VERSION 2.0 APRIL 14, 2020



MOBILECHARGE DESKTOP APPLICATION

QUICK START USER GUIDE

MOBILECARE TEAM

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INTRODUCTION

MobileCharge is the University of Miami charge capture web application designed to run on any PC operating system or mobile device. MobileCharge is used for charge capture for patients at JMH locations and external hospitals not handled in Epic.

ACCESS

Access the MobileCharge application at <u>https://mobilecharge.med.miami.edu/</u> and login with your UM credentials. Users must be registered before accessing MobileCharge. Please contact your Department administrator if you need access.



BASIC NAVIGATION

MobileCharge allows you to capture charges in just a few clicks.

PATIENT SELECTION

- 1. Upon login, you will be taken to your default patient list (customized upon request.)
- 2. To change the patient list, use the patient list drop down menu from the black bar at the top left of the page.

07/26/2018	iii	Burn Consult JMH Inpatient	
dd Patents Name Location Locatio	Submitted	Select Patient List Burn Consult JMH Inpatient Katy Richardson Neurology General JMH Outpatient Clinics Neurology JMH Inpatient Neurology JMH Inpatient Neurology Pedi JMH Outpatient Clinic	al
6565657-Anew, Patient CPT MOD ICD]	Neurology Stroke JMH Outpatient Clinic More 90961-ESRD RELATED SVC MONTHLY 20/>YR OLD 2/3 VI Remove	SITS
6565658-ANotherNew, One CPT MOD CD	-	More Not Seen? Remove	
6565658-ANotherNew, One CPT MOD ICD	Fist, Juan	More New Charge	

3. To switch to a different date of service, use the calendar drop down menu from the top left of the page. The system provides a 5-day window for charges.

β/16/2020									
«	March 2020 »			*	ame (Location	Submitted		
Su	Мо	Tu	We	Th	Fr	Sa			
23	24	25	26	27	28	29			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31	1	2	3	4			

4. A list of patients will appear down the left side of the page. Click on a patient to display the patient's coding feature on the right side of the screen.

CODE SELECTION

5. The CPT is the initial starting point for code selection. Toggle between CPT and ICD modes using the blue buttons. You must select at least one CPT and one ICD to submit your codes.

1				
I	CPTs	ICDs	Top Used	۲
1				

6. The application can be set up to carry forward codes from the previous date of service. Carried forward and selected codes appear at the top of the screen while codes to be selected appear underneath the Search box.

CPTs ICDs Top Used •	-		
99205-OFFICE OUTPATIENT NEW 60 MINUTES	┢	-	Selected Codes
Search all CPTs SEARCH BY CODE OR DESCRIPTION	ב- ר-		
99024-POSTOP FOLLOW UP VISIT RELATED TO ORIGINAL PX -	-		
16020-DR S&/DBRDMT PRTL-THKN S BURN S 1 ST/SBSQ SMALL -			Codes to be Selected
26992-INCISION BONE CORTEX PELVIS&/HIP JOINT -	ז		Codes to be selected
99215-OFFICE OUTPATIENT VISIT 40 MINUTES -			
16000-INITIAL TX 1ST DEGREE BURN LOCAL TX -			
99291-CRITICAL CARE ILL/INJURED PATIENT INIT 30-74 MIN -	J		

7. You can select codes from (1) your personal top list, (2) a category drop down menu, or (3) the search box. Click on desired codes from the code selection area to add them. ICD codes default to attach to all selected CPTs.



- 8. Click the blue Modifiers button next to the selected CPT to display a list of Modifiers.
- 9. Click the 🗙 next to the selected CPT or ICD to remove a code.

CODE SUBMISSION

10. Click on the **Submit** button on the top right of the screen to submit your codes. A pop up box will display.

Submit Confirmation						
TELEHEALTH CHARGES MUST BE SUBMITTED BY SELECTING TELEHEALTH BUTTON MODIFIER GT WILL BE AUTOMATICALLY ADDED WHEN TELEHEALTH IS SELECTED.						
SUBMIT - TELEHEALTH	SUBMIT - NON TELEHEALTH					
	SUBMIT - NO BILL					

- For telehealth charges, select the **Submit- Telehealth** button. Modifier GT will be automatically added to the charge.
- For non-telehealth charges, select the **Submit-Non Telehealth** button.
- For encounters not requiring a charge, select the **Submit-No Bill** button.

Charges post to Uchart at 4pm each day. You have the option of selecting the Unsubmit button in the top right of the screen to edit any codes before they're posted. After they have been sent to Uchart, codes cannot be changed in the MobileCharge app. Please contact your Department administrator to make the adjustment directly in Uchart.