



Open Encounters Report

- Report is compiled by EPIC at 12:00 midnight on Wednesday night
- UPI FC Quality Team sends individual emails to providers on Thursday notifying them of what was on the report as of 12:01 am Thursday. If the encounter has been completed between 12:01 am Thursday and time of receipt, please disregard notification
- UPI FC Apps Team sends department email to the following individuals as an FYI for their department(s): Section Chief and/or Chair, Department Administrator, UPI - Gail Albertson / Kathy Zeleski / Coding Manager
- These reports are generated and sent to providers as a courtesy to help thwart suspension due to UCH's 10-day policy, as well as to assist providers ensuring that all ambulatory charges are captured (no more dedicated ambulatory coder)

Provider will receive a report on Thursday

Date: August 9, 2012										
UPI Open Encounters										
Open Encounters and Closed Encounters needing Cosign. Includes Encounters with No Professional Charges.										
Service Provider Name	Patient Name	MRN	CSN ID	Dept	Service Dt	Enc Type	Prof Charge	Status	Cosign User	Provider Action
HOWSER, DOOGE	RONI, PEPPE	1926161	46444843	MSUR	7/24/2012	VISIT		Open		1. Please enter a charge and close the encounter.
CAINE, MARK	FRESCO, AL	2099576	46128708	MSUR	7/31/2012	VISIT	Prof	Open		2. Please enter any documentation and/or required information and close the encounter. You do not need to file a charge.
O'FURNITURE, PATTY	LYON, DAN D	1264329	46358980	MSUR	7/28/2012	VISIT		Closed	TURNER, PAIGE	3. Please sign the co-sign request in your inbasket folder or forward it to the proper attending. You do not need to file a charge.
TOWELL, SCOTT	VADER, ELLA	2346679	45620721	MSUR	8/1/2012	VISIT		Closed	KANE, LIDA	4. Please go to inbasket and complete the co-sign request for this patient and do an addendum to the encounter to enter your charge, or forward the co-sign request for this encounter to the correct attending.
WAGGON, CHUCK	STRAIT, KENT C	1110287	46161813	MSUR	8/4/2012	INITIAL VISI		Closed		5. Please close encounter and/or send co-sign request to the correct attending. You do not need to file a charge.
DOYLE, LYNN C	SUTTON, OLIVER	900390	46563212	MSUR	8/1/2012	Procedure		Closed		6. Please go back through the schedule and file your professional charge.

1. "Prof" field is blank & "Status" is open:

- Situation: This indicates no professional charge was entered and the encounter was not closed.
- Provider Action: **Please enter a charge and close the encounter.**

HOWSER, DOOGE	RONI, PEPPE	1926161	46444843	MSUR	7/24/2012	VISIT		Open		1. Please enter a charge and close the encounter.
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2. "Prof" field is populated and "Status" is open:

- Situation: This indicates a professional charge was entered but the encounter is still open.
- Provider Action: **Please enter any documentation and/or required information and close the encounter. You do not need to file a charge.**

CAINE, MARK	FRESCO, AL	2099576	46128708	MSUR	7/31/2012	VISIT	Prof	Open		2. Please enter any documentation and/or required information and close the encounter. You do not need to file a charge.
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3. “Prof” field is populated & “Status” is closed:

- a. Situation: This indicates a professional charge was entered and the encounter was closed. However, the attending did not complete the co-sign request. Under the “Cosign User” is listed the provider the resident sent the co-sign request to, but it is possible the resident sent this request to the wrong attending.
- b. Provider Action: **Please sign the co-sign request in your inbasket folder or forward it to the proper attending. You do not need to file a charge.**

O'FURNITURE, PATTY	LYON, DAN D	1264329	46358980	MSUR	7/28/2012	VISIT		Closed	TURNER, PAIGE	3. Please sign the co-sign request in your inbasket folder or forward it to the proper attending. You do not need to file a charge.
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4. “Co-Sign” field is populated with provider’s name and “Prof” field is blank:

- a. Situation: All the encounters that appear are instances when the resident sent the co-sign request to the provider but it was never completed by the attending. Copy these lines and append them next to the other encounters in your outlook e-mail.
- b. Provider Action: **Please go to inbasket and complete the co-sign request for this patient and do an addendum to the encounter to enter your charge, or forward the co-sign request for this encounter to the correct attending.**

TOWELL, SCOTT	VADER, ELLA	2346679	45620721	MSUR	8/1/2012	VISIT		Closed	KANE, LIDA	4. Please go to inbasket and complete the co-sign request for this patient and do an addendum to the encounter to enter your charge, or forward the co-sign request for this encounter to the correct attending.
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5. Resident in “Service Provider Field”

- a. Situation: A resident appears in the “Service Provider” field and they have not sent a co-sign request to an attending. Highlight the line yellow to indicate it is a resident
- b. Resident Action: **Please close encounter and/or send co-sign request to the correct attending.**

WAGGON, CHUCK	STRAIT, KENT C	1110287	46161813	MSUR	8/4/2012	INITIAL VISI		Closed		5. Please close encounter and/or send co-sign request to the correct attending. You do not need to file a charge.
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6. “Prof” field is blank & “Status” is closed

- a. Situation: This indicates the provider closed their encounter without filing a professional charge.
- b. Provider Action: **Please do an addendum to the encounter and file your professional charge.**

DOYLE, LYNN C	SUTTON, OLIVER	900390	46563212	MSUR	8/1/2012	Procedure		Closed		6. Please go back through the schedule and file your professional charge.
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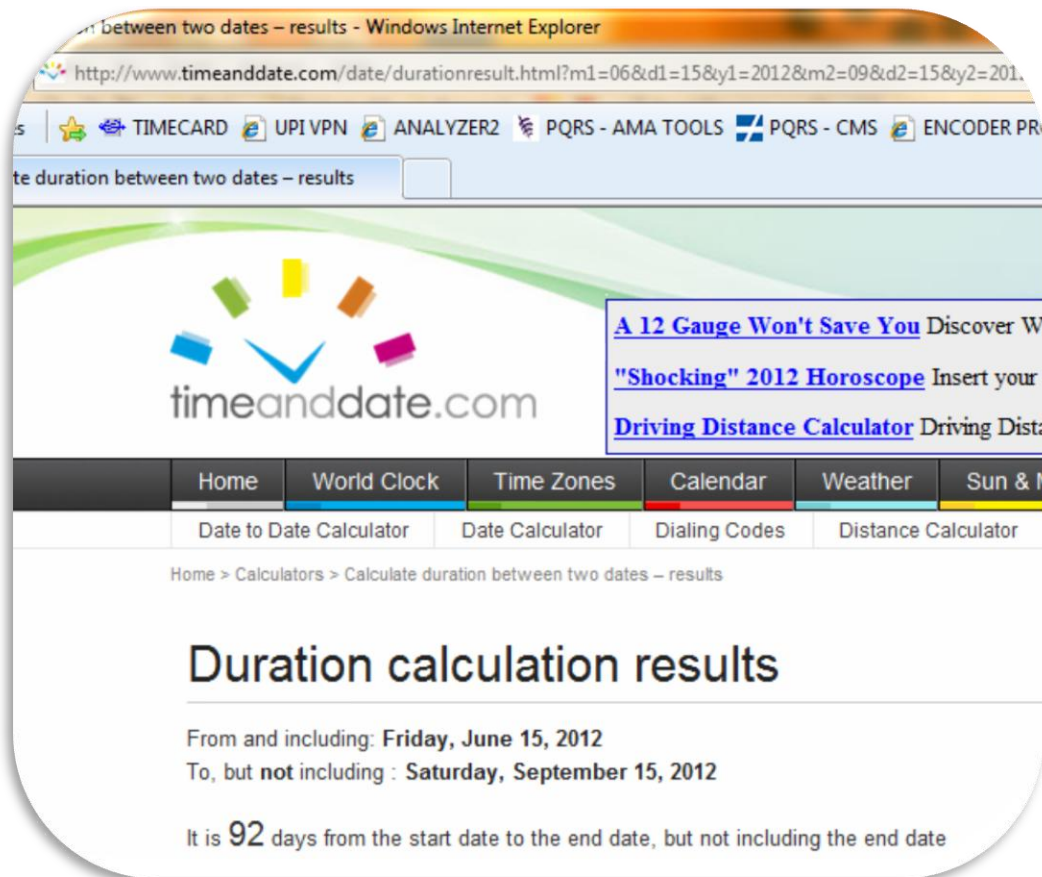


Why do I have to file a 99024 POST OP charge when the patient is in a 90-day global billing period?

1. Without a code submitted on the encounter, the encounter will end up on the open encounters report under scenario #6
2. Not all surgeries/procedures are 90-day global periods
3. If a patient is seen on day 91 after a 90-day global surgery, UPI can bill correctly and revenue will not be lost

Do not assume that from date “X” of one month to date “X” of the third month is always 90 days. You must count 90 calendar dates from the date of the surgery, including weekends, holidays, and leap days!

In the example below, 90 days from June 15 is September 12, NOT September 15!



In this situation if the post-op code 99024 was submitted on September 15th, UPI would catch it and change the code to a billable code.

For assistance or questions, please contact UPI FC Applications at 303.493.7282