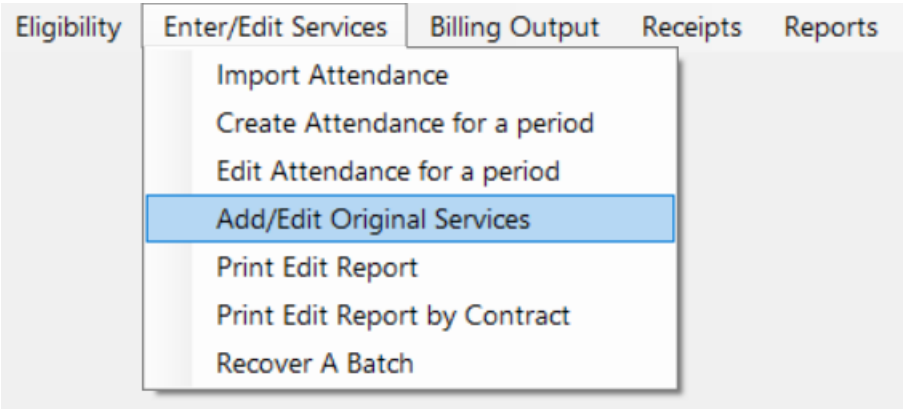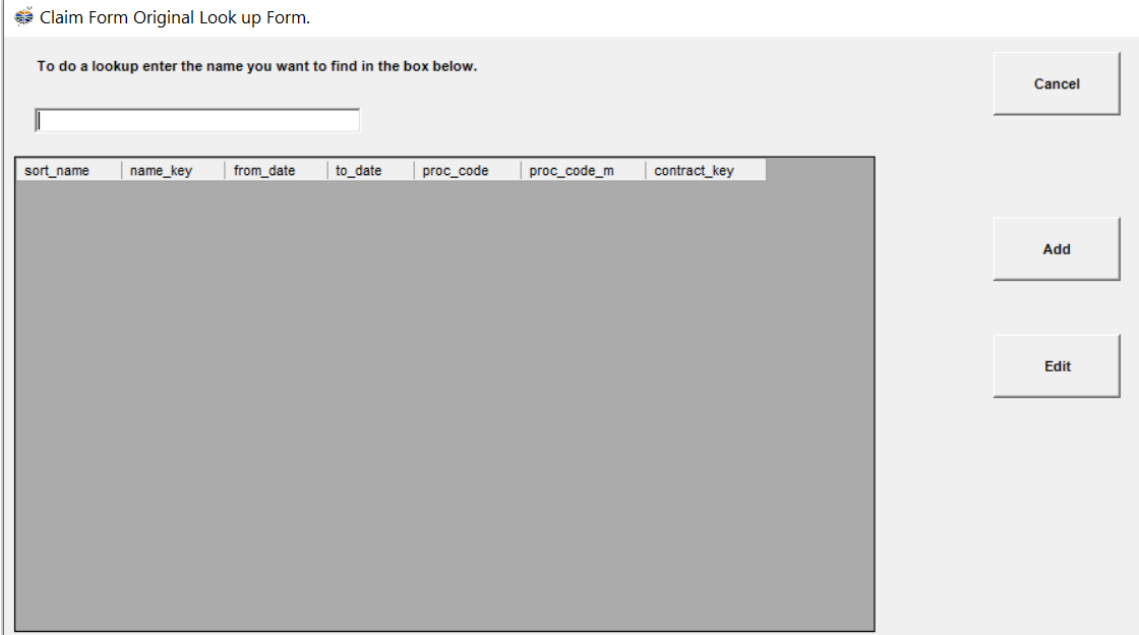## ADD/EDIT ORIGINAL

Go to Enter/Edit Services and select Add/Edit Original Services:

This will bring up the Look up Form box. The box will remain empty if there are no claims in the temp file (ie: no claims have been created at all, even in Create Attendance for a Period).

Go to the Add button on the right-hand side and you will be brought to the Claim Form.

Claim Form - Original/Add

NAME_KEY:	screen_nam:
prov_num:	proc_num:	prior_auth:

⦿ Group ◯ Individual

refp_name (LAST/GRP)	servp_nam (FIRST):	pacct_num:
refp_num:	servp_num (NPI#):	
ordp_nam	ordp_num	
med_num:	dob:	sex:	other_ins:
PRIM_DIAG:	SECND_DIAG:	

Cancel

To delete a claim line hit delete key when in from date

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	$ Billed

E=electronic, P=paper, H= hold   E   **Save**

The first field is the Name Key. You can either enter in the name key of the individual you are creating the bill for (if you know it), or you can hit Enter in that field and it will bring up your list of active clients to choose from.

Names   ✕

Search

Sort Name

Screen Name

Active Clients   Show All Clients

Sort Name	Key	Screen Name
BIRD, JACOB	102	JACOB BIRD

Double click on the name you want or highlight it and hit OK.

*NOTE: Claims cannot be created for an individual in Add/Edit Original if the funding source is closed, even if you are creating claims for DOS prior to the end date.

NAME_KEY: 102	screen_nam: JACOB BIRD

Cancel

prov_num: 1300610   proc_num: 9905138   prior_auth: [ ]

○ Group   ○ Individual

refp_name (LAST/GRP) [ ]   servp_nam (FIRST): [ ]   pacct_num: 102

refp_num: [ ]   servp_num (NPI#): [ ]

ordp_nam [ ]   ordp_num [ ]

med_num: 100030582991   dob: 6/4/1984   sex: M   other_ins: [ ]

PRIM_DIAG: F71   MODERATE INTELLECTUAL DISA   SECND_DIAG: [ ] [ ]

To delete a claim line hit delete key when in from date

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	$ Billed

E=electronic, P=paper, H=hold   E   **Save**

11

You may add data into any field that is both white and blank and you may edit the diagnosis code or change the name key, if you wish.

You may *not* enter or edit into any field that is muted, with or without data in it, at this point, ie: med_num or screen_name.

*NOTE FOR AFC: If the person is a PCC member, then you should fill out the following fields with referral information:

   refp_nam, refp_num, servp_nam, servp_num

To fill out your claim, enter your From date, To date, procedure code, modifier and units. The Procedure Description and $ Billed fields will auto-fill.

You may enter as many lines as you need by entering through to the end of the line you are currently on.

The cursor will automatically bring you to the next line, which will be available to be filled out. When you have completed all the lines you need, hit Save.

To delete a claim line hit delete key when in from date

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	$ Billed
1/2/2020	1/31/2020	H2014	TF	MOD NEED	480	1584.00
2/3/2020	2/28/2020	H2014	TF	MOD NEED	292	963.60

E=electronic,
P=paper, H= hold   E   **Save**

You will be brought back to the Look up Form and you'll notice your claims now appear in the box.

🔹 Claim Form Original Look up Form.

To do a lookup enter the name you want to find in the box below.

Cancel

| sort_name	name_key	from_date	to_date	proc_code	proc_code_m	contract_key
BIRD, JACOB	102	1/2/2020	1/31/2020	H2014	TF	MAMED999913006100000
BIRD, JACOB	102	2/3/2020	2/28/2020	H2014	TF	MAMED999913006100000

Add

Edit

If you need to delete out one or more lines on a claim that you have entered, highlight the line and select Edit.

You will be brought back into the Claim Form screen. Highlight the From Date of the line you wish to remove and hit Delete key on your keyboard.

To delete a claim line hit delete key when in from date

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	$ Billed
1/2/2020	1/31/2020	H2014	TF	MOD NEED	480	1584.00
2/3/2020	2/28/2020	H2014	TF	MOD NEED	292	963.60

You will be asked if you want to delete the line.

MMETS   ×

Are you sure you want to delete this line?

Yes   No
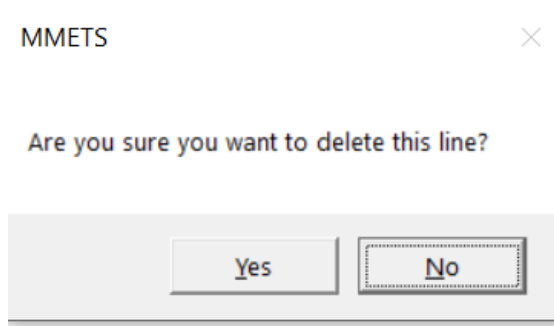
If you click Yes, the line will be eliminated.

The claims are now in the temp file and you can run your edit report for your records and proceed with billing output.

Reasons for Add/Edit Original:

Creating single claim

Creating single claim with date span (ie: one line for one month; 2/1-2/28)

Creating claims for certain procedure codes (ie: assessments, evals, NMLOA, MLOA, etc.)

Editing a claim for a single person/dos (as an alternative to Edit Attendance for a Period)