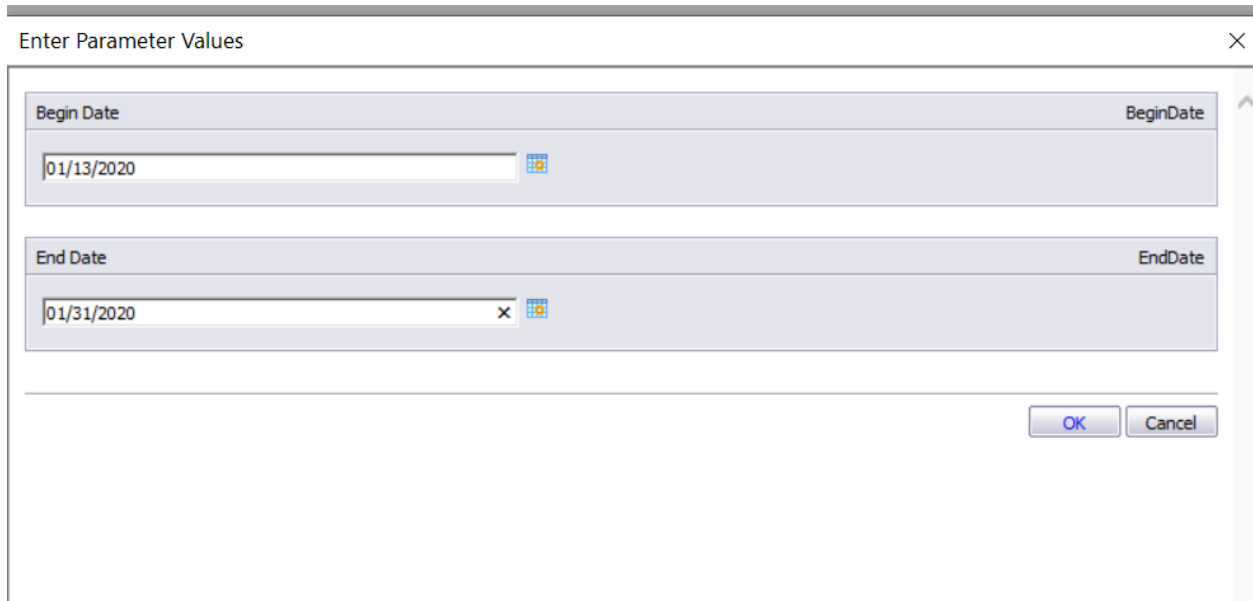## Print Edit Report/Print Edit Report by Contract

This report will show everything that is currently in the temp file ready to be billed. You will run this report after you have made any and all necessary changes to your data. The report will have the exact dollar total and number of claims that will be sent to MH (or other insurance company).

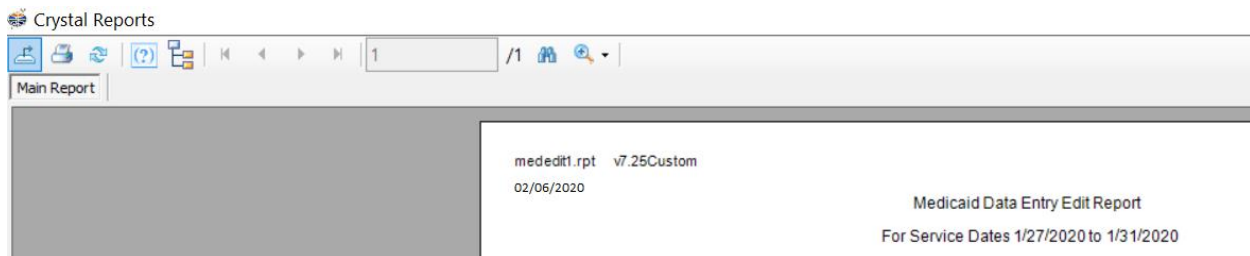Go to Enter/Edit Services and select Print Edit Report.
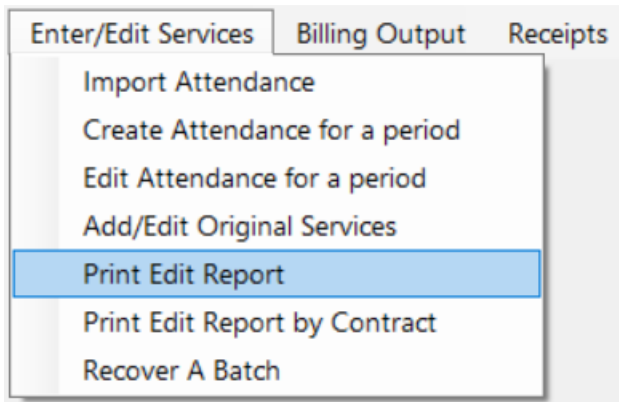
Enter in your Begin and End dates and hit OK.

This will bring up your report. It will have the detail of everything you are intending to bill.

mededit1.rpt   v7.25Custom

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Medicaid Data Entry Edit Report

For Service Dates 1/25/2020 to 1/31/2020

Line#	From Date	To Date	Procedure Code	mod	Procedure Description	Units	Gross Bill	Net Payment
Prov#:	1300610	East Middlesex Arc						
GREEN, CHRISTINA			Recipient ID#:	100008391029				
11	Place of Service							
	1/27/2020	1/27/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/28/2020	1/28/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/29/2020	1/29/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/30/2020	1/30/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
			Total for Place of Service			96.00	$316.80	$316.80
			Total for Recipient			96.00	$316.80	$316.80
ROSE, MICHELLE			Recipient ID#:	100017484732				
11	Place of Service							
	1/27/2020	1/27/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/28/2020	1/28/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/29/2020	1/29/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/30/2020	1/30/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
			Total for Place of Service			96.00	$316.80	$316.80
			Total for Recipient			96.00	$316.80	$316.80
SMITH, MICHAEL			Recipient ID#:	101234567891				
11	Place of Service							
	1/27/2020	1/27/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/28/2020	1/28/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/29/2020	1/29/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
	1/30/2020	1/30/2020	H2014	TF	MOD NEED	24.00	$79.20	$79.20
			Total for Place of Service			96.00	$316.80	$316.80
			Total for Recipient			96.00	$316.80	$316.80
	3	Grand Total				288.00	$950.40	$950.40

It can be exported (upper left- hand corner) and saved as a pdf.

Crystal Reports

Main Report

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02/06/2020

Medicaid Data Entry Edit Report

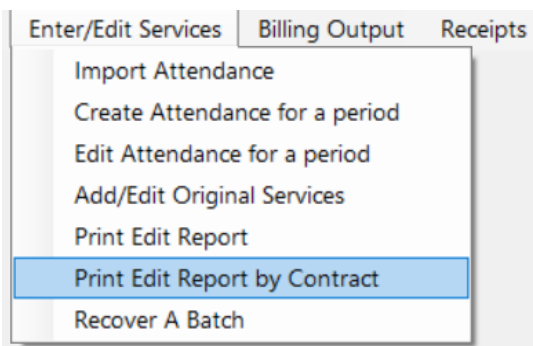For Service Dates 1/27/2020 to 1/31/2020

ETS recommends that you save your edit reports for your records.

See the example below:
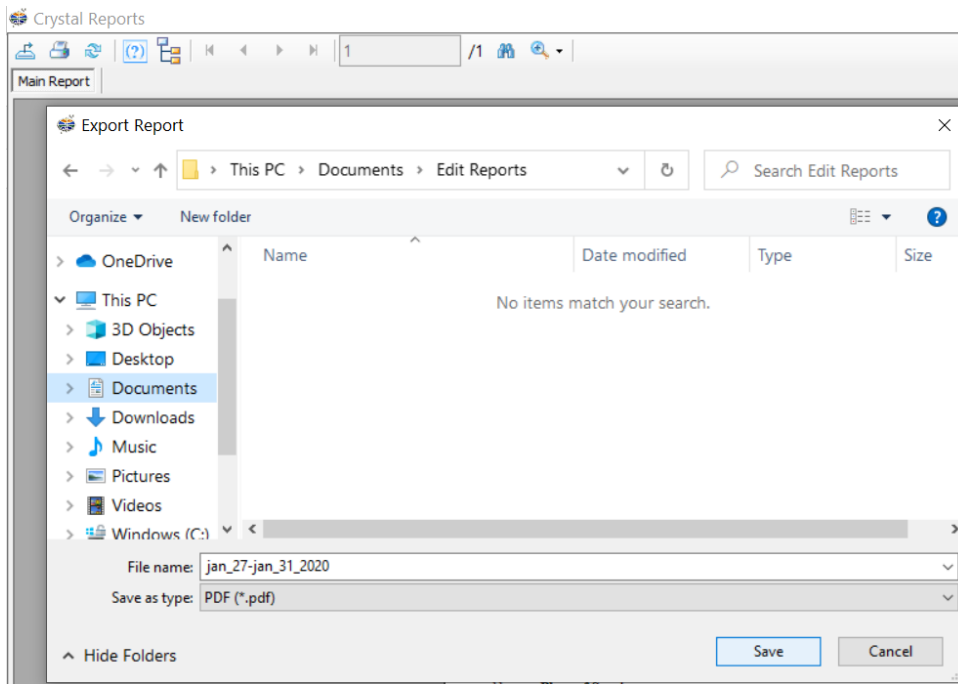
If the totals on your report match your billing, you are ready to submit your claims.

Print Edit Report by Contract

If you have created claims for multiple contracts and they are still in the temp file waiting to be submitted (ie: MH **and** CCA), you can go to Print Edit Report by Contract and the report will separate each contract for you.

Follow the same instructions as Print Edit Report.

See **Billing Output** instructions on how to create and upload a submission file.