

View Charges in OneChart

To view charges routed to a study account in Epic:

1. Click on the “Epic” menu
2. Highlight the “Billing” option
3. Select the “Guarantor Account” option

The screenshot shows the Epic OneChart interface. At the top, the Epic logo is highlighted with a red '1'. Below the logo is a search bar and a 'Billing' tab. The main navigation menu is displayed on the left, with the 'Billing' option highlighted in blue and marked with a red '2'. The 'Billing' menu includes options like Patient Care, Scheduling, HIM, Reports, Tools, Help, and Hyperlinks. The 'Guarantor Account' option is visible in the 'Recent' section. The right side of the interface shows a list of account types, including 'Guarantor Account' which is highlighted with a red '3'.

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1. Enter the IRB # in the search by “Patient” field
2. Select the account associated with the study; the Nebraska Medicine service area option
3. Double click the account or click the “Accept” button

Guarantor Lookup

Search by: Guarantor Patient Invoice # Tx Ref # Subscriber ID Subset

1 495-23 Enter patient name or MRN to select their guarantors

Filters

Show Guarantors

All With Balance/Active Visits

Selected Guarantors (2) Recent Automatically reopen lookup

Remove Remove All

Guar ID	Name	Type	Service Area	SSN	DOB	Address	Primary Phone	Last SP Pmt	SP Bal	Tot Bal
3588994	495-23 A Phase 1 Study of FT522 in Combination ...	Rese...	University of Nebras...	000-00-0000		WBS 36-5235-2279-888, OMAHA NE 68198			0.00	0.00
3588995	495-23 A Phase 1 Study of FT522 in Combination ...	Rese...	Nebraska Medicine	000-00-0000		WBS 36-5235-2279-888, OMAHA NE 68198			718.20	14,201.20

2

3 Accept Cancel

View Charges in OneChart

1. Once in the study click on the “Accounts” tab
2. Change the “Balance” filter to “Include All Accounts”
3. Sort the report by date under the “Adm Date” option

The screenshot displays the OneChart interface for study 495-23 A Phase 1 Study. The 'Accounts' tab is selected, and the 'Balance' filter is set to 'Include All Accounts'. The table below shows account details with columns for Account ID, Patient, Visit Description, Status, Adm Date, Dis Date, Primary Payer, Total Charges, and Total Balance. Red numbers 1, 2, and 3 are overlaid on the interface to indicate the steps described in the list above.

1 Accounts - 2 of 2 Guarantors

Account ID Date Range Balance Patient Location Provider

Full or partial ID From To Include All Accounts Patient name or ID Location name or ID Provider name or ID

2

3

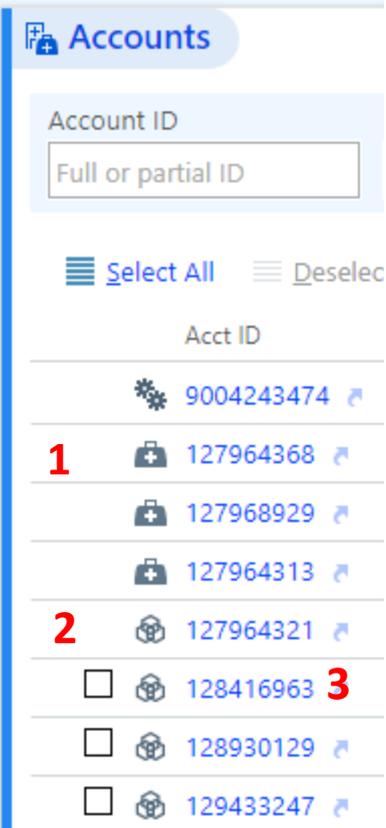
Account ID	Patient	Visit Description	Status	Adm Date	Dis Date	Primary Payer	Total Charges	Total Balance
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RESEARCH -
DISCOUNT 495-23 A
Phase 1 Study of
FT522 in
Combination with
Rituximab in
Participants with
Relapsed/Refractory
B-Ce

View Charges in OneChart

Charge Types:

1. This icon represents PB or Professional Billing fees
2. This icon represents HB or Hospital Billing fees
3. To view charges for a specific month, click on the “Acct ID”



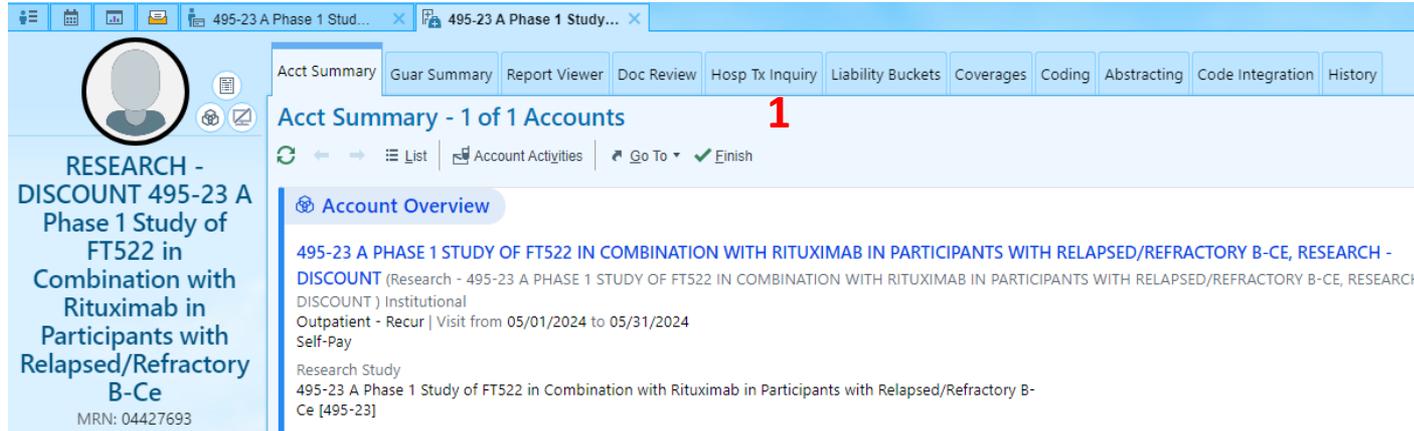
The screenshot shows the 'Accounts' section in OneChart. At the top, there is a search box for 'Account ID' with the placeholder text 'Full or partial ID'. Below the search box are two buttons: 'Select All' and 'Deselect All'. The main content is a table with the following columns: a checkbox, an icon, and the 'Acct ID'. The table contains several rows of data, with some rows highlighted in red and some with checkboxes.

		Acct ID
		9004243474 ↗
1		127964368 ↗
		127968929 ↗
		127964313 ↗
2		127964321 ↗
<input type="checkbox"/>		128416963 3
<input type="checkbox"/>		128930129 ↗
<input type="checkbox"/>		129433247 ↗



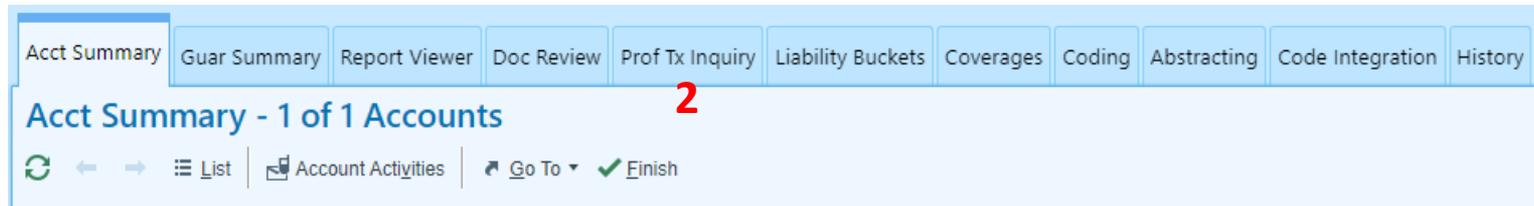
View Charges in OneChart

1. For HB accounts, click on the tab “Hosp Tx Inquiry” tab



The screenshot shows the OneChart interface for a patient account. The top navigation bar includes tabs for 'Acct Summary', 'Guar Summary', 'Report Viewer', 'Doc Review', 'Hosp Tx Inquiry', 'Liability Buckets', 'Coverages', 'Coding', 'Abstracting', 'Code Integration', and 'History'. The 'Hosp Tx Inquiry' tab is highlighted with a red '1' above it. Below the tabs, the page title is 'Acct Summary - 1 of 1 Accounts'. The left sidebar displays patient information: 'RESEARCH - DISCOUNT 495-23 A Phase 1 Study of FT522 in Combination with Rituximab in Participants with Relapsed/Refractory B-Ce' and 'MRN: 04427693'. The main content area shows 'Account Overview' with details for '495-23 A PHASE 1 STUDY OF FT522 IN COMBINATION WITH RITUXIMAB IN PARTICIPANTS WITH RELAPSED/REFRACTORY B-CE, RESEARCH - DISCOUNT'.

2. For PB accounts, click on the tab “Prof Tx Inquiry” tab



The screenshot shows the OneChart interface for a patient account. The top navigation bar includes tabs for 'Acct Summary', 'Guar Summary', 'Report Viewer', 'Doc Review', 'Prof Tx Inquiry', 'Liability Buckets', 'Coverages', 'Coding', 'Abstracting', 'Code Integration', and 'History'. The 'Prof Tx Inquiry' tab is highlighted with a red '2' above it. Below the tabs, the page title is 'Acct Summary - 1 of 1 Accounts'. The left sidebar displays patient information: 'RESEARCH - DISCOUNT 495-23 A Phase 1 Study of FT522 in Combination with Rituximab in Participants with Relapsed/Refractory B-Ce' and 'MRN: 04427693'. The main content area shows 'Account Overview' with details for '495-23 A PHASE 1 STUDY OF FT522 IN COMBINATION WITH RITUXIMAB IN PARTICIPANTS WITH RELAPSED/REFRACTORY B-CE, RESEARCH - DISCOUNT'.



View Charges in OneChart

1. Charges applied to the study account during that period are now visible

****Note – the rates shown do not include the applied research discount****

2. Charges can be sorted and filtered by multiple options to include: Patient, Procedure, CPT Code, Service Date, etc...

The screenshot displays the 'Hosp Tx Inquiry - 1 of 1 Accounts' interface. At the top, there are navigation tabs: 'Account Summary', 'Guar Summary', 'Report Viewer', 'Doc Review', 'Hosp Tx Inquiry', 'Liability Buckets', 'Coverages', and 'C'. Below the tabs, there are navigation icons: 'List', 'Account Activities', 'Go To', and 'Finish'. The main section is titled 'Charges' and features a 'Group by:' dropdown menu. The dropdown is open, showing options: 'Revenue Code', 'CPT®/HCPCS Code', 'Svc Date', 'Svc Date - Px', and 'Other'. The 'Other' option is selected, and a list of sorting options is displayed, including 'Cost Center', 'Department', 'Procedure', 'Parent Procedure', 'Post Date', 'Tx Source', 'User', 'Covered?', 'Patient', 'Svc Date - Px - Desc', 'CPT®/HCPCS Code - Desc', 'Service Location', 'Level of Care', 'Svc Date - Level of Care', 'Research Modifier Type', 'Duplicate Charge Source', 'Encounter', 'Charge Router Session', 'Liability Bucket', 'Research Study', 'Order', 'Service Provider', 'Referring Provider', 'Billing Code', and 'No Grouping'. The main table shows a list of charges with columns for 'Revenue Code' and 'Description'. The first few rows are: 0200 INTENSIVE CARE - GENERAL CLASSIFICATION, 0250 PHARMACY - GENERAL CLASSIFICATION, 0270 MEDICAL/SURGICAL SUPPLIES AND DEVICES - GEN, 0271 MEDICAL/SURGICAL SUPPLIES AND DEVICES - NO, 0280 ONCOLOGY - GENERAL CLASSIFICATION, 0300 LABORATORY - GENERAL CLASSIFICATION, 0301 LABORATORY - CHEMISTRY, 0302 LABORATORY - IMMUNOLOGY, 0305 LABORATORY - HEMATOLOGY, 0306 LABORATORY - BACTERIOLOGY AND MICROBIOLO, 0307 LABORATORY - UROLOGY, 0311 LABORATORY PATHOLOGICAL - CYTOLOGY, 0343 NUCLEAR MEDICINE - DIAGNOSTIC RADIOPHARM, 0350 CT SCAN - GENERAL CLASSIFICATION, 0361 OPERATING ROOM SERVICES - MINOR SURGERY, 0379 ANESTHESIA - OTHER ANESTHESIA, 0404 OTHER IMAGING SERVICES - POSITRON EMISSION, 0510 CLINIC - GENERAL CLASSIFICATION, 0636 PHARMACY - EXTENSION OF 025X - DRUGS REQU, 0710 RECOVERY ROOM - GENERAL CLASSIFICATION, 0730 EKG/ECG (ELECTROCARDIOGRAM) - GENERAL CLA, 0819 ACQUISITION OF BODY COMPONENTS - OTHER D, and 0998 PATIENT CONVENIENCE ITEMS.

View Charges in OneChart

1. After selecting a charge group the itemized charges will appear below
2. Itemized charges can be sorted by: Svc or Post Date, Procedure, CPT Code or Amount
3. Charges should be reviewed for accuracy following the close of the month
 - a) Charges reviewed greater than 30 days may not meet timely filing requirements
 - b) Charges are not final for the previous month until the 15th of the current month

Itemized Charges **1**

Action Select All Deselect All Export

	Svc Date	Post Date	Procedure	CPT(R)/HCPCS Code/Modifier	Cost Center	Qty	Amount
<input type="checkbox"/>	05/03/2024 2	05/03/2024	30036591-HC COLLECTION BLOOD, IMPLANTED VAD 2	36591	7067-TREATMENT CENTER AT WERNE...	1	235.00
<input type="checkbox"/>	05/10/2024	06/06/2024	30038999-HC UNLISTED PROCEDURE, HEMIC/LYMPHATIC SYSTEM	38999	7066-CLINIC AT WERNER CANCER HO...	1	1,064.00
<input type="checkbox"/>	05/15/2024	06/06/2024	30038999-HC UNLISTED PROCEDURE, HEMIC/LYMPHATIC SYSTEM	38999	7066-CLINIC AT WERNER CANCER HO...	1	1,064.00
<input type="checkbox"/>	05/08/2024	06/06/2024	30038999-HC UNLISTED PROCEDURE, HEMIC/LYMPHATIC SYSTEM	38999	7066-CLINIC AT WERNER CANCER HO...	1	1,064.00
<input type="checkbox"/>	05/10/2024	06/06/2024	30049180-HC PERC NEEDLE BIOPSY, ABD/RETRO	49180	7305-INTERVENTIONAL RADIOLOGY	1	2,023.00
<input type="checkbox"/>	05/10/2024	06/06/2024	36572700-HC PRE-OPERATIVE CARE LEVEL 1	—	7145-PERIOPERATIVE AND PACU SER...	1	336.00
<input type="checkbox"/>	05/10/2024	06/06/2024	37512118-NEEDLE BIOPSY CORE KIT 18X16	—	7305-INTERVENTIONAL RADIOLOGY	1	169.70



**University of Nebraska
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