## 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.

| Enter Parameter Values | ×  |
|------------------------|----|
| Begin Date BeginDa     | te |
| End Date EndDa         | te |
| OK Cance               | 4  |

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

| 02/06/2         | 020          |                             |                     |                     |                            |                   |                     |                     |  |
|-----------------|--------------|-----------------------------|---------------------|---------------------|----------------------------|-------------------|---------------------|---------------------|--|
| 02/00/20        | 020          |                             |                     |                     | Medicaid Data Ent          | ry Edit Report    |                     |                     |  |
|                 |              |                             |                     | F                   | For Service Dates 1/25     | /2020 to 1/31/202 | 0                   |                     |  |
| Line#           | From<br>Date | To<br>Date                  | Proce               | dure mo             | d Procedure<br>Description | Units             | Gross<br>Bill       | Net<br>Payment      |  |
| Prov#:          | 1300610      | East Mi                     | ddlesex Ar          | c                   |                            |                   |                     |                     |  |
| CREEN CHRISTINA |              | Recipient ID#: 100008391029 |                     |                     |                            |                   |                     |                     |  |
| 11              | Place of S   | ervice                      |                     |                     |                            |                   |                     |                     |  |
| 1/              | 27/2020      | 1/27/2020                   | H2014               | TF                  | MOD NEED                   | 24.00             | \$79.20             | \$79.20             |  |
| 1/              | 28/2020      | 1/28/2020                   | H2014               | TF                  | MODNEED                    | 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<br>Te         | TF<br>otal for Plac | MOD NEED<br>ce of Service  | 24.00<br>96.00    | \$79.20<br>\$316.80 | \$79.20<br>\$316.80 |  |
|                 |              |                             | T                   | otal for Rec        | ripient                    | 96.00             | \$316.80            | \$316.80            |  |
| ROSE M          | CHELLE       |                             | Recipie             | ent ID#:            | 100017484732               |                   |                     |                     |  |
| 11              | Place of S   | ervice                      |                     |                     |                            |                   |                     |                     |  |
| 1/              | 27/2020      | 1/27/2020                   | H2014               | TF                  | MOD NEED                   | 24.00             | \$79.20             | \$79.20             |  |
| 1/              | 28/2020      | 1/28/2020                   | H2014               | TF                  | MODNEED                    | 24.00             | \$79.20             | \$79.20             |  |
| 1/              | 29/2020      | 1/29/2020                   | H2014               | TF                  | MODNEED                    | 24.00             | \$79.20             | \$79.20             |  |
| 1/              | 30/2020      | 1/30/2020                   | H2014               | TF<br>otal for Plac | MOD NEED<br>ce of Service  | 24.00<br>96.00    | \$79.20<br>\$316.80 | \$79.20<br>\$316.80 |  |
|                 |              |                             | Te                  | otal for Rec        | ripient                    | 96.00             | \$316.80            | \$316.80            |  |
| SMITH           | MICHAEL      |                             | Recipie             | ent ID#:            | 101234567891               |                   |                     |                     |  |
| 11              | Place of S   | ervice                      |                     |                     |                            |                   |                     |                     |  |
| 1/              | 27/2020      | 1/27/2020                   | H2014               | TF                  | MOD NEED                   | 24.00             | \$79.20             | \$79.20             |  |
| 1/              | 28/2020      | 1/28/2020                   | H2014               | TF                  | MODNEED                    | 24.00             | \$79.20             | \$79.20             |  |
| 1/2             | 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             |  |
|                 |              |                             | Te                  | otal for Plac       | ce of Service              | 96.00             | \$316.80            | \$316.80            |  |
|                 |              |                             | Total for Recipient |                     |                            | 96.00             | \$316.80            | \$316.80            |  |
|                 |              |                             |                     |                     |                            |                   |                     |                     |  |

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

| 😔 Crystal Reports             |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
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| Main Report                   |  |  |  |  |  |
|                               |  |  |  |  |  |
|                               | mededit1.rpt v7.25Custom                 |  |  |  |  |
|                               | 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:

| <ul> <li></li></ul>  | ▶ ⊮ [ <u>1</u>        | ]/1 £M €   |                                    |      |                |
|--|-----------------------|------------|------------------------------------|------|----------------|
| $ \begin{array}{c}                                   $   | PC → Documents → Edit | t Reports  | ٽ ~                                |      | X<br>t Reports |
| Organize 👻 New folder  |                       |            |                                    |      | ≣≣ ▼ ?         |
| <ul> <li>OneDrive</li> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul> | lame ^                | No items m | Date modified<br>atch your search. | Туре | Size           |
| File name: jan_27-jan  | 1_31_2020             |            |                                    |      | ><br>~         |
| <ul> <li>Hide Folders</li> </ul>   | 1                     |            |                                    | Save | Cancel         |

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

## **Print Edit Report by Contract**

| Enter/Edit Services |                                | Billing Output | Receipts |  |  |  |  |
|---------------------|--------------------------------|----------------|----------|--|--|--|--|
|                     | Import Attendance              |                |          |  |  |  |  |
|                     | Create Attendance for a period |                |          |  |  |  |  |
|                     | Edit Attendance for a period   |                |          |  |  |  |  |
|                     | Add/Edit Original Services     |                |          |  |  |  |  |
|                     | Print Edit Repor               | t              |          |  |  |  |  |
|                     | Print Edit Repor               | t by Contract  |          |  |  |  |  |
|                     | Recover A Batch                | ı              |          |  |  |  |  |

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.