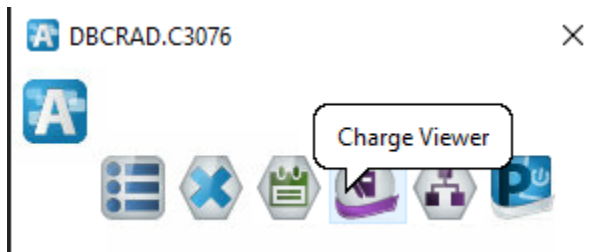
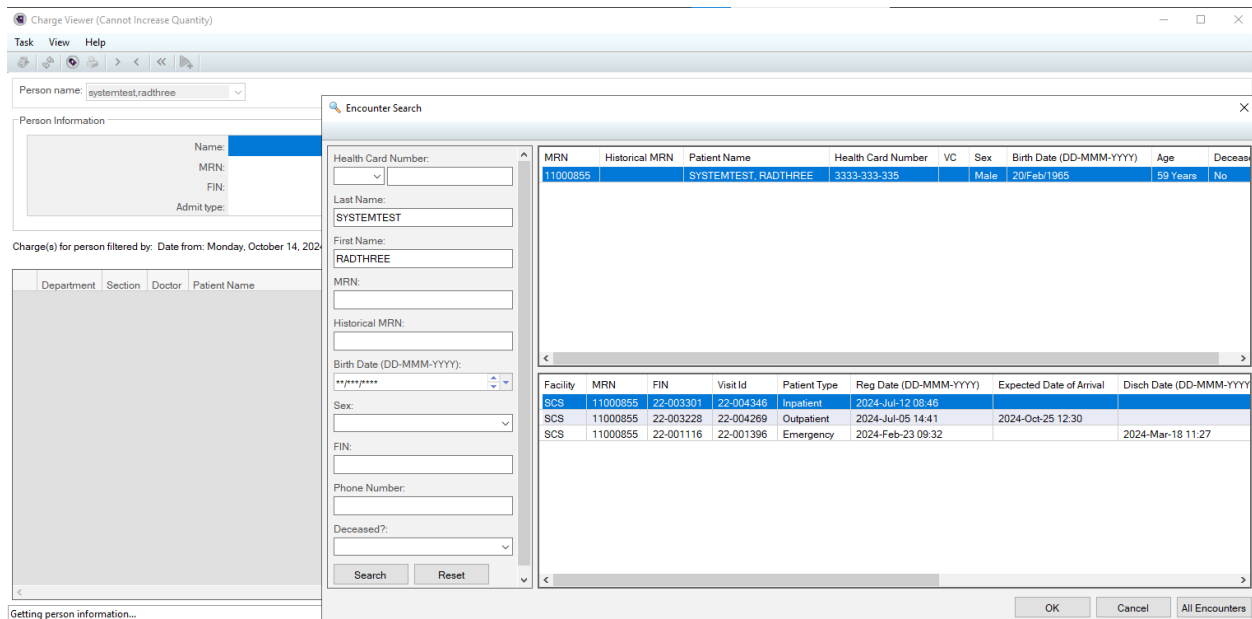


Crediting Back Charges

You will first need to launch **Charge Viewer** from the AppBar



You will then search a patient name and an encounter screen will populate. Ensure you select the correct encounter for this patient.



You will be prompted to select a service date. You can select the date range you wish to look at by selecting the dropdown calendars. If you wish to have it default to the current date you can check off the box next to **“Always set service date to today”**. Click **“ok”** once complete.

Filter Options

Service date: 14/Oct/2024 To 31/Oct/2024 Always set service date to today

Charge type: [Dropdown]

Organization: [Dropdown]

Process Flag

Pending Suspended

Interfaced Held

Review Adjusted

Manual Skipped

Combined Offset

Absorbed Bundled

ABN missing OMF stats only

Statistics only Unreconciled credit

Posted Show all

<<Previous Next>>

Don't show this in the future Save as default **OK** Cancel Apply

All of the searched patients’ studies that fit within the date range will appear on the worklist.

If you wish to credit the entire study, you will highlight the whole study (ex. **XR Chest 2 Views** in the image below). If you wish to credit only part of the study, you will select the individual charge you wish to credit (ex. **Chest – two views** in the image below).

Charge Viewer

Person name: SYSTEMEST, RADTHREE

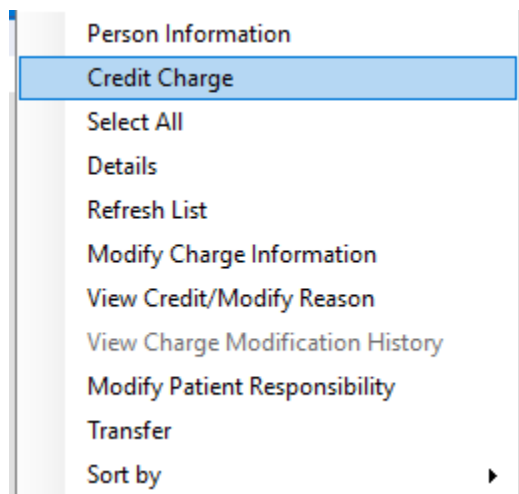
Person Information

Name: SYSTEMEST, RADTHREE	Building: SCS	Organization: St. Catharines Site
MRN: 11000855	Nursing station/location: SC 54B	Financial class: Ontario Health Insurance Plan
FIN: 22-003301	Room: SCS409	Admit Dr: Cemer Test, Physician - Internal Medicine Center
Admit type: Inpatient		Total: \$0.00

Charge(s) for person filtered by: Date from: Monday, October 14, 2024 to: Thursday, October 31, 2024 with process flag of: <all process flags>

Department	Section	Doctor	Patient Name	Charge Description	Accession Number	FIN Number	Price	Perform	Activity	Cost	Sev.	Char.	Tier Gr.	Manua	Status	Credited	Adjusted	U	R	B	P	V	L	C	S
SCS Med.		Der.	SYSTEMEST, RADTHREE	XR Chest 2 Views	100-XP-24-002109	22-003301	\$0.00	Rad.				DEBT	Profes	<input checked="" type="checkbox"/>	Interf...										
SCS Med.	SCS	Der.	SYSTEMEST, RADTHREE	Chest - two views	100-XP-24-002109	22-003301	\$0.00	Rad.				DEBT	Profes	<input type="checkbox"/>	Interf...										

Once the desired exam is selected it will highlight blue. You will **right click** and select **credit charge**.



A pop up will launch. The top box will show you what charges will be credited. The bottom box will contain the reason for crediting, this is mandatory. There is also a free text note field, this is mandatory to add additional comments. Click "OK" once complete.

The value in the "Quantity" field is the number that will be credited

Credited Charge

Person Name	FIN	Charge Description	Quantity	Item Price	Extended
SYSTEMTEST. RADTHREE	22-003301	Chest - two views	1	\$0.00	
SYSTEMTEST. RADTHREE	22-003301	Chest - two views	1	\$0.00	
SYSTEMTEST. RADTHREE	22-003301	Chest - two views	1	\$0.00	

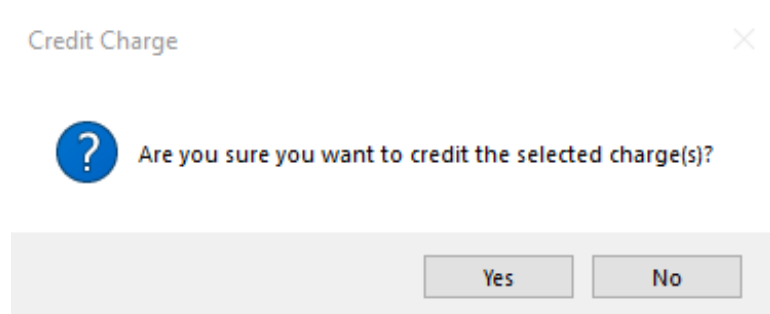
Credit Reason

* Reason:

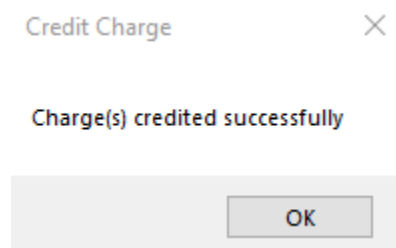
* Note

OK Cancel

A pop up will launch confirming you wish to credit the selected charge(s). Click “Yes” if you are sure.



Crediting may take a moment, a pop up will launch confirming the charges have been credited. As well the charges will now show in red. If you have the “**Charge Type**” column displayed it will show “**Credit**”



Department	Section	Doctor	Patient Name	Charge Description	Accession Number	FIN Number	Price	Perform...	Activity...	Cost...	Sevi...	Charge Type	Tier Gr...	Manua...	Status	Credited ..
SCS Med...			SYSTEMTEST, RADTHREE	BD High Risk Baseline 1 Site	100-BD-24-000026	22-003228	See Ex...		Radi...		Frid...	DEBIT	Profes...	<input checked="" type="checkbox"/>	Interfa...	
SCS Med...			SYSTEMTEST, RADTHREE	Baseline test - one site	100-BD-24-000026	22-003228	\$0.00		Radi...		Frid...	DEBIT	Profes...	<input type="checkbox"/>	Interfa...	
SCS Med...	SCS ...		SYSTEMTEST, RADTHREE	Baseline test - one site	100-BD-24-000026	22-003228	\$0.00		Radi...		Frid...	DEBIT	Profes...	<input type="checkbox"/>	Interfa...	
SCS Med...	SCS ...		SYSTEMTEST, RADTHREE	Baseline test - one site	100-BD-24-000026	22-003228	\$0.00		Radi...		Frid...	CREDIT	Profes...	<input type="checkbox"/>	Pendi...	31 Oct 2...
SCS Med...	SCS ...		SYSTEMTEST, RADTHREE	Baseline test - one site	100-BD-24-000026	22-003228	\$0.00		Radi...		Frid...	CREDIT	Profes...	<input type="checkbox"/>	Pendi...	31 Oct 2...