

MEDICAL BILLING HANDLING OF RECHARGES

Background:

Medical services performed at the Student Health Center for UCSC departments such as TAPS, EPC, OCEAN SCIENCES, OPERS etc.. are reimbursement via inter-department transfer called "Recharge".

A recharge document is either sent out in advance of services being performed or shortly after a request has been made from the Student Health Center.

The example below is indicative of the type of form received either electronically or via inter-campus mail.

GAVE TO DANIEE LAMOTHE
ON 6/30/08
Recharge Request for Goods and/or Services

Appt 5-27-08 5:30pm

Request Date: 5/27/08 Form Ref: 57861
(Optional)

Unit Providing Service/Goods: Student Health Center

Unit Requesting Services/Goods: TAPS Transit Operations

Requested by: Justin Spencer Phone: 85238

Description of Goods/Services	Labor	Material	Total
CLASS B Medical Exam FOR J M			\$121.00
TOTAL			\$121.00

AUTHORIZATION

Authorization for Charge: [Signature] 5-27-08

Authorization for Credit: [Signature] 6-30-08

Seq	Index	Fund	Organization	Account	Prog	Activity	Debit (D)	Credit (C)	Description (35 Characters)	(6 char) Doc Ref
		20270	680671	600210	68	TPH01	121.00		Class B Medical JM	57861
		68915	680601	68915	68	NECLIN		24.00	DMV LAB	57861
		68915	680607	68915	68	NECLIN		87.00	DMV EXAM	57861

Workflow:

The recharge form must be filled out in advance by the “requesting” department. Medical billing will complete the form by filling in data such as; totals, FOAPAL for the Student Health Center, and the descriptive data relating to the services in need of reimbursement.

Once medical billing has filled in their portion of the form, the recharge will then be forwarded to the unit Supervisor for signature. The completed recharge is then given to the Student Health Center business services center for processing. A copy of the completed recharge is kept by medical billing for tracking purposes and once the recharge has been handled via Banner a final copy is given to medical billing with the journal number (J doc) disclosed. Medical billing will then apply the “recharge” reimbursement data to the respective tickets affected by the before mentioned process.