

# How to review and reconcile charges for your Research Account in MiChart





### MiChart Menu – Research Acct Review

| œ)H      | yperspace - RC BILLING OFFICE | - PR | D Environment - DELYNN F. | 🔁 👶                                 |                     |
|----------|-------------------------------|------|---------------------------|-------------------------------------|---------------------|
| E        | pic 🚽 🕵 Account Maintena      | nce  | Pt Station Payor Weblink  | 👻 Enterprise Billing 🖌 🔀 My Reports | 🏉 Print 🗸 🔑 🧟 Log C |
|          | Recent                        |      |                           |                                     |                     |
| h        | Research Study Maintenance    |      |                           |                                     |                     |
| <b>6</b> | Research Studies              | ☆    |                           |                                     |                     |
| 6        | Hospital Account Maintenance  | ☆    |                           |                                     |                     |
| 6        | Chart                         | ☆    |                           |                                     |                     |
| ค่       | Patient Inquiry               | ☆    |                           |                                     |                     |
|          | Patient <u>C</u> are          |      | • Y                       | ou may need to go to Tools          |                     |
|          | Scheduling                    |      | • •                       | ationt Cara tools                   |                     |
|          | HĮM                           |      | • •                       | atient Care tools                   |                     |
|          | Enterprise Billing            |      | • R                       | esearch study maintenance           |                     |
|          | Reg/ADT                       |      | / ^ ++                    | , the 1st time of eccessing this    |                     |
|          | Referrals                     | •    |                           | er the 1° time of accessing this    | s, it should        |
|          | In Backat Clace               |      | Auto                      | matically appear in your left o     | drop down)          |
|          | Panarte                       |      |                           | · · · ·                             | . ,                 |
|          | Tools                         |      |                           |                                     |                     |
|          | Hein                          |      |                           |                                     |                     |
|          | Personalize                   |      |                           |                                     |                     |
|          | 1.61301101120                 |      |                           |                                     |                     |
|          | Change Context                |      |                           |                                     |                     |
|          | Help Desk                     |      |                           |                                     |                     |
| 8        | Log Out                       |      |                           |                                     |                     |
| P        | Exit                          |      |                           |                                     |                     |



### **Research Acct Review**

### Enter the full number of your HUM including the leading zeros

| 🔎 Study Select                         | _ <b>D</b> ×   |
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| <u>S</u> earch: 00012345               |                |
| Inter text above to begin your search. |                |
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# **Research Acct Review**

|                           | This scree             | en wi    | ll appear              |           |                |                |
|---------------------------|------------------------|----------|------------------------|-----------|----------------|----------------|
| <sup>O</sup> Study Select |                        |          |                        |           |                | <u>_ 0 ×</u>   |
| <u>Search:</u> 00032434   |                        |          |                        |           |                | 2              |
| Study Code                | Study Name             | Status   | Principal Investigator | NCT#      | IRB#           |                |
| 00032434                  | RESEARCH, COHORT STUDY | . Active |                        |           | 00032434       |                |
|                           |                        |          |                        |           |                |                |
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| 1 record loaded.          |                        |          |                        | Click acc | cept           |                |
|                           |                        |          |                        |           | <u>A</u> ccept | <u>C</u> ancel |



### **Research Acct Review**

| View Only - Research Study R | ESEARCH, COHOF  | RT STUDY OF CARDIOVASCULAR HEALTH DISPA         | ARITIES [00032434] |              |                   | ? Close 🗙 |
|------------------------------|-----------------|---|--------------------|--------------|-------------------|-----------|
| General Information          | Study Informa   | ation (View Only)                               |                    |              |                   |           |
| Users and Providers          | Study name:     |   | Study order        | 00022424     |                   |           |
| Reporting Groupers           | Study name:     | RESEARCH, COHORT STUDY OF CARDIOVASC            | Study code:        | 00032434     |                   |           |
| Study Calendar               | Discount %:     |   | Approved amt:      |              |                   |           |
| Billing Setup                |                 | 00022424  | Status             | Active [1]   |                   |           |
| Billing Notes                | RB approval.    | 00032434  | Status.            | Active [1]   |                   |           |
| Review                       | ICT #:          |   |                    |              |                   |           |
|                              | Description:    |   |                    |              |                   |           |
|                              | 2 coonprion.    |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
| Soloct "Transac              | otions          |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
| History" to viev             | v studv         |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
| account activity             | y               |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
|                              | Guarantor Conta | act Detail                                      |                    |              |                   |           |
|                              | Contact:        | Karen Kirchner                                  |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
|                              | Address:        | 426 Thompson<br>Rm 5065 ISB Atn Kirchner, Karen | State:             | MI           | ZIP: 48106-1248   |           |
|                              |                 |   | County:            |              |                   |           |
|                              |                 |   | -                  |              |                   |           |
|                              | City (or ZIP):  | ANN ARBOR                                       | Country:           | United       | States of America |           |
|                              | Phone:          | 734-647-3669                                    | Fax:               |              |                   |           |
|                              |                 |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
|                              |                 |   |                    |              |                   |           |
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|                              |                 |   | Cancel             | <u>B</u> ack | Next              | Accept    |
|                              |                 |   |                    |              |                   |           |



### This screen will appear – Research Acct Review

| nce<br>ransaction<br>istory has been<br>elected this | General Information<br>Users and Providers<br>Studies Activity Setup | Transaction I<br>HB Charge (          | History<br>Grouping 🗸                | ( V<br>]                                | iew Only )                                 |   |                             | View all HB tr                     | ansactions                             |
|--|--|---------------------------------------|--------------------------------------|---|--|---|-----------------------------|------------------------------------|--|
| creen will<br>opear                                  | Reporting Groupers<br>Study Calendar                                 | Guarantor Cor                         | ntact Informatio                     | n                                       |  |   |                             |                                    |  |
|  | Automated Actions<br>Billing Setup<br>Billing Notes                  | Name:<br>Address:                     | RESEAF                               | RCH, Dimethyl Fur                       | marate for Obstruc                         | <b>tive Sleep Apnea</b><br>Phone:<br>Fax:       |                             |                                    |  |
|  | Transactions History<br>Review Settings                              | Financial Sum                         | nmary                                |   |  |   |                             |                                    |  |
|  |  |                                       | unts:                                | 0.00<br>600002048 - U                   | MHS  | Outstanding Hosp                                | Accts:                      | 4                                  |  |
|  |  | Totals<br>Charges<br>Payments<br>Adjs | PB<br>38,680.00<br>0.00<br>38,744.20 | HB<br>189,058.00<br>0.00<br>-166,508.60 | Total<br>227,738.00<br>0.00<br>-127,764.40 | Balances<br>Prebilled<br>Self-Pay<br>Undist     | PB<br>N/A<br>385.20<br>0.00 | HB<br>18,522.00<br>4,027.40<br>N/A | Total<br>18,522.00<br>4,412.60<br>0.00 |
|  |  | Total Accounts                        | 385.20                               | 22,549.40                               | 22,934.60                                  | Total   | 385.20                      | 22,549.40                          | 22,934.60                              |
|  |  | T Acct ID<br>20058164<br>20293048     | Location<br>UMHS PAREN<br>UMHS PAREN | NT HOSPITAL                             | Adm Da<br>07/16/20<br>08/16/20             | te Dis Date<br>015 08/15/2015<br>015 09/15/2015 | Status<br>CLOSED<br>CLOSED  | Total Chgs<br>9,225.00<br>7,086.00 | Balance<br>0.00<br>0.00                |



### Charges by Patient Selection Research Acct Review



University of Michigan

### **Charges by Patient** – Research Acct Review

The charges may take a few minutes to load - the screen will appear as if it is not moving - <u>Please be patient</u>!

Once charges are loaded scroll down the screen and you will see the following Headings:

#### Hospital Charges Grouped By Patient

Select All Groupers

```
Patient Name - [SSN] - [DOB]
```

Doe, John – [xx-xx-1234] – [09/24/1953]

Smith, Mary – [xx-xx-1234] – [06/20/1966]

#### Professional Charges Grouped By Patient

Select All Groupers

Patient

#### Doe, John – [09/24/1953]

Smith, Mary - [06/20/1966]

#### **Helpful Hint:**

You can use Ctrl F to find a patient in the charges. Click into the Hospital or Professional Charges area then select Ctrl F



### Charges by Patient – Hospital – Research Acct Review

Check the box next to the patient name. Charges that have posted to your research account for this patient will show at the bottom.

Hospital Charges Grouped By Patient

Select All Groupers

Patient Name - [SSN] - [DOB]

- Moe, John [xx-xx-1234] [09/24/1953]
  - Smith, Mary [xx-xx-1234] [06/20/1966]

### Itemized Hospital Charge Listing

| Acct ID   | Svc Date   | Post Date  | Code-Description Rev Code             | Qty | Amt      |
|---|------------|------------|---------------------------------------|-----|----------|
| 20740638  | 10/02/2015 | 10/05/2015 | 030001073-HC-LAB-C 0300-LABORATORY    | 1   | 72.00    |
| orgen all and a second | 10/14/2015 | 10/26/2015 | 074000004-HC-POLYS 0740-EEG (ELECTROE | 1   | 3,003.00 |
| 21692565  | 12/14/2015 | 12/15/2015 | 030001073-HC-LAB-C 0300-LABORATORY    | 1   | 72.00    |

NOTE – THE AMOUNT SHOWN DOES NOT REFLECT THE RESEARCH DISCOUNT RATE



### Charges by Patient – Professional Research Account Review

Check the box next to the patient name. Charges that have posted to your research account for this patient will show at the bottom.

| Prof         | essional Charg         | jes Groupe | d By P  | atient               |         |               |                  |
|--------------|------------------------|------------|---------|----------------------|---------|---------------|------------------|
| Sele         | ect All Groupers       |            |         |                      |         |               |                  |
|              | Patient                |            |         |                      |         |               |                  |
| <b>V</b> I 1 | Doe. John – [09//      | 24/19531   |         |                      |         |               |                  |
|              | Smith. Mary – [0       | 6/20/19661 |         |                      |         |               |                  |
|              |                        | 0,20,1000] |         |                      |         |               |                  |
| Sele         | ct the Tx# to r        | review add | itional | details of the c     | ;       | harge         | harge            |
| Itomized     | Professional gras List | tina       |         |                      |         |               |                  |
| itemized     | riolessiona raige List | ung        |         |                      |         |               |                  |
|              | Tx # Svc Date          | Post Date  | Flag    | Code-Description     |         |               | Modifier         |
| Ħ            | 29 04/14/2016          | 05/16/2016 | W       | 95782 - PC-POLYSOM < | 6 YRS S | LEEP STAGE 4/ | LEEP STAGE 4/ 26 |
|              | $\mathbf{\vee}$        |            |         |                      |         |               |                  |

NOTE – THE AMOUNT SHOWN DOES NOT REFLECT THE RESEARCH DISCOUNT RATE



### This screen will appear after the Tx# is selected – Select the History Tab

| Tra        | nsactio             | n 29 Detail          |                   |               |                    |                           |               |                    |          |           |              |           |             | ? Clo      | se X        |
|------------|---------------------|----------------------|-------------------|---------------|--------------------|---------------------------|---------------|--------------------|----------|-----------|--------------|-----------|-------------|------------|-------------|
| <u>R</u> e | <b>र</b> ो<br>fresh | Functions            | p <b>ro</b><br>To |               |                    |                           |               |                    |          |           |              |           |             |            |             |
| TR#        | ŧ                   |                      | Svc/Dep D         | t Patient     | Sta*               | Procee                    | l* Dep        | artme*             |          | Amount    | S-P D        | ue        | Ins Due     | Tota       | l Due       |
| 29         |                     |                      | 04/14/16          | Doe, Joh      | า                  | 95782                     | MI            | SLEEP<br>ORDER LAB |          | 659.00    | 0.           | 00        | 0.00        |            | 0.00        |
| V          | <u>M</u> ain        | <mark>∕ H</mark> ist | tory 🛛 🍢          | E <u>O</u> B  | E <u>n</u> counter |                           |               |                    |          |           |              |           |             |            |             |
| Co         | mbined              | Transaction          | n History (1      | Tx 29)        |                    |                           | CHG           | - PC-POLYSO        | M <6 YRS | SLEEP ST/ | AGE 4/> ADDL | PARAM AT  | TND BY TECH | H_RVW 2.6  | ;_ <b>^</b> |
| Sho        | ow Histo            | у Ву Туре            | Show Detail       |               |                    |                           |               |                    |          |           |              |           | [95]        | 782 (CPT®  | )]          |
| ÷          | Filter:             | All                  |                   |               |                    |                           |               |                    |          |           |              |           |             |            |             |
|            | Time of             | Entry 🔻              | Туре              | Activity      | Summary            |                           |               |                    |          |           |              |           | User        |            |             |
| ÷          | 05/17/20            | 016 02:47 AM         | Match             | SP Adjustment | 197.70 to tx       | : <mark>31 </mark> ≣, 101 | 1-RESEARCH P/ | AYMENT             |          |           |              |           | HBBCKG      | RND-HB, B. | –           |
| ÷          | 05/17/20            | )16 02:47 AM         | Action            | W/O Self-Pay  | 197.70             |                           |               |                    |          |           |              |           |             |            |             |
| ÷          | 05/16/20            | 016 03:02 PM         | Match             | SP Adjustment | 461.30 to tx       | : 30 🔡, 5204              | 4-RESEARCH DI | SCOUNT             |          |           |              |           | 13142-DA    | NIELS, JAC | К 🖵         |
| Mate       | ching Tra           | insactions           |                   |               |                    |                           |               |                    |          |           |              |           |             |            |             |
|            | TR#                 | Svc/Dep Dt           | Patient           |               | Status             | Procedure                 | Department    | Amount             | Applied  | S-P Due   | Ins Due      | Total Due | Bill Area   |            | Q           |
|            | 31                  | 05/17/16             |                   |               |                    | 1011                      | BHC URO       | 197.70-            | 197.70   | 0.00      | 0.00         | 0.00      |             |            |             |
|            | 30                  | 04/14/16             | SIX,SAIJA         |               |                    | 5204                      | MI SLEEP      | 461.30-            | 461.30   | 0.00      | 0.00         | 0.00      |             |            |             |



### Charges by Patient – Professional Research Account Review

| Tr | ransacti           | on 29 Detail            |                        |               |                    |                    |              |                         |          |               |             |           |             | ? Close X                  |
|----|--------------------|-------------------------|------------------------|---------------|--------------------|--------------------|--------------|-------------------------|----------|---------------|-------------|-----------|-------------|----------------------------|
| R  | <b>₽</b><br>efresh | E<br>Functions <u>G</u> | <mark>7</mark><br>о То |               |                    |                    |              |                         |          |               | Ful         | l \$ Amo  | ount        |                            |
| TR | R#                 |                         | Svc/Dep D              | t Patient     | Sta*               | Proc               | ced* D       | epartme*                |          | Amount        | S-P D       | ue        | Ins Due     | Total Due                  |
| 29 | 9                  |                         | 04/14/16               | Doe, Joh      | <b>1</b>           | ) 9578             | 32 N         | II SLEEP<br>ISORDER LAB |          | 659.00        | 0.          | 00        | 0.00        | 0.00                       |
| 7  | Main               | n <mark>K</mark> is     | tory 🛛                 | E <u>O</u> B  | E <u>n</u> counter |                    |              |                         |          |               |             |           |             |                            |
| Co | ombine             | d Transactio            | n History (            | Tx 29)        |                    |                    | CH           | IG - PC-POLY            | SOM <6 Y | RS SLEEP STAC | GE 4/> ADDL | PARAM AT  | TND BY TECH | I_RVW 2.6_▲<br>782 (CPT®)] |
| E  | Filter             | : All                   | Show Detail            |               |                    | Am                 | ount Cha     | rged to I               | Resea    | rch Accou     | Int         |           | ~           |                            |
|    | Time o             | of Entry 🔻              | Туре                   | Activity      | Summary            |                    |              |                         |          |               |             |           | User        |                            |
| Ŧ  | 05/17/             | 2016 02:47 AM           | Match                  | SP Adjustment | 197.70 to b        | c 31 🔡, 1(         | 11-RESEARCH  | PAYMENT                 | )        |               |             |           | HBBCKGF     | RND-HB, B                  |
| Ŧ  | 05/17/             | 2016 02:47 AM           | Action                 | W/O Self-Pay  | 197.70             |                    |              |                         |          | Research      | n Disco     | unt App   | olied       |                            |
| Ŧ  | E 05/16/           | 2016 03:02 PM           | Match                  | SP Adjustment | 461.30 to b        | x <mark>30 </mark> | 204-RESEARCH | DISCOUNT                |          |               |             |           | 13142-DAI   | VIELS, JACK 🖵              |
| Ма | atching T          | ransactions             |                        |               |                    |                    |              |                         |          |               |             |           |             |                            |
|    | TR#                | Svc/Dep Dt              | Patient                |               | Status             | Procedur           | e Department | Amount                  | Applied  | I S-P Due     | Ins Due     | Total Due | Bill Area   | 0                          |
|    | 31                 | 05/17/16                |                        |               |                    | 1011               | BHC URO      | 197.70-                 | 197.70   | 0.00          | 0.00        | 0.00      |             |                            |
|    | 30                 | 04/14/16                | SIX,SAIJA              |               |                    | 5204               | MI SLEEP     | 461.30-                 | 461.30   | ) 0.00        | 0.00        | 0.00      |             |                            |



Please note that everyone may not have the option to review the patient account in MiChart

It may be necessary for you to contact MiChart for access- 936-8000 or <u>MiChart-Questions@med.umich.edu</u>)











|  | Enter Patient Medical Record Number<br>(must have preceding zeros) – Press Enter  |
|--|---|
|  | Hospital Account Lookup   |
| *  | Account       Patient       Guarantor       Invoice #       Tx Ref #         Enter a patient or MRN to select their hospital accounts |
| ▼ Filters     Date Range   According     From   □     To   □ | ount Status Account Type<br>Dpen ☑ DNB ☑ Billed ☑ Closed ☑ Combined ☑ Voided ☑ HB ☑ PB 🗋 Default IM Reset <u>F</u> ilters             |



### This screen will appear:

|                    | *  |                    |                | Enter a patient | Acc <u>o</u> unt<br>or MRN to select | <u>Patient</u> | Guarantor | Invoice #        | T <u>x</u> Ref # | ٩                       |            |        |           |
|--------------------|--|--------------------|----------------|-----------------|--------------------------------------|----------------|-----------|------------------|------------------|-------------------------|------------|--------|-----------|
|                    | Date Range   | То                 | Account Status | ed 🗹 Closed     | ☑ Combined [                         | 🖉 Voided       | Account   | Type<br>PB 🗌 Def | ault             | ₩ Reset <u>F</u> ilters |            |        |           |
| ₩ <u>\$</u><br>— R | elected Accounts (2<br>emo <u>v</u> e<br><u>Remove</u> | ) Ø <u>R</u> ecent |                |                 |                                      |                |           |                  |                  |                         |            |        |           |
|                    | ID   | Patient Name       | Service A      | rea             | Class                                | Status         |           | Туре             | В                | alance Adm Date         | Dis Date   | Adm Dx | Guar Type |
| <b>→</b>           | 8947638  | DOE,JOHN           | UMHS           |                 | Outpatient                           | CLOSED         |           | H                |                  | 0.00 05/14/2013         | 05/14/2013 |        | P/F       |
|                    | 11578886   | DOE,JOHN           | UMHS           |                 | Outpatient                           | CLOSED         |           | <b>A</b>         |                  | 0.00 11/22/2013         | 11/22/2013 |        | P/F       |



| *   |                | Acc <u>o</u> ur<br>Enter a patient or MRN to se | nt <u>P</u> atient <u>(</u><br>elect their hospital a | Guarantor Invoice # Tx    | Ref #                         |                       |        |            |
|---|----------------|---|---|---------------------------|-------------------------------|-----------------------|--------|------------|
| ▼ Filters<br>Date Range<br>From  □ • To □   | Account Status | ed 🖌 Closed 🖌 Combined                          | d 🖌 Voided  | Account Type              | t I≪ Reset <u>F</u> ilters    |                       |        |            |
| <ul> <li>✓ Selected Accounts (78</li> <li>✓ Recent</li> <li>✓ Remove</li> <li>ID</li> <li>tient Name</li> </ul> | Service An     | ea Class  | Status  | Туре                      | Balance Adm Date              | Dis Date              | Adm Dx | Guar Type  |
| You may also enter a  | a Date Rang    | e   |   | Click the A<br>(newest to | Adm Date to<br>o oldest) clie | o sort in<br>ck twice |        | F Researce |

#### Double click the line with the date of service you would like to review

| *                    |                            |                              | Acc <u>o</u> un               | t <u>P</u> atient <u>G</u> uar | rantor <u>I</u> nvoice | # T <u>x</u> Ref # |                 |       |            |        |           |
|----------------------|----------------------------|------------------------------|-------------------------------|--------------------------------|------------------------|--------------------|-----------------|-------|------------|--------|-----------|
| _                    |                            |                              | Enter a patient or MRN to sel | ect their hospital acco        | ounts                  |                    |                 | 2     |            |        |           |
| ▼ Filters            |                            |                              |                               |                                |                        |                    |                 |       |            |        |           |
| Date Range           |                            | Account Status               |                               | A                              | Account Type           |                    |                 |       |            |        |           |
| From                 | то 🗖                       | 🗹 Open 🗹 DNB 🗹 Bille         | d 🗹 Closed 🗹 Combined         | Voided                         | 🗹 НВ 🔽 РВ [            | Default            | M Rese          | Iters |            |        |           |
| 🕏 Selected Accourt   | nts (2) Ø Recent           |                              |                               |                                |                        |                    |                 |       |            |        |           |
| — Remove 🗶 Re        | move All                   |                              |                               |                                |                        |                    |                 | Ļ     |            |        |           |
| ID                   | Patient Name               | Service Are                  | ea Class                      | Status                         |                        | Туре               | Balance Adm     | Date  | Dis Date   | Adm Dx | Guar Type |
| → 8947638            | DOE,JOHN                   | UMHS                         | Outpatient                    | CLOSED                         |                        | H                  | 0.00 05/14      | /2013 | 05/14/2013 |        | P/F       |
| 11578886             | DOE, JOHN                  | UMHS                         | Outpatient                    | CLOSED                         |                        | Ô                  | 0.00 11/22/2013 |       | 11/22/2013 |        | P/F       |
| This sym<br>This sym | nbol type i<br>nbol type i | ndicates – H<br>ndicates – P | B charge<br>F<br>B charge     |                                |                        | Å.                 |                 |       |            |        |           |
|                      |                            |                              |                               |                                |                        |                    |                 |       |            |        |           |

### This screen will appear:

| Acct Summary   | Guar Summary                     | Status Summary            | Report Viewer                               | Doc Review       | Hosp Tx Inquiry | Prof Inquiry | Prof Tx Inquiry | Liability Buckets | Prof Inv Inquiry | Coverages | Claim Info | Coding | Code Integration | Daily Charges | Account Contact        | History                        |
|--|----------------------------------|---------------------------|---|------------------|-----------------|--------------|-----------------|-------------------|------------------|-----------|------------|--------|------------------|---------------|------------------------|--------------------------------|
| Acct Sumn  | hary - 1 of 3                    | 2 Accounts                | 1   |                  | 1               | - 11         |                 | 11                |                  | 1         |            |        | 11               |               |                        |                                |
| 9 ← →  | ⊞ Acct <u>L</u> ist ∮            | Acct Ac <u>t</u> ions 👻 🥘 | DN <u>B</u> 🖪 Go To                         | ✓ <u>F</u> inish |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
| 🖁 Accou  | nt Overview                      |                           |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
| DOE, JOHN<br>Outpatient  <br>Self-Pay                                      | (P/F - Self)<br>Walk In Visit on | 05/14/2013                |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               | CLOSED (on 06/1<br>UMH | 3/2013)   Acco<br>5   UMHS PAR |
| 🗉 Guarar   | ntor Demogr                      | aphics                    |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
| DOE, JOHN  | [2883716] (P/F                   | ) UMHS                    |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
|  |                                  |                           | Select Prof Tx Inquiry to review PB charges |                  |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
|  |                                  |                           |   |                  |                 |              |                 | If you            | select           | ted a     | line v     | with   |                  | ۵·            |                        |                                |
| Select Hosp Tx Inquiry to review HB charges<br>if you selected a line with |                                  |                           |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               |                        |                                |
|  |                                  |                           |   |                  |                 |              |                 |                   |                  |           |            |        |                  |               | _                      |                                |

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FFICE OF KESEA

#### **Hosp Tx Inquiry Screen**

Hosp Tx Inquiry - 24 of 390 Accounts \Rightarrow 😑 Acct List 乡 Acct Actions 👻 🔘 DNB 🛛 🤻 💁 To 👻 🖌 Finish Charges Group by: Revenue Code CPT ◎/HCPCS Code Svc Date Svc Date - Px Other ▼ Select All Deselect All Television Filters Revenue Code Description **0300** LABORATORY - GENERAL CLASSIFICATION 0331 RADIOLOGY - THERAPEUTIC AND/OR CHEMOTHERAPY ADMINISTRATION - CHEMOTHERAPY ADMINISTRATION - INJECTED 0636 PHARMACY - EXTENSION OF 025X - DRUGS REQUIRING DETAILED CODING (A) Itemized Charges Select All Deselect All Svc Date Post Date Procedure Rev Code CPT ®/HCPC 05/21/2021 05/27/2021 030001073-HC-LAB-CBC W/PLTS & DIFF 0300-LABORATORY - GENERAL CLASSI... 85025 05/21/2021 05/27/2021 030000338-HC-LAB-METABOLIC PANEL COMPREHENSIVE 0300-LABORATORY - GENERAL CLASSI... 80053

 Image: 05/21/2021
 05/27/2021
 030000338-HC-LAB-METABOLIC PANEL COMPREHENSIVE
 0300-LABORATORY - GENERAL CLASSI...
 80053

 Image: 05/21/2021
 05/27/2021
 030000328-HC-LAB-BNP (NATRIURETIC PEPTIDE)
 0300-LABORATORY - GENERAL CLASSI...
 83880

 Image: 05/21/2021
 05/27/2021
 030003383-HC-LAB-IMMATURE PLATELET FRACTION (IPF)
 0300-LABORATORY - GENERAL CLASSI...
 83055

#### **Click Revenue Code Box to Expand Items Billed**



| Acct Summary  | Guar Summary                      | Status Summary | Report Viewer | Doc Review | Hosp Tx Inquiry | Prof Inquiry | Prof Tx Inquiry | Liability Buckets | Prof Inv Inquiry | Coverages | Claim Info | Coding | Code Integration | Daily Charges | Account Contact         | History                           |
|---|-----------------------------------|----------------|---------------|------------|-----------------|--------------|-----------------|-------------------|------------------|-----------|------------|--------|------------------|---------------|-------------------------|-----------------------------------|
| Acct Summ   | cct Summary - 1 of 2 Accounts     |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |
| C ← → ⊞ Acct List 🗲 Acct Actions - 💿 DNB @ Go To - ✓ Einish |                                   |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |
| Account C erview  |                                   |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |
| DOE, JOHN<br>Outpatient  <br>Self-Pay                       | l (P/I Self)<br>Wall h Visit on ( | 05/14/2013     |               |            |                 |              |                 |                   |                  |           |            |        |                  |               | CLOSED (on 06/1<br>UMHS | 3/2013)   Accou<br>5   UMHS PAREN |
| 🗉 Guaran  | Guarantor Demographics            |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |
| DOE, JOHN   | DOE, JOHN [2 3716] (P/F) UMHS     |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |
| •   |                                   |                |               |            |                 |              |                 |                   |                  |           |            |        |                  |               |                         |                                   |

Select "Acct List" to return to listing with dates of service



| Prof  | Tx Inq   | uiry Sc  | reen  |              |                 |              |                 |                   |                  |                 |               |                       |                                 |               |                 |               |
|---|--|--|---|--------------|-----------------|--------------|-----------------|-------------------|------------------|-----------------|---------------|-----------------------|---------------------------------|---------------|-----------------|---------------|
| Acct Summary                                    | Guar Summary   | Status Summary                                   | Report Viewer                                     | Doc Review   | Hosp Tx Inquiry | Prof Inquiry | Prof Tx Inquiry | Liability Buckets | Prof Inv Inquiry | Coverages       | Claim Info    | Coding                | Code Integration                | Daily Charges | Account Contact | History       |
| rofession<br>C ← → ≡                            | <b>al Transacti</b><br>Acct <u>L</u> ist ∮ Acct  | <b>ion Inquiry</b><br>tAc <u>t</u> ions - () DNE | - <mark>28 of 39(</mark><br>3 🕷 <u>G</u> o To 🗸 🗸 | ) Account    | S               |              |                 |                   |                  |                 |               |                       |                                 |               |                 |               |
| Totals<br>Charges:<br>Payments:<br>Adjustments: | Professional Balances           Charges:         270.00           Payments:         0.00           Adjustments:         0.00 |  |   |              |                 | 0.00         | unctions V      | Restrictions      |                  |                 |               |                       |                                 |               |                 |               |
| Transactions (R                                 | Restricted - Curren  | nt Account)                                      |   |              |                 |              |                 |                   |                  |                 |               |                       |                                 |               |                 |               |
| TR# 🔻   | Svc/Dep Dt F<br>05/20/21   | Patient  | Sta   | tus Pr<br>93 | ocedure         | Department   | ASCULAR         | Amount 270 00     | S-P Due          | Ins Du<br>270 0 | e Tota<br>0 2 | alDue   Bi<br>7000 IN | ill Area<br>/ Cardiology Physic | cian PI 1     |                 | Qty Cre       |
| 7 Matching Txs                                  | Tx Detail  | ✓ Tx History                                     | ✓ Tx EOB In                                       | fo 🕅 Tx Enco | ter             |              |                 |                   |                  |                 |               |                       |                                 |               |                 |               |
| Transaction D                                   | Detail (Tx 899)  |  |   |              |                 |              |                 |                   |                  |                 |               |                       | CHG -                           | PC-DUPLEX E   | EXTREM VENOUS   | S,BILAT_      |
| Scre  | en will  | show (   | CPT an  | d Item       | billed          |              | -               |                   |                  |                 |               |                       |                                 |               |                 |               |
|   |  |  |   |              |                 |              |                 |                   |                  |                 | <br> <br>     |                       | OFFIC<br>We fo                  | CE OF F       | RESEAR          | CH<br>science |
|   |  |  |   |              |                 |              |                 |                   |                  |                 | 0111          | vicinity of 1         | nongan                          |               |                 |               |

# **Charge Corrections**

If charges are identified that should not be on the research account or the patient account please submit a correction via the JIRA system.



# Helpful Research Account Tips

If you do not see charges on your Research Account that you are expecting to see then it could be:

- 1. No charges were posted to the Research Account
- 2. Charges are in a work queue waiting to be processed
- 3. Charges were not entered into MiChart or they are in a charge interface
- 4. Charges were billed to the patient MRN, check the patient account



**CRAO** Website

https://research.medicine.umich.edu/officeresearch/calendar-review-analysis-office
Select the "Resources" link to find
Charge Correction Request Form
Frequently Asked Questions (FAQs)
Research Request Account form (RMRN)
Other helpful tools



# **Additional Useful Information**

### MICRAO

What is a CPT Code?

**CPT = Current Procedure Terminology** 

Developed by the American Medical Association (AMA)

Describes the service or procedure provided to the patient

Captures the Professional Component of services provided





### Additional Useful Information-cont'd

# What is a CDM/EAP Code?

The CDM/EAP (Charge Description Master) allows for outpatient services (procedures) to be billed and reimbursed to the hospital

The CDM captures the Hospital Component of services provided (staff, space, medical supplies, drugs, equipment, linens etc.)

Infusions





**Clinic Visits** 



Medical School

# Additional Useful Information-cont'd

### What's the difference between Professional and Hospital?



= \$ to Physician for services provided (CPT) =
Professional Component (PC\*)



= \$ to Hospital for space, equipment, supplies, staff etc. (CDM/EAP) = Hospital Component (HC\*)

\*Please Note: The PC and HC charges will not hit the research account simultaneously

