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

| egin date for Billing | 1/1/2023 | End date for Billing | 1/15/2023 | R | efresh List | | |
|-----------------------|--------------------|-------------------------|------------|---------------------------|------------------------|--------|---|
| | By Contract | | O By Clien | | | | |
| Date Range | | 🔿 Daily | | | | | |
| Available fr | r Creating records | 5 | | Records have been created | | | |
| Contract Key | | Description | | Contract Key | Description | | ٦ |
| COCAR80001300610 | 0000 | CCA | | MAMED999813006100000 | MassHealth - In Person | | |
| COCAR800113006100000 | | CCA REMOTE | | | | | |
| MAMED999013006100000 | | MassHealth ISS Services | | | | | |
| MAMED999513006100000 | | Test Contract | | | | | |
| MAMED999713006100000 | | Mass Health | | | | | |
| MAMED999913006100000 | | MassHealth - Remote | | | | | |
| | | | | | | | |
| | | | Create Re | cords | | Cancel | 1 |

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 | |
|------------------------|-------------------------------|----------|-----------------|------------------|--------------|--|
| | O By Contract O Date Range | | By Client Daily | | | |
| | | | | | | |
| Available f | or Creating records | | | Records have bee | n created | |
| Name Key | Name | | ^ | Name Key | Name | |
| 128 | ANDERSON, | WES | | | | |
| 127 | APPLETON, A | MY | | | | |
| 126 | BARKER, MIC | HELLE | | | | |
| 104 | CASH, SABR | INA | | | | |
| 108 | CLAYCOMB, | JOHN | | | | |
| 112 | CONNERS, AI | NN MARIE | | | | |
| 107 | COSTA, WILL | IAM | | | | |
| 129 | CRUZ, BILLM | ARY | | | | |
| 135 | DIAZ, CARLO | S | | | | |
| 115 | GELLAR, RO | SS | | | | |
| 114 | GREEN, CHRI | STINA | | | | |
| | JONES, MAR | Y | | | | |
| 120 | | | | | | |

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.

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|---|--------------------------------|
| | There were 62 records created. |
| | ОК |
| l | |

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