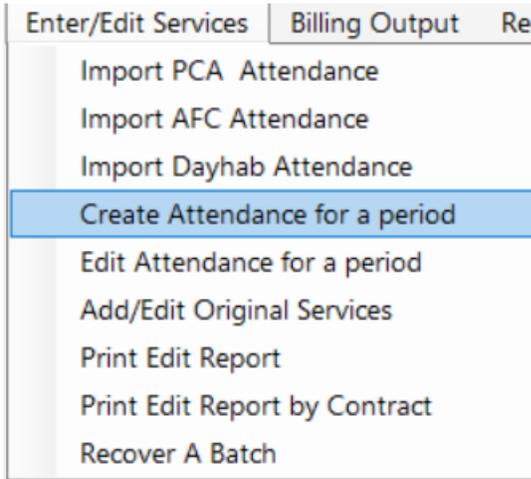


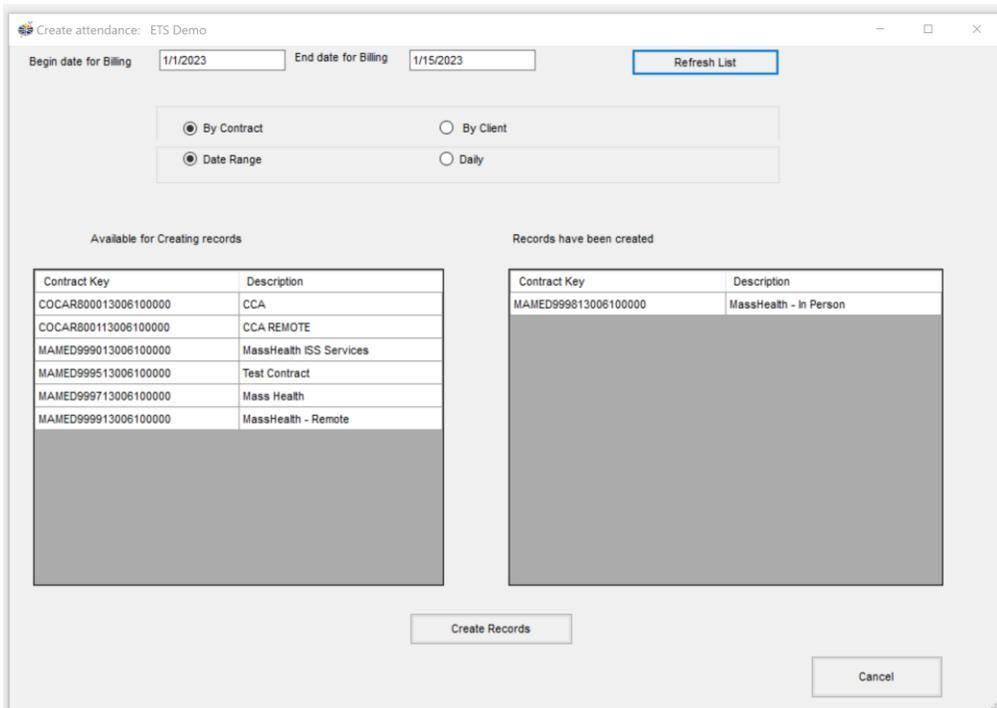
# CREATE ATTENDANCE

Go to Enter/Edit Services and select Create Attendance for a period.



Enter in your Begin date and End dates for billing and choose either By Contract or By Client, click on Refresh List.

\*NOTE: If billing insurance is other than MH and want claims created day by day, click Daily



**If you choose By Contract:** A list of all active contracts will appear in the box on the left. Select your contract and click Create Records on the bottom of the screen.

**If you choose By Client:** Click Refresh List and the box on the left will populate with a list of clients that have not yet been billed for. Select your individual client and click Create Records.

Begin date for Billing: 1/1/2023    End date for Billing: 1/15/2023    Refresh List

By Contract     By Client

Date Range     Daily

Name Key	Name
128	ANDERSON, WES
127	APPLETON, AMY
126	BARKER, MICHELLE
104	CASH, SABRINA
108	CLAYCOMB, JOHN
112	CONNERS, ANN MARE
107	COSTA, WILLIAM
129	CRUZ, BILLMARY
135	DIAZ, CARLOS
115	GELLAR, ROSS
114	GREEN, CHRISTINA
120	JONES, MARY
136	KARAM, GEORGE

Records have been created

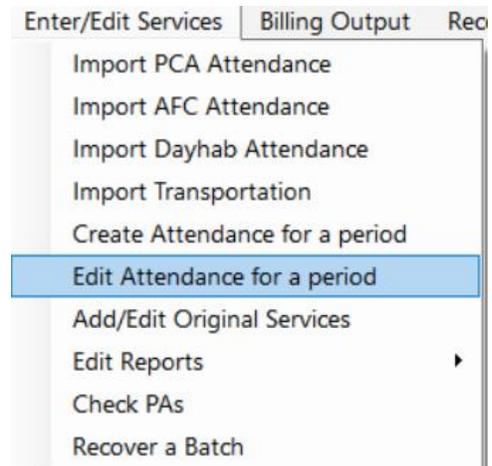
Create Records    Cancel

Once the records have been created, a box will appear with the total number of records (claims) that were created. Click OK and you may X out of the screen.



Your claims have been created and are now ready to be edited and or/submitted.

To edit claims, go to Edit Attendance for a period:



**\*Next Step: see instructions for Edit Attendance**