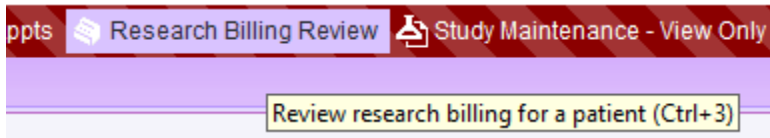


How to correct Research Billing Review

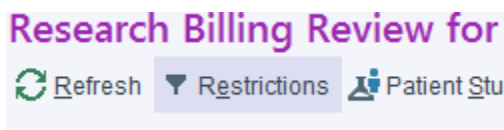
If you need to re-bucket charges after Research Billing Review has already been completed, please follow the steps below

Try It Out

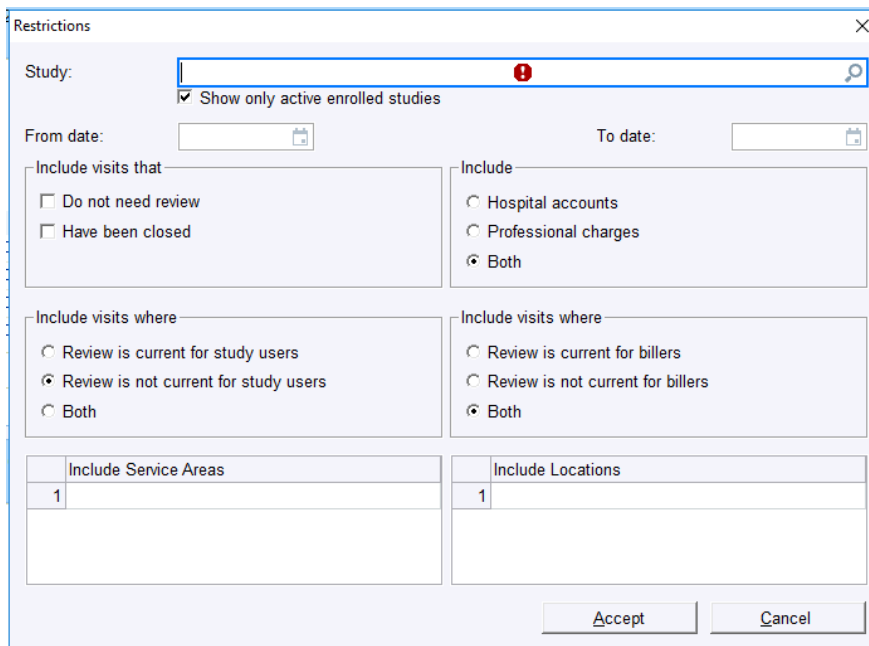
1. Click **Research Billing Review** and select your patient



2. If you don't get the account you need to review automatically, select the **Restrictions** button



3. You can select or change the study. If they are no longer active in your study, uncheck the box that says **Show only active enrolled studies**. You may also specify a time frame, if that would be helpful.





The screenshot shows a 'Restrictions' dialog box with the following fields and options:

- Study:** A search box with a red error icon and a magnifying glass icon. Below it is a checked checkbox labeled 'Show only active enrolled studies'.
- From date:** A date picker field.
- To date:** A date picker field.
- Include visits that:**
 - Do not need review
 - Have been closed
- Include:**
 - Hospital accounts
 - Professional charges
 - Both
- Include visits where:**
 - Review is current for study users
 - Review is not current for study users
 - Both
- Include visits where:**
 - Review is current for billers
 - Review is not current for billers
 - Both
- Include Service Areas:** A table with one row containing the number '1'.
- Include Locations:** A table with one row containing the number '1'.



At the bottom of the dialog box are 'Accept' and 'Cancel' buttons.

4. Change the check boxes to match the screenshot below to search for all accounts. Click Accept and you may then re-review charges.

Restrictions

Study:  

Show only active enrolled studies

From date:  To date: 

Include visits that

- Do not need review
- Have been closed

Include

- Hospital accounts
- Professional charges
- Both

Include visits where

- Review is current for study users
- Review is not current for study users
- Both






Include visits where

- Review is current for billers
- Review is not current for billers
- Both

Include Service Areas	
1	

Include Locations	
1	

5. You may need to click [Charges](#) for each encounter to open them.

 07/09/21	Outpatient, CH Study-Related
Charges	
Encounters	
Review History	
 07/09/21	Outpatient, CH Study-Related
Charges	
Encounters	
Review History	
 07/15/21	Outpatient, CH Not Study-Rel
Charges	
Encounters	
Review History	
 07/15/21	Outpatient, CH Not Study-Rel
Charges	
Encounters	
Review History	
 07/26/21 - 07/29/21	Inpatient, CHA Study-Related
Charges	
Encounters	
Review History	

6. If you have a checkbox beside the charge you need to move, you may select it and click **Research Correction**. *If you don't have a checkbox, skip to step 10*

⌵ [Charges](#)

Research Correction

⌵ [Non-Study Charges](#)

Select All

Deselect All

[Study Rvw](#)



7. Fill out the Research Charge Correction box with the correct information, then click **Accept**

Research Charge Correction - 2 Charges

Research-Related?
Yes No

Study Show Inactive

Protocol

Treatment Day

Modifier Type
Routine Investigational/Device

Bill To
Patient/Insurance **Study**

Accept Cancel

8. Click **Mark Account as Reviewed**

Mark Account as Reviewed

Qty	Amount
1	36.00
1	375.00

9. Type an explanation in the *Comment* box, then click **Accept**

Mark as Reviewed

Mark hospital account [redacted] as reviewed?

Comment:

Account correction for visit 3 on the billing grid

Accept Cancel

10. If your charges do not have checkboxes, you will need to open a ServiceUKnow ticket and a form will be sent to you to complete so that the billing team can make the changes for you. The charges will then come back to your report **Total Balance Needing Research Review (Study Team)**.