MAESTRO

C A R E

one patient, one record, one system

# QUICK TIP-Personalize Your Charge Capture Tip sheet for Providers who work only in the Inpatient Setting

Just as you have preference lists for orders, you can now create favorites for charges in Charge Capture. If you currently have to click through several lists to see the charges you use most often, build your preference list to make these options just one click away.

In the Charge Capture section, look up and select a charge you use frequently.

1. Look at the charge itself and you will now see a star next to it. Clicking on that star will allow you to create a favorite.
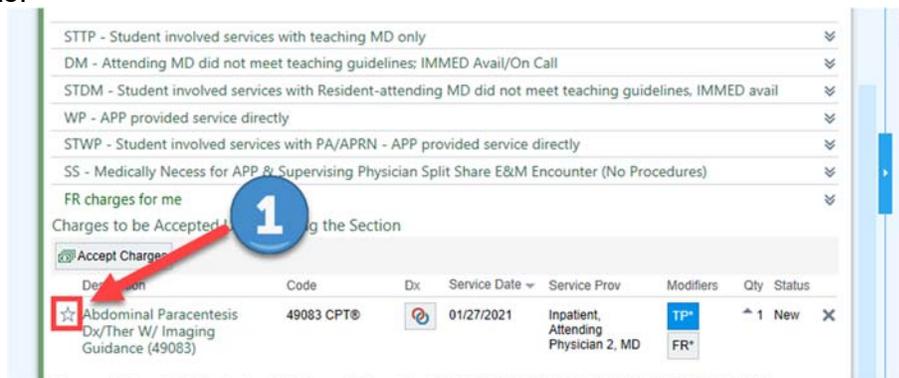
When you click the star, this box will appear. Creating your favorite is similar to how you create and design your favorites in other sections of Epic. But, there are a few tricks…
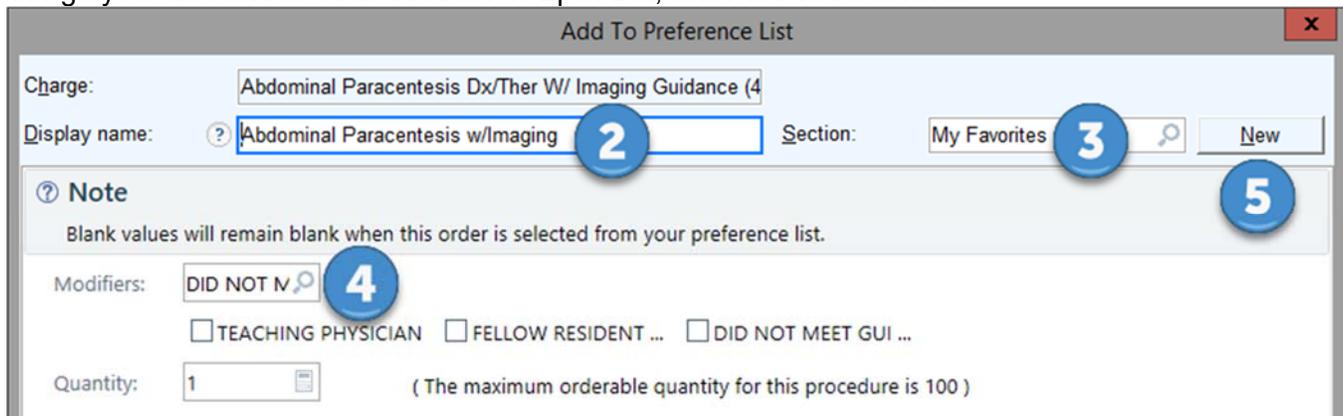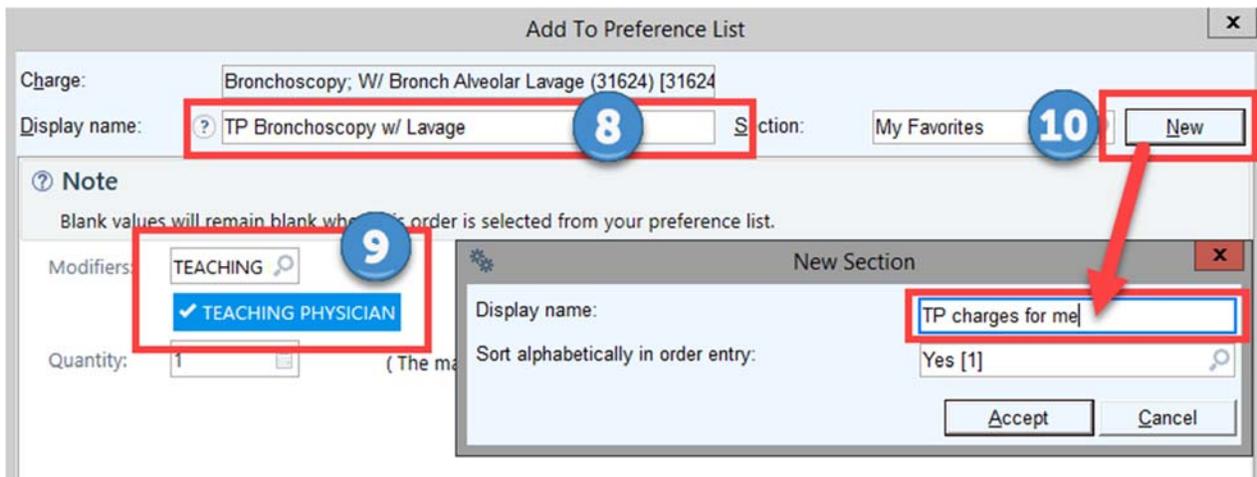

2. Give your favorite a good name that accurately tells you what the charge is.

3. If you put all of your favorites into the default My Favorites section, this section will live near the top of your Charge Capture list in the future. If you create a New section (#5), all of these sections will show at the bottom of your Charge Capture list. Do whichever works best for you.

4. Inpatient charges require an action code in Charge Capture, which is typically added by default when the FR, TP, DM, etc. charge tree is used. If you do not build any action codes into your favorites, then you will receive an error stating that one is required before you can select *Accept Charges* (#6). One option is to add action code / modifier buttons (please use TP*, FR*, DM*, etc. or TP1, FR1, DM1, etc.) as seen in #4 that will display buttons for selection in charge capture (#7). A second option is to create your favorites in a manner that mirrors the current FR, TP, DM charge capture sections as are available today.
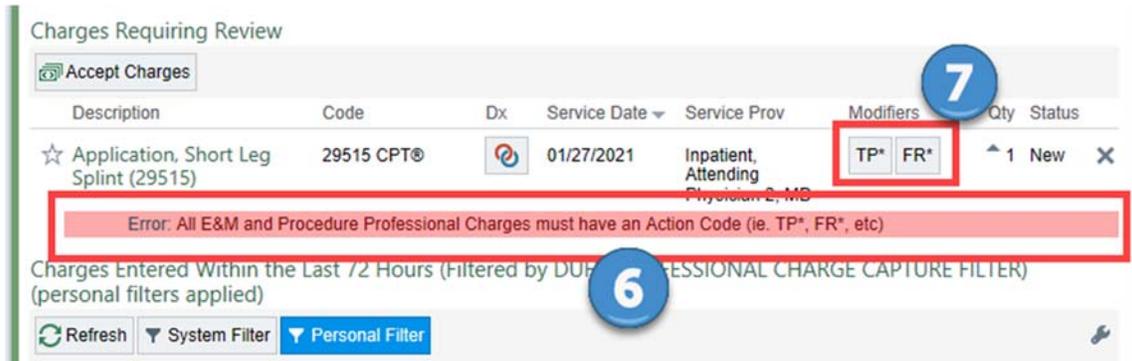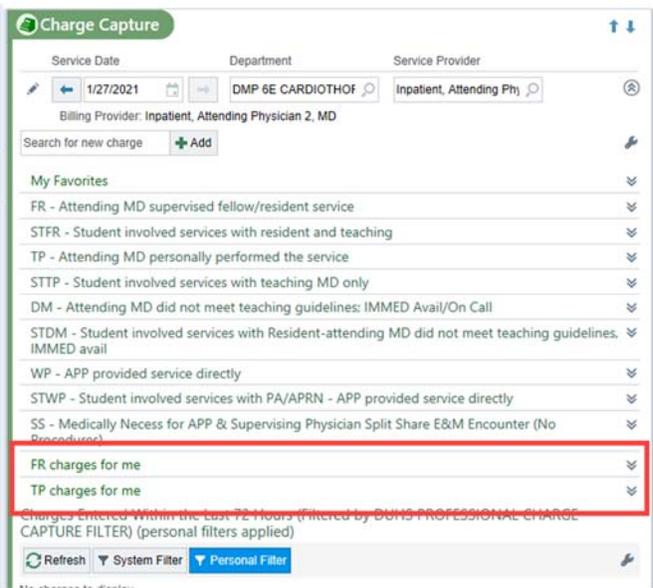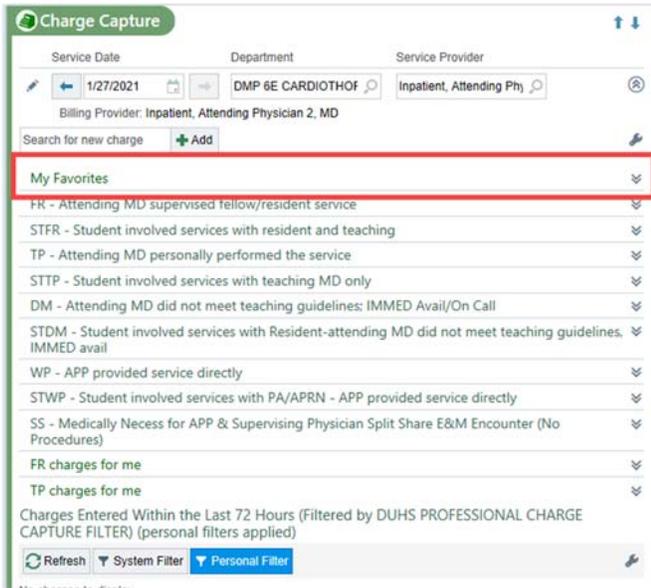

8. If you would prefer to combine your TP1 favorites into one section and your FR1 favorites into another section, then these sections will need to be created by naming this favorite using the correct modifier. 9.) Add the correct modifier (TP1 used here) and create a New section (#10) with your choice of display name.
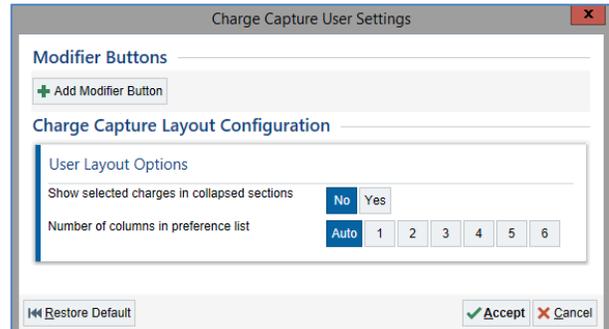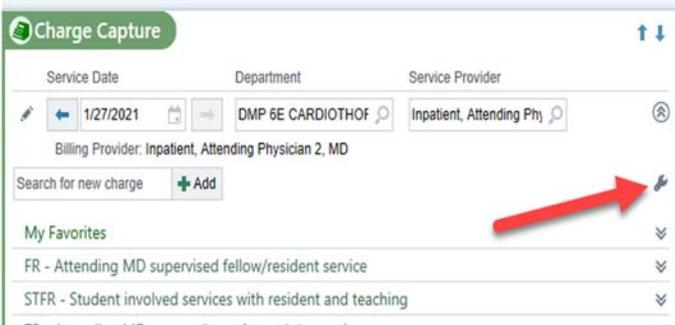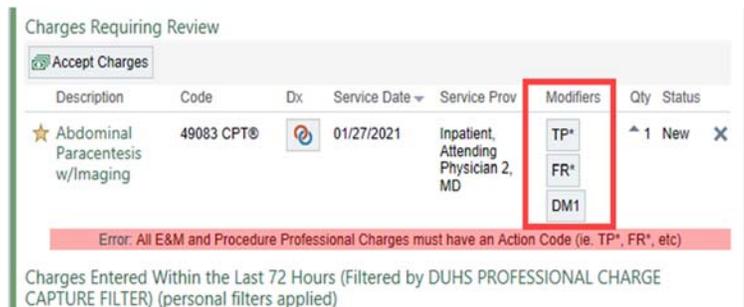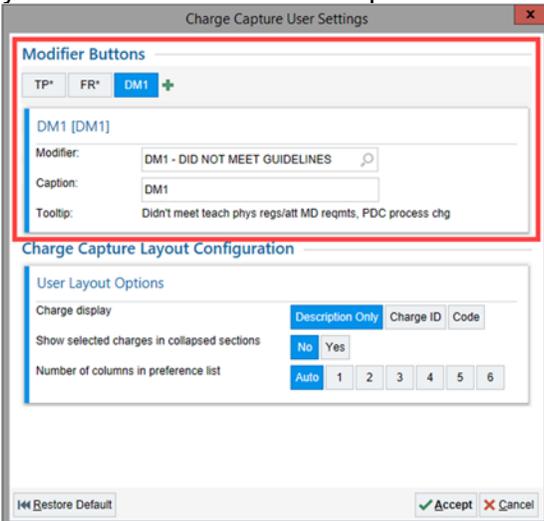
Using the wrench

1. Use the wrench to personalize whether sections default open or closed and the number of columns you want to see.


2. Or add optional modifier buttons which allow you to manually select a modifier from your charge if you did not add these in the prior sections with #4 and/or #9.

Rearrange your favorites using the Preference List Composer
To rearrange your favorites, create or remove sections, or adjust the names, go to the Epic button in the top left corner→Tools→Patient Care Tools→Preference List Composer

Once you have used it once, go back to the Epic button and pin that option to the top list.
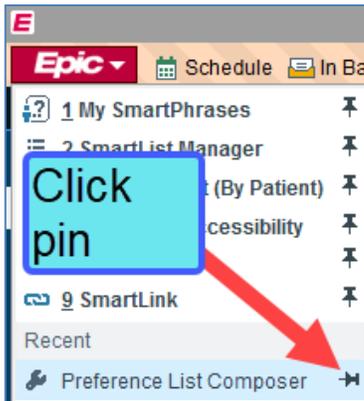
In the Preference List Composer, find the appropriate Prefence List and edit as you would other Favorites.

Use the Preference List composer ONLY to edit your favorites or to rearrange them. DO NOT add charges from here, because you are at risk for selecting incorrect charges. Always create your favorites from the Charge Capture section.