Cancel Charges

If you add the wrong charge, you can cancel or discontinue it within 10 minutes, while the status is still Ordered.

1. On the Phys. Charges tab, click the heading Current Visit Charges.

2. This brings you to the Orders screen.

3. Click on Non Categorized.

4. Right click on the charge to discontinue (the status should be Ordered).

5. Select Cancel/DC.

6. On the Details tab, select a Discontinue reason from the Detail values list.

7. Click Sign.

8. The charge will display as Discontinued on the Orders screen and on the Phys. Charges tab.

Note: If the Status of the charge is Completed, it cannot be discontinued. Add the correct charge and on the Details tab, select Special Instructions. Add a comment about the charge you couldn’t discontinue and request for it to be removed.

Need help?
For additional information, visit: www.christianacare.org/powerchart2014

Or call:
PowerUp Team: 733-1777 (Mon–Fri)
Help Desk: 327-EMER (3637)
Add Service Charge

After completing the day’s Progress Note for the patient, add the charge for the service provided for the day.

**Note:** Charges do not carry forward and must be added daily.

1. Click the **Phys. Charges** tab on SCCC Workflow.
2. Verify under **Current Visit Charges** that no charges were already added for the date of service.
3. Review the Diagnosis section. If a diagnosis hasn’t been added, search and add using the Quick Search field.
4. Click on the black triangle in a category to open the list of charges.
5. To select a charge, click on it. You can select more than one charge, if applicable.
6. If no charge is to be incurred from you that day, select **No Charge - SCCA** under the **No Charge** category.
7. The inbox turns green and indicates the number of orders. Click on the green inbox.
8. Review the charge in the pop-up and if correct, click **Sign**.

### Diagnosis (Problem) being Addressed this Visit section

- **Select one charge per procedure.** Later, coders will add the appropriate code in Soarian based on your documented Progress Note.
- **If you performed bedside procedures,** select **Bedside Procedure - SCCA** under **Bedside Procedures**. **Select one charge per procedure.** Later, coders will add the appropriate code in Soarian based on your documented Progress Note.
- **If the date of service was today,** click in the Date field and type `t`. Today’s date will be entered in the field.
- **If the date of service is a previous day,** type the date of service or use the dropdown arrow next to the date field to choose the date from a calendar.
- **Hover over the charge to see the Start Date Time** (date service was performed) vs. **Order Date/Time** (date charge was ordered).

13. In the **Diagnosis (Problem) being Addressed this Visit** section, check the box next to the appropriate diagnosis from the list.
14. If you add more than one diagnosis for the charge order, prioritize the diagnoses by placing a check mark next to the first diagnosis, then the second, etc.
15. When finished, click **Sign**.
16. The charge displays on the Phys. Charges tab under **Current Visit Charges**. The status is **Ordered**.
17. If no charge is to be incurred from you that day, select **No Charge - SCCA** under the **No Charge** category.