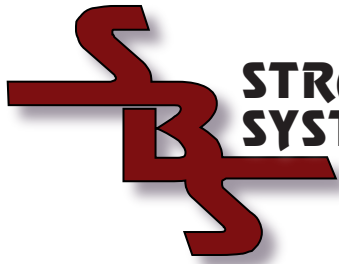


"The Support People"



**STRATEGIC BUSINESS
SYSTEMS, Incorporated**

**Centricity® Physician Office
Practice Management 2004
Billing & Charge Management
Training Manual**

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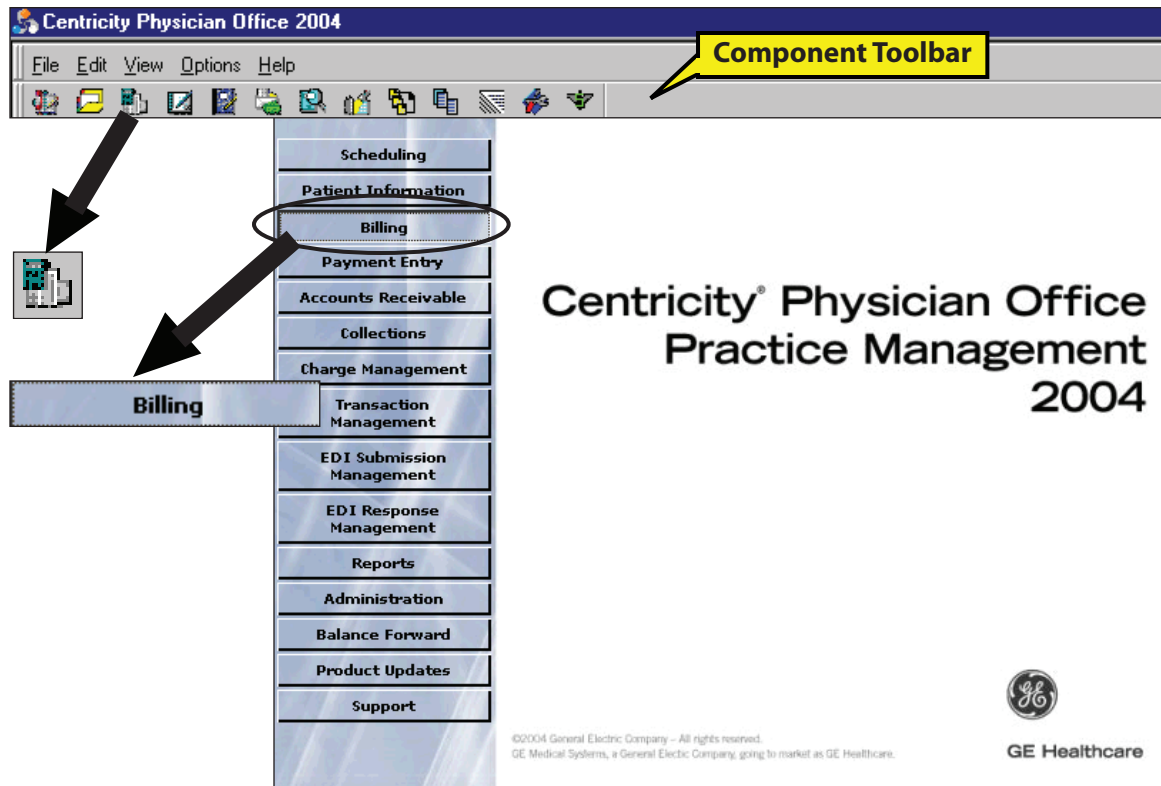
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Billing & Charge Management



When a patient appointment is scheduled using the Scheduling module, a corresponding visit entry is created in the Billing module. This module is used to create and edit visit charges for paper filing and electronic submission, as well as to post patient co-pays. It is a powerful tool for managing visit information for workflow as visits can be organized by date, status and a host of other views as desired.

The Billing module of Centricity Physician Office PM (CPOPM) software may be accessed from the **Main Menu** screen by clicking on the **Billing** button. This window is also accessible by clicking on the **Billing** icon at the top of the Main Menu screen. Likewise, using the toolbar, the **Billing** module can be accessed by clicking on **File**, **Open** and **Billing**.

