Charge Slips

Purpose

The purpose of the charge slip is to provide the business office with an accurate report of services administered to the patient for proper billing.

Scope

- Respiratory Care Services utilizes a tracking form to identify therapy that has been performed and produces appropriate charges.
- Charge Slips are prepared daily.
- Charge Slips are initiated by the Dispatcher or RCS staff member administering a one time treatment or transport.
- All Charge Slip entries will be made in black ink.
- No exception may be made to this policy without the explicit approval of the RCS Program Manager.

Audience

Respiratory Care Services employees.

Procedure

Step	Action
1	Account Number (11digits) - must be imprinted with patient ID plate, if none is available it should be handwritten.
2	Name - must be imprinted with patient ID plate, if none is available it should be handwritten.
3	Date of Birth - must be imprinted with patient ID plate, if none is available it should be handwritten.
4	Hospital location - must be imprinted with patient ID plate, if none is available it should be handwritten.
5	Date - enter date of charge, either imprinted or handwritten.
6	Time - enter time of charge in 24-hour clock increments.
7	Set-Up - check appropriate description for equipment set-up
8	Supplies - check appropriate supplies used.
9	Therapy - check appropriate therapy.

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Procedure Continued

Step	Action
10	Charge - enter number of hours equipment was in use and/or number of procedures done.
11	Oxygen Transports from ER • When transporting a patient from ER, the equipment used in the oxygen set-up must be checked on the charge slip if it is not taken from the Omni-cell. If a patient is on continuous oxygen while a therapist is in attendance, the number of hours the oxygen is in use must also be indicated Resuscitation while being transported • A patient that is being ventilated/ resuscitated while being transported is charged a Critical Care Transport.

Attachments

Copy of Charge Slip