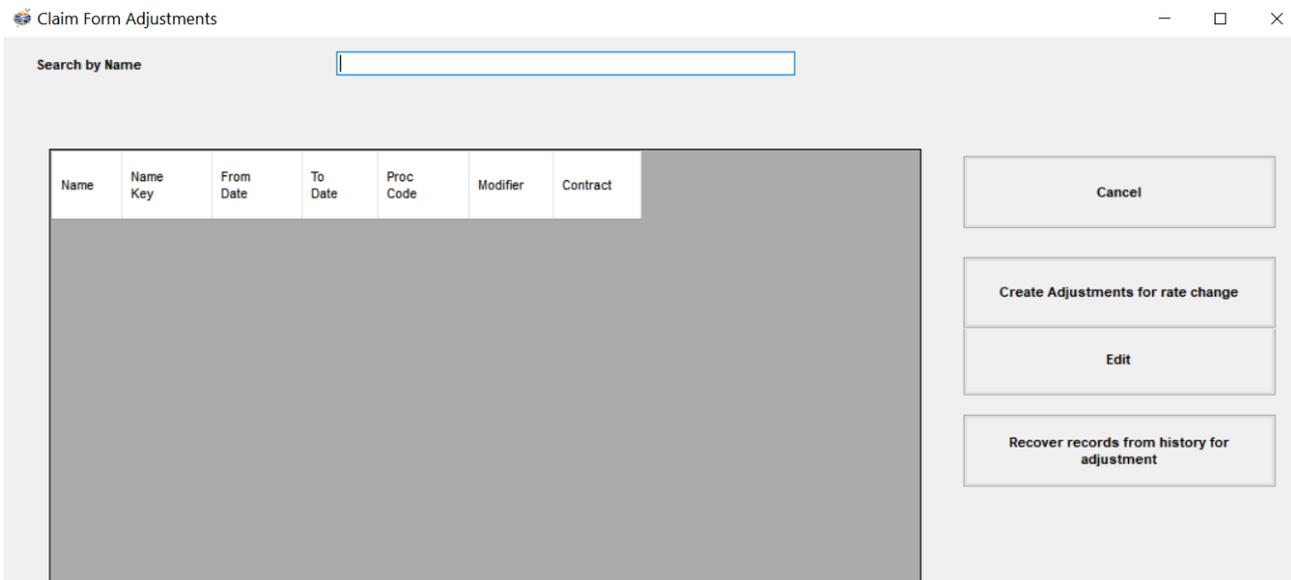
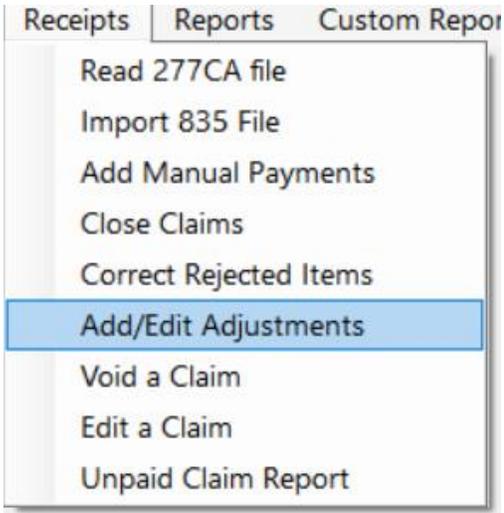


Adjustments

NOTE: Only claims that have been billed and have had the 835 (payment) applied will be available for recovery.

Go to the Receipts tab and select Add/Edit Adjustments



This will bring up the Look up screen from above. Click on Recover Records from History for Adjustment at the bottom right of the screen.

Hit enter in the Name Key field to bring up a list of your individuals to select from.

***Please note:** if you are trying to adjust claims for an individual that has been discharged, you will need to select “Show All Clients” for the extended list (both active and inactive) of individuals and select your individual from that list.

Fill in the procedure code and modifier, from and to dates and hit enter.

The screenshot shows a window titled "Adjustment Selection Form" with the following fields and values:

- Name Key: 1026, DAVID . VALLE
- Proc Code: T1019, Modifier: (empty)
- From Date: 1/1/2024
- To Date: 10/30/2024

name_key	sort_name	from_date	to_date	ProcCode	Mod	Rebilled	Contract
1026	VALLE, DAVID .	1/2/2024	1/2/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/3/2024	1/3/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/4/2024	1/4/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/5/2024	1/5/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/9/2024	1/9/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/10/2024	1/10/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/11/2024	1/11/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/12/2024	1/12/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/17/2024	1/17/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/18/2024	1/18/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/19/2024	1/19/2024	T1019		P	MAMED999013222490000
1026	VALLE, DAVID .	1/22/2024	1/22/2024	T1019		P	MAMED999013222490000

Buttons: Recover Paid Claims (highlighted), Cancel

Select the lines you would like to adjust and click Recover Paid Claims.

It will bring up a box asking if you wish to recover the selected claim/claims.

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Do you want to recover the selected items?

Buttons: Yes, No

Select Yes and this box will appear:

name	from_date	to_date	ProcCode	Mod	Rebilled	Contract
. DAVID .	1/3/2024					MAMED9990132224
. DAVID .	1/4/2024					MAMED9990132224
. DAVID .	1/5/2024					MAMED9990132224
. DAVID .	1/9/2024					MAMED9990132224
. DAVID .	1/10/2024					MAMED9990132224
. DAVID .	1/11/2024					MAMED9990132224
. DAVID .	1/12/2024					MAMED9990132224
. DAVID .	1/17/2024					MAMED9990132224
. DAVID .	1/18/2024	1/18/2024	T1019		P	MAMED9990132224
. DAVID .	1/19/2024	1/19/2024	T1019		P	MAMED9990132224
. DAVID .	1/22/2024	1/22/2024	T1019		P	MAMED9990132224
. DAVID .	1/23/2024	1/23/2024	T1019		P	MAMED9990132224

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There were 5 records created.

OK

Click OK.

This will bring up the Look up Form where you will highlight the lines and select edit the on the right side of the screen.

name	Name Key	From Date	To Date	Proc Code	Modifier	Contract
ALLE, DAVID .	1026	1/4/2023	1/4/2023	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/2/2024	1/2/2024	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/10/2024	1/10/2024	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/11/2024	1/11/2024	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/12/2024	1/12/2024	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/17/2024	1/17/2024	T1019		MAMED999013222490000
ALLE, DAVID .	1026	1/18/2024	1/18/2024	T1019		MAMED999013222490000

Cancel

Create Adjustments for rate change

Edit

Recover records from history for adjustment

You will be brought to the claim form, where you can make the necessary adjustments to your claim.

The fields that can be adjusted are highlighted in yellow on the Claim Form below:

They are Dx code, modifier, units.

***NOTE:** if you are trying to adjust for a Procedure code, your claim will be rejected.

You will need to do a void and rebill a new claim.

Claim Form

NAME 1026 DAVID . VALLE

PA #

ORP Name ORP Number

Med Num 100021205065 DOB 6/26/1977 Gender M

Diagnosis Primary F73 Profound intellectual disabilities

Funding Contract Proc Code

To void a line put a 0 in the units Cancel

From Date	To Date	Proc Code	Proc Code Mod	Proc Desc	Units	\$ Billed
1/4/2023	1/4/2023	T1019		ISS Direct Care	4	22.76
1/2/2024	1/2/2024	T1019		ISS DIRECT CARE	4	30.28
1/10/2024	1/10/2024	T1019		ISS DIRECT CARE	4	30.28
1/11/2024	1/11/2024	T1019		ISS DIRECT CARE	4	30.28
1/12/2024	1/12/2024	T1019		ISS DIRECT CARE	4	30.28
1/17/2024	1/17/2024	T1019		ISS DIRECT CARE	4	30.28
1/18/2024	1/18/2024	T1019		ISS DIRECT CARE	4	30.28

Place of Service 11 E=electronic, P=paper, H= hold E Save

After you make your adjustments, click Save at the bottom right of the screen.

You can now Cancel out of the Look Up Form screen and print your edit report.

NOTE: The edit report will have the dollar total of your requested (gross) adjustment amount, it will **not** reflect the net total.

You can then proceed to Billing Output/Regular Billing.

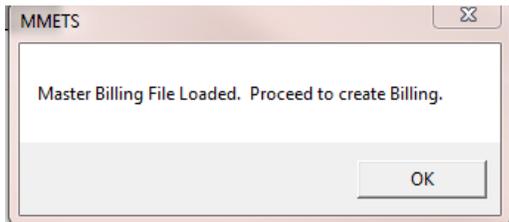
Menus Add/Edit Data Eligibility Enter/Edit Services Billing Output Receipts Reports Custom Reports

Regular Billing

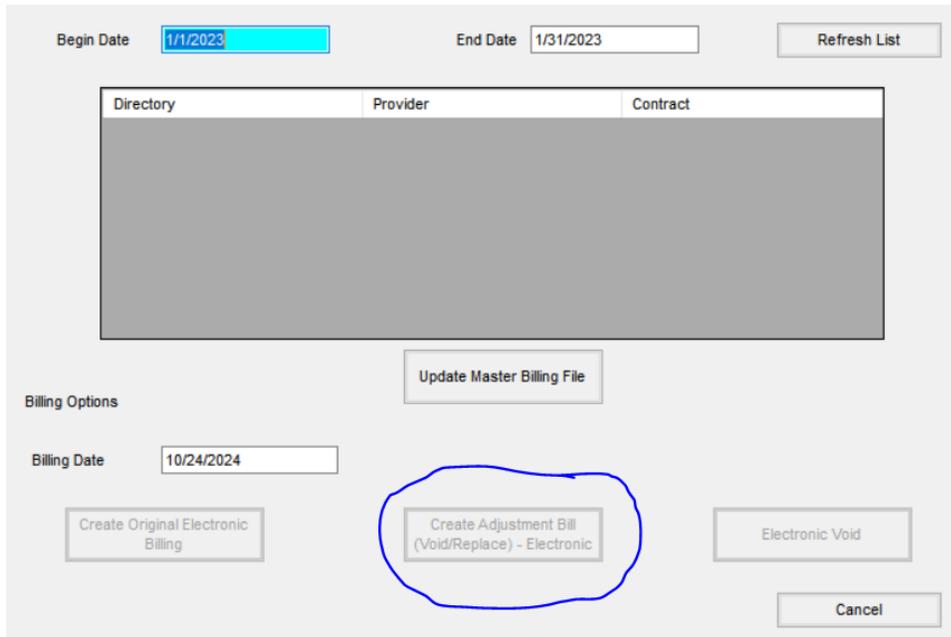
Enter your Begin and End dates for Billing and click on Refresh List.

This will bring up your provider in the Selection box.

Highlight your provider and click Update Master Billing file. This box will appear.



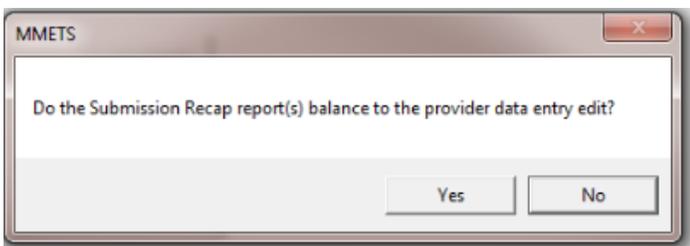
and then click Create Adjustment Bill at the bottom of the page.



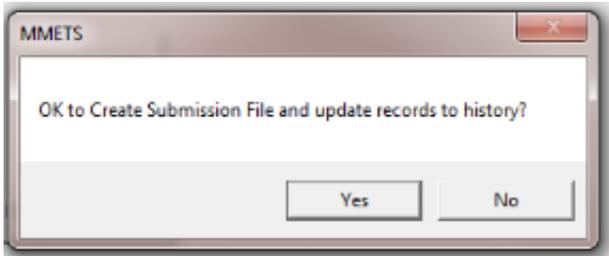
This will then bring up your Submission Recap Report. Make sure the total you are billing matches. If so, X out of the page and it will bring you back to the Billing Output screen.

It will ask if the Recap report balances:

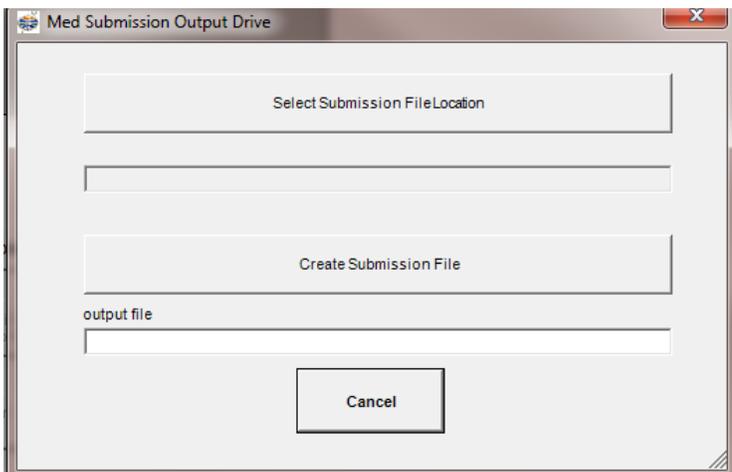
If it does not balance, hit NO and the submission file will not be created. You will then be able to go back in and make any necessary adjustments to your billing.



If it does balance, you will get another message box asking if it is OK to create the submission file.



If you select Yes, you will get the following box. Select Submission File Location and once you have a location, click on Create Submission File (it will create an 837 file) and follow the prompts.



Your file is now created and ready to be uploaded to MH.

The 835 will show a recoup of the original payment and then the new payment underneath that line.