Add Additional Info to Institutional Claims

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ollow the steps below to add general additional information to an institutional claim.

1. Select **Claim** > **Claim**.

2. Use the **Search** field to search for your claim.

   > Place a check in the ***"Show exact matches only"*** box to search for exact matches or ***"Show unpaid claims only"*** to show claims that may need follow-up.

3. Open the claim.

4. Click the **Additional Info** tab.

5. Select the **ANSI Location** or **CMS-1450(UB-04)** options to see where the entered information will populate.

6. Add additional information as it applies to the claim.

7. Click **Save**.

Some Institutional Claim Additional Info Field Descriptions:

- **Show Additional Information about each field**: Selecting one of the available radio options will display which box, or loop and segment the information will populate in for each field.
- **Admission Type**: Use this field to specify the type of admission (Urgent, Emergency, Elective, etc.).
- **Admission Source**: Use this field to specify the source of admission (Non-Health Care Facility, Clinic, Transfer from a different facility, etc.).
- **Discharge Hour**: Use this field to specify the time when the patient was discharged**Please note that this screen will be hidden when the third digit of the type of bill is 2 or 3, and the patient status is set to 30 (Still Patient).**
- **Patient Status**: Use this field to specify the current status of the patient.
- **Patient Estimated Amount Due**: If required by your payer, enter the patient estimated cost due (Loop 2300 AMT~F3).
- **Is Patient Condition Related to**: Select whether the patient's condition is related to their

employment, auto accident, or another type of accident.

- **Delay Reason Code**: If required by your payer, enter the delay reason code here.
- **Documentation Method**: If required by your payer, enter the documentation method, and documentation type when sending one or more attachments to the payer on paper.