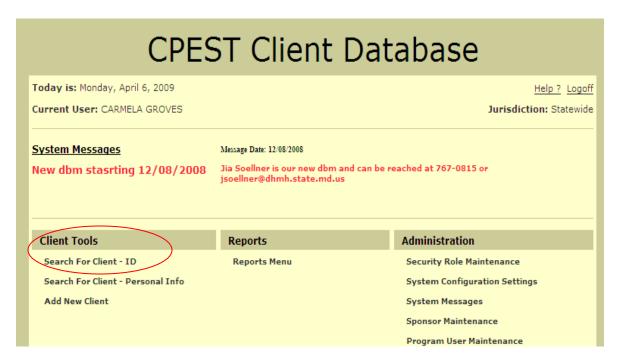
## Attachment 2: HO Memo 09-11 Instructions for Entering into the Client Database (CDB) Billing Section April 2009

1. Search the CDB ID for the client you will enter, starting from the CDB Main Menu

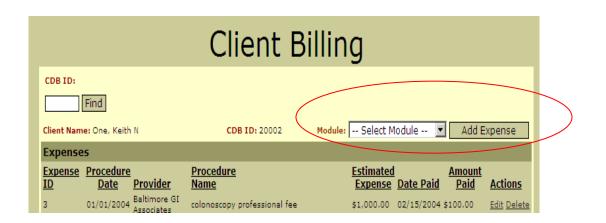




2. Open the 'Billing Info' section from the Client Information



3. Select Module = 'Colorectal Cancer' from the drop down; Click Add Expense



4. Enter information as reflected in the red highlights and Save entry. Enter every procedure/charge associated with the colonoscopy, including, but not limited to: facility fee, physician fee, prep costs, anesthesia, drugs, laboratory (bloodwork), pathology (biopsy), other testing (e.g., EKG, chest xray).

Client Billing - Add New Expense
Enter the information for the new expense.
Client Name: One, Keith N CDB ID: 20002  Expense ID: [System Generated] Module: CRC Jurisdiction: Baltimore City-UMMS
Estimated Expense Amount: \$0.00 Estimated Funding Source:
Cycle: Select Cycle ▼
Procedure: Select Procedure from List
OR Procedure Name:
Provider: Select Provider vor Add Provider
Procedure Date [mm/dd/yyyy]:  Date Results Received [mm/dd/yyyy]:
Procedure Code:
CPT Modifiers: Bowel Prep Payment:Select ▼
Ambulatory Payment Classification:
EOB Date Received [mm/dd/yyyy]:
Date Bill Received [mm/dd/yyyy]: Invoice Amount: \$0.00
Date Approved [mm/dd/yyyy]: Amount Paid: \$0.00
Paid Funding Source: Person Responsible:
Direct Payment Number:
Purchase Order Number: \$0.00
Check Number: Check Date:
Text 1: Text 2:
Comments:
Save Cancel

Procedures can be entered into the billing table by two different methods:

1) If the procedure is a standard procedure that appears in the database (e.g., colonoscopy or pre-screening visit) or a procedure you have already entered in additional procedures as 'other' (e.g., lab work, chest-ray, or EKG), the name of this procedure will appear in the drop-down box ('Select Procedure from List' in field called '**Procedure'**.) Much of the information associated with that procedure will auto-fill (except cycle number), if it

has been completed. If a provider name has NOT been included with that procedure, you can select the Provider Name from the Provider drop down box or click the 'Add Provider' button to add the provider.

- 2) If the charge is not for a standard procedure (e.g.; anesthesia or pathology services or facility charge), enter the name of the charge in the field called '**Procedure Name**'. Once this is done, you can select the 'Provider Name' from the drop down list (if you have already entered the name in the Health Care Provider Page.)
- 5. Repeat instructions 3 and 4 for each billing record.