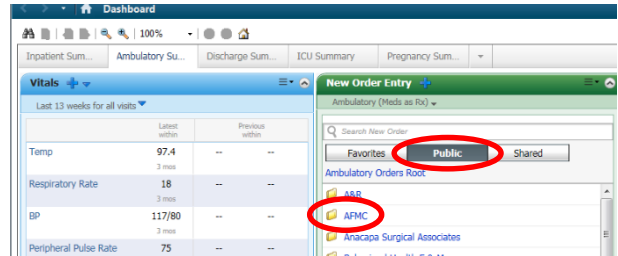


# How to efficiently post-date billing

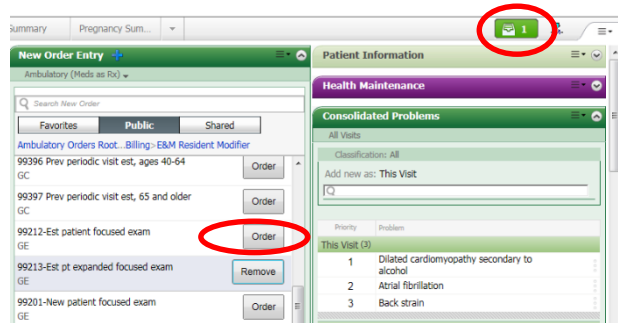
1. Open patient's dashboard. Be sure that the FIN and locations listed matches the date that the patient was seen. If it's not correct, see the attached page on changing the encounter. In the New Order Entry field, click 'Public' to bring up the Public Favorites folder



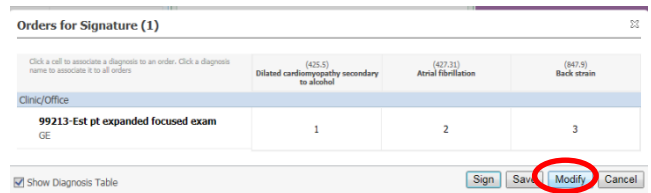
2. Choose then 'AFMC' folder, then 'Billing', then 'E&M Resident Modifier', then select the appropriate bill. (if you save the ones that you most commonly use to your own Favorites folder, they can be available in fewer steps)



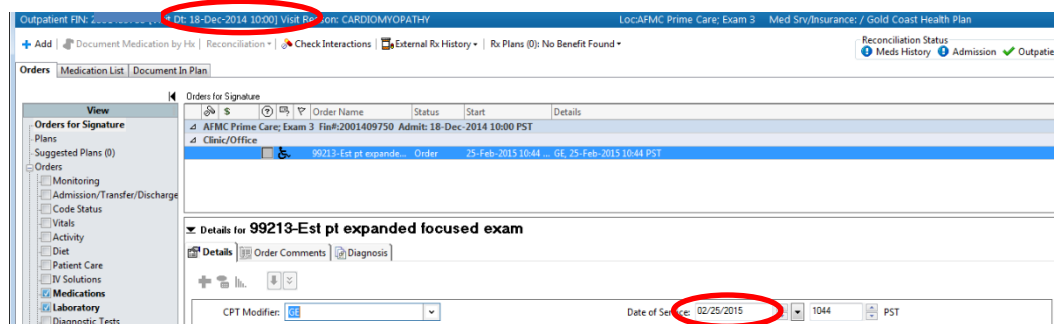
3. Click the word 'Order' next to the appropriate billing code and it will be placed in your to-be-signed bin (green box at the top right corner).



4. Click on the Green Inbox at the top right corner and the 'Orders for Signature' window will come up. Click 'Modify'.



5. In the details for the order, adjust the date of service to match the date listed on the banner bar.



6. Click 'Sign' and you're done.

# How to quickly change the encounter

Did you open a chart in the wrong encounter location or under the wrong FIN? Change it quickly using the banner bar.

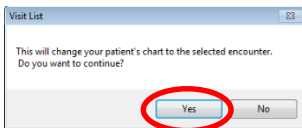
1. On the banner bar, click on the location (“Loc:”)



2. A list of the patient’s encounters will come up, sorted by date. Double-click on the appropriate encounter.

Visit Type	Location	Admit Date	Discharge Date	FIN	Service
Clinic	AFMC Prime Care Exam 3	18-Dec-2014 10:00:11 PST	18-Dec-2014 23:59:59 PDT		Family Practice
Clinic	AFMC Prime Care Exam 2	09-Sep-2014 09:24:03 PDT	09-Sep-2014 23:59:59 PDT		Family Practice
Outpatient	VCMC Lab	03-Jun-2014 12:27:00 PDT	03-Jun-2014 23:59:59 PDT		Laboratory
Clinic	AFMC Prime Care Exam 1	03-Jun-2014 10:40:20 PDT	03-Jun-2014 23:59:59 PDT		Family Practice
Clinic	AFMC Prime Care Exam 1	22-Apr-2014 10:33:28 PDT	22-Apr-2014 23:59:59 PDT		Family Practice
Clinic	CD Cardiology Intake Area	24-Jan-2014 14:29:04 PST	24-Jan-2014 23:59:59 PST		Cardiology
Clinic	AFMC Prime Care Exam 1	23-Dec-2013 12:39:22 PST	23-Dec-2013 23:59:59 PST		Family Practice
Outpatient	VCMC Echo	06-Nov-2013 12:52:30 PST	06-Nov-2013 23:59:59 PST		Radiology
Clinic	CD Cardiology Exam 2	07-Oct-2013 13:21:56 PDT	07-Oct-2013 23:59:59 PDT		Cardiovascular
Clinic	AFMC Prime Care Exam 2	23-Jul-2013 09:23:09 PDT	23-Jul-2013 23:59:59 PDT		Family Practice
Prereg	CD Cardiology				
Prereg	CD Cardiology				
Prereg	AFMC Prime Care				
Prereg	CD Cardiology				

3. Confirm that you intend to change the encounter by clicking “Yes”.



4. Look to the banner bar to confirm that the encounter is now correct.

