



Scope

This policy applies to all University of Western States (UWS) health center employees who are responsible for recording charges on routing slips and/or entering charges into the billing software including but not limited to clinicians and office management staff.

Purpose

This policy provides guidance for the coding and billing that UWS health center employees use related to services rendered and supplies/materials provided to a patient.

Definitions

- **Routing Slip:** A paper system of indicating services rendered, which follows the patient through the campus health center and is returned to the front desk for posting services rendered. The routing slip can also be used to add services and compare with data entry for balancing purposes.

Policy

The UWS health center ensures clear and accurate communication between the clinicians who render services to the patient and the patient service representative who collects payments and is responsible for charging appropriately for all services rendered. In the case of imaging services, a routing slip is used to identify completed procedures and the Electronic Health Records (EHR) system automatically selects the corresponding codes. UWS health center employees double-check patient records and, where appropriate, ensures that the coding used best describes services rendered on the day of service.

Policies associated with entering daily charges are reviewed at least annually and updated as necessary.

Related Policies: [Policy 1417 Payment Posting](#)