

# Health PEI

## Quick Billing in the CHR

The EMR Program is pleased to announce that the **CHR now supports a Quick Billing feature**, which allows users to bill for patients they have not previously established a relationship with (i.e., broken the glass).

This new feature will make billing on patients seen at Hospital dramatically quicker and easier to complete.

### Next Steps:

1) In the CHR, please click on the billing icon on the left-hand side 

2) Select the feature 'Quick Bill Entry'



3) This selection will bring up the Patient Search feature. Input the patient details (preferably using ID/MRN)

4) Once the patient information appears, to the right of their name, there are now two options:

- **+ Private Billing:** This can be used to create a Quick Bill that is Private pay, for the patient out of pocket / insurance company, etc.
- **+ Insured Billing:** This is to create any new bill that will be sent to Medicare for this patient.

**Please note: ONLY click on the + Private Billing or + Insured billing icons.** If you click on the patient's name, it will bring up the same "Access Denied" screen to establish a relationship (by clicking on their name, the system will think you're trying to access the patient's chart).

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You can now add a new Fee Item and create your bill as normal, without the necessity of:

- Establishing a relationship with the patient
- Entering the patient chart
- Having to click Start/Open
- Clicking on 'Insured Billings'

For more information about creating billing templates, please visit:

<https://help.inputhealth.com/en/articles/7257855-creating-billing-templates>