremity 2 Sequences 2+ Ext./Jnt - MR	
Extremity 3 Sequences - MR	
Extremity 3 Sequences 2+ Ext./Jnt - MR	
Extremity 4 Sequences 2+ Ext./Jnt - MR	
FFR (Fractional Flow Reserve) - CC	
Fistula Sinus Injection/Removal - CT	
Fistula/Sinus Injection - IR	
Gastric Lavage - FL	
General Anesthetic - MR	

Quantity:

Quantity	Bill-Only	CPT
1	Extremity 4 Sequences - MR	

OK Cancel Apply



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

In Order to capture the correct Workload Add **Isolation** and **Transfer /Lift** : Highlight Bill Only and click arrow >> to move over to Charge Services

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002033      Order Date/Time: 27/Oct/2024 1632  
 Procedure: MR Knee Left wo      Responsible person: NHS Test01, RadNet - Technologist

New Charges     Previously Charged

Default selections     All bill-onlys

Categories:		Charges:		
Bill-Only/Category	CPT	Quantity	Bill-Only	CPT
Isolation - MR		1	Extremity 4 Sequences - MR	
Minor Assessment Attempt - MR				
Minor Assessment Cancel - MR				
Post Processing (10 mins) - MR				
Proton Spectroscopy - MR				
Sedation Adult - MR				
Sedation Paediatric - MR				
Spectroscopy [Max 1/day] - MR				
Spectroscopy Repeat [Max 1/day] - MR				
Sterile Environment - MR				
Transfer/Lift - MR				
Transportation/Travel Time - MR				
Unexpected Patient Reaction - MR				
zMR Radiologist Bill Onlys				
C102-Trvl-Eve(M-F 1700-2400)[<2] - MR				

Review the Charges on the Right-Side and click Ok

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002033      Order Date/Time: 27/Oct/2024 1632

Procedure: MR Knee Left wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-only

Bill-Only/Category	CPT
Immobilization Paediatric - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	
Transportation/Travel Time - MR	
Unexpected Patient Reaction - MR	
zMR Radiologist Bill Onlys	
C102-Trvl-Eve(M-F 1700-2400)<2> - MR	
C103-Trvl-Wkd/Stat(0700-2400)<6> - MR	

Quantity	Bill-Only	CPT
1	Extremity 4 Sequences - MR	
1	Isolation - MR	
1	Transfer/Lift - MR	

Quantity: 1

>> <<

OK Cancel Apply

If > 4 sequences done to capture Tech Workload choose the extra Bill only and the Arrow >> to move over right side but change the Quantity to the # Beyond 4

Exam Management Bill-Only Charging: ZZTEST, RDTSCS - 11054618

Accession: 100-MR-24-002033      Order Date/Time: 27/Oct/2024 1632

Procedure: MR Knee Left wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges** | Previously Charged

Default selections     All bill-only

Bill-Only/Category	CPT
zMR Bill Onlys	
Addl Sequence (>4) - MR	
Counseling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Post Processing (10 mins) - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	
Spectroscopy Repeat [Max 1/day] - MR	
Sterile Environment - MR	

Quantity	Bill-Only	CPT
1	Extremity 4 Sequences - MR	
1	Isolation - MR	
1	Transfer/Lift - MR	

Quantity: 1

>> <<

OK Cancel Apply

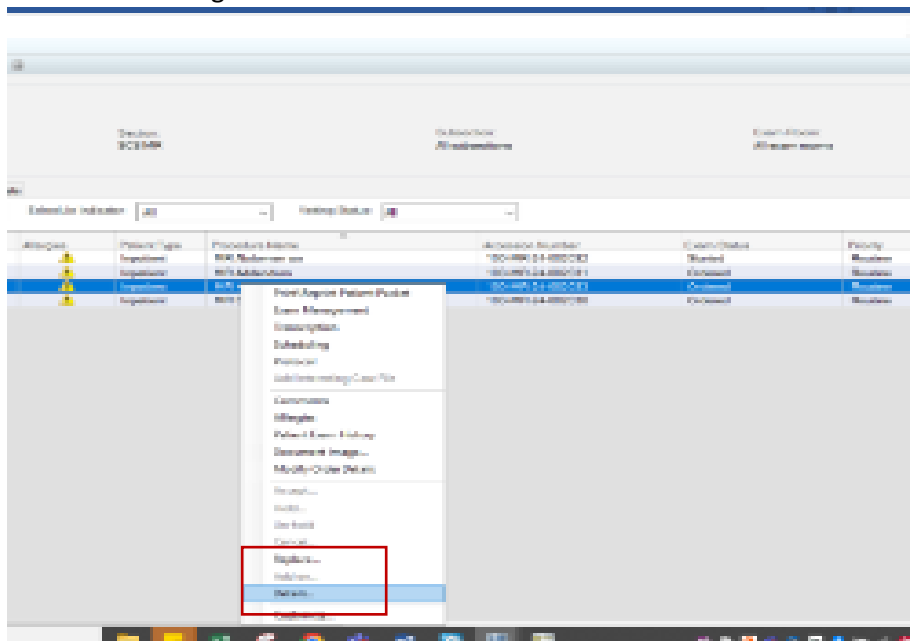




# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

To View the Charges Added



Right Clicking on Exam on Tech Worklist, navigate to **Exam details**. Charges will show at Bottom

Center Imaging: Order Detail Inquiry

Patient name: ZZTEST, RDTSCS  
MRN: 11054618  
Date of birth: 1976-Nov-01  
Sex: Male  
Financial number: 22-006080  
Exam DT/IM: 2024-Oct-27 16:42  
Accession: 100-MR-24-002033  
Ordering physician: TEST, PROVIDER INTERFACE  
Procedure: MR Knee Left wo  
Original Ordering physician: TEST, PROVIDER INTERFACE  
Exam status: Completed

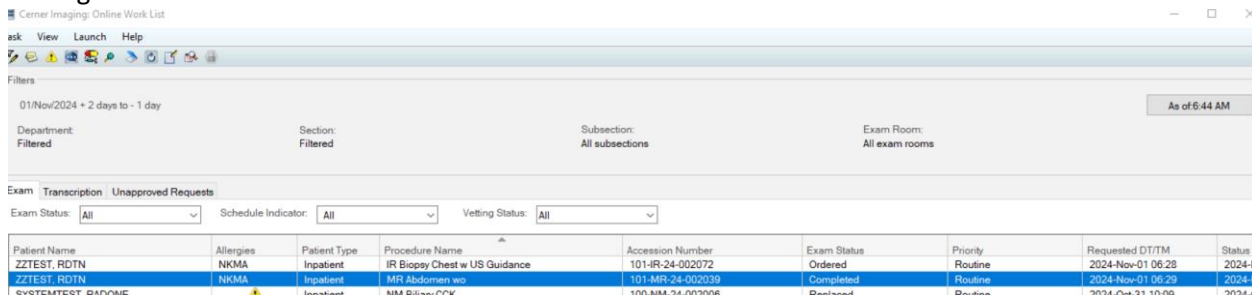
Reports | Report Details | **Exam Details** | Technical Comments | Medications | MPPS Details

Exam Information		Order Details	
MR Knee Left wo		Required radiology order format field	Rad Type
Vetting Action...		Ordering Location	~PATIENTLOCATION
Started: 2024-Oct-27 16:32		Requested Start Date/Time	2024-Oct-27 16:25
Completed: 2024-Oct-27 16:42		Priority	Routine
Primary Pers...		Reason for Exam	test
NHS Test... Completed		Stop Date/Time	2024-Oct-27 16:25
NHS Test... Started		Preprocessing Script	pp_set_radiology_subspecialty
Additional Pe...		Performing Location	SCS - St. Catharines Site
Exam Room: SCS MR 1		Order entered by:	NHSRADTECH01
		Received Requisition on Date/Time	2024-Oct-27 16:25
		Combination Scan Indicator	No
		WTIS Priority	P2

Billed As	Quantity	Ordered By	Order Date	Bill Only Status
1 Extremity 4 Seque...	1	NHS Test01, Rad...	2024-Oct-27 16:32	Charged
2 Isolation - MR	1	NHS Test01, Rad...	2024-Oct-27 16:32	Charged
3 Transfer/Lift - MR	1	NHS Test01, Rad...	2024-Oct-27 16:32	Charged
4 Add'l Sequence (>...	1	NHS Test01, Rad...	2024-Oct-27 16:32	Charged

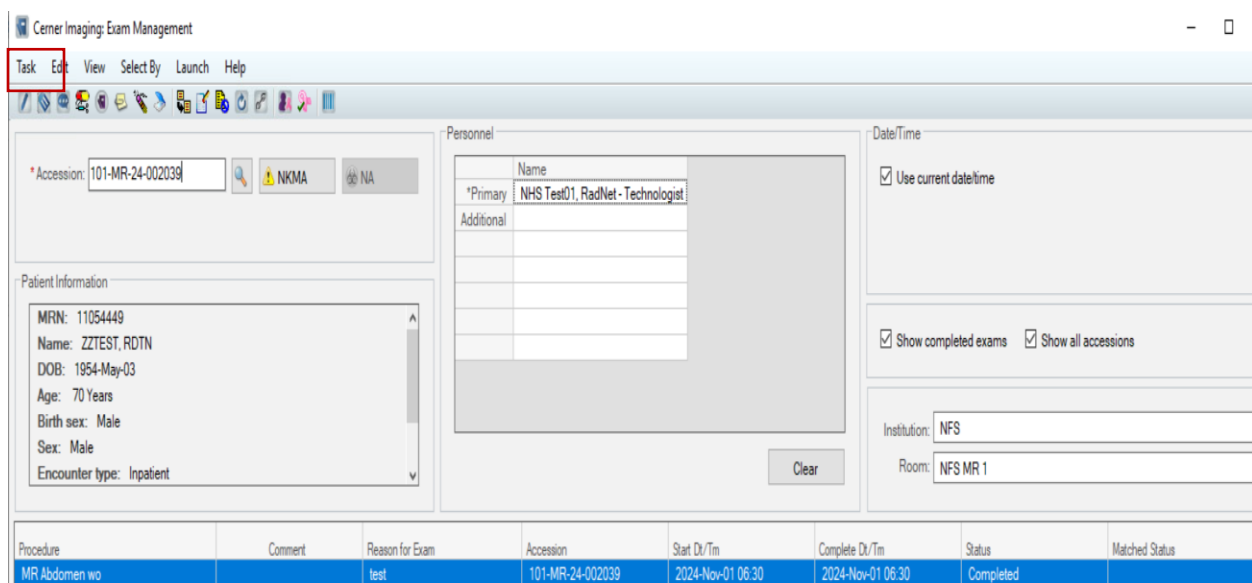
**Before Radiologist Dictates:** Bill Only Charges Can be adjusted once Exam has been Completed  
Navigate to the On-line Exam List and choose the Exam, Right Click and Navigate to Exam

### Management



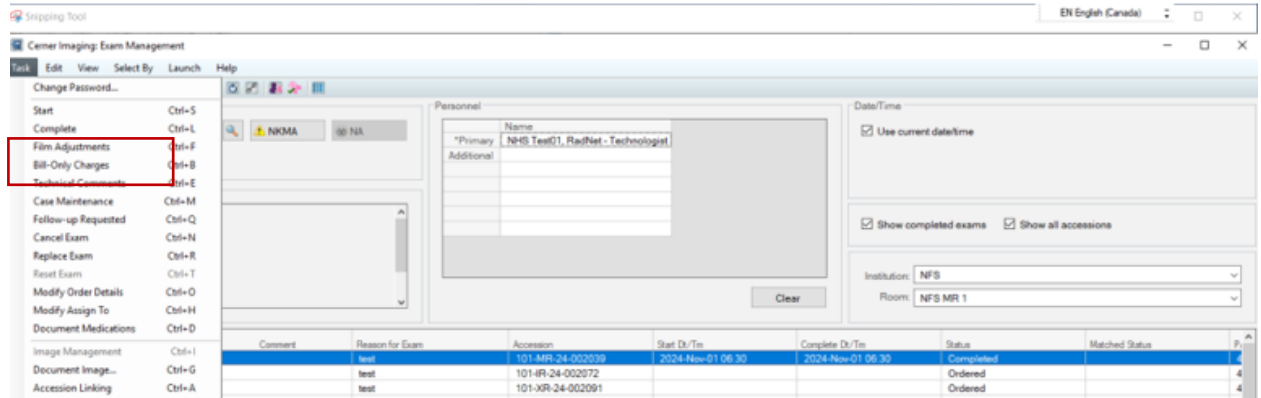
Patient Name	Allergies	Patient Type	Procedure Name	Accession Number	Exam Status	Priority	Requested DT/TTM	Status
ZZTEST, RDTN	NKMA	Inpatient	IR Biopsy Chest w US Guidance	101-MR-24-002072	Ordered	Routine	2024-Nov-01 06:28	2024-
ZZTEST, RDTN	NKMA	Inpatient	MR Abdomen wo	101-MR-24-002039	Completed	Routine	2024-Nov-01 06:29	2024-
SYSTEMTEST RADNME		Inpatient	MM Bilow CCK	100NMA.24.002006	Replaced	Routine	2024-Oct-31 10:00	2024-

Under Exam Management Click on **Task** at Top Left Corner



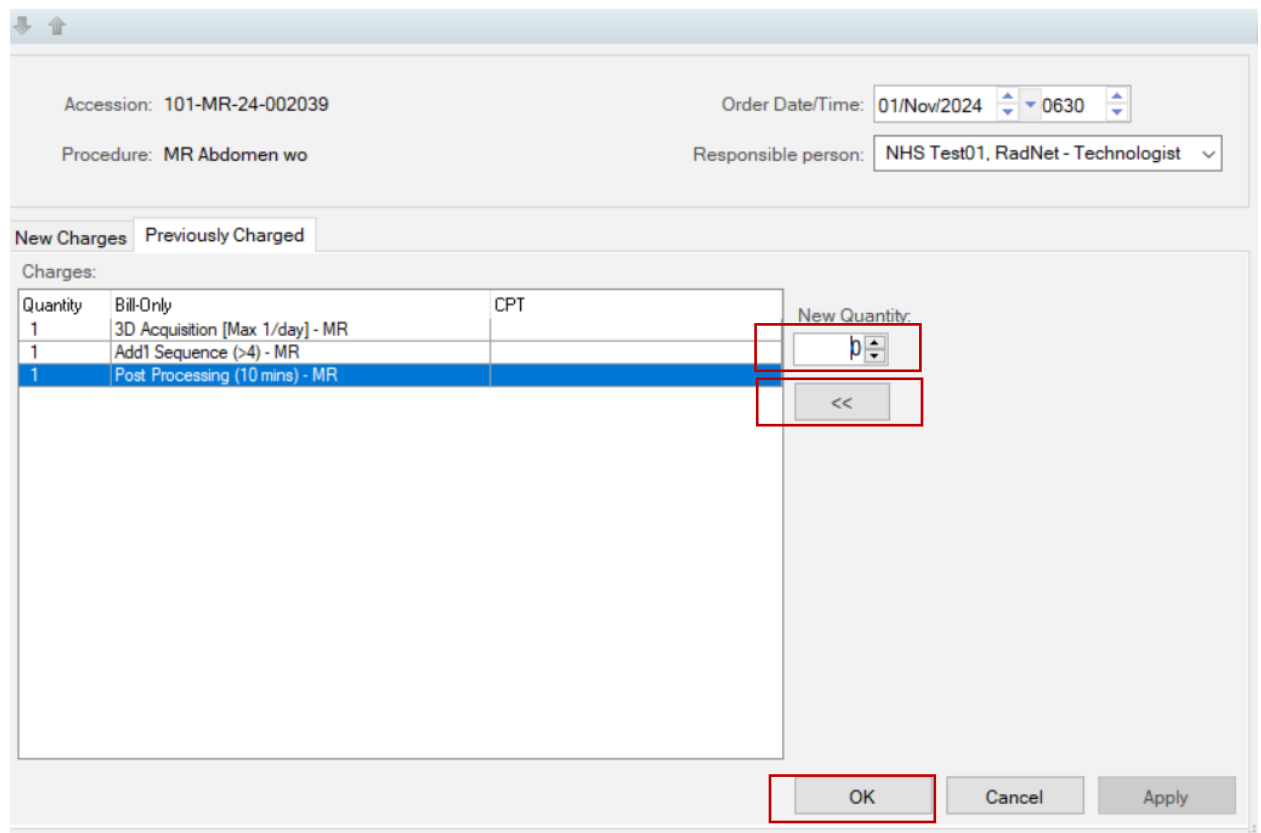
Procedure	Comment	Reason for Exam	Accession	Start Dt/Tm	Complete Dt/Tm	Status	Matched Status
MR Abdomen wo		test	101-MR-24-002039	2024-Nov-01 06:30	2024-Nov-01 06:30	Completed	

Navigate to **Bill Only Charges** to open Window Left Click



Within the **Previously Charged** window Click on the Bill Only to remove charge and choose Quantity of 0  
Click the << arrows to apply the Click **Ok**

Exam Management Bill-Only Charging: ZZTEST, RDTN - 11054449



### Quantity will update on Left Side

Exam Management Bill-Only Charging: ZZTEST, RDTN - 11054449

Accession: 101-MR-24-002039      Order Date/Time: 01/Nov/2024 0630

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges**    Previously Charged

Charges:

Quantity	Bill Only	CPT	New Quantity:
1	3D Acquisition [Max 1/day] - MR		1
0	Ad 11 Sequence (>4) - MR		<<
0	Post Processing (10 mins) - MR		

OK    Cancel    Apply

### To Add new Bill Only Charges, Navigate to **New Charges** window

Choose the Correct Bill Only and the arrow >> to move to the right side, Click Apply

Exam Management Bill-Only Charging: ZZTEST, RDTN - 11054449

Accession: 101-MR-24-002039      Order Date/Time: 01/Nov/2024 0630

Procedure: MR Abdomen wo      Responsible person: NHS Test01, RadNet - Technologist

**New Charges**    Previously Charged

Default selections     All bill-onlys

Categories:

Bill-Only/Category	CPT
Abdomen 2 Sequences - MR	
Abdomen 3 Sequences - MR	
Abdomen 4 Sequences - MR	
zMR Bill Onlys	
Counselling Extended - MR	
General Anesthetic - MR	
Immobilization - MR	
Immobilization Paediatric - MR	
Isolation - MR	
Minor Assessment Attempt - MR	
Minor Assessment Cancel - MR	
Proton Spectroscopy - MR	
Sedation Adult - MR	
Sedation Paediatric - MR	
Spectroscopy [Max 1/day] - MR	

Charges:

Quantity	Bill-Only	CPT
1		

Quantity: 1    >>    <<

OK    Cancel    Apply

Navigate back to the Worklist and Right Click on the Exam  
 Navigate to the **Exam Details**  
 Added and Removed Charges will be visible at the bottom

Centim Imaging: Order Detail Inquiry

Patient name: ZZTEST, RDTN      Date of birth: 1954-May-03  
 MRN: 11054449      Sex: Male  
 Financial number: 22-005767      Exam DT/TM: 2024-Nov-01 06:30  
 Accession: 101-MR-24-002039      Ordering physician: Test, IMO -> IMO  
 Procedure: MR Abdomen wo      Original Ordering physician: Test, IMO -> IMO  
 Exam status: Completed

Reports | Report Details | **Exam Details** | Technical Comments | Medications | MPPS Details

Exam Information		Order Details	
MR Abdomen wo		Required radiology order format field	Rad Type
Vetting Action...		Ordering Location	~PATIENTLOCATION
Started: 2024-Nov-01 06:30		Requested Start Date/Time	2024-Nov-01 06:29
Completed: 2024-Nov-01 06:30		Priority	Routine
Primary Pers...		Reason for Exam	test
NHS Test... Completed		Stop Date/Time	2024-Nov-01 06:29
NHS Test... Started		Preprocessing Script	pp_set_radiology_subspecialty
Additional Pe...		Performing Location	NFS - Niagara Falls Site
Exam Room: NFS MR 1		Order entered by:	NHSRADTECH01
		Received Requisition on Date/Time	2024-Nov-01 06:29
		Combination Scan Indicator	No
		WTIS Priority	P2

	Billed As	Quantity	Ordered By	Order Date	Bill Only Status
1	Add'l Sequence (?...	1	NHS Test01, Rad...	2024-Nov-01 06:30	Charged
2	3D Acquisition [Ma...	1	NHS Test01, Rad...	2024-Nov-01 06:30	Charged
3	Post Processing (1...	1	NHS Test01, Rad...	2024-Nov-01 06:30	Charged
4	Post Processing (1...	1	NHS Test01, Rad...	2024-Nov-01 06:30	Credit
5	Add'l Sequence (?...	1	NHS Test01, Rad...	2024-Nov-01 06:30	Credit
6	Isolation - MR	1	NHS Test01, Rad...	2024-Nov-01 06:30	Charged