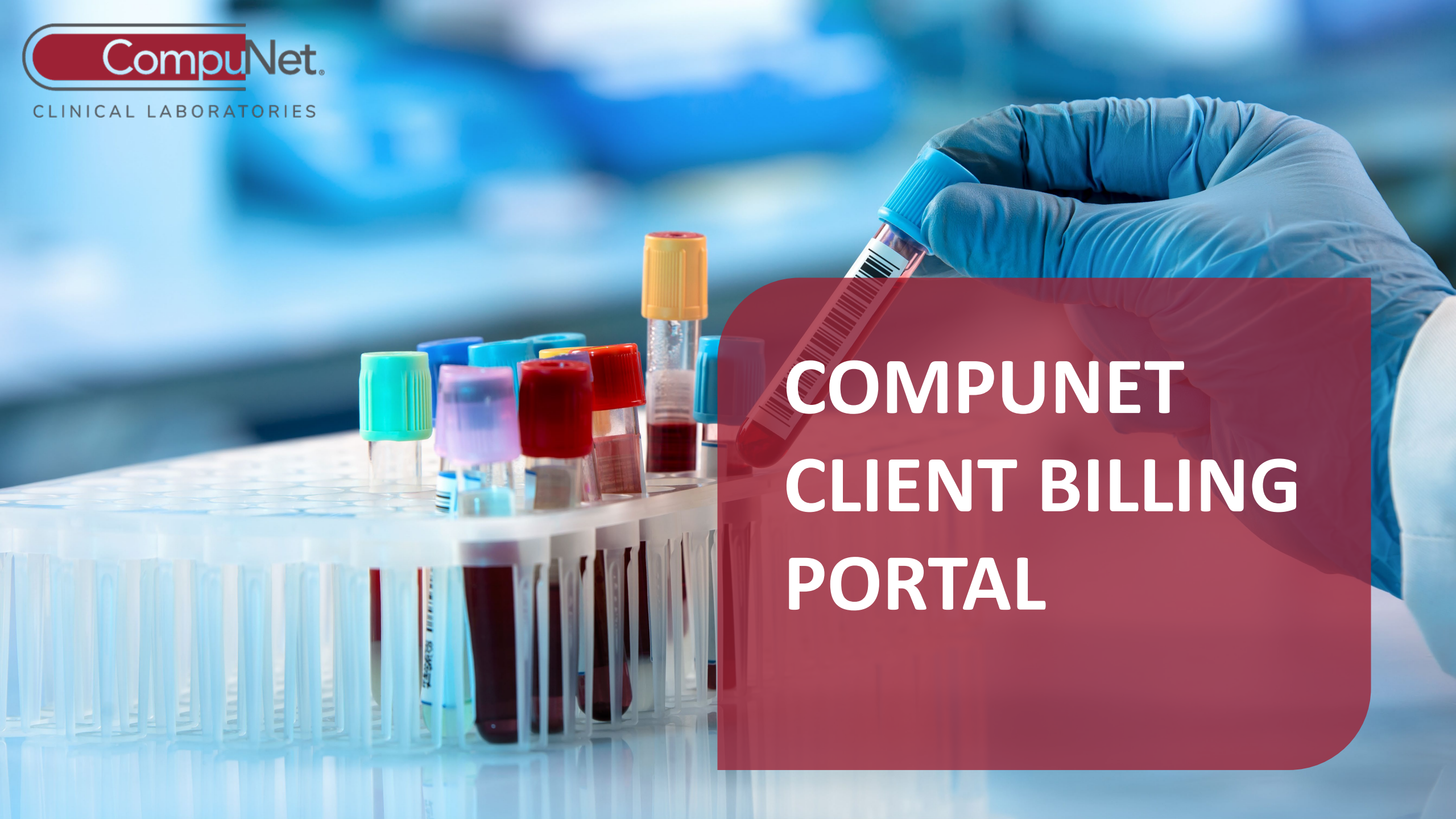




# COMPUNET CLIENT BILLING PORTAL

# TABLE OF CONTENTS

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| ACTIVITY TAB        | 8  |
| INVOICE TAB         | 12 |
| PAYMENT TAB         | 16 |
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| SNF WORKLIST        | 26 |

# CONTACT INFO

SYSTEM GENERATED EMAILS WILL COME FROM

[CCLBILLINGDEPARTMENT@COMPUNETLAB.COM](mailto:CCLBILLINGDEPARTMENT@COMPUNETLAB.COM)

CONTACT US AT THE EMAIL LISTED BELOW, IF YOU NEED HELP WITH THE FOLLOWING ISSUES

- PASSWORD RESETS
- ADDITIONAL TRAINING
- ADDING EMPLOYEES TO THE PORTAL

[CCLClientBillWeb@compunetlab.com](mailto:CCLClientBillWeb@compunetlab.com)

HOURS OF OPERATIONS

- MONDAY THROUGH THURSDAY 8AM TO 5PM
- FRIDAY 8:30AM TO 12:30PM

PHONE NUMBER: 937-297-8230

# PASSWORD RESETS

For password resets, include your client number and email the address below.

[CCLClientBillWeb@compunetlab.com](mailto:CCLClientBillWeb@compunetlab.com)

When you receive the email, click on the link in the email.

Enter the temporary password provided.

You will receive a 5 digit authorization code by email. Enter that code. It can only be used once.

Once signed in, change your password. Save it.

Log out.

Log back in with the password you changed it to.

You will receive a new email with a new 5 digit code.

- \*Do not reuse any previous 5 digit authorization codes.\*

# ADDING ADDITIONAL EMPLOYEES TO PORTAL

To add additional employees to the portal, use the email address below & include the client number(s).

[CCLClientBillWeb@compunetlab.com](mailto:CCLClientBillWeb@compunetlab.com)

Include in the email:

- Employee's first and last name
- Employee's email address
- For facilities with multiple locations, please include all client numbers the employee needs access to
- Specify which functions the employee is to have access to from the options below.
  - » Activity tab
  - » Invoice tab
  - » Payment tab
  - » Edits tab
  - » SNF Worklist tab

# SIGNING INTO THE CLIENT BILLING PORTAL



USER ID = JDOE (usually first initial & last name)  
\*do not use email address\*



PASSWORD = TEMPORARY  
(will be in the email that is  
sent from the system)

Expires in 24 hrs



---

## Account Login

User ID

Password

Login

[Forgot Password?](#)

---

Engineered By  
**SEACOAST**  
LABORATORY DATA SYSTEMS, INC.



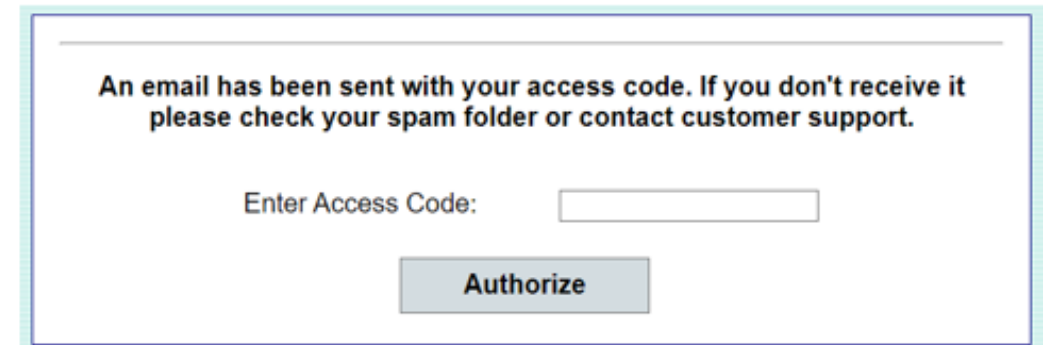
# SIGNING INTO THE CLIENT BILLING PORTAL

ONCE YOU SIGN IN YOU WILL GET AN AUTHORIZATION POP UP BOX

YOU WILL RECEIVE A 5 DIGIT CODE BY EMAIL

**\*CODE CAN ONLY BE USED ONCE\***

YOU MUST HAND TYPE THE CODE

A screenshot of an authorization pop-up box. It has a light blue border and a white background. At the top, there is a line of text: "An email has been sent with your access code. If you don't receive it please check your spam folder or contact customer support." Below this text, there is a label "Enter Access Code:" followed by a text input field. At the bottom right of the box, there is a grey button with the word "Authorize" in white text.

An email has been sent with your access code. If you don't receive it please check your spam folder or contact customer support.

Enter Access Code:

Authorize

# ACTIVITY TAB

CURRENT MONTHS INFO – PARTIAL STATEMENT

PATIENT ACCOUNTS THAT ARE ON THE CLIENT INVOICE CAN BE UPDATED IN THIS TAB BEFORE THE INVOICE IS CLOSED (INVOICES WILL CLOSE ON THE LAST DAY OF THE MONTH) –

# ACTIVITY TAB

YOU WILL SEE THE CLIENT NUMBER AND ACCOUNT NAME, WITH THE CURRENT TOTAL CHARGED AMOUNT.

YOU CAN PRINT THE PARTIAL INVOICE INTO A PDF OR EXCEL FORMAT.

TO SEE THE PATIENTS ON THE ACCOUNT PRESS THE VIEW BUTTON.

THIS WILL BRING UP THE PATIENTS BELOW THE TAB BAR.

| Activity for CompuNet Clinical Laboratories Clients: 1700 |        |                  |         |          |             |               |                 |                     |                       |
|-----------------------------------------------------------|--------|------------------|---------|----------|-------------|---------------|-----------------|---------------------|-----------------------|
| View                                                      | Client | Client Name      | Invoice | Payer Id | Opened Date | Total Charges | Current Balance | PDF                 | Excel                 |
| <a href="#">View</a>                                      | 1700   | CIS TEST ACCOUNT | 649070  | C        | 02/10/2024  | \$10.00       | \$10.00         | <a href="#">PDF</a> | <a href="#">Excel</a> |
| <div>Page 1 of 10 View 1 - 1 of 1</div>                   |        |                  |         |          |             |               |                 |                     |                       |

# ACTIVITY TAB

ONCE YOU CLICK ON THE VIEW BUTTON, YOU WILL SEE A LIST OF YOUR PATIENTS BELOW THE TAB VIEW.

IF YOU WANT TO REMOVE THAT PATIENT FROM YOUR STATEMENT PRESS THE EDIT BUTTON ON THE RIGHT SIDE AND THIS WILL GIVE YOU A POP UP BOX.

Activity for CompuNet Clinical Laboratories Clients: 1700

| View                 | Client | Client Name      | Invoice | Payer Id | Opened Date | Total Charges | Current Balance | PDF                 | Excel                 |
|----------------------|--------|------------------|---------|----------|-------------|---------------|-----------------|---------------------|-----------------------|
| <a href="#">View</a> | 1700   | CIS TEST ACCOUNT | 649070  | C        | 02/10/2024  | \$10.00       | \$10.00         | <a href="#">PDF</a> | <a href="#">Excel</a> |

Page 1 of 10

View 1 - 1 of 1

To submit comments on an Accession in this invoice, click the EDIT button for a given record.  
You can search by DOS, Patient Name, and Accession. **Note that DOS search requires minimumn of 'mm/dd'**

Details for Invoice #649070 at 1700

| DOS                                     | Patient Name                                | Patient Id                                | Accession                                | DOB        | # of Tests | Amount  | Comments             |
|-----------------------------------------|---------------------------------------------|-------------------------------------------|------------------------------------------|------------|------------|---------|----------------------|
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="search by name"/> | <input type="text" value="search by id"/> | <input type="text" value="search by #"/> |            |            |         |                      |
| 02/07/2024                              | TESTING, PATIENT                            | A001885988                                | W1125589                                 | 09/20/1950 | 1          | \$10.00 | <a href="#">Edit</a> |

Clear Toggle Search

Page 1 of 50

View 1 - 1 of 1

CompuNet.

# ACTIVITY TAB

IN THE COMMENT TO SUBMIT BOX, PLEASE ADD THE REASON TO BE REMOVED

EXAMPLE:

- BILL INSURANCE, NOT OUR PATIENT, ETC & include
- INSURANCE NAME
  - INSURANCE POLICY ID #
  - RESPONSIBLE PARTY
  - INSURANCE ADDRESS FOR ANY NON MAJOR INSURANCE COMPANY'S

ONCE THE INFO HAS BEEN ENTERED PRESS SAVE COMMENT

THIS WILL PROMPT A REPORT TO GENERATE TO THE BILLING DEPARTMENT AND PATIENT WILL BE REMOVED WITHIN 48 HOURS

Enter a comment for this Accession

DOS: 02/07/2024

Accession: W1125589

Patient Name: TESTING, PATIENT

DOB: 09/20/1950

| Bill Code | Description  | CPT   | Qty | Amount  |
|-----------|--------------|-------|-----|---------|
| 3000005   | VENIPUNCTURE | 36415 | 1   | \$10.00 |

Comment to submit:

Comment History

Save Comment

Cancel

# INVOICE TAB

---

**MONTHLY CLOSED STATEMENTS**

---

**PATIENTS CAN BE REMOVED FROM  
CLOSED INVOICES**

---

**CLOSED DATE IS THE LAST DAY OF THE  
MONTH**

# INVOICE TAB

THIS WILL SHOW ALL CLOSED MONTHLY INVOICES

YOU CAN PRINT IN PDF OR EXCEL

VIEW OPTION IS TO SEE THE PATIENTS ON THE INVOICE

PRESS THE VIEW BUTTON TO SEE A LIST OF THE PATIENTS FOR THAT INVOICE (WILL SHOW BELOW)

IF A PATIENT SHOULD NOT BE ON YOUR CLIENT INVOICE YOU CAN REQUEST US TO REMOVE IT. (SEE NEXT TWO SLIDES FOR INSTRUCTIONS)

| Closed Invoices for CompuNet Clinical Laboratories Clients: 1700 |        |                  |         |          |             |             |               |                 |                     |                       |
|------------------------------------------------------------------|--------|------------------|---------|----------|-------------|-------------|---------------|-----------------|---------------------|-----------------------|
| View                                                             | Client | Client Name      | Invoice | Payer Id | Opened Date | Closed Date | Total Charges | Current Balance | PDF                 | Excel                 |
| <a href="#">View</a>                                             | 1700   | CIS TEST ACCOUNT | 588494  | C        | 01/25/2024  | 02/01/2024  | \$15.74       | \$15.74         | <a href="#">PDF</a> | <a href="#">Excel</a> |
| <a href="#">View</a>                                             | 1700   | CIS TEST ACCOUNT | 287333  | C        | 10/22/2023  | 11/01/2023  | \$16.56       | \$0.00          | <a href="#">PDF</a> | <a href="#">Excel</a> |
| Page 1 of 10 View 1 - 2 of 2                                     |        |                  |         |          |             |             |               |                 |                     |                       |

# INVOICE TAB

TO REMOVE A PATIENT FROM THIS CLOSED INVOICE  
PRESS EDIT

YOU WILL GET A POP UP BOX

| Details for Invoice #287333 at 1700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                             |                                           |                                          |            |            |        |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|------------------------------------------|------------|------------|--------|-----------------------|
| DOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Patient Name                                | Patient Id                                | Accession                                | DOB        | # of Tests | Amount | Comments              |
| <input type="text" value="mm/dd/yyyy"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="text" value="search by name"/> | <input type="text" value="search by id"/> | <input type="text" value="search by #"/> |            |            |        |                       |
| 10/19/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | IT, JOHN SQ                                 | A001558298                                | H1017408                                 | 01/01/1980 | 1          | \$4.28 | <button>Edit</button> |
| 10/20/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | IT, JOHN SQ                                 | A001558298                                | H1017410                                 | 01/01/1980 | 1          | \$8.74 | <button>Edit</button> |
| 10/21/2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | IT, JOHN SQ                                 | A001558298                                | F918685                                  | 01/01/1980 | 1          | \$3.54 | <button>Edit</button> |
| <div><div> Clear  Toggle Search</div><div><div> </div>Page <input type="text" value="1"/> of 1 <div> </div><input type="text" value="50"/></div><div></div><div><a href="#">View</a></div></div> |                                             |                                           |                                          |            |            |        |                       |

# INVOICE TAB

IN THE COMMENT TO SUBMIT BOX ENTER THE FOLLOWING

- REASON TO BE REMOVED  
EX: BILL INS, NOT OUR PATIENT,ETC

IF IT IS BILL INSURANCE PLEASE ENTER THE FOLLOWING

- INSURANCE NAME
- INSURANCE ADDRESS IF NON MAJOR INS
- INSURANCE POLICY ID#
- RESPONSIBLE PARTY NAME

A REPORT WILL BE GENERATED FOR US TO REMOVE NEXT DAY AND SHOULD BE REMOVED WITH IN 48 HOURS

## Enter a comment for this Accession

DOS: 10/19/2023

Patient Name: IT, JOHN SQ

Accession: H1017408

DOB: 01/01/1980

| Bill Code | Description | CPT   | Qty | Amount |
|-----------|-------------|-------|-----|--------|
| 300351    | POTASSIUM   | 84132 | 1   | \$4.28 |

### Comment to submit:

### Comment History

Save Comment

Cancel

# PAYMENT TAB



WE ACCEPT CHARGE CARD  
PAYMENTS



THE INFORMATION IS NOT  
STORED



WE ACCEPT E-CHECK  
PAYMENTS

# PAYMENT TAB

THIS WILL SHOW YOU ANY INVOICES THAT ARE CURRENTLY DUE FOR PAYMENT

CHECK MARK THE AMOUNT TO PAY BOX OR MANUALLY ENTER THE AMOUNT YOU WANT TO PAY PER INVOICE

Please make payment on your outstanding balances listed below:

## Closed Invoices for CompuNet Clinical Laboratories Clients: 1700

| Client | Invoice | Opened Date | Closed Date | Total Charges | Amount Due | Pending Payments | Amount to pay:                                |
|--------|---------|-------------|-------------|---------------|------------|------------------|-----------------------------------------------|
| 1700   | 588494  | 01/25/2024  | 02/01/2024  | \$15.74       | \$15.74    | none             | <input type="checkbox"/> <input type="text"/> |
| Page 1 |         |             |             | of 1          | 10         |                  | View 1 - 1 of 1                               |

# PAYMENT TAB

ONCE YOU CHECK MARK OR MANUALLY ENTER PRICE, IT WILL TOTAL FOR YOU

00

| Total Charges | Amount Due | Pending Payments | Amount to pay:                              |
|---------------|------------|------------------|---------------------------------------------|
| \$15.74       | \$15.74    | none             | <input checked="" type="checkbox"/> \$15.74 |

of 1 

»»

»

 10 

▼

 View 1 - 1 of 1

Total Amount Due: \$15.74  
Total Amount being Paid: **\$15.74**

# PAYMENT TAB

PLEASE ENTER ALL INFO REGARDING THE  
CHARGE CARD OR CHECK

PRESS SUBMIT TO PROCESS PAYMENT

THIS INFORMATION WILL NOT BE SAVED FOR  
FUTURE PAYMENTS

|                                                                                                  |                                   |                 |                                   |
|--------------------------------------------------------------------------------------------------|-----------------------------------|-----------------|-----------------------------------|
| <b>Billing Address</b>                                                                           |                                   |                 |                                   |
| <i>Please enter your information exactly as it appears on your bank or credit card statement</i> |                                   |                 |                                   |
| First Name                                                                                       | <input type="text"/>              | Last Name       | <input type="text"/>              |
| Street Address 1                                                                                 | <input type="text"/>              |                 |                                   |
| Street Address 2                                                                                 | <input type="text"/>              | City            | <input type="text"/>              |
| State                                                                                            | <input type="text" value="--"/>   | Zip             | <input type="text"/>              |
| <b>Payment Information</b>                                                                       |                                   |                 |                                   |
| Card Type                                                                                        | <input type="text" value="Visa"/> |                 |                                   |
| Card Number                                                                                      | <input type="text"/>              | CVV             | <input type="text" value="2"/>    |
| Expiration Month                                                                                 | <input type="text" value="--"/>   | Expiration Year | <input type="text" value="----"/> |
| <input type="button" value="Submit"/>                                                            |                                   |                 |                                   |

# EDITS TAB

THIS TAB IS FOR MISSING BILLING INFORMATION

- MISSING DX CODE(S)
- MEDICAL NECESSITY DX CODE(S) NEEDED
- INVALID DX CODE(S)
- PATIENT DEMO INFO (COMING SOON)
- PROVIDER INFO NEEDED

# EDITS TAB

WILL SHOW LIST OF PATIENTS THAT HAVE ERRORS ON THE ORDER

ONCE YOU CLICK ON A PATIENT, THE PATIENT INFORMATION WILL SHOW AT THE BOTTOM OF THE SCREEN

Select Company and Client

Edits: All

Provider: Last, First Name or NPI

Clear

Missing Info Requests for CompuNet Clinical Laboratories Clients: 7,7000,7002,7004,7009,7012,7014,7015,7018,7024,707,71,714,717,718,72,7...

| CID | Client Name | DOS | Patient Name | PID | Provider | Accession | DOB | Order Codes |  | Edit | Age |
|-----|-------------|-----|--------------|-----|----------|-----------|-----|-------------|--|------|-----|
|-----|-------------|-----|--------------|-----|----------|-----------|-----|-------------|--|------|-----|

# EDITS TAB

EACH LINE IS AN ACCESSION (PATIENT)

CLICK ON ONE LINE AT A TIME

ORDER CODES COLUMN IS THE INTERNAL BILLING CODE

- RED CODES WILL BE THE MEDICAL NECESSITY ERRORS

EDIT COLUMN IS THE FOLLOWING ERRORS

- MISSING DX CODE(S)
- MEDICAL NECESSITY DX CODE(S) NEEDED
- INVALID DX CODE(S)
- ORDERING PHYSICIAN/NPI

AGE COLUMN IS THE **AGE OF THE CLAIM**

| Order Codes       |   | Edit                          | Age |
|-------------------|---|-------------------------------|-----|
| 650035            | ✖ | Med Nec Failure: Medical Nece | 30  |
| 300135;300165;300 | ✖ | Med Nec Failure: Medical Nece | 29  |
| 700034;700067     | ✖ | Med Nec Failure: Medical Nece | 25  |
| 700034;700067     | ✖ | Med Nec Failure: Medical Nece | 25  |
| 650034;650035;650 | ✖ | Med Nec Failure: Medical Nece | 18  |
| 300176;300181;300 | ✖ | Med Nec Failure: Medical Nece | 16  |
| 650034;650035;650 | ✖ | Med Nec Failure: Medical Nece | 16  |
| 650034;650035;650 | ✖ | Med Nec Failure: Medical Nece | 15  |
| 670667;700007;700 | ✖ | Med Nec Failure: Medical Nece | 14  |
| 670667;700007;700 | ✖ | Med Nec Failure: Medical Nece | 14  |
| View 1 - 10 of 16 |   |                               |     |

# EDITS TAB – NO DIAGNOSIS CODES PROVIDED

SELECT THE ACCESSION / PATIENT. CLICK ON THAT LINE. YOU WILL SEE THE INFORMATION ON THE ERROR BELOW.

THE LEFT SIDE HAS THE DX CODES RECEIVED, THE RIGHT SIDE IS THE LIST OF TESTS WITH CPT CODES.

IF NO DX CODES ARE PROVIDED BY THE CLIENT, THE LEFT SIDE WILL BE BLANK.

TO ADD A NEW DX CODE, ON THE LEFT SIDE OF THE SCREEN, ADD ANY ADDITIONAL DX CODES IN THE EMPTY BOXES. An example is box 3.

ON THE RIGHT SIDE OF THE SCREEN, USE THE DROP DOWN BOX TO ATTACH THE DX CODE ADDED ON THE LEFT SIDE.

ONCE YOU HAVE COMPLETED ADDING THE MISSING INFO PRESS “SUBMIT MISSING INFO RESPONSE” BUTTON IN THE LOWER BOTTOM OF THE SCREEN.

**Submit Missing Info Responses**

Demographics

Diagnosis

Addresses

Insurance

Diagnosis Information

|    |        |    |       |    |  |
|----|--------|----|-------|----|--|
| 1  | R97.20 | 2  | N39.0 | 3  |  |
| 4  |        | 5  |       | 6  |  |
| 7  |        | 8  |       | 9  |  |
| 10 |        | 11 |       | 12 |  |

☐ No Other Diagnosis Codes Available

[Coverage determinations for valid codes](#)

Order Code Descriptions + associated primary DX pointers, when needed:

|                                                      |  |  |  |  |
|------------------------------------------------------|--|--|--|--|
| 650035 - PROSTATE HEALTH INDEX (PH - CPT Code: 86316 |  |  |  |  |
|                                                      |  |  |  |  |
| 300682 - CULTURE, ROUTINE URINE - CPT Code: 87086    |  |  |  |  |
| N39.0                                                |  |  |  |  |
| 300683 - POS 1 (SUNQUEST) - CPT Code: 87088          |  |  |  |  |
| N39.0                                                |  |  |  |  |
| 650034 - PROSTATE HEALTH INDEX (PH - CPT Code: 84154 |  |  |  |  |
|                                                      |  |  |  |  |
| 650036 - PROSTATE HEALTH INDEX REF - CPT Code: 84153 |  |  |  |  |
| R97.20                                               |  |  |  |  |
| 3000005 - VENIPUNCTURE - CPT Code: 36415             |  |  |  |  |

# EDITS TAB – MEDICAL NECESSITY ADDING DX CODES

THERE ARE TESTS WHERE THE DX CODES PROVIDED BY THE CLIENT DO NOT MEET MEDICAL NECESSITY. THESE TESTS HAVE A RED **X** IN A CIRCLE. SEE EXAMPLE.

- DIAGNOSIS CODES PROVIDED BY THE CLIENT WILL BE LISTED ON THE LEFT OF THE SCREEN UNDER THE “DIAGNOSIS INFORMATION” SECTION.
- CHECK THE PATIENT’S CHART & SEE IF THERE ARE DX CODES THAT NEED TO BE ADDED FOR THE TEST(S) WITH A RED **X**.
- IF SO, ADD THE DX CODES TO THE LEFT FIRST.
- NEXT, ON THE RIGHT SIDE, USING THE DROP DOWN MENU, ATTACH THE DX CODE ADDED ON THE LEFT SIDE. DO THE STEPS ABOVE FOR EACH DX CODE ADDED.

IF THE ADDED DX CODES MEET MEDICAL NECESSITY, THE RED **X** WILL CHANGE TO A GREEN CHECK MARK **✓**

ONCE ALL VALID DX CODES HAVE BEEN ENTERED **DO NOT CHECK MARK** THE BOX THAT SAYS “NO OTHER DIAGNOSIS CODES AVAILABLE.”

INSTEAD CLICK ON THIS BUTTON [Submit Missing Info Responses](#)

IF YOU NEED TO ACCESS TO THE MEDICAL NECESSITY POLICY, PLEASE PRESS THE BLUE HYPER LINK. THIS WILL TAKE YOU TO THE MEDICARE WEB SITE. (YOU WILL NEED THE CPT CODE)

The screenshot displays a web interface with tabs for Demographics, **Diagnosis**, Addresses, and Insurance. The 'Diagnosis' tab is active, showing a 'Diagnosis Information' section with a 3x4 grid of input fields. Fields 1 and 2 contain 'R97.20' and 'N39.0' respectively. Below the grid is a checkbox labeled 'No Other Diagnosis Codes Available' and a blue link 'Coverage determinations for valid codes'. A green arrow points from this link to the text below. To the right, the 'Order Code Descriptions + associated primary DX pointers, when needed:' section lists several items. The first item, '650035 - PROSTATE HEALTH INDEX (PH - CPT Code: 86316)', is highlighted with a red box and has a red 'X' in a circle next to its dropdown menu. Other items include '300682 - CULTURE, ROUTINE URINE - CPT Code: 87086', '300683 - POS 1 (SUNQUEST) - CPT Code: 87088', '650034 - PROSTATE HEALTH INDEX (PH - CPT Code: 84154)', '650036 - PROSTATE HEALTH INDEX REF - CPT Code: 84153', and '3000005 - VENIPUNCTURE - CPT Code: 36415'.

| Diagnosis Information |        |    |       |
|-----------------------|--------|----|-------|
| 1                     | R97.20 | 2  | N39.0 |
| 3                     |        | 4  |       |
| 5                     |        | 6  |       |
| 7                     |        | 8  |       |
| 9                     |        | 10 |       |
| 11                    |        | 12 |       |

☐ No Other Diagnosis Codes Available  
[Coverage determinations for valid codes](#)

| Order Code Descriptions + associated primary DX pointers, when needed: |     |
|------------------------------------------------------------------------|-----|
| 650035 - PROSTATE HEALTH INDEX (PH - CPT Code: 86316)                  | ⌵ X |
| 300682 - CULTURE, ROUTINE URINE - CPT Code: 87086                      | ⌵   |
| 300683 - POS 1 (SUNQUEST) - CPT Code: 87088                            | ⌵   |
| 650034 - PROSTATE HEALTH INDEX (PH - CPT Code: 84154)                  | ⌵   |
| 650036 - PROSTATE HEALTH INDEX REF - CPT Code: 84153                   | ⌵   |
| 3000005 - VENIPUNCTURE - CPT Code: 36415                               | ⌵   |

Click here to access the Medicare website for Medical Necessity Policy

# EDITS TAB – MEDICAL NECESSITY NO ADDITIONAL DX CODES TO ADD

AFTER REVIEWING THE PATIENT'S CHART & ALL THE DX CODES AVAILABLE ARE ALREADY LISTED BELOW, CHECK MARK THE BOX ON THE LEFT THAT STATES NO OTHER DIAGNOSIS CODES AVAILABLE

THEN CLICK ON THIS BUTTON

Submit Missing Info Responses

IF YOU NEED TO ACCESS TO THE MEDICAL NECESSITY POLICY, PLEASE PRESS THE BLUE HYPER LINK. THIS WILL TAKE YOU TO THE MEDICARE WEB SITE. (YOU WILL NEED THE CPT CODE)

Demographics

Diagnosis

Addresses

Insurance

Diagnosis Information

|    |        |    |       |    |  |
|----|--------|----|-------|----|--|
| 1  | R97.20 | 2  | N39.0 | 3  |  |
| 4  |        | 5  |       | 6  |  |
| 7  |        | 8  |       | 9  |  |
| 10 |        | 11 |       | 12 |  |

☐ No Other Diagnosis Codes Available

[Coverage determinations for valid codes](#)

Order Code Descriptions + associated primary DX pointers, when needed:

|                                                      |  |  |  |
|------------------------------------------------------|--|--|--|
| 650035 - PROSTATE HEALTH INDEX (PH - CPT Code: 86316 |  |  |  |
|                                                      |  |  |  |
| 300682 - CULTURE, ROUTINE URINE - CPT Code: 87086    |  |  |  |
| N39.0                                                |  |  |  |
| 300683 - POS 1 (SUNQUEST) - CPT Code: 87088          |  |  |  |
| N39.0                                                |  |  |  |
| 650034 - PROSTATE HEALTH INDEX (PH - CPT Code: 84154 |  |  |  |
|                                                      |  |  |  |
| 650036 - PROSTATE HEALTH INDEX REF - CPT Code: 84153 |  |  |  |
| R97.20                                               |  |  |  |
| 3000005 - VENIPUNCTURE - CPT Code: 36415             |  |  |  |
|                                                      |  |  |  |

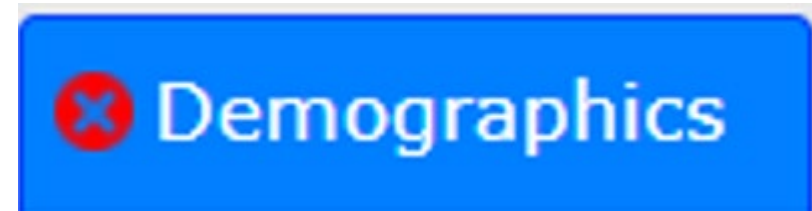
Click here to access the Medicare website  
for Medical Necessity Policy

# EDITS TAB - DEMOGRAPHICS

DEMOGRAPHICS TAB IS WHERE YOU WILL FILL IN THE MISSING PHYSICIAN INFO

TO ENTER THE INFO, YOU CAN EITHER TYPE IN THE NPI NUMBER OR THE ORDERING PROVIDERS LAST NAME, FIRST NAME

THEN PRESS THE SUBMITT MISSING INFO RESPONSE BUTTON LOCATED AT THE BOTTOM OF THE SCREEN



## Patient Demographics

Physician Name

e.g. John Smith, M



NPI

12345



# SNF WORKLISTS

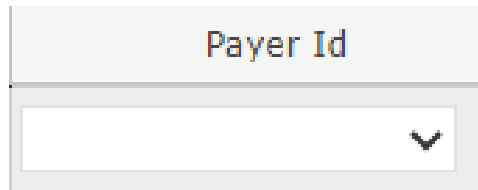
**THIS TAB IS ONLY FOR OUR NURSING HOME CLIENTS**

# SNF WORKLISTS

## THIS TAB SHOULD BE WORKED WEEKLY

THIS WILL SHOW A LIST OF PATIENTS THAT WE WILL NEED TO KNOW IF THEY ARE TO BE BILLED TO THE INSURANCE OR CLIENT (FACILITY)

UNDER THE PAYER ID COLUMN YOU WILL NEED TO CHOOSE WHICH OPTION

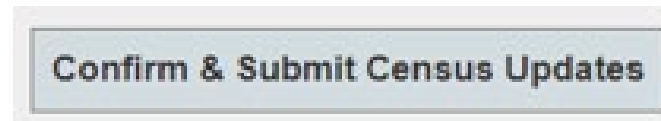
A screenshot of a web form element labeled 'Payer Id' in red text. Below the label is a white rectangular dropdown menu with a small black downward-pointing arrow on the right side.

THE DROP DOWN MENU WILL GIVE YOU A LIST TO CHOOSE FROM:

A screenshot of a dropdown menu. The menu is open, showing two options: 'Part A' and 'Third Party'. The menu has a grey header bar and a small black downward-pointing arrow on the right side.

- PART A IS TO HAVE THE PATIENT BILLED TO THE FACILITY (SNF)
- THIRD PARTY IS FOR US TO BILL INSURANCE

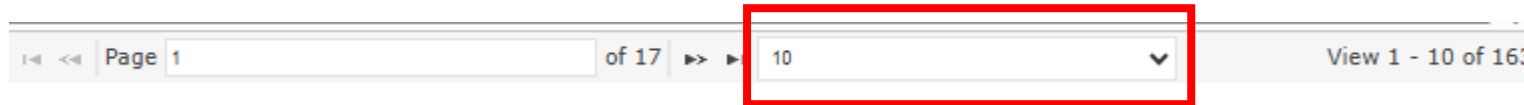
ONCE YOU HAVE UPDATED EACH PATIENT WITH THE INFORMATION ON WHO SHOULD BE BILLED PRESS THE CONFIRM & SUBMIT CENSUS UPDATES BUTTON

A screenshot of a button with the text 'Confirm & Submit Census Updates' in black. The button has a light blue background and a thin grey border.

# SNF WORKLISTS

## HELPFUL SUGGESTION

AT THE BOTTOM OF THE CENSUS LIST, THE NUMBER OF LINES TO VIEW ON A PAGE CAN BE CHANGED FROM 10 TO 50 USING THE DROP DOWN MENU.

A screenshot of a web interface's pagination control. It includes a "Page 1 of 17" indicator, navigation arrows, and a dropdown menu currently set to "10". The dropdown menu is highlighted with a red rectangular box. To the right of the dropdown is a "View 1 - 10 of 163" label.

## **\*\*PLEASE NOTE\*\***

ONCE A PAGE IS COMPLETED, YOU MUST CLICK ON THE SUBMIT CENSUS UPDATE BUTTON **BEFORE** GOING TO THE NEXT PAGE.

Confirm & Submit Census Updates