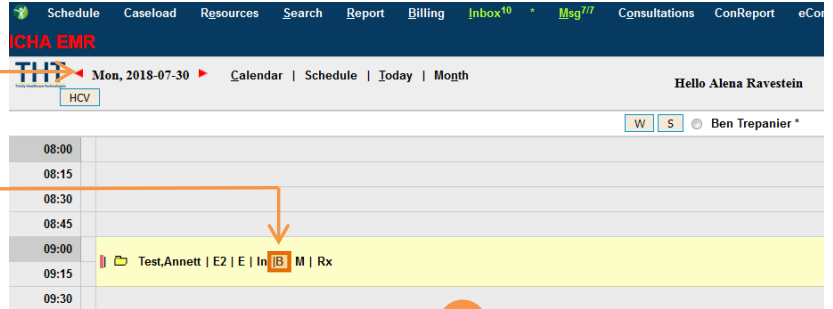


# HOW TO BILL USING OSCAR

Submit shadow billings to contribute to ICHA's patient-focused funding

1 Open your schedule, selecting appropriate date and site (see pg. 1 for detailed instruction)

2 Select the "B" from the appointment shortcuts found on the day's schedule.



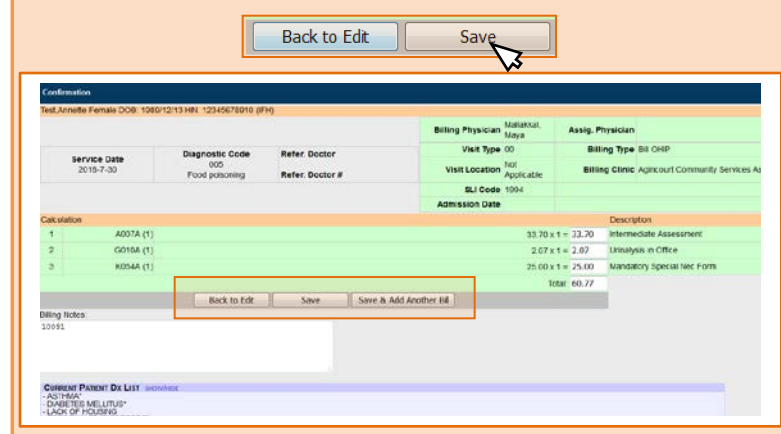
3 Click **Billing form:** to select from **PSYCHIATRIST** or **PRIMARY CARE PHYSICIAN.**  
To autoselect your preferred form, change your settings in *Preferences* (see pg. 3)



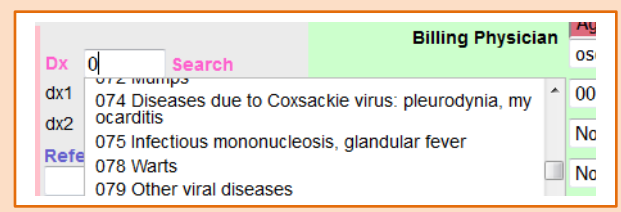
4 Select from billing codes, applying check boxes to all of those which apply.



6 Review selections in the **Confirmation** window and click one of the options: Either *Back to Edit* your billing or confirm by clicking *Save*



5 Enter a **Dx Code**



And click **Next** in the top right-hand corner

There is also a Billing Shortcut featured in eChart Encounter writing palette. For convenience, write your clinical note and select the to Sign, Save and open the Billing window

