From the Office of Health Informatics

Dynamic Documentation
Place Charge Orders for Physicians

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The following is a Quick Reference Guide (QRG) demonstrates the process for placing charge orders in the Dynamic Documentation workflow.

Common Buttons & Icons

≡▾	**Menu** icon
☆	**Favorites** icon
X	**X Close** button
↻	**Component Refresh** icon
i	**Information** icon
▸	**Expand** icon

Add the Clinical Charge Entry Component

- **From the Inpatient Workflow MPage:**

STEP 1: Click the **Menu** icon.

STEP 2: Click **Components**.

STEP 3: Click **Clinical Charge Entry**. The component displays in the component list on the left.

Generate a Note and Place a Charge

- **From the Inpatient Workflow MPage:**

STEP 1: Click the **Problem List** component.

STEP 2: Verify the patient's This Visit problem(s) is associated.

STEP 3: Click the appropriate note hyperlink. The note displays.

STEP 4: Review that the documentation is appropriate and complete.

STEP 5: Click **Sign/Submit**.

STEP 6: Verify that the note type, note title, and date of service are correct.

NOTE: **The date of service will be the date associated to the charge that is being submitted.**

STEP 7: Click **Sign**. The Charge Entry window for the Clinical Charge Entry component displays.

STEP 8: Click **Add** for the appropriate date of service.

STEP 9: Click the appropriate folder.

STEP 10: Select the checkbox the appropriate charge.

NOTE: **Add a charge to Favorites by clicking the Favorites icon.**

STEP 11: Click **Assign**.

NOTE: If needed, problems can be associated with a priority in the Details pane.

STEP 12: Click **Submit**.

STEP 13: Click the **X Close** button to close the window.

STEP 14: Click the Clinical Charge Entry component **Refresh** icon. The charge displays in the Submitted section.

Replace a Submitted Charge with the Correct Charge

- **From the Clinical Charge Entry component:**

NOTE: To replace an incorrect charge, first, delete the incorrect charge. Then add the correct charge.

STEP 1: Click the desired charge to replace. A window displays.

STEP 2: Click **Delete**.

NOTE: Do not click Modify to replace the charge.

STEP 3: Add the appropriate charge; follow **Steps 8-14** in the **Generate a Note and Place a Charge Add a Charge** section of this document.

View Charge Information

- **From the Clinical Charge Entry component:**

NOTE: To view insurance information, click the Information icon.

STEP 1: Click the **Expand** icon in the Submitted header, if needed.

NOTE: To look further back, click Show More and update the time frame in the corresponding fields.

STEP 2: Click the appropriate charge. The **Details** pane displays.

STEP 3: Click the **X Close** button to close the pane.