

*The PARA Data Editor (PDE)*

*Charge Process*



# PARA Healthcare Financial Services

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## Charge Process (continued)

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

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## Charge Process (continued)

- **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

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## Charge Process (continued)

**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

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## **Charge Process (continued)**

- **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

PARA Data Editor - Demonstration Hospital

Select Quote A Price Charge Maintenance Contracts Pricing Data Pricing Rx / Supplies Filters CDM Calculator Advisor Administration

log out

Detail Quick Add

Approval Chains: Demo 1 Save Charges Add New Row Delete Selected 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								
10								
11								
12								
13								
14								
15								

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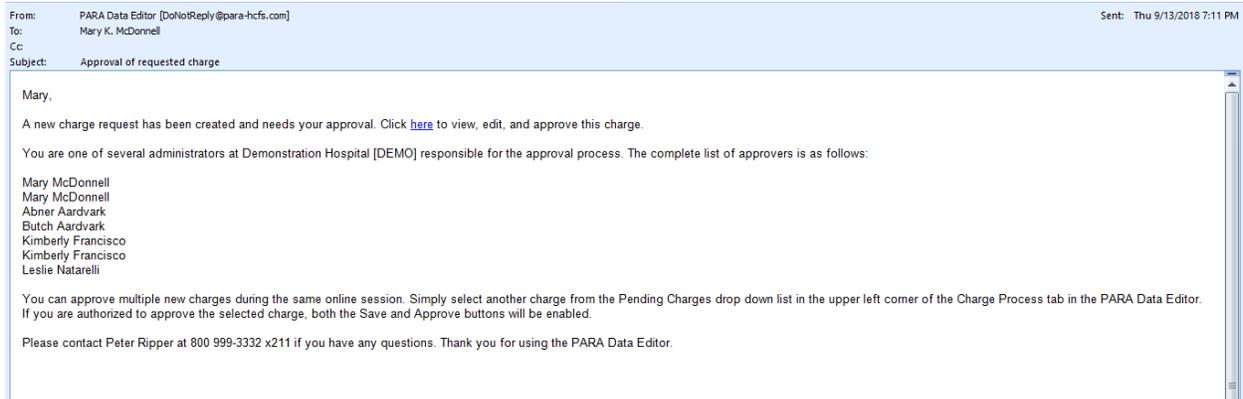
The Quick Add Form allows the User to add items to the CDM in a basic format, when items need to be added as soon as possible or simply do not require the same level of detail. After an Approval Chain is selected, as each field is clicked a popup window will appear for the User to enter the appropriate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

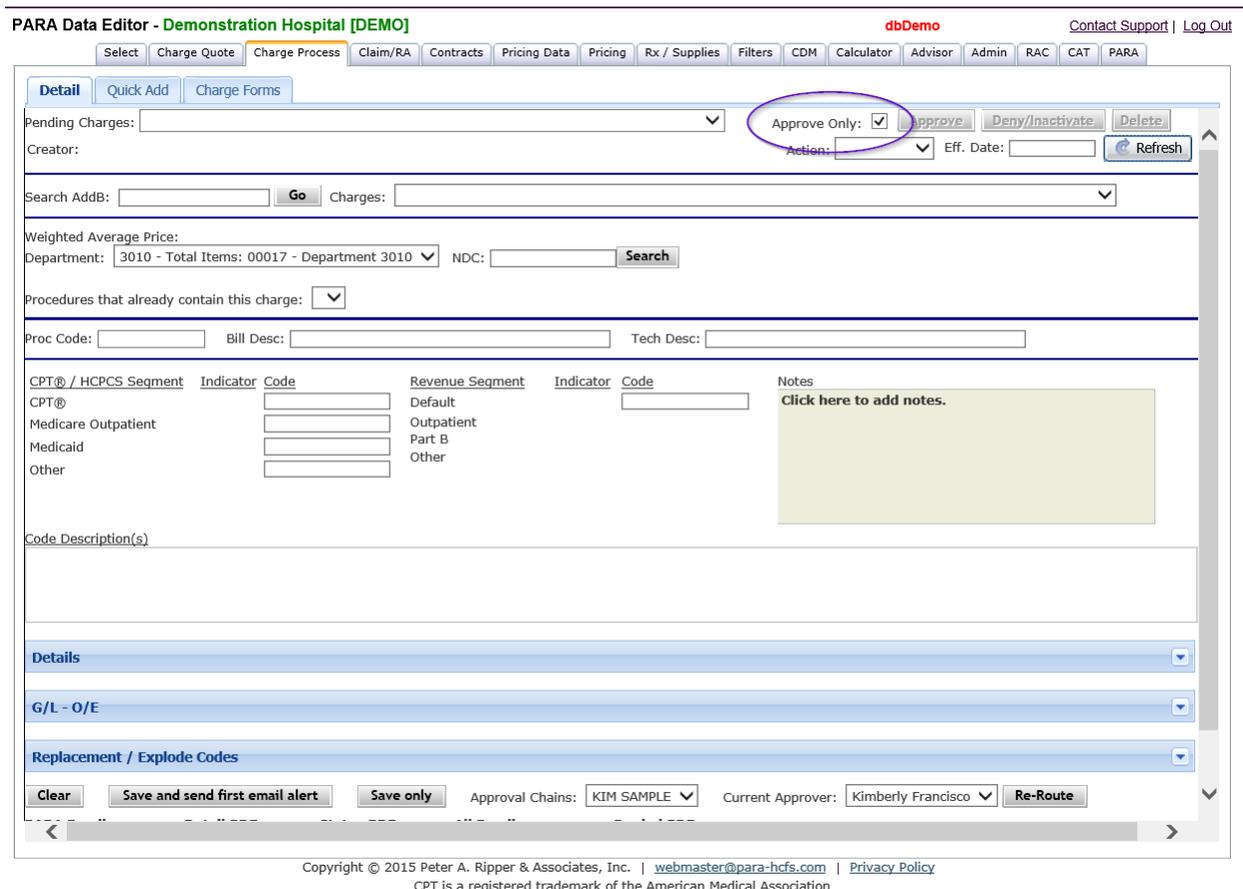
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## Approving Charges

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:



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:



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

PARA Data Editor - Demonstration Hospital [DEMO] dbDemo [Contact Support](#) | [Log Out](#)

Select Charge Quote Charge Process Claim/RA Contracts Pricing Data Pricing Rx / Supplies Filters CDM Calculator Advisor Admin RAC CAT PARA

Detail Quick Add Charge Forms

Pending Charges: 32510 - 12345678 - Comprehen metabolic panel Approve Only:  **Approve** **Deny/Inactivate** **Delete**

Creator: Kimberly Francisco Action: Add  Eff. Date: 1/1/2018

Search AddB:   Charges:

Weighted Average Price:  
Department: 4065 - Total Items: 00001 - Department 4065  NDC:

Procedures that already contain this charge: 4503 - Department 4503 / 6550202 - COMPREHENSIVE METABOLIC PANEL (Price: 590.00 / Qty: )

Voucher: 32510 Proc Code: 12345678 Bill Desc: Comprehen metabolic panel Tech Desc: Comprehen metabolic panel

CPT® / HCPCS Segment	Indicator	Code	Revenue Segment	Indicator	Code	Notes
CPT®	CPT	80053	Default	UBDFLT	0300	Click here to add notes.
Medicare Outpatient	HCPCS	80053	Outpatient			
Medicaid	CAID		Part B			
Other	OTHER		Other			

Code Description(s)  
0300 - LABORATORY - GENERAL CLASSIFICATION  
80053 - COMPREHENSIVE METABOLIC PANEL THIS PANEL MUST INCLUDE THE FOLLOWING: ALBUMIN (82040) BILIRUBIN, TOTAL (82247) CALCIUM, TOTAL (82310) CARBON DIOXIDE (BICARBONATE) (82374) CHLORIDE (82435) CREATININE (82565) GLUCOSE (82947) PHOSPHATASE, ALKALINE (84075) POTASSIUM (84132) PROTEIN, TOTAL (84155)

Details   
G/L - O/E   
Replacement / Explode Codes

Approval Chains: KIM SAMPLE  Current Approver: Mary McDonnell

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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.