HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: FINANCE   Number: FI01
                                                                      Number of Pages: 1 of 1
                                                                      Issue Date: September 2002
                                                                      Reviewed/Revised: September 2007

TITLE: **ADD/DELETE A CHARGE**

PURPOSE:

To add or delete a charge in all necessary systems in order to ensure the revenue is posted correctly.

POLICY:

When adding or deleting a charge in the Charge Master, Finance, Materials Management and Information Systems must be notified in order for the timely and accurate input of the revenue. Each department is responsible for the set ups involved to ensure the revenue is posted to the correct department and the charge is posted to the correct patient's account.

PROCEDURE:

To ADD a charge:

- If the charge is a supply item, Materials Management must first add the item to the ESI system. When completed, they will notify Finance.
- Finance will add the item to the Charge Master. When completed, they will notify Information Systems using the designated form.
- Information Systems will add the item to the Order Management item file, the appropriate Order Management menus and nursing charge sheets.

To DELETE a charge:

- Information Systems will delete the charge from all nursing sheets, the Order Management item file and the Order Management menus.
- If the charge is a supply item, Materials Management will delete the item from the ESI system.
- Finance will inactivate (NOT DELETE) the charge from the Charge Master. When a charge is inactivated, the history of the charge is available for reporting purposes.