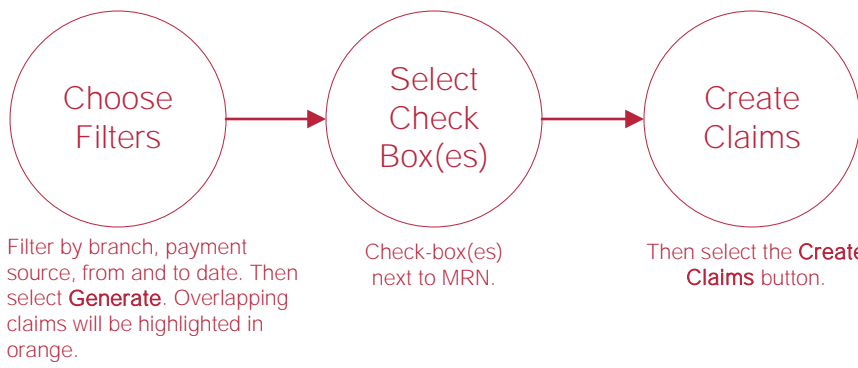


HOME CARE BILLING FLOW CHART

Claims

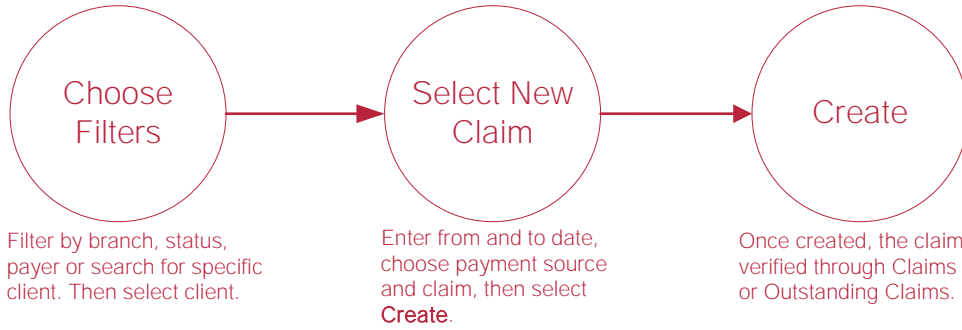
Create

Billing/Managed Care Other Insurances/Create Claims



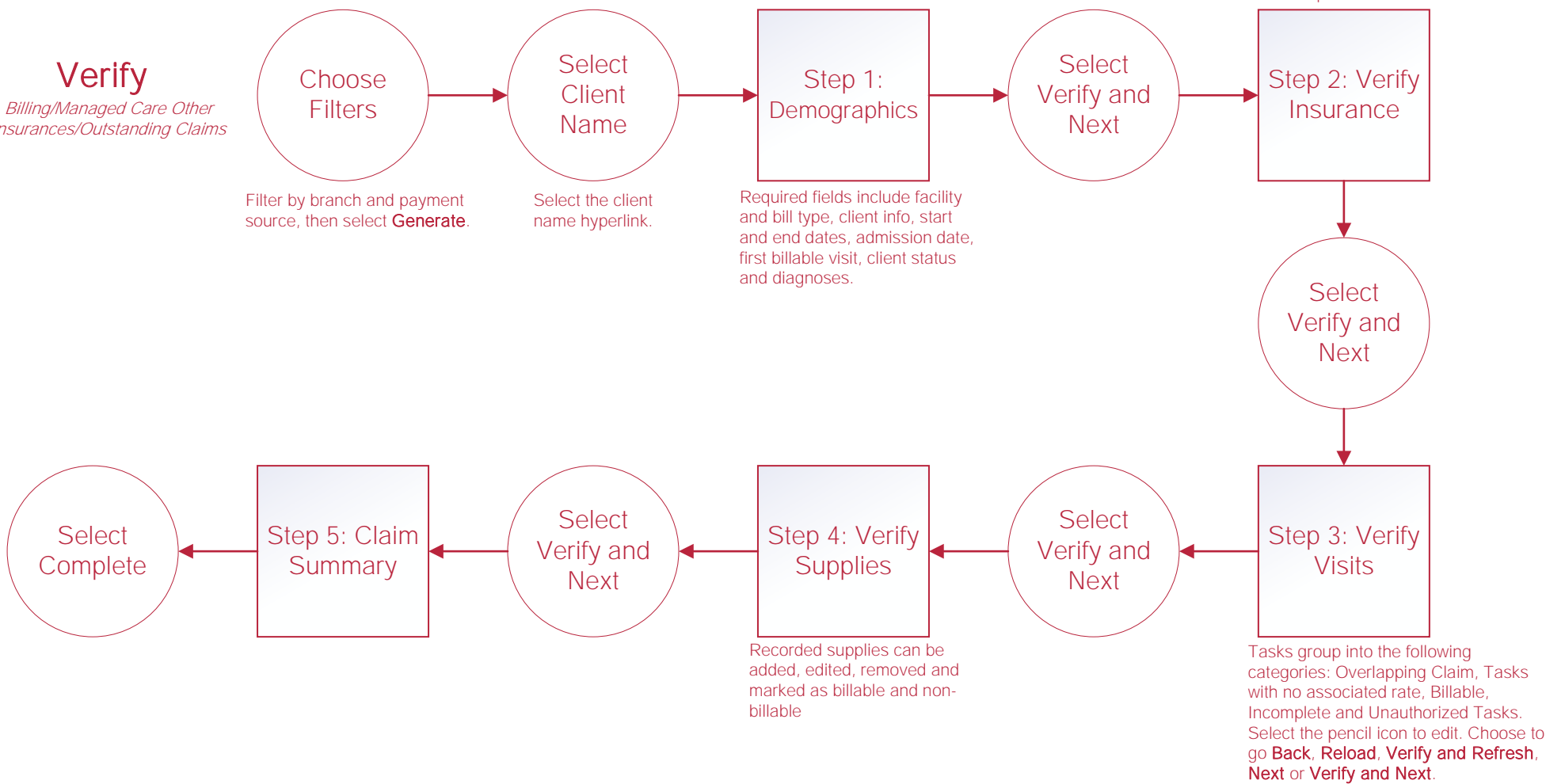
Claims History

Billing/Managed Care Other Insurances/Claims History



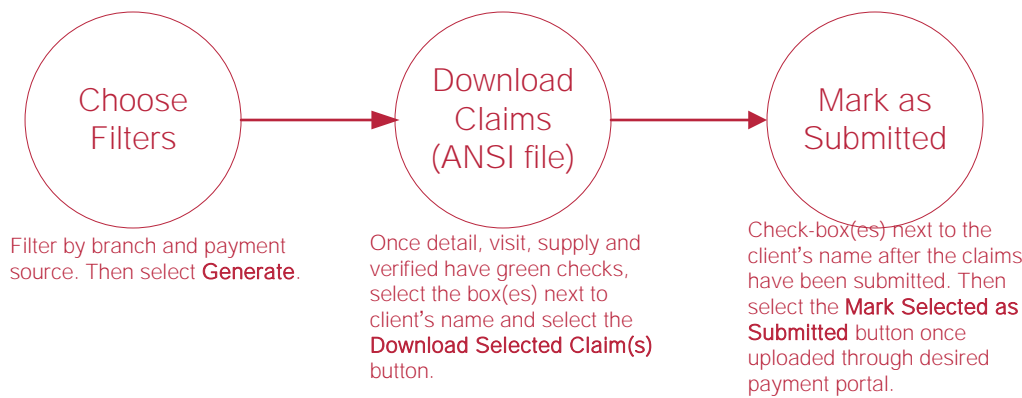
Verify

Billing/Managed Care Other Insurances/Outstanding Claims



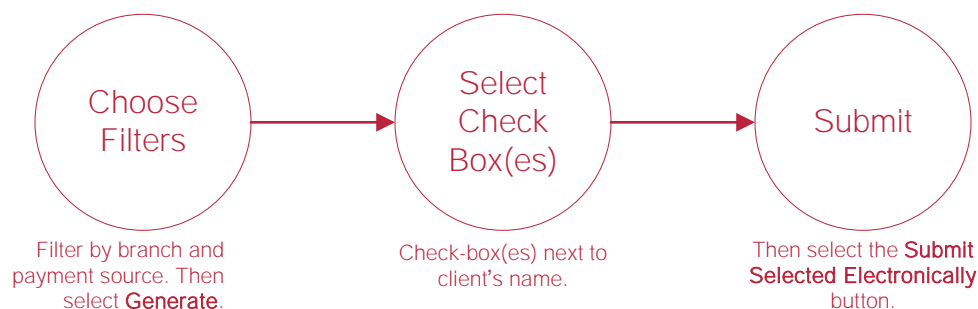
Outstanding (Not Electronic)

Billing/Managed Care Other Insurance/Outstanding Claims



Outstanding (Electronic through Axxess)

Billing/Managed Care Other Insurances/Outstanding Claims

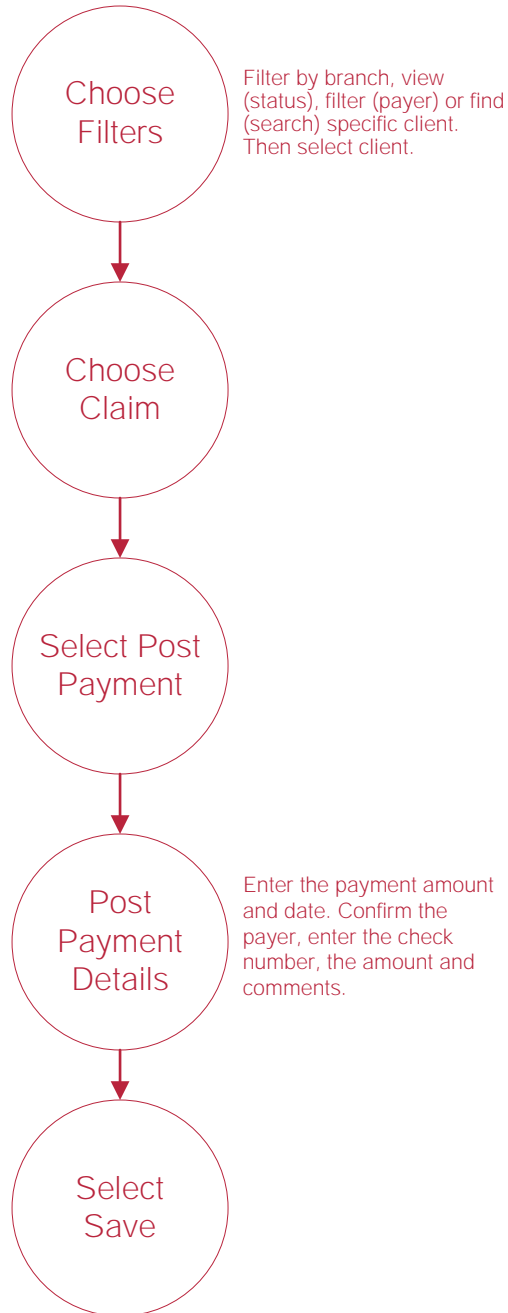


Add Claim Notes throughout claim verification screens in the top right of the page by selecting **Claim Notes** button. Add, edit and resolve comments as needed.

Posting Payments – Claims

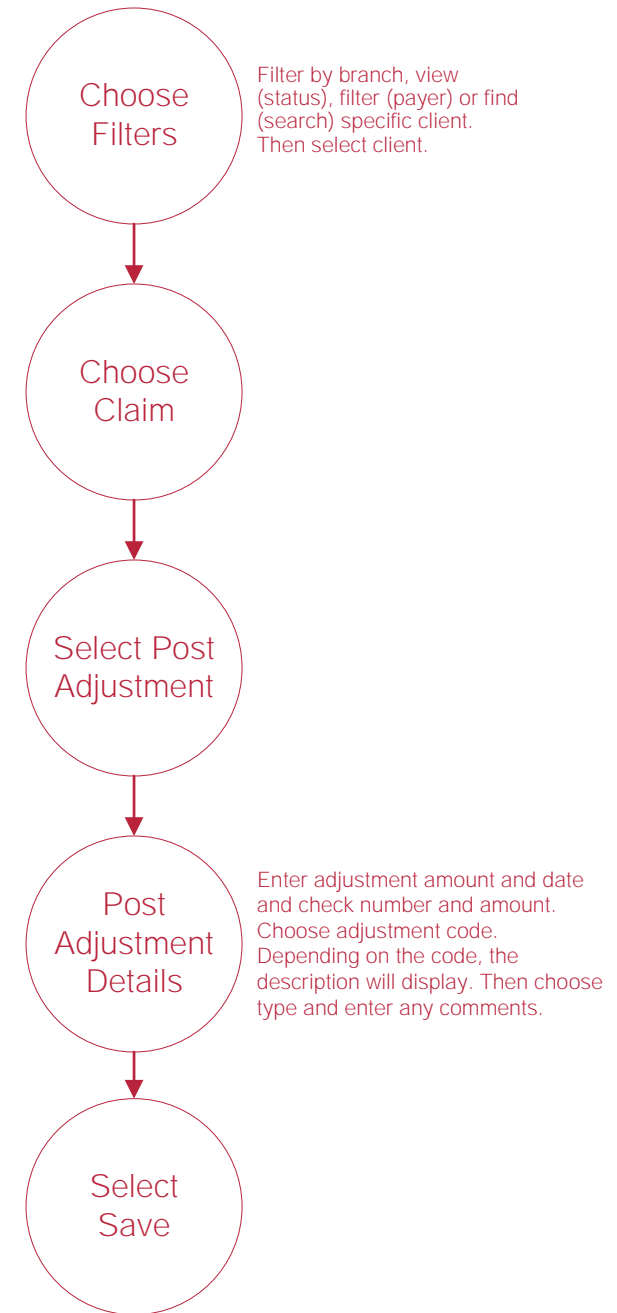
Payment

*Billing/Managed Care Other Insurances/
Claims History*



Adjustment

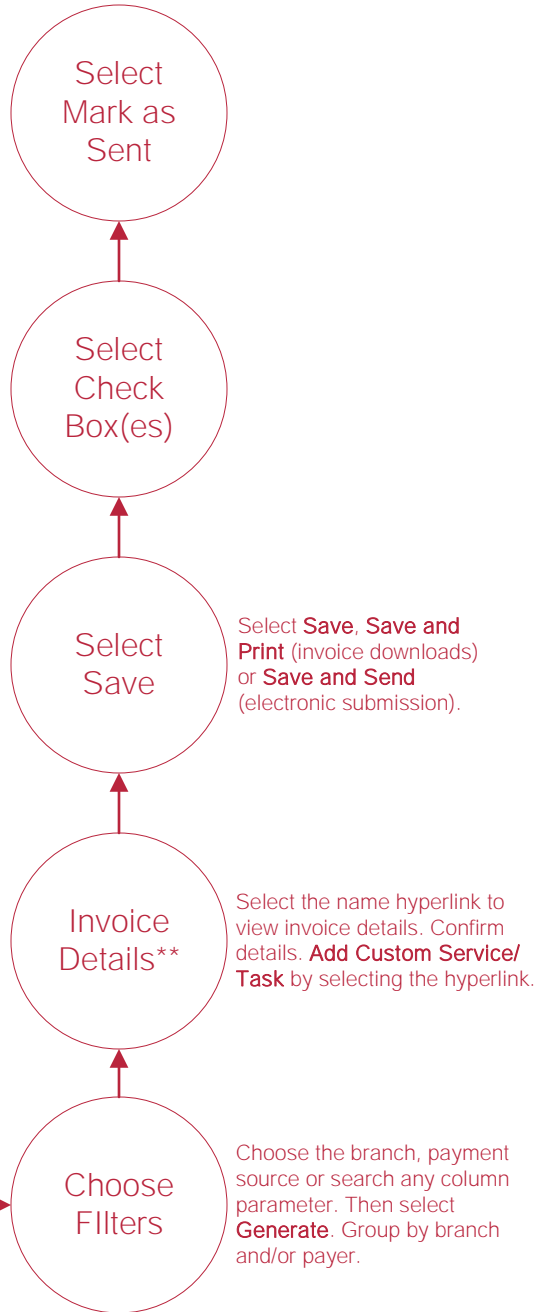
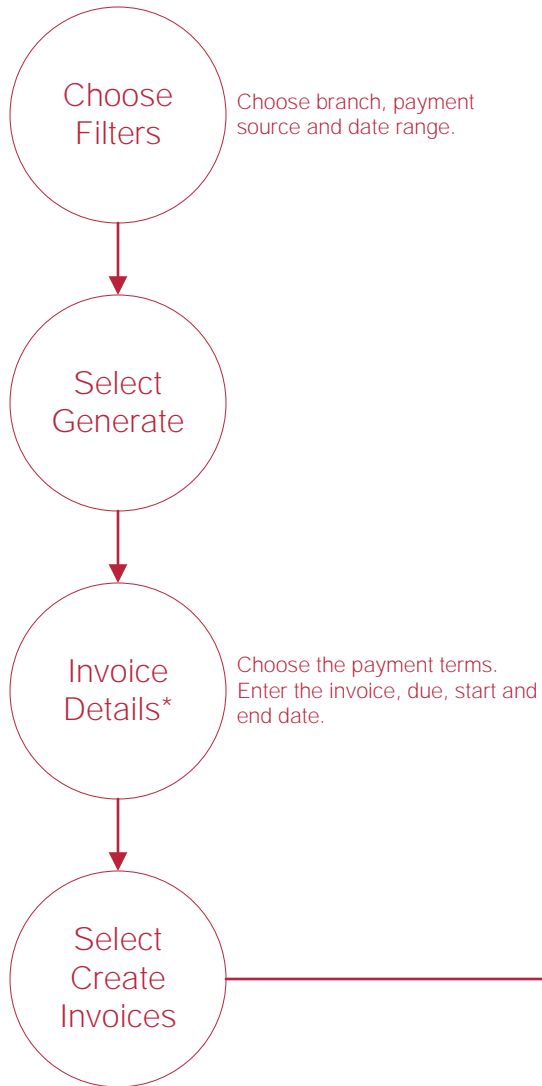
*Billing/Managed Care Other Insurances/
Claims History*



Invoices

Create

Billing/Invoice/Create Invoices

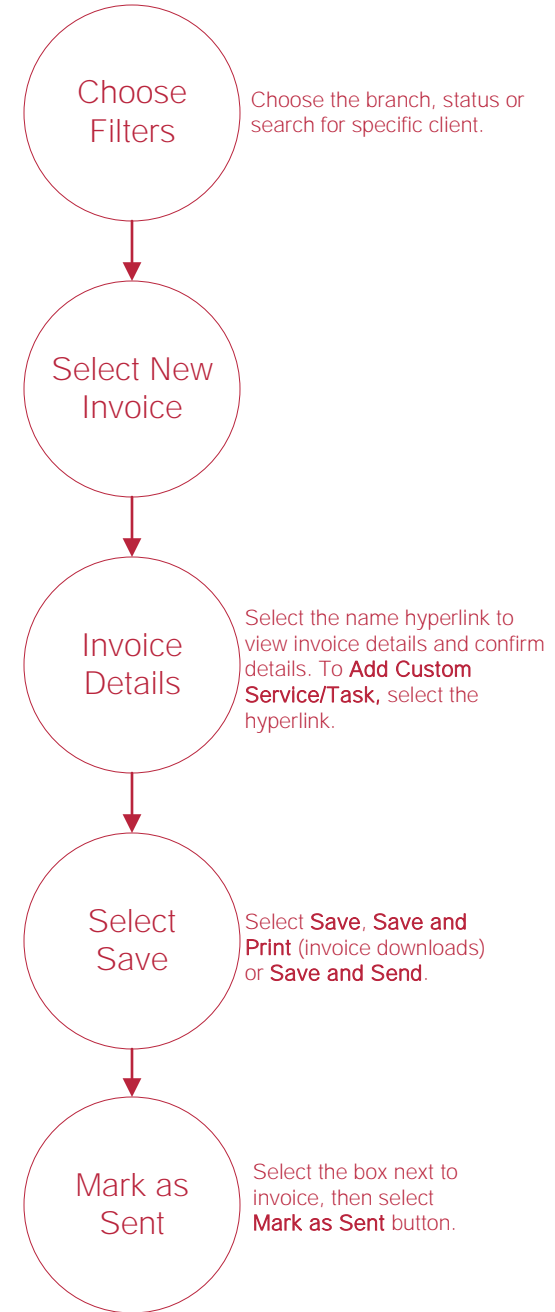


Outstanding Invoices

Billing/Invoice/Outstanding Invoices

History

Billing/Invoice/Invoice History



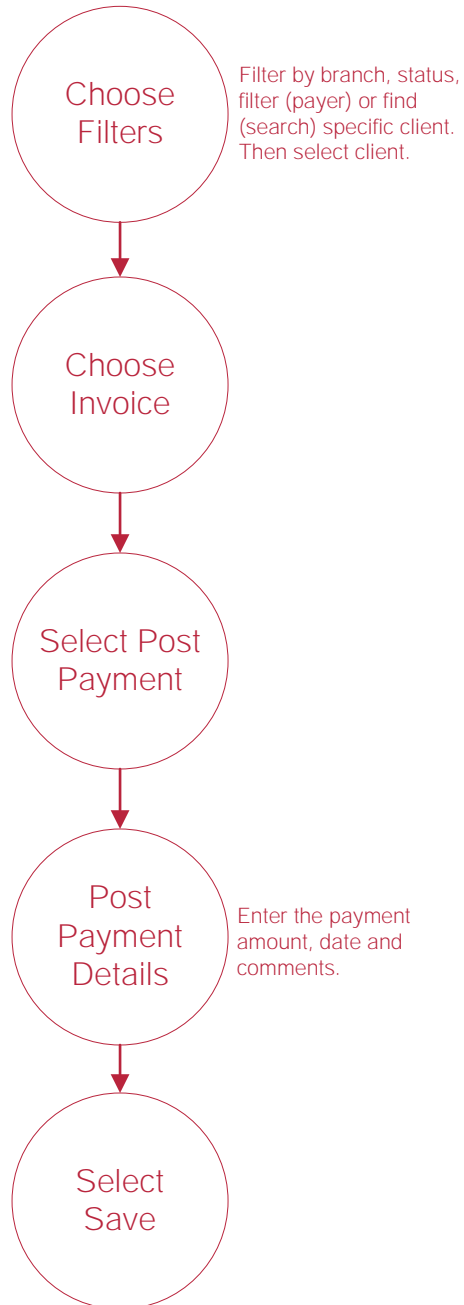
*Only invoices that do not have an overlapping date range will be selected. Select Exclude Overlapping Invoices checkbox to remove.

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

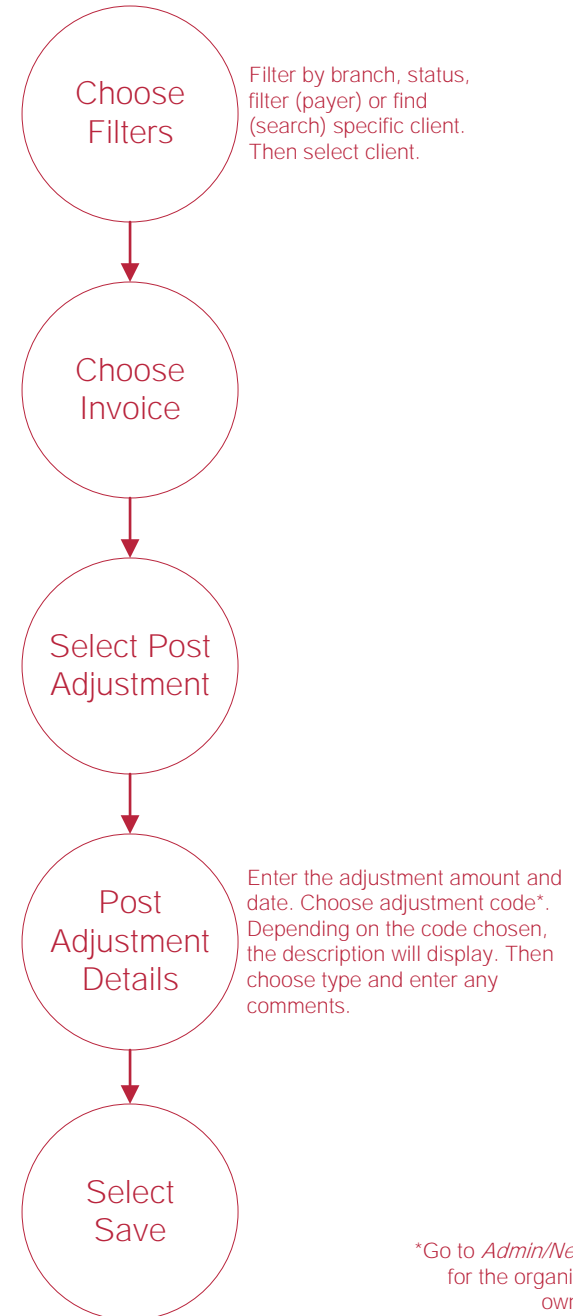
Payment

Billing/Invoice/Invoice History



Adjustment

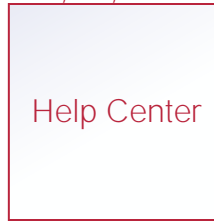
Billing/Invoice/Invoice History



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

Help Center

Help/Help Center



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