Northern Light Health. Optum

From the Office of Health Informatics

Quick Reference Guide (QRG)
Charge Orders for Physicians

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This Quick Reference Guide (QRG) demonstrates the process for placing and replacing charge orders in the Dynamic Documentation workflow.

Common Buttons & Icons

☰▾	**Menu** icon
☆	**Favorite** icon
X	**X Close** button
i	**Information** icon
▸	**Expand** icon

➢ **From the Inpatient MPage:**

STEP 1: Verify the 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: **Add a charge to 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: 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: Add a charge to 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**.

Replace a Submitted Charge with the Correct Charge

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

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

STEP 1: Click the 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 the steps in the Add a Charge from the Clinical Charge Entry Component section of this document.