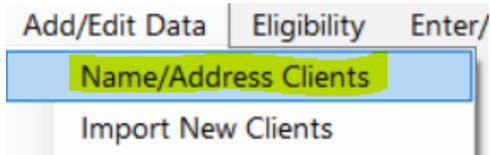


FUNDING

In this section, you will be adding the contract for the insurance company that is financially responsible for the services provided for each individual.

Go to Add/Edit Data tab and select Name/Address Clients:



The Funding tab is between Basic Data and Medical on the Consumer Billing page:

 ConsumerBilling

This snippet shows the top part of the ConsumerBilling form. It includes a 'Name Key' field with the value '100' and a 'Screen Name' field with the value 'ALEXANDER ANDERSON'. Below these are three tabs: 'Basic Data', 'Funding' (which is highlighted in yellow), and 'Medical'.

The full screenshot shows the 'Funding' tab of the ConsumerBilling form. The 'Name Key' is '100' and the 'Screen Name' is 'ALEXANDER ANDERSON'. The 'Funding' tab is selected, showing the following fields:

- *CONT_ID_NUM: MA-MED-9998- [redacted]
- Description: MassHealth - In Person
- *Start: 8/1/2013, End Date: [empty]
- *Proc Code: S5102, *Modifier: U3, Units: 1
- Day selection: Mon (Y), Tue (Y), Wed (Y), Thur (Y), Fri (Y), Sat (N), Su (N)

Below these fields, a message states: "The following funding sources exist for this client. Select one to edit or click add button." To the right, there is a 'Closed funding' field with the value 'N'.

contract_key	cont_desc	beg_date	end_date	closed
MAMED999813156570000	MassHealth - In Person	8/1/2013		N
MAMED999713156570000	Mass Health - ISS	10/1/2022	5/1/2023	Y

At the bottom of the form, there is an 'Entry Date' field with the value '12/3/2020', a 'Save All' button, and a 'Cancel' button.

Adding a Single Funding Source:

The Start date will be auto filled. The End date will **remain blank** for active sources.

The following fields will need to be filled in:

- Proc Code (procedure code)
- Modifier
- Units

Next, change the N's to Y's in each day of the week you wish to have records/claims created. (ie: dayhabs would have Y for Mon-Fri, while AFC would have Y for Mon-Sun)

NOTE: When adding additional funding sources, you will need to close out the existing contract first.

Closing a Funding Source:

Enter a date in the **End Date** field. Note that the **Y** in Closed funding will automatically appear once you hit enter after adding your end date. (see highlighted boxes below.)

NOTE: ONLY enter an end date if the funding source is no longer financially responsible for claims. Do **NOT** enter in future dates (ie: 1/1/2050).

IMPORTANT STEP: Hit the Save All button at the bottom of the screen before proceeding.

NOTE: N in the Closed Funding field indicates that the funding source is OPEN.

Y in the Closed Funding field indicates that the funding source is CLOSED.

Adding an Additional/New Funding Source:

Before adding a new funding source, go back to the **Basic Data** tab and enter the new ID#'s in the correct fields:

For CCA, Tufts, etc., enter the ID numbers in each field as follows:

Med Num: Other Ins. number

MIS #: Other Ins. number

Other #: MH ID number.

Click on the Save All button at the bottom of the screen after ID's are entered in the correct fields.

Go back to the Funding tab and proceed with adding your next funding source.

After your original source is closed (see instructions above) click the Add New Funding Source button on the right side of the screen:

Mon Y Tue Y Wed Y Thur Y Fri Y Sat Y Su Y

The following funding sources exist for this client. Select one to edit or click add button.

contract_key	cont_desc	beg_date	end_date	closed
MAMED99991.0000	MassHealth	4/16/2021	4/16/2021	Y

Closed funding Y

Add a new Funding Source

Entry Date

The following message will appear as a reminder if your first source is *not closed*.

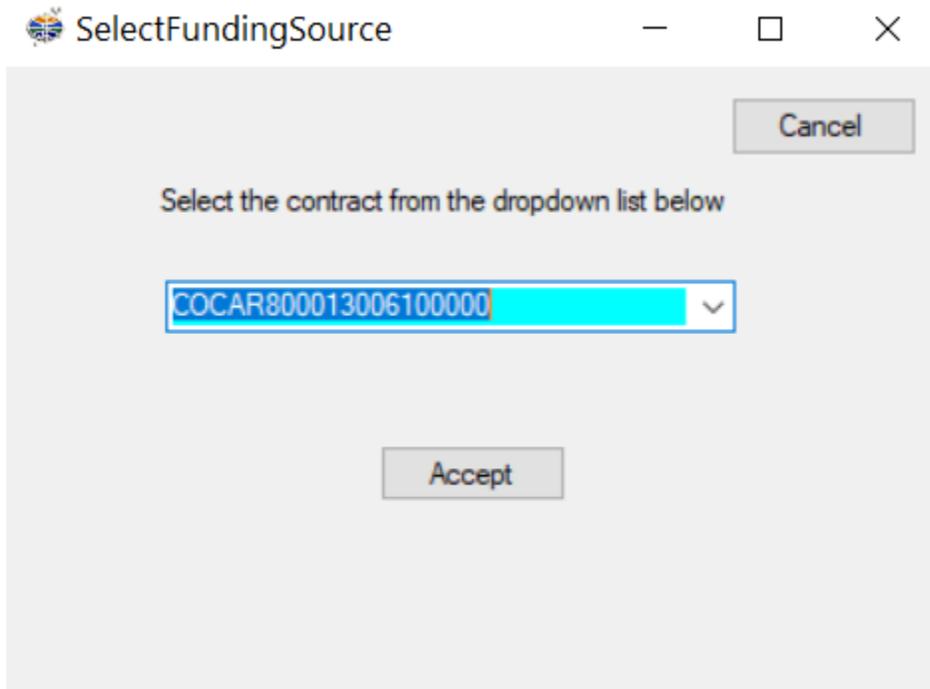
MMETS



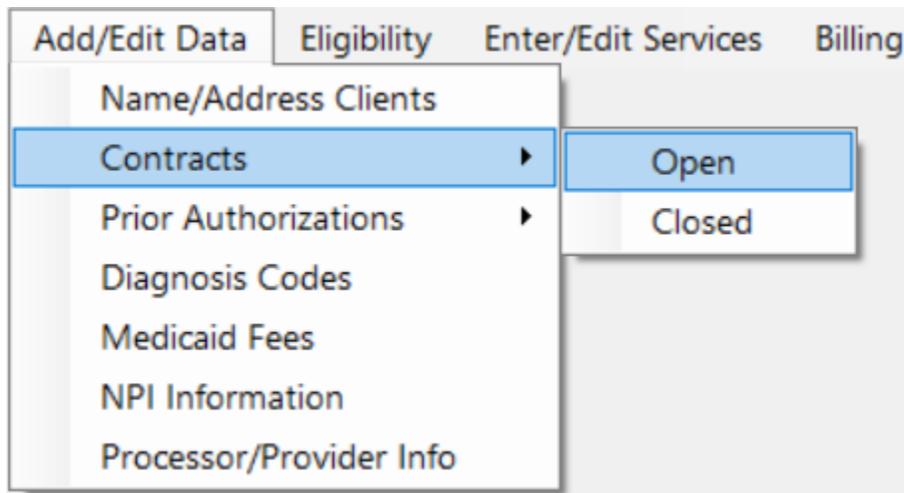
Please close open funding sources before trying to add a new funding source.

OK

Select the contract you are adding from the dropdown list and click Accept.



NOTE: The dropdown list is a reflection of the active contracts you have already set up. They can be found here:



NOTE: All claims that are created will only be created for the OPEN source. (ie: if MH is the open/active funding source, then all claims will be created under the MH contract)

As with Adding a Single Funding Source, make sure there are Y's in each day of the week you wish to have records/claims created for. (ie: dayhabs would have Y for Mon-Fri, while AFC would have Y for Mon-Sun)

*Start	<input type="text" value="8/1/2013"/>	End Date	<input type="text"/>										
*Proc Code	<input type="text" value="S5102"/>	*Modifier	<input type="text" value="U3"/>	Units	<input type="text" value="1"/>								
Mon	<input type="text" value="Y"/>	Tue	<input type="text" value="Y"/>	Wed	<input type="text" value="Y"/>	Thur	<input type="text" value="Y"/>	Fri	<input type="text" value="Y"/>	Sat	<input type="text" value="N"/>	Su	<input type="text" value="N"/>

The following funding sources exist for this client. Select one to edit or click add button.