

TRAINING UPDATE

Lab Location: SGAH and WAH **Date Implemented:** 12.21.2012
Department: Blood Bank **Due Date:** 12.31.2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Manual Billing and Crediting Blood Bank Testing
Description of change(s):
<ul style="list-style-type: none">• Discusses the 4 methods in which billing can be added to a patient specimen<ul style="list-style-type: none">○ Add Spec Test○ Add Unit Test○ At issue○ Via Order Entry• Lists the bill-only tests that are used by blood bank employees

EMPLOYEE SIGNATURES

I have read and understand the procedure described above:

Name	Signature	Date
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Non-Technical SOP

Title	Manual Billing and Crediting Blood Bank Testing		
Prepared by	Stephanie Codina	Date:	12.18.2012
Owner	Stephanie Codina	Date:	12.18.2012

Laboratory Approval			
Print Name and Title	Signature	Date	
<i>Refer to the electronic signature page for approval and approval dates.</i>			
Local Issue Date:		Local Effective Date:	

Review:			
Print Name	Signature	Date	

Form revised 3/31/00

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1. PURPOSE

This procedure outlines the steps that must be taken to manually bill or credit a test in the blood bank system. Most tests have an automatic charging function; some require that additional billing be entered.

2. SCOPE

This procedure applies to any test that does not automatically charge in the blood bank system.

3. RESPONSIBILITY

All blood bank staff members must demonstrate competency for entering billing charges and credits to a patient specimen or unit.

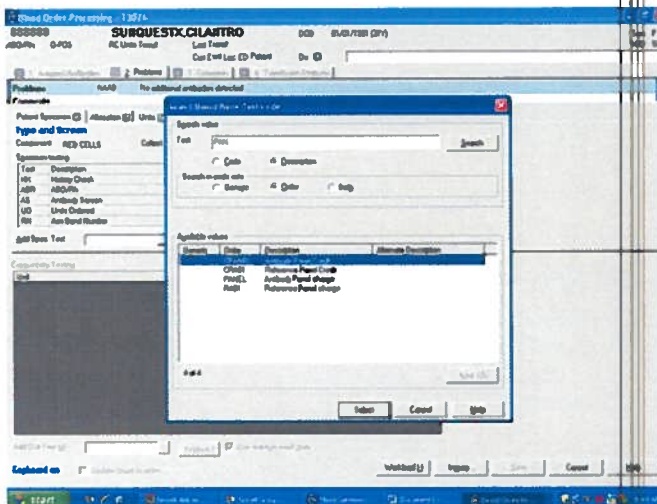
4. DEFINITIONS

N/A

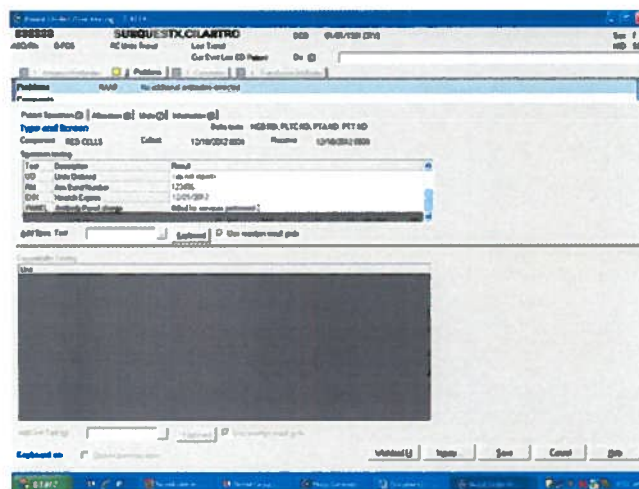
5. PROCEDURE

Step	Action
1	<p>There are 4 mechanisms for adding billing in the Sunquest system.</p> <p>A. Adding billing for patient testing.</p> <ul style="list-style-type: none"> a. Access the patient specimen in Sunquest function Blood Order Processing. b. Enter the charge in the "Add Spec Test" field using one of the following methods. <ul style="list-style-type: none"> i. Enter a semicolon (;) followed the mnemonic for the billing charge, then press the "Tab" key.

- ii. Click on the ellipses button (...). Enter the first few letters of the test description in the "Test" field then press the "Search" button. Select the appropriate test from the pop-up list.



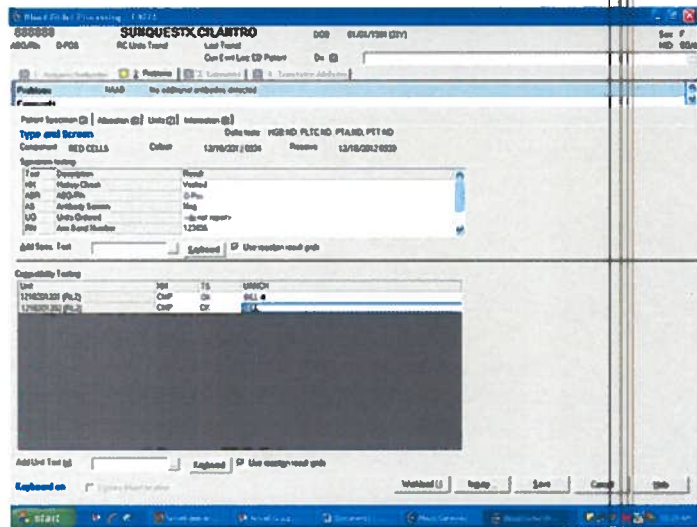
- c. The charge will appear with the result comment "Billed for services performed."



- d. If you need to bill more than one of a particular test,
 - i. Press the tab key once to open a new result field.
 - ii. Press the semi-colon key (;).
 - iii. Type the total number of that charge to be billed.
 - iv. Press the "Tab" key twice.
 - v. The results will then show the number of billing charges entered.
- e. Click the "Save" button.

B. Adding billing for unit testing.

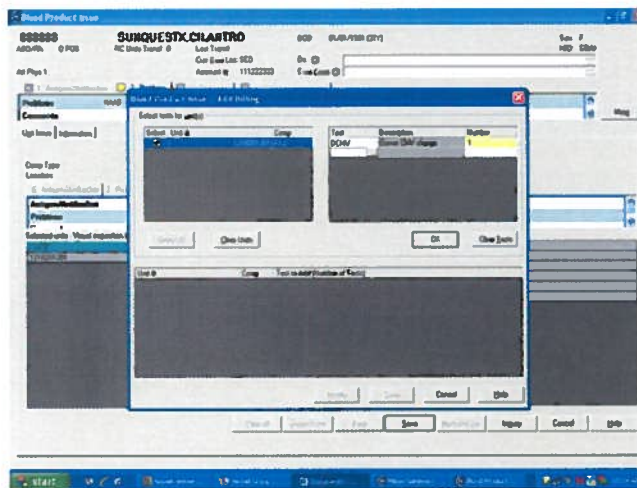
- a. Access the patient specimen in Sunquest function Blood Order Processing.
- b. Allocate the selected units to the patient if not already done.
- c. Highlight the unit for which billing charges will be entered. If billing charges will be entered for all units, any unit can be selected.
- d. Enter the charge in the “Add Unit Test” field using one of the following methods.
 - i. Enter a semicolon (;) followed the mnemonic for the billing charge, then press the “Tab” key.
 - ii. Click on the ellipses button (...). Enter the first few letters of the test description in the “Test” field then press the “Search” button. Select the appropriate test from the pop-up list.
- e. The prompt, “Do you want this test added to all units in this order?”
 - i. Select yes if you will bill the charge for each unit allocated to the patient.
 - ii. Select no if you do not want the test billed for each unit allocated to the patient.
- f. The charge will appear with the result comment “Bill.”
- g. If you need to bill more than one of a particular test to a single unit, highlight the word “Bill” in the row that corresponds to the unit to which you will add billing.
 - i. Press the tab key once to open a new result field.
 - ii. Press the semi-colon key (;).
 - iii. Type the total number of that charge to be billed.
 - iv. Press the “Tab” key twice.
 - v. The results will then show the number of billing charges entered.



- h. Click the “Save” button.

C. Adding billing for blood product manufacturing at the time of blood product issue.

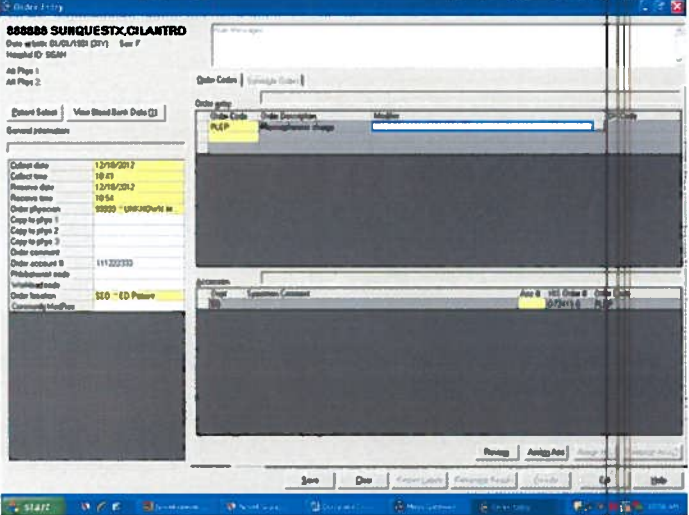
- a. Issue the blood product per departmental procedure.
- b. At the end of the issue process, the window “Blood Product Issue—Add Billing” will appear.
- c. Click the box in the “Select” column that corresponds with the unit(s) to which you want to add billing charges. The column on the right will open.
- d. Enter the billing test in the “Test” field using one of the following methods.
 - i. Enter a semicolon (;) followed the mnemonic for the billing charge, then press the “Tab” key.
 - ii. Click on the ellipses button (...). Enter the first few letters of the test description in the “Test” field then press the “Search” button. Select the appropriate test from the pop-up list.
- e. Enter the number to be billed in the “Number” field then press the “Tab” key.



- f. Click the “OK” button. The unit number, charge, and quantity will move to the bottom portion of the screen. At this point, additional charges can be added by following steps d-e.
- g. Click the “Save” button

D. Ordering a Bill-Only Test for a Procedure

- a. Access the patient using Sunquest function “Order Entry.”
- b. A list of fields will open. Enter the correct information in each of the following fields.
 - i. Collect date
 - ii. Collect time
 - iii. Received date
 - iv. Received time
 - v. Ordering physician

	<p>vi. Phlebotomist code may be left blank</p> <p>Note: The collect date MUST be the date on which the procedure was performed. This field will default to the date on which the billing was entered and must be changed.</p> <p>c. Enter the test mnemonic in the “Order Code” field. If the test code is unknown,:</p> <ol style="list-style-type: none"> i. Click on the ellipses button (...). ii. Enter the first few letters of the test description in the “Test” field then press the “Search” button. iii. Select the appropriate test from the pop-up list.  <p>d. Click the “Save” button.</p>
2	<p>Once billing has been entered, it cannot be edited by blood bank staff. Additional charges must be added by the LIS department.</p> <ol style="list-style-type: none"> A. The charges will only transfer to the hospital system once. B. Edited charges will update in Sunquest, but they will NOT update in the hospital system and will not bill the patient.
3	<p>If too many charges were entered or if billing was entered in error, blood bank staff members can credit testing. Generally speaking, credit tests use the same mnemonic as the billing tests, but the first letter of the mnemonic is a C. For example, the test code to bill antibody panels is “PANEL” while the test code to credit unit antigen typing is “CPANEL.” The same process used to bill the charge is used to credit the charge.</p>
4	<p>Billing charges drop off of the specimen in some computer fields but can be verified using “Laboratory Inquiry.”</p>
5	<p>Reference lab testing is only entered by the supervisor/group lead or designee per procedure, “Reference Workup for Antibody Identification.”</p>

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6. **RELATED DOCUMENTS**
SOP: Reference Workup for Antibody Identification

7. **REFERENCES**
None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOPs WAH-SGAH.B707.01, WAH-SGAH.B708.01		

9. **ADDENDA AND APPENDICES**
A. Billing Codes

**Appendix A
 Billing Codes**

Charges for Patient Testing		
Description	Billing Code	Credit Code
Antigen Typing Charge	AGCHG	CAGCHG
An Scr Pt's serum chg	ANPTCH	ANPTCR
Antibody Panel Charge	PANEL	CPANEL

Charges for Unit Testing		
Description	Billing Code	Credit Code
Donor Sickle Screen Charge	SCS	CSCS
Unit Antigen Screen Charge*	UANCH	UANCR

Charges Billed at Issue		
Description	Billing Code	Credit Code
Donor CMV Charge**	DCMV	CDCMV
Irradiation RBC Charge	IRRC	CIRRC
Irradiation Plt Charge	IRRP	CIRRP
Platelet Crossmatch Charge	PLAXM	CPLAXM
Donor Sickle Screen Charge	DSKL	CDSKL

Charges Billed As Separate Tests (Bill-Only Tests)		
Description	Billing Code	Credit Code
Plasmapheresis Charge (SG Only)	PLEP	CPLEP
Apheresis platelets therapeutic (SG Only)	APLT	CAPLT
Apheresis WBC therapeutic (SG Only)	AWBCT	CAWBCT
Apheresis Red Cell Exchange Txn (SG Only)	RAET	CRAET
Autologous Fee	AUTO	CAUTO
Thawing Fee	THAW	CTHAW
Pooling charge	POOL	CPOOL

**The donor CMV charge must be credited if the unit is not transfused to the patient.

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