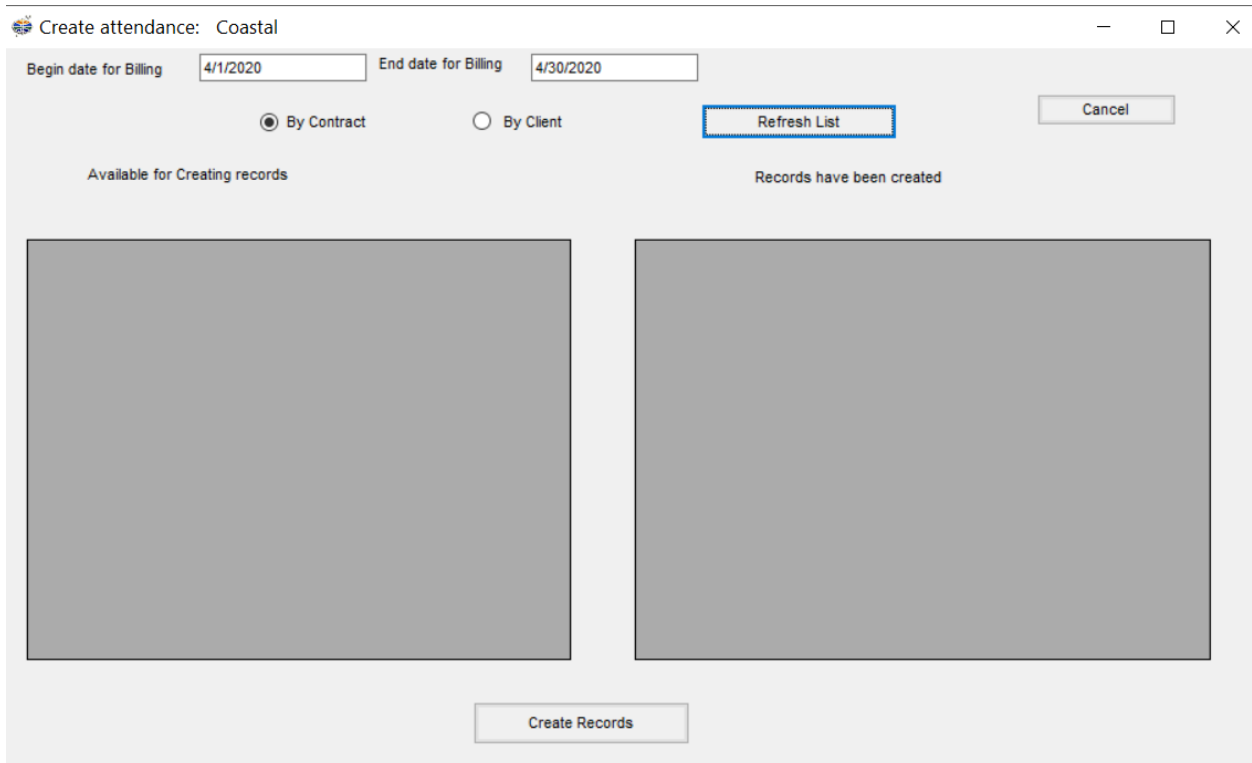
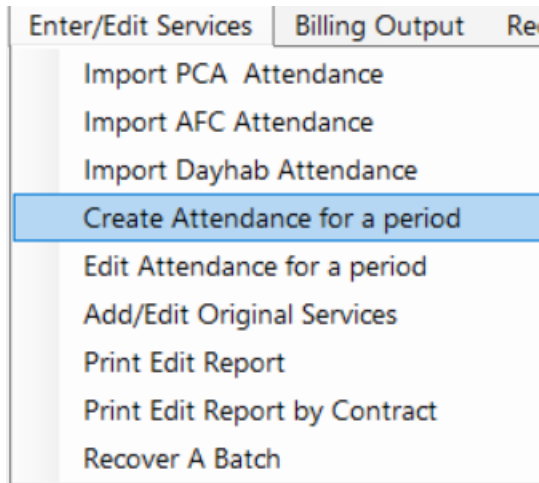


CREATE ATTENDANCE

Go to Enter/Edit Services and select Create Attendance for a period.



A screenshot of a dialog box titled 'Create attendance: Coastal'. The dialog box has a title bar with a gear icon, the text 'Create attendance: Coastal', and standard window controls (minimize, maximize, close). The main area contains the following elements:

- Two date input fields: 'Begin date for Billing' with the value '4/1/2020' and 'End date for Billing' with the value '4/30/2020'.
- Two radio buttons: 'By Contract' (selected) and 'By Client'.
- A 'Refresh List' button with a blue border.
- A 'Cancel' button.
- Two large gray rectangular areas representing data lists. The left area is labeled 'Available for Creating records' and the right area is labeled 'Records have been created'.
- A 'Create Records' button at the bottom center.

Enter in your Begin date and End dates for billing and choose either By Contract or By Client, click on Refresh List.

If you choose By Contract: A list of all of your contracts will appear in the box on the left. Select your contract (ie: Mass Health or CCA) and click Create Records underneath the two boxes.

Begin date for Billing | 1/1/2020 | End date for Billing | 1/15/2020 |

By Contract By Client

Available for Creating records Records have been created

Contract /	Description	Bill Type
COCAR9998123456789	CCA	170
MAMED9999123456789	Mass Medicaid	170

If you choose By Client: Click Refresh List and the box on the left will populate with a list of clients that have not yet been billed for. Select your individual client and click Create Records.

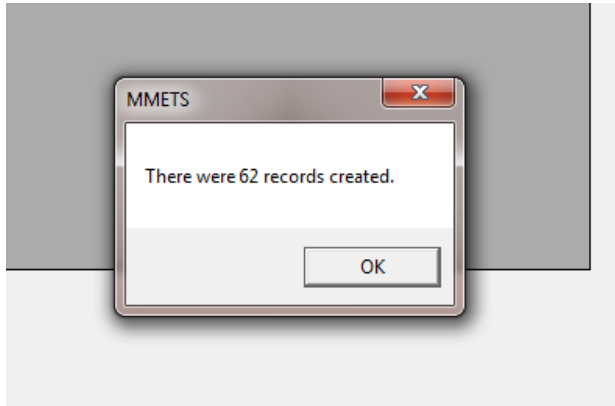
Begin date for Billing | 2/3/2020 | End date for Billing | 2/7/2020 |

By Contract By Client

Available for Creating records Records have been created

Name Key	Name /
104	CASH, SABRINA
108	CLAYCOMB, JOHN
112	CONNERS, ANN MARIE
105	DUFFY, WILLIAM
115	GELLAR, ROSS
114	GREEN, CHRISTINA
111	ROSE, MICHELLE

Once the records have been created, a box will appear with how many records were created. Click OK and you may X out of the screen.



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

PCA providers, see **Billing Procedure for Import** instructions on editing data.

***NOTE:** When you create claims for a contract other than MH, your claim will be in a date range format and will only be **one line**. It will NOT create one line per date of service.

ie: if you are creating claims for 1/15-1/31, the claim will be one line for 16 units. You can go into Add/Edit Original to make the necessary changes to your unit total. It will NOT create one claim per date of service.