



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.

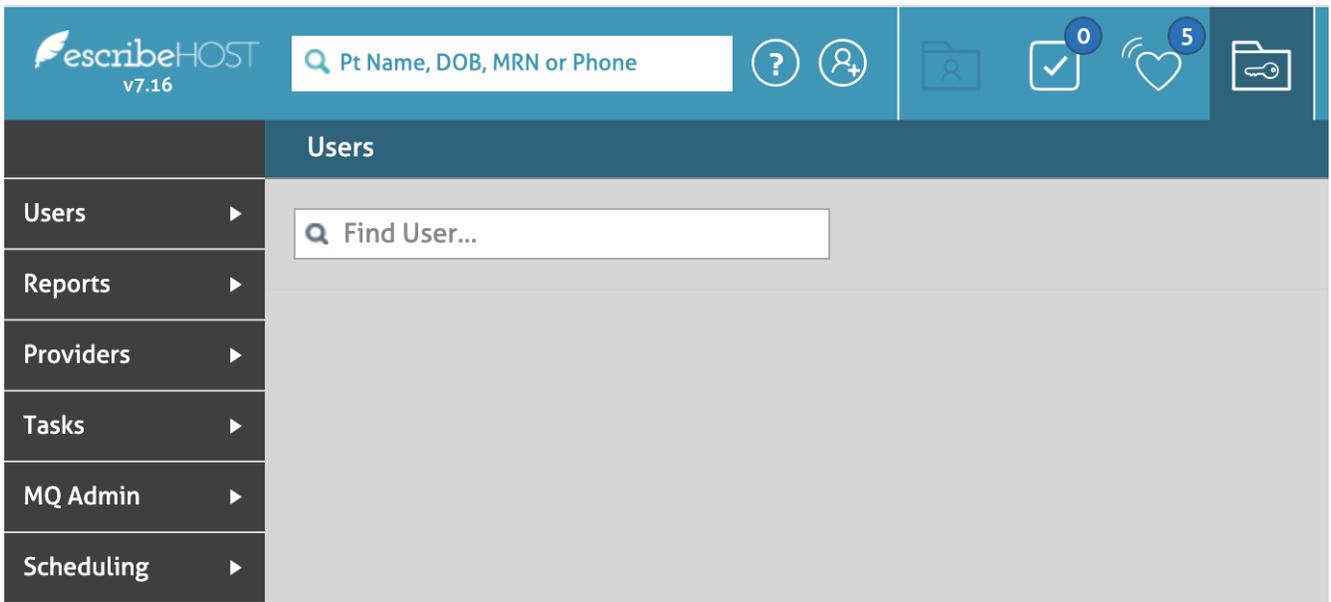
Permissions

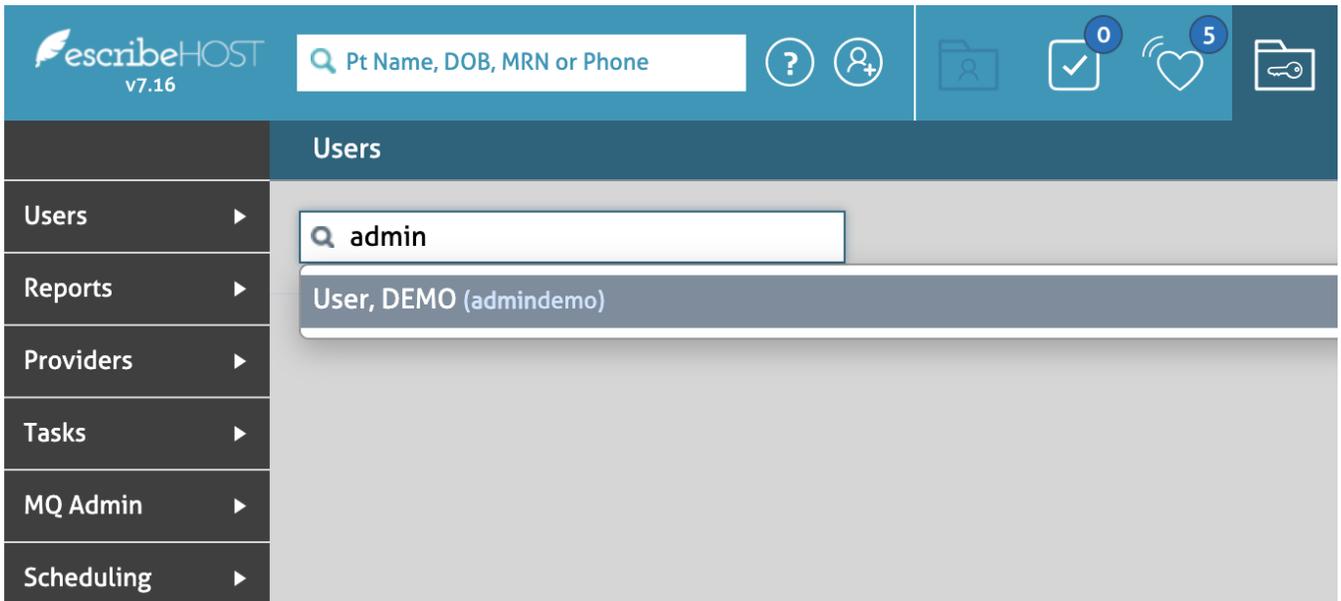
Make sure relevant users have the permissions required to post DFT messages.

Go to **Admin**.

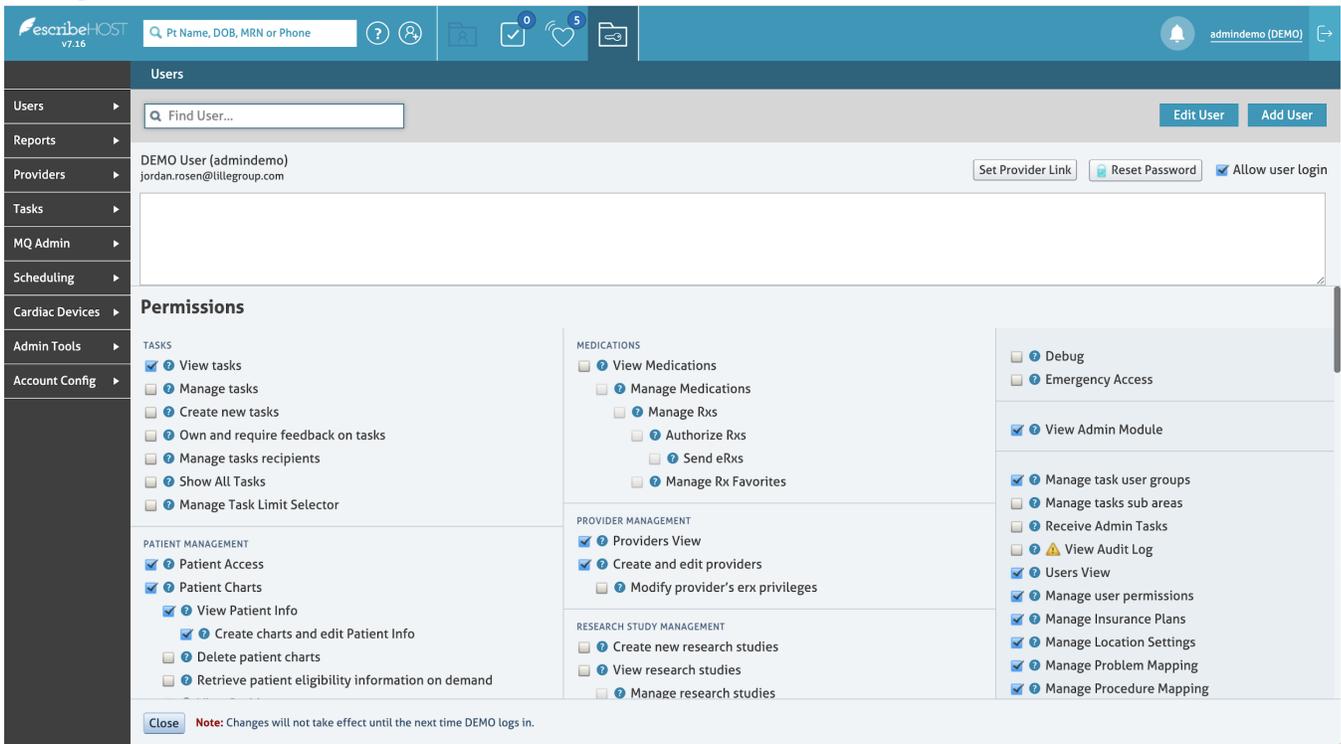


Type the desired Username in the **Find User** field.





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



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

The screenshot shows the escribeHOST v7.16 interface. At the top, there is a search bar for "Pt Name, DOB, MRN or Phone" and several notification icons. The main content area is titled "Users" and contains a search bar for "Find User...". Below this, a user profile for "DEMO User (admindemo)" is shown with the email "jordan.rosen@lillegroup.com". A list of settings for this user is displayed, with the following items checked:

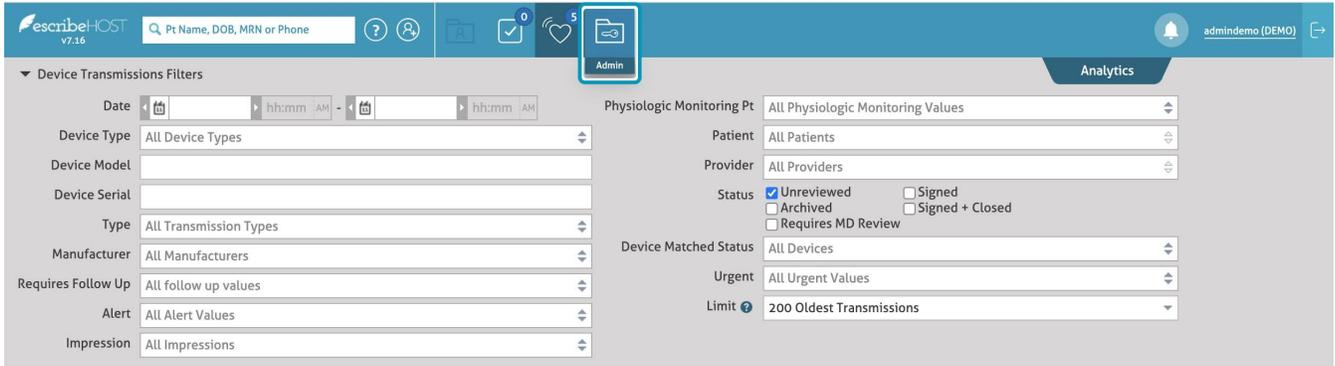
- Manage Cardiac Devices
- View Cardiac Device Transmissions
- Manage Cardiac Device Transmissions
- Create Pt from Unmatched Tx
- View Cardiac Devices Billing
- Manage Cardiac Devices Billing
- Manage HL7 Billing
- Manage Cardiac Devices Config

The "View Cardiac Devices Billing", "Manage Cardiac Devices Billing", and "Manage HL7 Billing" items are grouped together and highlighted with a red rectangular box.

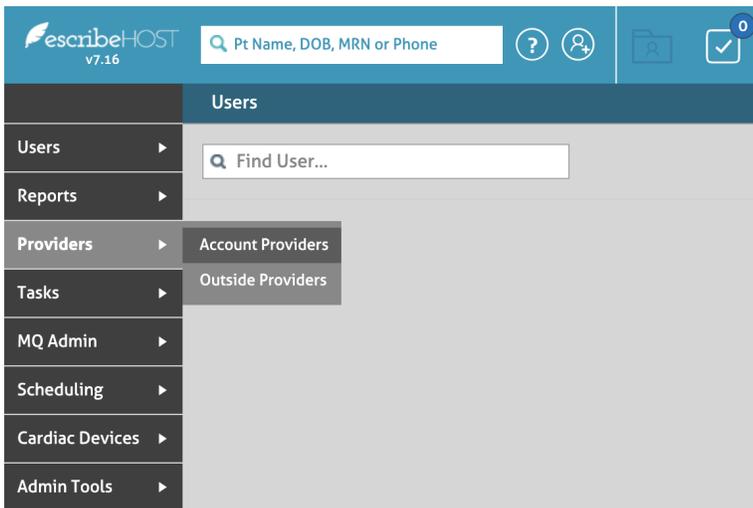
Matching a Provider

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

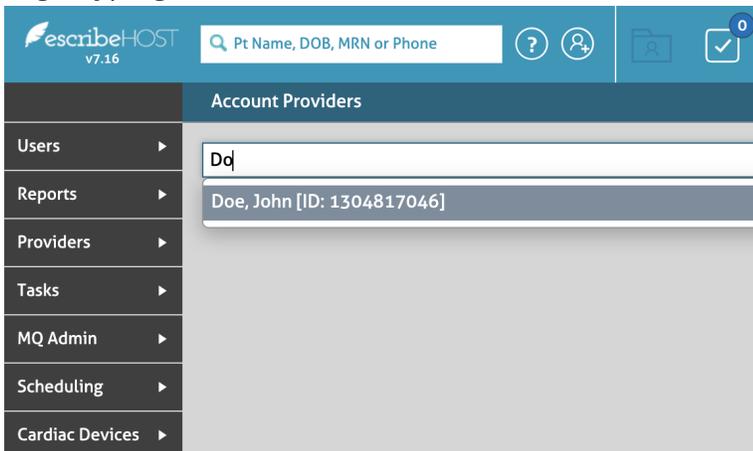
To set the external ID for a provider, go to **Admin**.



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.

The screenshot shows the escribeHOST v7.16 interface. At the top, there is a search bar for 'Pt Name, DOB, MRN or Phone' and several utility icons. The main content area is titled 'Account Providers' and shows a card for 'Doe, John [ID: 1304817046]'. The card is divided into sections: 'Details', 'Contact Information', and 'Account Information'. The 'Contact Information' section includes fields for 'Mobile Phone' (514) 993-9492 and 'Email Address' jdoedemo@test.com. The 'Account Information' section includes 'Provider Type' (Non-Prescriber), 'Scheduled Provider' (Yes), and 'DEA Number' FA1304285. At the bottom of the card, there are two buttons: 'PHR DocType Excludes' and 'Edit'.

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

The screenshot shows the 'Account Provider' edit form. The form is titled 'Account Provider' and includes a search bar. The 'Provider Type' section has radio buttons for 'Non Prescriber' (selected), 'Prescriber (rx)', and 'Surescripts Prescriber (erx)', and a checked checkbox for 'Scheduled Provider'. The 'Active' checkbox is also checked. The 'External ID' field is highlighted with a blue border and contains the value '736284022'. Other fields include 'NPI', 'Office Phone', 'Fax Number', 'Mobile Phone', 'Email address', 'First Name', 'Middle Name', 'Last Name', 'DEA Number', 'NADEAN', 'License Number', 'Address Line 1', 'Address Line 2', 'City/Town', 'Zip/Postal Code', 'State/Province', 'Country', and 'TIN/Location'. The 'Country' field is set to 'USA'. At the bottom, there are buttons for 'Cancel', 'Save and Continue Editing', and 'Save'.

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

The screenshot shows the escribeHOST v7.16 interface. The top navigation bar includes the logo, a search bar for 'Pt Name, DOB, MRN or Phone', and several utility icons. A sidebar on the left lists navigation options: Users, Reports, Providers, Tasks, MQ Admin, Scheduling, Cardiac Devices, Admin Tools, and Account Config. The main content area is titled 'Account Providers' and displays a profile for 'Doe, John [ID: 1304817046]'. The profile details are as follows:

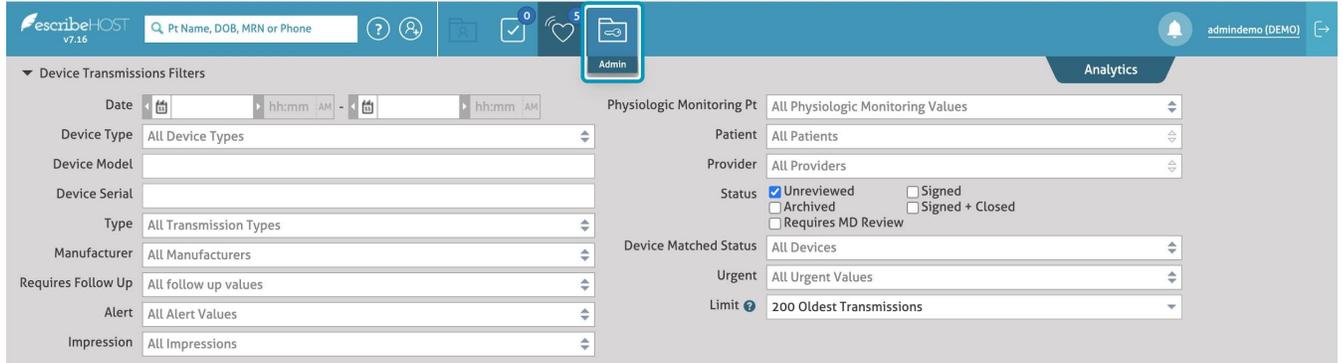
Details	
External ID	736284022
Contact Information	
Mobile Phone	(514) 993-9492
Email Address	jdoedemo@test.com
Account Information	
Provider Type	Non-Prescriber
Scheduled Provider	Yes
DEA Number	FA1304285

At the bottom of the profile card, there are two buttons: 'PHR DocType Excludes' and 'Edit'.

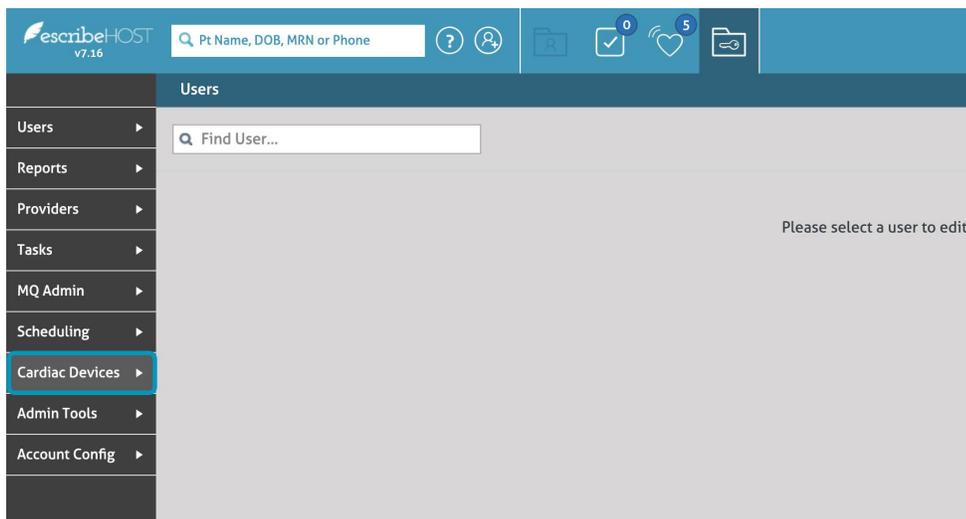
Selecting Bills for posting

How and where to select Bills for posting.

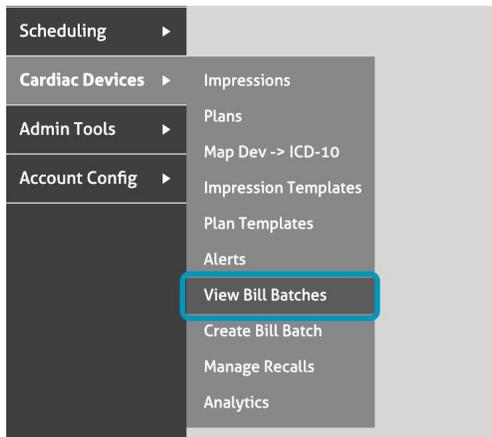
Go to **Admin**.



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



Click on **View Bill Batches**.



Select the desired **Date Range**.

The screenshot shows the top navigation bar with the escribeHOST v7.16 logo, a search bar for 'Pt Name, DOB, MRN or Phone', and several utility icons. Below the navigation bar is a sidebar menu with options: Users, Reports, Providers, Tasks, MQ Admin, Scheduling, Cardiac Devices, Admin Tools, and Account Config. The main content area is titled 'View Bill Batches' and contains a 'Filters' section. Under 'Filters', there is a 'Date Range:' field with two calendar icons. A calendar for February 2021 is displayed, showing days from 1 to 28. A 'Search' button is visible to the left of the calendar. Below the calendar, the text 'Click Search to display a list of Bill Batches' is partially visible.

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

This screenshot shows the same 'View Bill Batches' page. The 'Date Range:' field now displays '02/01/2021' and '03/27/2021'. The 'Search' button is highlighted with a red border. Below the 'Search' and 'Clear All' buttons, the text 'Click Search to display a list of Bill Batches' is fully visible. The sidebar menu is partially visible, showing 'Users', 'Reports', 'Providers', 'Tasks', 'MQ Admin', and 'Scheduling'.

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.

Reports	Date	Successfully Posted Bill Count	Total Bill Count
Providers	03/18/2021	1	1
Tasks	01/05/2021	0	3
MQ Admin	12/07/2020	0	1
Scheduling	10/26/2020	0	1
Scheduling	10/11/2020	0	1
Cardiac Devices	07/28/2020	0	1
Admin Tools	07/28/2020	0	1
Account Config	07/08/2020	0	2
	06/09/2020	5	5
	01/28/2020	0	1
	12/14/2019	0	1
	11/14/2019	78	80
	09/08/2019	0	1
	08/09/2019	0	1
	08/08/2019	0	1
	08/07/2019	0	1
	07/30/2019	0	0
	07/08/2019	0	0
	07/08/2019	0	1
	07/04/2019	0	1
	06/28/2019	0	1

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**.

Bill Date	Patient	Dev Type	Type	Physio	RCP	Prof	Tech	ICD-10	Provider	A	S	R	
06/09/2020	Anna, Fromm	MON	Monitor	N		93298	G2066	R00.2	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	John, Doe (642642642)	MON	Physio	Y		93297	G2066	Z95.0	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	Ralph, Anderson (1234567)	CRT_D	Physio	Y		93297	G2066	Z95.810	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	Carl, Mendelson (76564434)	ICD	Physio	Y		93297	G2066	I50.9	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	Vera, King (225442319)	MON	Monitor	-		93298	G2066	I67.89	Doe, John	0	0	0	<input type="checkbox"/>

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.

The screenshot shows the 'View Bill Batches' interface in escribeHOST 7.1.6. The top navigation bar includes a search field for 'Pt Name, DOB, MRN or Phone', notification icons, and a user profile for 'admindemo (DEMO)'. The main content area displays a table of bill batches for the date 06/09/2020, with a count of 5. A dropdown menu is open over the 'Post DFTs' column, showing options for 'Post Professional DFT' and 'Post Tech DFT'. The table below lists bill batches with columns for Bill Date, Dev Type, Type, Physio, RCP, Prof, Tech, ICD-10, Provider, and selection checkboxes (A, S, R).

Bill Date	Dev Type	Type	Physio	RCP	Prof	Tech	ICD-10	Provider	A	S	R	
06/09/2020	MON	Monitor	N		93298	G2066	R00.2	Doe, John	0	0	0	<input checked="" type="checkbox"/>
06/09/2020	MON	Physio	Y		93297	G2066	Z95.0	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	CRT_D	Physio	Y		93297	G2066	Z95.810	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	ICD	Physio	Y		93297	G2066	I50.9	Doe, John	0	0	0	<input type="checkbox"/>
06/09/2020	MON	Monitor	-		93298	G2066	I67.89	Doe, John	0	0	0	<input type="checkbox"/>

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**

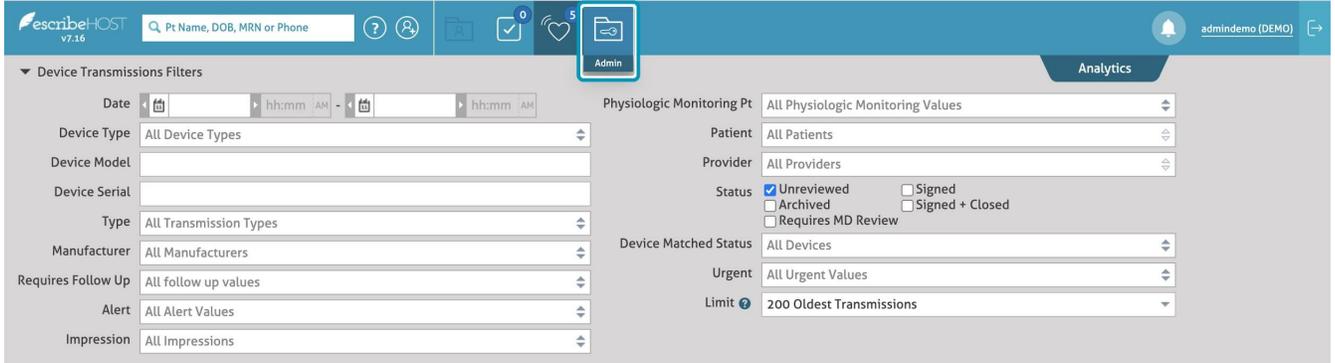
NOTE: The icons will not refresh automatically while on this page. You must refresh manually, or navigate away and return.

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	<input type="checkbox"/>
John, Doe (642642642)	MON	Physio	Y		🕒 93297	🕒 G2066	Z95.0	Doe, John	0	0	0	<input type="checkbox"/>
Ralph, Anderson (1234567)	CRT_D	Physio	Y		🕒 93297	🕒 G2066	Z95.810	Doe, John	0	0	0	<input type="checkbox"/>
Carl, Mendelson (76564434)	ICD	Physio	Y		🕒 93297	🕒 G2066	I50.9	Doe, John	0	0	0	<input type="checkbox"/>
Vara, King (225442319)	MON	Monitor	-		🕒 93298	🕒 G2066	I67.89	Doe, John	0	0	0	<input type="checkbox"/>

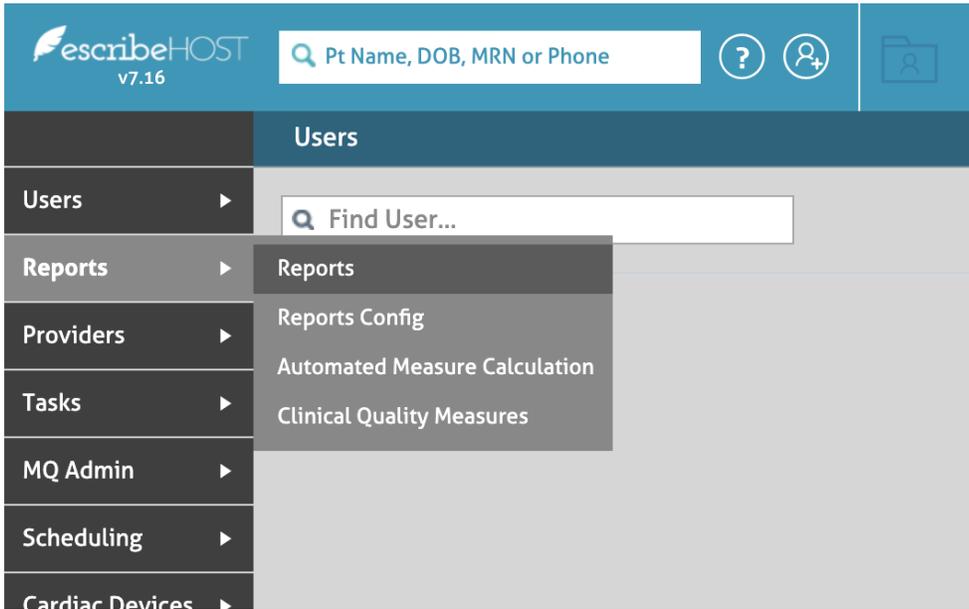
CPT Report

How to download a Charge Processing report.

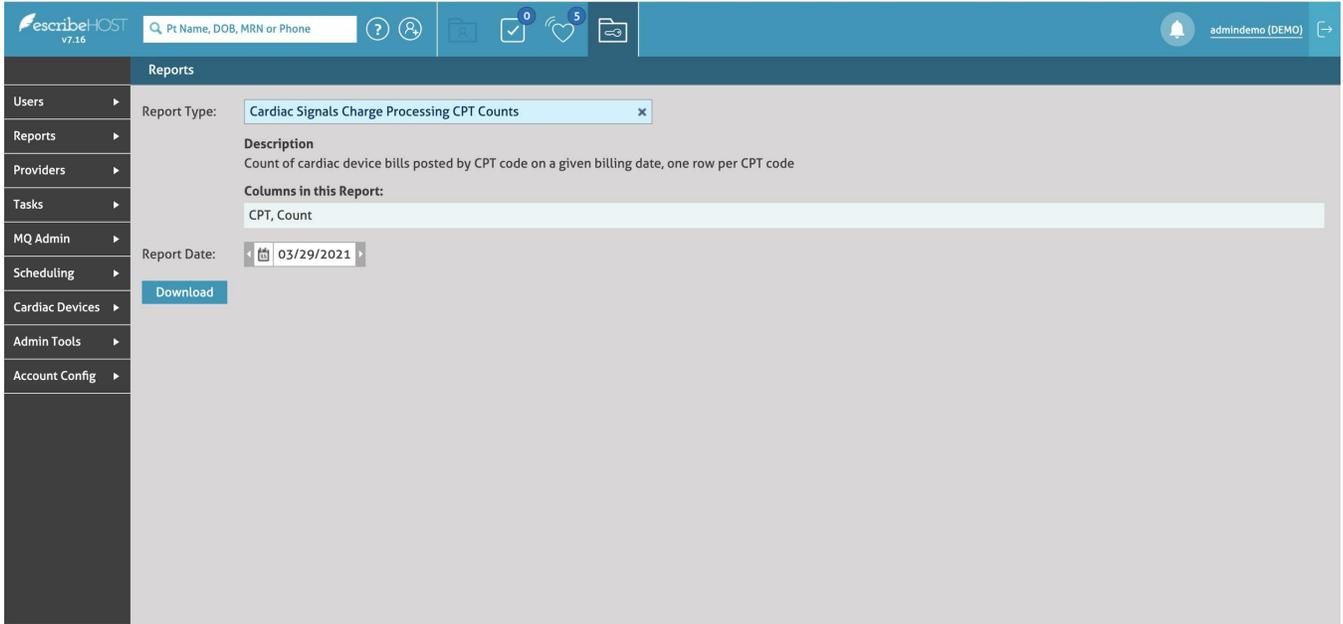
Go to **Admin**.



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.

