

VERSION 2.0
APRIL 14, 2020



MOBILECHARGE DESKTOP APPLICATION

QUICK START USER GUIDE

MOBILECARE TEAM

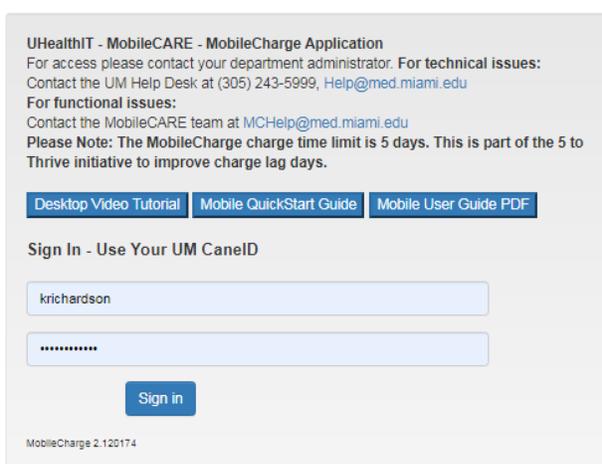
CONTACT: MHELP@MED.MIAMI.EDU

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

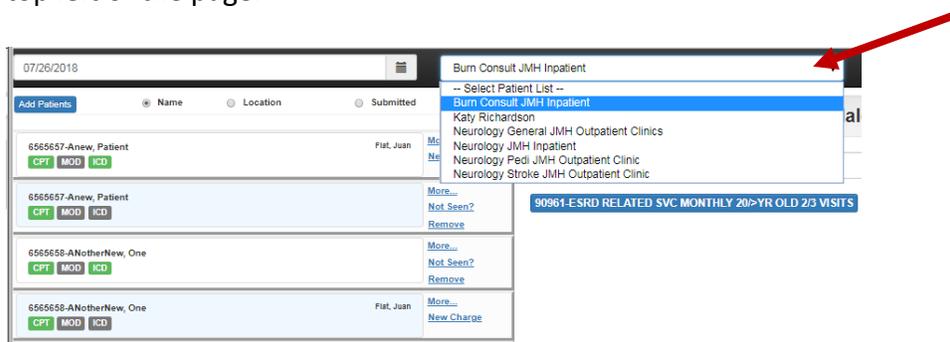


BASIC NAVIGATION

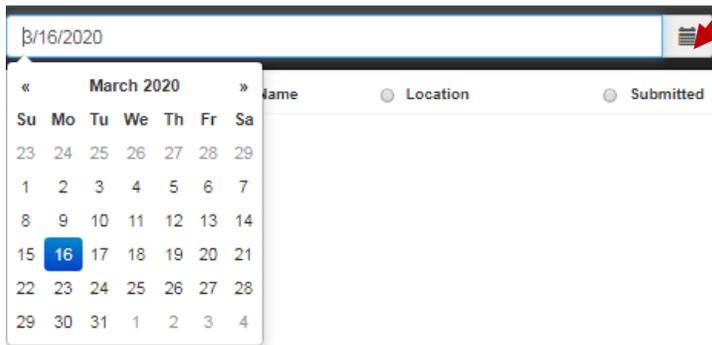
MobileCharge allows you to capture charges in just a few clicks.

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.



- 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.



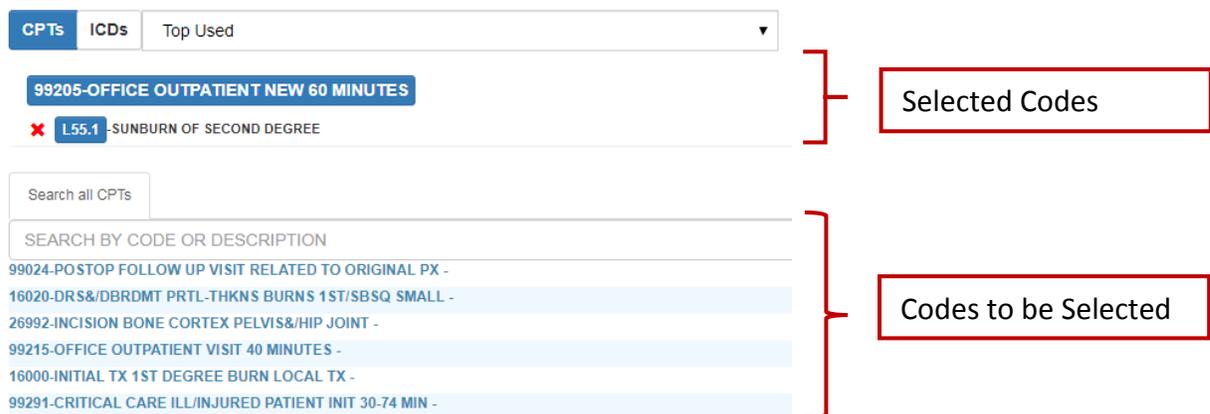
- A list of patients will appear down the left side of the page. Click on a patient to display the patient's coding feature on the right side of the screen.

CODE SELECTION

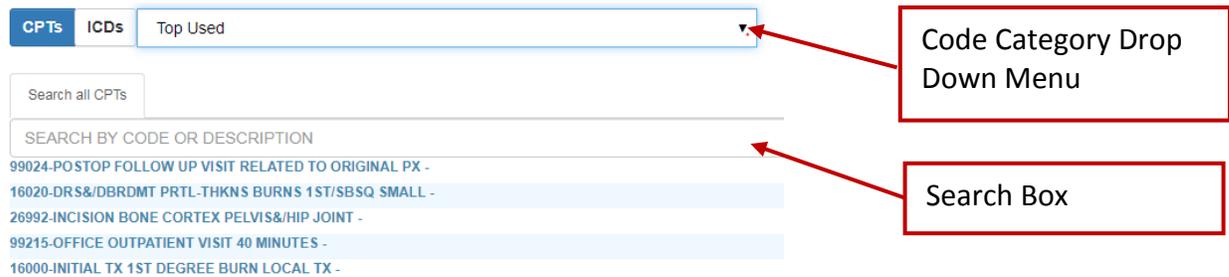
- The CPT is the initial starting point for code selection. Toggle between CPT and ICD modes using the blue buttons. You must select at least one CPT and one ICD to submit your codes.



- 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.



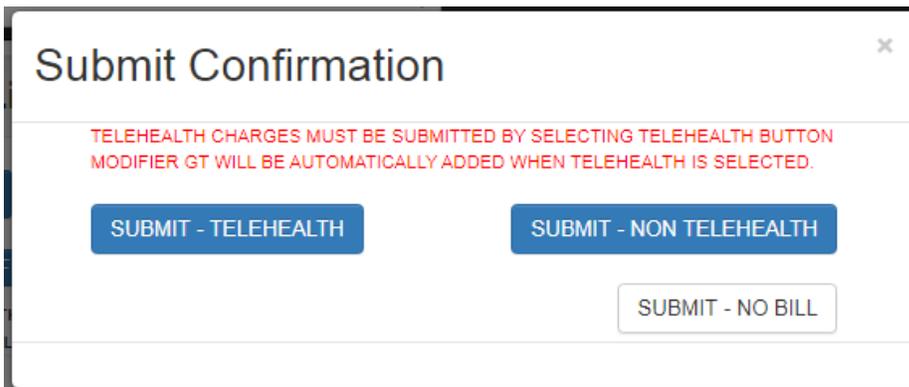
- You can select codes from (1) your personal top list, (2) a category drop down menu, or (3) the search box. Click on desired codes from the code selection area to add them. ICD codes default to attach to all selected CPTs.



- Click the blue **Modifiers** button next to the selected CPT to display a list of Modifiers.
- Click the **X** next to the selected CPT or ICD to remove a code.

CODE SUBMISSION

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



- 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.