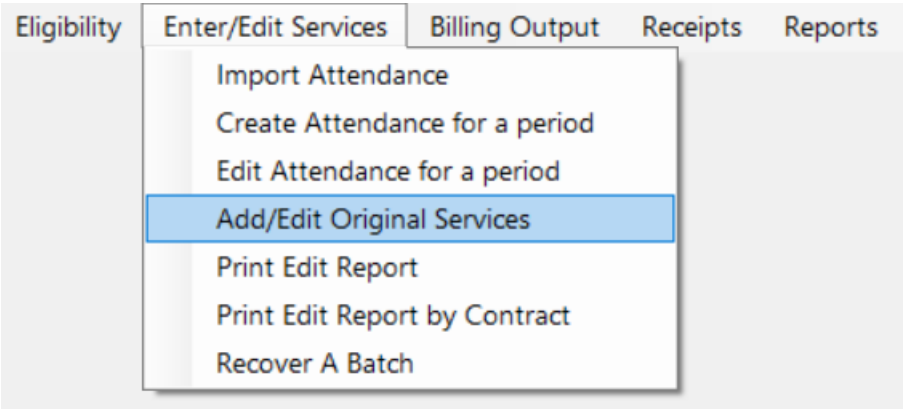
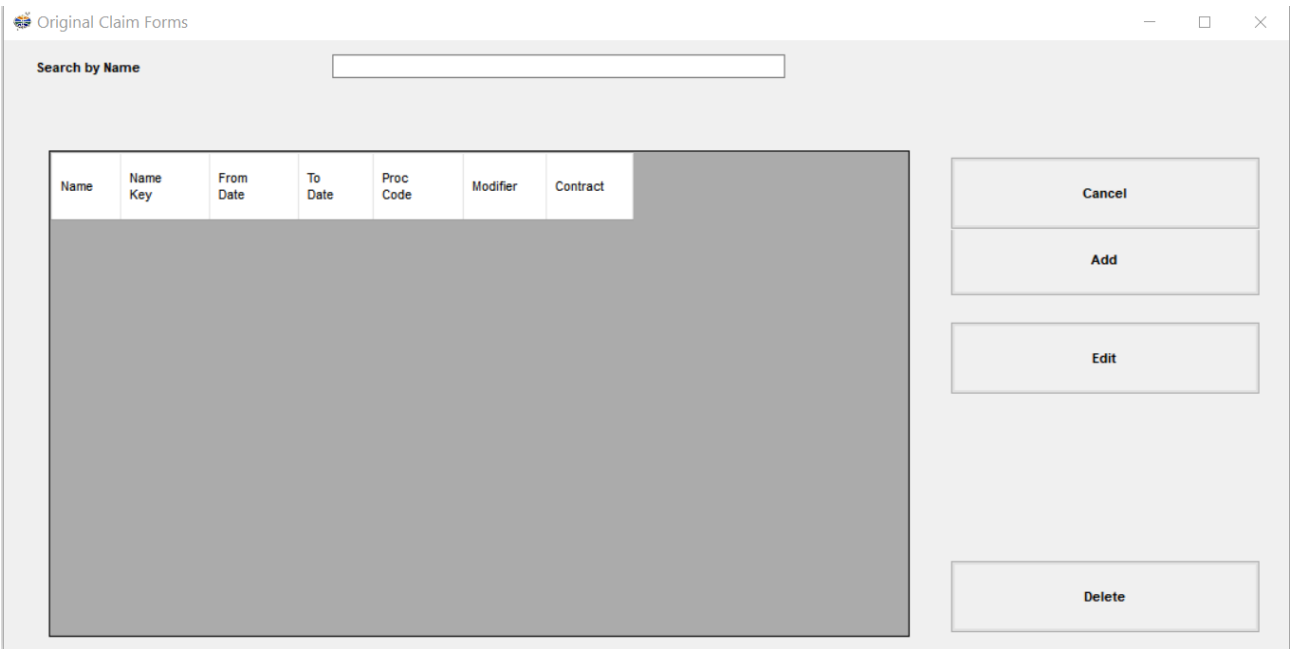


Add/Edit Original Services

Go to Enter/Edit Services and select Add/Edit Original Services:



This will bring up the Look up Form box. The box will remain empty if there are no claims in the temp file (ie: no claims have been created)



Go to the Add button on the right-hand side, which opens the Claim Form.

Claim Form - Original/Add

NAME

PA #

ORP Name

ORP Number

Med Num

DOB

Gender

Diagnosis

Primary

Funding

Contract

Proc Code

To delete a claim, hit DELETE key when in From Date

Cancel

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	\$ Billed

Place of Service

E=electronic, P=paper, H= hold

E

Save

The first field is the Name Key. You can either enter in the name key of the individual you are creating the bill for or hit Enter in that field and it will bring up your list of active clients to choose from.

Names

Search

Sort Name

Screen Name

Active Clients

Show All Clients

Sort Name	Key	Screen Name
BIRD, JACOB	102	JACOB BIRD

Double click on the name you want or highlight it and hit OK.

*NOTE: Claims cannot be created for an individual in Add/Edit Original if the funding source is closed, even if you are creating claims for DOS prior to the end date.

Claim Form - Original/Add

NAME

987654

MARY SMITHE

PA #

ORP Name

ORP Number

Med Num

12345678901

DOB

1/1/2000

Gender

F

Diagnosis

Primary

F73

Profound intellectual disabilities

Funding

Contract

MAMED999913156150000

MassHealth

Proc Code

S5102

U2

To delete a claim, hit DELETE key when in From Date

From Date

To Date

Proc Code

Proc Code Mod

Proc Desc

Units

\$ Billed

Place of Service

12

E=electronic, P=paper, H= hold

E

Cancel

Save

You may add data into any field that is not greyed out, ie: ORP Name, PA#, etc.

You may *not* enter or edit into any field that is muted, with or without data in it, ie: Med Num, DOB, etc.

To fill out your claim, enter the From date, To date, procedure code, modifier and units. The Procedure Description and \$ Billed fields will auto-fill.

You may enter as many lines as you need by entering through to the end of the line you are currently on.

The cursor will automatically bring you to the next line, which will be available to be filled out.

To delete a line, put cursor in From Date field of the line you want removed and hit Delete key on keyboard.

To delete a claim line hit delete key when in from date

From Date

To Date

Proc Code

Proc Code Mod

Proc Desc

Units

\$ Billed

1/2/2020

1/31/2020

H2014

TF

MOD NEED

480

1584.00

2/3/2020

2/28/2020

H2014

TF

MOD NEED

292

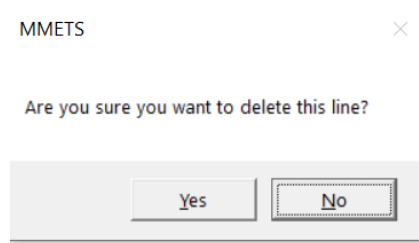
963.60

E=electronic, P=paper, H= hold

E

Save

You will be asked if you want to delete the line.



If you click Yes, the line will be eliminated.

When you have completed all the lines you need, hit Save.

You will be brought back to the Look up Form where the claims now appear in the box.

Original Claim Forms

Search by Name

Name	Name Key	From Date	To Date	Proc Code	Modifier	Contract
ADAMS, RUBEN	135	4/1/2024	4/1/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/2/2024	4/2/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/3/2024	4/3/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/4/2024	4/4/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/5/2024	4/5/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/6/2024	4/6/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/7/2024	4/7/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/8/2024	4/8/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/9/2024	4/9/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/11/2024	4/11/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/12/2024	4/12/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/13/2024	4/13/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/14/2024	4/14/2024	S5140	TG	MAMED999813006100000
ADAMS, RUBEN	135	4/15/2024	4/15/2024	S5140	TG	MAMED999813006100000
AFONSO, JOEL	945	6/1/2024	6/11/2024	S5140	TG	COCAR800013156160000
ANDERSON, VINCENTE	176	6/1/2024	6/11/2024	S5140	TG	COCAR800013156160000

Cancel

Add

Edit

Delete

After claims have been created, you can delete the entire line from the main page, if necessary.

Highlight the line and select the Delete button.

The claims are now in the temp file, and you can run your edit report for your records and proceed with billing output.

Potential reasons for using Add/Edit Original:

Creating a single claim

Creating a single claim with a date span (ie: one line for one month; 2/1-2/28)

Creating claims for certain procedure codes (ie: assessments, evals, NMLOA, MLOA, etc.)

Editing a claim for a single person/dos (as an alternative to Edit Attendance for a Period)