

# Desktop Reference

## Processing Charge Description Master Changes – Meditech (Tenet Emanuel Medical Center)

### Desktop Reference

Date of Inception: 9/15/2016

Revision Date: mm/d/yyyy

Implementation Date: 9/15/2016

### 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 Meditech (Tenet Emanuel) Patient Accounting System
  - A. Facility/Department Identifies the Need for a Change to the CDM
    1. ADD – new chargecode added to Meditech
    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) Using MedAssets CDM Manager
    1. Log onto MedAssets
    2. Under Intelligence tab select CDM manager
    3. Click the icon to bring up the list of routes
    4. Choose the appropriate route based on your dept.
      - a. For supplies, implants or devices you will need to select the materials management route (no matter your dept.)
    5. Complete the general charge information section for type of route
      - a. For all add requests, please include CPT/HCPCS code, revenue code
    6. Attach any relevant documents to the request
      - a. Mark-up formula for pharmacy
      - b. Mark-up formula & product literature/invoice for supplies
    7. 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
  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
- D. Finalizing a Request – Conifer Revenue Integrity
1. Facilitate implementation of modifications to the Meditech patient accounting system
  2. Perform a daily reconciliation/review to validate accuracy of CDM changes
  3. 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. Request marked as complete in MedAssets CDM Manager

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2. Notifications are sent to each role within MedAssets CDM Manager workflow
3. Facility department must submit required form(s) to clinical system support to update all clinical systems

## II. References

Tenet policy COMP-RCC 4.04 Establishing Facility Charges

Emanuel Medical Center Charge Creation reference document