

# What is the RCM Tasks Page?

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The RCM Tasks page is designed to help you keep on top of tasks necessary for our RCM team to submit and follow up on claims timely. You can view a list of patient charts that need action, whether it is insurance/demographic or clinical related, all in one place. The feature is available only for Elite/Revenue Cycle Management users.

1. To access the RCM tasks page, press the \$ icon in your navigation bar.



The RCM Tasks page is separated into five sections: **Charges**, **Charts Not Signed**, **Charts Not Signed by Supervisor** (if applicable), **Pending Info Practice**, and **Coding Clarification** (if applicable). Each section header will list the number of claims as well as the current dollar amount.

The five sections have the following functions:

(Left side of RCM Task window)

1. **Charges:** This allows you to see at a glance the dollar amount of claims that are in each of the impacted statutes.
2. **Charts Not Signed:** Displays all of the charts that were not signed and locked by the provider. Provides quick access to problematic charts by pressing **View and Sign Chart**.
3. **Charts Not Signed by Supervisor:** If enabled for your practice, this section will list claims that were signed/locked by the rendering provider but need sign-off from the supervising provider.

### RCM Tasks

✓ Charges \$2,255.00 (approx.)
↻

Category ▾	Associated Charges ▾
Pending Info Practice	\$2,135.00
Unsigned Chart	\$120.00
Coding Clarification	\$0.00
Unsigned Chart By Supervisors	\$0.00
<b>Unique Charges:</b>	<b>\$2,255.00 (approx.)</b>

📄 Charts Not Signed 4 \$120.00
➔

Appointment ▾
Charges ▾
Sign and Lock

📄 Charts Not Signed By Supervisor 0 \$0.00
➔

Appointment ▾
Charges ▾
View

(Right side of RCM Task window)

1. **Pending Info Practice:** Lists claims that have been assigned to the office for assistance by the billing team. Each will include a note as to what type of assistance/information is needed. Appointments in this status are usually related to patient demographics or insurance.
  
2. **Coding Clarification:** Lists claims that need coding-related information or clarity to code. (applicable to those plans where DrChrono is coding from the clinical note)

✎ Pending Info Practice 21 \$2,135.00
➔

Appointment ▾
Charges ▾
Message ▾
Reporter ▾
Created At ▾

❓ Coding Clarification 0 \$0.00
➔

Appointment ▾
Charges ▾
Message ▾
Reporter ▾
Created At ▾