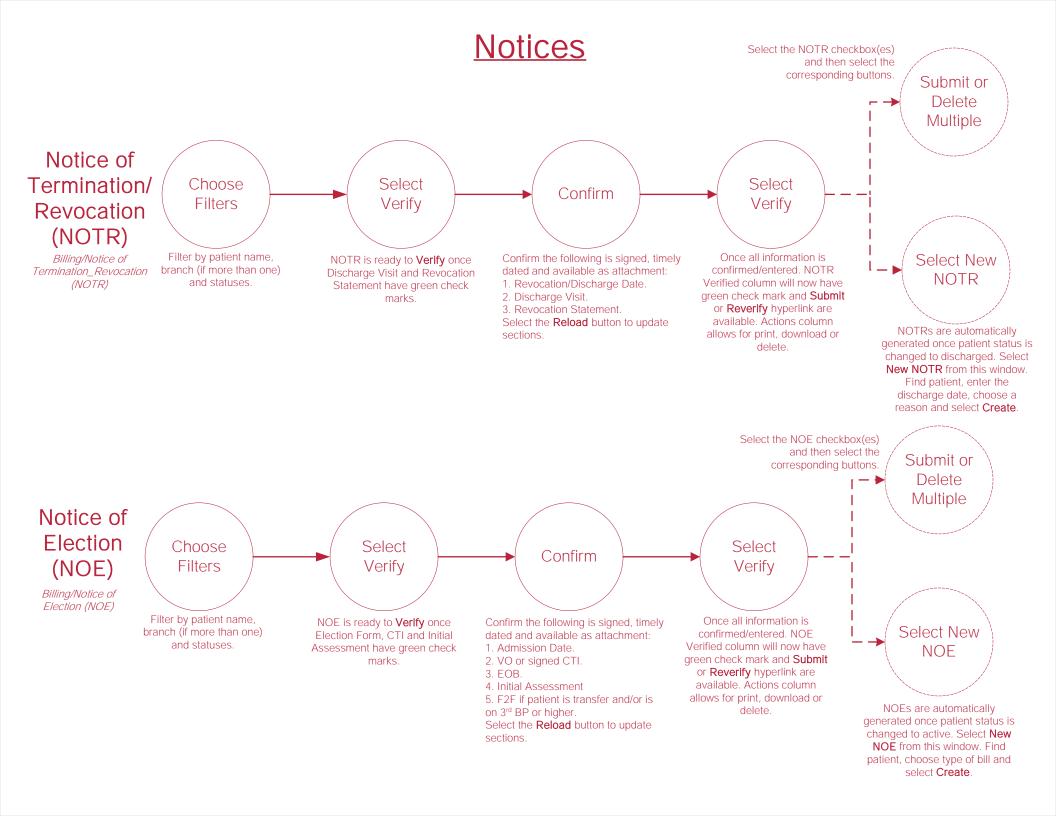
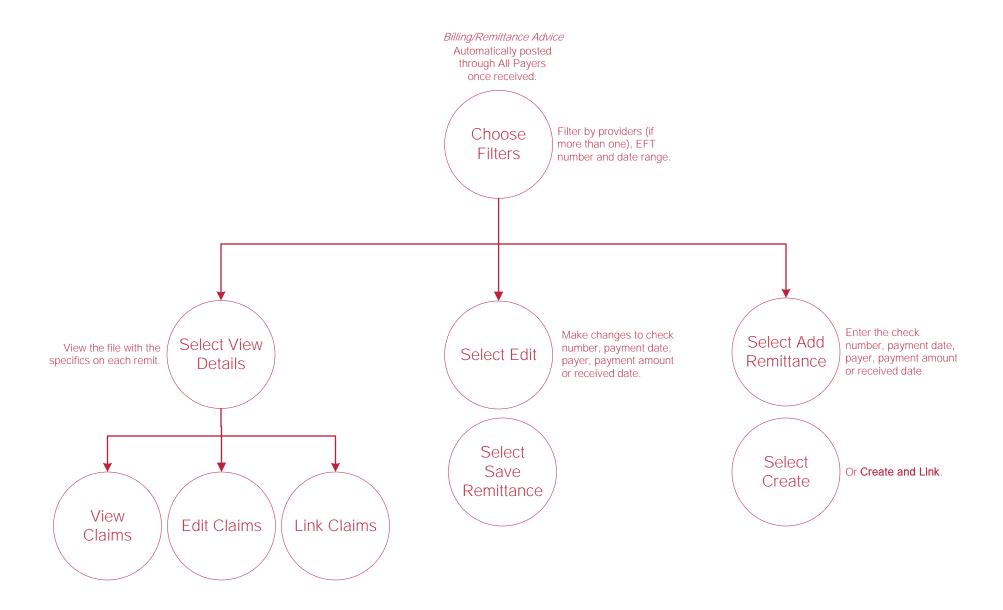
HOSPICE BILLING FLOW CHART

<u>Claims</u> **Verify Claims** Billing/Claims Select Verify Choose Service Select Verify Confirm Filters Claim Verify Lines Hyperlink Filter by the patient's name, Verify the General, Patient, Add a service line by selecting Once all information is The claim is ready to Verify Confirm the following is signed, branch, statuses and Payers & Codes, Service Lines, Add Service Line. Mark the confirmed/entered, the claim once visits and orders have timely dated and available as payers. Select New Claim Providers and Remarks been completed and have attachment: claim as billable or non-billable verified column will have a to add a claim from this sections. Select the Reload green check marks. by selecting the check box next green check mark and the 1. NOE is accepted. window. 2. Signed and timely dated Orders, button to update sections. to the service line then Submit hyperlink will be selecting the corresponding available. Submit or delete F2F and CTI. 3. Completed visits. button. multiple claims by selecting the checkbox(es) then selecting the corresponding buttons. Create Room and Board Select New Enter Select Select When a non-primary payer Add COB Claim Details Verify has been marked as the bill Create Claims to payer, COB details can be added for each additional Billing/Claims payer. Select Add COB and complete the Payer Enter the patient's name, claim Room and board claims Information and Claim date range, type of bill and are labeled with a blue Adjustment Reason sections. choose room and board as and white badge. payer type. Select New Select **Actions** Choose Claims History Claim Filters Create Menu Billing/Claims History Download, print, edit or delete Filter by branch, status, LOC or Also select New NOE or New Choose claim date range and claims. Select Claim Type search for a specific patient. **NOTR** to create new type of bill. Then select Create. hyperlink to edit claims. Then select the patient.



Remittance Advice



Help Center Process

Help/Help Center

Help Center

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