Charge Copture

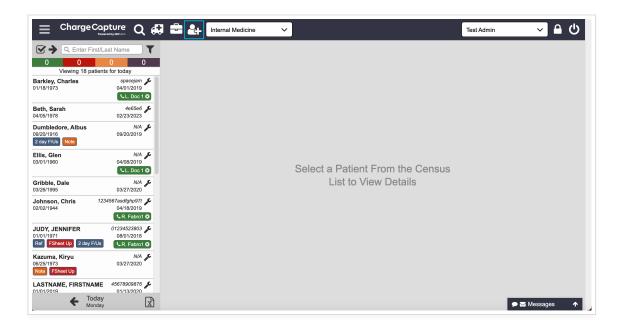
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Manual Admission

Last Modified on 03/16/2023 3:18 pm CDT

Any physician, biller, coder or admin may have access to manually admit a patient to the census - be sure that within your system, this is desired workflow before manually admitting patients into Charge Capture by MDTech.

1. From the census, select the icon to the left of the group drop down (outlined below).



2. Once selected, a box will pop up in which you can enter the patient's name, location of service, admit date (which automatically defaults to same-day), MRN, Account number, etc. Once filled out, select "Submit". The patient will be saved and will populate on the census for charges to be entered on.

E Charge Capture Q 💭 💼 🖁	Create Encou	inter 🗙	Test Admin 🗸 🖨 🖒
C + Q Enter First/Last Name	Encounter Details		
0 0 0 0 Viewing 18 patients for today	Location: Admit Date Chicago Hospital 03/06/202		
Barkley, Charles space/am 01/18/1973 04/01/2019 L. Doc 1 O	First Name: Last Name: John Doe	DOB: 10/10/1990	
Beth, Sarah 4e65e6 \$ 04/05/1978 02/23/2023 \$	Facility Account (CSN): Room/Bed	: Payor:	
Dumbledore, Albus N/A 09/20/1916 09/20/2019 2 day F/Us Note	Assignment Info		
Ellis, Glen N/A 03/01/1960 04/08/2019	Assigned Group:	Source:	ensus
Gribble, Dale N/A J	Admitting Physician:	Referring Physician:	Chous
Johnson, Chris 1234567asd/ghp97t 02/02/1944 04/18/2019	Select user		
JUDY, JENNIFER 0124523803 & 01/01/1971 08/01/2018 Raf FSheet Up 2 day F/Us CR. Fabro 1 © 2	Other Info Flags: Disregard		
Kazuma, Kiryu N/A & 06/25/1973 03/27/2020 Note FSheet Up	Diagnosis:	Note Content:	
LASTNAME, FIRSTNAME 45678909876 5 01/01/2019 01/13/2020			
F Today Monday		Cancel Submit	