Guidelines for Daily Patient Charge Reporting and Monthly Statistical Reports

Purpose	This policy establishes guidelines by which Rehabilitation Services therapist's record patient charge and procedure statistical information.
Audience	All members of the Rehabilitation Services Department.
Policy	Each therapist will record his/her own daily patient charge and procedure statistical information. This will be compiled and submitted to the Administrative Office.
Hospital Charge Forms	Assigned Rehabilitation Services staff will complete the appropriate In-Patient and Out-Patient charge forms whenever clinical services are provided.
In-Patient Therapist Responsi-bilities	In-Patient therapist will record the number of patients, procedures, contact units and charges generated each day and provide this information to the team leader on the therapist daily log form. OT/PT charges will be entered in charge automation by OT/PT Coder in the Administrative office.
Out-Patient Therapist Responsi-bilities	Each out-patient therapist will record patient charges on charge document specific to each clinic. Charge document will be sent to OT/PT Coder in Administrative office for coding and entry in charge automation.
OT/PT Coder Duties	The OT/PT Coder will check these records on the day they are received to see that all needed information has been recorded by the therapist and that it is legible (therapist's signature, date, procedure marked). The Coder will code each OT/PT charge in reference to documentation in EPIC.
Product-ivity Statistical Report	In-Patient statistics will be calculated daily by the OT/PT Coder and posted on the OTPT S:/drive. Out-Patient productivity will be posted daily by individual therapists on the OT/PT S:/drive