Current State: Outpatient billing of physician services (professional fees) currently occurs on paper for providers. Providers complete charge tickets (aka superbills) to communicate to the Billing department what services were completed during the clinic visit. The REQUIRED elements include:

- Date of Service
- Diagnosis(es) – what diagnosis(es) were addressed to justify the charges
- Level of Service (i.e. 99213 for an established moderate level office visit)
- CPT Modifiers - modifications to the level of service, common outpatient ones include:
  - GC
    Direct supervision of teaching visit – the attending physician is directly present for portions of the history and physical exam. This may occur in the presence of the resident physician or independently. The attending physician must document in the chart their direct supervision of the visit. Example: Attending Wong oversees the work of Resident Smith. Resident Smith documents a complete visit note. Attending Wong documents “I interviewed and examined the patient. I reviewed this case with Resident Smith and we have agreed upon our assessment and plan together. Please refer to his clinic note for further details.” Resident Smith would then place a charge for an office visit and forward for co-signature to Attending Wong. Attending Wong would cosign the charge order with a GC modifier because it was a direct teaching visit where the attending also interviewed and examined the patient AND the attending documents a note that references portions of the resident physician’s documentation for billing purposes. The resident would also forward their documentation to the attending for co-signature.
  - GE
    Indirect supervision of teaching visit – should be used when the supervision does not involve the attending actually interviewing nor examining the patient. The resident physician discusses the case with the attending, an agreement is made and the attending co-signs the documentation and billing charges.
  - 25
    CPT modifier -25 is used when on the day of a procedure, the patient required a separately identifiable evaluation and management (E&M) service above and beyond the other service provided or beyond the usual preoperative and postoperative care associated with the procedure that was performed.
    Example of Proper Use of Modifier -25
    An established patient is seen for a 2cm finger laceration. The patient also asks the physician to evaluate swelling of her right knee that is causing pain.
    Correct Codes – 12001 and 99213-25

Modifier -22; Increased Procedural Services
Modifier -25; Significant, Separately Identifiable E&M Service
Modifier -26; Professional Component Modifier -TC; Technical Component
Modifier -50; Bilateral Procedures
Modifier -51 and Multiple Procedure Logic
Modifier -53; Discontinued Procedure
Outpatient Billing in PowerChart - Step by Step

- Verify that it is the correct PATIENT and correct inpatient ENCOUNTER before placing charges
- Charges should be placed on the day that services were performed

Step 1: Find the Appropriate Charge

Within the CORRECT patient’s chart, click on “ADD” next to ORDERS in the Table of Contents

Go to the Departmental Folders section (small icon that looks like a house if not already there)

Click on the Folder that corresponds to the Clinic/Discipline of the provider, if not available, select a comparable Clinic or Discipline
Find the appropriate sub-folder, i.e. “Family Medicine E/M Codes”

Find the appropriate charge from the list and click on the charge to place an order

*** If you are unable to find the appropriate charge, search for the charge in the Order Search Field
Step 2: Completing the Order details

Complete the subsequent details including:

- Requested Start Date/Date of Service should be the date the services were performed. If the charges are placed late, this date MUST reflect the DATE services were performed.
- CPT Modifier (see above for common choices)
- Diagnosis (es)
Step 3: Review the Charges (optional)

On the top of the screen there is a toolbar option for “Chart”

Scroll down the menu choices, there is an option for “View Charges”

The charges placed should be listed in chronological order including any charges you placed