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Bill Posting Training

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Bill Posting Training

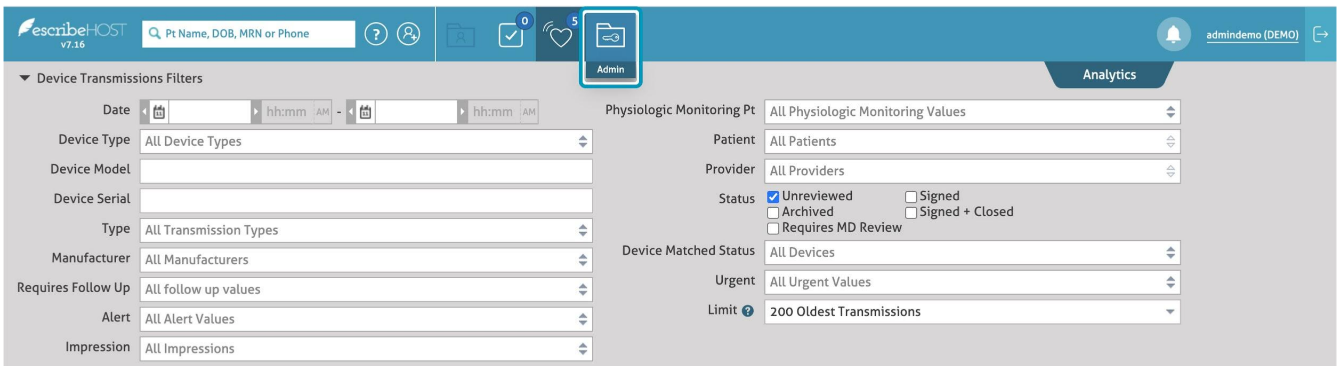
Bill Posting is a new feature in Cardiac Signals that allows communication between our software and your Charge Processor billing tool.

The purpose of this document is to describe the steps to select bills for posting, post a DFT (Detailed Financial Transaction), review the status of posted DFTs, and create a Charge Processor Report.

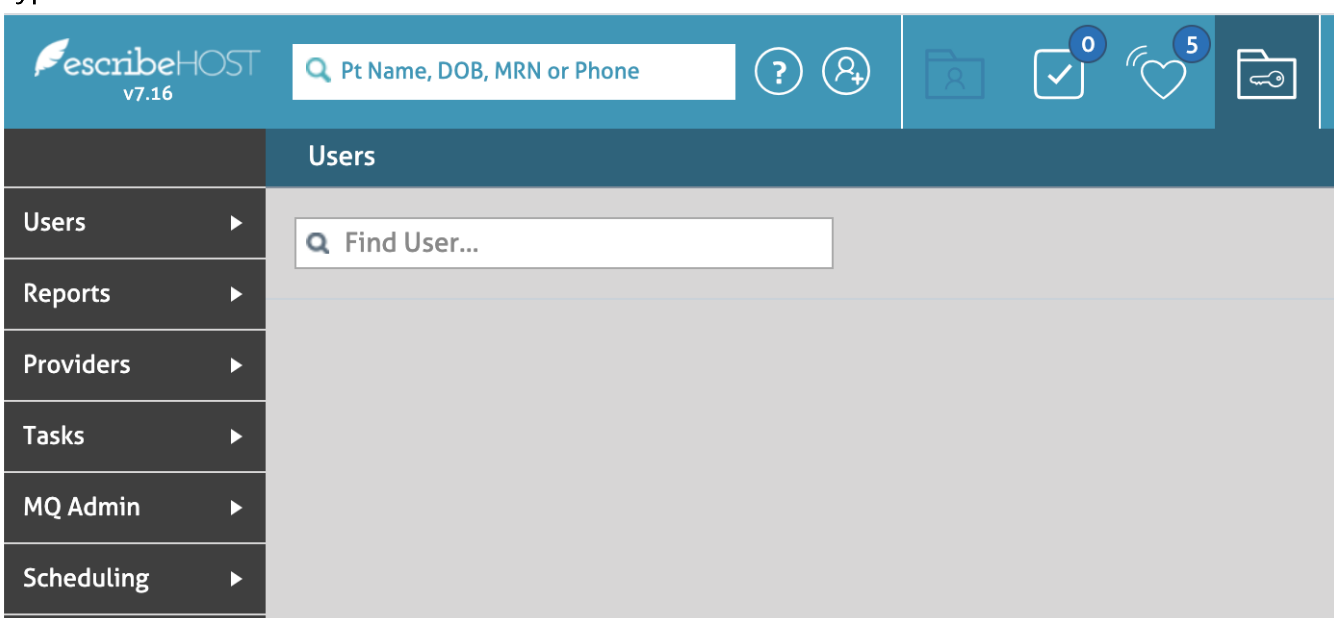
Permissions

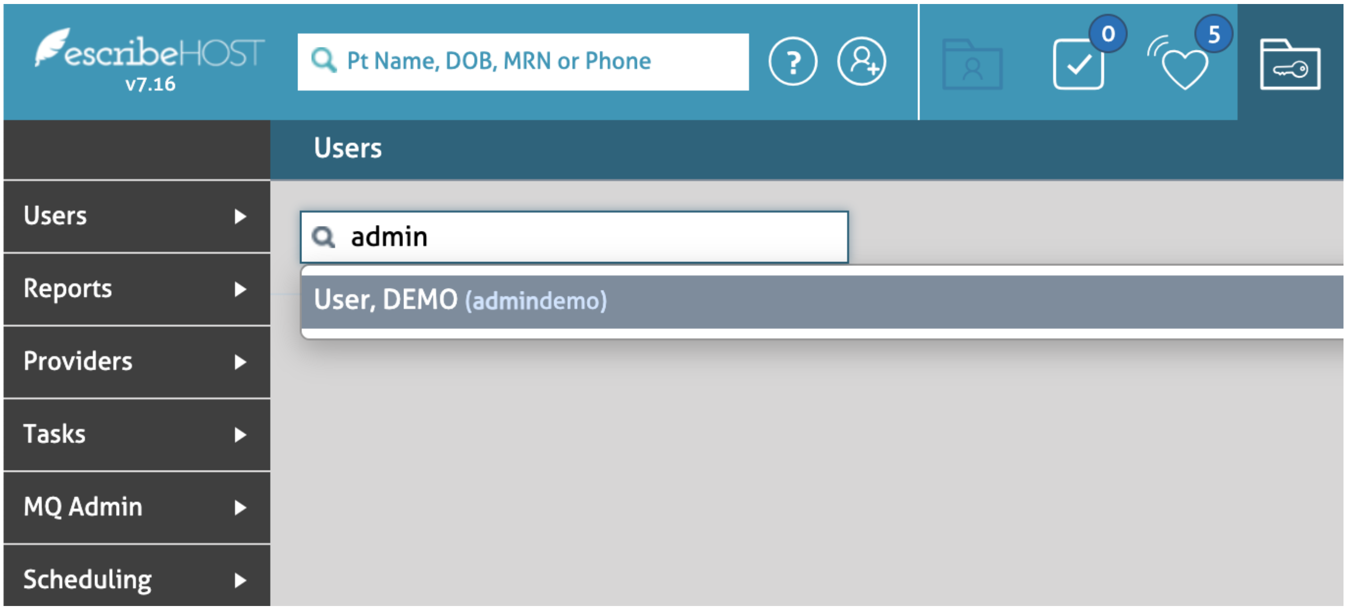
Make sure relevant users have the permissions required to post DFT messages.

Go to **Admin**.

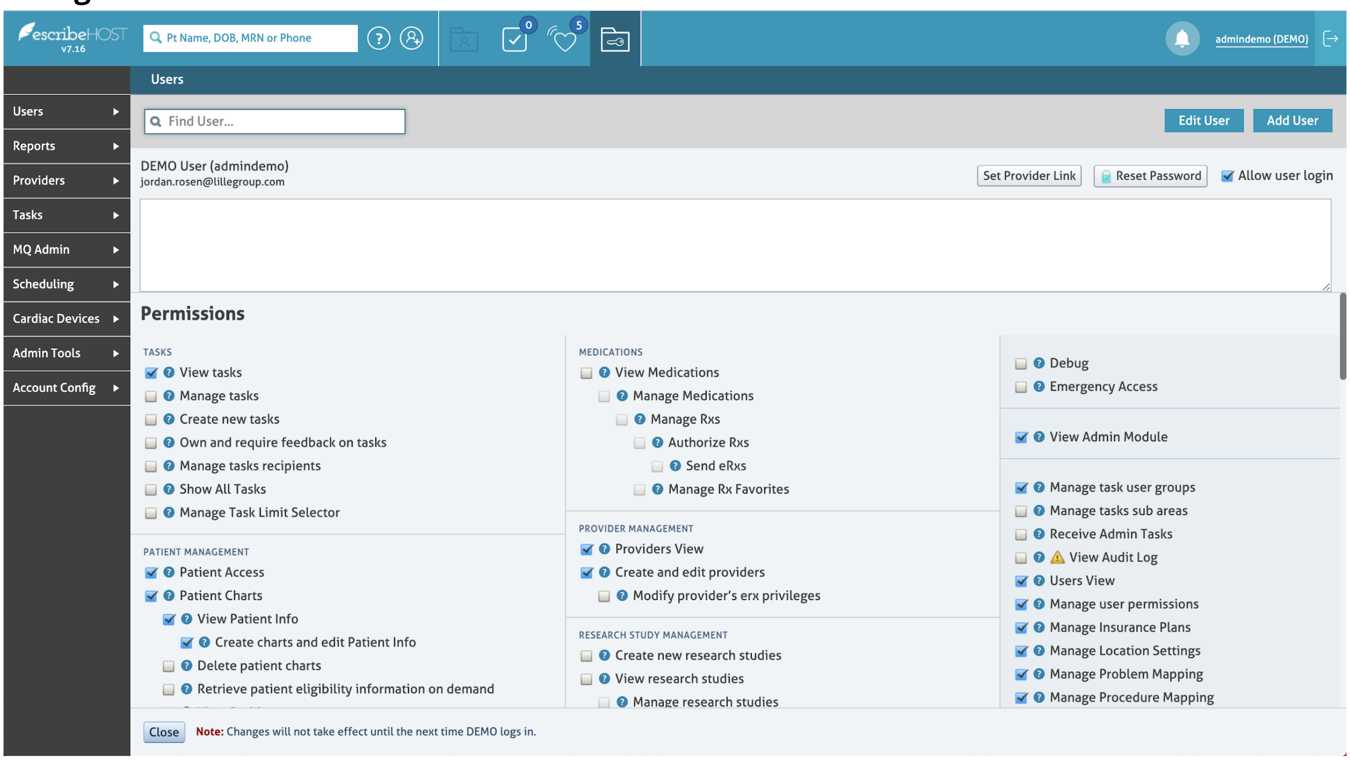


Type the desired Username in the **Find User** field.

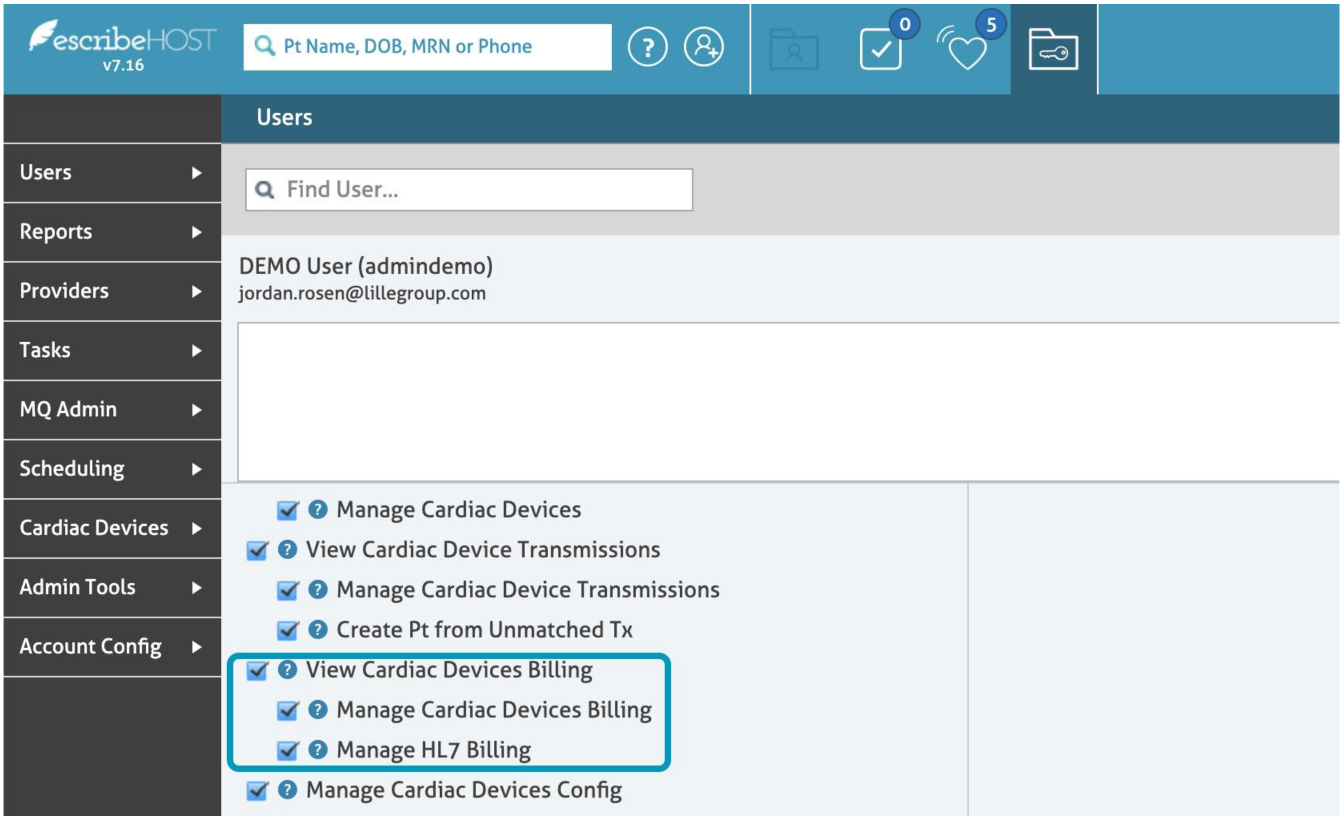




Information displays with the user permissions. Scroll down and find the **View Cardiac Devices Billing** section.



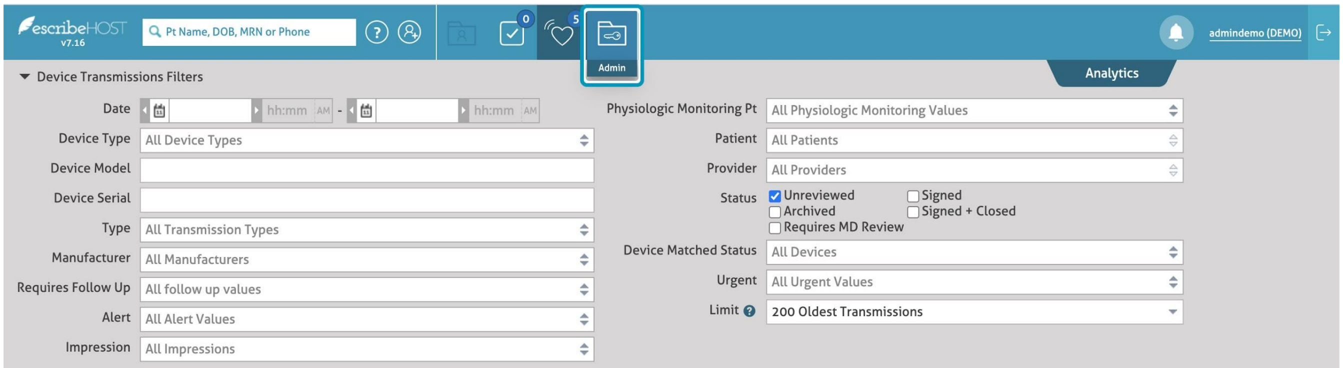
Ensure the **Manage HL7 Billing** checkbox is checked.



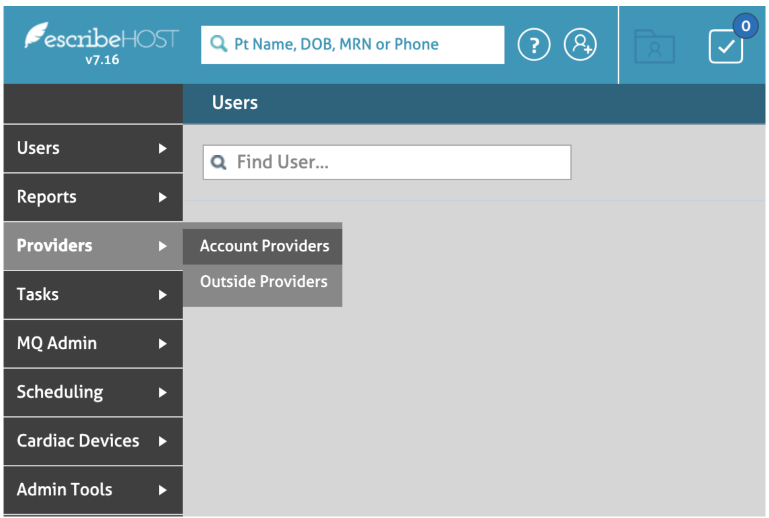
Matching a Provider

In order to post DFTs successfully, all providers in the bill set must have an external provider ID set.

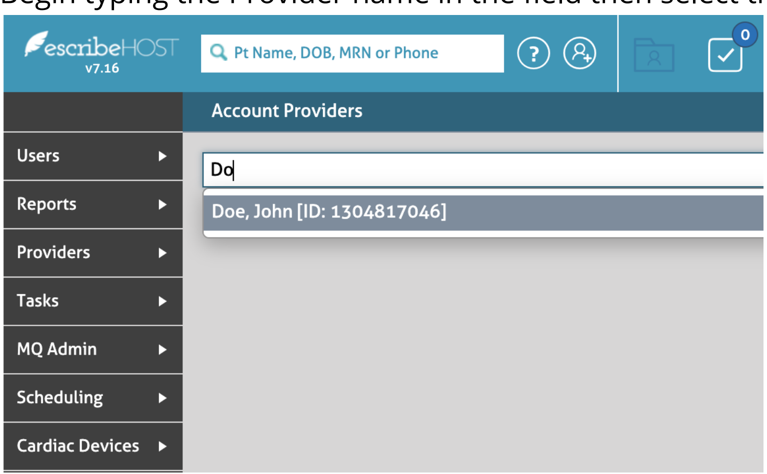
To set the external ID for a provider, go to **Admin**.



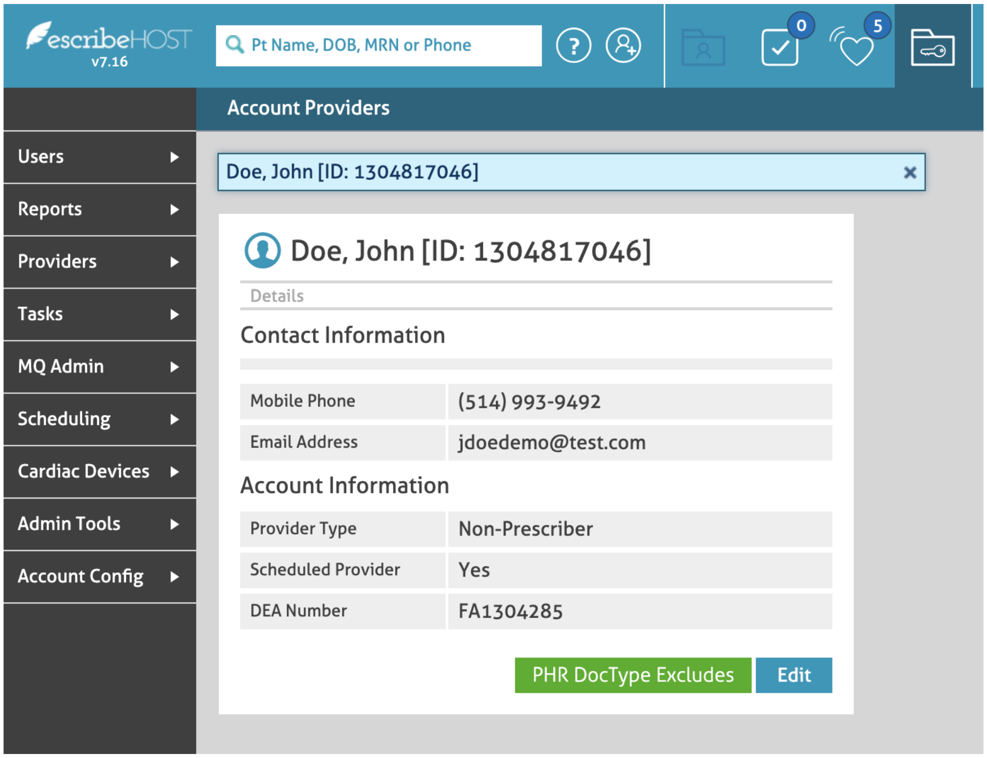
Select **Providers** on the left side menu and click **Account Providers**.



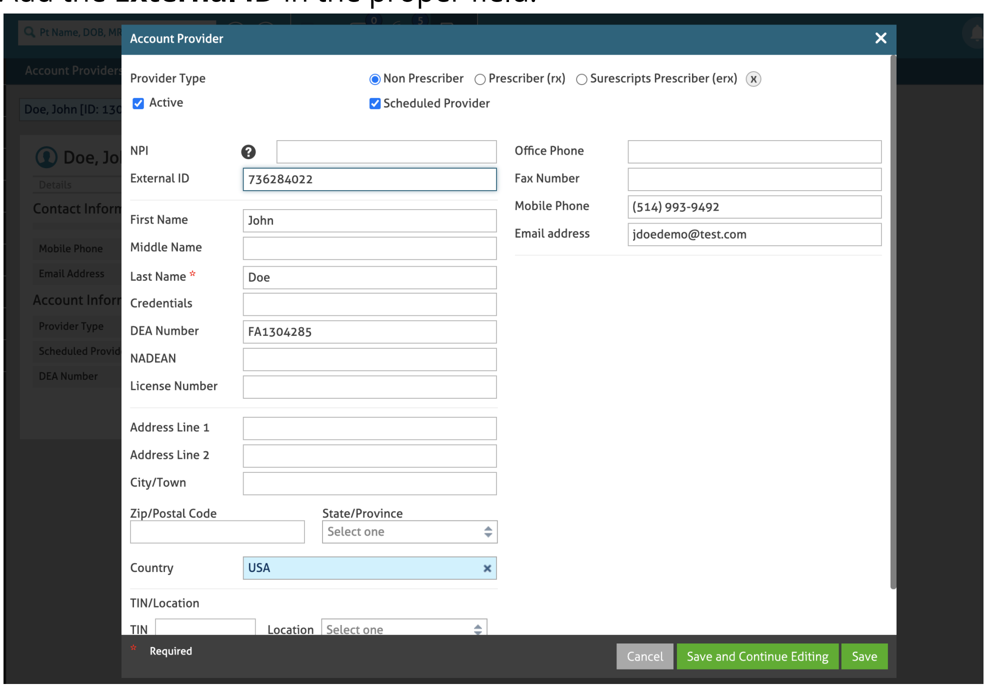
Begin typing the Provider name in the field then select the Provider.



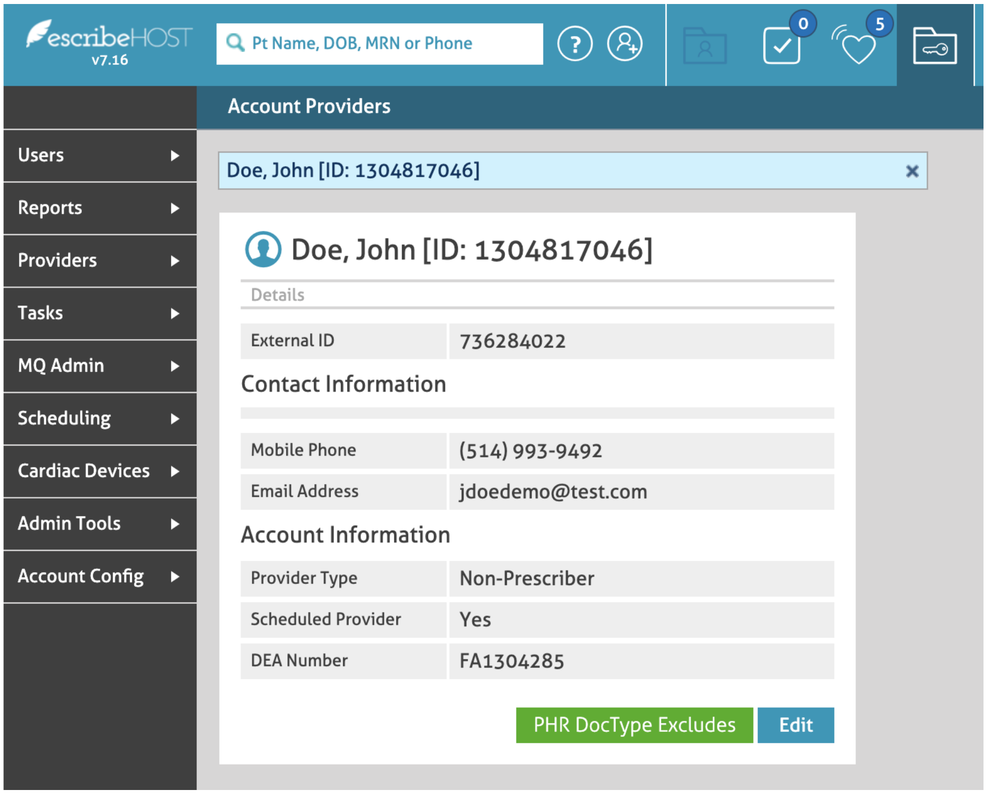
A card displays with the information. Click the **Edit** button.



Add the **External ID** in the proper field.



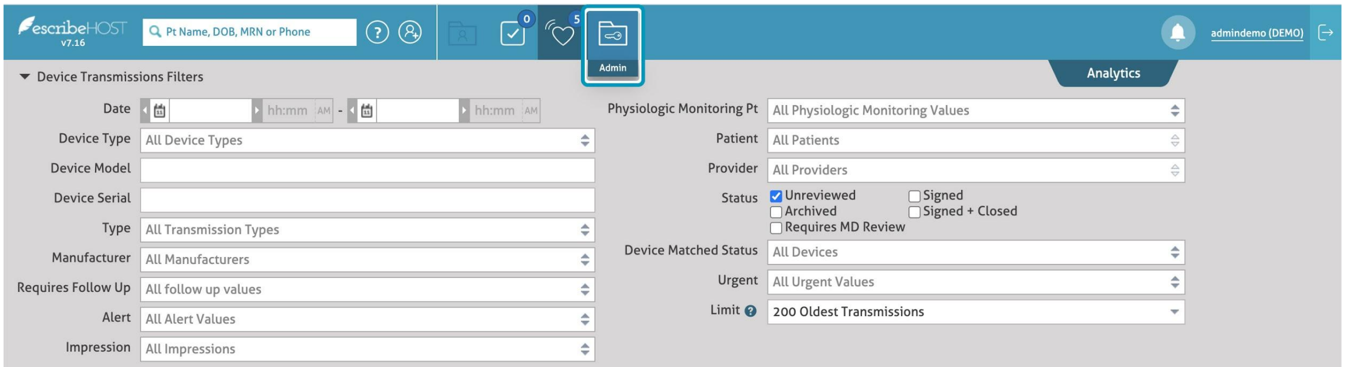
Click the **Save** button to finish the process.



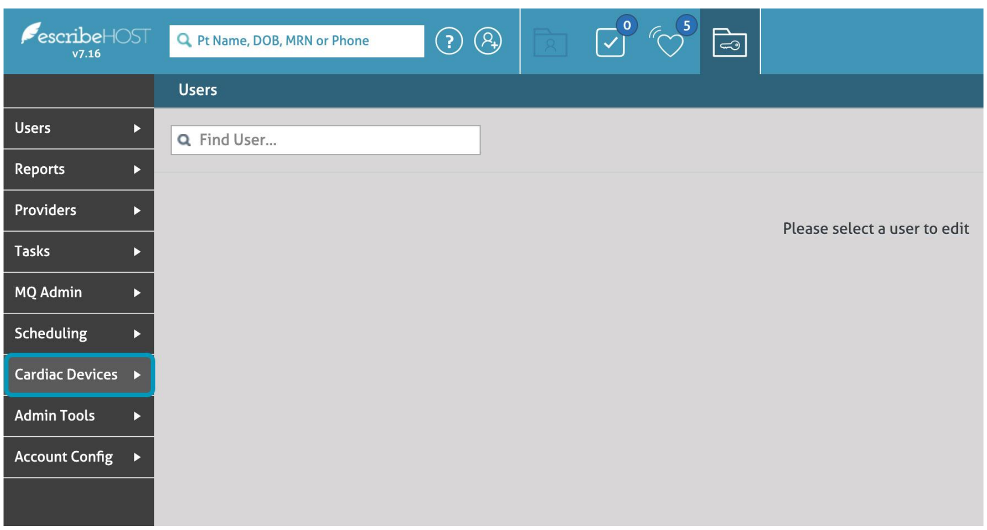
Selecting Bills for posting

How and where to select Bills for posting.

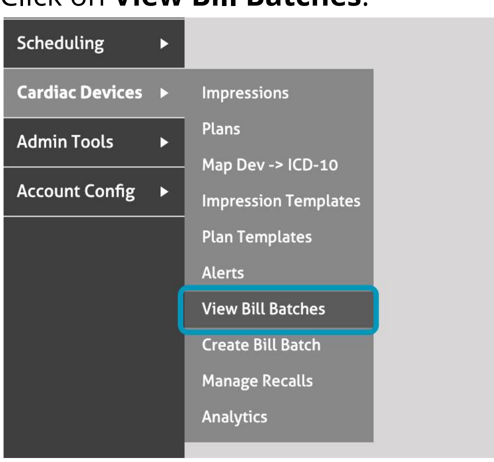
Go to **Admin**.



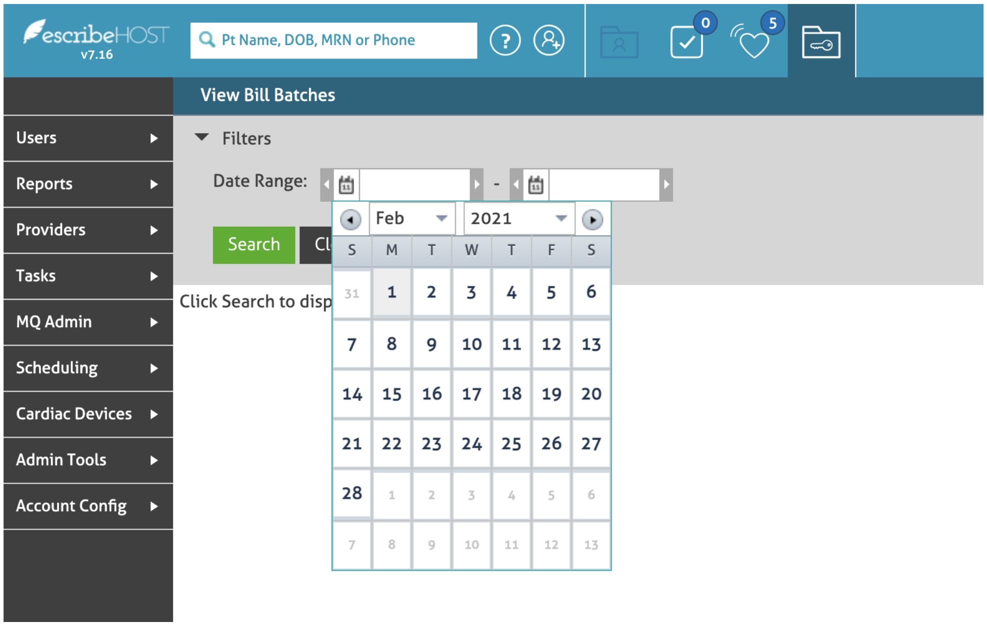
Select **Cardiac Devices** from the left menu.



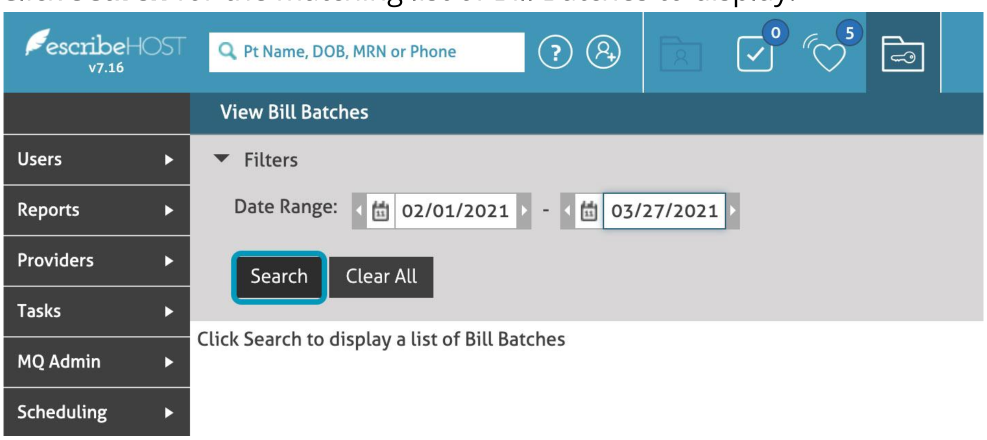
Click on **View Bill Batches**.



Select the desired **Date Range**.



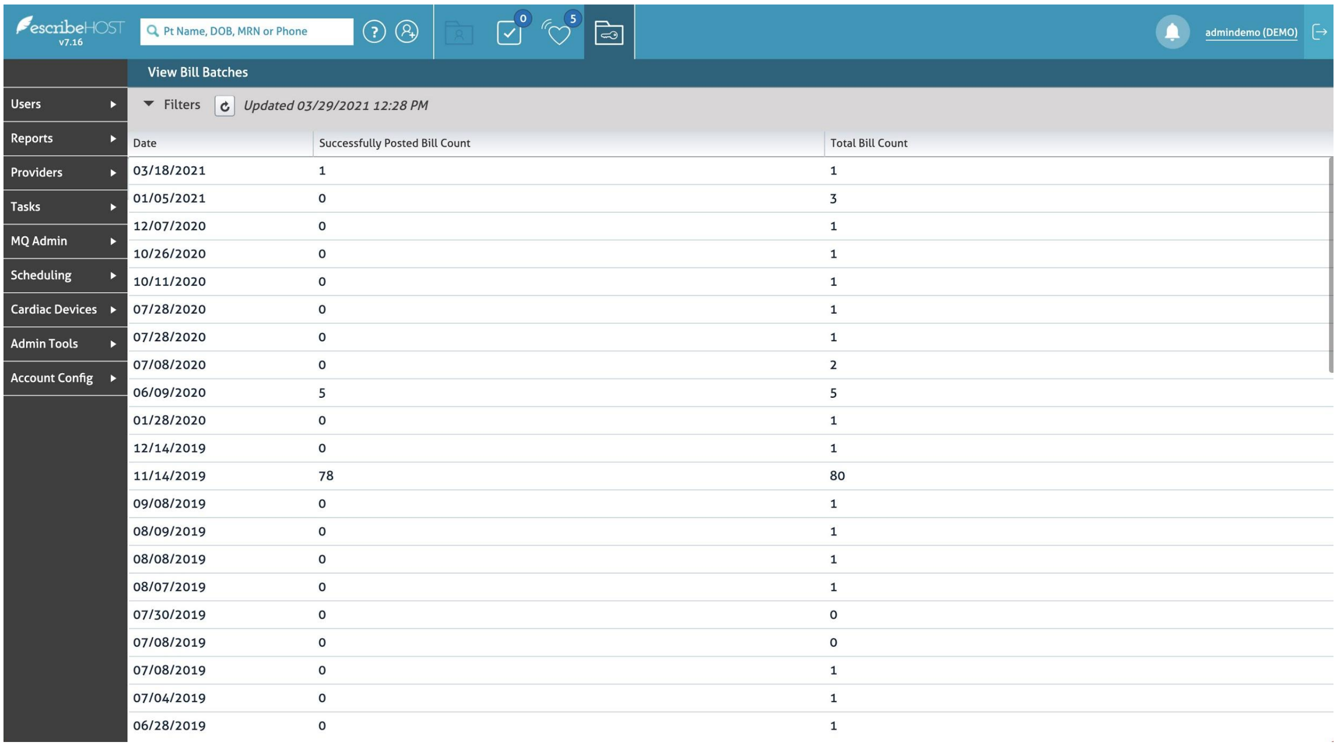
Click **Search** for the matching list of Bill Batches to display.



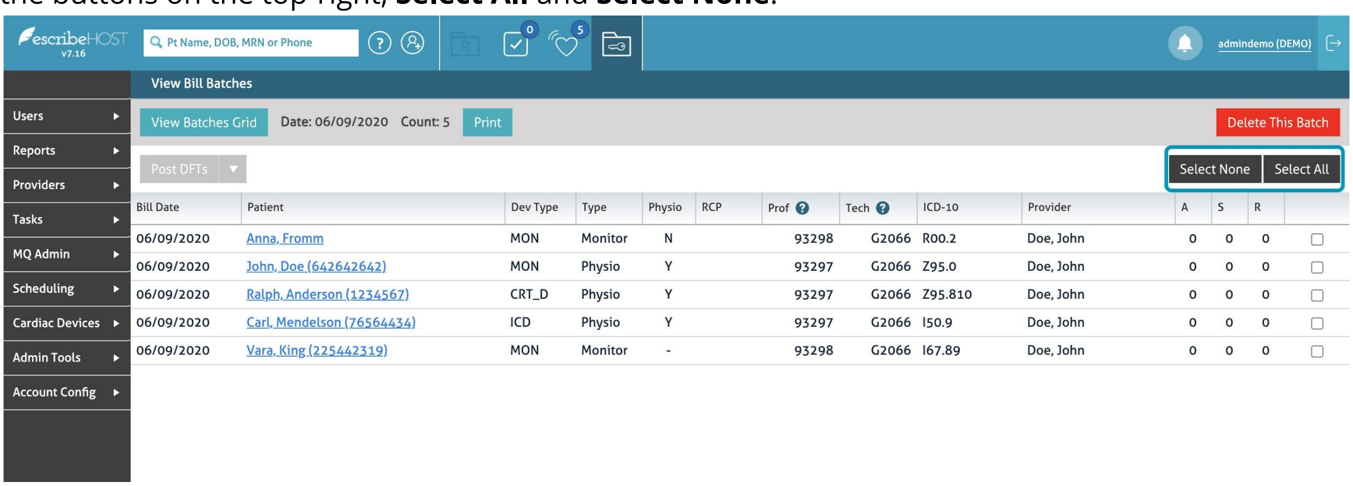
A clickable list appears with the information about the bill batches, sorted by date.

The first column indicates the Date of the Bill Batch, the second column indicates the Successfully Posted Bill Count, the third column indicates the Total Bill Count.

Click on the row to open the batch you'd like to post.

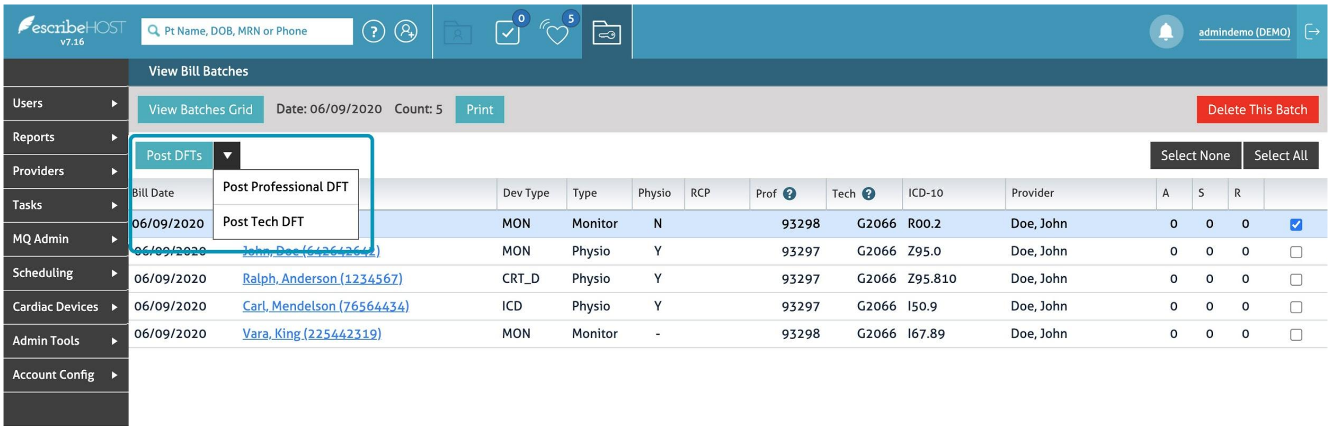


Select the bills you want to post. You can select individually with the checkbox on the right, or with the buttons on the top-right, **Select All** and **Select None**.



Once you have completed your selection, click one of the bill posting options.

- **Post DFTs**: Posts both the Professional and Technical bills.
- **Post Professional DFT:** Posts only the Professional DFT.
- **Post Technical DFT:** Posts only the Technical DFT.



Reviewing status of posted DFTs

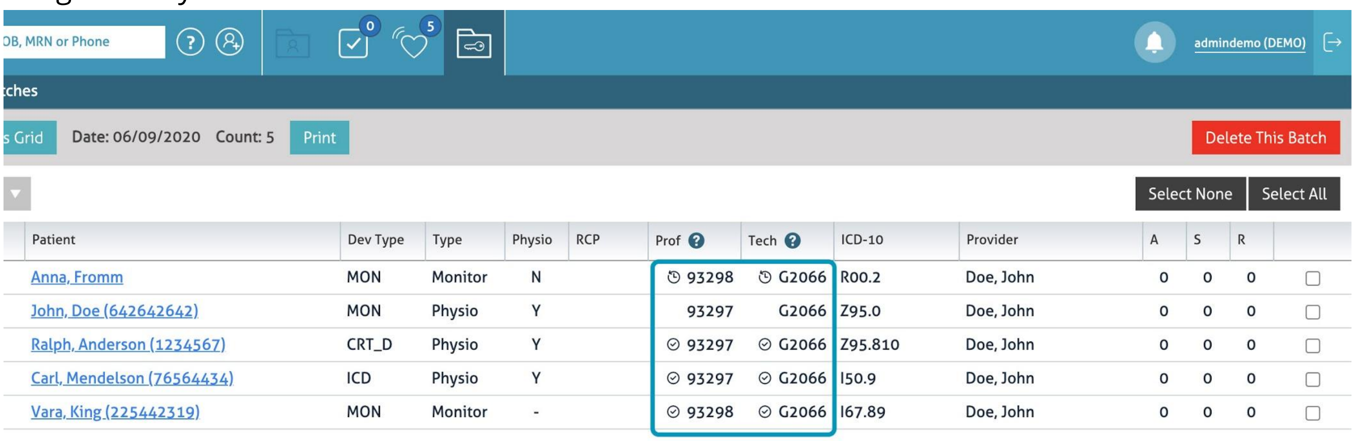
How to interpret the status of the DFTs.

To check the status of a posted bill, go to the View Bill Batches screen and review the **Prof** and **Tech** columns.

There are three possible statuses for the bill posting:

- **A Check icon** indicates the **DFT** is **posted successfully**
- **A Clock icon** indicates the **DFT** posting is **in progress**
- **No icon** indicates that **DFT** is **not posted**

<u>NOTE</u>: The icons will not refresh automatically while on this page. You must refresh manually, or navigate away and return.

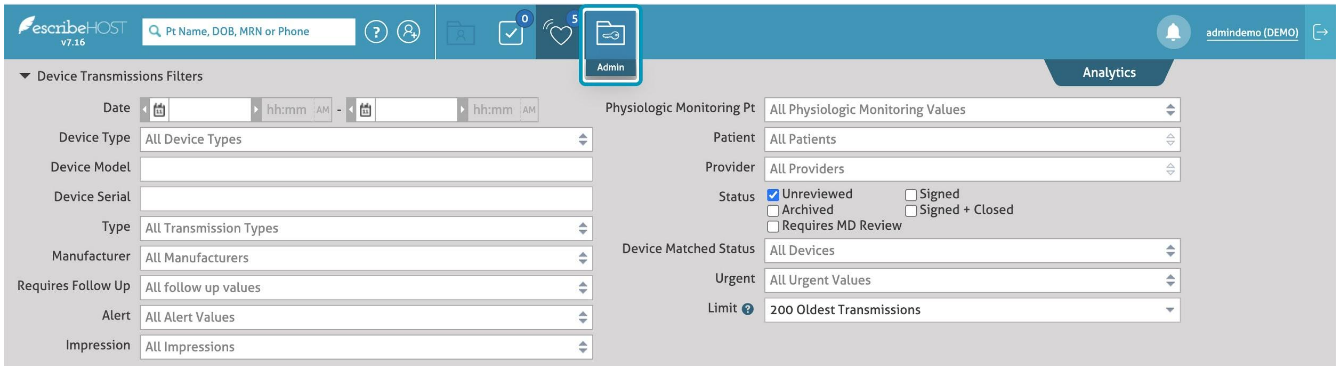


Patient	Dev Type	Type	Physio	RCP	Prof	Tech	ICD-10	Provider	A	S	R	
Anna, Fromm	MON	Monitor	N		93298	G2066	R00.2	Doe, John	0	0	0	
John, Doe (642642642)	MON	Physio	Y		93297	G2066	Z95.0	Doe, John	0	0	0	
Ralph, Anderson (1234567)	CRT_D	Physio	Y		93297	G2066	Z95.810	Doe, John	0	0	0	
Carl, Mendelson (76564434)	ICD	Physio	Y		93297	G2066	I50.9	Doe, John	0	0	0	
Vara, King (225442319)	MON	Monitor	-		93298	G2066	I67.89	Doe, John	0	0	0	

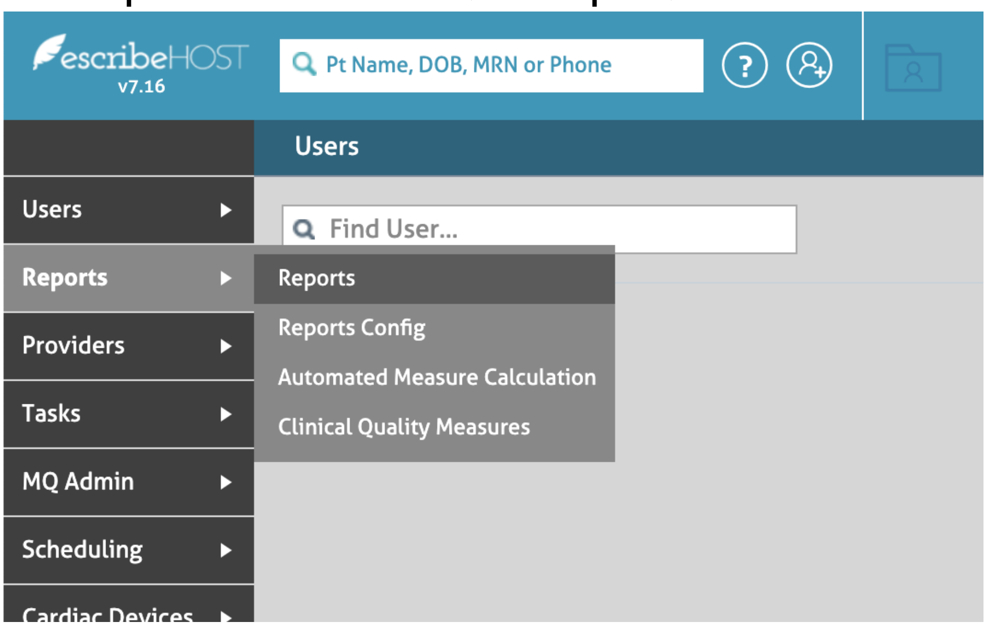
CPT Report

How to download a Charge Processing report.

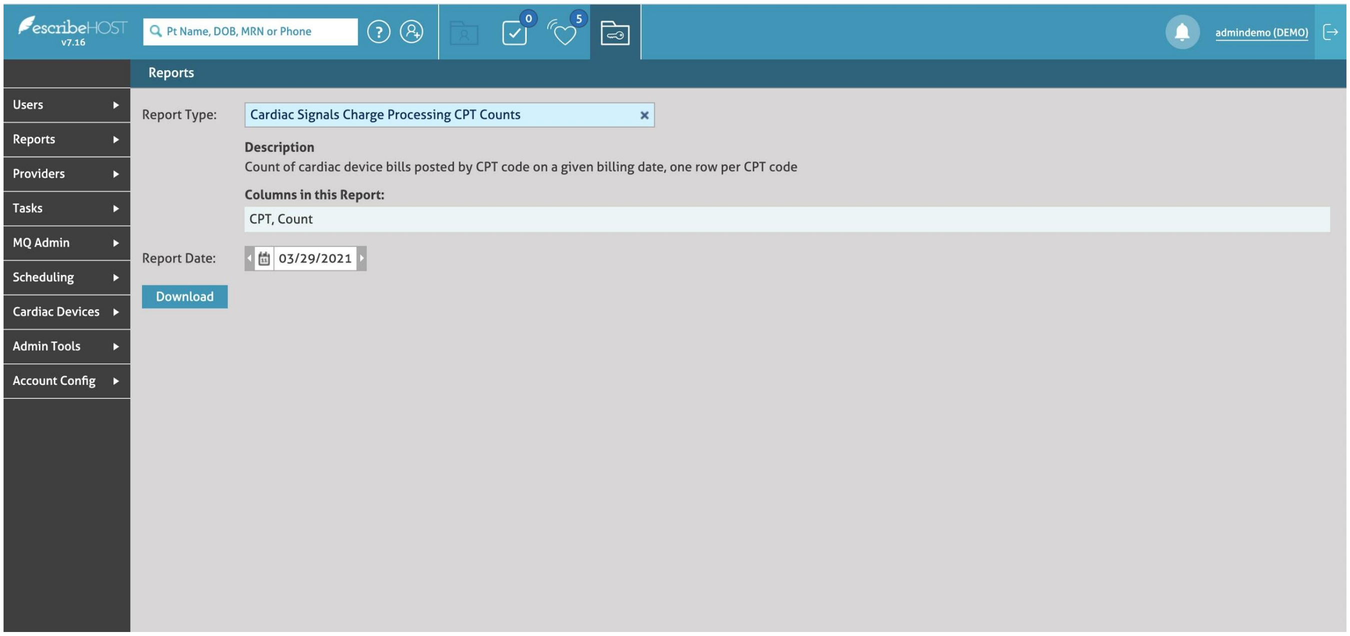
Go to **Admin**.



Select **Reports** from the left menu. Click **Reports**.



Click on the dropdown menu and select **Cardiac Signals Charge Processing CPT Counts**.



Enter the desired bill date in the **Report Date** field. Click the **Download** button. Your browser should begin the download automatically.