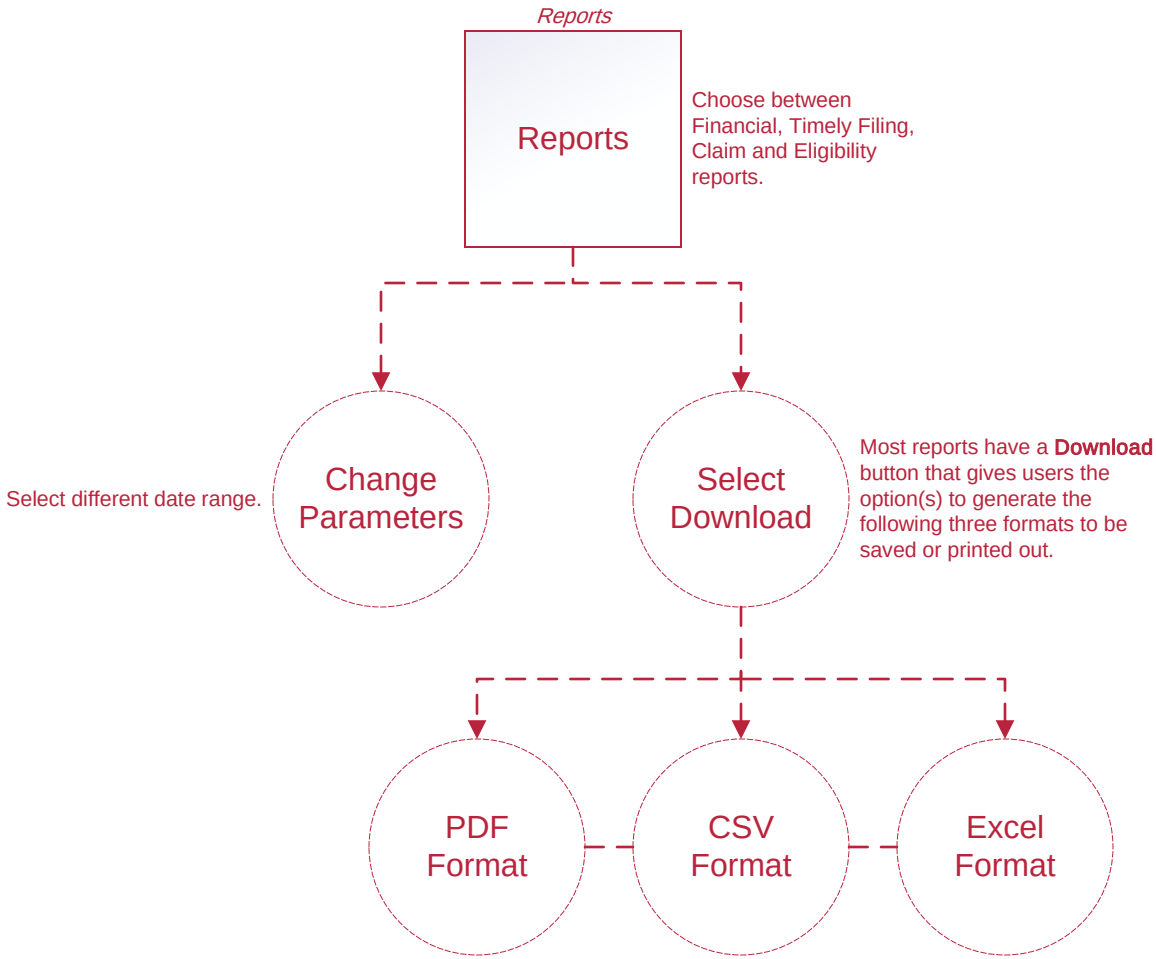
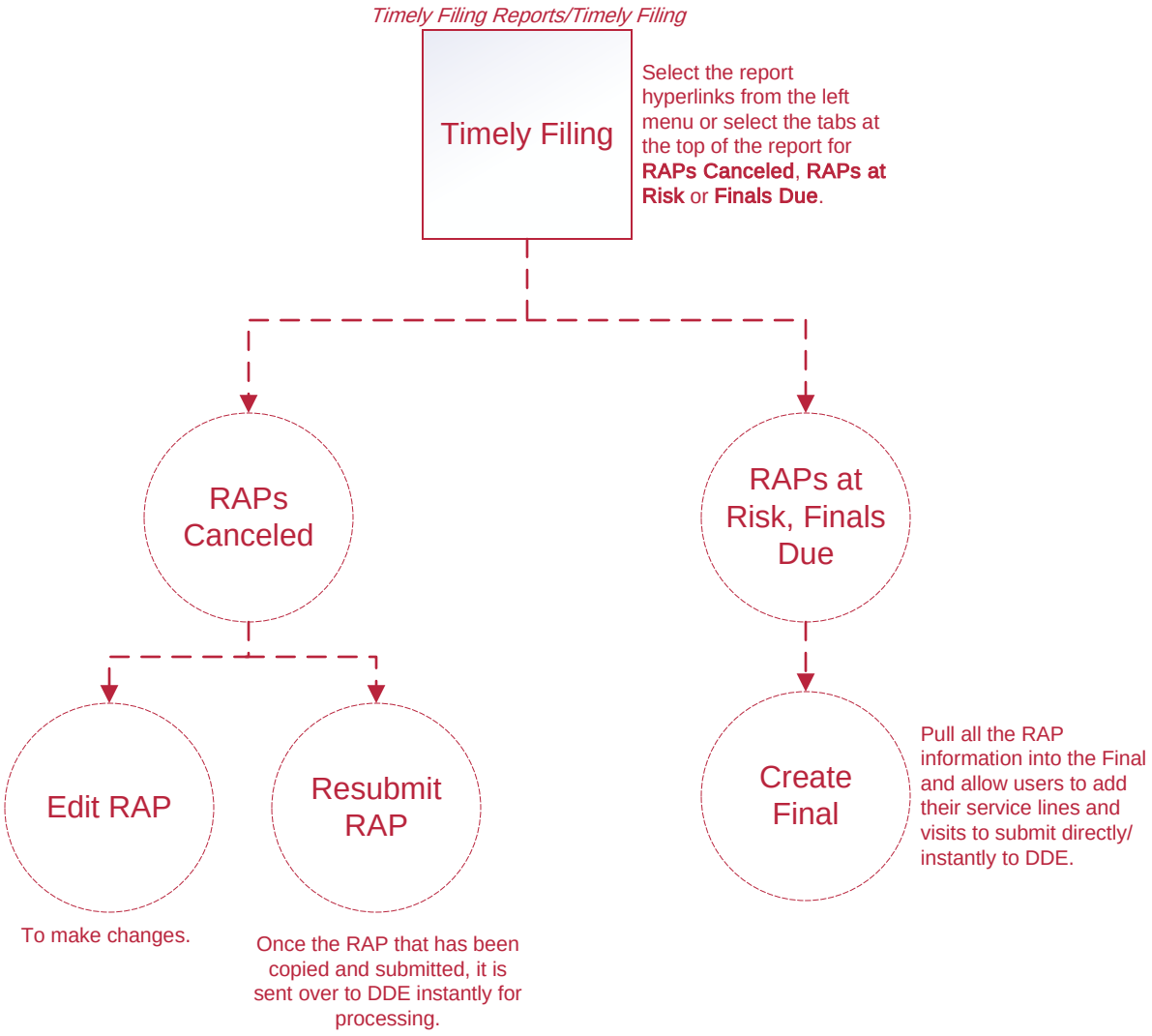
AXXESS DDE
FLOW CHART

May 2022

Reports


Reports
Reports
Choose between Financial, Timely Filing, Claim and Eligibility reports.
Change Parameters
Select different date range.
Select Download
Most reports have a **Download** button that gives users the option(s) to generate the following three formats to be saved or printed out.
PDF Format
CSV Format
Excel Format

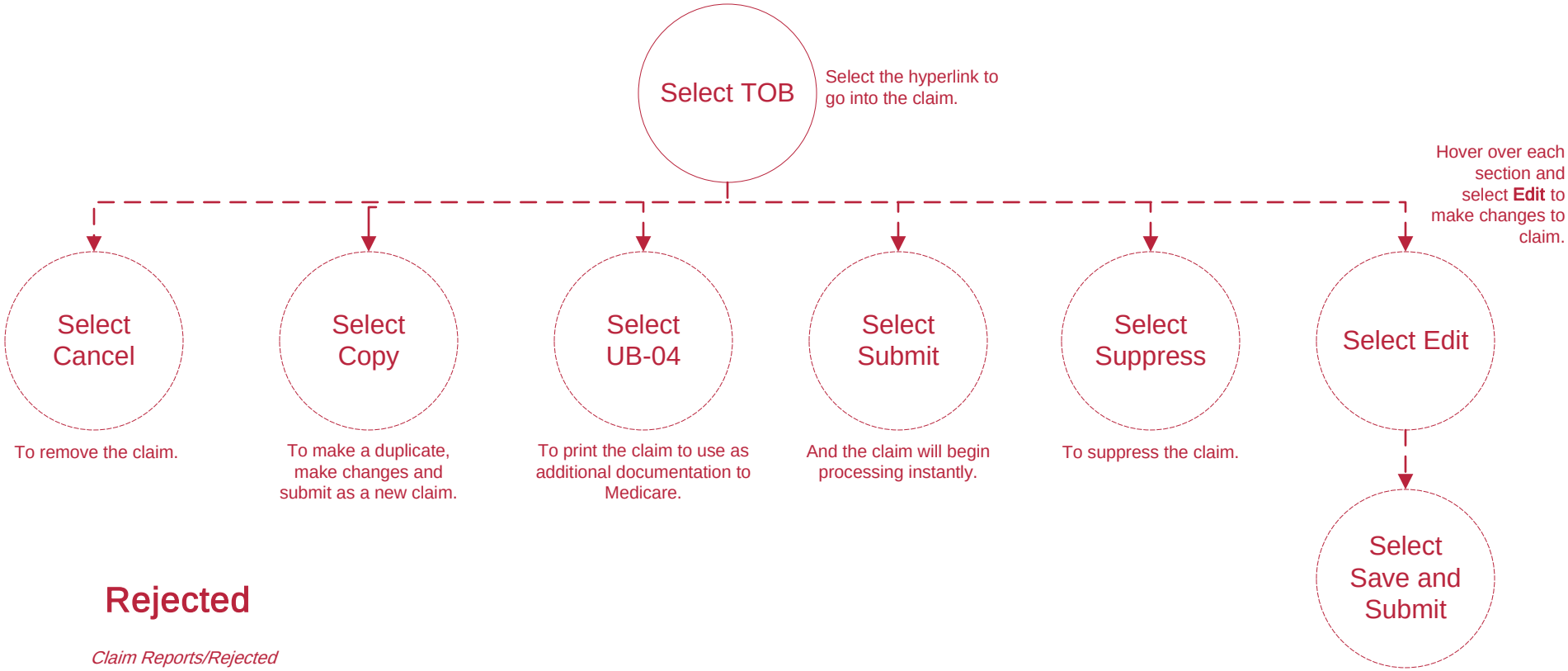
Timely Filing Reports



Claim Reports

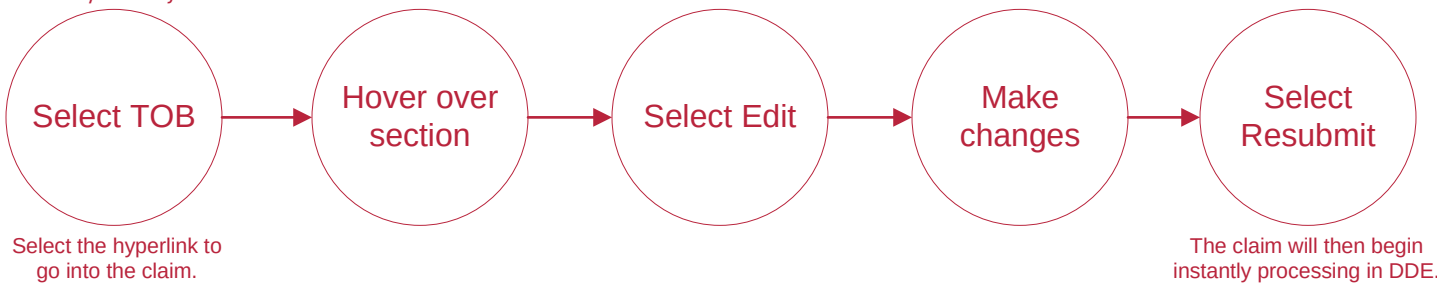
T Status (RTP)

Claim Reports/T Status (RTP)

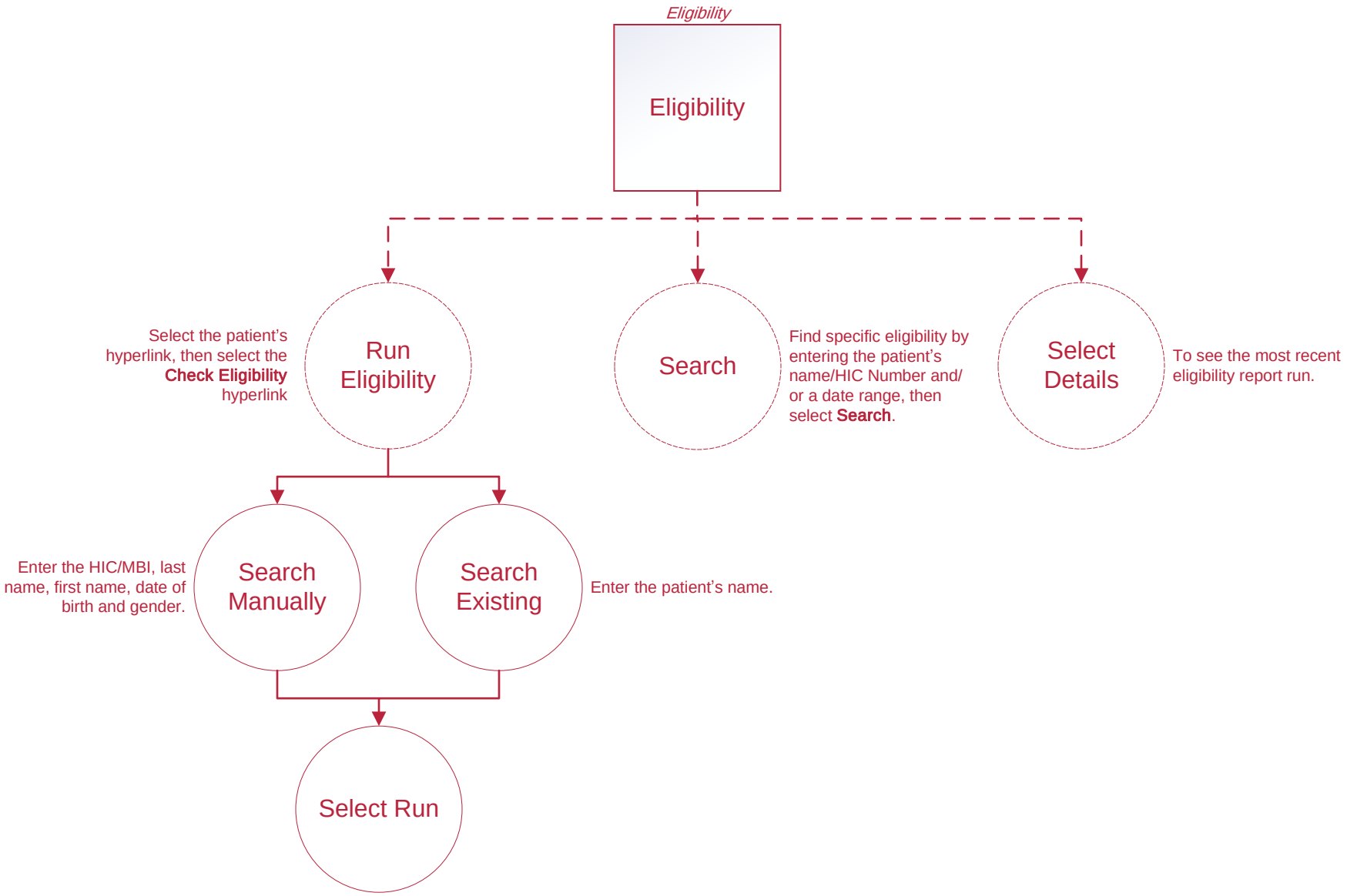


Rejected

Claim Reports/Rejected



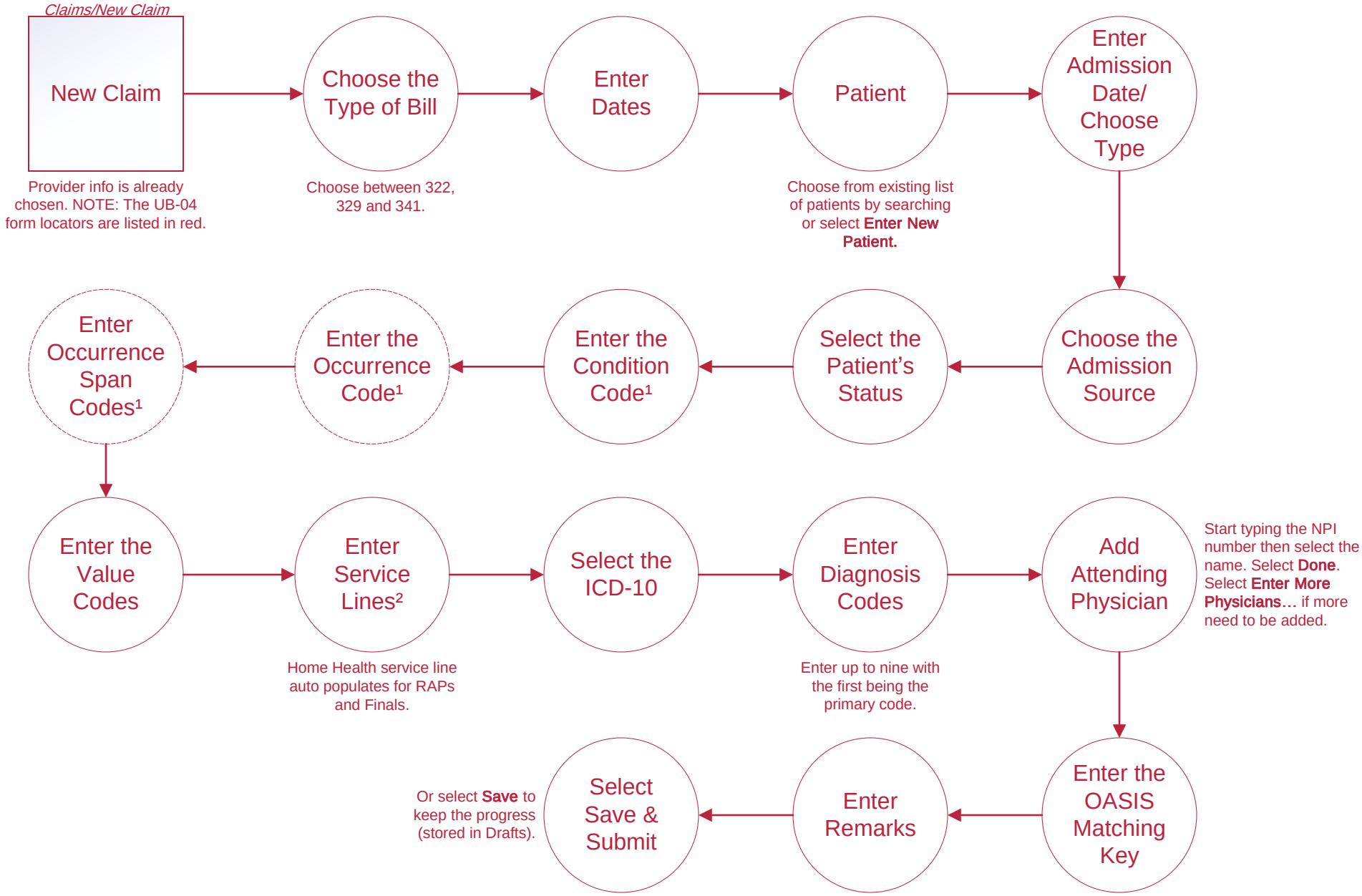
Eligibility



Claims

Create A Claim

Claims/New Claim



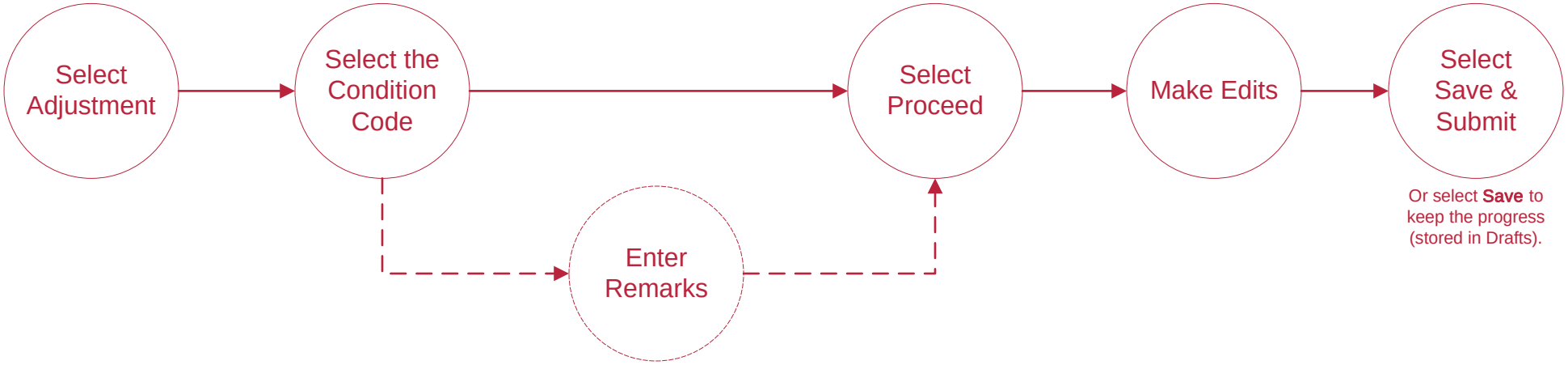
[1] Functionality is the same for Condition, Occurrence, Occurrence Span and Value Codes. Users can add more than one by selecting **More**. Selecting **Collapse** will condense the list.

[2] Enter Revenue Code, HIPPS Code, Service Date, Service Units, Total Charges and Non-Covered Charges. Additional Service Lines can be added by selecting "+". Reorder the placement of rows by selecting **Reorder**. Add Q codes by selecting the check box to the left and selecting one of the Q codes buttons. Make a copy of any row by selecting the check box then selecting **Add Duplicate Row** and enter the blank Service Date. Remove rows by selecting the check box and selecting **Delete Row**.

Claims Continued

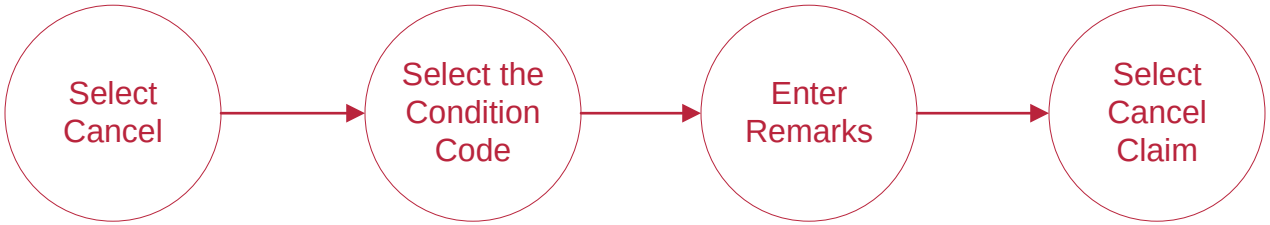
Making an Adjustment

Claims/TOB



Cancel Claim

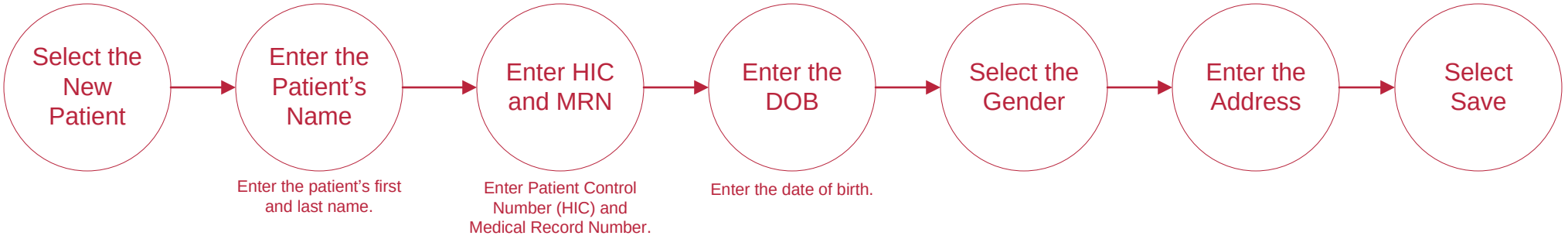
Claims/TOB



Patients

Add Patient

Patients



Admin

DDE Credentials

Admin/DDE Credentials

Select a New Credential → Enter Username → Enter Password → Enter PIN → Select Go to DDE Black Screen

Select from drop-down menu.

Add New User

Admin/Users

Select New User → Enter Name → Enter Email → Choose Permissions → Select Save → Select OK

Select from drop-down menu.

Axxess Home Health email address.

Decide what permissions the user can view, edit or reports can be seen.

- Select View Only — To select all View checkboxes.
- Select Reports Only — To select all reports checkboxes.
- Select Full Access — To select all checkboxes.

Reports

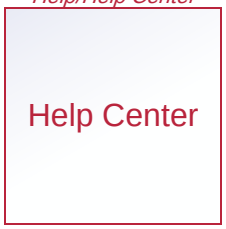
Admin/All Reports

Select Checkbox(es)

- Select Download Selected — For one or multiple reports.
- Select Download All — For all reports at once.

Help Center Process

Help/Help Center



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