

Charge Posting

General Principles

Insurance Payments for Services

- ICD-9 Codes are the diagnostic codes used by insurance companies, including Medicare, for determining whether a service is going to be paid for or not.
- CPT Codes are the numerical codes which identify laboratory tests, x-rays, procedures, injections, immunizations, Evaluation and Management codes, etc., so that insurance companies know what they are paying for.
- The complexity of billing and collecting for healthcare services has been the accurate selection of ICD-9 Codes and the association of CPT Codes with those diagnostic codes in order to get paid for services.
- In summary, from the insurance company's perspective:
 1. **The CPT Code is a numerical representation of what you did.**
 2. **The ICD-9 Code is a numerical representation of why you did it.**
 3. How these are associated is critical to your successfully receiving payment for the services you render.

Successful Charge Posting:

One of the major benefits of an electronic record system is the elimination of the “interpretation” issues associated with billing and collection; “interpretation” traditionally took place when:

- An insurance clerk attempted to understand the handwriting of the healthcare provider in regard to the diagnosis.
- An insurance clerk attempted to create a lexicon to match the ICD-9 Code book description of the reason for performing a service with the description designed by the healthcare provider.
- Taking the association of ICD-9 Codes and CPT codes out of the hands of clerks and putting them into the hands of healthcare providers is ideal but only if the association is completed incidental to the patient evaluation process.

Successful Charge Posting is dependent upon:

- Accurate and complete diagnoses
- Access to valid ICD-9 Codes
- The ability to associate CPT Codes with applicable ICD-9 Codes.
- Learning how to find ICD-9 Codes is important in order to do successful charge posting.
- Several years ago, SETMA went through a process of developing an intuitively organized ICD-9 Code list with almost 8,000 codes.
- To learn how to find the ICD-9 Code you need review [Finding ICD-9 Codes](#).
- **Typically, insurance companies only look at the first ICD-9 Code in your list to determine if they will pay for a service or not.**

- a. This means that even if you have a payable diagnosis listed, if it is not listed first in the ICD-9 Codes associated with that particular CPT Code, they will often deny payment.
- b. Therefore, in ordering your tests, you must distinguish between the test you are ordering because the patient has seizures where you might order a Dilantin level and the patient having chest pain where you order an EKG and a Troponin.
- c. If you click the ICD-9 Codes for Seizures and Chest Pain at the same time, and then order the Dilantin, EKG and Troponin with the ICD-9 Code for Seizures first and the ICD-9 Code for Chest Pain second, you may well not get paid for the EKG and the Troponin.
- d. Therefore, once you have ordered the Dilantin, you click the “Clear Diagnosis Fields,” this unchecks the ICD-9 Codes.**
- e. You then click on the ICD-9 Code for Chest Pain and then on the CPT Codes for EKG and Troponin.
- f. This way you will be paid for all of the work you have done.

Charge Posting is done from the Plan template:

The top of the Plan Template has the same structure as all others with one very important difference. The following are the same:

- Title Bar
- Menu Bar
- Top Tool Bar
- SETMA’s Navigation Bar

Here is the difference; beneath these four bars is a new set of navigation tools which we will call the **Charge Posting Bar**. This bar consists of nine links which operate the Charging Posting Function. They are:

- Immunizations
- Injections
- Labs
- Procedures
- Radiology
- Evaluation and Management
- Future Labs
- Surgery
- Suturing

The screenshot displays a medical software interface with a top navigation bar containing tabs: PDM, NURSE, HISTORIES, HEALTH, QUIZES, HPI, ROS, P.E., X-RAY, ASSESS, **PLAN**, and PROCES. Below this, a sub-menu highlights 'Immunizations', 'Injections', 'Present Lab', 'Future Lab', 'Procedures', 'Radiology', and 'Eval & Mgmt'. The 'Present Lab' and 'Future Lab' sub-items are further detailed: 'Endocrinology' and 'Rheumatology' under both 'Present Lab' and 'Future Lab'; 'Surgery' under 'Procedures'; and 'Sutures' under 'Radiology'. The main content area includes several forms and sections:

- Acute Dx** and **Chronic Dx** tables, each with an adjacent **HCC Risk Cat** column.
- Plan** section with multiple text input fields.
- Education/Instructions** section with multiple text input fields.
- Lab Results** section with a sub-link for 'Endocrinology' and buttons for 'Comments', 'Education', and 'Med-Legal'.
- Pending Referrals** and **Archived Referrals** tables, each with columns for Status, Priority, Referral, and Referring Provider.
- Chart Note** section with buttons for 'Superbill', 'Plan Summary', 'Rx Sheet', 'Help Desk', 'Clinic Follow-Up Call', and 'Hospital Follow-Up Call'.
- Physician Consulted** section with a checkbox and a text input field.

 A sidebar on the right, titled 'Master GP', contains a vertical menu of options: Nursing, Histories, Health, Questionnaires, HPI chief, System Review (checked), Physical Exam, Radiology, Assessment, and Procedures.

These are the Charge Posting Templates.

Imperative Features of Charge Posting:

Note: Regardless of the Charge Posting Template you are on, you MUST select the ICD-9 Code before you select the CPT Code.

Note: Lab work and/or other services must NEVER be ordered by unit clerks, nurses or other staff without applicable and/or appropriate ICD-9 codes being present, selected first and being specifically related to the CPT Codes being ordered.

- You will know that you have selected an operable ICD-9 Code by the fact that the ICD-9 Code number will appear in one of the four boxes above the second and third column on any one of the above eight charge posting templates.

- At the top of the second column is a notation “Clear Diagnosis Fields.”

The screenshot shows a software interface for managing medical charges. At the top, there is a 'Tutorial' link and a title 'Injections'. Below the title, there are two buttons: 'E-mail' and 'Submit'. A red box highlights a checkbox labeled 'Clear Diagnosis Fields'. To the left of the main list, there are two columns of checkboxes labeled 'Acute Dx' and 'Chronic Dx'. The main list contains various medical codes and descriptions, such as 'J3302 Aristocort per 5 mg *', 'J0560 Bicillin LA up to 600,000 u', and 'J0570 Bicillin LA up to 1,200,000 u'. A note on the right side of the list states: '* Codes with "per" are charged in multiples.' At the bottom of the interface, there is a 'Comments' section with a text area and a note: '(Insert special instructions here then click email button.)'

1. When this check box is selected, the previously selected ICD-9 code descriptions are unchecked.
2. If you are correcting an error in the order of doing charge posting, i.e., you selected the CPT Code before the ICD-9 Code, you will have to manually uncheck all CPT codes which were being associated with those ICD-9 Codes and start over doing charge posting in the right order, i.e., **select the ICD-9 Codes first and then select the CPT Codes.**
3. You will also activate the “Clear Diagnosis Fields” function when you are preparing to associate different CPT Codes with a different ICD-9 Code or Codes.
 - a. For instance, if you select the ICD-9 Code description CHF Diastolic Stable in order to be paid for the CPT Code for proBNP,
 - b. But, when you finish that process, you need to do a Hemoglobin A1C for Diabetes,
 - c. You will activate the “Clear Diagnosis Fields” to uncheck the ICD-9 Code for CHF,
 - d. Don’t worry the computer remembers what you have done,

- e. You will then select the ICD-9 Code description for Diabetes Type II Unspecified Complications Uncontrolled and then click on the CPT Code for Hemoglobin A1C.
 - f. You can check your work by returning to the Plan Template and clicking on the button for Superbill.
 - g. The Superbill Document will show the ICD-9 Code for CHF associated with the proBNP CPT Code and the ICD-9 Code for Diabetes associated with the Hemoglobin A1C CPT Code.
 - h. This way you will be paid for both.
- **There are only four boxes for the numerical ICD-9 Code which corresponds with your ICD-9 Code prescription**
 1. At present, Medicare will only accept four codes.
 2. (Eventually, this will be fixed to where we can select as many ICD-9 Codes as are appropriate.)
 3. If you use more than four ICD-9 Codes to order tests, procedures, x-rays etc., you need to send an e-mail from the patient encounter to Charge Posting alerting them to manually complete this charge posting process.

At the top of the third column there are two buttons:

E-mail – this initiates the sending of an e-mail to charge posting concerning an error you made, your using more than the four ICD-9 Codes or some other special circumstance.

Submit – this submits your charges to charge posting, to your chart note, to the lab, to x-ray, etc.

Tutorial **Injections**

Clear Diagnosis Fields

Acute Dx

Chronic Dx

J3302 Aristocort per 5 mg *

J0560 Bicillin LA up to 600,000 u

J0570 Bicillin LA up to 1,200,000 u

20526 Carpel Tunnel Injection

J0690 Cefazolin 500mg

J0698 Claforan per 1 g *

J2175 Demerol per 100 mg *

J1020 Depo-Medrol 20 mg

J1030 Depo-Medrol 40mg

J1040 Depo-Medrol 80 mg

J1100 Dexamethasone Sodium Phosphate 8mg

J3360 Diazepam (Valium) up to 5 mg

J1200 Diphenhydramine up to 50 mg

J7321 Hyalgan, intra-articular injection, per injection *

J3480 KCL per 2 mEq *

J1940 Lasix up to 20 mg

J2001 Lidocaine up to 50 cc

J2010 Lincocin up to 300 mg

J2920 Methylprednisolone sodium succinate up to 40 mg

J2930 Methylprednisolone sodium

J2300 Nubian 10mg

J2550 Phenergan 25mg

86580 PPD/TB skin test

J0696 Rocephin per 250mg *

J3250 Tigan up to 200 mg

J1885 Toradol per 15mg *

J3301 Triamcinolone Acetonide, per 10 mg *

J3410 Vistaril up to 25 mg

* Codes with "per" are charged in multiples.

Comments (Insert special instructions here then click email button.)

- **Injections** – Some injections are charged “per unit” or dose. When that designation is present before submitting you must include the designation as to how many units were given.

- **Labs** – This charge posting has the following unique features
 1. With some tests, multiple CPT Codes must be selected as with Thyroid. When the Thyroid Profile with TSH is selected four other CPT Codes will turn blue. Each of these needs to be manually checked, also.
 2. Above the Acute Diagnoses is a button entitled **Template Help**; this summarizes many of the points made above.
 3. At the top right of the template are two buttons:
 - a. **Future Lab** – this launches the Future Lab Template. For more information on how to use Future Labs, [Click Here](#).
 - b. **More Labs** – this takes you to a second Labs template and it is completed the same way as the primary lab template
 4. Near the bottom of the last column of lab test is Venipuncture. All insurance companies pay a fee for drawing blood. This should be clicked every time any blood is drawn.

• **Procedures –**

1. There is a check box for “local anesthesia” if it is used.
2. Also there are two functions at the bottom of the template which if utilized requires additional information which is triggered by checking the box next to either:
 - a. “incision and drainage,” or
 - b. “joint injection and/or aspiration”

Tutorial **Procedures**

Clear Diagnosis Fields

Local Anesthetic Used

20600 Aspiration/Injection, Small joint
 20605 Aspiration/Injection, Interim Joint
 20610 Aspiration/Injection, Major Joint
 20612 Aspiration of Ganglion Cyst
 92551 Audio Screen
 51741 Bladder Scan, electro-uroflowmetry
 51798 Bladder Scan, post voiding ultrasonography
 11100 Biopsy, Single Lesion
 11101 *Biopsy, Additional Sites*
 60100 Biopsy, Thyroid
 11000 Debridement: up to 10% of body surf
 69210 Ear wash
 97032 Electrical Manual Stimulation
 97112 Electrical Therapeutic Stimulation
 94664 Inhalation Device Training
 17000 Lesion, Destruct - Cryo/Hyfercation
 17003 Lesion 2 to 14, Destruct - Cryo/Hyfer

Neurology Procedures

95860 EMG, 1 Extremity
 95861 EMG, 2 Extremity
 95863 EMG, 3 Extremity
 95864 EMG, 4 Extremity
 95867 EMG, Cranial Nerve, Unilateral
 95868 EMG, Cranial Nerve, Bilateral
 95869 EMG, Thoracic, Paraspinal
 95900 NCV, Motor w/o F-Wave
 95903 NCV, Motor w/F-Wave
 95904 NCV, Sensory

11730 Nail Removal
 94640 Nebulizer Treatment
 94200 Peak Flow
 94760 Pulse Oximetry
 20550 Single Tendon Sheath, Ligament, Aponeurosis
 20551 Single Tendon Origin/Insertion
 11200 Skin tag Removal, up to 15 lesions
 11201 Skin tag Removal each additional 10
 94010 Spirometry
 96116 TOVA Test
 92567 Tympanometry
 20552 Trigger Point Inj (Multiple - 1 or 2 Muscles)
 20553 Trigger Point Inj (Multiple - 3+ Muscles)
 17110 Wart(s), Removal of up to 14

Tests that require additional input

Incision and Drainage Joint Injection and/or Aspiration
 95934 H-Reflex, Gastrocnemius
 95937 Neuromuscular Junction Test
 Done Same Day
 Done in Hospital
 95816 EEG, Awake and Drowsy
 95819 EEG, Awake and Asleep
 95822 EEG, Asleep or Coma
 95930 Visual Evoked Potential
 92585 Brainstem Auditory Evoked Response
 62270 Lumbar Puncture

Comments
 Insert special instructions here then click email button.

- **Future Labs** – see the [Future Labs Tutorial](#)

Future Laboratory Orders

| | <input type="checkbox"/> Clear Diagnosis Fields | <input type="checkbox"/> Ordering Provider | <input type="checkbox"/> To Be Done On | <input type="checkbox"/> E-mail |
|--------------------------|-------------------------------------------------|--------------------------------------------|----------------------------------------|---------------------------------|
| Acute Diagnoses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chronic Diagnoses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | <input type="checkbox"/> | | | |

| <input type="checkbox"/> Acetaminophen | <input type="checkbox"/> Cortisol | <input type="checkbox"/> Giardia | <input type="checkbox"/> Lyme, Reflex |
|-------------------------------------------------|--------------------------------------------------|-------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> ACTH | <input type="checkbox"/> Cortisol, AM | <input type="checkbox"/> Glucose, 2 Hour PP | <input type="checkbox"/> Magnesium |
| <input type="checkbox"/> Albumin | <input type="checkbox"/> Cortisol, PM | <input type="checkbox"/> Glucose, Fasting | <input type="checkbox"/> Metanephrines, Serum |
| <input type="checkbox"/> Aldosterone, Serum | <input type="checkbox"/> Cortisol, Serum, Free | <input type="checkbox"/> Glucose, Random | <input type="checkbox"/> Metanephrines, Urine |
| <input type="checkbox"/> Alkaline Phosphate Iso | <input type="checkbox"/> Cortisol, Urine, Free | <input type="checkbox"/> Gluc Tolerance, 2 Hour | <input type="checkbox"/> Micral Strip |
| <input type="checkbox"/> Allergy, Adult Food | <input type="checkbox"/> C-Peptide | <input type="checkbox"/> Gluc Tolerance, 3 Hour | <input type="checkbox"/> Mononucleosis |
| <input type="checkbox"/> Allergy, Childhood | <input type="checkbox"/> Creatinine | <input type="checkbox"/> Glycohemoglobin | <input type="checkbox"/> Mumps, IGG |
| <input type="checkbox"/> ALT | <input type="checkbox"/> C-Reactive Protein | <input type="checkbox"/> H and H | <input type="checkbox"/> Mumps, IGM |
| <input type="checkbox"/> Amiodarone | <input type="checkbox"/> C-Reactive Protein, HS | <input type="checkbox"/> HCG | <input type="checkbox"/> Occult Blood |
| <input type="checkbox"/> Amitriptyline | <input type="checkbox"/> Crystal Exam | <input type="checkbox"/> HCV | <input type="checkbox"/> Osmolality, Serum |
| <input type="checkbox"/> Ammonia | <input type="checkbox"/> Culture, Body Fluid | <input type="checkbox"/> HFP | <input type="checkbox"/> Osmolality, Urine |
| <input type="checkbox"/> Amylase | <input type="checkbox"/> Culture, Fungus | <input type="checkbox"/> Hepatitis A | <input type="checkbox"/> Ova/Parasites |
| <input type="checkbox"/> ANA | <input type="checkbox"/> Culture, Genital | <input type="checkbox"/> Hepatitis B Core | <input type="checkbox"/> PAI-1 |
| <input type="checkbox"/> Apo A1 | <input type="checkbox"/> Culture, MRSA | <input type="checkbox"/> Hepatitis B Antibody | <input type="checkbox"/> Parvovirus B-19 |
| <input type="checkbox"/> Apo B | <input type="checkbox"/> Culture, Sputum | <input type="checkbox"/> Hepatitis B Antigen | <input type="checkbox"/> Pinworm |
| <input type="checkbox"/> Apo E (Alzheimers) | <input type="checkbox"/> Culture, Synovial | <input type="checkbox"/> Hepatitis C | <input type="checkbox"/> Phenobarbital |
| <input type="checkbox"/> AST | <input type="checkbox"/> Culture, Throat | <input type="checkbox"/> HIV | <input type="checkbox"/> Phosphate |
| <input type="checkbox"/> B12 | <input type="checkbox"/> Culture, Urine | <input type="checkbox"/> Homocysteine | <input type="checkbox"/> Potassium |
| <input type="checkbox"/> Beta 2 Microglobulin | <input type="checkbox"/> Culture, Wound | <input type="checkbox"/> H Pylori, Blood | <input type="checkbox"/> Prealbumin |
| <input type="checkbox"/> Bilirubin, Direct | <input type="checkbox"/> D-Dimer | <input type="checkbox"/> H Pylori, Breath | <input type="checkbox"/> Pregnancy, Serum |
| <input type="checkbox"/> BMP | <input type="checkbox"/> DHEA | <input type="checkbox"/> HSV III DNA | <input type="checkbox"/> Pregnancy, Urine |
| <input type="checkbox"/> BMP, Fasting | <input type="checkbox"/> DHEAS | <input type="checkbox"/> HSV III IGG | <input type="checkbox"/> Progesterone |
| <input type="checkbox"/> BNP | <input type="checkbox"/> DHT | <input type="checkbox"/> HSV III IGM | <input type="checkbox"/> Prolactin |
| <input type="checkbox"/> BUN | <input type="checkbox"/> Digoxin | <input type="checkbox"/> IgA | <input type="checkbox"/> PSA |
| <input type="checkbox"/> C3 | <input type="checkbox"/> Dilantin | <input type="checkbox"/> IGF-1 | <input type="checkbox"/> PSA, Free, Total |
| <input type="checkbox"/> C4 | <input type="checkbox"/> Drugs of Abuse | <input type="checkbox"/> IgM | <input type="checkbox"/> PTH |
| <input type="checkbox"/> CA 125 | <input type="checkbox"/> EBV AB | <input type="checkbox"/> Influenza | <input type="checkbox"/> PT/INR |
| <input type="checkbox"/> CA 19-9 | <input type="checkbox"/> Electrolyte Panel | <input type="checkbox"/> Iron, Serum | <input type="checkbox"/> PTT |
| <input type="checkbox"/> CA CEA | <input type="checkbox"/> Endomysial AB Screen | <input type="checkbox"/> Iron, TIBC | <input type="checkbox"/> Retic Count |
| <input type="checkbox"/> Calcium, Ionized | <input type="checkbox"/> Erythropoietin | <input type="checkbox"/> Insulin, Fasting | <input type="checkbox"/> Rheumatoid Factor |
| <input type="checkbox"/> Carbamazepine | <input type="checkbox"/> ESR | <input type="checkbox"/> Keppra | <input type="checkbox"/> RPR |
| <input type="checkbox"/> CBC | <input type="checkbox"/> Estradiol | <input type="checkbox"/> KOH | <input type="checkbox"/> Rubella, IGG |
| <input type="checkbox"/> Cell Count, Body Fluid | <input type="checkbox"/> Factor V Leiden | <input type="checkbox"/> LDL, Direct | <input type="checkbox"/> Rubella, IGM |
| <input type="checkbox"/> Cell Count, Synovial | <input type="checkbox"/> Ferritin | <input type="checkbox"/> LH | <input type="checkbox"/> Semen Analysis |
| <input type="checkbox"/> CK, Isoenzymes | <input type="checkbox"/> Folic Acid | <input type="checkbox"/> Librium | <input type="checkbox"/> Sickle Cell Screen |
| <input type="checkbox"/> CK, MB | <input type="checkbox"/> Fructosamine | <input type="checkbox"/> Lipase | <input type="checkbox"/> SPE |
| <input type="checkbox"/> CPK | <input type="checkbox"/> FSH | <input type="checkbox"/> Lipid Panel | <input type="checkbox"/> STD, Gonorrhea/Chlamydia |
| <input type="checkbox"/> Clostridium Difficile | <input type="checkbox"/> Gentamicin, Peak/Trough | <input type="checkbox"/> Lithium | <input type="checkbox"/> Stone Analysis |
| <input type="checkbox"/> CMP | <input type="checkbox"/> GGT | <input type="checkbox"/> Lupus Anticoagulant | <input type="checkbox"/> Stool, WBC |
| <input type="checkbox"/> CMP, Fasting | | <input type="checkbox"/> Lyme | |

