



## Charge Master Initiation & Authorization of Changes

### VCUHS Policy

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#### General Description

**Purpose:** To outline the method for departments to initiate necessary changes to the Charge Master for MCV Hospital and MCV Physicians.

**Responsibility:** Charges Services  
Financial Systems  
MCVP Business Office

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#### Policy

- A. Hospital departments complete the "Charge Master Update Request Form" to request establishment of a charge for new services/procedures, price or description changes of existing charges, and/or deletion of existing charges. The approval signature of the appropriate Department Director is required. Exceptions:
  - A.1 The Pharmacy Department uses its established procedures to update the Medications Master File for routine charge additions and deletions.
  - A.2 The Material Management Department uses its established procedures to update routine supply charge additions, adjustments and deletions. To establish charges for new supplies, services or new procedures, the policy herein applies.
- B. The MCV Physicians' (MCVP) Business Office is responsible for the fee for all professional services and supplies and annual updating. Clinical Departments desiring to add or modify non-group fee schedules must submit request to the Associate Director of Billing for MCVP.
- C. MCV Physicians uses established procedures in concert with The Center for Clinical and Translational Research to determine changes to rates in the Research Charge Master.

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**Procedure Overview**

1. Submit requests to make changes to the Charge Master
2. Review requests to ensure appropriate pricing
3. Verification of changes entered in the Charge Master

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**Procedures**

1. Submit requests to make changes to the Charge Master
  - 1.1 Complete the Charge Master Request form (Hospital Departments) to submit changes as approved by the Department Director and forward to Charge Services.

Charge Master Request Form

- 1.2 Complete the Cost Analysis form for new procedures and submitted to Cost Accounting.

Cost Analysis Form

- 1.3 Clinical Departments desiring to add or modify a Non-Group level fee must submit the request on the Clinical Department Fee Request Documentation Form. This should be submitted to the Associate Director of Billing, MCV Physicians' Business Office.

Charge Fee Request form

2. Review requests to ensure appropriate pricing
  - 2.1 Review of all changes to Hospital charges is done in coordination with Charge Services, Cost Accounting, Budget & Financial Planning, and the requesting department.
  - 2.2 Review of all changes to MCV Physicians' charges is completed by the Physician Business Office and the requesting department.
3. Verification of changes entered in the Charge Master
  - 3.1 Update of the charges in the Charge Master is processed by Financial Support Services - Revenue Applications for both the Hospital and MCV Physicians.
  - 3.2 Verification of the changes is communicated by email. For Hospital charges, Charge Services notifies auxiliary system contacts to initiate updates to other

systems.

For MCV Physicians charge changes, Financial Support Services - Revenue Applications notifies the requesting departments and departmental information systems administrators.

**3.3 Inspection of all charges should be performed daily by the departments.**

Departments should reconcile their daily charges by comparing internal department patient records to the daily Redwood system reports to verify all charges were appropriately entered.

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**Attachments**

*Cost Analysis Form*

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*Charge Master Request Form*

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*Clinical Department Fee Request Documentation Form*

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