

Entering Information for Hospitalization, Illness, and Disability

Let's start out by clicking on the *Patients* folder.

Phones, SSN, DOB (9)

Patient Number	Color	Last Name	First Name	MI	Title	Home Phone	Work Phone	SSN	Birthday	Age	Chart	Email
10001		Stacey	Keith	A	Mr.	205.353.0023			5/17/1964	49	10001	
10002		Osagbue	Vincent	K	Mr.	205.343.0946			11/25/1978	35	10002	
10003		Snyder	William	B	Mr.	205.350.3948			12/3/1991	32	10003	
10004		Roberts	Jorge		Mr.	205.351.8821			8/18/1948	65	10004	
10005		Bender	David		Mr.	205.353.2285			1/23/1987	27	10005	
10006		White	Sue		Miss	205.334.0187			9/17/1981	32	10006	
10007		Kendrick	Kate	C	Miss	205.351.0158			3/7/1975	39	10007	
10008		Lewis	Arthur	D	Mr.	205.355.0143			5/18/1948	65	10008	
10009		Lewis	Beatrice	R	Mrs.	205.355.0143			8/1/1951	62	10009	

Record: 14 | 5 of 9

Then, double-click on a patient to bring up the patient's window. From here, we will click on the *Charge- F6 tab*.

The screenshot shows a medical software window titled "#10005 - Bendler, David, h: (205)353-2285, 1/23/1987, 1:Cigna Healthcare". The "Charge - F6" tab is selected and highlighted with a red box. The interface includes various dropdown menus for Policies, Prior Authorizations, Diagnosis Codes, Parameters, Patient Conditions, Hospitalization, Illness, Miscellaneous Items, and Disability. Below these is a table of charges with columns for DOS, Thru DOS, POS, EMG, Code, M1-M4, CPT Amount, Ins1, Pmnt, Copay, Units, Diag Ptrs, Amount, EPSDT, and Stat.

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Pmnt	Copay	Units	Diag Ptrs	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

At the bottom of the window, there are radio buttons for "Professional" and "Institutional", with "Professional" selected.

On the bottom box on the left-hand side, there will be a box entitled *Hospitalization*. You can edit this box to show needed information in *Box 18* on claim forms.

The screenshot shows a medical billing software window titled "#10005 - Bendler, David, h: (205)353-2285, 1/23/1987, 1:Cigna Healthcare". The interface includes a menu bar with options like New, Find, Refresh, Save, Printer, Delete, Folders, Recent, Options, Alerts, and Templates. Below the menu bar are tabs for Edit - F3, Summary - F5, Charge - F6, Payment - F7, Billing - F8, Notes - F9, and Transactions - F10. The main area contains several sections:

- Policies:** Primary: 1 - (A) Cigna Healthcare ^ c5000
- Prior Authorizations / CLIA:** Primary, Secondary, Tertiary, Quaternary
- Diagnosis Codes:** A. 300.01, B. 278.01, C., D., E., F., G., H., I., J., K., L.
- Parameters:** Fee Schedule, Facility, Provider: Little, Do - DAD, Referral, UPIN
- Patient Conditions Related To:** Employment: No, Situation: Neither, State: NONE, Box 10d
- Miscellaneous Items:** Box 19, Box 20 Lab Fees: 0, Recall Date, ICD Code Version: ICD 9
- Disability:** Extent: None, From, To
- Hospitalization:** From, To (highlighted with a red box)
- Illness:** Type: None, Current, Similar Illness, Qualifier: None

At the bottom, there is a table with columns: DOS, Thru DOS, POS, EMG, Code, M1, M2, M3, M4, CPT Amount, Ins1, Pmnt, Copay, Units, Diag Ptrs, Amount, EPSDT, and Stat. The table contains two rows of data:

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Pmnt	Copay	Units	Diag Ptrs	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

At the bottom of the window, there are buttons for "Professional" and "Institutional".

The first row is entitled *From*, and you can type-in or select a start date that the patient was hospitalized. The next row is entitled *To*, and you can type-in or select an end date that the patient was hospitalized. For example, the patient checked in to the hospital on 3/24/2014 and checked out of the hospital on 3/30/2014.

#10005 - Bendler, David, h: (205)353-2285, 1/23/1987, 1:Cigna Healthcare

Find Bendler, David

Refresh Save Printer Delete Folders Recent Options Alerts Templates Go Back

Edit - F3 Summary - F5 Charge - F6 Payment - F7 Billing - F8 Notes - F9 Transactions - F10

New Find 10005 - 6 Name: 7/17/2012 1:03:56 PM Edit Policies Edit Managed Care - LESS

Policies
 Primary 1 - (A) Cigna Healthcare ^c5000
 Secondary
 Tertiary
 Quaternary

Parameters
 Fee Schedule
 Facility
 Provider Little, Do - DAD
 Referral
 UPIN

Hospitalization
 From 3/24/2014
 To 3/30/2014

Prior Authorizations / CLIA
 Primary
 Secondary
 Tertiary
 Quaternary

Patient Conditions Related To
 Employment No
 Situation Neither
 State NONE
 Box 10d

Illness
 Type None
 Current
 Similar Illness
 Qualifier None

Diagnosis Codes
 A. 300.01
 B. 278.01
 C.
 D.

Diagnosis Codes
 E.
 F.
 G.
 H.

Diagnosis Codes
 I.
 J.
 K.
 L.

Miscellaneous Items
 Box 19
 Box 20 Lab Fees 0
 Recall Date
 ICD Code Version ICD 9

Disability
 Extent None
 From
 To

Filters Include Links Auto-Update Box21(Diagnosis Pointers)

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Pts	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

Record: 1 of 2

Professional Institutional

The box to the right of the *Hospitalization* box is entitled *Illness*. You can edit this box to show needed information in *Box 14* and *Box 15* on claim forms.

The screenshot shows a medical billing software interface. The 'Illness' section is highlighted with a red box. Below the 'Illness' section is a table of charges.

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Ptrs	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

The first row is entitled *Type*, and in the drop-down box you can select *None*, *Illness*, or *Pregnancy*. The next row is entitled *Current*, and this row is for *Box 14* on claim forms. You can select a date from the drop-down box or type-in a date. This row is to indicate the date of the first symptoms (for an illness) or date of last menstrual cycle (for a pregnancy). Next is the *Similar Illness* and this row is for *Box 15* on claim forms. You can select or type-in a date. This is the row to indicate the first date of the illness or similar illness. The last row is entitled *Qualifier*. With this row, you can select the desired qualifier from the drop-down box.

The screenshot shows a medical software interface for patient #10005. The interface includes a menu bar with options like Edit, Summary, Charge, Payment, Billing, Notes, and Transactions. Below the menu bar, there are several sections for data entry:

- Policies:** Primary: 1 - (A) Cigna Healthcare ^ c5000
- Prior Authorizations / CLIA:** Primary, Secondary, Tertiary, Quaternary
- Diagnosis Codes:** A: 300.01, B: 278.01, C, D, E, F, G, H, I, J, K, L
- Parameters:** Fee Schedule, Facility, Provider: Little, Do - DAD, Referral, UPIN
- Patient Conditions Related To:** Employment: No, Situation: Neither, State: NONE, Box 10d
- Miscellaneous Items:** Box 19, Box 20 Lab Fees: 0, Recall Date, ICD Code Version: ICD 9
- Hospitalization:** From, To
- Illness:** Type: None, Current, Similar Illness, Qualifier: None (highlighted with a red box)
- Disability:** Extent: None, From, To

At the bottom, there is a table of charges with the following data:

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Pts	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

The interface also includes a 'Filters' section with checkboxes for 'Include Links' and 'Auto-Update Box21(Diagnosis Pointers)'. At the bottom, there are buttons for 'Professional' and 'Institutional'.

The next box to the right is entitled *Disability*. You can edit this box to show needed information in *Box 16* on claim forms.

#10005 - Bendler, David, h: (205)353-2285, 1/23/1987, 1:Cigna Healthcare

New Find Bendler, David Refresh Save Printer Delete Folders Recent Options Alerts Templates Go Back

Edit - F3 Summary - F5 Charge - F6 Payment - F7 Billing - F8 Notes - F9 Transactions - F10

New Find 10005 - 6 Name: 7/17/2012 1:03:56 PM Edit Policies Edit Managed Care - LESS

Policies

Primary 1 - (A) Cigna Healthcare ^ c5000

Secondary

Tertiary

Quaternary

Parameters

Fee Schedule

Facility

Provider Little, Do - DAD

Referral

UPIN

Hospitalization

From

To

Prior Authorizations / CLIA

Primary

Secondary

Tertiary

Quaternary

Patient Conditions Related To

Employment No

Situation Neither

State NONE

Box 10d

Illness

Type None

Current

Similar Illness

Qualifier None

Diagnosis Codes

A. 300.01

B. 278.01

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

Miscellaneous Items

Box 19

Box 20 Lab Fees 0

Recall Date

ICD Code Version ICD 9

Disability

Extent None

From

To

Filters Include Links Auto-Update Box21(Diagnosis Pointers)

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Ptrs	Amount	EPSDT	Stat
*																	
▶	12/29/2005			(11) OFFICE	99213	GV			\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
	12/29/2005			(11) OFFICE	99214	GV			\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

Record: 1 of 2

Professional Institutional

In the first row entitled *Extent*, you can select *None*, *Partial*, or *Total*. The next row you can select a start date in the *From* row. Next, you can select an end date in the *To* row. For example, the patient has partial disability from 1/15/2014 to 2/28/2014.

The screenshot shows a medical software interface for patient David Bendler. The 'Disability' section is highlighted with a red box, showing the following details:

- Disability**
 - Extent: Partial
 - From: 1/15/2014
 - To: 2/28/2014

Below the form, there is a table of charges with the following data:

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Pts	Amount	EPSDT	Stat
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$57.00	\$0.00	\$0.00	1	A	\$72.00	N	
12/29/2005		(11) OFFICE		99214	GV				\$100.00	\$85.00	\$10.00	\$0.00	1	A	\$100.00	N	

At the bottom of the interface, there are radio buttons for 'Professional' and 'Institutional'.