Importing Attendance – iCentrix
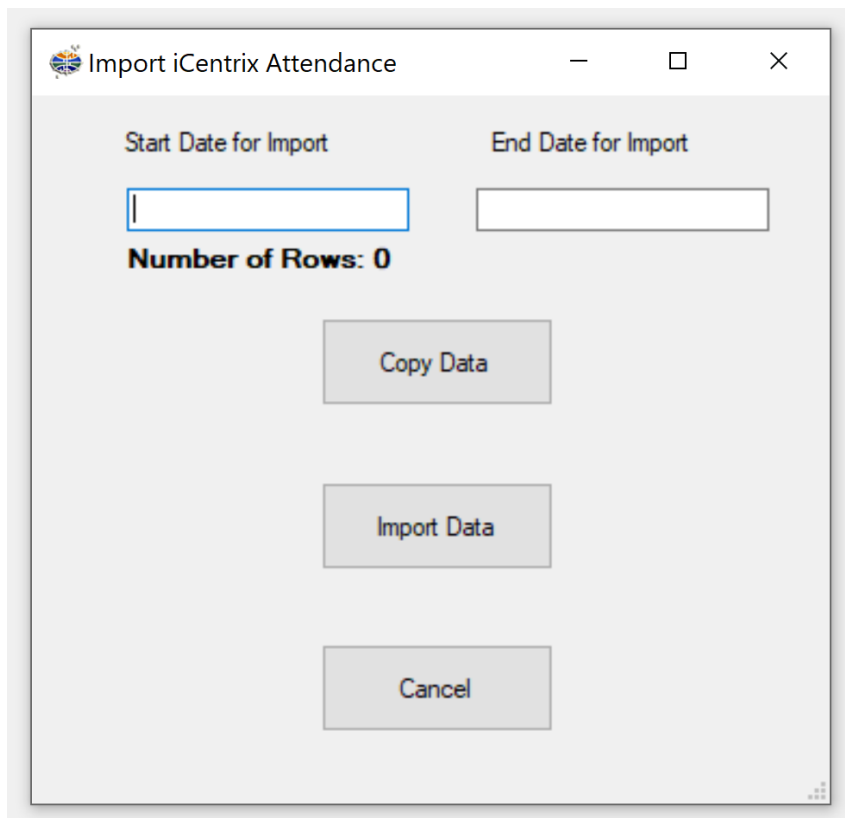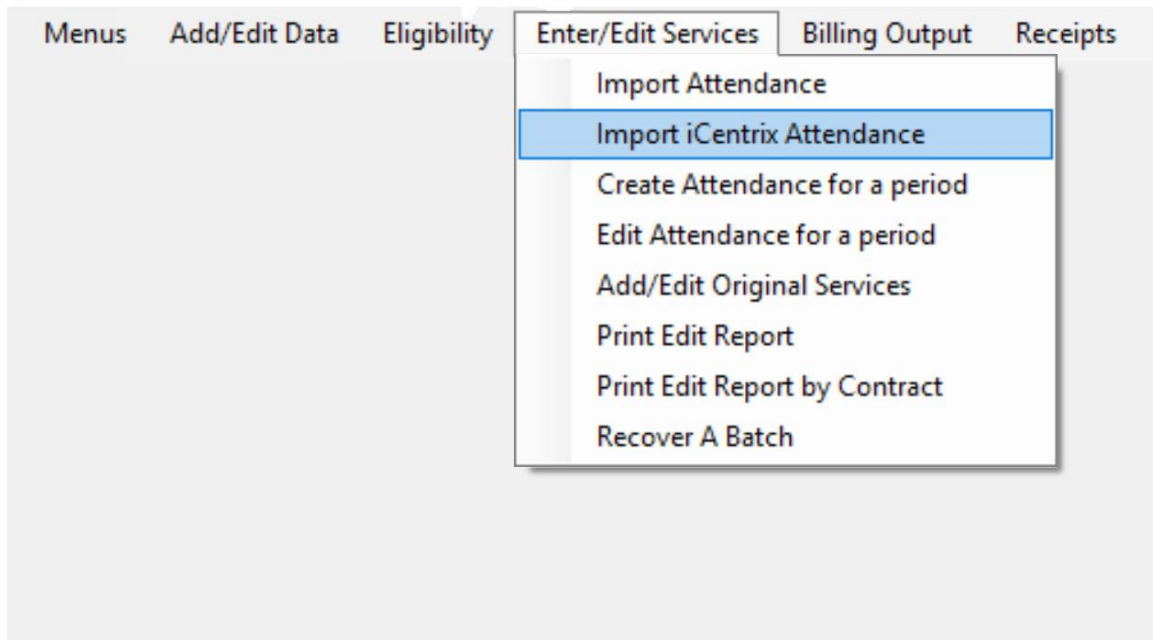
Go to Enter/Edit Services tab and choose Import iCentrix Attendance.

New MMIS ETS Medicaid Menu

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Import Attendance
Import iCentrix Attendance
Create Attendance for a period
Edit Attendance for a period
Add/Edit Original Services
Print Edit Report
Print Edit Report by Contract
Recover A Batch

Import iCentrix Attendance   —   □   ✕

Start Date for Import   End Date for Import

Number of Rows: 0

Copy Data

Import Data

Cancel

Enter the Start and End date for the Import.

Click on **Copy Data**: this will go to shared table and find available lines for billing.
You will receive message at this point if there are any errors in the data. The errors will need to be fixed before allowing the import. ETS is checking to make sure all Medicaid numbers are valid and that the name keys match.

If no errors the edit report will come up for you to review

Import Data – This imports the data into the temp table in ETS (flag field on iCentrix changes to "Processed")

Got to Billing Output as usual to create the submission file and upload it to MH. Once the claims are billed, the flag field in iCentrix will change to "Billed"