This Quick Reference Guide (QRG) demonstrates the workflow for completing Treatment Visit Charges.

Use the Infusion IV Billing MPage

➢ From the Oncology Tracking Board:

STEP 1: Double click the **IV Pole** icon in the IV Stop column in the appropriate patient row.

STEP 2: Select the checkboxes for the infusions for which to document the infusion stop time(s).
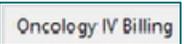
STEP 3: Click the **Document** button.

  ▪ The Infusion Billing window displays. The infusion start and end times, as well as the infused volume, is captured here.

STEP 4: Click the **Sign** button.

STEP 5: Double click the **blue arrow** to the left of the patient's name.

STEP 6: Click the **Oncology** component in the Menu on the left.

STEP 7: Click the **Oncology IV Billing** tab.

  ▪ The infusions that have been administered can be seen, and the start and stop date and times for medications can be verified.

  ▪ To modify the date, click the **Service Date** dropdown arrow and select the correct date of service.

  ▪ The status of the infusions are "not submitted" and will remain that way until the Calculate button is selected.

STEP 8: Click the **Calculate** button.

STEP 9: Click the **Submit** button.

STEP 10: Click the **Refresh** icon.

  ▪ The status of each infusion now displays as Submitted.

Use the Infusion Clinic Charges Form

➢ From the Oncology Tracking Board:

STEP 1: Click the appropriate patient row; then click the **Infusion Clinic Charges Form** icon.

STEP 2: Click the appropriate **Procedure** or **Procedure Charges** field; then enter the number.

STEP 3: Click the appropriate charges tab in the menu on the left; for example, click the **Non-Chemo Charges** tab.

STEP 4: Select the appropriate charge checkbox; then enter the charge information.

STEP 5: Click the **Date of Service** tab in the menu on the left; then make the appropriate selections.

STEP 6: Click the **Sign** icon.

- After signing the Infusion Clinic Charges PowerForm, the Charges icon on the Oncology Tracking Board automatically displays as complete.