



**streamline** HEALTH®

# RevID Charge Reconciliation Reference Guide

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Version #	Revision Date	Reason
1.0		Initial version
2.0	7/10/2023	Updated branding
3.0	10/29/2025	Grid Reconciliation view

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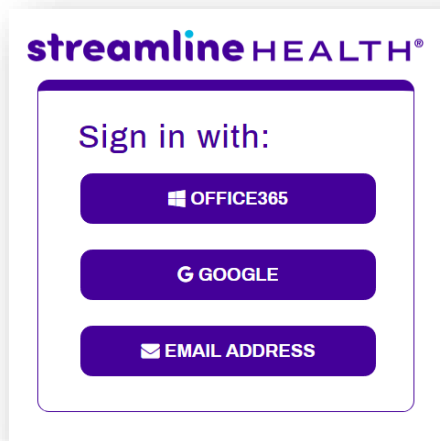
# THE STREAMLINE HEALTH SUITE

## WEBSITE ACCESS

Open Google Chrome or Microsoft Edge web browser and enter the following link: <https://mbat.avelead.com>

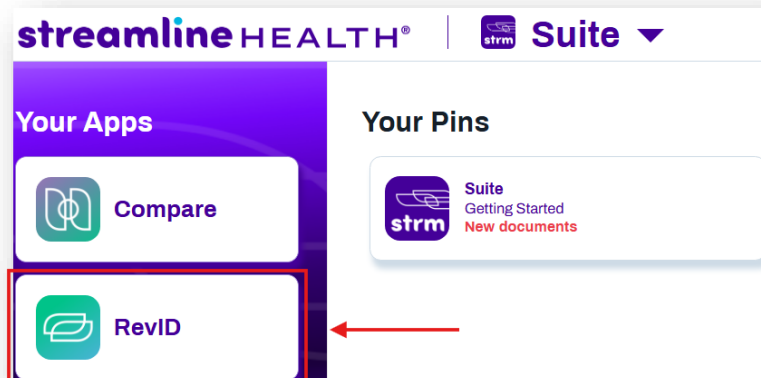
## LOGIN PAGE

Depending on your platform, click on Icon at the bottom of the Sign In page. You will then be prompted to enter your Login ID (Facility Email Address) and password. For an easy user experience, we have integrated MBATs user authentication process with a few SSO options. This means you can access MBAT using your work credentials, if you use either Office365 or Google. For quick access, you should add this as a favorite!!



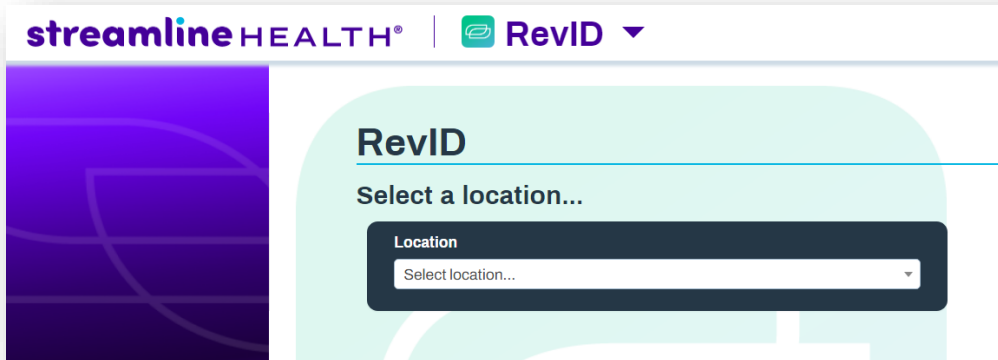
## REVID APPLICATION

ReviD is the application that will be used to complete your daily Charge Reconciliation and what you should select from the Streamline Health Suite homepage.



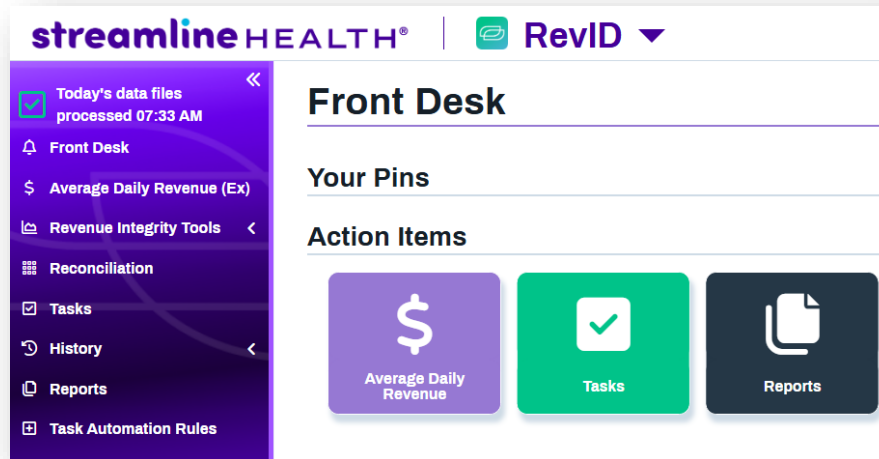
## SELECT FACILITY

Select your facility from the drop-down location.



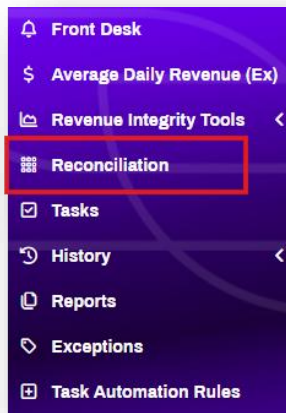
## THE FRONT DESK

The Front Desk displays the list of tools that all users have access to within ReVID. A short description of what each tool does is listed below to provide better clarity on the functions of each.



# RECONCILIATION TOOL

Daily charge reconciliation begins with the Reconciliation Tool! Select the **Reconciliation** tool from the left side of the screen.



This will bring you to the Reconciliation grid.

Reconciliation - 

August 6, 2025

Bluebird Memorial Hospital

Group by

Encounter

Department / Cost Center

All

Missing  
3,209

New  
1

Matched  
8,745

ADR

NEW TASK(S)

SIGN OFF

Saved views...

</

## ACCESSING YOUR DEPARTMENT/COST CENTER(S)

Users will see a full list of clinical events in the grid for all of the cost centers they have access to. Users can focus in on clinical events from a specific cost center by selecting it from the **Department/Cost Center** drop down menu in the upper left-hand side of the screen.

**Reconciliation - 📅 August 6, 2025**

Group by  
Encounter Department / Cost Center

Missing 3,209 New 1 Matched 8,745

⊗ ⊕ ⊙ FILTER COLUMNS

Details

Search

- CARDIOLOGY
- EMERGENCY SERVICES
- INFUSION
- INHOUSE SRV
- LAB

Task Status	Patient Name

## CHARGE RECONCILIATION

Signing off daily on your charge reconciliation requires that each red event have a task assignment. If these parameters are not met, you will not be able to sign off. There are three colors that denote status for a clinical event.

**Reconciliation - 📅 August 6, 2025**

Group by  
Encounter Department / Cost Center

Missing 545 New 0 Matched 824

⊗ ⊕ ⊙ FILTER COLUMNS

BMH Emergency Ro... x

## Stoplight Color Meanings

- **Red (Missing)** clinical events: there are no charge items associated with the clinical event (Order or Task). You must assign a task to this event before being able to sign off. Order or task was entered prior to midnight but no corresponding charge due to not being completed. An example would be a task for Radiology that was entered at 11:30pm but was not completed until the following day.
- **Yellow (New)** clinical events: A previous reconciled red or green event that has been modified. An example would be an event that was Red, you added a task and captured the charge. The added charge will cause the Red event to show as yellow the next day for final review.
- **Green (Matched)** clinical events: At least one charge item matched the clinical event. Green items should also be reviewed to ensure accuracy.



## Viewing Event Details

**Missing Charges**

**Demo, CAITLIN**  
 FIN: 1910734968 MRN: 1234567890  
 Financial Class: MEDICAID MANAGED CARE Health Plan: CARDINAL CARE OPTIMA VA PREM MEDICAID

**Event**

Date	Reference Number	Description	Status	Medical Service
7/13/2025	3334034665	Splint Application Prefabricated	Ordered	Emergency Medicine

Ordering Physician: — Attending Physician: — Performing Physician: — Verifying Physician: —

Unable to determine potential charges/prices.

**Tasks**  
There are no tasks for this event.

**Alerts**  
Expected Charges Alerts

**Routing**  
 1 BMH Emergency Room (3006205)  
 Details  
 Initialized cost center code  
 09/18/2023 2:46 PM

**Navigation:** PREVIOUS NEXT CLOSE

## Clinical Event Icons

Upon opening the clinical event details, you may see an icon appear above the patient's name (see example below).

**MCE**

**Demo, ELNOR**  
 FIN: 467912202 MRN: 1234567890

- MIPA:** Missing in Patient Account (MIPA) – Occurs only if the facility is using a third-party vendor for their financial data (Example: Cerner Clinicals and Medhost Financials). If an order is completed in the clinical application and financials does not recognize the charge, it will appear in RevID as a red task and will flag this item as a missing charge with the MIPA icon. There are three reasons a Clinical event will show as a MIPA:

1. Timing issue. If RevID receives the interface charge before the order, you will see a Green MCE(Charge) on day one and a RED MIPA the next day(with the exception of charges coming through bridge). Review the charges to ensure that the charge did drop and resolve the Red task.
  2. Charge Code does not match. Review the charge master to ensure that the charge code in the clinical application is the same as the charge code in the financial application. Update the charge code to that the charges are dropping going forward.
  3. Invalid Account: Review the patients account to ensure charge has been applied to the correct account number.
- **MCE:** Missing Clinical Event (MCE) – MCEs are created due to a charge captured in the clinical system that are not linked to a clinical event.
    - Example: Charge entered via Powerform
  - **MIC:** Missing in Clinical (MIC) – MICs are created due to a charge generated without a clinical event entered the clinical system.
    - Example: Third-party charge interface or manual charge capture in the financial system.
  - **THRESHOLD:** A “Quantity” or “Dollar” amount that has been set as a standard to give an alert if exceeded. Example: Surgery OR with a threshold of 400 minutes or a cost of \$100,000.
  - **\$ - \$\$\$\$:** Event Impact Rating. This is represented by a dollar sign scale (1–4-dollar signs) indicating the financial impact of the missing charges based on historical data for similar clinical events.

## Task Assignment

### Assigning a Task



Remember, all events with a red/Missing status require task assignment before you can sign off on your daily charge reconciliation. There are two ways to add a task to a Clinical Event – from the Grid view (individually or multiple at a time) or from within the clinical event details.

### Assigning a task from the grid view

**Reconciliation - August 6, 2025**

Group by: Encounter | Department / Cost Center: All | Missing: 3,209 | New: 1 | Matched: 8,745 | FILTER | COLUMNS

Buttons: ADR | NEW TASK(S) | SIGN OFF | Saved views...

Grid View:

Details	Alerts	Status	Impact	Task Status	Patient Name	FIN	Description	Encounter Type	Service D...	Location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?	IN PROGRESS (2)	Demo, ANGELA	1172411317	Transport Services Order	Emergency	06/12/2025	BMH ED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, MICHELLE	1778719134	Chart Check	Inpatient	07/12/2025	BMH ICU
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, DEWAYNE	68671432	ED HUC Communication	Emergency	05/13/2025	BMH ED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, ROBERT	1458867424	Chart Check	Inpatient	07/15/2025	BMH Med Surg
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, KELLY	453098986	Estimated Glomerular Filtration Rate	Inpatient	07/12/2025	BMH Med Surg
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, DAVID	469713276	BB Hold Tube	Emergency	06/10/2025	BMH ED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, GERALDINE	1178439196	Incentive Spirometer - Nursing	Inpatient	05/09/2025	BMH Overflow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$?		Demo, JULIE	453097898	Supplies, CART LAKE SIDE 33022	Day Surgery	06/12/2025	BMH OP Surgery

Annotations:

- Click on one or more boxes to the left (points to the checkbox in the Details column).
- The "New Task(s)" button will become highlighted. Select it to create a task(s) (points to the NEW TASK(S) button).

## Assigning a task from the Clinical details view

**Missing Charges**

**Demo, MICHELLE**  
 FIN: 1778719134 MRN: 1234567890  
 Financial Class: MEDICAID MANAGED CARE Health Plan: CARDINAL CARE OPTIMA VA PREM MEDICAID

**Event**

Date	Reference Number	Description	Status	Medical Service
7/12/2025	3330406867	Chart Check	Completed	Medical

Ordering Physician: — Attending Physician: — Performing Physician: — Verifying Physician: —

**Charges**  
 Unable to determine potential charges/prices.

**Tasks**

Assigned To	Created	Category	Subject
Shelie VanEtten	08/15/2025 09:16AM	Wrong Encounter	Demo Test

**Alerts**  
 Expected Charges Alerts: —  
 Alerts: —

**Routing**

Details
BMH ICU (3006085) Initialized cost center code 09/18/2023 2:46 PM

Buttons: TO RULE, EXCEPTION, EVENT: 62FSD, TASK, NEW, PREVIOUS, NEXT, CLOSE.

## Task Form

Every field on this form must be completed.

- The **subject** will automatically populate when assigning a single task.
- **Task status** can be assigned as follows:
  - **NEW:** Task created but no research has been completed to identify issue.
  - **IN PROGRESS:** A task that is in progress is a task that is missing a charge in patient accounting but is in process of being completed. Example: XR that has not been completed but on the schedule for the current day. In Progress Will auto resolve when the new charge has been processed.
  - **RESOLVED:** Task that have been resolved and require no further follow up.
  - **CANCELLED:** Order was cancelled prior to being performed.
- **Task Priority** will default to low unless changed.
- **Task Category** must be chosen from the dropdown menu. The list is customizable by facility.
- **Task Assigned To:** You can assign the task to yourself or someone else (must have access to RevID)
- The **Date** defaults to the date the task was assigned.
- And give a detailed **Comment** regarding the action taken/resolution of the clinical event.
- Once all information has been completed, Click **SAVE**.

**Task** # CR-01-09-2023-0291

**Subject \***  
Emergency Visit

**Task Status \***  
NEW IN PROGRESS RESOLVED CANCELLED

**Task Priority \***  
LOW MEDIUM HIGH EXPEDITE

**Task Category \*** **Task AssignedTo \***  
Julie Orlando

**Due Date \***  
09/25/2023

**Comment \***

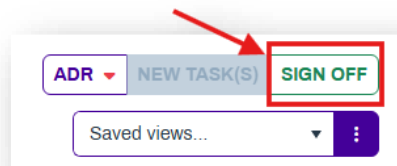
B I U H<sub>1</sub> H<sub>2</sub> x<sub>2</sub> x<sup>2</sup>

Normal Normal A Sans Serif

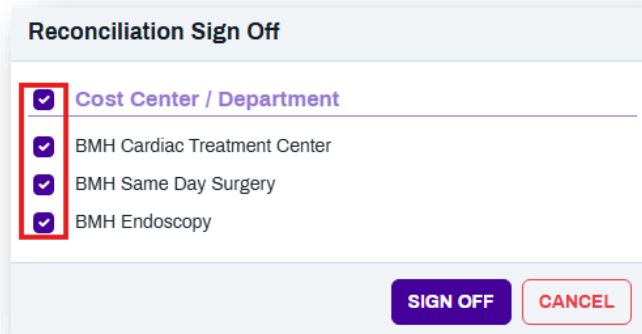
CLOSE SAVE

## Signing off on your Charge Reconciliation

This function is available to certain users depending on the role you have been assigned in RevID. Once all clinical events with a status of red/Missing are assigned a task, you may sign off on your daily charge reconciliation by clicking the **Sign Off** button at the top right-hand side of the screen.

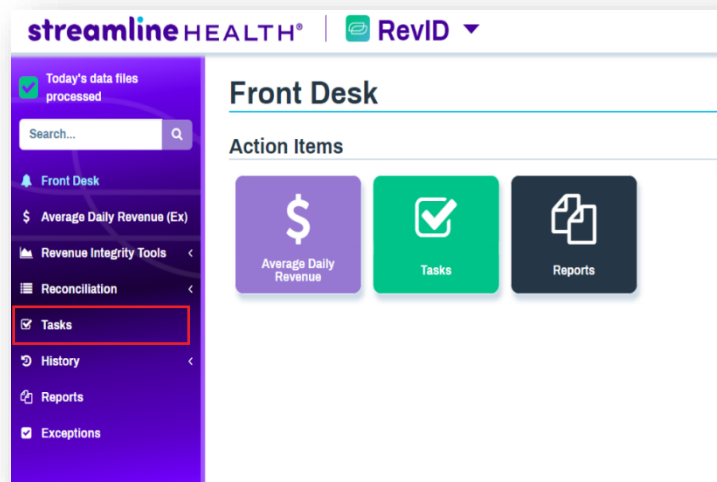


A pop-up message will appear, showing you which of the cost centers are ready to be signed off. You can select/deselect those you wish to sign off on by checking the boxes to the left of the cost center name. Selecting the box at the top of the list will select/deselect all cost centers.



## TASK TOOL

Tasks are clinical events with a red/Missing status that the enduser has marked with a NEW or IN PROGRESS status and need to be reviewed. To access them, click the **Tasks** tool from the left side of the front desk screen.







## TASK TYPES



By default, each of the task filters will display the oldest records first:

1. Tasks Assigned to Me (in Red)
  - a. To see tasks that are **assigned** to you
  - b. These records will have a Task Status of New or In Progress
2. Tasks Assigned Out (in Yellow)
  - a. To see tasks that have been **created** by you
  - b. These records will have a Task Status of New or In Progress
3. Open Tasks (in Green)
  - a. To see **all** tasks that you can view, based on the cost centers you have access to

## Tasks





0  
 Tasks Assigned to Me  
 Filter For Tasks Assigned to Me 


0  
 Tasks Assigned Out  
 Filter For Tasks Assigned Out 


32  
 Open Tasks  
 Filter For Open Tasks 




## SORT AND FILTER TASKS

You can sort or filter any of the columns on the task list by clicking on the ellipsis to the right of any column header. You can also adjust which columns you see in this view by selecting **Column Visibility**. Columns can be rearranged by dragging them left and right.

<input type="checkbox"/>	Actions	Task Number	Patient Name	FIN	Subject	Service ...	Department ...	Cost Center
<input type="checkbox"/>		CR-13-09-2025-0134	Demo, ANGELA		services	06/12/2025	EMERGENCY SERVICES	BMH Emergency Room (3006205)
<input type="checkbox"/>		CR-13-09-2025-141	Demo, GEOR		Complete	07/11/2025	CARDIOLOGY	BMH Cardiac Treatment Center (3006311)
<input type="checkbox"/>		CR-13-09-2025-137	Demo, WILLIAM	967563337	Review Complete	06/13/2025	CARDIOLOGY	BMH Cardiac Treatment Center (3006311)

## UPDATE TASKS

Tasks can be updated individually or many at a time. To update multiple, check the boxes to the left-hand side of the screen and then click the **Update Tasks** button.

<input type="checkbox"/>	Actions	Task Number	Patient Name	FIN	Subject	Service ...	Department ...	Cost Center
<input checked="" type="checkbox"/>		CR-13-09-2025-0134	Demo, ANGELA	1172411317	Transport Services Order	06/12/2025	EMERGENCY SERVICES	BMH Emergency Room (3006205)
<input checked="" type="checkbox"/>		CR-13-09-2025-141	Demo, GEOR	565974943	Review Complete	07/11/2025	CARDIOLOGY	BMH Cardiac Treatment Center (3006311)
<input checked="" type="checkbox"/>		CR-13-09-2025-137	Demo, WILLIAM	967563337	Review Complete	06/13/2025	CARDIOLOGY	BMH Cardiac Treatment Center (3006311)

[UPDATE TASKS](#)

This will open a new dialog box.

David

4 Tasks Selected

Task Status \*

NEWIN PROGRESSRESOLVEDCANCELLED

Task Priority \*

LOWMEDIUMHIGHEXPEDITE

Task Category \*











Task AssignedTo \*




Julia Orlando

Due Date \*

07/10/2023

Comment \*

B I U     H<sub>1</sub> H<sub>2</sub>   x<sub>1</sub> x<sup>2</sup>    

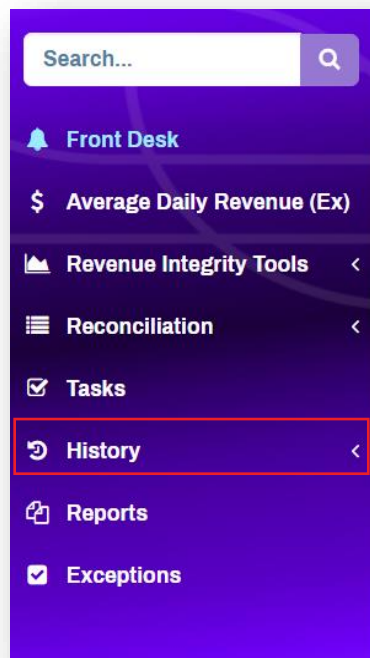
NormalNormalA  Sans Serif  

CLOSE

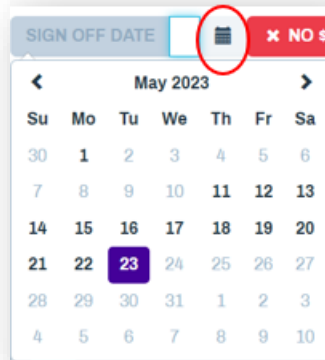
UPDATE

## HISTORY TOOL

The History tool allows users to view clinical events that were signed off in the past. To access, click on **History** from the left side of the Front Desk and select the cost center to be reviewed.



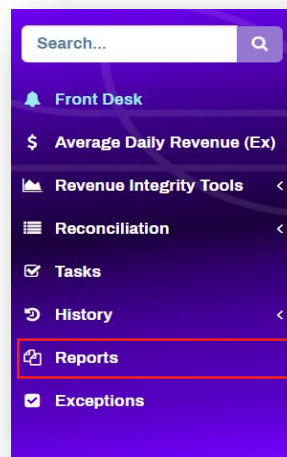
The view will default to the list of clinical events from the last day the cost center signed off. To search for a different date, click on the calendar icon in the top left of the screen and select a day in bold font to see that list of clinical events.



To Filter down to find a particular patient, patient type, user, activity type, etc., you can use the advanced search option. Enter your search criteria and click on "Apply". From here, you can export your executed search to a PDF report, by selecting "Export to PDF". The report will populate in a PDF form and will be stamped with the Facility name, Name of Enduser that signed off, Date, and Time. For auditing purposes this report should be downloaded and emailed to the individual requesting the report for auditing.

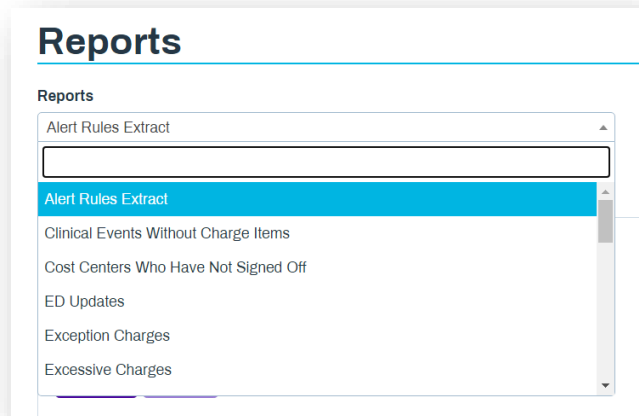
## REPORTS TOOL

The Reports tool allows endusers to download reports based on a selected date range. They can be customized and downloaded in an Excel format. Select **Reports** from the left-hand side of the Front Desk.





Select the desired report from the drop down menu and click “Submit”. This will generate an excel report which will be downloaded to your PC.



## CUSTOMIZED REPORTS

You can also customize your reports! Each report that contains a **Customize** option can be saved. This allows users to edit the columns that will be displayed in excel. To create and save a custom report:

1. Select a Report to create.
2. Click the yellow Customize button on the right. Click New.
3. Enter a Template Name.
4. Select a Report Format.
5. Select and move the report Elements from the list.

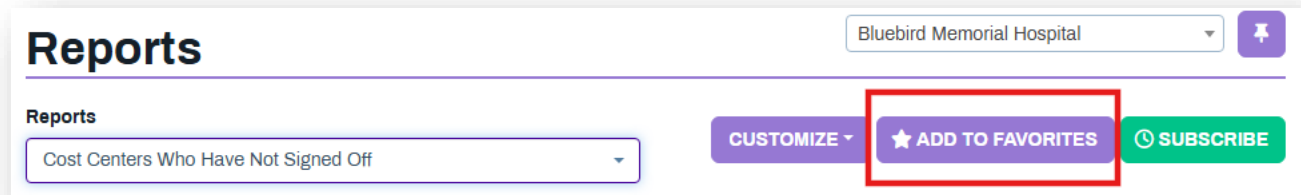
**Element List:** This is the list of elements not included in the excel report.

**Selected List:** This is the list of elements that will be included in the excel download.

## FAVORITE REPORTS

Report users can mark frequently used reports as Favorites. This feature moves those reports to the top of the reports drop-down list and is indicated by a yellow star to the right of the report name. To tag a favorite report:

1. Select a report from the drop-down list.
2. Click the **ADD TO FAVORITES** button on the right.



## SUBSCRIBE

Users can subscribe to reports. This feature will generate and deliver the report to your email inbox at a frequency and time you select. To subscribe to a report:

1. Select an eligible report from the drop-down menu.
2. Click the green Subscribe button on the right.
3. Click the clock to enter a Schedule Date Time (Central Time).
4. Click the box next to the Day(s) you wish to receive the report.
5. Click the box next to the Facility you wish to receive the report for.
6. Click the blue Subscribe button.

The screenshot shows a web interface titled "Reports". At the top right, there is a dropdown menu set to "Bluebird Memorial Hospital" and a purple pin icon. Below the title, on the left, is a dropdown menu labeled "Reports" with the selected item "Cost Centers Who Have Not Signed Off". To the right of this menu are three buttons: a purple "CUSTOMIZE" button with a dropdown arrow, a purple "★ ADD TO FAVORITES" button, and a green "🕒 SUBSCRIBE" button. The "SUBSCRIBE" button is highlighted with a red rectangular box.