



SUBJECT: Online Billing Area Form

CODE:

TITLE: Billing Area Form Approvals

EFFECTIVE DATE: 2/20/04

Updated: 05/22/08

PURPOSE: The purpose of this policy is to establish a procedure for departmental notification of dictionary changes and to implement the approval process for additions, edits, or deactivations to the Billing Area dictionary.

APPLICABILITY: Practice Administrators, Central Business Office, Credentialing, and IS&T Depts.

POLICY: It is the policy of UMDNJ-SOM IS & T Department to establish a paperless, online, change management process for all IDX dictionary updates. The following procedure should be followed for all updates to the Billing Area Dictionary (202).

#### PROCEDURE:

##### Department:

1. Download latest version of online form from the following link: [http://som.umdny.edu/departments/ist/depts\\_ist\\_ps.html](http://som.umdny.edu/departments/ist/depts_ist_ps.html), choose link for Billing Area (Bar).
2. Complete top portion of form marked 'Site Portion of Form'. Please complete all fields that have a '\*'. These fields are required for a new build.
3. Enter a heat ticket through OSR- <http://iheat.umdny.edu/heatservice/default/en-us/>. You can enter the ticket number on the form in the top right corner. (If you do not have access to the Web, a ticket can always be called in to the help desk.)
4. If the request is for an edit to a current billing area, please include either the number or the mnemonic for the billing area.
5. Save the request form to the local hard drive on your PC. The following conventional naming format should be used- <FORMNAME\_DIVISION\_DATE>, for example Billing\_Area\_Family\_Med\_121003.
6. Email the form to the credentialing department, Monica Roig ([roigmo@umdny.edu](mailto:roigmo@umdny.edu)) Shannon Rutledge ([rutledse@umdny.edu](mailto:rutledse@umdny.edu)), and Joanne Jackson ([jacksojm@umdny.edu](mailto:jacksojm@umdny.edu)) with a cc: to Jeff Steenson ([steensja@umdny.edu](mailto:steensja@umdny.edu)) and IS&T at [ISTC-PES@lists.umdny.edu](mailto:ISTC-PES@lists.umdny.edu). The email subject heading be the same format as the change form - <FORMNAME\_DIVISION\_DATE>, for example Billing\_Area\_Family\_Med\_121003. **In the body of your email, please include the heat ticket number.** This email will only be accepted from the Department Administrator.

##### Credentialing:

1. Complete as much of the credentialing portion of form as possible.
2. Save the form to track what billing information is needed for each billing area.
3. Additions can be done with the same form, just be sure to highlight the new information to make it identifiable.

4. Email form to Joanne Jackson ([jacksojm@umdnj.edu](mailto:jacksojm@umdnj.edu)) with a cc: to Jeff Steenson ([steensja@umdnj.edu](mailto:steensja@umdnj.edu)) when approved by the credentialing department. The email subject heading be the same format as the change form - <FORMNAME\_DIVISION\_DATE>, for example Billing\_Area\_Family\_Med\_121003.
5. **If this is only an edit to add group numbers, the CBO approval is not needed, send request directly to IST and send notification to Joanne Jackson and Lillian Kain-Beese with a cc to the original email.**

Central Billing Office:

1. Complete CBO portion of form.
2. Confirm that new billing areas have been added to any reports and PCS workfiles that apply.
3. Email completed form to IS & T at [ISTC-PES@lists.umdnj.edu](mailto:ISTC-PES@lists.umdnj.edu). The email subject heading be the same format as the change form - <FORMNAME\_DIVISION\_DATE>, for example Billing\_Area\_Family\_Med\_121003.

IS & T

1. The information will be added to the IDX system within 5 business days.
2. The notification of completion will be emailed to the requestor and IST Team by the analyst.

Billing Area Request Form  
Flow Chart

