



## 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 Ancillary Charges into the Medeasy3 System.

### Ancillary Charge Master

Click on the RECEIVABLES button; click the ANCILLARY CHARGE MASTER button then the NEW button.

The screenshot shows the MedEasy3 interface. At the top, a navigation bar includes buttons for Home, Admin, Admissions, Clinical, **Receivables** (highlighted with a red box), Payables, Gen Ledger, and Reports. Below this, a sub-menu for 'Receivables' is open, showing options like Resident Policies, Resident Claims, Claims From Census, Claim File Management, **Ancillary Charge Master** (highlighted with a red box), HCPCS Charge Master, HCPCS Charge Imports, Inquire Receivables, and Enter Remittances. The main content area displays the 'Ancillary Charge Master' form. It includes a 'Maintain Ancillary Charges' section with dropdowns for Facility (McCook's Long Term Care and Rehab) and Resident (McCook, Roger D). A toolbar below the form contains icons for Refresh, **New** (highlighted with a red box), Edit, Delete, and Info. At the bottom, there is a table titled 'Unattached Charges' with one row of data:

	ID	Resident	Claim ID	Code	Date	Description	Quantity	Total	Reimbursable
<a href="#">Select</a>	1	McCook, Roger D		0250	10/01/2011	Pharmacy	2	75.00	<input checked="" type="checkbox"/>

Choose the Revenue Code, enter the mark up ratio you desire, select the resident, and enter the remaining information.

#### Create New Ancillary Charge(s)

Maintain Individual Ancillary Charges

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Revenue Code:

Markup Ratio:

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Comment:

Resident:

Reimbursable:

Service Date:

Pre-markup Rate:

Quantity:



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You have the option of either entering one Revenue Code for every resident or entering all Revenue Codes for one resident. Below is a screen shot of all ancillary charges entered for one resident.

- [Resident Policies](#)
- [Resident Claims](#)
- [Claims From Census](#)
- [Claim File Management](#)
- [Ancillary Charge Master](#)
- [HCPCS Charge Master](#)
- [HCPCS Charge Imports](#)
- [Inquire Receivables](#)
- [Enter Remittances](#)

Logged on as: **charlieh**

### Ancillary Charge Master

Maintain Ancillary Charges

Facility:

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

Refresh New Edit Delete Info

**All Charges**

	ID	Resident	Claim ID	Code	Date	Description	Quantity	Total	Reimbursable
<a href="#">Select</a>	2	McCook, Roger D	299	0250	11/14/2011	Pharmacy	1	2099.60	<input checked="" type="checkbox"/>
<a href="#">Select</a>	48	McCook, Roger D	299	0250	11/15/2011	Pharmacy	1	250.00	<input checked="" type="checkbox"/>
<a href="#">Select</a>	3	McCook, Roger D	299	0300	11/14/2011	Laboratory	1	205.80	<input checked="" type="checkbox"/>
<a href="#">Select</a>	5	McCook, Roger D	299	0420	11/14/2011	Physical Therapy	52	1820.00	<input checked="" type="checkbox"/>
<a href="#">Select</a>	49	McCook, Roger D	299	0420	11/15/2011	Physical Therapy	10	0.00	<input checked="" type="checkbox"/>
<a href="#">Select</a>	6	McCook, Roger D	299	0430	11/14/2011	Occupational Therapy	46	2300.00	<input checked="" type="checkbox"/>
<a href="#">Select</a>	7	McCook, Roger D	299	0440	11/14/2011	Speech/Language Pathology	12	600.00	<input checked="" type="checkbox"/>

When claims are created from census these charges are attached to the claims. The charges will remain in the system but are flagged as attached by the associated Claim ID listed in the Claim ID column. This is handy for review in the future.