ChargeCapture™

Powered by MDTech

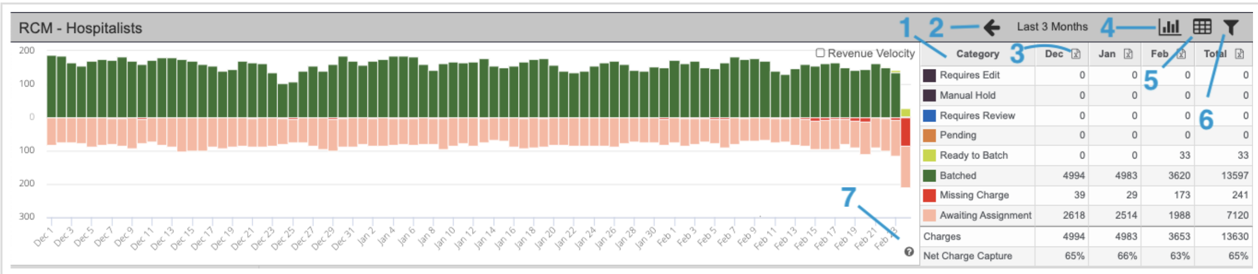
Revenue Cycle Management Report

Last Modified on 03/15/2023 4:11 pm CDT

The Revenue Cycle Management Report (RCM) is the primary billing report in Charge Capture by MDTech. This can be used as a work queue for your billing team review missing charges, newly entered charges, and batched charges. When exported to Excel, the RCM report becomes a powerful tool for your entire revenue cycle team to summarize charges and trends.

- You will find the RCM Report via Menu > Charge Capture > Revenue Cycle Mgmt

RCM Report Navigation



Action Key

1. Charge Categories: select one or multiple categories to view, exclude unselected	5. Show/hide categories table
2. View previous quarter's revenue cycle	6. Report filters
3. Export to Excel	7. Help
4. Show/hide summary table	

Tip 1: Click on a colored bar to view the selected category's charges for that date
Tip 2: Click and drag on the bar graph to zoom in (shown in Help section)

RCM Report Filters

The RCM Report filters provide the ability to change what information is displayed in the report. The report can be filtered using one or more of the following actions:

- **Location:** Filter locations in the report. Multiple locations can be included
- **Payor Groups:** Filter the report based on payor group(s)
- **Responsible User:** Filter charges *Entered by*, *Supervised by*, or *Assisted by* users. Select one or more providers in the directory dropdown.
- **Pended By:** Filter charges pended by one or more users
- **Patient Last Name:** Filter patients by last name
- **CPT Code:** Filter by historically entered CPT codes
- **Discharge Status:** Filter patients if they are *In Service*, *Discharged*, or *Discharged or Not Managed*

Revenue Cycle Management Categories

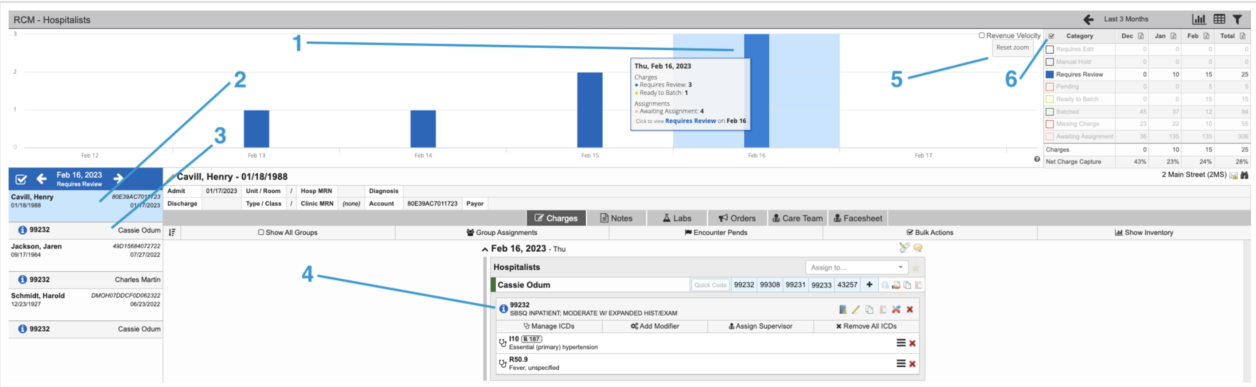
A charge can have many different statuses before it is ready for batching. Here is the Charge Status Color key:

Requires Edit	The charge needs to be modified by a provider or a coder/biller before moving to Ready to Batch
Manual Hold	The charge has been marked to be held manually by the practice (not often used)
Requires Review	The charge needs to be marked received and reviewed by a coder/biller before moving to Ready to Batch

Pending	There is a pend that needs to be removed before moving to Ready to Batch
Ready to Batch	The charge is ready to be batched
Batched	The charge has been batched (available in the practice PM/EHR software)
Missing Charge	A provider is assigned to a date of service but no charge has been entered
Awaiting Assignment	A patient is added to the group's census but there is no charge entered nor provider information available for this date (likely a skip day for many specialties)

Navigating Charges

In this example, the report looks at the Requires Review category and is zoomed in on a selection of dates. Selecting a bar from the graph will present the charges that require review for that date of service.



Action Key

1. Select a bar from the graph to view that date's charges
2. Patient name – click to view the encounter & charges
3. Provider who entered the charge – click to go to the charge
4. Click the *i* button to open the Charge Detail View

5. Reset zoom
6. Reset categories