

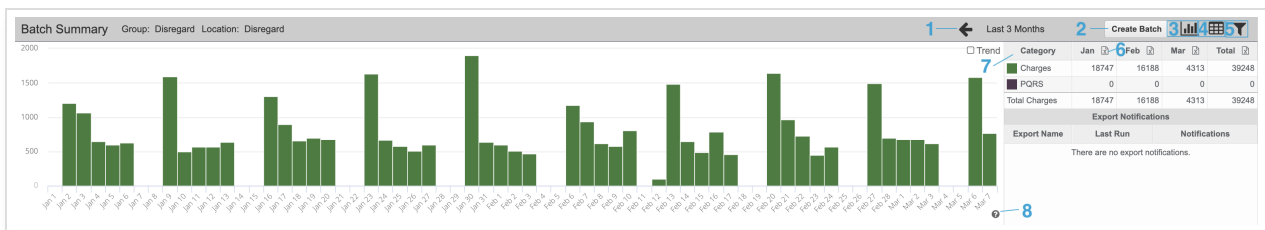
Batch Report

Last Modified on 03/15/2023 4:02 pm CDT

The Batch Report provides the ability to batch charges, review batch history, and even re-queue select charges for batching.

- You will find Batch Summary via Menu > Charge Capture > Batches

Batch Summary Navigation



Action Key

1. View previous quarter	5. Show/hide filters
2. Create manual batch	6. Export to Excel
3. Show/hide summary graph	7. Categories (click to view specific categories)
4. Show/hide summary categories	8. Help

Tip 1: Click and drag on the bar graph to zoom in on select dates (shown in Help section)

Tip 2: Click on a bar to view that date's batches

Batch Detail Navigation

The batch detail section displays the batches that have been created and relevant information like group(s), location(s), number of charges, number of patients, and more.

Batch #	Date	Groups	Providers	Locations	Charges	Patients	Export Errors	Created By	Actions
1181	01-25-2023 17:30:16	Hospitalist	3 Providers	4 Locations	4	4		H. Town	[Icons]
1180	01-19-2023 16:09:02	Hospitalist	6 Providers	6 Locations	31	8		T. Admin	[Icons]
1174	01-06-2023 13:16:48	Hospitalist	T. Admin	2 Locations	2	2		T. Admin	[Icons]
1173	01-06-2023 13:08:28	Hospitalist	T. Admin	3 Locations	5	3		T. Admin	[Icons]
1172	01-06-2023 13:05:57	Hospitalist	4 Providers	4 Locations	8	6		T. Admin	[Icons]

Showing 1 - 5 of 5 Results

Action Key

1. Click the batch number to view charges within the batch	3. Download batch file to Excel
2. Triage export errors in the batch	4. Print the batch

Batch View

Click into a batch to view all charges within the batch. From the Batch View, click on a patient to view the encounter. Charges can also be selected and re-queued for export from the Batch View.

Batch #106									
Summary									Batch Detail
Request Selected Charges for Batching									
<input type="checkbox"/>	Patient	DOB	Service Date	Provider	Facility	Facility Account	CPT	ICD	Payor
<input type="checkbox"/>	Laurie, Hugh	1959-06-11	2023-02-18	Cameron, Allison	Princeton-Plainsboro Teaching Hospital	P05212012	99223	F11.20	HUMANA
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<input type="checkbox"/>	Laurie, Hugh	1959-06-11	2023-02-19	Cameron, Allison	Princeton-Plainsboro Teaching Hospital	P05212012	99232	F11.20	HUMANA
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<input type="checkbox"/>	Krabs, Pearl	1992-01-18	2023-02-27	Cosmo, Wanda	Dimmsdale Hospital	K233670	99221		Self
<input type="checkbox"/>	Krabs, Pearl	1992-01-18	2023-02-28	Cosmo, Wanda	Dimmsdale Hospital	K233670	99223		Self
<input type="checkbox"/>	Hadley, Remy	1977-04-21	2023-02-20	House, Gregory	Princeton-Plainsboro Teaching Hospital	P21021250	99221	G20	MC ADV
<input type="checkbox"/>	Hadley, Remy	1977-04-21	2023-02-27	House, Gregory	Princeton-Plainsboro Teaching Hospital	P21021250	99223		MC ADV
<input type="checkbox"/>	Krabs, Pearl	1992-01-18	2023-03-01	House, Gregory	Dimmsdale Hospital	K233670	99223	G44.001	Self
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