

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
BILLING & CHARGING**

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SCOPE

All Radiation Oncology Patients served by the Joan Knechel Cancer Center

PURPOSE

The purpose is to ensure the accurate charging for patients receiving Radiation Oncology treatment and to provide for a process to monitor the accurate transmission of those charges to the Hospital's billing software

POLICY

- I. Each discipline shall enter, verify and export charges from the Radiation Oncology software – Aria through an interface to the Hackettstown Regional Medical Center's Billing Software.
- II. Cancer Center Coordinator to review and adjust charges as necessary on a daily basis.

PROCEDURE

- I. Medical Dosimetrist / Nursing / Physicist / Radiation Therapist:
 - A. Enters charge charge-codes into the Aria Software
 - B. Verifies each code upon completion of procedure
 - C. Each business day export the charges via interface
- II. Cancer Center Coordinator:
 - A. Reviews all charges for the day/week to ensure that charges entered into Aria were transmitted properly to Affinity.

Reference: Billing for Services Performed By HRMC For Outside Organizations
<https://intranet.adventisthealthcare.com/policiesandprocedures/HRMC/Admin%20-%20Finance/FI02.pdf>