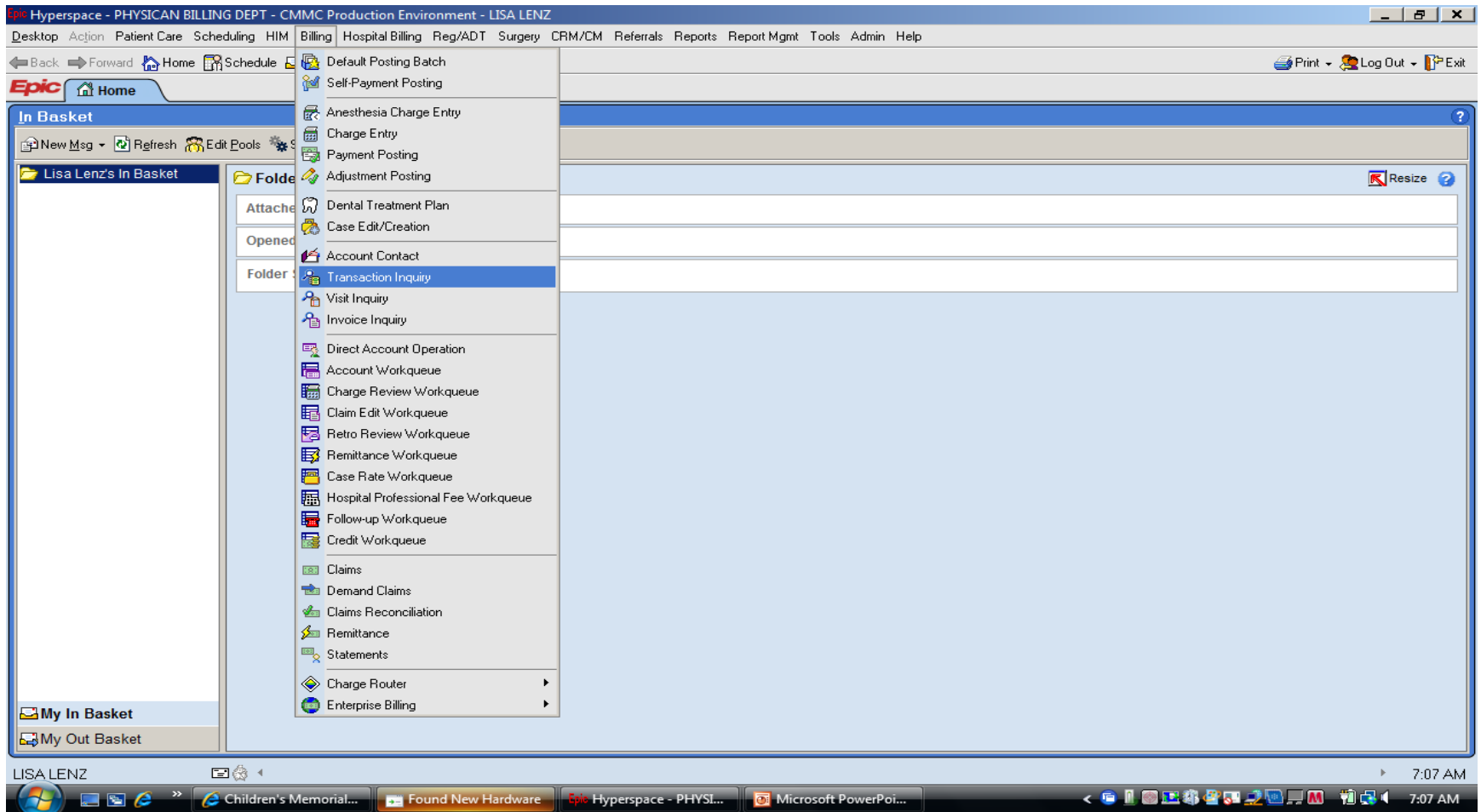


Tips to Review Professional Charges on Funds

Choose Transaction Inquiry from Billing Menu



Enter The Fund Number in the Account Field and Choose Find Account

The screenshot displays the Epic Hyperspace interface for a user named LISA LENZ. The main window is titled 'In Basket' and shows a list of folders. A dialog box titled 'Guarantor Account Selection (Transaction Inquiry)' is open, allowing the user to search for guarantor accounts. The dialog has two tabs: 'Select Accounts' and 'Recent Accounts'. The 'Name/ID' field is populated with '912450'. Below this are fields for 'Patient', 'Invoice', 'Subset', 'Reference #', and 'Insurance ID'. A checkbox labeled 'This invoice only' is present. The 'Find Account' button is highlighted with a green arrow. Below the search fields is a table titled 'Selected Guarantor Accounts' with columns for 'Guarantor Account', 'Guar Acct. ID', 'Invoice', and 'Home Flag'. At the bottom of the dialog are 'Clear', 'Accept', and 'Cancel' buttons. The Windows taskbar at the bottom shows the system tray with the time 7:12 AM and the user name LISA LENZ.

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home

In Basket

New Msg Refresh Edit Pools Settings Search Attach Out

Lisa Lenz's In Basket

Folder S

Attached In

Opened Pa

Folder Sum

Guarantor Account Selection (Transaction Inquiry)

Select Accounts Recent Accounts

Name/ID: 912450

Patient:

Invoice:

Subset:

Reference #:

Insurance ID:

This invoice only

Find Account

Add

Selected Guarantor Accounts

Guarantor Account	Guar Acct. ID	Invoice	Home Flag
-------------------	---------------	---------	-----------

Automatically pop-up the Account Selection form

Clear Accept Cancel

My In Basket

My Out Basket

LISA LENZ

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSL... Microsoft PowerPoi...

7:12 AM

Full Fund Name Will Appear, Click Accept

The screenshot displays the Epic Hyperspace interface for a user named Lisa Lenz. The main window is titled "In Basket" and contains a "Folder Summary" pane on the left and a "Guarantor Account Selection (Transaction Inquiry)" dialog box in the center. The dialog box has two tabs: "Select Accounts" and "Recent Accounts". The "Select Accounts" tab is active, showing a search form with the following fields: "Name/ID" (containing "912450ADOLESCENT MASTER PROTOCOL (AMP).STUDY [62]"), "Patient", "Invoice", "Subset", "Reference #", and "Insurance ID". There are "Find Account" and "Add" buttons. A checkbox labeled "This invoice only" is also present. Below the search form is a table titled "Selected Guarantor Accounts" with columns for "Guarantor Account", "Guar Acct. ID", "Invoice", and "Home Flag". At the bottom of the dialog box, there is a checkbox for "Automatically pop-up the Account Selection form", a "Clear" button, and an "Accept" button. A red arrow points to the "Accept" button. The top of the interface shows the Epic logo and navigation menus. The bottom of the screen shows the Windows taskbar with the system clock at 7:17 AM.

Epic Hyperspace - PHYSICIAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Print Log Out Exit

Epic Home

In Basket

New Msg Refresh Edit Pools Settings Search Attach Out

Lisa Lenz's In Basket

Folder Summary

Attached In Basket

Opened Patient

Folder Summary

Guarantor Account Selection (Transaction Inquiry)

Select Accounts Recent Accounts

Name/ID: 912450ADOLESCENT MASTER PROTOCOL (AMP).STUDY [62]

Patient:

Invoice:

Subset:

Reference #:

Insurance ID:

This invoice only

Find Account

Add

Selected Guarantor Accounts

Guarantor Account	Guar Acct. ID	Invoice	Home Flag
-------------------	---------------	---------	-----------

Automatically pop-up the Account Selection form

Clear Accept

LISA LENZ

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSI... Microsoft PowerPoi...

7:17 AM

Professional Fund Account

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Actions Write-Off NRP Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Show All Show voids/reversals:

TR#	Svc Date	Patient	S	#	PX ID	C	Orig Amt	Ins Due	Pat Due	Total Due
171	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
170	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
169	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
168	01/09/10			1	8023	N	4.40-	0.00	0.00	0.00
167	01/04/10			1	94760	N	4.40	0.00	0.00	0.00
166	01/04/10					N	0.00	0.00	0.00	0.00
165	12/17/09					N	0.00	0.00	0.00	0.00
164	12/26/09			1	8023	N	8.00-	0.00	0.00	0.00
163	12/26/09			1	8023	N	8.00-	0.00	0.00	0.00
162	12/26/09			1	8023	N	8.00-	0.00	0.00	0.00
161	12/26/09			1	8023	N	8.00-	0.00	0.00	0.00

Account Aging Matching Txn Tx Detail Tx History Tx EOB Info Tx Encounter

Account Aging Information

	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
Ins						0.00
Self						0.00
Total						0.00

Hotkey List

Exit Workspace

LISA LENZ

7:18 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSI... Microsoft PowerPoi...

Professional Fund Account

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Actions Write-Off NRP Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Show All Show voids/reversals:

TR#	Svc Date	Patient	S	#	PX ID	C	Orig Amt	Ins Due	Pat Due	Total Due
171	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
170	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
169	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
168	01/09/10			1	8023	N	4.40	0.00	0.00	0.00
167	01/04/10			1	94760	N	4.40	0.00	0.00	0.00
166	01/04/10			1	99214	N	0.00	0.00	0.00	0.00
165	12/17/09			1	99211	N	0.00	0.00	0.00	0.00
164	12/26/09			1	8023	N	8.00	0.00	0.00	0.00
163	12/26/09			1	8023	N	8.00	0.00	0.00	0.00
162	12/26/09			1	8023	N	8.00	0.00	0.00	0.00
161	12/26/09			1	8023	N	8.00	0.00	0.00	0.00

Procedure ← Amount ←

Account Aging Matching Txn Tx Detail Tx History Tx EOB Info Tx Encounter

Account Aging Information

	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
Ins						0.00
Self						0.00
Total						0.00

Hotkey List

Exit Workspace

LISA LENZ 7:18 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSI... Microsoft PowerPoi...

Click on Column Heading to Sort

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Actions Write-Off NRP Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Show All Show voids/reversals:

TR#	Svc Date	Patient	S	#	PX ID	C	Orig Amt	Ins Due	Pat Due	Total Due
165	12/17/09			1	99211	N	0.00	0.00	0.00	0.00
169	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
150	12/07/09			1	36415	N	8.00	0.00	0.00	0.00
149	12/07/09			1	99214	N	0.00	0.00	0.00	0.00
158	12/17/09			1	36415	N	8.00	0.00	0.00	0.00
153	12/17/09			1	99214	N	0.00	0.00	0.00	0.00
170	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
171	01/11/10			1	99999	N	0.00	0.00	0.00	0.00
134	11/16/09			1	93325	N	25.17	0.00	0.00	0.00
133	11/16/09			1	93321	N	12.95	0.00	0.00	0.00
132	11/16/09			1	93308	N	26.36	0.00	0.00	0.00

Account Aging Matching Tx Tx Detail Tx History Tx EOB Info Tx Encounter

Account Aging Information

	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
Ins						0.00
Self						0.00
Total						0.00

Hotkey List

Exit Workspace

LISA LENZ 7:29 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYS... Microsoft PowerPoi...

To Find Detail about Transaction Click on Transaction Detail Tab

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Print Log Out Exit

Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Actions Write-Off NRP Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Show All Show voids/reversals:

TR#	Svc Date	Patient	S	#	PX ID	C	Orig Amt	Ins Due	Pat Due	Total Due
118	11/28/09			1	8023	N	8.00	0.00	0.00	0.00
112	11/14/09			1	8023	N	8.00	0.00	0.00	0.00
146	12/07/09			1	99999	N	0.00	0.00	0.00	0.00
135	11/16/09			1	99211	N	0.00	0.00	0.00	0.00
131	11/16/09			1	93325	N	25.17	0.00	0.00	0.00
130	11/16/09			1	93321	N	12.95	0.00	0.00	0.00
129	11/16/09			1	93308	N	26.36	0.00	0.00	0.00
115	11/16/09			1	99214	N	0.00	0.00	0.00	0.00
155	12/14/09			1	36415	N	8.00	0.00	0.00	0.00
154	12/14/09			1	99214	N	0.00	0.00	0.00	0.00
117	11/12/09			1	77080	N	9.81	0.00	0.00	0.00

Account Aging Matching Tx Tx Detail Tx EOB Info Tx Encounter

Transaction Detail (Tx 129) CHG - ECHO HEART XTHORACIC,LIMITED [93308]

Posting

Post date:	12/03/2009	System batch #:	1
User:	KG Nolan-Nolan, Kathleen	User batch #:	0
Posting batch #:	216446	Batch receive date:	
Visit #:	46	Encounter form:	1895249
Panel:		Modifier:	26
Chg Rtr src/chg ID:	47 - Radiant/10368499		

Details

Patient name:	
Provider:	1001066 - ECHO CLK NEW
Encounter specialty:	

Hotkey List

Exit Workspace

LISA LENZ 7:32 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSY... Microsoft PowerPoi...

Procedures

- 5 digit code is a CPT
- 8023 - Weekly adjustment to account

To Find Charges for Specific Patient, Choose Advanced from Restrictions Menu

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Show All Show voids/reversals:

TR#	Show All	S	#	PX ID	C	Orig_Amt	Ins Due	Pat Due	Total Due
118	Outstanding		1	8023	N	8.00	0.00	0.00	0.00
112	Service Date...		1	8023	N	8.00	0.00	0.00	0.00
146	Service Date Range...	NIY...	1	99999	N	0.00	0.00	0.00	0.00
135	Procedure Code...	NIY...	1	99211	N	0.00	0.00	0.00	0.00
131	Patient...	IN	1	93325	N	25.17	0.00	0.00	0.00
130	Self-Pay Due	IN	1	93321	N	12.95	0.00	0.00	0.00
129	Assigned to Insurance	IN	1	93308	N	26.36	0.00	0.00	0.00
115	Undistributed Credits	IN	1	99214	N	0.00	0.00	0.00	0.00
155	Bad Debt		1	36415	N	8.00	0.00	0.00	0.00
154			1	99214	N	0.00	0.00	0.00	0.00
117			1	77080	N	9.81	0.00	0.00	0.00

Advanced...

Account Aging Matching TXS Tx Detail Tx History Tx EOB Info Tx Encounter

Transaction Detail (TX 112) ADJ - PB CR RESEARCH [8023]

Posting

Post date: 11/14/2009 System batch #: 1
 User: 3691-O'CONNOR, BRENDAN User batch #: 0
 Posting batch #: 214984 Reconciliation #:
 Tx comment: Collections Write-Off. Queue 314

Details

Payor: Department: PHYSICAN BILLING DEPT [346]
 Debit GL #: 49000 Credit GL #: 10051
 Statement date: Pending Treatment plan:

Hotkey List

Exit Workspace

LISA LENZ 7:37 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYS... Microsoft PowerPoi...

Enter Patient and Click Accept

The screenshot displays the Epic Hyperspace interface for account 912450. A 'Transaction Restrictions' dialog box is open, allowing for the configuration of various transaction parameters. The 'Patients' field is currently populated with a redacted patient ID. The 'Accept' button at the bottom of the dialog is highlighted, indicating the next step in the process.

TR#	Svc
118	11/2
112	11/1
146	12/0
135	11/1
131	11/1
130	11/1
129	11/1
115	11/1
155	12/1
154	12/1
117	11/1

Account Type	Ins Bal	Self-Pay
STUDY	0.00	0.00

Total Due
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

Balances
Pending: 64.48

Workqueues
Charge Review 26930

Now Only Charges for that Patient will Display

Epic Hyperspace - PHYSICAN BILLING DEPT - CMMC Production Environment - LISA LENZ

Desktop Action Patient Care Scheduling HIM Billing Hospital Billing Reg/ADT Surgery CRM/CM Referrals Reports Report Mgmt Tools Admin Help

Back Forward Home Schedule In Basket ADT Reports

Epic Home (A) 912450ADOLESCENT ...

912450ADOLESCENT MASTER PROTO* ID 62 Service Area SA CHILDREN'S MEMORIAL Account Type STUDY Ins Bal 0.00 Self-Pay 0.00

Transaction Inquiry - 1 of 1 Account

Refresh Acct List Prev Acct Next Acct Load All Functions Edit Transfer Actions Write-Off NRP Reg

Insurance: 0.00 Self-Pay: 0.00 Undist (Ins): 0.00 Undist (Self): 0.00

Restriction: Advanced Show voids/reversals:

TR#	Svc Date	Patient	S	#	PX ID	C	Orig Amt	Ins Due	Pat Due	Total Due
155	12/14/09	[REDACTED]		1	36415	N	8.00	0.00	0.00	0.00
154	12/14/09	[REDACTED]		1	99214	N	0.00	0.00	0.00	0.00

Account Aging Matching Tx Tx Detail Tx History Tx EOB Info Tx Encounter

Transaction Detail (TX 155) CHG - VENIPUNC FNGR,HEEL,EAR [36415]

Posting

Post date:	12/21/2009	System batch #:	1
User:	20572-KERSHAW, JENNIFER	User batch #:	0
Posting batch #:	221139	Batch receive date:	
Visit #:	53	Encounter form:	1929671
Chg Rtr src/chg ID:	2 - EpicCare/10954781		

Details

Patient name:	BUSH,ASHLEY	Encounter specialty:	INFECTIOUS DISEASE
Provider:	40125 - KERSHAW, JENNIFER S	Ordering provider UPIN:	
Billing provider:	40125 - KERSHAW, JENNIFER S		

Hotkey List

Exit Workspace

LISA LENZ 7:41 AM

Children's Memorial... Found New Hardware Epic Hyperspace - PHYSY... Microsoft PowerPoi...