



Medical Service Setup of Hospital

Objectives & Goals -

- To Setup Hospitals
- Tips

Hot Keys

Ctrl + N – Add a new record

Ctrl + Del – Delete a record

Ctrl + E – Edit a record

Ctrl + S – Save a record

Ctrl + L – Cancel a record

Ctrl + R – Retrieve all records

Ctrl + H – Search a record

Ctrl + T – Change sort order of records

There are four options in Medical Service.

Facility

Hospital

Pharmacy

Diagnostic/Labs

NOTES:



Setup a Hospital

Setup >> Medical Service >> Hospital

Hospital is a medical organization where sick or injured patients are taken medical or surgical care. **Place of Service codes 21 or 22.**

Name: This box contains the name of the hospital where the patient is getting the treatments.

Street: This box contains the name of the street where the Hospital located

Zip: This box contains the Zip code of the area where the Hospital is located.

Phone#: This box contains the phone number of the Hospital.

Fax#: This box contains the Fax number of the Hospital.

E-Mail: This box contains E-Mail ID of that Hospital.

Contact: This box contains contact name of any responsible person of that Hospital.

Enter your place of service codes here (example 21 for inpatient and 22 for outpatient)

HCFA 32 Inpatient: (Definition) "A patient who has been admitted to a hospital as a registered bed patient and is receiving services under the direction of a physician for at least 24 hours is known as Inpatient". Sometime we need to provide the Inpatient number of the patient to the insurance carrier while claiming. This number is provided by the Federal Government to the hospital.

HCFA 32 Outpatient: (Definition) "A patient who visits a health care facility for diagnosis or treatment without spending the night. Sometimes called a day patient"

Sometime we need to provide the Outpatient number of the patient to the insurance carrier while claiming. This number is provided by the Federal Government to the hospital.

NPI: Enter the facility NPI here. You can click the find button to be taken to the national database to search for the NPI.

NOTES:



Medical Number: Refers to PIN linked to Insurance Carrier for HCFA 32 Inpatient and HCFA 32 Outpatient number to the hospital.
This number may be used on the Claim when applicable.



Carrier* (?)	HCFA 32 InPat	HCFA 32 OutPat
>AETNA HEALTH AND LIFE INSURANCE COMPAN' 860-272-0123		
akong med insurance 654	555-555-5555-5555	
asdfsadfsadfsdf 23456	032-233-1231-2312	
Blue Cross Payment Plan BSCP	032-111-1111-1111	
brent town 123		

Hospital Rooms allows user to enter the hospital room's description and the route no. Route no is the number of the route on which the room is located.



To bring up all hospitals click the retrieve folder.

To search for a specific hospital click the binoculars.

To add a hospital click the + symbol.

To edit a hospital click the edit icon or click Ctrl + E

Deleting a hospital requires the hospital is not linked to a claim, or case. Instead, we always recommend the user make the hospital "inactive" by removing the check in active box.

NOTES:



Tips:

Hospital **POS** is a non-office, non-facility, which POS should equal 21, 22 or 23.

POS (Place of Service)				
	Code*	Description*	Note	Warn For
8.	12	Home		Other
9.	15	Mobile unit		Office
10.	21	Inpatient hospital		Hospital
11.	22	Outpatient hospital		Hospital
12.	23	Emergency room-hospital		Hospital

The POS grid can be found in Setup >>> Bill >>> Place of Service.

The hospital is linked to the Patient Case as seen below. Be sure to input the Admission From date.

Hospital & Facility:				
Hospital (?)	NW Hospital	Facility(?)		
Room:		From:	00/00/0000	To: 00/00/0000 Discharge: <input type="checkbox"/>

When entering charges, the hospital information will automatically be linked in Box 32 of the CMS form.

NOTES:
