

EPR Core and Clinical Documentation

Consult Billing Report

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides step-by-step instructions for printing the **Consult Billing Report**. Reports in the **EPR** are available to:


- give care providers a list of their patients.
- help care providers with their billing purposes. **Note:** These reports are restricted to displaying 31 sequential days at a time. They are also based on a care provider's login credentials (security access).
- staff with **EPR** access, i.e., secretaries and administration, to assist care providers with printing reports for billing, but they must add the care provider as a consulting provider before printing these reports.

The Consultant Billing Report



Note: The **Consult Billing Report** lists all patients for whom a provider has completed a **Consult Note**. The care provider must be the author of the **Consult Note** for the information to be pulled onto their report. The information in the **Consult Note** must be finalized for it to appear on the **Billing Report**.

Printing the Consultant Billing – My Consult List

Print the required report	<ol style="list-style-type: none">1. Click on the Print Reports icon  in the EPR2. Choose the Patient List Report from the Report Category3. Select Consult Billing - My Consult List4. Click on Print5. Enter the following Print Parameters:<ul style="list-style-type: none">• Report From Date• Report From Time• Report To Date• Report to Time
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Report Submission Information

Parameters | Submission | Distributi...

Report Name: W_CD_ConsultantBilling_U

Instructions:

Selection Criteria:

Report From Date:* May 31 2024
31-May-2024

Report From Time:* 23:00

Report To Date:* Jun 30 2024
30-Jun-2024

Report To Time:* 23:59

OK Cancel Help

6. Click **OK**.

Note: The Process Report notification will display. Once the Consultant Billing Report opens, the Patient Name, MRN, and Visit No. Birth Date, Gender, Location, Attending Provider, Admit Date, Discharge Date, Insurance Plan and Insurance Details are displayed. Once the report has been sent to the printer, you will see a notification that the report has been submitted. Click **OK** when you are finished.