

Billing Procedure for Import

Go into Enter/Edit Services tab, select Import Attendance

Select Contract from drop down box.

Click on Select file to import. This is where you will choose your file from its current location.

Click Import Attendance Data from selected file.

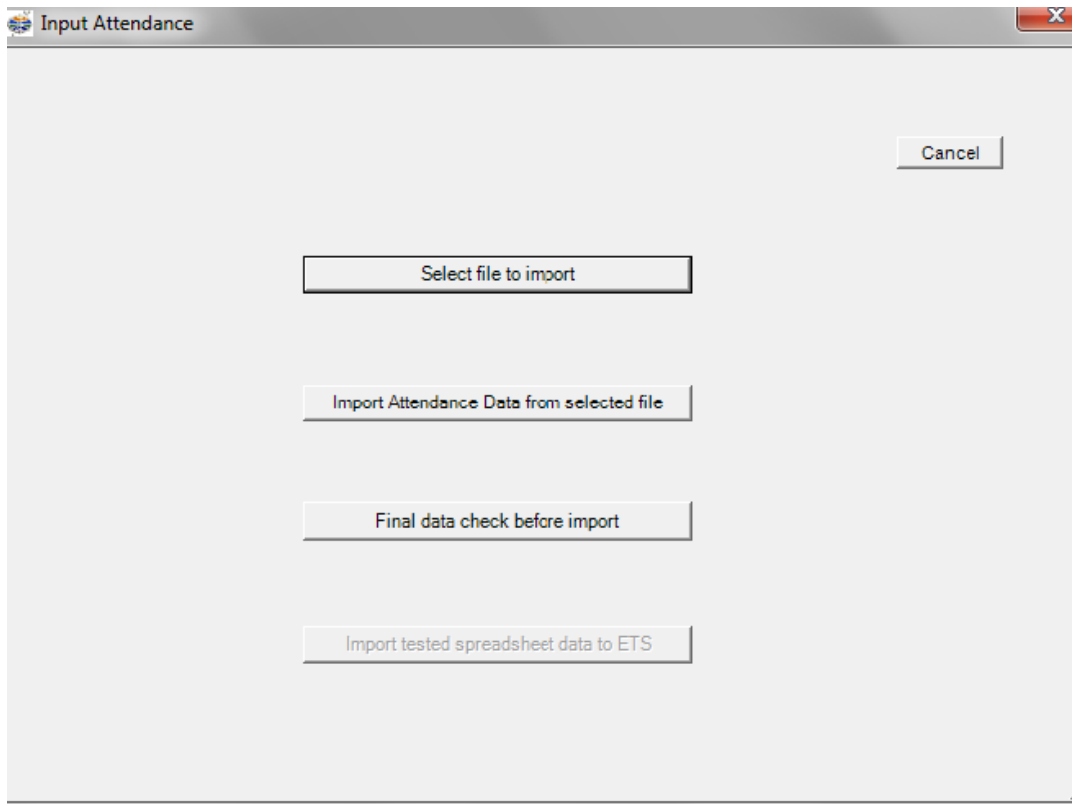
If there is any invalid data, click OK and a notepad will open with the error in the title. The error will be saved to a document folder, click OK. You will not be able to go any further until the errors are corrected and saved as a new file.

Once the errors are corrected, return to Select file to import and select your corrected file.

Click Import Attendance Data from selected file

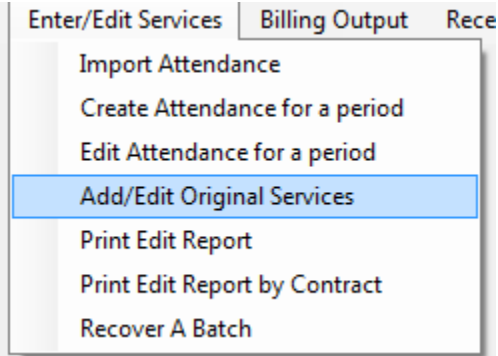
Click Final Data Check before Import

Click Import tested Spreadsheet data to ETS



Your data is now in the database, ready to be edited and/or submitted.

To edit data, go into Enter/Edit Services tab and select Add/Edit Original Services.

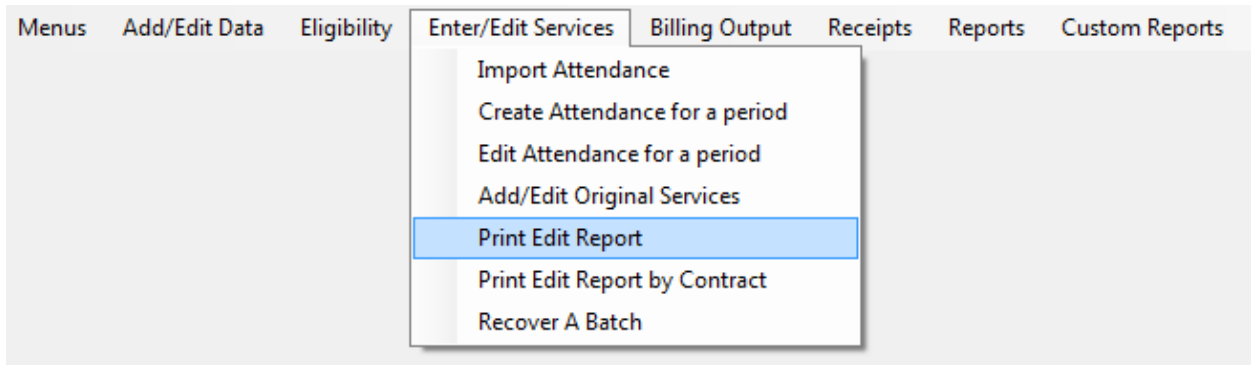


You will be able to select an individual to make any changes to their data.

This will bring you to the claim form screen where you can make changes to dos, units, procedure codes

Click SAVE to save the changes

You can then go into Print Edit Report, which will have everything that is being billed, including dollar totals.



Enter in your Begin and End dates and hit OK.

The screenshot shows a dialog box titled "Enter Parameter Values". It contains two input fields. The first is labeled "Begin Date" and has "01/01/2019" entered. The second is labeled "End Date" and has "01/31/2019" entered. At the bottom right, there are "OK" and "Cancel" buttons.

This will bring up your report which can be exported (upper left hand corner) and saved as a pdf.

The screenshot shows a report viewer interface. At the top left, there are icons for printing, saving, and exporting. Below these is a tab labeled "Main Report" and a sub-tab labeled "Export Report". The main area displays the following text:

mededit1.rpt v7.25Custom
Medicaid Data Entry Edit Report
For Service Dates 1/1/2019 to 1/31/2019

| Line# | From Date | To Date | Procedure Code | mod | Procedure Description | Units | Gross Bill | Net Payment |
|-------|-----------|---------|----------------|-----|-----------------------|-------|------------|-------------|
|-------|-----------|---------|----------------|-----|-----------------------|-------|------------|-------------|

If your totals match your billing, your billing is ready to be submitted.

Go into Billing Output tab and select Regular Billing.

The screenshot shows a menu bar with the following items: "Menus", "Add/Edit Data", "Eligibility", "Enter/Edit Services", "Billing Output", "Receipts", "Reports", and "Custom Reports". The "Billing Output" menu is open, and "Regular Billing" is highlighted with a blue selection box.

Enter the Begin and End dates and hit Refresh List

Begin date for Billing End date for Billing

The following Provider's are available for billing. Select those that you want to bill.

| Directory | Provider | Contract |
|-----------|----------|----------|
| | | |

Billing Date

To proceed: Select from the billing options below

Create Original Electronic Billing

Create Adjustment Bill (Void/Replace) - Electronic

Electronic Void

Create Original Paper Billing print 1500

That will bring up your contract that you are billing in the center box. Click on the box to select the correct contract and choose Update Master Billing File.

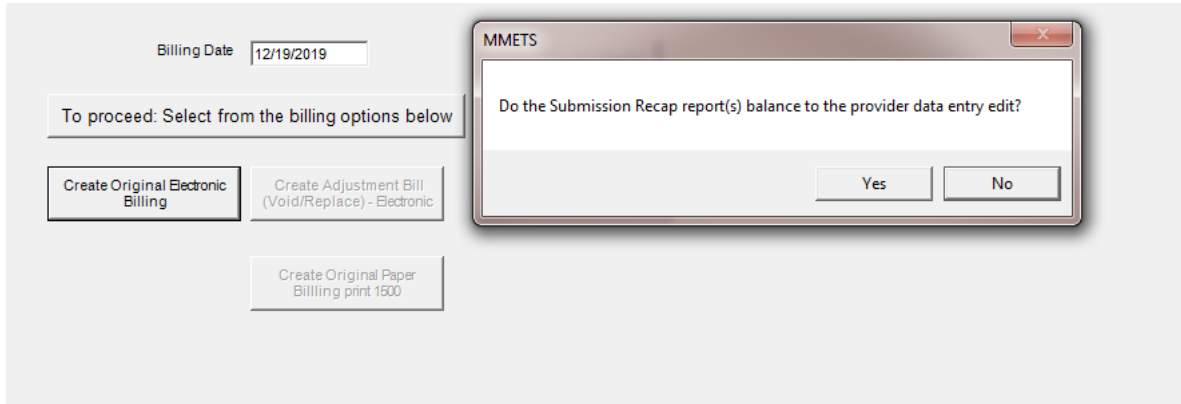
The screenshot shows the same billing interface as above, but with a message box titled "MMETS" overlaid on the right side. The message box contains the text "Master Billing File Loaded. Proceed to create Billing." and an "OK" button.

You will get a message box that says Master Billing File Loaded. Proceed to create Billing.

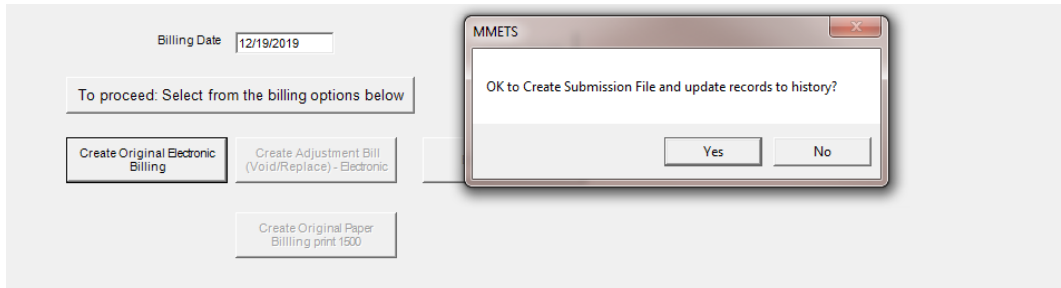
Click OK, then click on the Create Original Electronic Billing button. This will then bring up your Submission Recap Report. Make sure the total you are billing matches. If so, X out of the page and it will bring you back to the Billing Output screen.

It will ask if the Recap report balances:

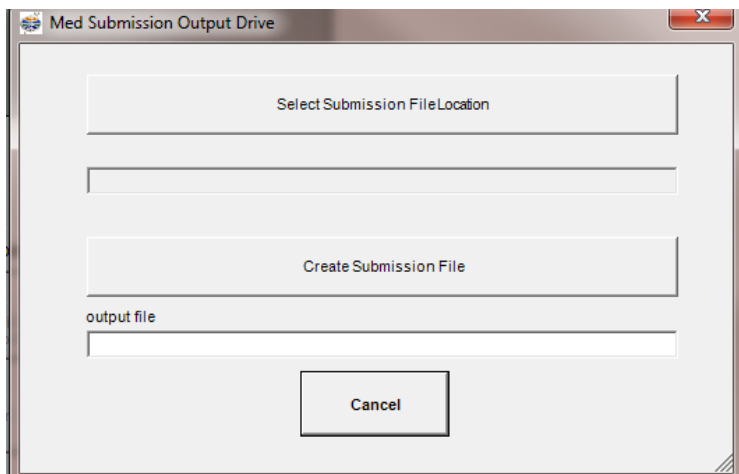
If it does not balance, hit NO and the submission file will not be created. You will then be able to go back in and make any necessary adjustments to your billing.



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.