



## EMR Components Designed For Long Term Care

### Prerequisites

- Revenue Codes set up in system with facility charge rate and GL code mapping completed.

### Overview

This tutorial will guide you through the process of importing and/or entering HCPCS Charges into the Medeasy3 System.

### HCPCS Charges Imports

The Medeasy3 System has the ability to import therapy charges from any therapy provider’s software. If you would like to take advantage of this feature we are happy to send your therapy provider’s software company the specifications to import the charges instead of hand keying them. Click the RECEIVABLES button then click the HCPCS CHARGE IMPORT button on the left menu bar. When you click the IMPORT button a file browsing screen appears that enables you to navigate to the file for importation.

Once the importation is complete you can then post the charges to the HCPCS Charge Master. Imported files are electronically stored in the Medeasy3 System.

#### HCPCS File Import

Select a HCPCS charge file and import the contents.

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File contents will appear in HCPCS master after you import and then post the file.

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C:\Users\Charlie Hehn\Desktop\FifA1111.t



EMR Components Designed For Long Term Care

You can quickly tell when the file was imported, by whom, the file name and know the how many charges were posted to the HCPCS Charge Master; and know how many charges in total there are.

	ID	Date Created	File Name	Created By	Posted	# Records Read	# Records Posted
Select	1	2011-12-30	FifA1111.txt	charlieh	<input checked="" type="checkbox"/>	951	951

As a safeguard the system will not allow the importation of the same file twice. If you try to import the file again you will get the following alert. This is especially helpful with multi-facility operators that may not import HCPCS Charges for all facilities at the same time. Also, an additional safeguard has been created for multi-facility operators that accidentally import the file from the wrong facility. The system will accept the file but will not be read and not available for posting to the HCPCS Charge Master.

**HCPCS File Import**

Select a HCPCS charge file and import the contents.

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Error. That file has already been imported.

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## EMR Components Designed For Long Term Care

### HCPCS Charge Master

The Medeasy3 System displays by default all “unattached” charges that were imported and or entered manually into the HCPCS Charge Master. The screen shot below shows the first page of the 951 HCPCS charges imported. The system matches the charges to the resident and retrieves the facility charge rate that is stored in the Revenue Codes are of the system. “Unattached” charges means the charges have not been attached to any claims. To view charges that are attached to claims simply click the Unattached Charges toggle in blue to view that information. The detail is stored in the system for future review if needed. The default view also shows the HCPCS Charges imported for all relative residents. To review the charges for a specific resident simply select the resident from drop down box to display those specific records.

Those HCPCS Charges that are relative to Medicare Part A Claims roll up into the Ancillary Charge Master when claims are created from census. In addition, they are not removed from the HCPCS Charge Master, just flagged.

### HCPCS Charge Master



Maintain HCPCS Charges

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh

New

Edit

Delete

Info

Unattached Charges ←

	ID	Resident	Claim ID	Revenue	HCPCS	Modifiers	Clinical Description	Units	Svc Date	Charges
<a href="#">Select</a>	10			0420	97110		Imported from file	1	2011-11-01	35.00
<a href="#">Select</a>	11			0420	97116		Imported from file	1	2011-11-01	35.00
<a href="#">Select</a>	12			0420	97110		Imported from file	1	2011-11-02	35.00
<a href="#">Select</a>	13			0420	97116		Imported from file	1	2011-11-02	35.00
<a href="#">Select</a>	14			0420	97116		Imported from file	1	2011-11-03	35.00
<a href="#">Select</a>	15			0420	97116		Imported from file	2	2011-11-04	35.00
<a href="#">Select</a>	16			0420	97530		Imported from file	1	2011-11-04	35.00
<a href="#">Select</a>	17			0420	97110		Imported from file	1	2011-11-07	35.00
<a href="#">Select</a>	18			0420	97116		Imported from file	1	2011-11-07	35.00
<a href="#">Select</a>	19			0420	97110		Imported from file	1	2011-11-08	35.00
<a href="#">Select</a>	20			0420	97116		Imported from file	1	2011-11-08	35.00
<a href="#">Select</a>	21			0420	97116		Imported from file	1	2011-11-09	35.00

1 2 3 4 5 6 7 8 9 10 ...

**On the WEB**

www.medeasyinc.com

**Solution Questions**

info@medeasyinc.com

**Support Questions**

support@medeasyinc.com



## EMR Components Designed For Long Term Care

### HCPCS Charge Master – Entering HCPCS When Importation Is Not Available

The HCPCS Charge Master enables you to enter the HCPCS charges in one central area for application to claims. When claims are created these charges are pulled into the claim charges tab for each claim. The Clinical Description has a purpose for both imported and keyed in HCPCS charges. Some payors require a description for the non-specific or non-classified HCPCS charge in order to adjudicate the claim. This is a new requirement for EDI claims under the 5010 format. Your therapy provider will be able to provide you the description for any non-specific or non-classified HCPCS charge.

#### HCPCS Charge Master

Maintain HCPCS Charges

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

#### Unattached Charges

	ID	Resident	Claim ID	Revenue	HCPCS	Modifiers	Clinical Description	Units	Svc Date	Charges
<a href="#">Select</a>	1	McCook, Roger D		0440	92508	KX GO		1	2011-10-01	26.78
<a href="#">Select</a>	2	McCook, Roger D		0420	95857			3	2011-10-02	59.88
<a href="#">Select</a>	3	McCook, Roger D		0420	95857			2	2011-10-03	39.92

To enter a new charge in the HCPCS Charge Master click the NEW button and the following screen appears.

#### HCPCS Charge

Maintain Individual HCPCS Charge

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HCPCS Code

Modifiers

Discipline (PT, OT or ST)

Revenue Code

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Resident

Quantity

Service Date

Clinical Description

ONLY Enter Clinical Description when required by the payor (e.g. to explain nonspecific HCPCS Codes, etc.)



## EMR Components Designed For Long Term Care

You can key in directly the HCPCS Code or look it up by clicking the magnifying glass.

HCPCS Code

- 11044 Debride Tissue/muscle/bone
- 29065 Application of long arm cast
- 29075 Application of forearm cast
- 29085 Apply handwrist cast
- 29105 Apply long arm splint
- 29125 Apply forearm splint
- 29126 Apply Forearm splint
- 29130 Application of finger splint
- 29131 Application of finger splint
- 29200 Strapping of chest
- 29220 Strapping of low back
- 29240 Strapping of shoulder
- 29260 Strapping of elbow wrist
- 29280 Strapping of hand or finger
- 29345 Application of long leg cast
- 29365 Application of long leg cast
- 29405 Apply short leg cast
- 29445 Apply rigid leg cast
- 29505 Application long leg splint
- 29515 Application lower leg splint
- 29520 Strapping of hip
- 29530 Strapping of knee
- 29540 Strapping of ankle
- 29550 Strapping of toes
- 29580 Application of paste boot
- 29590 Application of foot splint
- 64550 Apply neurostimulator
- 82962 Glucose Monitoring Test
- 90657 INFLUENZA VACCINESPLIT VIRUS6-35
- 90804 Psytx office (20-30)

Select the charge, enter the modifiers, select the discipline and the revenue code is auto selected, the resident is pre-selected from the previous screen and is changeable if needed, enter the number of unit, service date and clinical description if applicable. When the SAVE button is clicked then charge is saved, alerts you in red text what your last entry was and is readied for the next entry. Repeat this process until your charges are entered.

### HCPCS Charge

Maintain Individual HPPCS Charge

Last entry: McCook, Roger D 12/01/2011. 1 \* HCPCS Code: 92508 Charges: 26.78

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HCPCS Code

Modifiers

Discipline (PT, OT or ST)

Revenue Code

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Resident

Quantity

Service Date

Clinical Description

ONLY Enter Clinical Description when required by the payor (e.g. to explain nonspecific HCPCS Codes, etc.)