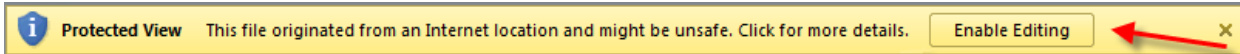


# Instructions for searching the Charge Master using MS Excel

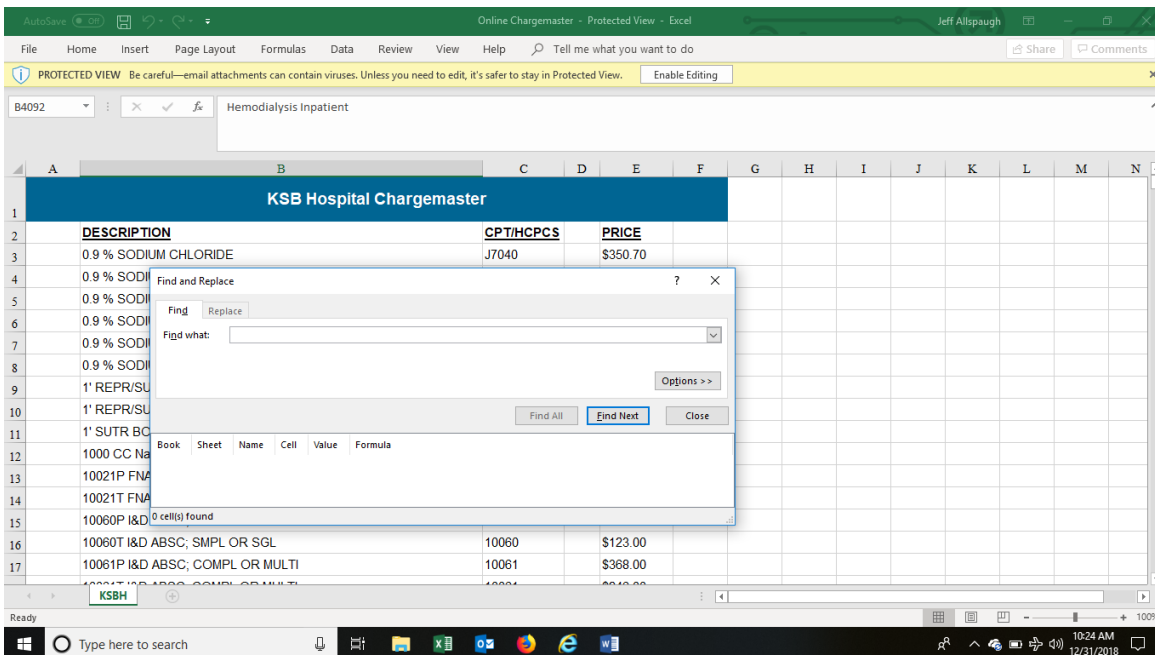
Open the Spreadsheet by clicking on the file named Online Chagemaster.xlsx. If you are using version of MS Excel 2010 or newer, you may have to click on the button labeled ENABLE EDITING in order to search the document. This appears at the top of the worksheet on a yellow banner which is pictured below.



The worksheet will open and look similar to the example below:

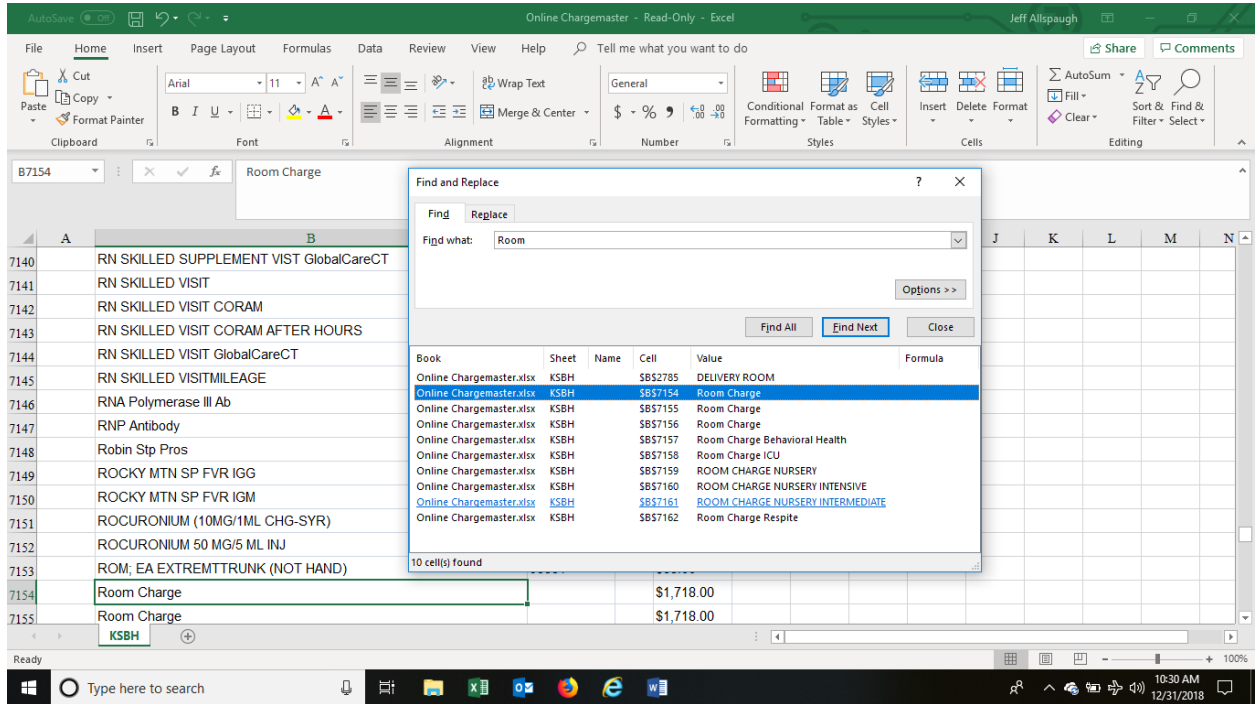
DESCRIPTION	CPT/HCPCS	PRICE
0.9 % SODIUM CHLORIDE	J7040	\$350.70
0.9 % SODIUM CHLORIDE	J7030	\$348.50
0.9 % SODIUM CHLORIDE	J7030	\$347.55
0.9 % SODIUM CHLORIDE		\$93.40
0.9 % SODIUM CHLORIDE		\$92.85
0.9 % SODIUM CHLORIDE (MINI+)		\$103.90
1' REPR/SUTR LEG EXTENSOR TENDON	27664	\$2,494.00
1' REPR/SUTR LEG FLEXOR TENDON	27658	\$2,338.00
1' SUTR BOTH RUPTR ANKLE COLLATRL LIGAM	27696	\$5,221.00
1000 CC Nacl		\$75.00
10021P FNA W/O IMAGE	10021	\$245.00
10021T FNA W/O IMAGE	10021	\$164.00
10060P I&D ABSC; SMPL OR SGL	10060	\$184.00
10060T I&D ABSC; SMPL OR SGL	10060	\$123.00
10061P I&D ABSC; COMPL OR MULTI	10061	\$368.00

Hold down the CTRL and F keys to bring up the "Find" Tool. An example is below:

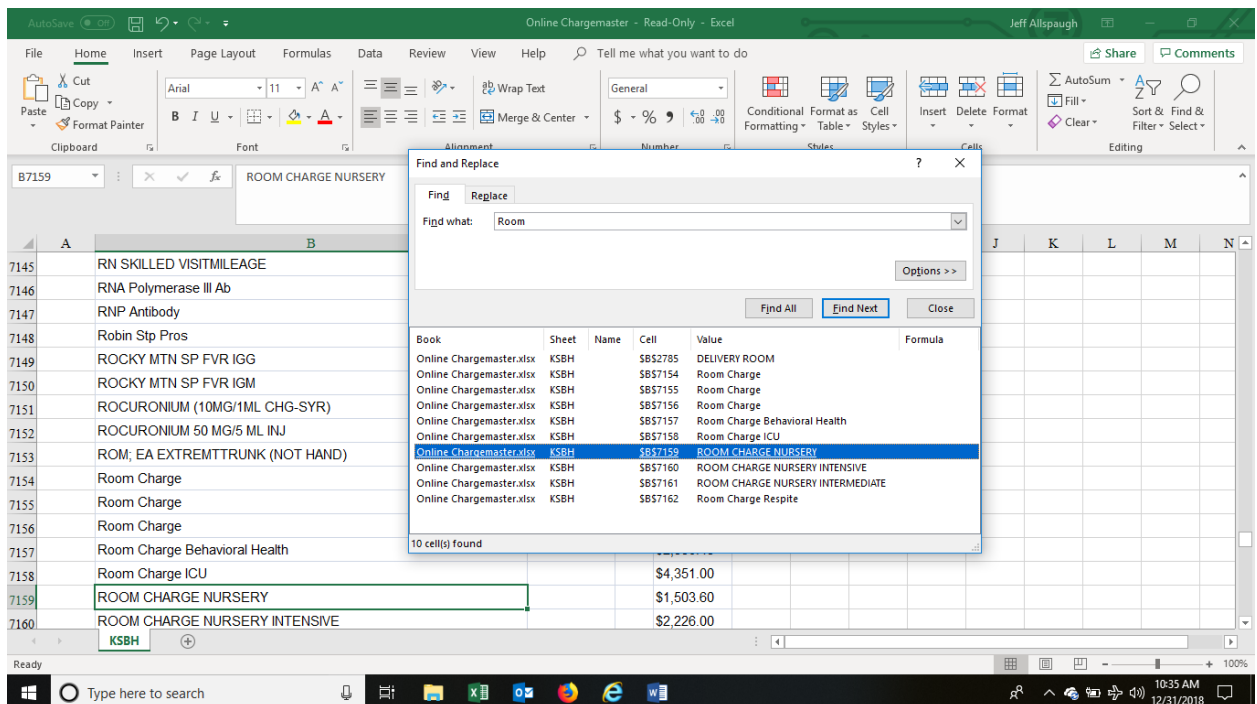


In the section next to the words **Find what**, enter the word or item you are looking for. An example is listed below for Room. (Note: The search is not case specific, so it does not matter whether you enter in lowercase or uppercase).

Once you've entered "Room" in the box, click on the **Find All** button. A list of all charges with the word "Room" in them will be displayed. In the example below, there are 10 charge lines containing the word "Room". Click on any and it will take you to the specific charge.



Below is an example of what will be displayed when the 7<sup>th</sup> item in the window is selected which is the basic room charge for the Nursery. That particular charge is \$1503.00.



## Helpful Tips

You can search for any charge by name or by the CPT or HCPCS code if you happen to know the codes. The CPT and HCPCS codes are listed in column C, and the prices are listed in column E.

The “find” works similar to a Google search. Enter as few or as many letters or numbers as you wish and click on Find\_All button. The results will be displayed for any results that have the letters or numbers exactly as you entered them. If you are searching for X-rays, you will also want to do a separate search using the spelling XRAY, to be sure you get all of the charges associated with that code.

## How to enable editing for Protected View?

Microsoft Excel 2010 or higher includes an additional security feature known as Protected View. If you are using Excel 2010 or higher and Protected view is enabled in the Microsoft Excel settings, when you open an Excel file that was downloaded from the internet, the Excel file will open in read only mode and give you the option to enable the file so you can edit it.

The notification is located under the Ribbon (menu bar) and if you want to have full access to the file features then you have to click "Enable Editing" so that you can use the file. If you do not enable it, then the file features can not be used and you will only have read only access until you enable for editing. The Protected View notification states: Protected View This file originated from an internet location that may be unsafe. Click for more details. Enable Editing.

