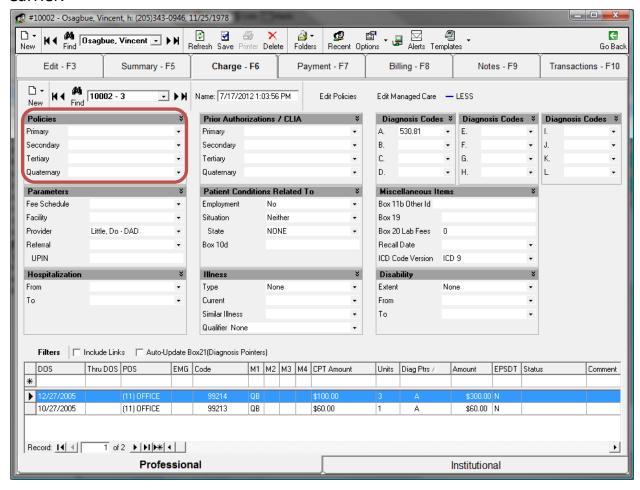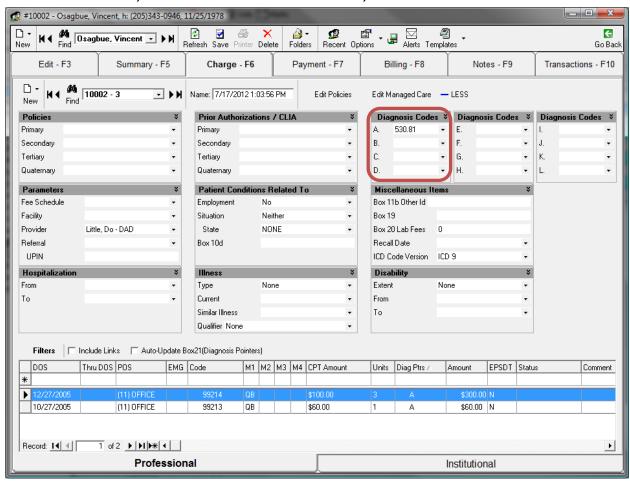**Entering and Editing a Charge in the Charge- F6 Tab**

To create an Insurance Claim for a Patient that has an Insurance Carrier then under the first box on the left, entitled *Policies*, you must select an Insurance Carrier.
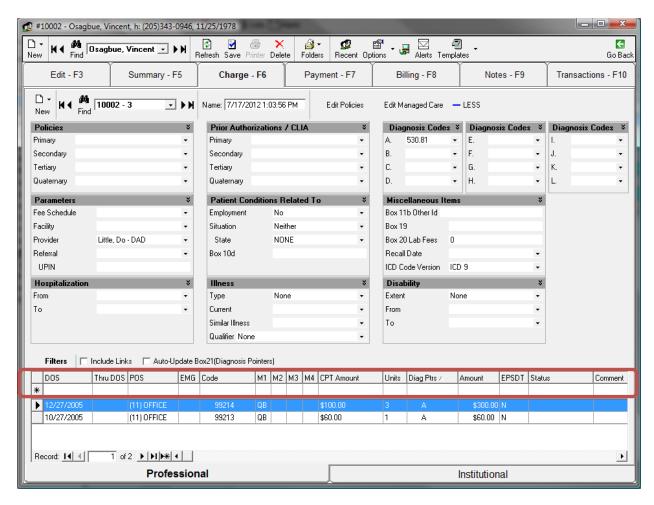

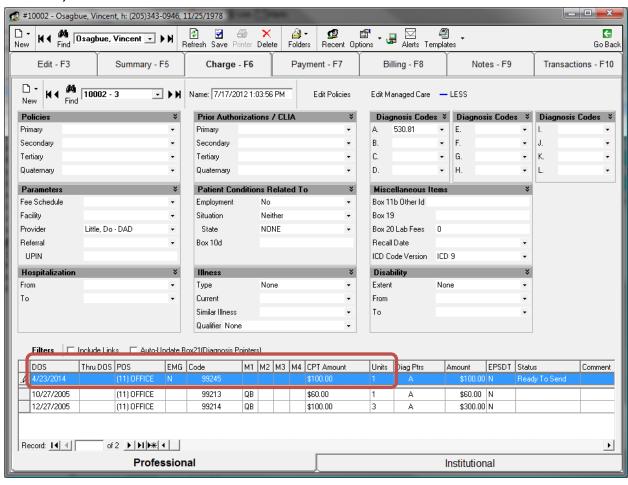To enter an uninsured Patient service, then skip the *Policies* box.

Next, going two boxes over, you must select a *Diagnosis Code*. You may enter in a code in section *A.*, a different code in section *B.*, etc.
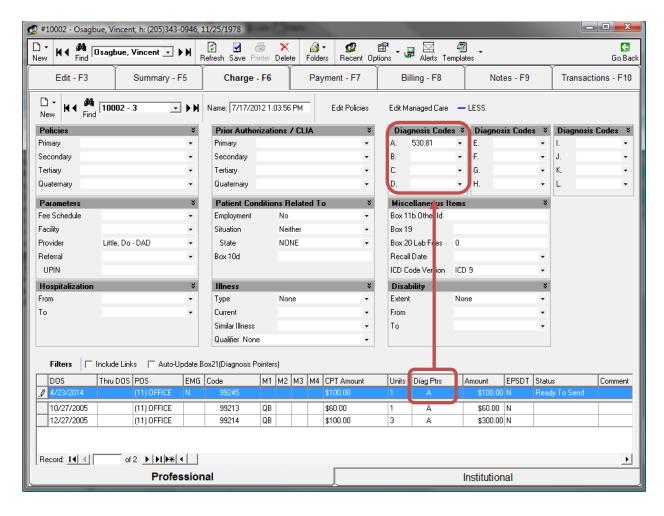
After this information is entered in, you then move towards the bottom of the screen to enter in the rest of the Charge information. You enter in the new charge in the first line, which should be empty.
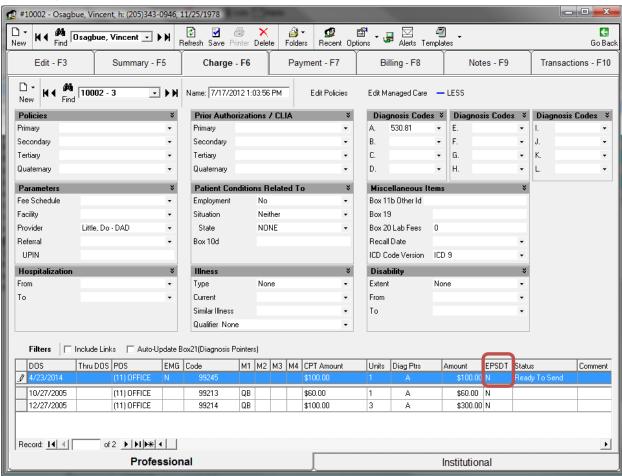
When entering information into the Charge columns, you can move to the next column over by using the *TAB* key. This can make moving between columns much easier and quicker than clicking on each individual column. Enter in the *Date of Service* (DOS), *Place of Service* (POS) from the drop down box, *yes* (Y) or *no* (N) for *Emergency* (EMG), *Procedure Code* from the drop down box under *Codes*, *CPT Amount*, and *Units* number.
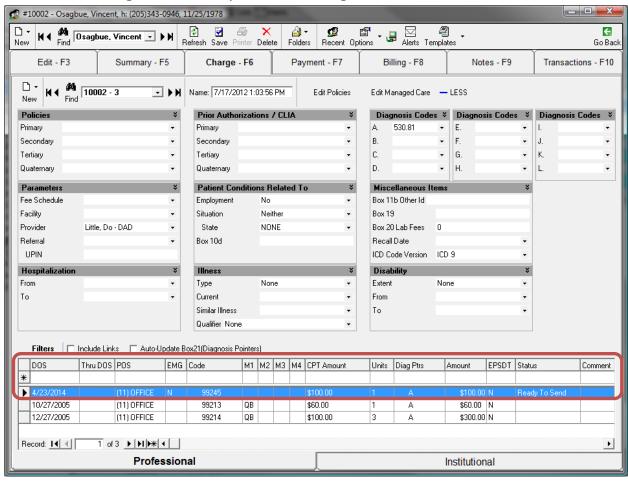
For the next type-in box of *Diagnostic Pointers* (Diag Ptrs), make sure the letter you type in matched the Diagnostic Code you will need in the *Diagnostic Codes* box.
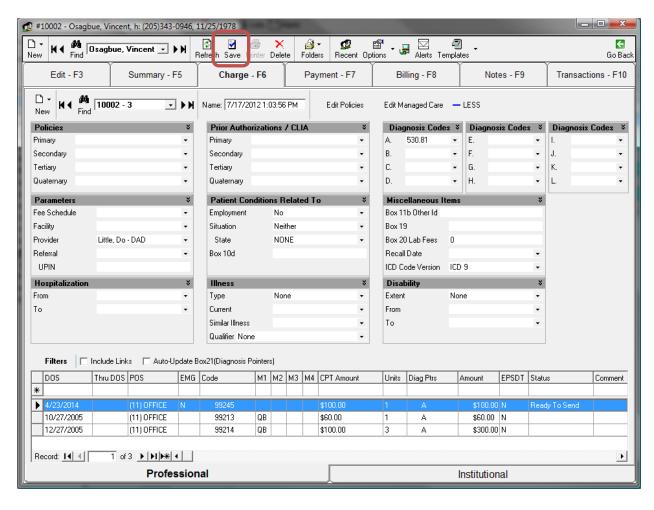
The next type-in box is the Early Periodic Screening, Diagnosis, and Treatment (*EPSDT*). You can leave this field blank, or you can type in *Y, N, 1, 2, 3,* or *4* – whichever suits your information needs. Then use the drop down box in the next column, entitled *Status*.
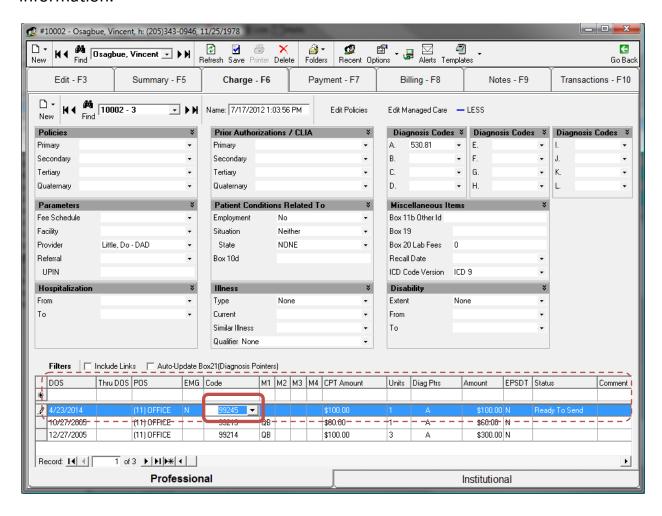
Once finished with the new Charge, **MAKE SURE TO PRESS ENTER**. Once you press ENTER, the Charge should drop down to the grid below.

After pressing ENTER, **YOU MUST CLICK SAVE** at the top of the screen. If you do not click *Save*, the Charge will not be added and you will lose the information you just entered.

To Edit a Charge, simply click on the existing Charge you wish to edit. Then click on the column or columns that need to be edited and enter in the new information.

Once you make the edits then **MAKE SURE TO PRESS ENTER AND CLICK SAVE**. If you do not click either or both ENTER and SAVE, the information that had been edited will not be saved.