This Quick Reference Guide (QRG) reviews the process for placing charge orders in the dynamic documentation workflow.

Common Buttons & Icons

≡▾	**Menu** icon
☆	**Favorite** icon
X	**X Close** button
🛈	**Information** icon
▸	**Expand** icon

From the Inpatient MPage:

STEP 1: Verify your patient's This Visit problem(s) is associated.

STEP 2: Click the appropriate note hyperlink.

STEP 3: Review that the documentation is appropriate and complete.

STEP 4: Click **Sign/Submit**.

STEP 5: 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 6: Click **Sign**. The Clinical Charge Entry component displays.

STEP 7: Click **Add** for the appropriate date.

STEP 8: Click the appropriate folder.

STEP 9: Click the appropriate charge.

NOTE: You can add a charge to your favorites by clicking the star icon.

STEP 10: Click **Assign**.

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

STEP 11: Click **Submit**.

STEP 12: Click the **X Close** button to close the window.

Add the Clinical Charge Entry Component

➢ **From the Inpatient MPage:**

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

STEP 2:   Click **Components.**

STEP 3:   Click **Clinical Charge Entry.**

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.

NOTE: You can remove or modify the charge by clicking the corresponding button.

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

Add a Charge from the Clinical Charge Entry Component

➢ **From the Inpatient MPage:**

STEP 1:   Click **Add** for the appropriate date.

STEP 2:   Click the appropriate folder.

STEP 3:   Click the appropriate charge.

NOTE: You can add a charge to your favorites by clicking the star icon.

STEP 4:   Click **Assign.**

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

STEP 5:   Click **Submit.**