Welcome to CureMD UC19!
Implementation of the e-SuperBill
Introduction

• This session will assist users in creating electronic superbills (eSuperbill/ eBills) from a draft or signed provider note.
• Walk through workflows of Billing Staff to create charges from eSuperbills.
Clinical Staff Workflow from Provider Note

- **Creating the eSuperbill from a Provider Note**
  - While actively working in a note template, a provider may create the eSuperbill by selecting the Create eSuperbill button at the right side of the Main Toolbar.
  - The provider **does not** need to be completely finished documenting nor have the note signed prior to creating the eBill.  
    - **We recommend the note not be signed.**
  - The provider may create the eBill from draft note as long as **all** the elements necessary for Billing have been included on the note.
The eSuperbill contains a patient banner which provides the patient name, insurance information including policy and group numbers.

- The encounter date, time, location and provider details will all be defaulted from the Patient Appointment and note template information.
- A red indicator on the right side of the eBill will remind the provider if a note is still in draft.
- All of the Billing information will be pulled from the true components of the note template to the eSuperbill.
<table>
<thead>
<tr>
<th>Encounter No.</th>
<th>Code</th>
<th>Description</th>
<th>Program</th>
<th>Modifier</th>
<th>Qty</th>
<th>Dx. Pn 4</th>
<th>Unit</th>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J1150</td>
<td>Injection, med-syr.</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>99201</td>
<td>E&amp;M 99201-99205: New Patient Office Visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td>6.00</td>
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</table>

**Diagnoses ICDs**

1. 730.47 Encounter for surveillance of infectable...
2. ICD-10
3. ICD-19
4. ICD-10

**Procedures CPTs**

E&M 99201-99205: New Patient Office Visit

**Comments**

Note: The note is unsigned.
Completing the eBill

- eBill will need to be completed by the provider.
- The provider will ensure that all the necessary items have been carried over to the eBill.
- If something is missing or incorrect, the note will still be in draft and the provider may go back to the provider note by selecting the provider note button. This allows the clinician to make corrections, or add additional orders.
If something is missing from note to eBill

Providers may return to the draft provider to make additions or corrections by selecting the Provider Notes button on toolbar.
Finalizing the eBill

The eSuperbill should eBill include all elements necessary for billing including:

1. All Procedure Orders
2. All Diagnosis Codes applicable for that DOS
3. All Immunizations (Immunization Component or Procedures)
4. All billable Lab Orders

Provider adds Program Codes, modifiers and references ICD10s.
**Theresa Test**

<table>
<thead>
<tr>
<th>Encounter</th>
<th>Time</th>
<th>Location</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2019</td>
<td>11:30 AM</td>
<td>Cure MD Demo Center</td>
<td>Granarossa, -Kristina</td>
</tr>
</tbody>
</table>

**Diagnoses - ICDs**

1. Z30.42 Encounter for surveillance of injectable

**Procedures - CPTs**

- 99211-99215: Established Patient Office Visit

<table>
<thead>
<tr>
<th>J1050</th>
<th>59213</th>
<th>hydrated</th>
<th>Overpatient visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FP</td>
<td>FP</td>
<td>FP.25</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

Display Comments on Charges
Save vs. Save & Sign

• The Save button leaves the eBill in draft whereas the Save & Sign Button signs the eBill.
• Save & Sign will lock the eBill down, similar to a signed provider note.
• When signing the eBill, the provider will receive a notification if the note is still in draft:
Last Notification

- The provider will receive an additional notification asking if they would like to sign the eBill.
- The purpose of this pop up is to ensure the provider is ready because once the eBill has been signed, it cannot be unsigned.
Signed eBill

- The signed eBill will show all of the details including the electronic signature with the date and timestamp of the provider:
Signed eBill

The signed eBill will show all of the details including the electronic signature with the date and timestamp of the provider:

---

**Theresa Test**
38Y LM Female

**Encounter Date:** 02/26/2019  
**Time:** 11:30 AM  
**Location:** Cure MD Demo Center  
**Provider:** Cranesosso, Kristina

**E&M**
99213 - Office/outpatient visit, est 15 mins

**Diagnosis (ICD-10)**
1. Z30.42 Encounter for surveillance of inj... (V25.49)

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Program</th>
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<th>Qty</th>
<th>Unit</th>
<th>Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>J1050 - Injection, medroxyprogesterone acetate, 1 mg</td>
<td>FP</td>
<td>FP</td>
<td>1</td>
<td>1</td>
<td>FC</td>
<td>16.00</td>
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<tr>
<td>90213 - Office/outpatient visit, est 15 mins</td>
<td>FP, DP</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>PU</td>
<td>91.00</td>
</tr>
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</table>

**Signed by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:31 PM**
Complete the Draft Note

- Once the eBill is signed, the Provider should return to the open draft note to complete their documentation.
- Once the note has been completed, the note should be signed.
Appending eSuperbills

• Should there be an issue with the eBill (ie: a lab was ordered after eBill was signed, something was missing or invalid), the provider may append the eBill.
• This will create an addendum, similar to when a note has been signed but the provider is addition additional information.
• To append an eBill, select the Append Button from the left side of the Main Toolbar.
**Theresa Test**  
36 Y.M Female

**E&M**
99213 - Office/outpatient visit, est 15 mins

**Diagnosis (ICD-10)**
1. Z30.42 Encounter for surveillance of Inj... (V25.49)

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<td>FC</td>
<td>10.00</td>
</tr>
<tr>
<td>99213 - Office/outpatient visit, est 15 mins</td>
<td>FP</td>
<td>FP,25</td>
<td>1</td>
<td>1</td>
<td>1.000</td>
<td>PU</td>
<td>91.80</td>
</tr>
</tbody>
</table>

Signed by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:31 PM
Appending eBills (cont.)

A pop up window will appear to add the addendum details.

Addendum:
Please add a Urine Pregnancy Test- 81025 with DX Z32.2
Appending eBills (cont.)

• Once the Append button has been clicked, a pop up window will appear to confirm that the provider wants to save the addendum
• By clicking yes, this builds the addendum log details and permanently updates the eSuperbill.
• The eBill will now have an indicator in red at the top right of the tab showing an Addendum is attached.
• At the bottom of the eBill, the addendum is added with the electronic signature of the user.
Pop Up Notification

Addendum Added

Signed by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:31 PM
Please add a Urine Pregnancy Test 81025 with DX 2322
Appended by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:36 PM
Reviewing eBill

• A Review hyperlink is located to the bottom right, this allows the addendum to be acknowledged by the appropriate staff.
• In this scenario, the addendum indicated to add the Urine Pregnancy Test and the applicable Dx code.
• The Billing staff who will create the charges from the eBill could mark the eBill as “reviewed” to acknowledge the provider’s instructions to add the additional order to the charge screen.
Review Hyperlink

Reviewed by Date and Timestamp

Reviewed by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:42 PM
Signed by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:31 PM
Please add a Urine Pregnancy Test: 81025 with DX Z32.2
Appended by Mrs. Corey, Theresa on Thursday, February 28, 2019 at 12:36 PM
Billing Staff Workflow for Creating Charges

Creating Charges from the eBill from the Billing Module
Billing Module Workflow

- A Review hyperlink is located to the bottom right, this allows the addendum to be acknowledged by the appropriate staff.
- In this scenario, the addendum indicated to add the Urine Pregnancy Test and the applicable Dx code.
- The Billing staff who will create the charges from the eBill could mark the eBill as “reviewed” to 7 the provider’s instructions to add the additional order to the charge screen.
• Custom Views may be created for both Charges and Payments.
• Default view for Today’s Unbilled filters for Appointments.
• Billers should create Custom Views to filter for eBill Statuses vs. Appointment Status
• This Custom View example shows all eBills in the Signed, Unsigned or Not Created Status.
• Billers would be able to access the eBill from the Encounter Date & Time hyperlink to create charges.
Creating Charges from eSuperbill

• Billing staff can review the eBill to ensure that all the information is accurate.
• Once confirmed, a charge may be created by selecting the Create Charge button.
• If the note is still in Draft because the Provider is still working on it, users will receive a pop up notification to verify if they would like to proceed even though the note has not been sign.

• Users will select yes to access the charge screen.
• eBill information is pulled into the charge screen.
• Users make any necessary edits/changes.
• When Users save, a charge has been created.
• The encounter will no longer be visible from the Custom View as the status has changed from Signed to Charged.
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