MUNSON HEALTHCARE

eCare NEXT **EDUCATION**

eCare NEXT Pocket Reference

Audience: Clerical staff

Updated: January 18, 2024 (JDM)

eCARE Next Eligibility Submission Workflow Quick Start Guide

1	Log into the eCare NEXT Bar using the icon in Citrix StoreFront/Workspace
2	Log into Cerner Revenue Cycle
3	Submitting Eligibility From the **Patient's Chart>Registration Perspective** • Registration>Modify>Demographic>Insurance tab>Highlight the insurance plan>Submit Eligibility From the **Patient's Chart>Encounters Perspective** • Encounters>Double click the encounter to open Encounter Details>Modify>Insurance tab>Highlight the insurance plan>Submit Eligibility From **Patient Tracking** • Set Status to Arrived>Modify Registration Information as appropriate>Save and Continue >in the Modify Encounter - Insurance tab>Highlight the insurance plan>Submit Eligibility From **Patient Tracking>Tonic patients**>the patient is already Arrived in Patient Tracking • Click in the white space for the patient> Eligibility>Highlight the insurance plan>Submit Eligibility
4	Response will populate to the NEXT Bar>Click on one of the NEXT Bar function buttons to open the response
5	View the Alerts and Coverage response
6	Update Cerner Revenue Cycle with new information as appropriate>Save Changes

Clinical EHR Education Website Reference: Ambulatory Clerical Front Office Processes | Munson Healthcare