# The PARA Data Editor (PDE)

Charge Process

### **Charge Process**

Detail Quick Add							
Pending Charges: Creator:			Approv	re Only: ⊑	Approve Deny	Delete Action: Add	Eff. Date: 01/01/09
Gearch AddB:		Go Charg	es: 80050 - general	health pane	el this panel must incl	ude the following: comprehensive ma	etabolic panel (8 💌
Department: 0000 - Total	tems: 001	01		•		Weig	hted Average Price: .00
Procedures that already cor	ntain this	charge: 🗾					
Proc Code:	Bill D	esc: General health	panel		Tech Desc: Genera	al health panel	
CPT®/HCPCS Segment	Indicator	Code	Revenue Segment	Indicator	Code	Notes	
CPT®	CCPT	80050	Default	UCOMM		Click here to add notes.	
Medicare Outpatient	MCRO	80050	Outpatient	UMCRO			
Medicaid	OCN		Part B	UMCRB			
Other	WORK		Other				
ode Description(s)	el This n	anel must include the	following: Comprehe	nsive meta	holic nanel (80053) Bl	and count, complete (CBC), automat	ed and
utomated differential WBC 85007 or 85009) Thyroid s	count (8 timulating	5025 or 85027 and 8 9 hormone (TSH) (84	5004) OR Blood count 143)	, complete	(CBC), automated (85	027) and appropriate manual differen	ntial WBC count
lospital Price					Market - Unpackaged st	raight market data calculation. To see exp	anded prices, please
	Hi:	Lo:	Avg: Mid	l:		visit the Market Data tab in the PDE.	
teimb.:	APC	> Weight:	National Rate:				
tatus: E - Not paid under C	PPS.						
ixed Cost V	ariable Co	ost: Allo	cated Cost:	Total C	ost: Wo	rkload: UPN:	
Init Multiplier:	Avg Wh	olesale Price:	Acquisition C	Cost:	Avg Sales P	rice: NDC:	
Department G/L:		Relative Valu	e:		harge Editable By De	pt: C Yes: C No Phys Billing:	CYes CNo
3/L Account Override:		G/L Stats Co	mponent:		ML Stats:	G/L Stat Value	e
DE Category:		OE Mnemonic (alpha	a):	Procedu	re Ordered By:	Procedure Ordered Fo	r.
DE Qty Default:		OE Qty Limit:					
Replacement / Explode Co	des						
Action Procedure Co	de De	escription					Charge
•						Total	
						IUUI	

The Charge Process Function within the **PDE** allows the User greater control over additions and deletions to their Chargemaster. Any requested changes can be routed electronically through a specific chain of approval, and will report any possible duplication of any items, which can then be researched before they are added to the CDM. This allows the User to spend less time requesting, researching, and adding new items to the Chargemaster.

There are two options available within the Charge Process tab – the Detail Entry Form, which includes all the data necessary to add a procedure to the Chargemaster. The request can then be emailed to the appropriate party through approval chains that have been set up by the User.

The following are descriptions of each field in this Form:

- **Pending Charges** this field utilizes a drop-down menu so that the User can request that new items be added to the CDM. If a request has been received by an individual with approval rights, they can use this function to approve requests and forward to the next person in the approval chain, by clicking the "Approve" button.
- **Approve Only** this radio button acts as a filter to view only those items the User is responsible for approving
- Action select an option from the drop-down menu, to add, change, inactivate, or reactivate the item you are working on
- Effective Date the date the item is to be implemented
- Search AddB to locate an item, you can enter a code, keyword, or partial code to search the Addendum B code table. When the information is entered, click "Go".
- **Charges** this field will contain the search results. It will show any items with the code attached, individually and items in which the code is included in the description (e.g., Laboratory Panels)
- **Department** Select the Department from which the charge update is to be retrieved from or added to the file
- Weighted Average Price if an item is already contained within the CDM, the averaged price for all occurrences with quantity will produce a number in this field
- **Procedures that already contain this charge** if the item already exists within the CDM, the items will appear here
- **Proc Code** if creating a new item, the new procedure code can be entered here, either by the requestor or an individual farther up the approval chain. If updating an item, the existing procedure code should be entered here
- **Bill Desc** this field displays the CPT/HCPCS short description. This field can be modified by the user to reflect preferences in charge description format
- Tech Desc can be used in the same way as the "Bill Desc" field
- **CPT/HCPCS Segment** these fields display standard code segments.
- Indicator these are hospital-defined code segments

- **Code** these fields will automatically fill with any suggested codes for the item, and can be manually changed to accommodate any payor-exclusive codes, such as Worker's Comp
- **Revenue Segment** hospital-defined code segments, and follows the same format as CPT/HCPCS code segments, with defined indicators and editable code fields
- Notes any notes the User chooses to enter on the specific line item being edited can be entered here
- **Code Description** this field displays the full CPT/HCPCS code description
- **Hospital Price** the User can enter the standard (default) price for the item in this field. Any additional prices for the item should be entered in the "**Notes**" field
- **Hi, Lo, Avg, Mid** any available market data from the Peer Market group for this code will be summarized here showing the low, average, midpoint, and high prices
- **Reimb** the assigned reimbursement rate, from the applicable Fee Schedule, will appear here
- **APC Weight** the CMS assigned APC weight (if applicable)
- National Rate the national reimbursement rate for the default code
- **Market Data** the facilities included in your Peer Market group, with the specific price for the item from each facility
- **Status** the current OPPS status of the code will appear in this field

Supply Item Fields – these items are used specifically for supplies

- Fixed Cost the fixed cost of the item, without efficiency or overhead adjustments
- Variable Cost the additional costs to be added to the fixed cost for each incremental use of the item
- Allocated Cost the additional cost allocated from non-revenue departments, to be added to the fixed cost for each additional use
- Total Cost the total cost, with all adjustments added to final product
- Workload the basic workload unit assigned to the item, as defined by the hospital
- UPN the Unit Product Number, for stock tracking

**Pharmacy Fields** – these are used specifically for Pharmacy items

- Unit Multiplier the pharmacy unit multiplier to adjust the claim, to update the J code dose to match the dose received by the patient
- Avg Wholesale Price enter the Average Wholesale Price of the pharmacy item
- Acquisition Cost enter the Acquisition Cost of the pharmacy item
- Avg Sales Price this field displays the average national sales price from the CMS table
- NDC enter the National Drug Code for the item. You can search for a possible J code from this field.

General Ledger Fields - these fields are not required, but can be used if desired

- **Department G/L** enter the department general ledger number to which the charge and revenue are to assigned
- **Relative Value** enter the workload value of the charge, as determined by the Cost Accounting department
- Charge Editable by Dept select the appropriate option, "yes" or "no", for zero price items that will have a price assigned based on the cost of the item
- **Phys Billing** select "**yes**" or "**no**" to create a Physician Billing form on this charge item
- G/L Account Override DO NOT USE
- G/L Stats Component enter the appropriate component as determined by the hospital
- G/L Stats enter the appropriate value, as determined by the hospital
- G/L Stat Value enter the appropriate value, as determined by the hospital

Order Entry Fields - also not required, can be used if desired for the Meditech system

- **OE Category** enter the department, or the division of a department
- **OE Mnemonic** for the alpha code designating the procedure. This code must be unique within the category
- **Procedure Ordered By** Determines if the item can be ordered by the care area, department, or both
- **Procedure Ordered For** determines if the item can be ordered for a patient, department, or both
- **OE Qty Default** enter the standard quantity for the item

• **OE Qty Limit** – enter the maximum limit of the quantity the item can be charged

#### **Replacement/Exploding Codes**

- Action use the drop-down menu to select the appropriate action
- **Procedure Code** displays the procedure code or allows the User to enter a new replacement code for the selected item
- **Description** displays the charge description of the replacement procedure code entered or linked to the selected item
- Charge displays the default charge for the replacement procedure code

#### **Action Buttons**

- Clear this button will clear all fields on the Charge Process tab
- Save and Send First Email Alert when new items or changes have been entered, this button will save the page and send an email to the next person in the selected approval chain
- **Save Only** if the User does not finish the item, and wants to return later, this button will save the changes but will not generate an email to the next person in the approval chain
- Approval Chains Select the appropriate approval chain to be assigned to this charge
- Detail PDF this button will produce a PDF report with all of the detail changes
- **Status PDF** this report will show a complete listing of all open Charge Process items, and the status of the item in the approval chain
- **Meditech Field Descriptions** for the User's reference, this pop-up will detail each of the fields in the Charge Process tab, the type of data the field contains, the format each data type needs, the accepted values if the field can be updated by the User, and the type of action required

# **PARA Healthcare Financial Services**

### Charge Process (continued) - Quick Add Form

De	tail Quick Add						
			Approval Chains:	Demo 1	🖌 📀 Save Charges 🛛	🔾 Add New Row 🛛 🤤 Delete S	5elected Charge(s)
	Departments	Proc Code	Descriptions	Eff Date	Notes	Unit Price Total	Cost Codes
1	H: 3151 GL:	800531234	B: Blood Panel, Metabolic T:	11/01/2009	sample addition	\$150.00	80053,
2							
3							
4							
5							
6							
7							
8							
9							
Ĭ							
10							
11							
12							
13							
1.4							
15							

The Quick Add Form allows the User to add items to the CDM in a basic format, when items need to be added as soon as possible or simply do not require the same level of detail. After an Approval Chain is selected, as each field is clicked a popup window will appear for the User to enter the appropriate information. The fields included are:

- Departments Hospital Department and G/L Department numbers
- **Procedure Code** the individual facility procedure number or charge code
- Descriptions options for the Billing and Technical Descriptions can be entered
- Effective Date
- Notes any necessary notes on the item can be entered in text format, for review by others in the approval chain
- Unit Price (price to be charged to the patient)
- Total Cost (the hospital's cost to perform the service, used as a base for price setting)
- **Codes** the popup will display fields that correspond to the hospital's Billing Indicator Fields. CPT, HCPCS, Medicaid, Other, and Revenue Codes, as well as Unit Multipliers, can be entered.

#### **Approving Charges**

Approvers will receive an email when a charge request requires their approval. The secure link embedded in the email will open a PDF copy of the request:

From To:	m:	PARA Data Editor [DolioReply@para-hcfs.com] Sent: Thu 9/13/2018 7:11 Mary K. McDonnel	PM
Cc			
Sub	ject:	Approval of requested charge	
			-
N	Mary,		
A	A new ch	harge request has been created and needs your approval. Click here to view, edit, and approve this charge.	
١	/ou are o	one of several administrators at Demonstration Hospital [DEMO] responsible for the approval process. The complete list of approvers is as follows:	
N	Marv McI	Donnell	
N	Mary McI	Donnell	
14	Abner Aa	ardvark	
	Suich Aa Kimberly	aluvan Francisco	
k	Cimberly	/ Francisco	
	eslie Na.	tarelli	
N li	∕ou can f you are	approve multiple new charges during the same online session. Simply select another charge from the Pending Charges drop down list in the upper left corner of the Charge Process tab in the PARA Data Editor. e authorized to approve the selected charge, both the Save and Approve buttons will be enabled.	
١.,		andred Datas Disease at 800,000 2222 u211 if you have not surging a Theoli you for using the DADA Data Editor	
1.1	riease ci	untact Peter Ripper at 600 395-5352 x2 f f i you nave any questions. Thank you for using the PARA Data Editor.	
			=

To approve a pending charge, log into the **PDE** and access the Charge Process tab. Clicking the "Approve Only" radio button will filter the pending charge list to only those requests waiting for the User's approval:

ARA Data E	ditor	- Demonstr	ation Hospit	al [DEMO]							dt	Demo		(	Contact Suppo	rt   Lo	g Out
5	Select	Charge Quote	Charge Proces	s Claim/RA	Contracts	Pricing Data	Pricing	Rx / Supplies	Filters	CDM	Calculator	Advisor	Admin	RAC	CAT PARA		
Detail	Quick A	dd Charge	Forms														
Pending Char	ges:	u						~	A	pprove (	only: 🗸	pprove	e Denj	y/Inactiv	ate Delete	2	
Creator:										Action:		▼ Efi	f. Date:		🗌 📝 🖉 Refi	esh	
Search AddB:			Go	Charges:											V		
Weighted Ave Department:	arage Pr 3010	ice: - Total Items	: 00017 - Depa	irtment 3010	NDC:		S	earch									
				4													
Procedures th	nat alrea	ady contain th	his charge:	~													
Proc Code:		Bi	II Desc:					Tech Desc:									
CPT® / HCP	CS Seqr	nent Indica	tor <u>Code</u>		Revenue Sec	gment Ind	icator <u>C</u>	ode	i	Notes							
CPT®					Default					Click he	ere to add	notes.					
Medicare Ou	tpatient				Outpatient Part B												
Medicaid					Other												
Other																	
Code Descript	tion(s)																
Details																	
G/L - O/E																	
Replaceme	nt / Ex	plode Codes															
Clear	Save	and send firs	t email alert	Save o	nly Ap	proval Chains:	KIM S	AMPLE 🗸	Current A	Approver	: Kimber	y Francis	V F	Re-Route	•		~
<							-	• • • • • •								>	
										,							
			Сору	right © 201	5 Peter A. Ri CPT is a red	pper & Associa istered traden	ates, Inc. nark of th	e American Me	<u>@para-h</u> dical Ass	crs.com sociation	Privacy	POLICY					

# **PARA Healthcare Financial Services**

Select a charge from the drop down Pending Charge list, and the "Approve", Deny", and "Delete" buttons will now be active:

( - · ·	or - Demonsu	ation Hospital	[DEMO]					db	Demo		Contact Supp	ort   Lo
Selec	t Charge Quote	Charge Process	Claim/RA	Contracts Prici	ng Data Pricing	Rx / Supplies	Filters CDM	Calculator	Advisor Ad	min RAC	CAT PARA	
Detail Quic	ck Add Charge	Forms										
ending Charges:	32510 - 12345	678 - Comprehe	n metabolic	panel		$\checkmark$	Approve	Only:	Approve	Deny/Inact	tivate Delet	(e
reator: Kimberly	y Francisco						Action	Add	Y Eff. Da	te: 1/1/201	.8 🕜 Re	fresh
earch AddB:		Go Ch	narges:								~	
eighted Average epartment: 40 ocedures that a	e Price: 365 - Total Items already contain th	: 00001 - Depart nis charge: 450	rment 4065 3 - Departm	▶ NDC:	02 - Comprehe	Search	IC PANEL (Pric	e: 590.00 / (	Qty: ) 🗸			
oucher: 32510	Proc Code: 123	345678	Bill Desc: C	omprehen metab	olic panel		Tech Desc:	Comprehen	metabolic par	iel		
<u>PT® / HCPCS S</u> PT® 1edicare Outpati 1edicaid Other	Segment Indica CPT Jent HCPCS CAID OTHE	tor Code 80053 80053 R	R. D 0 Pa	evenue Segment efault utpatient art B ther	Indicator ( UBDFLT (	<u>Code</u> 0300	Notes Click h	ere to add no	otes.			
ode Description(	(s) ORY - GENERAL (	CLASSIFICATION										]
300 - LABORATO			5 PANEL MUS	T INCLUDE THE								^
300 - LABORAT( 2053 - COMPRE IOXIDE (BICARI	HENSIVE METAB BONATE) (82374	) CHLORIDE (824	435) CREATI	NINE (82565) GL	UCOSE (82947)	BUMIN (82040) PHOSPHATASE,	BILIRUBIN, TO ALKALINE (84)	TAL (82247) 175) POTASS	GALCIUM, TO SIUM (84132)	PROTEIN, T	D) CARBON FOTAL (84155)	~
300 - LABORAT( 2053 - COMPRE IOXIDE (BICARI <b>)etails</b>	HENSIVE METAB	) CHLORIDE (82-	435) CREATI	NINE (82565) GL	UCOSE (82947)	BUMIN (82040)	BILIRUBIN, TO ALKALINE (84	TAL (82247) 075) POTASS	CALCIUM, TC	0TAL (82310 PROTEIN, 1	)) CARBON FOTAL (84155)	•
300 - LABORAT( 0053 - COMPRE IOXIDE (BICAR Details	HENSIVE METAB	) CHLORIDE (82	435) CREATI	NINE (82565) GL	UCOSE (82947)	_BUMIN (82040) ) PHOSPHATASE,	BILIRUBIN, TO ALKALINE (84	TAL (82247)	CALCIUM, TC	PROTEIN, T	0) CARBON FOTAL (84155)	•
300 - LABORAT( 2053 - COMPRE IOXIDE (BICAR) Details G/L - O/E	HENSIVE METAB	) CHLORIDE (82	435) CREATI	NINE (82565) GL	UCOSE (82947)	LBUMIN (82040)	BILIRUBIN, TO ALKALINE (844	TAL (82247) 175) POTASS	CALCIUM, TC	DTAL (82310 PROTEIN, 1	)) CARBON FOTAL (84155)	•
300 - LABORAT( 3053 - COMPRE IOXIDE (BICARI Details G/L - O/E Replacement /	ENENSIVE METAB BONATE) (82374 Explode Codes	) CHLORIDE (82	435) CREATI	NINE (82565) GL	UCOSE (82947)	LEUMIN (82040)	BILIRUBIN, TO ALKALINE (84	TAL (82247)	CALCIUM, TG	)TAL (82310 PROTEIN, 1	0) CARBON FOTAL (84155)	•
000 - LABORAT( 0053 - COMPRE IOXIDE (BICAR) Octails 5/L - O/E Replacement / Clear S:	EXPLORE CODES	) CHLORIDE (82-	435) CREATI	NINE (82565) GL	Approver: Mar	BUMIN (82040) PHOSPHATASE,	BILIRUBIN, TO ALKALINE (844	TAL (82247)	CALCIUM, TC	DTAL (82310	)) CARBON FOTAL (84155)	•
000 - LABORATO 1053 - COMPRE IOXIDE (BICARI Details G/L - O/E Replacement / Clear Si	HENSIVE METAB BONATE) (82374 Explode Codes ave App	) CHLORIDE (82- ) CHLORIDE (82- ) croval Chains:	435) CREATI KIM SAMPLE	NINE (82565) GL	Approver: Mar	BUMIN (82040) PHOSPHATASE, y McDonnell	BILIRUBIN, TO ALKALINE (84)	TAL (82247)	CALCIUM, TC	DTAL (82310	)) CARBON FOTAL (84155)	•

Only the current approver can make changes to a request once it has been submitted into the approval chain. The approver can make changes or add notes to the request as necessary, then click one of the indicated buttons. "Approve" will forward the request to the next person in the chain, "Deny/Inactivate" will remove the request from the chain, and the "Delete" button will remove the request from the **PDE** completely.