

# In-House Encounter Billing Mobile App

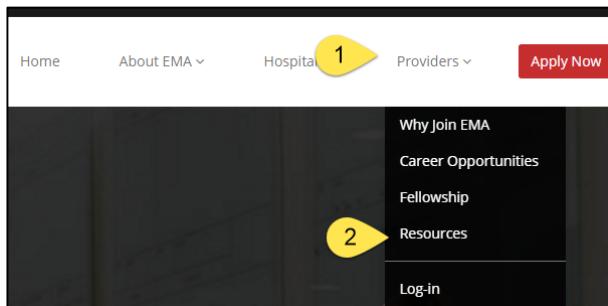
**Summary:** The In-House Encounter Billing application was created in efforts to capture and record all patient encounters (Code Blues, RRT, Consults, etc.) that occur in relation to and as part of emergency department services. To appropriately record all patient encounters will help increase billing efficiencies and in turn maximize the reimbursement pool.

**Note**

For Application Support please email: support@ema.us

## Downloading the App

1. Open the web browser from your mobile device and navigate to <http://ema.us/>
2. Tap on Providers and then Resources

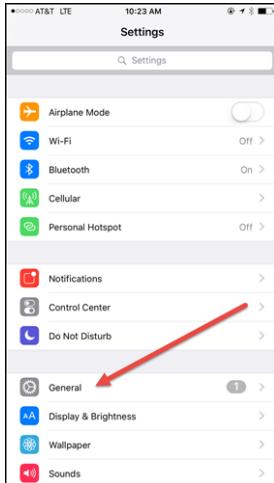


3. Tap on the Apple Icon if you are using an Apple Device or tap on the Android Icon if you are using an Android device



# Apple IOS

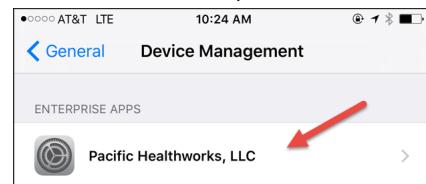
1. After the app has downloaded, tap on the settings icon from your home screen
2. Tap on General



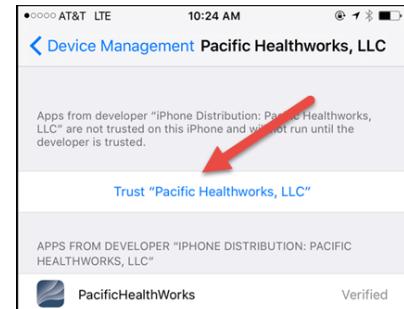
3. Scroll down and tap on Device Management



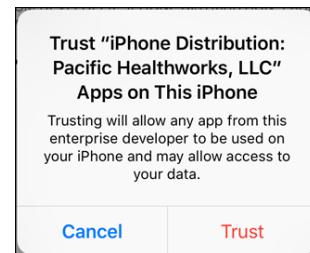
4. Tap on Pacific Healthworks, LLC



5. Tap on Trust "Pacific Healthworks, LLC"



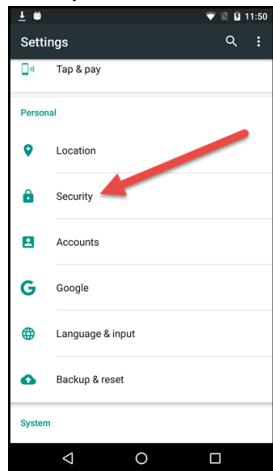
6. Tap on Trust



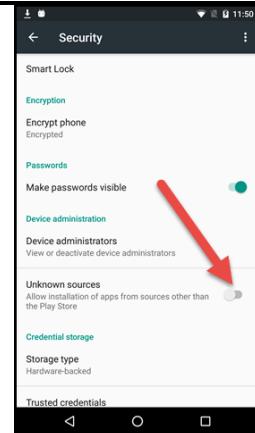
7. Then push your home button to go back to your home screen and open up the In House Encounter app.

# Android OS

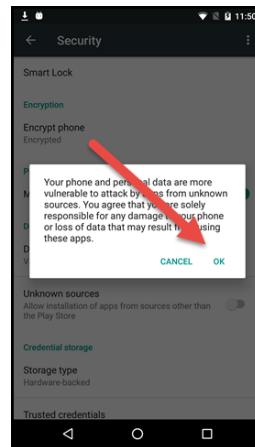
1. For some users, it may indicate the application is from an unknown source. To resolve this, go to Settings and scroll down to Security



2. Scroll down until you see “Unknown Sources” and turn that “on”



3. Tap Okay, then go to your home screen and Tap on the In-House Encounter Icon

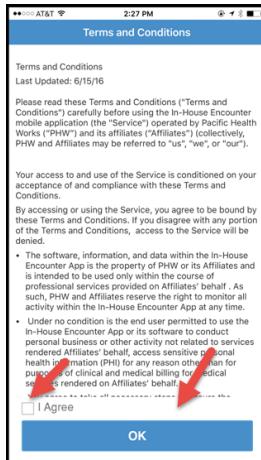


# Utilizing the In-House Encounter Billing App

1. Tap on the In-House Encounter Icon on your home screen. Login with your username and password. The username and password is the same one as your email without the @ symbol. Example: Username: ckent



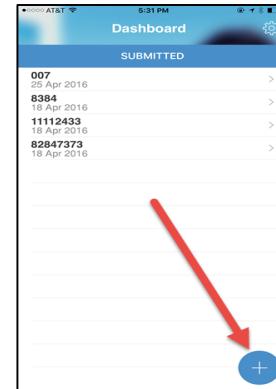
2. Read over the Terms and Conditions and select "I Agree" to indicate acceptance



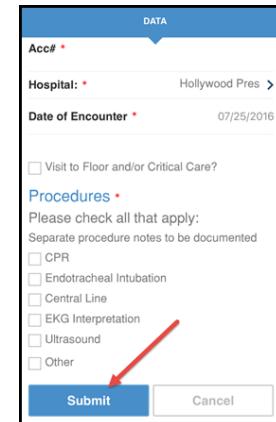
3. The app will ask you to create a 4 digit pin to help expedite logins



4. Tap the plus icon to enter in a new encounter



5. Fill out all the required files denoted by the red asterisks, you can either enter **MRN# OR Acc#**



6. When you are done, tab on the Submit icon at the bottom of the form.

