

New Feature

Billing Feature

User Level

Admin

Overview

Flexible billing configuration module that allows each institution or site to define its own study types (for example, "CT Abdomen w/ Contrast") and link them to custom billing outputs such as CPT codes, RVU values, or internal billing codes.

What Can You Do?

This module provides:

- Fully customizable study attributes (e.g., Modality, Body Part, Laterality).
- Unlimited attribute values per attribute.
- Up to 10 study attributes and 10 billing outputs per institution/site.
- Ability to upload and download configurations via CSV Import/Export.
- A clear interface to select the correct study type from the worklist.
- Ability to copy an institution's configuration to another institution or site.

FAF:

ControlWorklist → advAdminBilling -

Provides access to the Admin → Billing panel

Worklist Controls [ControlWorklist]			
Field or feature	Interface name	Tool tip	In scope
addStudy	Add study	Add a new study entry [URL:12493]	Remove
adminPanel	Administration	Administration options [URL:12451]	Remove
advAdminBilling	Billing	Study definitions for billing	Remove

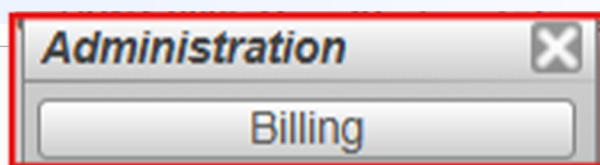
ControlStudyList → billingStudyType -

Allows end users to define the study type.

Worklist column

Full Step-by-Step Tutorial (For RIS Administrators)

Accessing the Billing Configuration Panel
Navigate to Worklist.
Open Administration (gear icon in the top-right).
Select Billing.



This opens the Study Definition & Billing Setup panel, which includes five sections:

This opens the Study Definition & Billing Setup Panel. The panel contains five rows:

- Institution/Site selection + CSV import/export + Copy definitions
- Study Attributes
- Billing Outputs
- Existing Study Type Definitions
- Create a New Study Type Definition

Study definitions for billing

Select an institution
ZTI TEST INSTITUTION

Optionally select a site
ZTI TEST SITE

CSV Import and export
Import Export Help

Copy definitions to:
Institution: Please select
Site: Please select
Copy definitions

Define study attributes

Name	DICOM map	Values (Click to edit)	Sort order in dropdown	Delete
Modality		CT, MRI, US, NM, XR, FL, DXA, PET, MAM, IR, XA	☒ Order of entry ☐ Alphanumeric	
Body part		Abdomen and Pelvis, Chest, Head, Knee, Brain, Thyroid	☒ Order of entry ☐ Alphanumeric	
Laterality		-, Right, Bilateral, Left	☒ Order of entry ☐ Alphanumeric	
Contrast		With Contrast, Without Contrast, With and Without Contrast	☒ Order of entry ☐ Alphanumeric	
Study description		CT Abdomen and Pelvis with IV Contrast, CT Chest without IV Contrast	☒ Order of entry ☐ Alphanumeric	

Add another attribute

Define billing outputs

Name	Delete
CPT code	
RVU	

Add another output

Study definition map selectable via the worklist

Modality	Body part	Laterality	Contrast	Study description	CPT code	RVU	Delete
CT	Abdomen and Pelvis	-	With Contrast	CT Abdomen and Pelvis with IV Contrast	74177	2.45	
CT	Chest	-	Without Contrast	CT Chest without IV Contrast	71250	1.85	
CT	Head	-	With and Without Contrast	CT Brain with and without IV Contrast	70470	2.1	
MRI	Knee	Right	Without Contrast	MRI Knee Right without IV Contrast	73721	1.9	
MRI	Brain	-	With Contrast	MRI Brain with IV Contrast	70552	2.75	
US	Thyroid	-	-	Ultrasound Thyroid	76536	0.8	
US	Abdomen	-	-	Ultrasound Abdomen Complete	76700	1	
US	Carotid Arteries	Bilateral	-	Carotid Doppler Ultrasound Bilateral	93880	1.25	

Add study definition

Row 1: Institution/Site selection + CSV import/export + Copy definitions

A. Choose Institution / Site

In Row 1, select the Institution.
(Optional) Select a Site.

The system will load the existing billing configurations for the selected location.



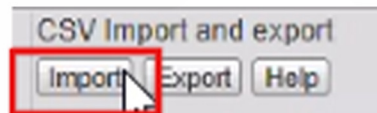
This may take a few seconds.

B. Importing a Billing Configuration via CSV (Recommended)

This is the primary method for setting up study types.

To import:

Click Import CSV.



Select a properly formatted CSV file (see formatting rules below).
The system loads the study attributes, billing outputs, and study definitions.

CSV formatting requirements:

Up to 10 study attribute columns (left side)

Up to 10 billing output columns (right side)

One required empty column separating attributes & outputs → Appears as ,, in the CSV

Row 1 must be the header row

Example header row:

A	B	C	D	E	F	G	H
Modality	Body part	Laterality	Contrast	Study description		CPT code	RVU

No empty rows or cells (except the one empty column)

Forbidden characters: , ' " |

Attribute values ≤ 128 characters

Billing output values ≤ 64 characters

Attribute/output names ≤ 32 characters

After import:

- All study attributes are created
- All billing outputs are created
- All study types appear in Row 4

Imported data cannot be edited entries must be deleted and re-created if changes are needed.

C. Export to CSV

Exports only existing study type definitions
Unused attributes or outputs are not included

D. Copying Definitions to Another Institution/Site- Used to duplicate a billing setup.

Steps:

- Select source Institution/Site
- Click Copy definitions
- Choose a destination Institution/Site (must be empty)
- Confirm

Copies:

- Study Attributes
- Billing Outputs
- Study Type Definitions

Row 2: Study Attributes

Study attributes define the selection path for a study type (e.g., Modality → Body Part → Laterality → Contrast → Study Description).

Each attribute row shows:

Name (e.g., “Modality”), DICOM Mapping (optional), Values (e.g., CT, MR, XR), Sort Order, Delete icon

- Up to 10 attributes per institution/site
- Unlimited values per attribute

The screenshot shows a dialog box titled "Add new study attribute and values". It has a "Name" field, a "CPT code" field, a "RVU" field, a "DICOM Mapping (optional)" dropdown menu, and a "Values" section with multiple text input lines. At the bottom, there are checkboxes for "Order of entry" and "Alphanumeric", and "Cancel" and "Save new attribute" buttons.

To add a new attribute :

Click Add another attribute

Enter a name (≤ 32 characters)

(Optional) Map to a DICOM tag

Add values (≤ 128 characters each)

Set sort order

Row 3: Defining Billing Outputs

Billing outputs define what information is generated for each study type.

Examples: CPT Code, RVU, Internal Billing Code, Insurance Code

To add a billing output:

Click Add output

Enter a name (≤ 32 characters)

(Optional) Show it on the Worklist

1. Minimum 1 output required
2. Maximum 10 outputs allowed

Row 4: Existing Study Types

Each row shows one study type and its linked billing outputs. These appear in the Worklist Study Type Selector.

Row 5: Add New Study Types

Define a study type by selecting attribute values and billing outputs.

To create a study type:

Select one value for each attribute dropdown → all must be filled

Enter billing output values (optional, ≤ 64 characters each)

Click Add study type

Rules:

Study types must be unique

Unlimited study types can be created

Billing output fields ≤ 64 characters



Selecting Study Types from the Worklist

From the Worklist:

Click the paper-pencil icon in the Billing Study Type column.

The Study Type Selection panel opens.

The panel includes:

Study details (top)

Attribute dropdowns (middle)

Direct Set table (bottom)

Two Ways to Select

Option A: Manual Selection

Choose attribute values left to right

Matching study types highlight in blue

Option B: Direct Set (Recommended)

Click a row in the Direct Set table

Modality	Body part	Laterality	Contrast	Study description	Exam type
CT	Abdomen and Pelvis	-	With Contrast	CT Abdomen and Pelvis with IV Contrast	
CT	Chest	-	Without Contrast	CT Chest without IV Contrast	
CT	Head	-	With and Without Contrast	CT Brain with and without IV Contrast	
CT	Abdomen	Right	With Contrast	CT Abdomen and Pelvis with IV Contrast	
MRI	Knee	Right	Without Contrast	MRI Knee Right without IV Contrast	
MRI	Brain	-	With Contrast	MRI Brain with IV Contrast	
US	Thyroid	-	-	Ultrasound Thyroid	
US	Abdomen	-	-	Ultrasound Abdomen Complete	
US	Carotid Arteries	Bilateral	-	Carotid Doppler Ultrasound Bilateral	
NM	Bone	-	-	Nuclear Medicine Bone Scan Whole Body	
NM	Myocardium	-	With Stress	Nuclear Myocardial Perfusion with Stress	
XR	Chest	-	-	Chest X-ray 2 Views	
XR	Knee	Left	-	Knee X-ray Left 3 Views	
FL	Barium Swallow	-	With Contrast	Fluoroscopic Barium Swallow Study	
DXA	Lumbar Spine	-	-	Bone Densitometry Lumbar Spine	

Additional Notes

A single study can have multiple study types (e.g., CT Abdomen + CT Pelvis).

Study type entries can be deleted from a study, but the record remains stored

If an admin changes study attributes or billing outputs after study types are used:

→ Existing records are locked and cannot be edited.