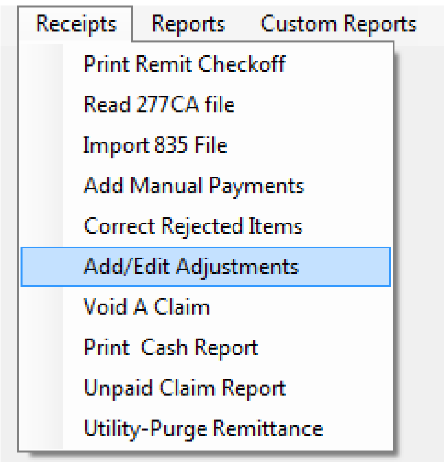
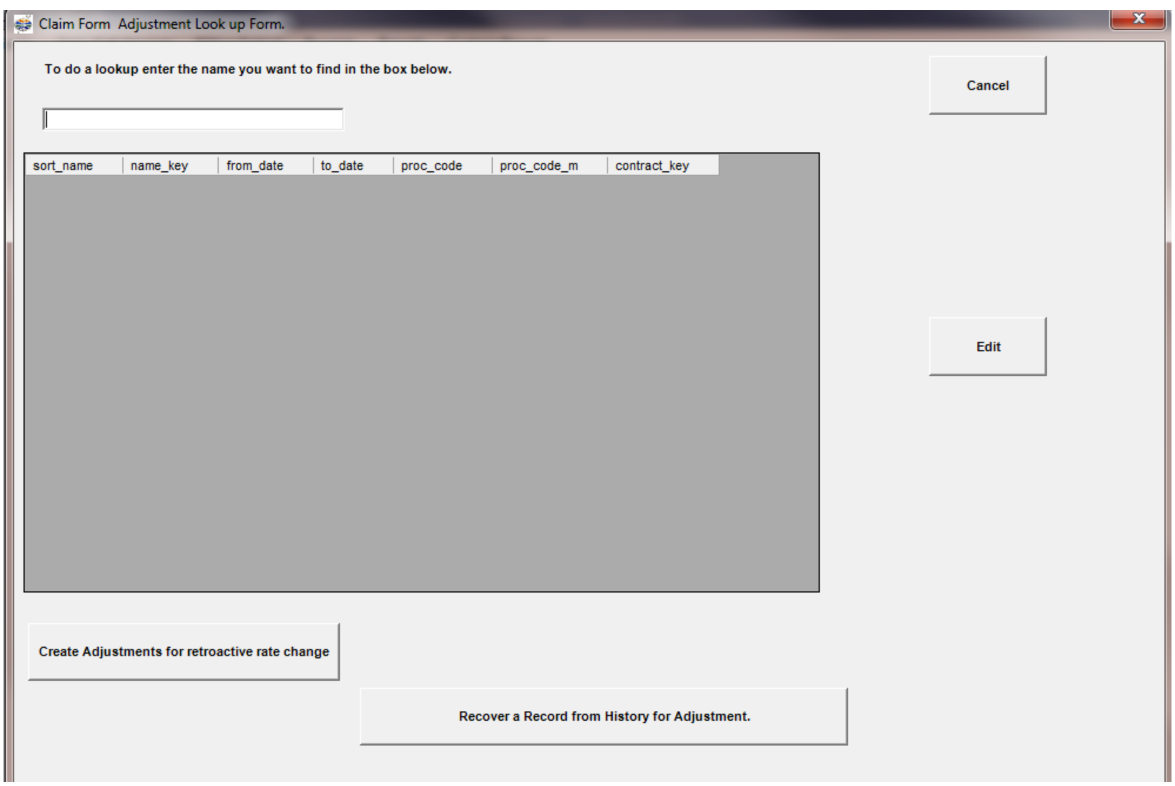
Adjustments

NOTE: Only claims that have been billed to and paid by MH, ***and*** have had the 835 (payment) applied will be available for recovery.

Go to the Receipts tab and select Add/Edit Adjustments



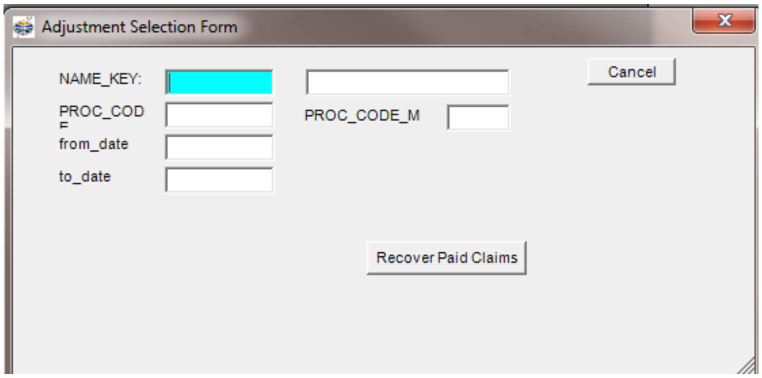
This will bring up the Look up form. Click on Recover a Record from History for Adjustment at the bottom of the screen.



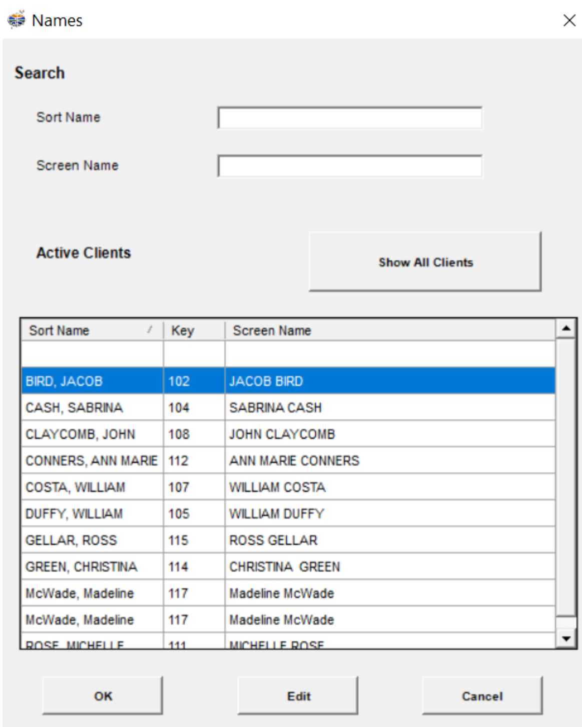
You can hit enter in the Name_key field and it will bring up a list of your individuals, which you can select.

Fill in the procedure code and modifier, from and to dates.

Click on Recover Paid Claims.

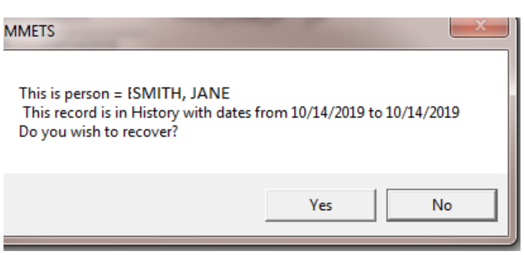


*Please note: if you are trying to adjust claims for an individual that has been discharged/terminated, you will need to select "Show All Clients" for the extended list (both active and inactive) of individuals and select your individual from that list.

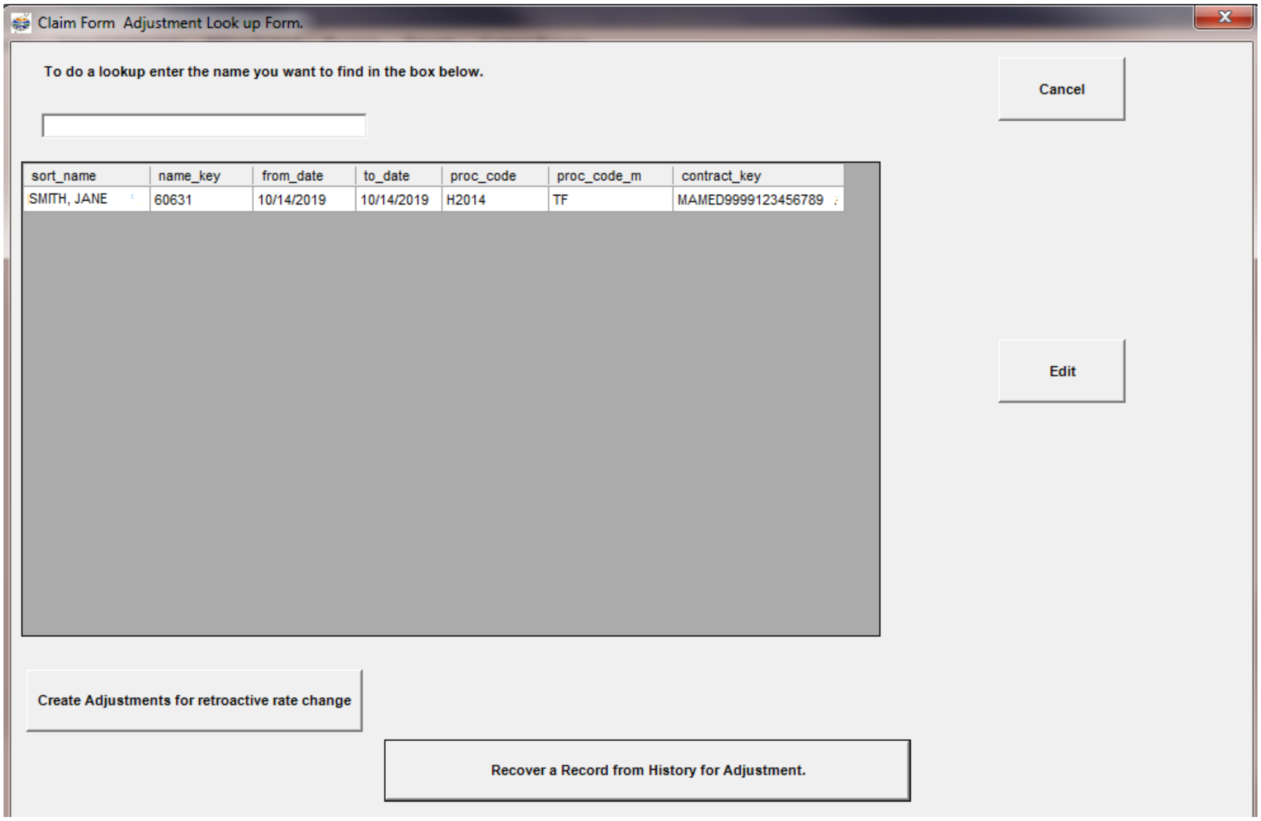


Select your client and click OK.

It will bring up a box asking if you wish to recover the selected claim/claims.



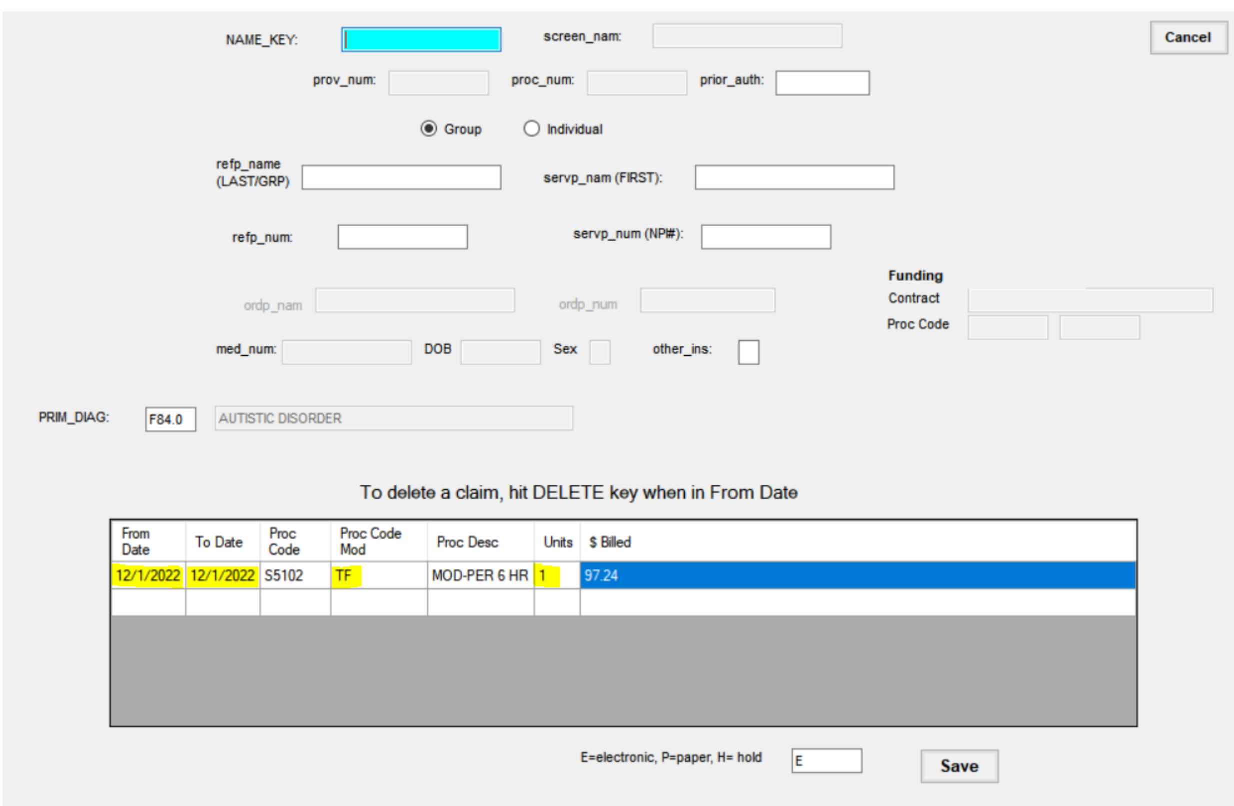
This will bring up the Look up Form where you will highlight your individual and click Edit.



You will be brought to the claim form, where you can make the necessary adjustments to your claim.

The fields that can be adjusted are highlighted in yellow on the Claim Form below:

They are DOS, MODIFIER & UNITS.

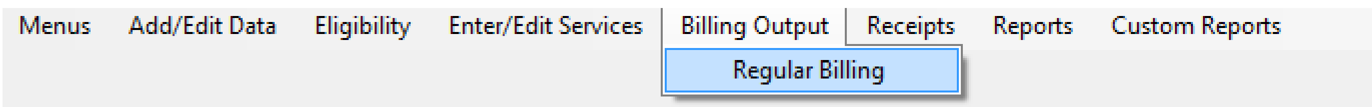


After you make your adjustments, click Save at the bottom right of the screen.

You can now Cancel out of the Look Up Form screen and print your edit report.

NOTE: The edit report will have the dollar total of your requested (gross) adjustment amount, it will ***not*** reflect the net total.

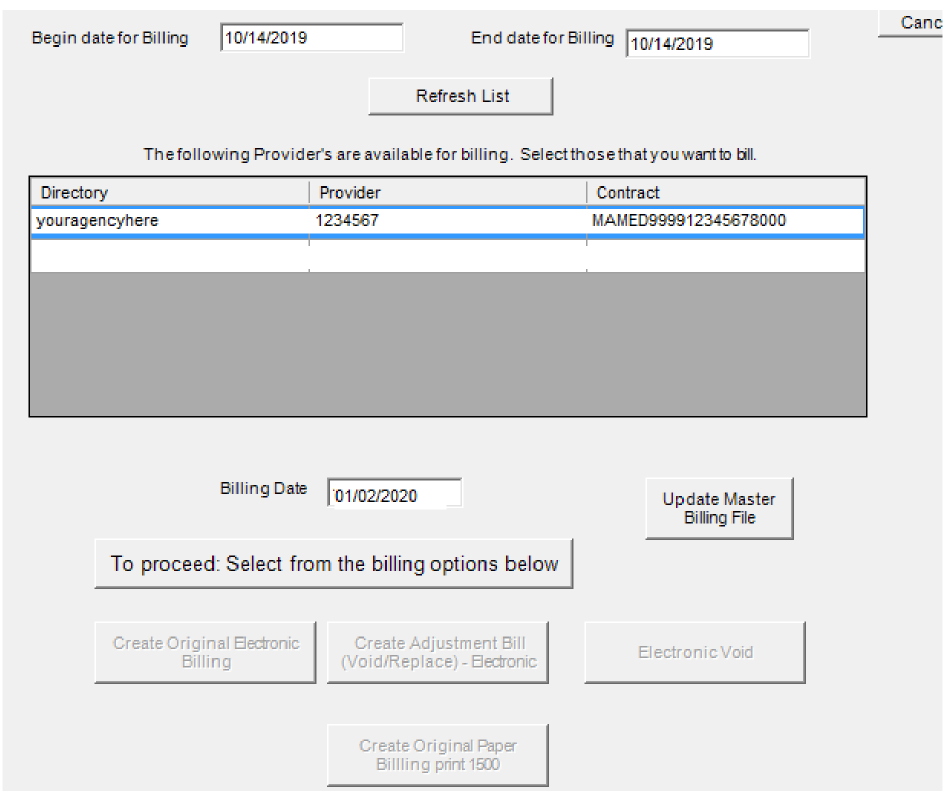
You can then proceed to Billing Output/Regular Billing.



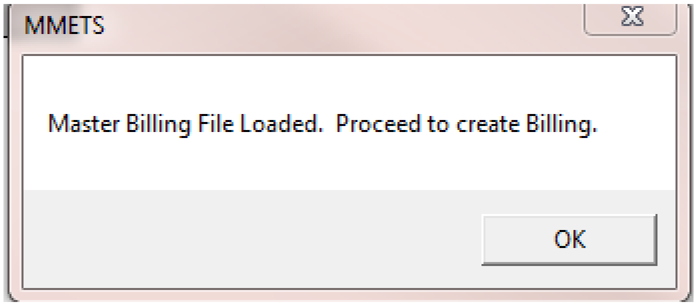
Enter in your Begin and End dates for Billing and click on Refresh List.

This will bring up your provider in the Selection box.

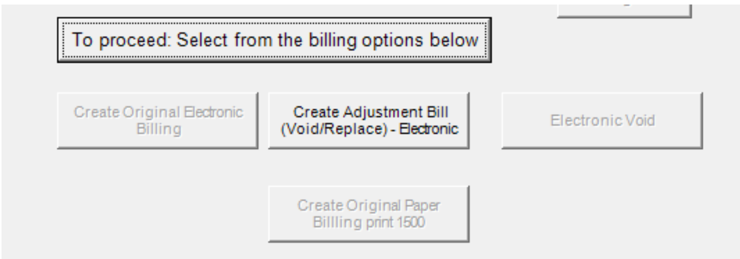
Highlight your provider and click Update Master Billing file.



Once that is done you will get a box that says Master Billing file Loaded. Proceed to create Billing. Click OK.



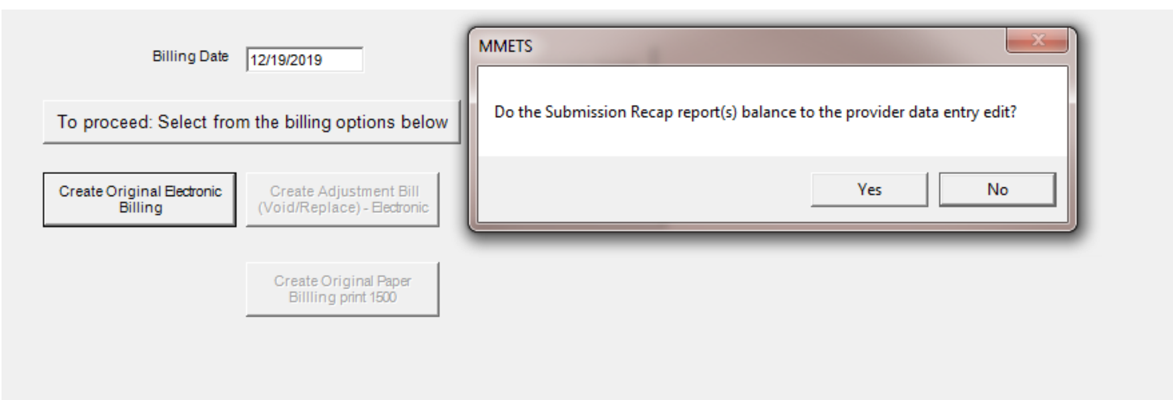
Then click on Create Adjustment Bill:



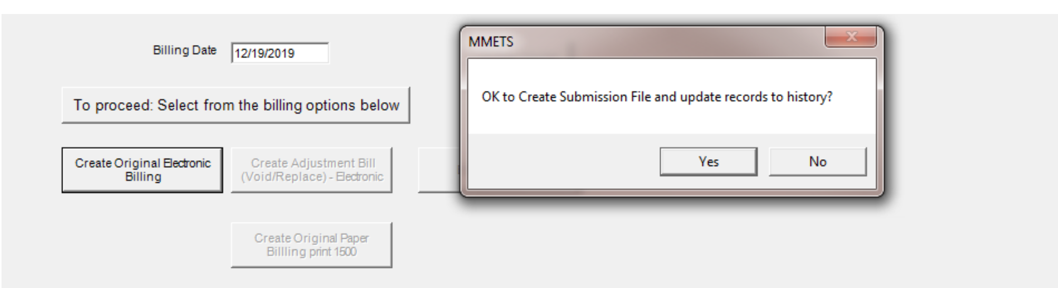
This will then bring up your Submission Recap Report. Make sure the total you are billing matches. If so, X out of the page and it will bring you back to the Billing Output screen.

It will ask if the Recap report balances:

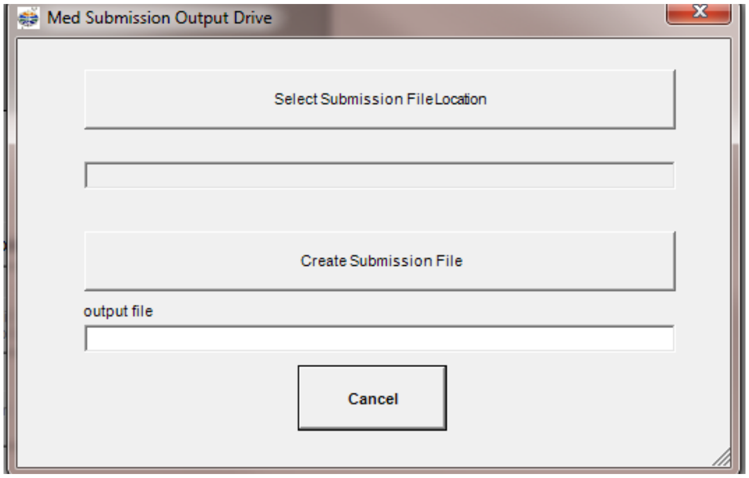
If it does not balance, hit NO and the submission file will not be created. You will then be able to go back in and make any necessary adjustments to your billing.



If it does balance, you will get another message box asking if it's OK to create the submission file.



If you select Yes, you will get the following box. Select Submission File Location and once you have a location, click on Create Submission File (it will create an 837 file) and follow the prompts.



Your file is now created and ready to be uploaded to MH.