CARE4 MODULE NAME: AMBULATORY
## Chargeable Items

In Ambulatory chargeable items will be documented using the Chargeable Items document. Once the document is "Completed" the charges drop to finance and a report can be printed and provided to the patient to take to the payment office within your facility.
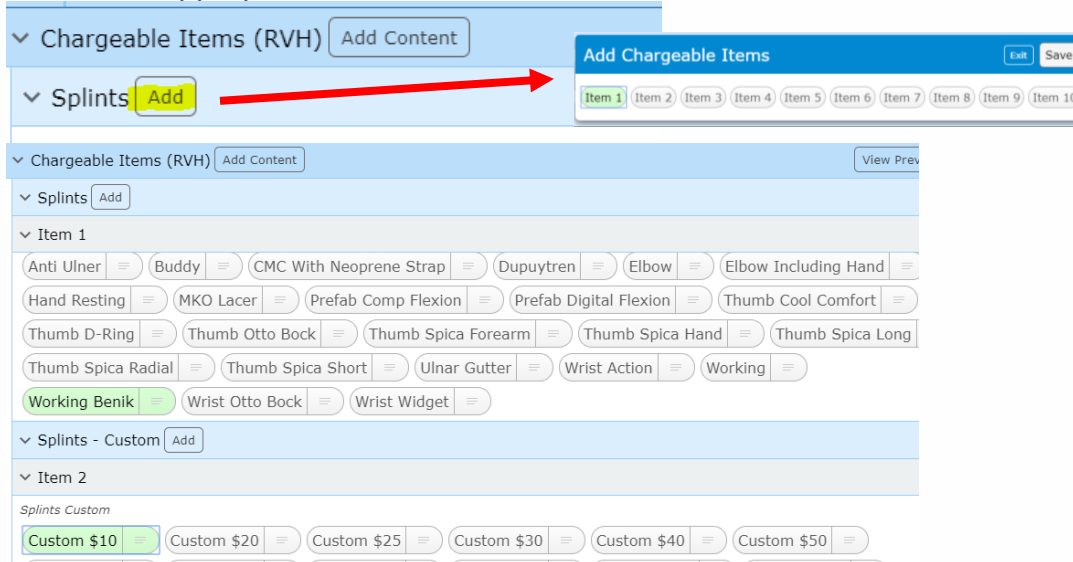
NOTE: It's Extremely Important to Review the Document before clicking the "Completed" button. Entry errors will require you to submit a retraction request to finance. Please see the Chargeable Retraction of a Charge tip sheet.

Documentation
In the Document tab locate the document "Chargeable Items"
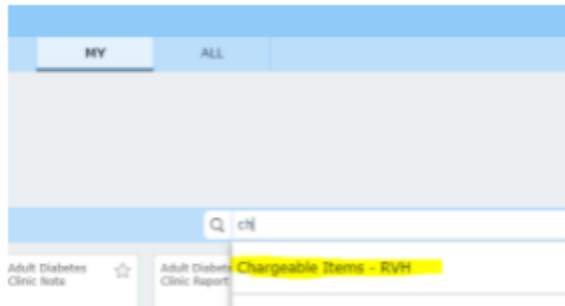
Document appropriate items within the document.

Once you have completed your documentation click "Complete"or "Sign" depending on your access.

Print the report

OR

Click on the _i_ icon in the right corner or the reference region to open the patient information overlay and copy the account number from there.
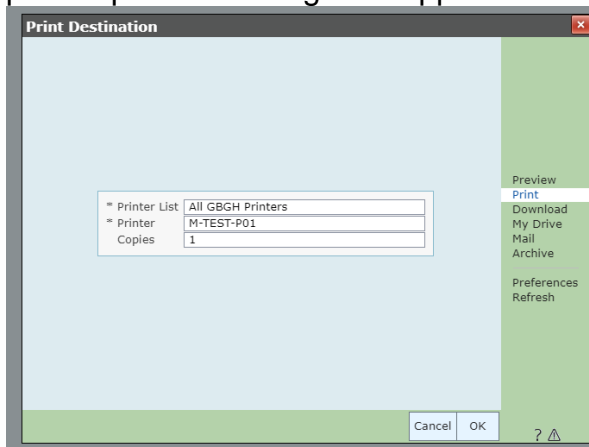

After you copy the account Number you then go to the "More" menu on the top right in the black navigation bar. You then click on "Custom Reports", and then click on "Retail Goods Invoice"

You then paste the account number into the account number field.
The "Ambulatory Retractions For Finance" field is left blank, it's only used to indicate any retractions – see the Chargeable Retraction of a Charge tip sheet for details.

Once the account number is entered, click "Print" located at the bottom of the "Retail Goods Invoice" screen
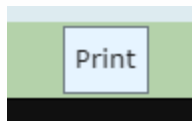
Print

Select the printer to send the invoice to and click "ok", ensure that it is given to the patient prior to leaving their appointment.

Print Destination

* Printer List	All GBGH Printers	
* Printer	M-TEST-P01	
Copies	1	

Preview
Print
Download
My Drive
Mail
Archive

Preferences
Refresh

Cancel   OK   ? ⚠

The Invoice will look similar to this, with a spot for the patient's signature on the bottom.

MB0000521/21
M000000065   **Ambulatory Retractions For Finance**
AMB,SEVEN Ann
201 Georgian Drive
Barrie, ON L4M 6K2
CAN

Service Date	Physician	Name	Qty	Amt
24/08/2021	Abbott,Jan	Splint-Thumb Spica Radial	1	0.00
		Bandage - Tensor	1	5.00
		Cast-Above Knee FiberGls Adult	1	110.00
			Total	115.00

If required by your facility, you can print off two copies of the invoice and have the patient sign both copies, one for the patient to keep and one for Medical Records.

Alternative method of printing the "Retail Goods Invoice", you will need to follow these steps.

Copy the account number, go "Return To"
Click on the "==Main Menu==", this will take you back to where you started. Then follow the pathway in green.
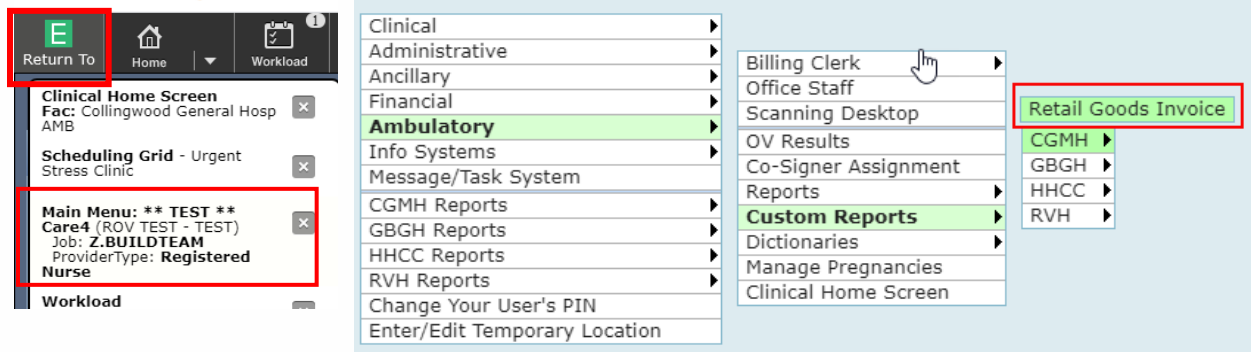
Input the account number and what is to be retracted.