

Synergistic Office Solutions, Inc.

Topic: OMWin Does Not Automatically Link Charge to MC Authorization
Document ID: #461
Product: OMWin
Date: 4/5/2005
Author: Seth Krieger

Authorizations are automatically selected only if:

- W** The policy is in force for the date of the charge being entered.
- W** The system generates a split for the policy. (If you manually add a split, you must also manually select the auth for that split.)
- W** The authorization exists prior to the charge being entered.
- W** The date of service falls within the date range of the authorization.
- W** The service matches that specified by the authorization or the authorization service is blank.
- W** The provider matches that specified by the authorization or the authorization provider is blank.

If necessary, you can always manually link a charge to an authorization as follows:

1. Locate the charge in the Daysheet or patient's ledger.
2. Highlight and select **Change**.
3. Highlight the charge split for the relevant policy in the lower portion of the Charge Form.
4. Double-click, click the delta (triangle) button below the splits window, or press <Alt><C>.
5. Right-click on the authorization field or place the cursor in that field and press <F2>.
6. Select the desired authorization. Note that only active authorizations that match this charge will be displayed.
7. OK to save the split.
8. Save the charge entry.

To check to see which charges have been associated with a particular authorization:

1. Display the patient's authorization list by selecting the MC Auths button on the Patient List, Patient Form, or Charge Form.
2. Highlight the desired authorization.
3. Select **Change**.
4. Select the **Charges** tab of the form.