



How do I know if I submitted a charge on a patient?

If the encounter is closed:

Open the patient's chart and navigate to *Chart Review*. Locate the date of service in question, double-click to open the note, then scroll down to the bottom of the note. Charges submitted to UPI through EPIC will have a prefixed description "UPI". If no charges with "UPI" are listed, refer to *How do I submit a charge after I close an encounter?* on page 2 of this document.

Code	Description	Service Date	Service Provider	Modifiers	Quantity
99202	UPI PR OFFICE/OUTPT VISIT,NEW,LEVEL II	2/3/2011	AMB, DOCTOR WIDEA	25	1
59025	UPI PR METAL NON-STRESS TEST	2/3/2011	AMB, DOCTOR WIDEA		1
87210	UPI PR HEAR STAIN WET MNT INTERP	2/3/2011	AMB, DOCTOR WIDEA		1
889999	UPI PR CODE NOT FOUND ON PREF LIST	2/3/2011	AMB, DOCTOR WIDEA		1
99203	UPI PR OFFICE/OUTPT VISIT,NEW,LEVEL III	2/3/2011	AMB, DOCTOR WIDEA		1

If the encounter is NOT closed:

Locate the "MY CHARGES," "CHARGES TO BE FILED," or "CHARGES ON FILE" section of the *Charge Capture* activity. Charges with a prefixed description of "UPI" will be listed. It is recommended to click "Remove Filters" to ensure all charges are visible (professional fees are prefixed with "UPI PR"). If no charges have been filed, this section will be blank and the user can click the *Charge Capture* activity to submit charges

Description	Code	Dx	Service Date
11981 insert non-biodegradable Drug Delivery implant (non-contraceptive)	11981		05/10/12

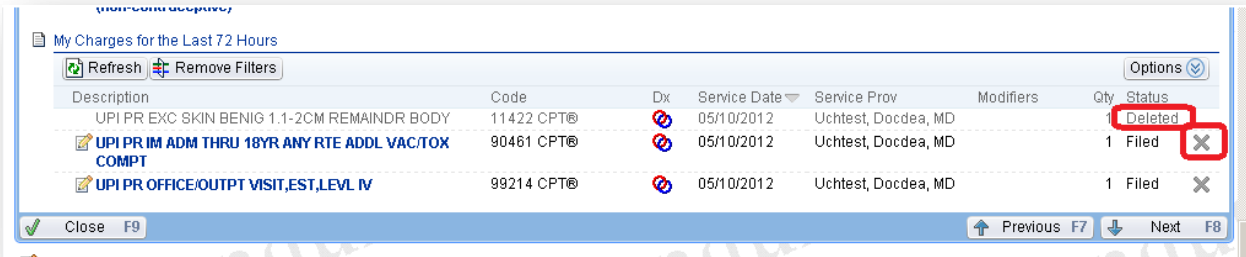
Description	Code	Dx	Service Date
UPI PR EXC SKIN BENIG 1.1-2CM REMAINDR BODY	11422 CPT®		05/10/2012
UPI PR IM ADM THRU 18YR ANY RTE ADDL VAC/TOX COMPT	90461 CPT®		05/10/2012
UPI PR OFFICE/OUTPT VISIT,EST,LEVEL IV	99214 CPT®		05/10/2012



🚩 I submitted a duplicate/incorrect charge. How do I delete/change it?

⚠️ On the same day as submitting the charge:

If the encounter has been closed, an addendum will need to be created. Locate the charge in the "My Charges..." section of the *Charge Capture* activity. Delete the erroneous code by clicking the X, then open the *Charge Capture* activity and submit the corrected charge. Deleted codes can be viewed by selecting the "Show Deleted" option on the "My Charges..." section.



⚠️ On a day subsequent to submitting the charge:

Contact your UPI FC Operations Manager or FC Applications Analyst to submit a charge correction

UPI Contact List:

Provider EPIC Help 24/7: 303.493.7282

Division/Department/Clinic	FC Applications Analysts	FC Operations Manager (m) & Supervisor (s)
CHC/Peds: All/Imm, Rheum, Pulm, Cardio, Endo, ID, GI/Hep, Tox/Pharm, Onc/BMT, Renal/Nephro/Dialysis, Lung/Liver Transplant, Neuro UCH ED, CHC ED, NICU Barbara Davis Center, Hemophilia Clinic UCH Neurology	Lisa Durrah 303.493.7236 Shannon Bounds 303.493.7290	(m) Donna Marasa 303.493.7207
Ophtho, Ortho, Hand, ENT, Neuro Surg, OBGYN, CU HC Partners, GynOnc, Psych, RadOnc, Breast Center Surg/Transp (CTS, GITES, Burn, Podiatry Plastics/Recon, Lung & Liver Transp, Spine, Uro, Vasc)	Chris Peterson 303.493.7243 Tammy Van Sickle 303.493.7254 Kellie Carter 303.493.7241	(m) Heidi Gullord 303.493.7246 (s) Iris Havelka 303.493.7230
Anesthesia/Pain Clinic, Dermatology, Pathology/Cytology, Radiology		(m) Daniel Keys 303.493.7614 (s) Beth Kilgroe 303.493.8307
Medicine: Allg/Imm, Rheum, Pulm, Cards, Endo, ID, GI/Hep, IM, Toxo/Pharm, MedOnc, BMT, Renal/Nephro/Dialysis, Transp Clinic, ♀Health, Hospitalist, Seniors Clinic FamMed, Rehab	Eric Iten 303.493.7223 Marla Smith 303.493.7108	(m) David Karner 303.493.7614



**🕒 How do I submit a charge after I close an encounter?
How do I add a missed charge to a closed encounter?**

Open an addendum to the encounter, then click the *Charge Capture* activity, submit charges as normal, then sign/close the addendum by clicking *Sign/Route Addendum* then *Sign Addendum*