Additional Charge Actions

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Other (Procedure Code Charge) Link

The "Other" link within the claim charges tab allows users the ability to add information specific to a procedure code on the claim. Users can add things like associated drug information, charge-level authorization numbers, anesthesia start and stop times, or assign a different rendering provider for a specific code on the claim.

Follow the steps below to add Other info on a Claim charge.

1. Select **Claim** > **Claim**.
2. Use the **Search field** to search for your claim.

   > Check 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 **Charges** tab.
5. Enter or find your procedure code (charge).
6. Optional: Click the "**Other**" link to the right of the procedure code.
   1. Enter any applicable **Service Information** like EPSDT/Chap Code, Family Planning, Emergency, or Rendering Provider to send out on the claim.
   2. Enter any applicable **Drug Information** like Drug Code, Units, Format, Price, or Drug Description to send out on the claim.
   3. Enter any applicable **Authorization** to a specific charge to send out on the claim (applies only to professional electronic claims). "***This charge uses the claim-level authorization"*** option is checked by default for all charges. If unchecked, it will show a row for each payer on the claim with an **authorization number** or an **authorization type**. You are able to type in a number by hand, or use the **Copy Auth from Patient** link. The link opens the patient authorization dialog box, allowing you to use an existing authorization on the charge.

      > ⚠ This link will only be available if the patient has an active authorization, and will update the number of visits used upon saving the claim.

4. Enter any applicable **Measurements** like Hemoglobin, Hematocrit, Epoetin, or Creatin measurements to send out on the claim.
5. Enter any **Other** applicable info like Anesthesia/Oxygen Minutes, Narrative Notes, or CLIA # to send out on the claim.

7. Click **Apply**.

8. Click **Save**.

Form (Durable Medical Equipment) Link

The "Form" link within the claim charges tab allows users to add a DME (Durable Medical Equipment) form to submit a DME Certificate of Medical Necessity (CMN) on claims.

> ⚠ This field is tuned off by default. To see the DME Forms link option on a claim, the user-setting to "Show Durable Medical Equipment (DME) fields?" must be set to **Yes**. This setting can be found under **Claim > Settings > Claim Settings for User**

Follow the steps below to add a DME Form on a Claim charge.

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

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

   > 🪄 Check the ***"Show exact matches only"*** box to search for exact matches or ***"Show unpaid claims only"*** to show claims that may need follow-up.

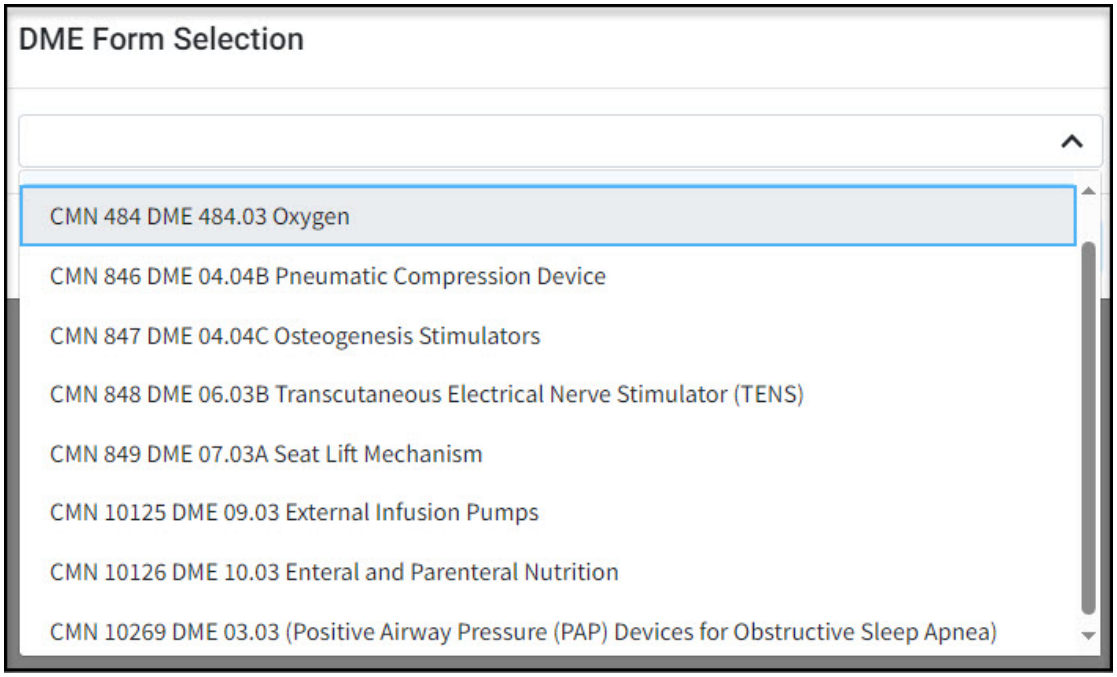
3. Open the claim.

4. Click the **Charges** tab.

5. Enter or find your procedure code (charge).

6. Optional: Click the "**Form**" link to the right of the procedure code.

7. Select the required DME form from the dropdown.



8. Fill out the form and add any required data.

> If a payer requires you to report **both** the purchase price and the rental price on the same claim, fill out the rental fields (**Rental Unit Price**, **DME Length of Necessity**, **Rental Total Price**, and **DME Frequency**). The **Total Rental Price** is automatically calculated as **Rental Unit Price × Length of Medical Necessity**. For example, a Rental Unit Price of $50 (billed monthly) with a Length of Medical Necessity of 4 months results in a Total Rental Price of $200 (separate from the purchase price, which might be $500).

> ⚠ If you're only reporting the rental price for a piece of DME, you don't need to fill out these fields, simply enter the rental amount using the standard Unit Price, Units, and Total Charges fields, just as you would for any other charge.

9. Click **Apply**.
10. Click **Save**.

Chiro (Chiropractor Fields) Link

The "Form" link within the claim charges tab allows users to show chiropractor fields on a particular charg

within the claim screen.

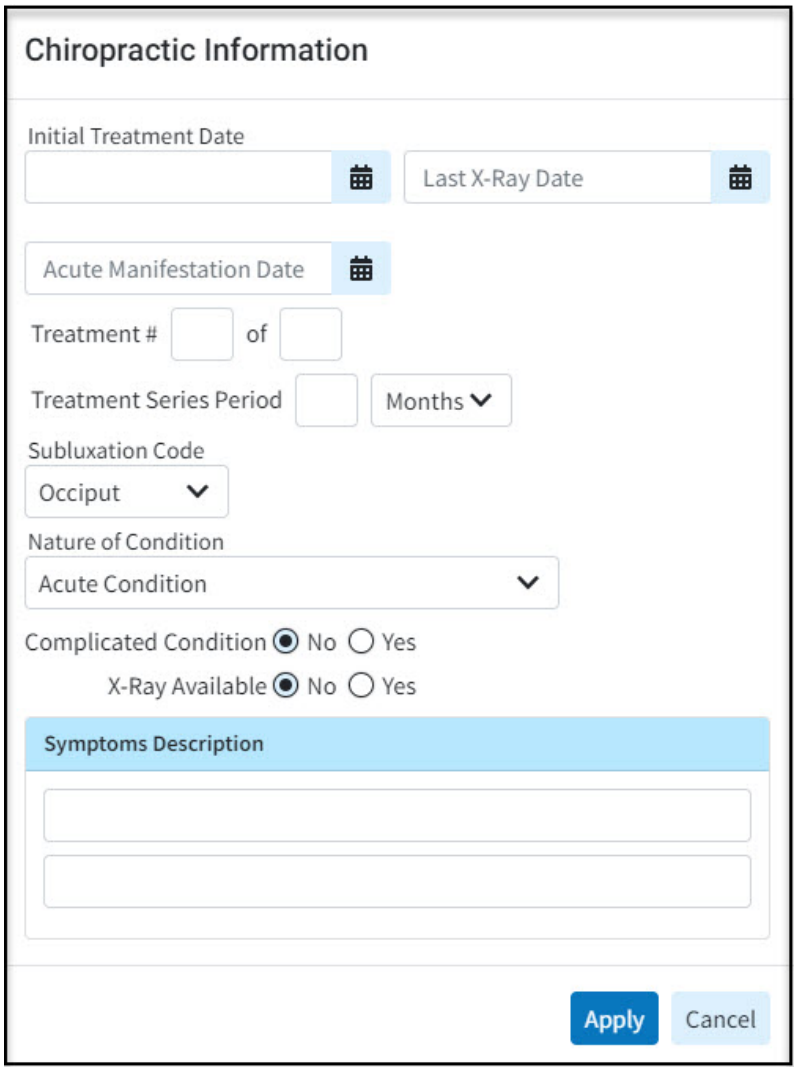
> ⚠ This field is tuned off by default. To see the **Chiro** link option on a claim, the user-setting to "Show Chiropractor fields on the claim screens?" must be set to **Yes**. This setting can be found under **Claim > Settings > Claim Settings for User**.

Follow the steps below to add chiropractor information on a Claim charge.

1. Select **Claim** > **Claim**.
2. Use the **Search field** to search for your claim.

   > 🪄 Check 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 **Charges** tab.
5. Enter or find your procedure code (charge).
6. Optional: Click the "**Chiro**" link to the right of the procedure code.
7. Add all required chiropractor information.



8. Click **Apply**.
9. Click **Save**.

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nventory (Inventory Fields) Link

The "Inventory" option within the claim charges tab allows users to add an inventory code for a particular charge on claims.

> ⚠ This field is tuned off by default. To see the Inventory option on a claim, the user-setting to "Show Inventory fields on the claim screens?" must be set to **Yes**. This setting can be found under **Claim > Settings > Claim Settings for User**.

Follow the steps below to enter an inventory code on a Claim charge.

1. Select **Claim** > **Claim**.
2. Use the **Search field** to search for your claim.

   > Check 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 **Charges** tab.
5. Enter or find your procedure code (charge).
6. Optional: Click the "**Inventory**" magnifying glass to the right of the procedure code.
7. Select the required inventory code from your inventory list.
8. Click **Save**.