

Patient Charge Capture: Minimum Required Data Elements and Template

During a disaster scenario current methods of charge capture via electronic systems within existing facilities may be unavailable. Additionally, alternate care sites may lack the infrastructure to accommodate electronic systems and the structure to capture charges. Therefore, paper-based methods for capturing charges may be required in both existing and ACS facilities. Furthermore, it may be reasonable to expect that most healthcare resources will be devoted to patient care. As such, administrative functions under surge conditions may need to be reduced to minimum requirements. The following information recommends a list of minimally required data elements for charge capture. The significance of maintaining accurate charge capture information during surge is that it will allow facilities to properly bill for services, receive reimbursement, and maintain cash flow and business continuity during the event. The following includes a list of recommended minimum data elements required for charge capture during healthcare surge. Sample templates are also included. The forms are not meant to replace existing forms at facilities but rather to serve as samples to consider using during healthcare surge. Acceptance of charge capture elements will ultimately depend on private/government payers agreeing to accept these recommended minimum data elements for billing purposes.

Charge Capture Standard Data Elements

The following information includes a list of standard charge capture elements.

Charge Detail

- Medical Record Number (For Matching Purposes)
- Patient Account Number (For Matching Purposes)
- Service Code (CDM Item Number)
- Date of Service
- Posting Date
- Charge Quantity
- Posted Charge

Charge Description Master

- Service Code (CDM Item Number)
- Service Description
- Medicare HCPCS
- Additional CPT4 Codes
- Revenue Code
- Department
- Service Price

Suggested Minimum Data List

The following list was derived from the standard elements list above and includes a recommended list of minimum required data elements:

- Patient name
- Medical record number
- Date of Service (DOS)
- Capture units/dose/quantity
- Department services provided in
- Service description
- Triage Tag Number

The following template serves as a sample for ACS(s) to consider using during healthcare surge and is based on the idea of capturing only minimum required data for charge capture.

