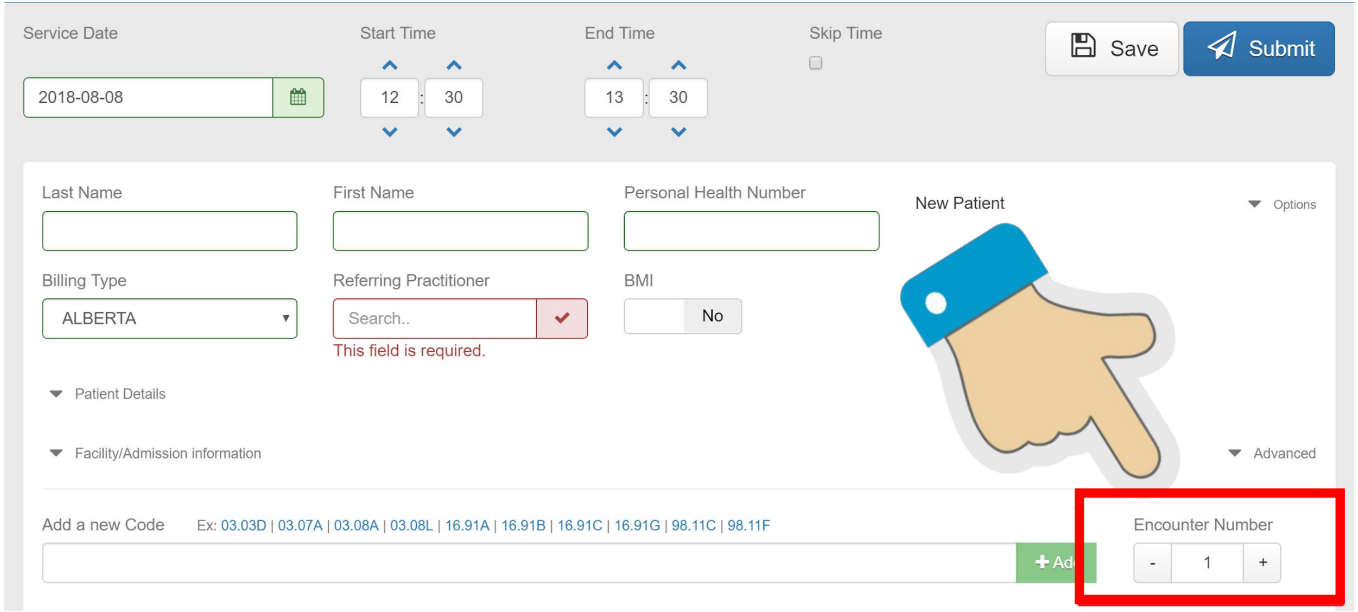
Billing Multiple Encounters

- Multiple encounters can be entered into the software by changing the **encounter number**
- Submitting with the correct encounter number will **reduce your rejections**

Reduce your rejections and improve your reimbursement

Encounter Number - where to find it

- **The encounter toggle button can be found to the right of the “Add a new code” text box**

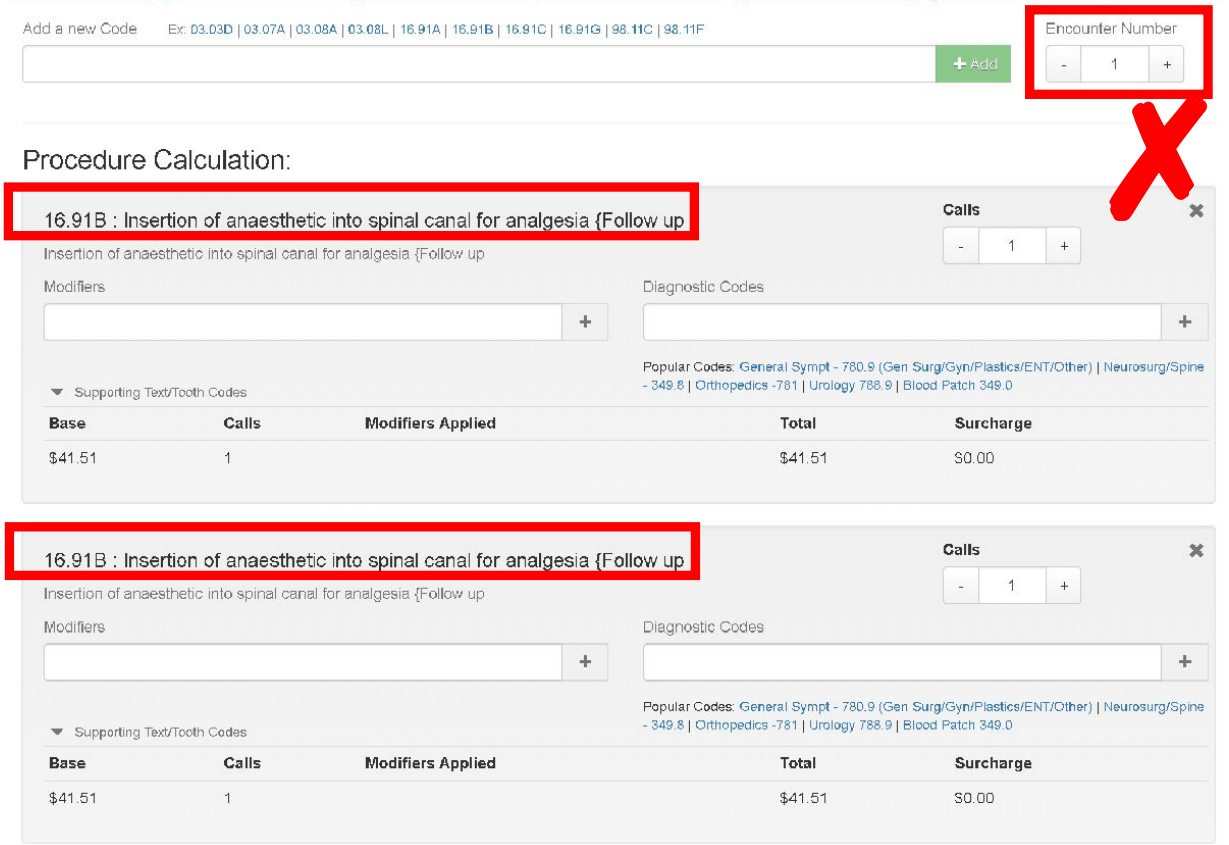


Claim will be refused if:

Incorrect

- **Both 16.91B are entered at the same time on the same encounter number:**

- To avoid Rejection – **Enter the second 16.91B with a separate encounter number**



Solution

- If you see the patient in the morning and afternoon **you must change the encounter number** for 2 separate encounters.

Correct

Name	PHN	Code	Description	Status	Enc	Date/Time	Total
Test, Patient	19	16.91B	Insertion of anaesth...	submitted_	1	2017-03-16 9:20 - 10:20	$41.51
Test, Patient	19	16.91B	Insertion of anaesth...	submitted_	2	2017-03-16 9:00 - 9:20	$41.51

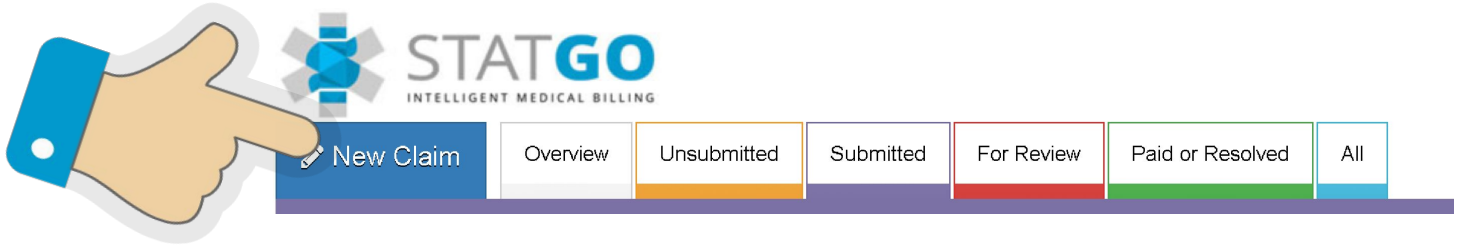
- Below the 16.91B appears twice on the same encounter – this will be refused:

Incorrect

Test, Patient	19	16.91B 16.91B	Insertion of anaesth... Insertion of anaesth...	submitted_ submitted_	1	2017-03-14 10:20 - 11:20	$83.02

Step by step solution – Encounter 1

- **Step 1:** Click **New Claim** and enter patient information

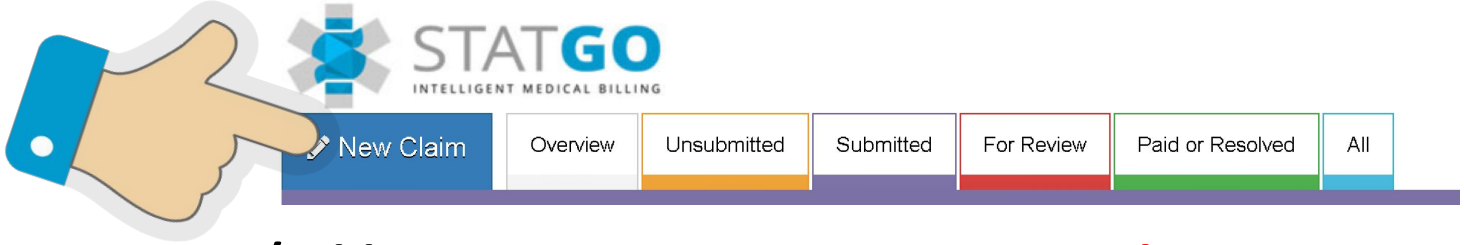


- **Step 2:** Enter/Add 16.91 B

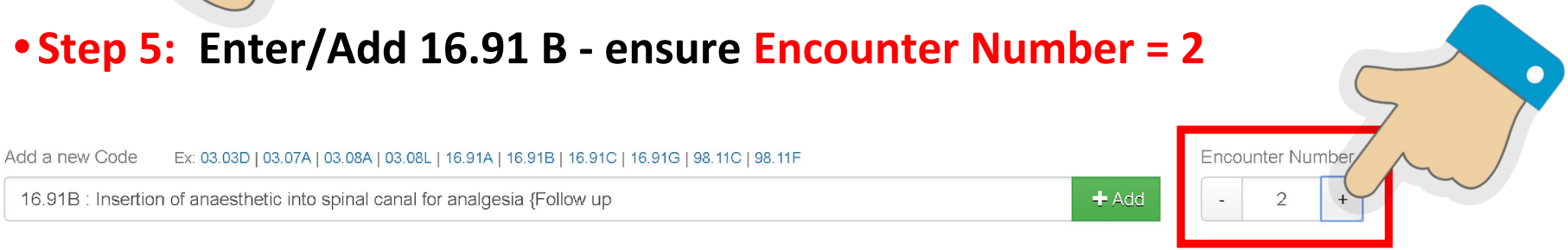
- **Step 3:** Submit the claim

Step by step solution – Encounter 2

- **Step 4:** Click New Claim and enter patient information



- **Step 5:** Enter/Add 16.91 B - ensure Encounter Number = 2

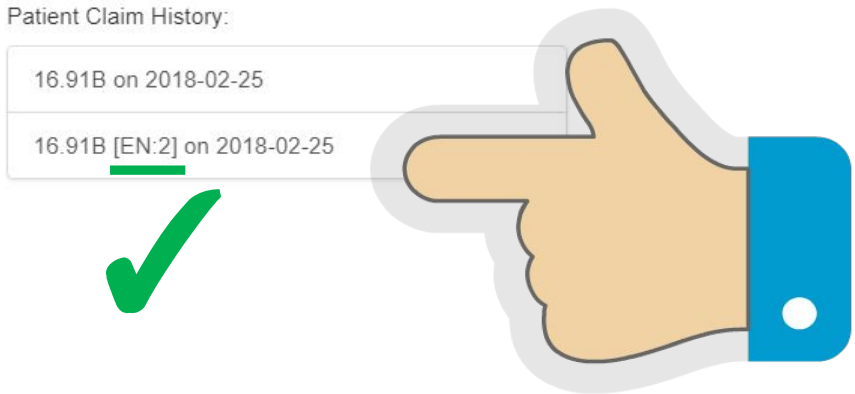


- **Step 6:** Submit the claim

Once you are finished-you can double check

- The “Patient Claim History” will also show you the different encounter:

If there is not EN on the patient history this is encounter 1



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INTELLIGENT MEDICAL BILLING

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