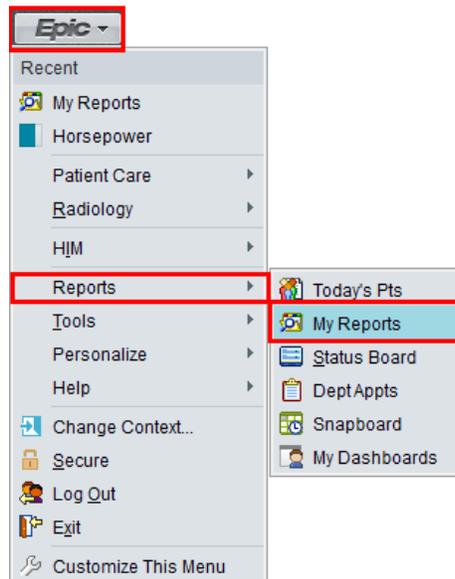# Independent Provider: Reporting Workbench Charges Reports

Independent providers may use Epic to monitor the professional charges they plan to file via 3rd Party Billing methodologies. The independent provider will enter their Evaluation & Management (E/M) charges and CPT Procedure charges in Epic and the information will be pulled in via two Reporting Workbench reports:
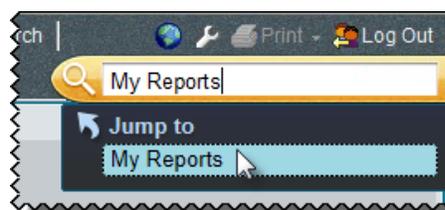
A. **Note Charge Report** - Captures charges while rounding on the inpatient floors. The independent provider needs to utilize a chargeable note type (i.e. consult note, H&P, progress note, discharge summary) and enter charges in Epic within the Charge Capture pop-up window.

B. **Surgical Charges** - Captures charges related to surgical procedures performed. Independent provider needs to utilize the Post-op navigator and document charges via the Charge Capture section in Epic.

Try It Out

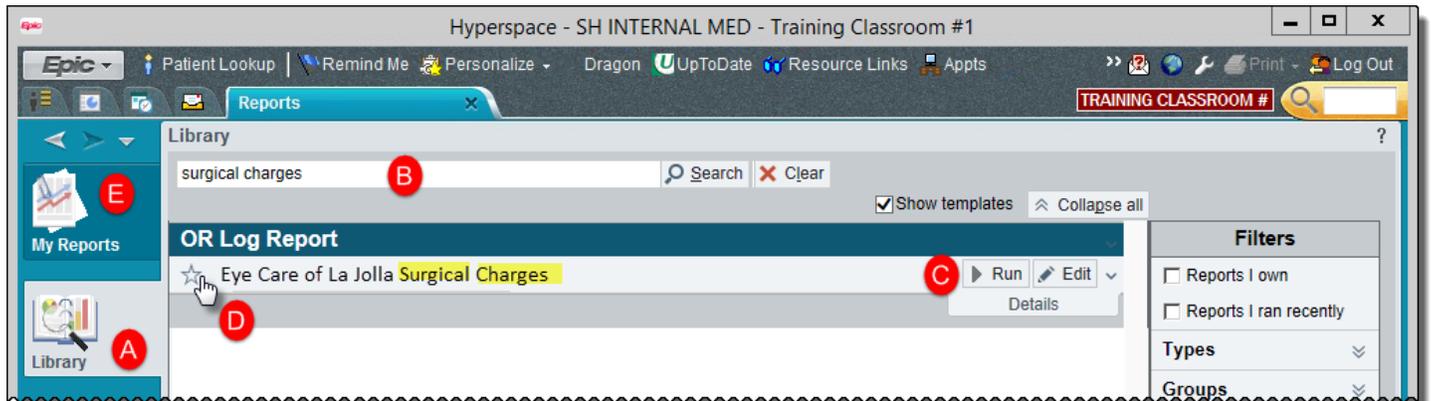1. Click on the **Epic** button > go to **Reports** > go to **My Reports**.

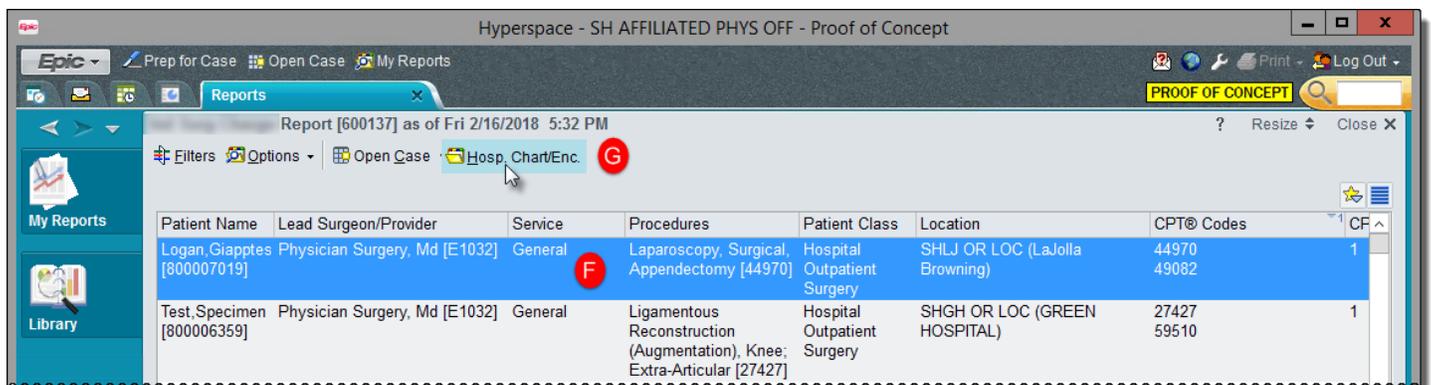|	TIP: You can also search for the **My Reports** activity via the **Chart Search** tool bar in the uppder right hand corner of Epic.
(i)	

2. Click on the **Library** tab (A) > search for the reports by typing either "**note charge report**" or "**surgical charges**" (B). The report will have your Practice Name as a prefix. Click **Run** and results will display (C). To favorite a report, click on the **star** (D). It will be a favorite report in the **My Reports** tab (E).

3. Review your charges in the report. To access a Face Sheet, which includes coverage information, select the patient (F) and click the **Hosp. Chart/Enc** button (G).

ℹ️ In addition, the reports will also be securely e-mailed to you and your Practice Group automatically on a periodic basis.