


The Infusion Clinic Charges Form will be used by staff in the non-chemo infusion clinics to submit all infusion related charges for the patient's visit. The form replaces any current forms being used at the infusion clinics.

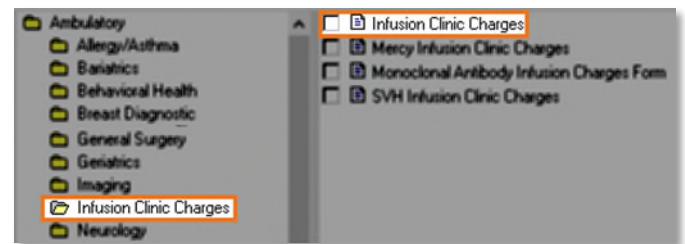
Infusion Clinic Charges Form

STEP 1: Access the **Infusion Clinic Charges** Form. The form can be accessed from:


- AdHoc
- Clinical Entry Workspace

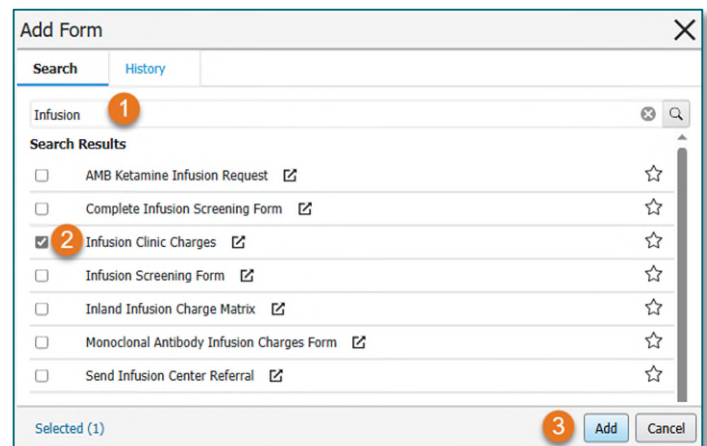
➤ Accessing Form from AdHoc

- From within the patient's chart, click the **AdHoc** button  in the toolbar.
- Go to the **Infusion Clinic Charges** folder and place a check in the box next to the **Infusion Clinic Charges** form, then click **Chart**.



➤ Accessing Form from Clinical Entry Workspace

- From the Workflow MPage within the patient's chart, click **Add Form**  from Clinical Entry Workspace.
- In the **Search** box, type the name of the PowerForm (e.g., Infusion Clinic Charges)



NOTE: Click the star icon ☆ to save the form as a favorite.

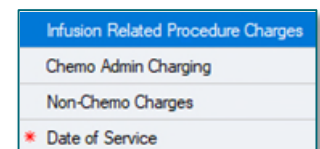
- Click the box to the left of the form or anywhere in the form name row.
- Click **Add**.

STEP 2: The **Infusion Clinic Charges** form displays.

- There are multiple sections, each with several types of charges to choose from.

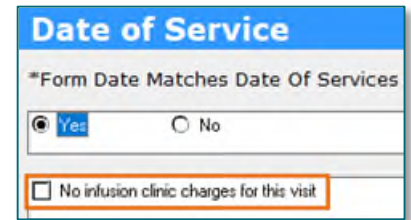
STEP 3: Review each section and add the appropriate charges as they apply to the patient's infusion visit.

STEP 4: After adding the necessary charges, go to the **Date of Service** section.



- Verify that the date of the form matches the date of services for which the charges are being placed by selecting **Yes**.

NOTE: If there were no charges applicable to the infusion visit for this date, you would select the **No infusion clinic charges for this visit** check box.



The screenshot shows a form titled "Date of Service" with a blue header. Below the title is a label "*Form Date Matches Date Of Services". There are two radio buttons: "Yes" (which is selected) and "No". Below these is a checkbox labeled "No infusion clinic charges for this visit", which is currently unchecked. The checkbox is highlighted with an orange border.

STEP 5: Click the **green checkmark** ✓ to sign the form.

Accessing Favorite PowerForms from Clinical Entry Workspace

- Click the **star icon** in the toolbar.
- Select the desired form from the favorites list.

