Cerner Ambulatory Revenue Cycle EDUCATION

Select the Client Billing appointment type for occupational medicine visits when someone other than the patient or the patient's insurance is being billed for the service.

## **Client Billing**

- 1. Search for and select the correct patient.
- 2. Schedule the patient for an appointment using the defined process for the location.
- 3. Select **Client Billing** as the Appointment Type.

🗐 *Add Appointment Plus 🗙	
Enter Information	
* Add Appointment by:	
Appointment Type	
* Step 1: Add Appointment Type	
Client billing	<b>Q</b>
Select an appointment type	
Client Billing	

- 4. Once the Appointment Details screen opens, verify **Client Billing** is selected as the billing option.
- 5. Search for the Client to bill.
  - a. Note: Commonly searched employers by Otsego Memorial Hospital Network locations begin with OPN.
- Select the patient appointment reminder preference.
- 7. Type the Reason For Visit.
- 8. Add any additional details as needed.
- Select First Available or Schedule to select a date and time for the appointment.
- 10. Select the desired date and time and click Select.
- 11. Review the appointment details, verify New Encounter is selected, and click Confirm.
- 12. Follow the standard check-in workflow steps to complete the patient check-in.

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Enter Details		
Client Billing * Locations ~ OMH Walk In Clinic Gaylord	Details    Select the billing option.  Insurance Profile  Client Billing  Client Billing  Client Billing	
	* Do you want a reminder for this appointment? 6 Patient Language	*
	* Reason For Visit Hand injury Client Billing	٩
	9 First Available Schedule Recur Request	Cancel

Client Billing		
Date: Mon, Apr 22, 2024	Patient Arrival Time: 2:00 PM	Patient Duration: 20 mins
Location: OMH Walk In Clinic Gaylord	Appointment Time: 2:00 PM	Primary Resource: OMH Walk In Provider 1
Available Encounters		
New Encounter Client Billing		