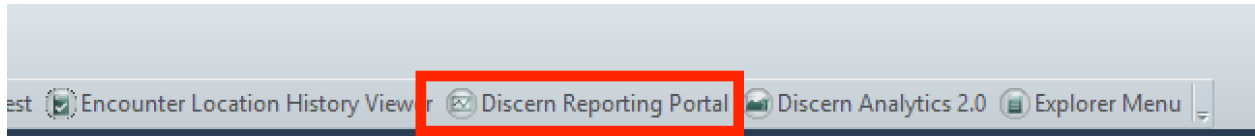
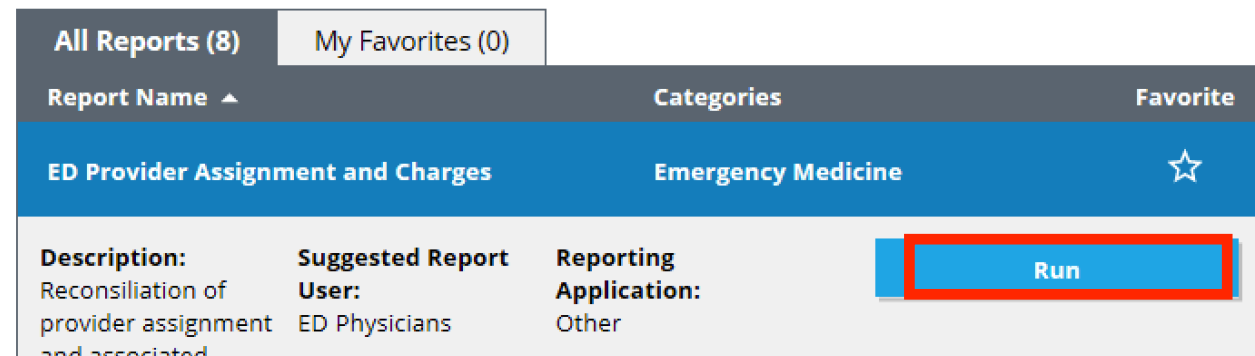
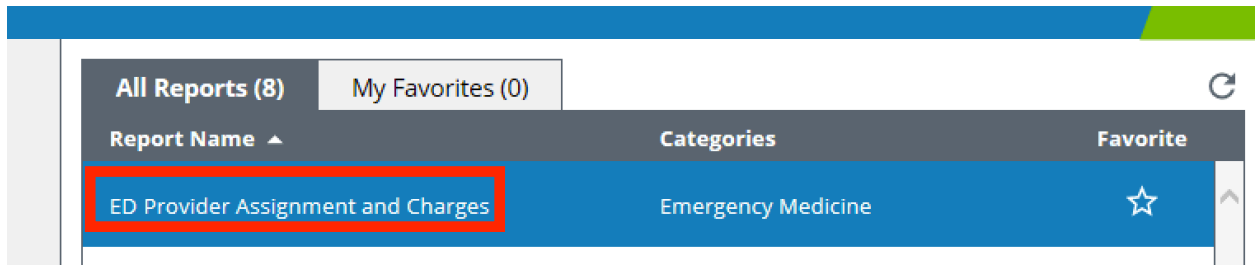


Billing Report Job Aid

1) Click on the icon for **Discern Reporting Portal**



2) Click on **ED Provider Assignment and Charges** and then **Run**

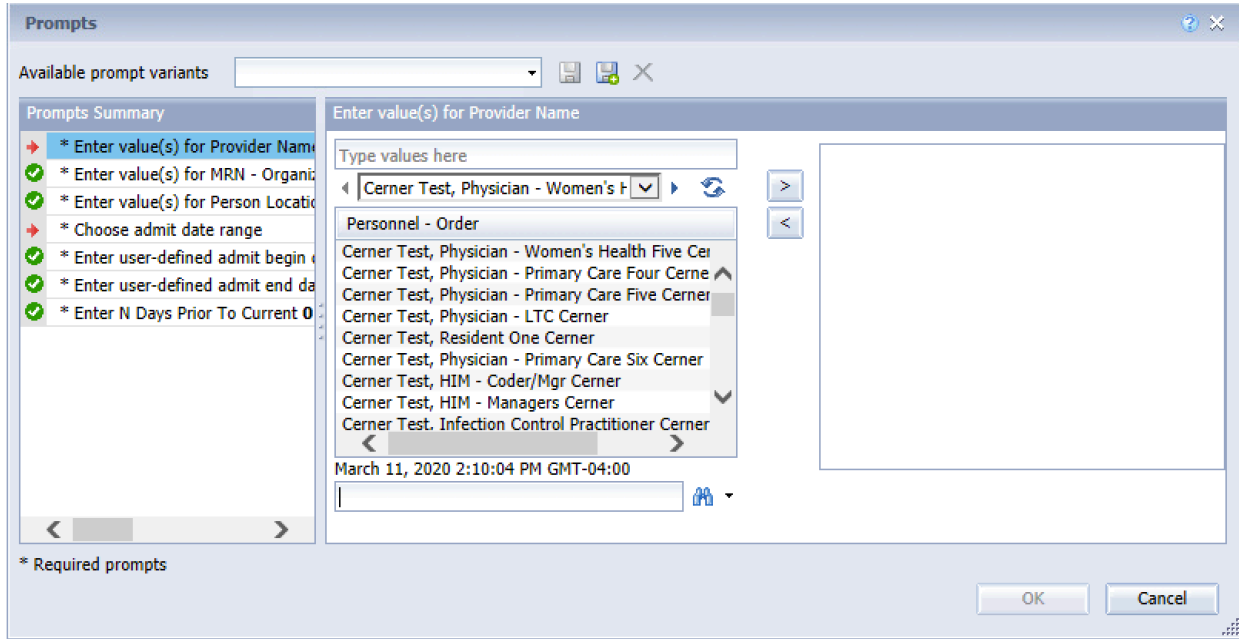


3) The below window will appear and prompt you for a login. Your username is your regular network username. If you are logging in for the first time the password in Cerner1.

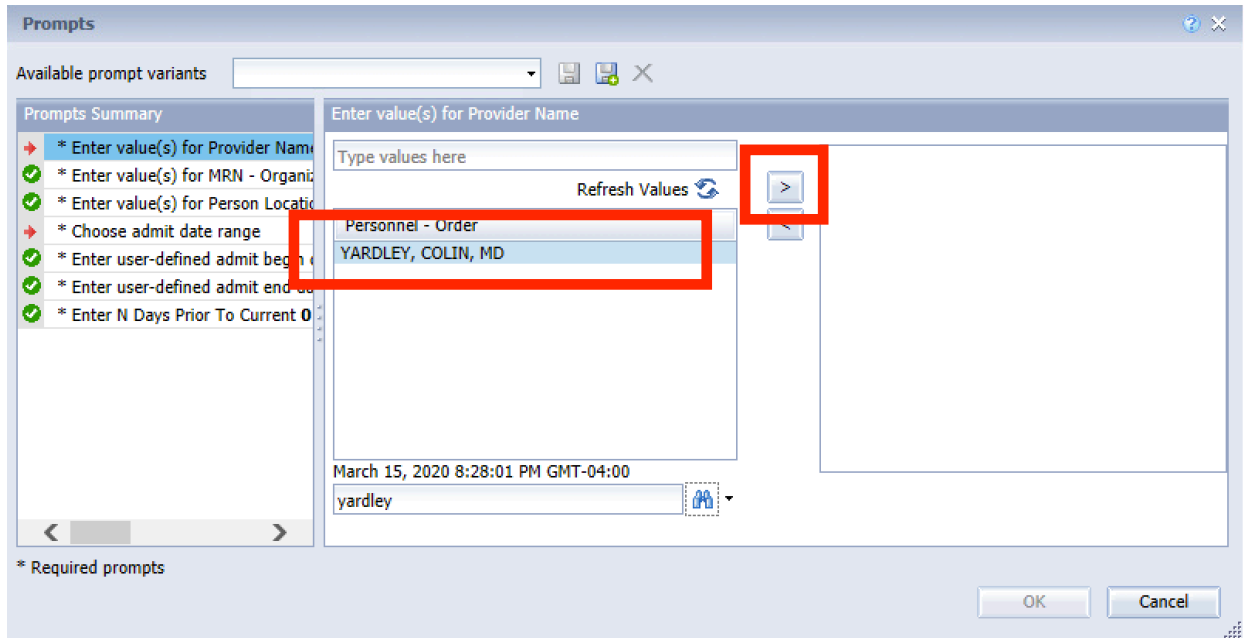
A screenshot of the SAP BusinessObjects OpenDocument login window. The window has a yellow header bar and contains the following text: 'SAP BusinessObjects OpenDocument', 'Enter your user information, and click "Log On". If you are unsure of your account information, contact your system administrator.', and a login form with fields for 'User Name:' and 'Password:'. Below the form is a 'Log On' button and the SAP logo.

Billing Report Job Aid

4) Set the parameters for the report using the below window.



5) Search your name and move it to the right using the arrow key. The same principle can be applied to answer all the questions.



Billing Report Job Aid

6) Use the column **Prompts Summary** to continue navigate to the next question. The different prompt windows will allow you specify the site and time frame you wish to search. When you have answer all the questions click **OK**

Prompts

Available prompt variants

Prompts Summary

- * Enter value(s) for Provider Name
- * Enter value(s) for MRN - Organization
- * Enter value(s) for Person Location
- * Choose admit date range
- * Enter user-defined admit begin
- * Enter user-defined admit end date
- * Enter N Days Prior To Current Date

Enter value(s) for MRN - Organization APC

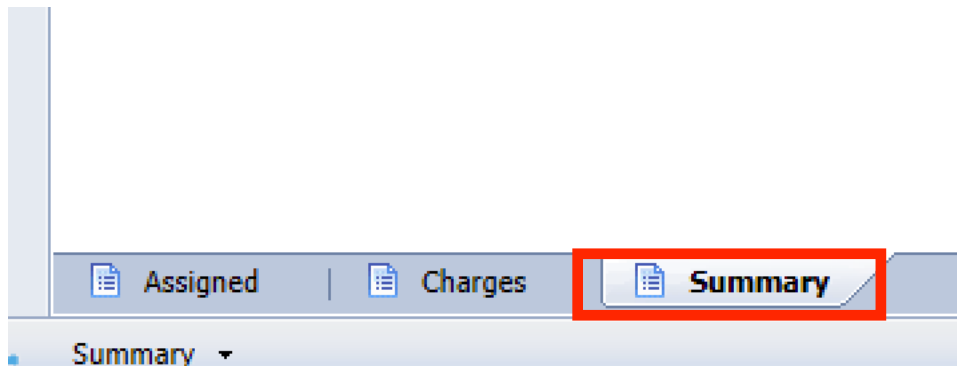
Type values here

SMGH MRN
GRH MRN

* Required prompts

OK Cancel

7) When you run the report there will be three tabs at the bottom click **Summary**



8) This will open the following window. The most useful column is the **Assigned without Associated Charge**. This window shows you if you signed up for a patient and never billed.

Assigned without Associated Charge	Charge without being Assigned	Volume per Day (Does not take shift into account)
Financial Number	MRN - Organization	Admit Date & Time

Assigned Date	Count

Billing Report Job Aid

9) To bill for these patients. Record their MRN and visit date (privacy will not let us print or save this report) and record the associated charges. You can submit these charges to Melanie using your sync.com folder.

Sync > Yardley

<input type="checkbox"/>	Name	Modified	Size	
<input type="checkbox"/>	GRH	--	--	
<input type="checkbox"/>	SMGH	--	--	
<input type="checkbox"/>	Billing Correction_20200311_0001.pdf	Mar 11, 2020 2:26 PM	222.7 KB	
<input type="checkbox"/>	Billing Corrections.pdf	Mar 6, 2020 3:27 PM	2.1 MB	

Displaying 4 items