From the Office of Health Informatics
Oracle Health (Cerner) Millennium
Clinical Charge Entry
August 27, 2025

The Clinical Charge Entry enables providers to submit and review visit-level charges for a selected patient encounter after signing a note for a more efficient charge entry process.

Clinical Charge Entry

NOTE: **NL CA DEAN Emergency Department Physicians, refer to the *Manual Charges through Clinical Charge Entry* section for more information. Follow the steps below for all non-admission note types.**

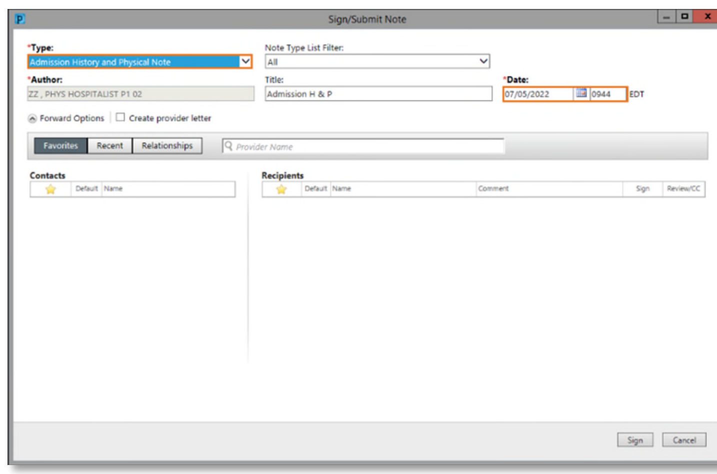
STEP 1: Confirm a **Problem** (Dx) has been added to the Problem List and marked **This Visit Problem**, along with the priority.

NOTE: **A charge cannot be submitted without a This Visit Problem associated to the encounter.**

STEP 2: Generate the Dynamic Documentation note from the **Create Note** section of the Workflow MPage.

STEP 3: Once all information is documented within the note template, select the **Sign/Submit** button.

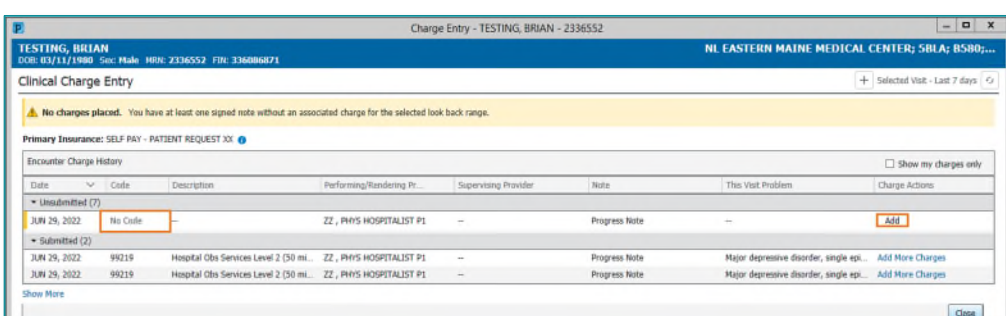
NOTE: **If Save & Close is selected, the Clinical Charge Entry process is the same when signing the note from the patient's chart or Message Center.**



STEP 4: Review the **Note Type** and **Date** for accuracy. Select **Sign**.

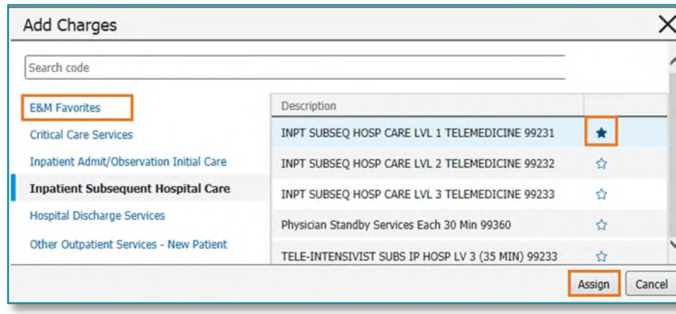
The date of the note correlates to the date on the charge.

STEP 5: The **Clinical Charge Entry** window appears and displays the **Encounter Charge History** for the last seven days (both Unsubmitted and Submitted). Under the **Unsubmitted** section, the most recent note signed is listed with the date of service and "*No Code*" to **identify** a charge has not been added. Click **Add** next to the most recently completed note.

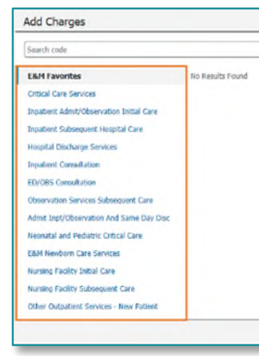


<u>STEP 6</u>: The **Add Charges** window opens. Select the applicable category for the patient visit.

<u>STEP 7</u>: Under the description column, click the code for the selected encounter. The selection is highlighted blue.



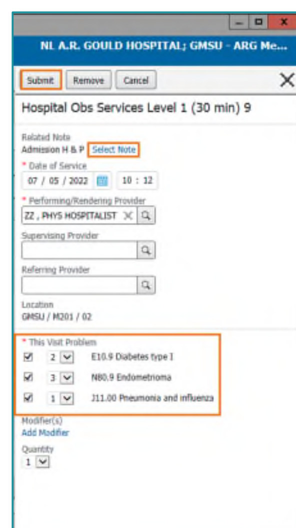
- For charges that are frequently placed by a provider, the favorite icon (star), can be selected to the right of the charge.
- The favorites display in an individual user's E&M favorites folder.
- To assign **additional charges**, select the appropriate folder and add the charge.
  - If assigning another charge within the same folder, hold the shift key and select the charge.
- Click **Assign**.



<u>NOTE</u>: **E&M Favorites do not carry over to the Clinical Charge Entry component within the workflow MPage. Favorites must be re-saved.**

<u>STEP 8</u>: The details pane opens to the right of the component. The charge order being placed displays at the top of the details pane, as well as the **Related Note** that was selected.

- Click the **Select Note** hyperlink to associate the appropriate note **if the note was not previously selected.**



<u>STEP 9</u>: Review and update, if necessary, the **Date of Service**, **Performing/ Rendering Provider**, **Supervising Provider**, and the **This Visit Problem**. If applicable, the Modifier and/or Quantity can also be updated within this window.

- The patient's location updates automatically.

<u>STEP 10</u>: Select **Submit**.

- If **multiple charges** were selected for the note, **submit** needs to be **selected per charge.**

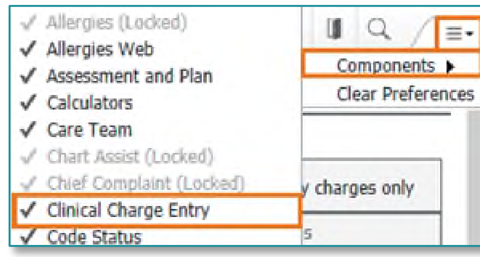
<u>STEP 11</u>: Click **Close** to exit the window and to return to the Workflow MPage.

<u>STEP 12</u>: The documentation has been signed and the charge has been submitted.

<u>NOTE</u>: **Charges and documentation submitted can be reviewed and modified from the Workflow MPage component, as needed.**

Adding the Clinical Charge Entry component

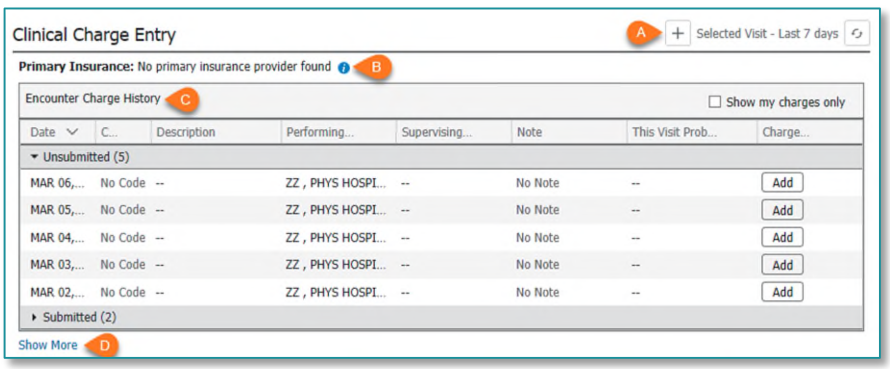
To begin using the **Clinical Charge Entry** component, providers need to ensure the component is **on view** within their workflow MPage.



STEP 1: From the Component – Level Menu, select **Components**.

STEP 2: Select the **Clinical Charge Entry** component, placing a checkmark to the left, indicating the component is being added on view.

Clinical Charge Entry Component



The Clinical Charge entry component offers interactive features related to submitting a charge.

A: Add Clinical Charge Entry allows a provider to enter a charge for a historical visit, where a charge may have already submitted for services rendered.

B: Primary Insurance displays here. Select the information icon to view Secondary Insurance for the selected patient encounter.

C: Encounter Charge History for the selected patient encounter displays. The charge history is broken down to **Unsubmitted Charges** and **Submitted Charges** categories. The **Date**, **CPT Code**, **Description**, **Performing Physician**, **Supervising Physician**, **Note** associated to the charge, and **This Visit Problem** displays once the charge has been submitted.

- Selecting **Add** within the **Charge** column allows for a change to be added without being associated to a note.

D: Show More displays the historical charges for the current patient encounter that have been submitted. The last 15 days appear; changing the date range displays more charges, if needed.

Manual Charges through Clinical Charge Entry

NOTE: **NL CA DEAN ER Physicians will click ADD and will not associate an Admission H&P note when adding a charge for admitted patients. Please refer to the *Clinical Charge Entry* section for instructions on associating a charge to documentation on inpatient encounters.**

STEP 1: Confirm a **Problem** (Dx) has been added (i.e., Admission Orders for inpatient encounters) to the Problem List and marked **This Visit Problem**, along with the priority prior to submitting a clinical charge.

STEP 2: Select the **Add** button on the correlating row to the applicable date of service.

- If the **Add** button and associated date **are not available**, this is an indication a charge has been submitted by another Provider for the date of service.
- Select the **Add Clinical Charge Entry** button to continue manually entering a charge.

STEP 3: The **Add Charges** window displays. Select the appropriate folder to the left of the window for the charge(s) being submitted.

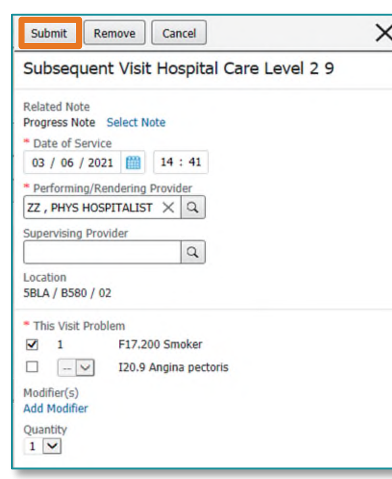
STEP 4: Within the appropriate folder, **select the charge** necessary for the services provided.

- For charges that are frequently placed by a provider, the favorite icon can be selected to the right side of the charge. The favorites display in an individual user's E & M favorites folder.

STEP 5: Click **Assign**.

STEP 6: The details pane opens to the right of the component. The charge order being placed displays at the top of the details pane, as well as the **Related Note** that was selected.

- A **diagnosis** must be associated with the charge.
- If necessary, select the **Select Note** hyperlink to associate the appropriate note.



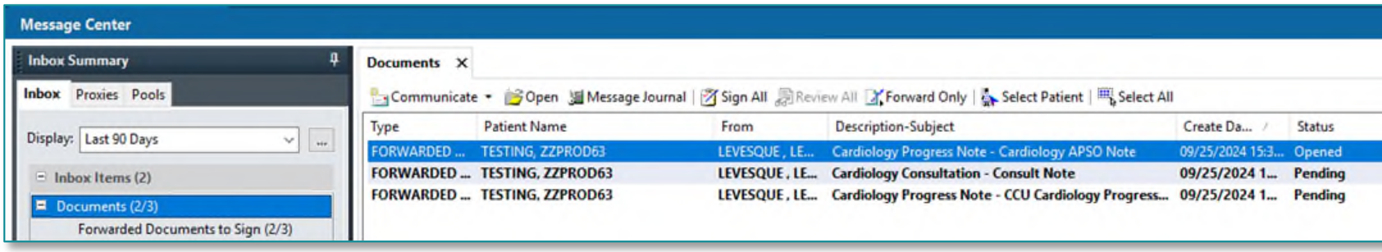
STEP 7: Review and update, if necessary, the **Date of Service**, **Performing/ Rendering Provider**, **Supervising Provider**, and the **This Visit Problem**. If applicable, the Modifier and/or Quantity can also be updated within this window.

- The patient's location updates automatically.

STEP 8: Select **Submit**. Close the window to return to the Workflow MPage.

Assigning Charges in Message Center

- **Forwarded Documents to Sign**



<u>STEP 1</u>: Double-click document row to open.

<u>STEP 2</u>: Click **Modify**.

<u>STEP 3</u>: Click **Sign**.

<u>STEP 4</u>: The Clinical Charge Entry window populates on view, follow the steps above to enter a charge.

<u>NOTE</u>: Forwarded documents that require co-signature and are not modified by the co-signing provider will not cause the Clinical Charge Entry window to populate on view when OK & Close is selected.

- **Saved Documents**

<u>STEP 1</u>: Double-click document row to open.

<u>STEP 2</u>: Click **OK & Close**.

<u>STEP 3</u>: The Clinical Charge Entry window populates in view, follow the steps above to enter a charge.