

Entering Hospital Charges

Quick Reference Guide for RCM Clients

If you see patients in the hospital...

You may need to bill for these patients in OP! Even though you may not chart these visits in OP, RCM can still submit, follow-up and post payments on these visits in OP.

So how does it work?

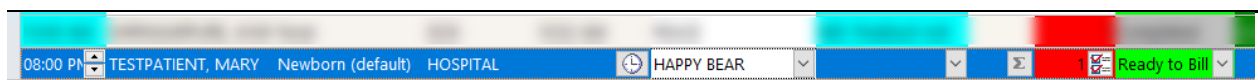
When a patient is seen in the hospital, they are often not yet in OP (especially if they are a newborn). The first thing you will want to do is register them as a patient in OP, including their name, date of birth, parent information, and any insurance details you may have.

After you have registered the patient, you can create an appointment for them on the schedule. It does not need to be at the actual time the patient was seen, and can just be after your normal hours so that providers do not mistake it for an in-office appointment. Make sure the appointment is scheduled on the day that the patient was seen in the hospital, under the provider who saw the patient. If the patient was seen for multiple days or with multiple providers, you will want to enter multiple appointments so that the date and provider always match who saw the patient. The appointment type should be Hospital and the appointment reason should match the reason the patient was seen.

What next?

After you have created the appointment for the child, you will want to add the superbill with the information about the child's visit. You can do this in the patient's chart or via the tracking screen. Make sure the date is correct as well as any CPTs, diagnoses, or other information.

After you have created the superbill, change the "room" on the visit to the hospital that the patient was seen in. This allows RCM to know which hospital to bill the patient's visit under. Once the claim is ready to go, change the Billing Status to "Ready to Bill" just like you would for any other claim.



What else?

RCM needs to set you up with hospital rooms and a few other pieces in order to correctly follow the above steps. If you are new to doing hospital charges or are adding a hospital, please reach

out to your biller to get these things setup! We will need the Tax ID, NPI, full name of the hospital, and the full address of the hospital (including 9 digit zip) to get these setup.

If you have a large number of hospital charges or would prefer that these charges are separate from your normal office visits, RCM can create a separate schedule for you to document these.

Resources:

[How to enter Charges from a Paper Superbill
Hospital Facilities](#)