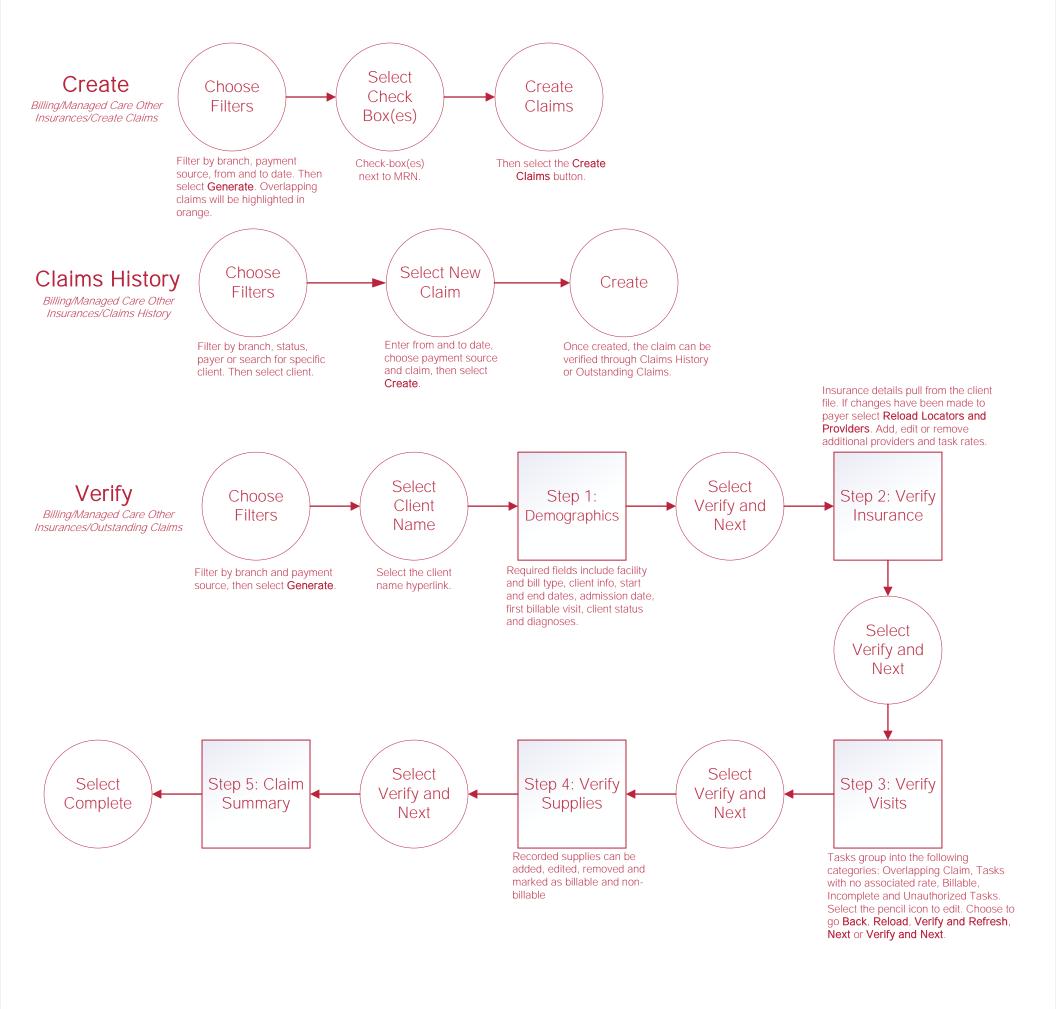
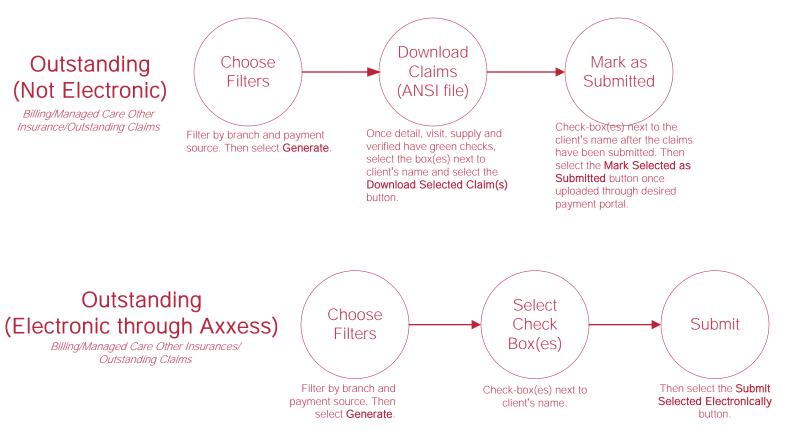
HOME CARE BILLING FLOW CHART

Claims



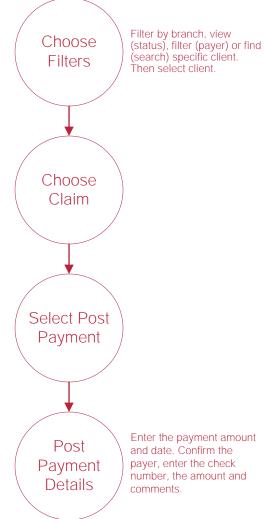


Posting Payments – Claims

Payment

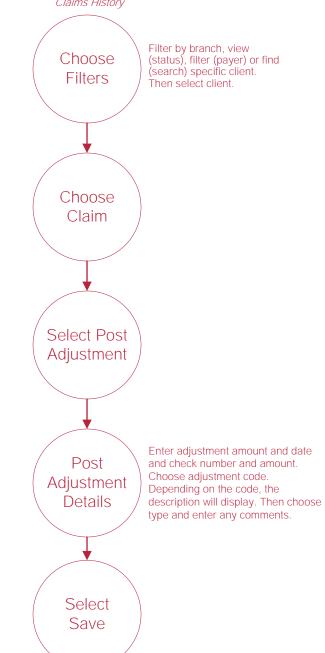
Billing/Managed Care Other Insurances/ Claims History

> Select Save



Adjustment

Billing/Managed Care Other Insurances/ Claims History



Invoices

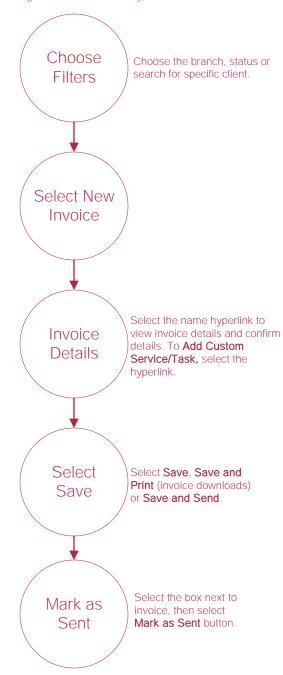
Select Mark as Create Sent Billing/Invoice/Create Invoices Choose Choose branch, payment Select source and date range. Filters Check Box(es) Select Select Save, Save and Select Generate Print (invoice downloads) Save or Save and Send (electronic submission). Choose the payment terms. Invoice Select the name hyperlink to Enter the invoice, due, start and Invoice view invoice details. Confirm Details* end date. Details** details. Add Custom Service/ Task by selecting the hyperlink. Choose the branch, payment Select source or search any column Choose Create parameter. Then select **FIlters** Generate. Group by branch Invoices and/or payer.

Outstanding Invoices

Billing/Invoice/Outstanding Invoices

History

Billing/Invoice/Invoice History



Select Invoice Notes in the top right corner to review invoice notes. **Add, **Edit** or **Resolve** invoice notes using the respective buttons/hyperlinks.

Posting Payments - Invoices

Payment Billing/Invoice/Invoice History Filter by branch, status, Choose filter (payer) or find Filters (search) specific client. Then select client. Choose Invoice Select Post Payment Post Enter the payment Payment amount, date and Details comments. Select Save

Adjustment

Billing/Invoice/Invoice History Filter by branch, status, Choose filter (payer) or find (search) specific client. **Filters** Then select client. Choose Invoice Select Post Adjustment Enter the adjustment amount and Post date. Choose adjustment code*. Depending on the code chosen, Adjustment the description will display. Then Details choose type and enter any comments. Select Save

*Go to Admin/New/Adjustment Code for the organization to make their own adjustment codes.

Help Center

Help/Help Center

Help Center

This center will provide step-by-step instructions on areas of the software, as well as instructional videos.