

IMPORT ATTENDANCE

Dayhab/PCA/AFC

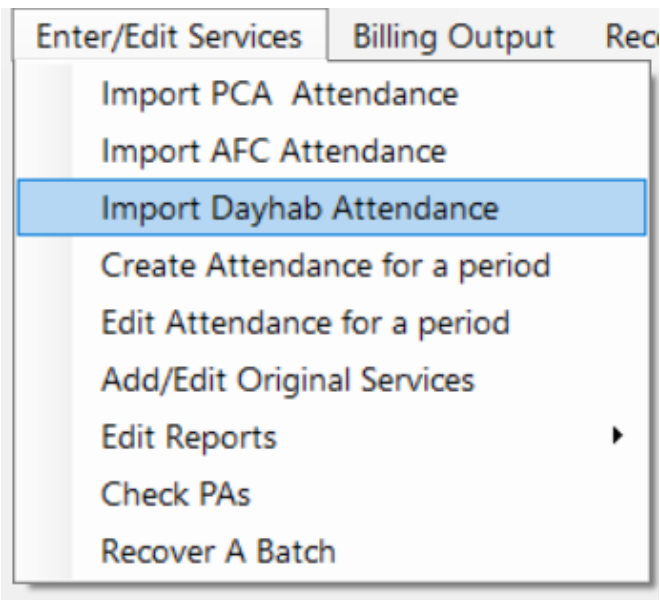
To use the Import feature for creating claims, it is imperative that you use the template provided by ETS. You can access the template in the link on our manual or you may request a copy of one by emailing ETS at etssupport@etime.net.

You may NOT change ANY of the headings on this template. Each column must remain in the same order.

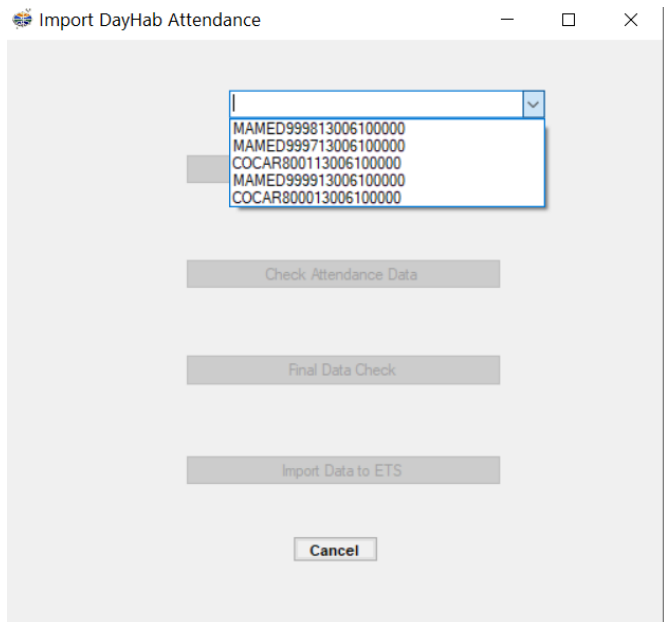
***NOTE:** The number of units must match with the date span. To bill day by day, each line will be 1 unit with the SAME from and to date.

After you have filled out your template, SAVE it to a location that is easily accessible.

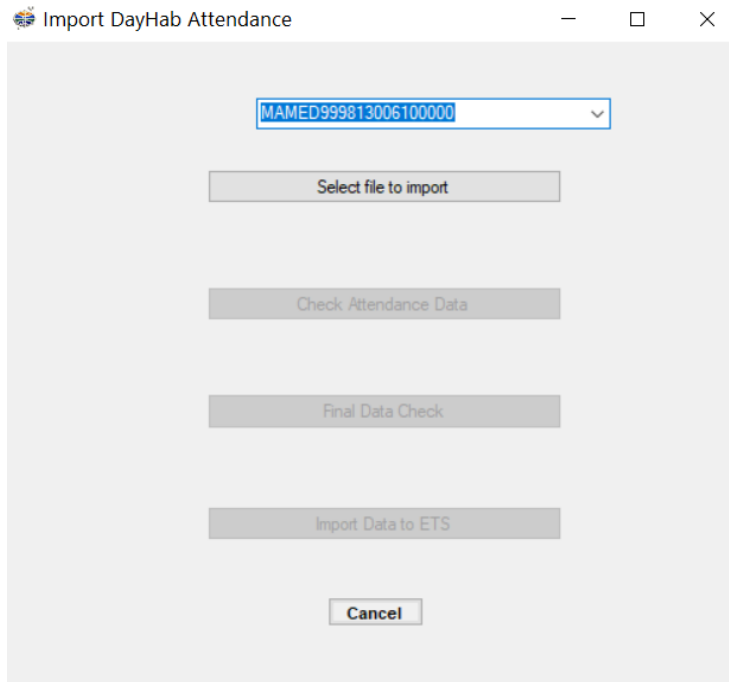
Follow the steps below:



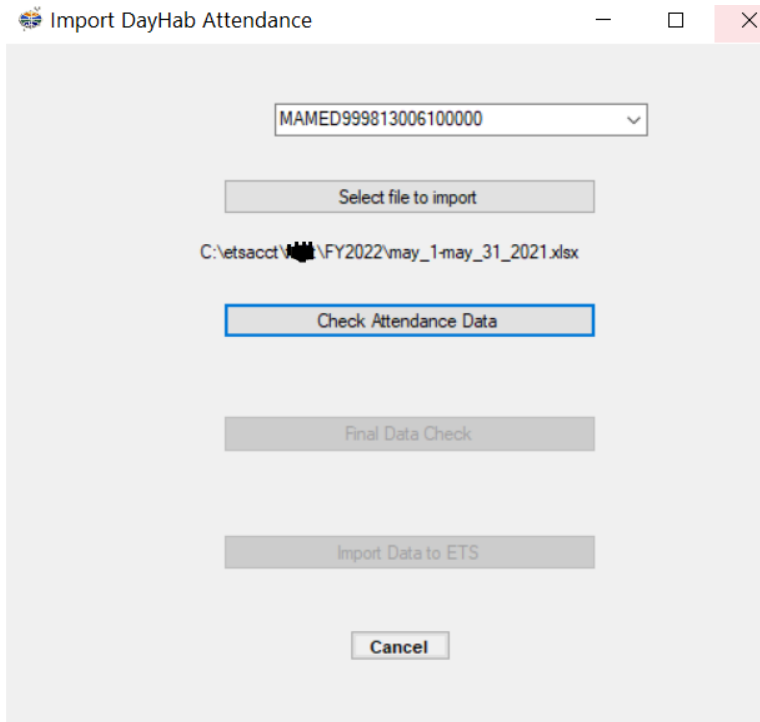
Select the contract that you wish to be creating claims for in the dropdown box:



Click on Select File to Import:



Once you have selected your file, click on Check Attendance Data. The software will search for potential errors in the file, ie: missing data, duplicate days, any data that doesn't match with info that is in a member's funding, as well as many other data points.

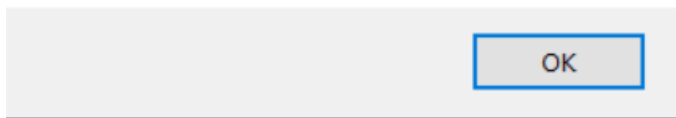


If you do have any errors, a notepad box will come up with the errors listed. Fix the error or errors, save the file with the updates and start the process again from step one.

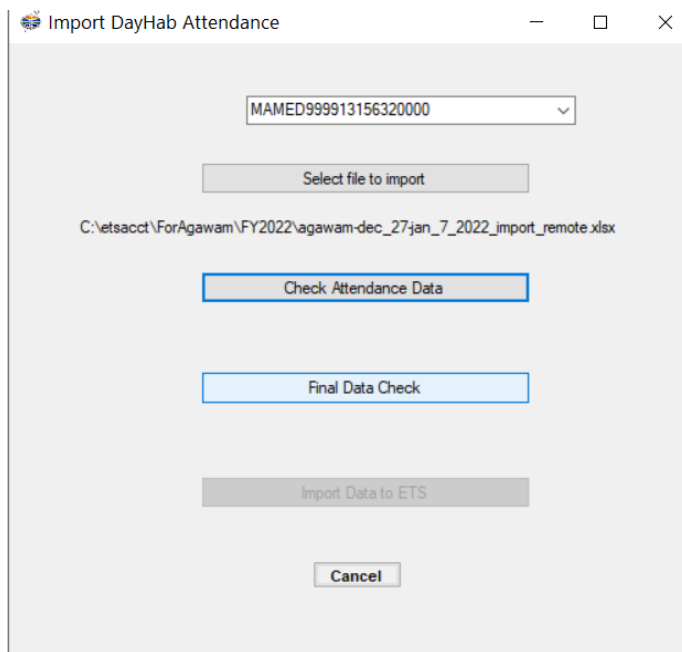
If there are no errors in the file, a message will appear that there are no errors

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Attendance Data Check completed without Errors.

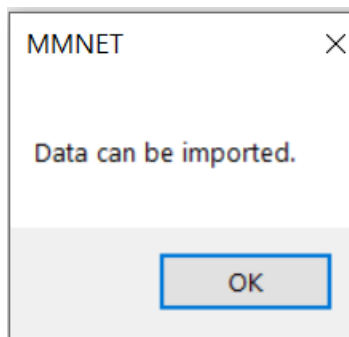


You can then select the next option down, which is Final Data Check:

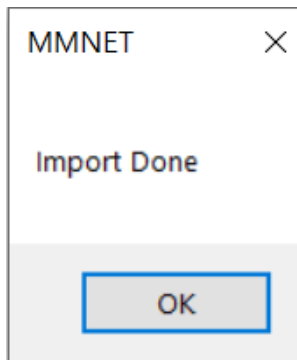
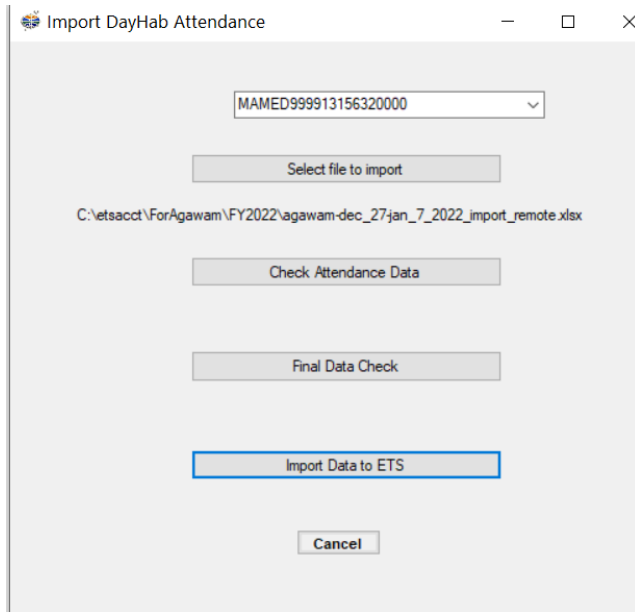


Another round of error checking will occur. If there are errors, another box will appear with the errors to be fixed. Once fixed, save your updated file again and repeat each step from the beginning.

If no errors are found, a message box will pop up:



Next, select Import Data to ETS:



All claims are now in the temp file. If you need to make any changes to a claim, you can do so in Edit Attendance for a Period **or** Add/Edit Original Services. Run your edit report to make sure your totals match and follow the Billing Output steps as normal.