



Rhode Island EOHHS Electronic Visit Verification (EVV) Program Provider Training – Phase I

Billing Module



Agenda

- ⚡ Billing Review
- ⚡ Not OK to Bill process
- ⚡ Getting Ready to Bill
- ⚡ Creating Invoices
- ⚡ Creating Billing Export

Billing Module



The Billing module allows for the review of visits which are eligible for invoicing and visits which are confirmed but still have conflicts.

- ⚡ Review the confirmed visits for Billing
- ⚡ Create the invoices
- ⚡ Review and print Billing Summary report
- ⚡ Export invoices



Billing Review



- Click **Billing** from the menu bar.
- The Billing Review screen displays all visits that have been confirmed for the date range selected.
- Filters include Payor, Admit Type, Service, Client and Date Range.

Billing Review Clear Filter Refresh Create Invoices Update Print Close

Search Filters

Admission: [dropdown] [green square] Date From: 03/01/2016 [calendar icon]

Company: [dropdown] Rate Plan: [dropdown] Date To: 03/21/2016 [calendar icon]

Location: [dropdown] Service: [dropdown] Time Range: [input] [input]

Admit Type: [dropdown] Type: [dropdown] Weekday: [checkbox] [checkbox] [checkbox] [checkbox] [checkbox] [checkbox]

Team: [dropdown] Event: [dropdown] Show Only Items OK To Bill

Payor: [dropdown] Status: [dropdown] Show Only Items NOT OK To Bill

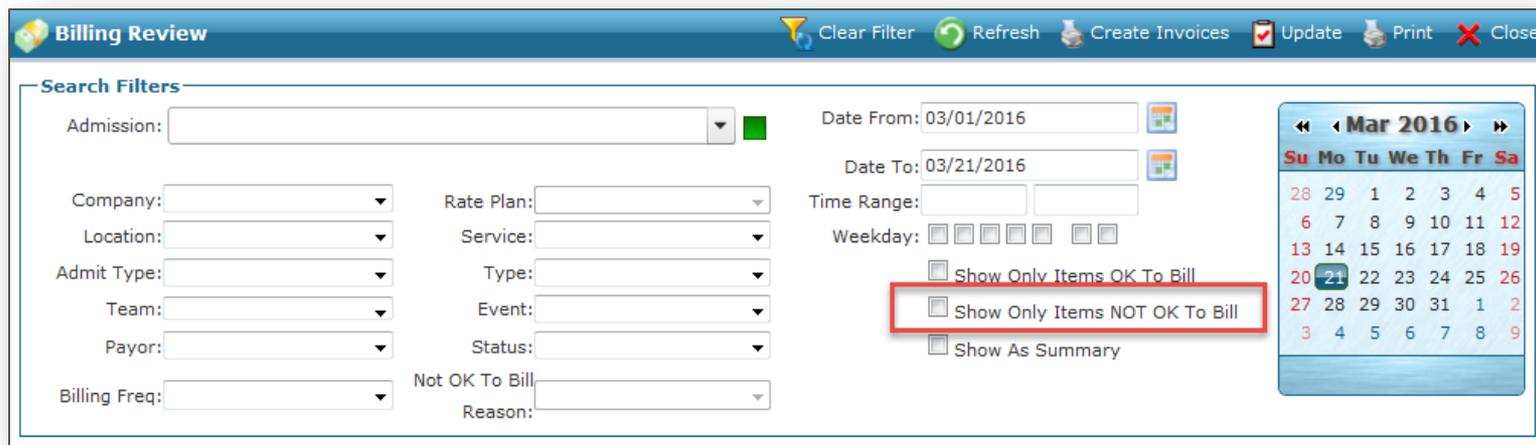
Billing Freq: [dropdown] Not OK To Bill Reason: [dropdown] Show As Summary

Calendar: << Mar 2016 >>

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Investigate Not OK to Bill

- ⚡ Check **Show Only Items NOT OK to Bill**.
- ⚡ Specify the date range for billing and click **Refresh**.
- ⚡ Displays confirmed visits for which invoices cannot be created.
- ⚡ Click the **Update** button to apply latest changes (authorizations, new rates, etc...) to the visits.
- ⚡ NOT OK to Bill reason must be cleared in order for an invoice to be created for the visit.



Billing Review Clear Filter Refresh Create Invoices Update Print Close

Search Filters

Admission: [] [] Date From: 03/01/2016 []

Company: [] Rate Plan: [] Date To: 03/21/2016 []

Location: [] Service: [] Time Range: [] []

Admit Type: [] Type: [] Weekday: [] [] [] [] [] []

Team: [] Event: [] Show Only Items OK To Bill

Payor: [] Status: [] Show Only Items NOT OK To Bill

Billing Freq: [] Not OK To Bill Reason: [] Show As Summary

Calendar: Mar 2016

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Getting Ready to Bill



In order to be “**OK to BILL**” schedules must meet the following criteria:

- ⚡ Valid Authorization.
- ⚡ Schedule matches the authorization.
- ⚡ Service was provided according to the authorization.
- ⚡ Caregiver call times match the schedule or in the case of an exception, the schedule was manually confirmed.
- ⚡ A primary diagnosis was entered in the recipient’s profile.

Creating Invoices

1. Select **Show Only Items OK to Bill**
2. Select billing period
3. Click **Create Invoices**
4. Set Invoice Date
5. Select **Print A Summary Report**
6. Click **Create Invoices**

Date From: 07/02/2013
Date To: 07/05/2013
Time Range:
Weekday:
 Show Only Items OK To Bill
 Show Only Items NOT OK To Bill
 Show As Summary

Refresh Create Invoices Update Print

Create Invoices

General

Dates
Invoice Date: End of Period (07/05/2013)
Due On: 07/19/2013

Comments

Printing
 Print All Invoices Created
 Print A Summary Report

Create Invoices

BILLING EXPORT



Billing Export

- ⚡ The **Billing Export** screen is where the electronic invoice file is created.
- ⚡ Hover your mouse over the Billing icon and select Export from the drop-down menu.



How to Export

1. Select the invoice date range to be exported.
2. Check the 'Show Only Billable Items' box.
3. Rhode Island EOHHS will be pre-selected as the Payor to set the format.
4. Click **Export** button, when ready.
5. When prompted, save file to computer for uploading to Rhode Island portal.

The screenshot shows the 'Billing Export' interface with the following fields and settings:

- Search Filters:** Client, Company, Location, Admit Type, Team, Region (all dropdown menus).
- Payor:** Rhode Island EOHHS (dropdown menu).
- Status:** (dropdown menu).
- Format:** Medicaid 5010.
- Provider ID:** 100680810A000364 (text field).
- Date From:** 09/01/2014 (text field).
- Date To:** 09/30/2014 (text field).
- Show Only Billable Items:** (checkbox).
- Send As Test:** (checkbox).

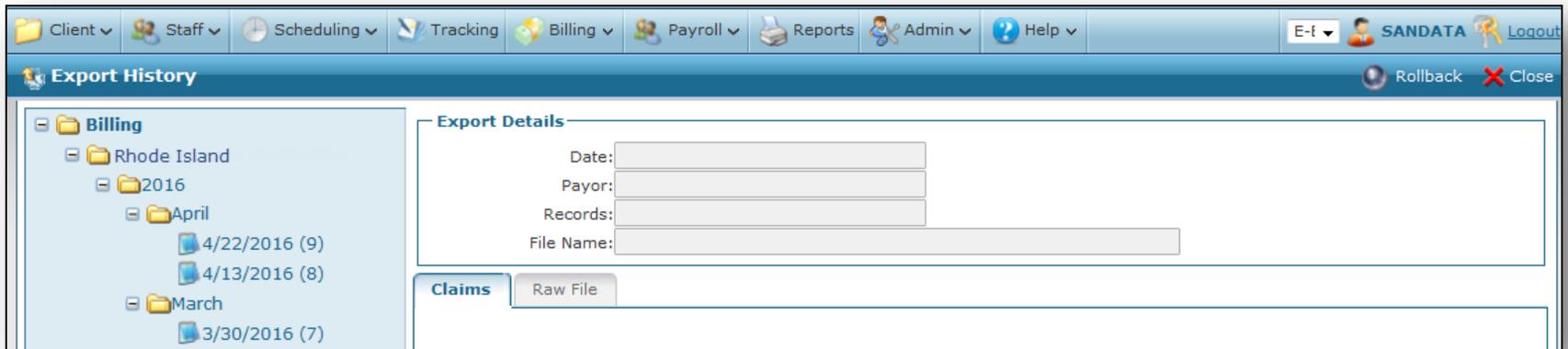
Red arrows point to the Date From/To fields, the 'Show Only Billable Items' checkbox, and the Provider ID field. A yellow box below the Provider ID field contains the text: "File will be automatically sent to SFTP."

Billing History



Once claims have been exported, the exports can be reviewed from the Billing History screen.

1. Hover over the Billing icon and click **History**.
2. Click the (+) icon next to the folder to display or hide contents.
3. Click to select an Export.
 - **Claims** tab shows invoices that are part of the claim.
 - **Raw File** tab shows the actual formatted text file that was exported.



After Export



- ⚡ When the user click's Export, a pop-up will appear prompting the user to open or save the file. The file should be saved to a folder for uploading to the Rhode Island portal.
- ⚡ The turnaround times and submission deadlines are not changed.
- ⚡ 999 and 277 files are routed back to the Provider using the current process.

What You Have Learned

- ⚡ Accessing the Billing Module and reviewing visits
- ⚡ How to investigate 'Not OK to Bill Visits'
- ⚡ 'OK to Bill' Schedules and the required criteria
- ⚡ How to Create Invoices
- ⚡ How to Create an Electronic Invoice File via the Billing Export screen
- ⚡ How to Export
- ⚡ How to Review Claims Once Exported
- ⚡ What Happens After an Export



DEMONSTRATION – Billing Module

