

# CATEGORY: CHARGES ~ TASK: Skilled Nursing Cases

**Cases** allow information to be used for repeated charges on a patient. Use the following workflow when the claim needs to go to a Skilled Nursing Facility (SNF) instead of the patient's insurance in order for the SNF to pay the practice directly.

- In the Insurance Library create an 'Insurance' with name: Skilled Nursing Facility

- On the patient create an Insurance Profile with the SNF insurance

Status	Encounters	Created	Primary	Secondary
<input checked="" type="checkbox"/> Default	0	01/17/2018	MEDICARE [109] Policy: 03984093480948 Group:	AARP [137] (800) 523-5800 Policy: 9999999999999999 Group:
<input checked="" type="checkbox"/> Active	0	01/17/2018	SKILLED NU [307] Policy: XXXX Group:	

- Add a Case, use a custom Case 'Type' to indicate Skilled Nursing (instructions below on adding a new Case Type).

- On the Appointment choose the Case for SNF

3. On the Charge choose the SNF Case

Post Charge Patient: 10009 Name

Post Date: 12/13/2017 Claim Type: Professional

Patient

Patient: 10009 Edit DYLAN, BOBBIE | 05/24/1941 | 76 years 7 M | M

Last Service: None (?) Appointment(s): 1 Linked (?)

Case: SNF - SEND TO NURSING HOME HI Edit 3 Authorization: - SELECT -

Guarantor: DYLAN, BOBBIE (DEFAULT) Insurance: SKILLED NU (XXXX) / PATIENT [No E]

### How to add a new Case 'Type'

1. In the Case 'Type' dropdown > Choose 'Manage'
2. [ADD]
3. Add a Code and Description > [SAVE]

Add/Modify Case

Case

Type: - MANAGE - 1

Insurance Profile: - SELECT -

Case Facts/Charge Default

Cause: - SELECT - 2

Facility: Assign

Diagnosis/Charge Default

Dx 1 Dx 2

Lookup Items Code Type

Filter Criteria Clear

Code Description

Search

Add Lookup Item

Code: SNF 3

Description: SKILLED NURSING FACILITY

Save [F2] Cancel