Tip Sheet Template

This workflow will enable you to look up charges both professional and hospital on a research account.

Try It Out

1. Follow the pathway below to open the Hospital Account Maintenance activity.

   Epic Button>Enterprise Billing>Hospital Account Maintenance

   Or, search for Hospital Account Maintenance using Chart Search.

2. In the Patient field, type the study IRB number, or One Chart name of your study, and click Enter.

3. Select the Guarantor Summary activity tab.

4. Scroll down to the Statements section.

5. Select the statement you want to view by clicking on the blue, dated hyperlink.

   a. Note: you may need to change the Displaying Statements Since timeframe to show statements greater than 6 months.

6. The statement will display.