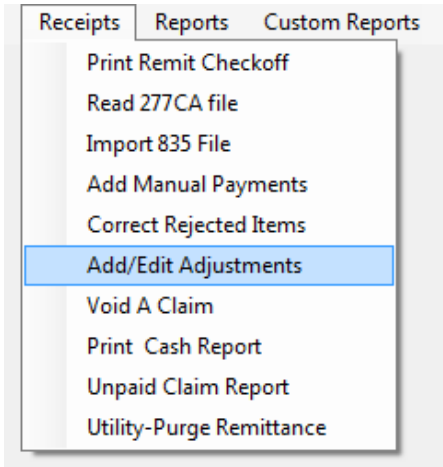


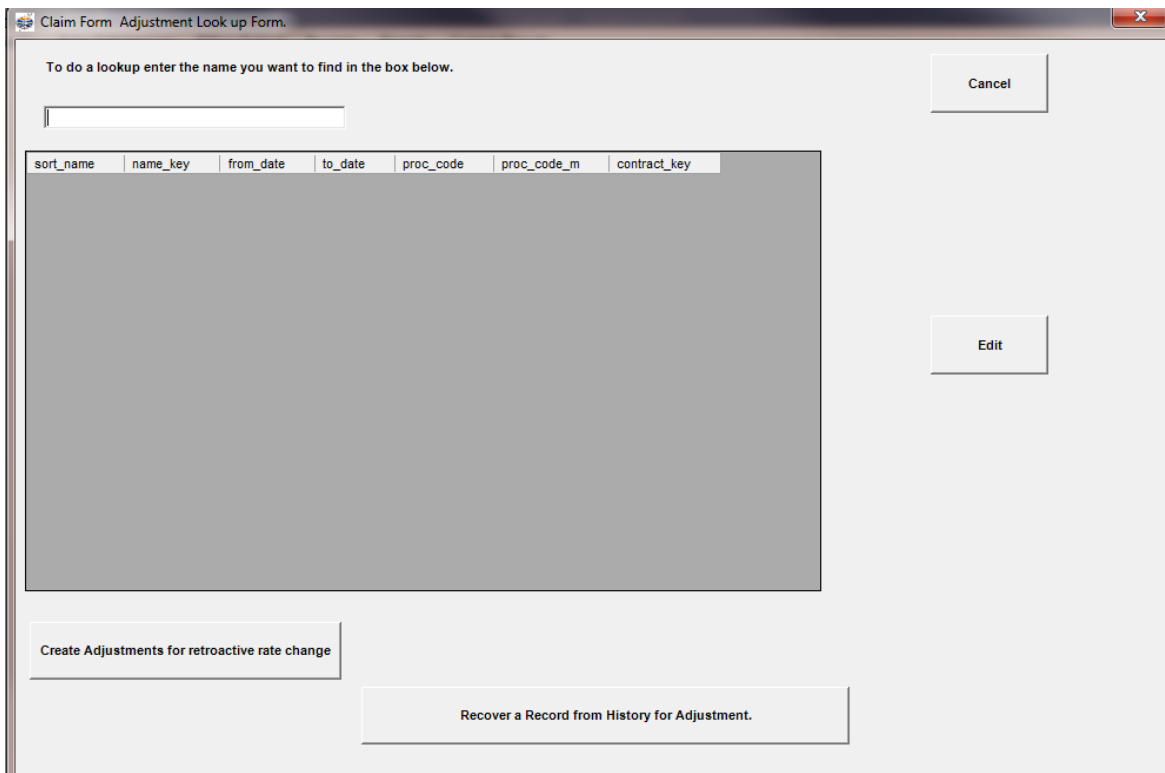
Adjustments

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.

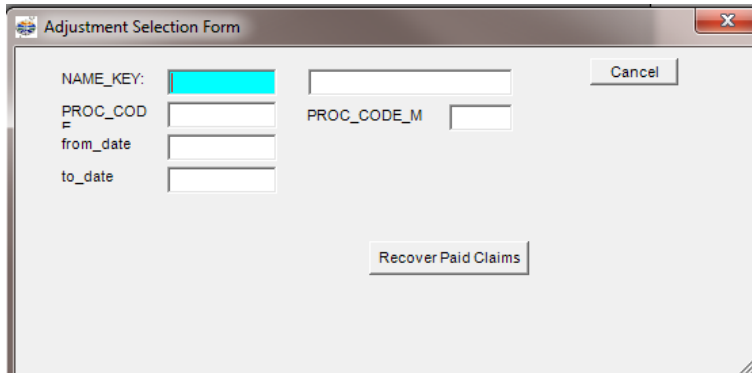


The image shows a window titled 'Claim Form Adjustment Look up Form'. At the top, it says 'To do a lookup enter the name you want to find in the box below.' There is a text input field below this instruction. To the right of the input field is a 'Cancel' button. Below the input field is a large, empty table area. The table has a header row with the following columns: 'sort_name', 'name_key', 'from_date', 'to_date', 'proc_code', 'proc_code_m', and 'contract_key'. To the right of the table area is an 'Edit' button. At the bottom left of the window is a button labeled 'Create Adjustments for retroactive rate change'. At the bottom center is a button labeled 'Recover a Record from History for Adjustment'.

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.

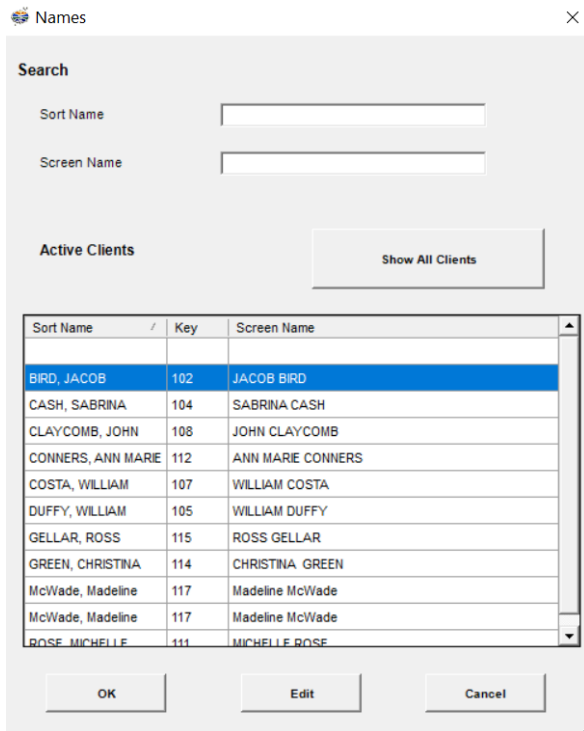
Click on Recover Paid Claims.



The Adjustment Selection Form dialog box contains the following fields and buttons:

- NAME_KEY: [text box]
- PROC_COD: [text box]
- PROC_CODE_M: [text box]
- from_date: [text box]
- to_date: [text box]
- Buttons: Cancel, 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.



The Names dialog box includes a search section and a table of active clients.

Search

Sort Name: [text box]
Screen Name: [text box]

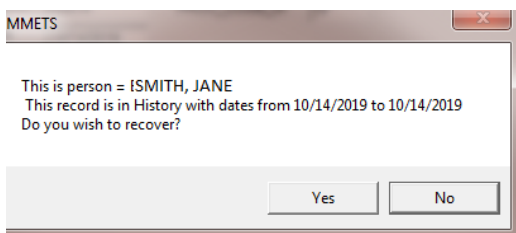
Active Clients [Show All Clients]

Sort Name	Key	Screen Name
BIRD, JACOB	102	JACOB BIRD
CASH, SABRINA	104	SABRINA CASH
CLAYCOMB, JOHN	108	JOHN CLAYCOMB
CONNERS, ANN MARIE	112	ANN MARIE CONNERS
COSTA, WILLIAM	107	WILLIAM COSTA
DUFFY, WILLIAM	105	WILLIAM DUFFY
GELLAR, ROSS	115	ROSS GELLAR
GREEN, CHRISTINA	114	CHRISTINA GREEN
McWade, Madeline	117	Madeline McWade
McWade, Madeline	117	Madeline McWade
ROSE, MICHELLE	111	MICHELLE ROSE

Buttons: OK, Edit, Cancel

Select your client and click OK.

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



The MMETS dialog box displays the following information:

This is person = ISMITH, JANE
This record is in History with dates from 10/14/2019 to 10/14/2019
Do you wish to recover?

Buttons: Yes, No

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

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
SMITH, JANE	60631	10/14/2019	10/14/2019	H2014	TF	MAMED9999123456789

Edit

Create Adjustments for retroactive rate change

Recover a Record from History for Adjustment.

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.

NAME_KEY: screen_name: Cancel

prov_num: proc_num: prior_auth:

Group Individual

refp_name (LAST/GRP) servp_name (FIRST):

refp_num: servp_num (NP#):

ordp_name ordp_num

med_num: DOB Sex other_ins:

Funding Contract

Proc Code

PRIM_DIAG:

To delete a claim, hit DELETE key when in From Date

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	\$ Billed
12/1/2022	12/1/2022	S5102	TF	MOD-PER 6 HR	1	97.24

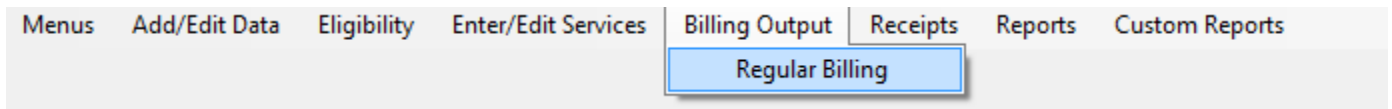
E=electronic, P=paper, H= hold Save

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.

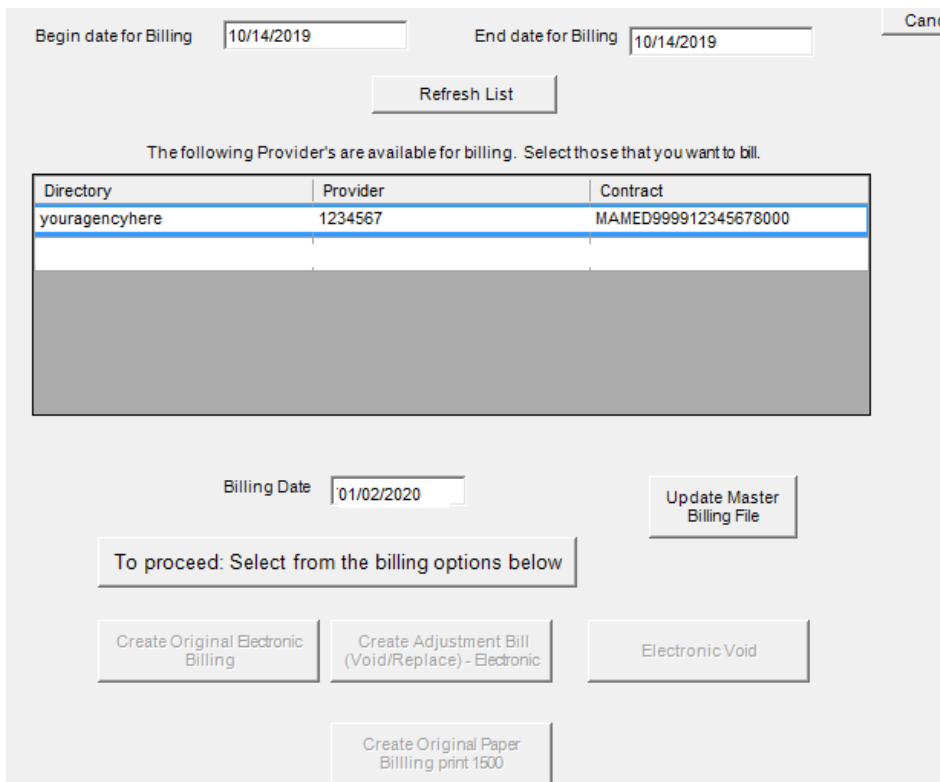
You can then proceed to Billing Output/Regular Billing.



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

This will bring up your provider in the Selection box.

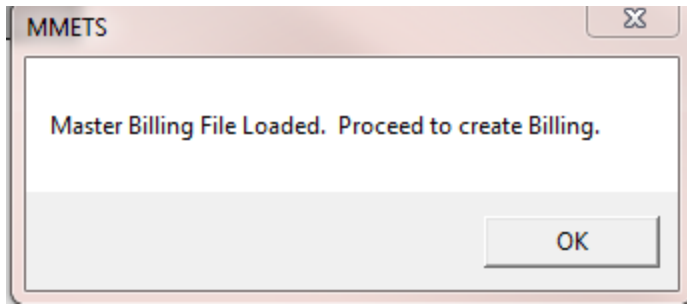
Highlight your provider and click Update Master Billing file.



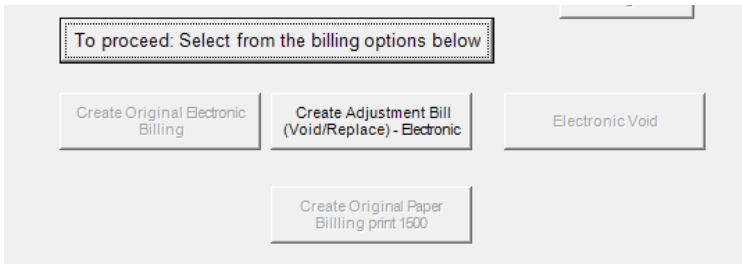
The screenshot shows a web form for 'Regular Billing'. At the top, there are two input fields: 'Begin date for Billing' with the value '10/14/2019' and 'End date for Billing' with the value '10/14/2019'. A 'Refresh List' button is located below these fields. Below the refresh button, a message states: 'The following Provider's are available for billing. Select those that you want to bill.' Below this message is a table with three columns: 'Directory', 'Provider', and 'Contract'. The first row of the table is highlighted in blue and contains the values 'youragencyhere', '1234567', and 'MAMED999912345678000'. Below the table, there is a 'Billing Date' input field with the value '01/02/2020' and an 'Update Master Billing File' button. Below these, a box contains the text 'To proceed: Select from the billing options below'. Below this box are four buttons: 'Create Original Electronic Billing', 'Create Adjustment Bill (Void/Replace) - Electronic', 'Electronic Void', and 'Create Original Paper Billing print 1500'. A 'Cancel' button is visible in the top right corner of the form area.

Directory	Provider	Contract
youragencyhere	1234567	MAMED999912345678000

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



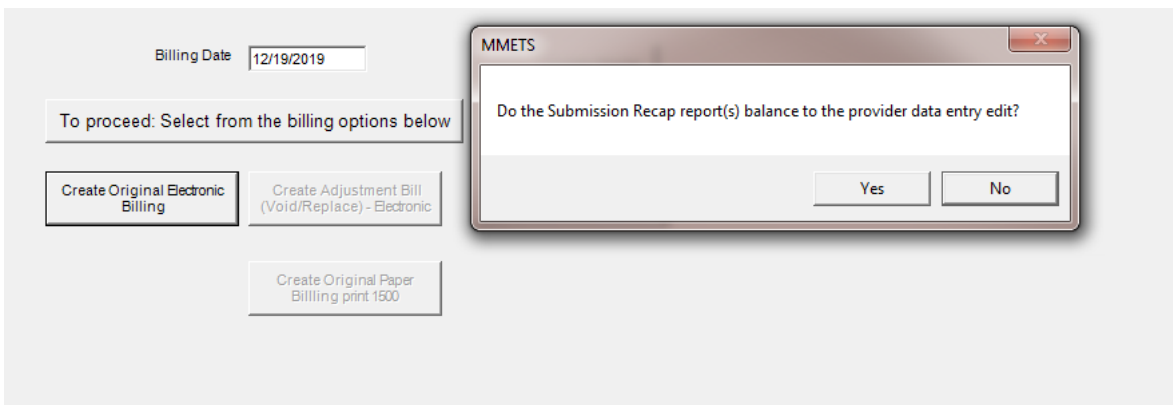
Then click on Create Adjustment Bill:



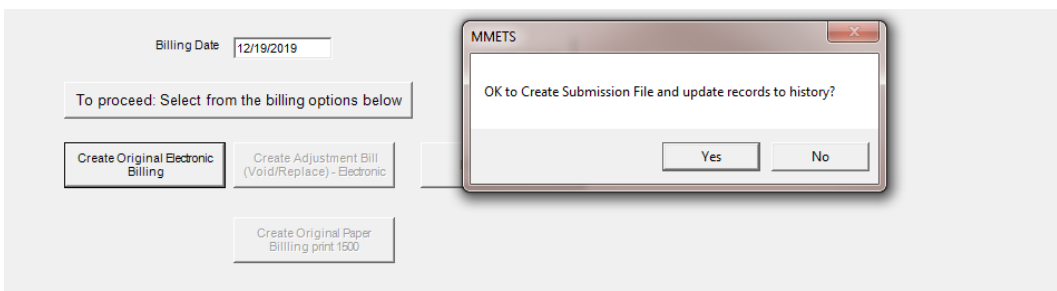
This will then bring up your Submission Recap Report. Make sure the total you are billing matches. If so, X out of the page and it will bring you back to the Billing Output screen.

It will ask if the Recap report balances:

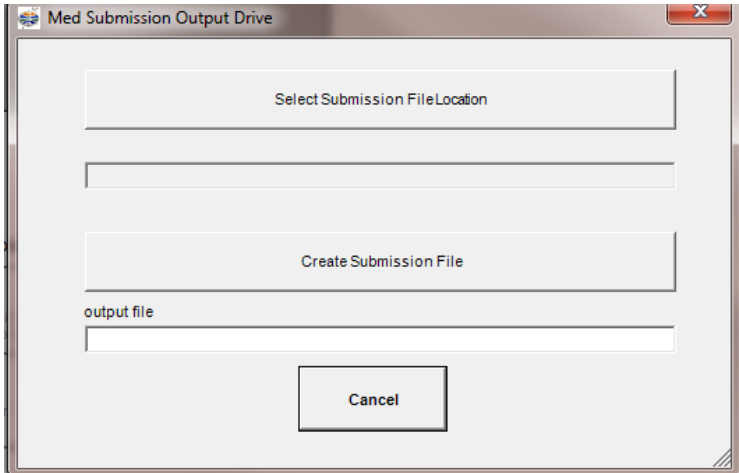
If it does not balance, hit NO and the submission file will not be created. You will then be able to go back in and make any necessary adjustments to your billing.



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.