Funding

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

NOTE: If there is more than one insurance company (ie: MH + a One Care), only ONE funding source can be OPEN at a time.

ONLY the same funding source can have multiple contracts open at the same time. (ie: MH dayhab: in person *and* ISS can both be open)

Having 2 open sources does NOT apply to two different insurance companies. You will receive the message below if you attempt to have 2 open sources from different companies, ie: CCA *and* MH or Tufts *and* MH. In this case, close the currently open funding source before adding.

MMETS	✕
You must close open funding records before adding this contract.	
	OK

NOTE: Do NOT add the *same* funding source more than once. There should only be ONE contract for each insurance company.

The information that you entered in the prior two screens will automatically be populated.

When adding additional funding sources, you will need to make sure your contract has already been added: Adding a Contract

Click on Add Funding Source:

A Contract box will appear with a drop down with all active contracts to assign.

Fill out the Start Date, Proc Code, Modifier, Units and put Y in days of the week you want records created for (ie: day hab would be Mon-Fri, AFC would be Mon-Sun, etc.)
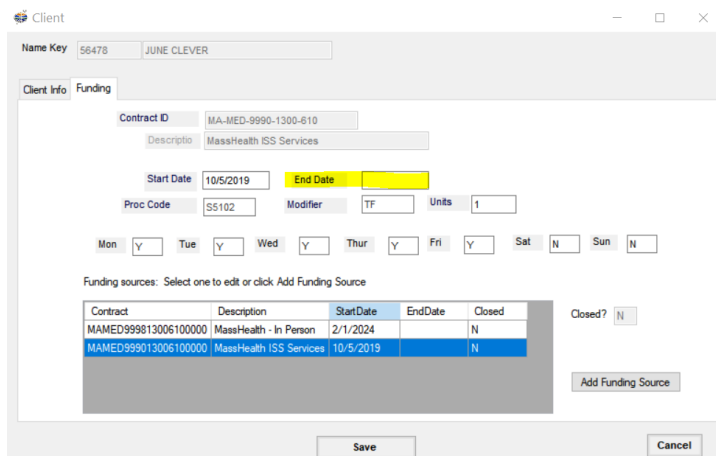
Click on Save

<u>Closing a Funding Source</u>:

Click on the Contract in the box you want to close.

Once selected, enter a date in the **End Date** field. (see highlighted box below.)

NOTE: ONLY enter an end date if the funding source is, in fact, **closed.** Do **NOT** enter in future dates (ie: 1/1/2050).

Once the end date is entered, click Save.

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.