Submitting Charges

1. Open the **Surgical Care** application within **Healthbridge**
2. Select the patient with the **Discharged** status
3. Then click the **Surgery Case Details** tab
4. Click the **Intra-op** tab. The following should be completed
   - A. The case should be in the **Discharged** status
   - B. The procedure should be in the **Performed Procedure** section
   - C. The required **Participants** should be populated
   - D. The required **Times** should be populated
5. If the required fields are completed, Click the **Charges** tab to start the process.

6. Review the **Transactions**

7. Then click the **Post Selected** icon.

8. The charge status should change from **Pending Post** to **Posted**.