

Desktop Reference

Processing Charge Description Master Changes – Siemens Invision (Tenet Detroit Market)

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Desktop Reference Approvals

Approving Manager: Carla Dunn

Approval Date: 9/15/2016

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- I. Procedure: Conifer Revenue Integrity Process for Charge Description Master (CDM) Changes for Siemens Invision (Tenet Detroit Market) Patient Accounting System
 - A. Facility/Department Identifies the Need for a Change to the CDM
 1. ADD – new chargecode added to Siemens Invision-Link
 2. CHANGE – impacts any value on existing chargecode in Facility CDM
 - a. Revenue code change
 - b. Inactivate/delete chargecode
 - c. Rate change
 - d. Description change
 - e. CPT/HCPCS change
 - f. Cost Center change
 - g. Modifier change
 - B. Facility/Department Completes Appropriate CDM Maintenance Request(s) Form
 1. Department manager/director submits electronic request to dedicated request inbox via electronic email to: chmarede@dmc.org
 2. CDM analyst reviews request for completion and accuracy
 3. Submit request to Facility Chief Financial Officer (CFO) for approval
 - a. The CFO must evaluate all CDM changes
 - b. Requests for changes may be temporarily delegated to defined personnel in the absence of the CFO: Chief Executive Officer, Chief Operations Officer, Chief Information Technology Officer, Chief Nursing Officer, Assistant CFO, Controller, Market CFO
 - C. Evaluating a Request – Conifer Revenue Integrity
 1. Review the request in its entirety

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2. Review requested CPT/HCPCS code
 3. Determine the most appropriate revenue code
 4. Determine if the CPT/HCPCS code may be used with the requested revenue code
 5. Validate the requested charge
 6. Determine if the correct mark-up has been applied
 7. Review supporting documentation for the request, if provided
 8. Review other relevant information
 9. Do not implement CDM modifications if government billing guidelines are not met
 10. Submit approved request back to Chargemaster Inbox CHMAREDE@DMC.ORG
- D. Finalizing a Request - Conifer Revenue Integrity
1. Review request and ensure the Pricing Department has approved the price of the request.
 2. Facilitate implementation of modifications to the Invision patient accounting system
 3. Perform a daily reconciliation/review to validate accuracy of CDM changes
 4. Communicate, if necessary, with Facility personnel to answer questions and provide support related to the requested charge.
- E. Clinical System Update and Notification – Conifer Revenue Integrity/Facility IT
1. Send approved completed charge request form to CISCDMRequest@dmc.org to have charge entered into IS
 2. Communicate with requestor via email, that the request is completed and validated. – Attach completed request with approval email

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II. References

Tenet policy COMP-RCC 4.04 Establishing Facility Charges

Detroit new charge reference document

Detroit new charge request forms