

MH Billing – Regional Offices

UNRELEASED ENCOUNTER REVIEW:

Prior to the 10th day of the Month, Regional staff should review “All Unreleased” billing encounters to determine why they have not been released and work to resolve the issues so the encounters can be released and processed in a timely manner.

From WITS Homepage select: Agency, Billing, Encounter List

17.13.0
WITS Idaho-WITS Training
 User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot

Home Page
 Agency Contacts
 Agency
 Agency List
 GPRa Discharge Due
 GPRa Followup Due
 Facility List
 Staff List
 Tx Team Groups
 System Usage
 Drug Screening
 Billing
 Invoicing
 Claim Item List
 Claim Batch List
 Encounter List
 EOB Transaction List
 Payment List
 Billing Transaction List
 Client Balance
 Cost Center
 Payor Plan List
 Authorization List
 H835 Management
 H999 Management
 Contract Management
 Alerts Configuration
 Vendor Management
 MU Calculation
 Dispensary

Encounter Search
 Enc ID:
 First Name:
 Program:
 Status:
 Balance:
 Rendering Staff:
 Last Name:
 SSN:
 Service Start:
 Payor Plan:
 Supervising Staff:
 Procedure Code:
 Facility:
 Clear Go

Encounter List (Export)

Actions	Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Rend. Staff	Program Name	Balance
	52	Beat, Dead	8/19/2009	Not Released	30 Min	H0004	Scott, Rod, LSW	PSR - High	\$0.00
	340	BeGoode, Johnny	9/14/2009	Not Released	14 Hrs	H0001	Cobb, Jesse	ACT-MHC-Phase 1	\$0.00
	312	Better, Feel	9/9/2009	Not Released	5 Hrs	H2017	Hume, Michelle	PSR - High	\$0.00
	3352	Better, Feel	5/12/2013	Not Released	15 Min	H2011	Willingham, Robert L., WA	PSR - High	\$0.00
	2995	Better, Feel	7/1/2013	Not Released	30 Min	T1001	Willingham, Robert L., WA	PSR - High	\$0.00
	317	Borderline, Sandy	9/9/2009	Not Released		H0004	McKinney, Carol	PSR - High	\$0.00
	315	Boulder, Joe	9/9/2009	Not Released		H2017	Tague, Gloria	PSR - High	\$0.00
	313	Bread, Ginger	9/9/2009	Not Released		H0006	Fry, Monica	PSR - Moderate	\$0.00
	311	Caldwell, Dan	9/9/2009	Not Released	15 Min	H2017	Taylor, Heather	PSR - High	\$0.00
	560	Cow, Sleepy	6/9/2011	Not Released	45 Min	90862	Fuller, Amy	PSR - High	\$0.00
	345	DeeBee, yabadado	9/14/2009	Not Released	30 Min	H0005	Lockyer, Diana	ACT-MHC-Phase 1	\$0.00
	310	derf, fred	9/9/2009	Not Released	120 Days	H2017	Gray, William	PSR - High	\$0.00
	72	Doe, Jane	8/20/2009	Not Released	15 Min	H0004	Taylor, Heather	PSR - High	\$0.00

Review all Encounters with a status of: All Unreleased

17.13.0
WITS Idaho-WITS Training
 User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot

Home Page
 Agency Contacts
 Agency
 Agency List
 GPRa Discharge Due
 GPRa Followup Due
 Facility List
 Staff List
 Tx Team Groups
 System Usage
 Drug Screening
 Billing
 Invoicing
 Claim Item List
 Claim Batch List
 Encounter List
 EOB Transaction List

Encounter Search
 Enc ID:
 First Name:
 Program:
 Status:
 Balance:
 Rendering Staff:
 Last Name:
 SSN:
 Service Start:
 Payor Plan:
 Supervising Staff:
 Procedure Code:
 Facility:
 Clear Go

Encounter List (Export)

Actions	Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Rend. Staff	Program Name	Balance
	52	Beat, Dead	8/19/2009	Not Released	30 Min	H0004	Scott, Rod, LSW	PSR - High	\$0.00
	312	Better, Feel	9/9/2009	Not Released	5 Hrs	H2017	Hume, Michelle	PSR - High	\$0.00
	6902	Borderline, Sandy	1/12/2015	Rejected (Details)	15 Min	T1001	Wherry, Sue	Med-Only Clinic	\$0.00
	315	Boulder, Joe	9/9/2009	Not Released		H2017	Tague, Gloria	PSR - High	\$0.00
	313	Bread, Ginger	9/9/2009	Not Released		H0006	Fry, Monica	PSR - Moderate	\$0.00
	311	Caldwell, Dan	9/9/2009	Not Released	15 Min	H2017	Taylor, Heather	PSR - High	\$0.00

All Rejected encounters will appear in **RED**. To view the reason the encounter was rejected, Hover over **(Details)** and select, a pop-up box will display with the narrative entered at the time the Encounter was rejected

The screenshot shows the Idaho-WITS Training interface. On the left is a navigation menu with options like Home Page, Agency Contacts, Agency List, Facility List, Staff List, Tx Team Groups, System Usage, Drug Screening, Billing, Invoicing, Claim Item List, and Claim Batch List. The main area is titled 'Encounter Search' and contains several input fields for Enc ID, First Name, Program, Status (set to 'All Unreleased'), Balance, Rendering Staff, Last Name, SSN, Service Start, and Payor Plan. Below these fields is an 'Encounter List (Export)' table. One row in the table is highlighted in red, indicating a rejected encounter: Enc ID 6902, Client Name 'Borderline, Sandy', Svc Start 1/12/2015, Status 'Rejected', and Duration 15. A red circle highlights the '(Details)' link next to the status. A pop-up window titled 'Rejection Reason' is open, displaying the text 'Client note was entered for wrong client.'

To review Not Released Encounters, Hover over the Pencil icon and Select "Profile"

This screenshot shows the same Idaho-WITS Training interface. The 'Encounter Search' section is visible. Below it is the 'Encounter List (Export)' table, which lists several encounters with a status of 'Not Released'. A red box with an arrow points to the pencil icon in the 'Actions' column of the first row (Enc ID 52). A red callout box contains the text: 'Hover over the pencil icon and select "Profile"'. The table data is as follows:

Actions	Enc ID	Client Name	Svc Start	Status	Duration
	52	Beat, Dead	8/19/2009	Not Released	30 Min
	312	Better, Feel	9/9/2009	Not Released	5 Hrs
	315	Boulder, Joe	9/9/2009	Not Released	
	313	Bread, Ginger	9/9/2009	Not Released	
	311	Caldwell, Dan	9/9/2009	Not Released	15 Min

Review data entry fields for accuracy.

17.13.1

WITS Idaho-Mountain

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Generate Report | Snapshot

Client: [REDACTED] | 1 | Clear Client

Home Page | Agency Contacts | Agency | Agency List | GPRA Discharge Due | GPRA Followup Due | Facility List | Staff List | Tx Team Groups | System Usage | Drug Screening | Billing | Invoicing | Claim Item List | Claim Batch List | Encounter List | EOB Transaction List | Payment List | Billing Transaction List | Client Balance | Cost Center | Payor Plan List | Authorization List | H835 Management | Alerts Configuration | Vendor Management | MU Calculation

Encounter

Note Type: Treatment Plan | ENC ID: 1306172 | Created Date: 10/23/2014 2:58 PM

Service: BH Treatment Plan (H0032)

Parent Service: [REDACTED]

Program Name: Caldwell/ACT-MHC-Phase 4 - 7/16/2014 -

Service Location: Office | Start Date: 10/23/2014 | End Date: 10/23/2014

Start Time: 11:30 AM | End Time: 12:00 PM

Duration: 30 | Min | # of Service Units/Sessions: 1

Emergency: No | Homeless: No | Interactive: No | Client Attended: Yes

Pregnant: No | Service Category: OP-Outpatient

Diagnoses for this Service

Primary: 295.70-Schizoaffective Disorder(DSM IV)

Secondary: [REDACTED]

Tertiary: [REDACTED]

Rendering Staff: Neil, Matt, MS

Supervising Staff: [REDACTED]

Referring Phys: [REDACTED]

Administrative Actions

Release to Billing | Delete

Cancel | Save | Finish | →

*** For duration based services the # of units sessions should be 1 (i.e. 60 min. = 1 unit)

For unit based services it should reflect the number of 15 min. units (i.e. 60 min. = 4 units)

Select the Arrow button to move to the next page.

Verify: Client progress field is complete and there has been a note entered and signed.

Goal Progress: Good Progress

Associated Goals

Actions	Goal #	Goal	Description

Associated Objectives

Actions	Obj #	Objective	Description

Associated Interventions

Actions	#	Intervention	Status

Signed Notes: Signed by Willingham, Robert L., LCSW, 10/30/2013 5:23:56 PM. Note

Unsigned Notes

Allow Disclosure: No | Cancel | Save | Finish | ← | →

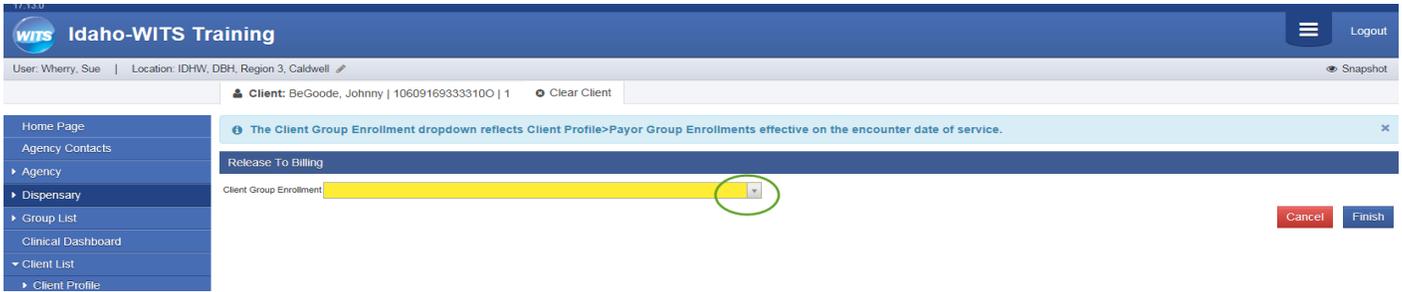
Add Note | Sign Note

Administrative Actions

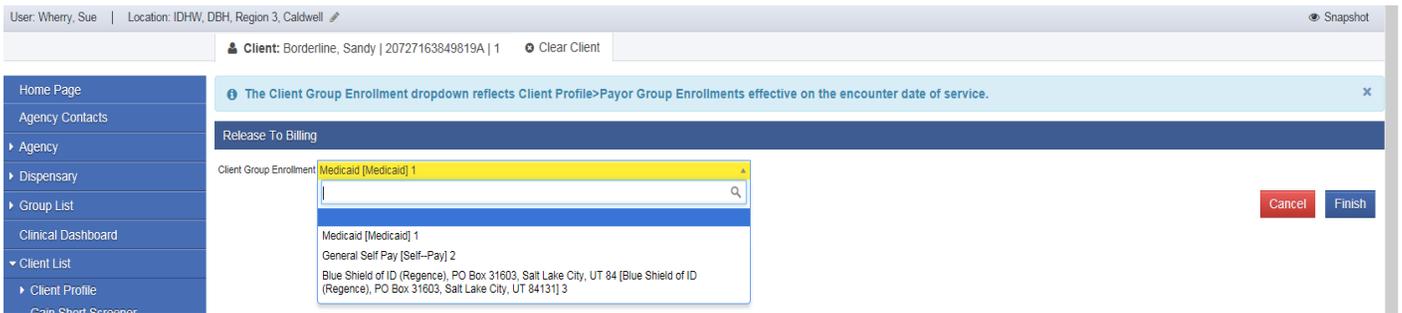
Release to Billing

If all the above data has been entered, Select: Release to Billing

If you see this page it indicates there is a problem with the “Client Group Enrollment”



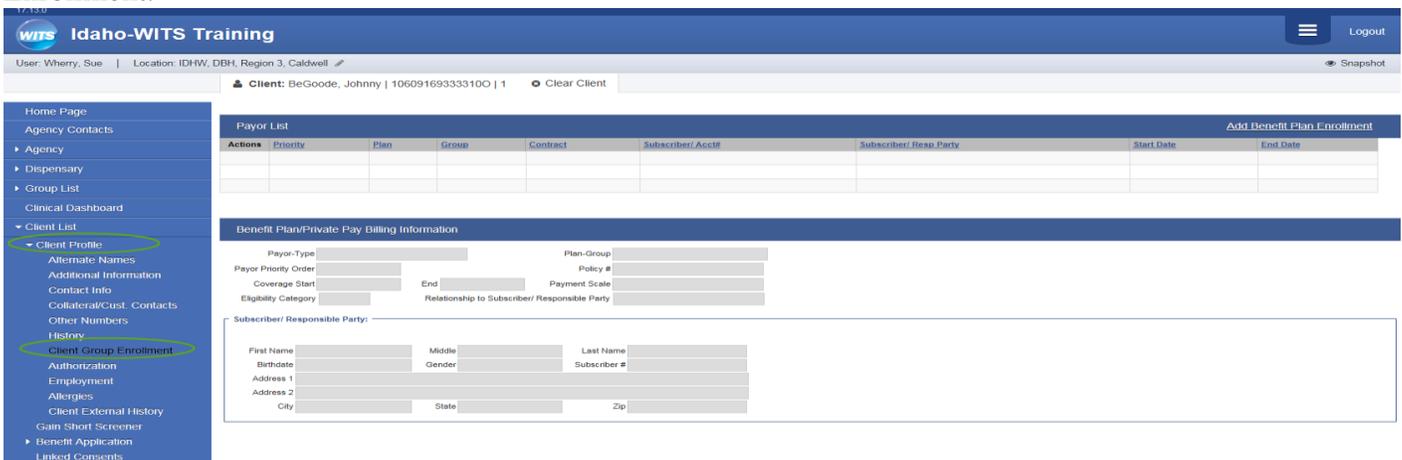
To help determine the issue select the dropdown arrow



This dropdown would demonstrate the client has 3 Active client group enrollments that you must choose from.

If nothing appears in the dropdown, it indicates there is not an active Client Group Enrollment in the client’s profile.

To review Client Program Enrollment, from left-hand blue navigation panel select Client Profile, Client Group Enrollment.



If the fields are blank the billing encounter cannot be released. A benefit plan MUST be entered. If the client does not have benefits/Insurance plan, enter the Payor-type as Self-Pay.

As demonstrated:

17.13.0
WITS Idaho-WITS Training
 User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot
 Client: BeGoode, Johnny | 10609169333100 | Clear Client

Home Page
 Agency Contacts
 Agency
 Dispensary
 Group List
 Clinical Dashboard
 Client List
 Client Profile
 Alternate Names
 Additional Information
 Contact Info
 Collateral/Cust. Contacts
 Other Numbers
 History
 Client Group Enrollment
 Authorization
 Employment
 Allergies
 Client External History
 Gain Short Screener
 Benefit Application
 Linked Consents
 Contacts
 Non-Episode Contact
 Activity List

Payor List Add Benefit Plan Enrollment

Actions	Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date

Benefit Plan/Private Pay Billing Information

Payor-Type: Self-pay | Plan-Group: Self-Pay-General Self Pay
 Payor Priority Order: 1 | Policy #:
 Last Statement Date:
 Coverage Start: 2/1/2015 | End: | Payment Scale:
 Eligibility Category: | Relationship to Subscriber/ Responsible Party: Self

Subscriber/ Responsible Party:

First Name: Johnny | Middle: | Last Name: BeGoode
 Birthdate: 6/9/1969 | Gender: Male | Subscriber #:
 Address 1: 123 Rockin' Robin Ln.
 Address 2:
 City: Beverly Hills | State: California | Zip: 90210

Cancel Save

In this demonstration, the Client Program enrollment End Date was left Blank, indicating the client has 3 active benefit options.

17.13.0
WITS Idaho-WITS Training
 User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot
 Client: Borderline, Sandy | 20727163849819A | Clear Client

Home Page
 Agency Contacts
 Agency
 Dispensary
 Group List
 Clinical Dashboard
 Client List
 Client Profile
 Alternate Names
 Additional Information
 Contact Info
 Collateral/Cust. Contacts
 Other Numbers

Payor List Add Benefit Plan Enrollment

Actions	Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date
	1	Medicaid	Medicaid		12354846	Borderline, Sandy	1/1/2015	
	2	Self-Pay	General Self Pay			Borderline, Sandy	8/7/2014	
	3	Blue Shield of ID (Regence), PO Box 31603, Salt Lake City, UT 84131	Blue Shield of ID (Regence), PO Box 31603, Salt Lake City, UT 84		9658485	Borderline, Sandy	2/11/2014	

Benefit Plan/Private Pay Billing Information

Payor-Type: | Plan-Group:
 Payor Priority Order: | Policy #:
 Coverage Start: | End: | Payment Scale:

As a client moves from one benefit plan to another, an end date should be entered.

17.13.0
WITS Idaho-WITS Training
 User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot
 Client: Borderline, Sandy | 20727163849819A | Clear Client

Home Page
 Agency Contacts
 Agency
 Dispensary
 Group List
 Clinical Dashboard
 Client List
 Client Profile
 Alternate Names
 Additional Information
 Contact Info
 Collateral/Cust. Contacts
 Other Numbers

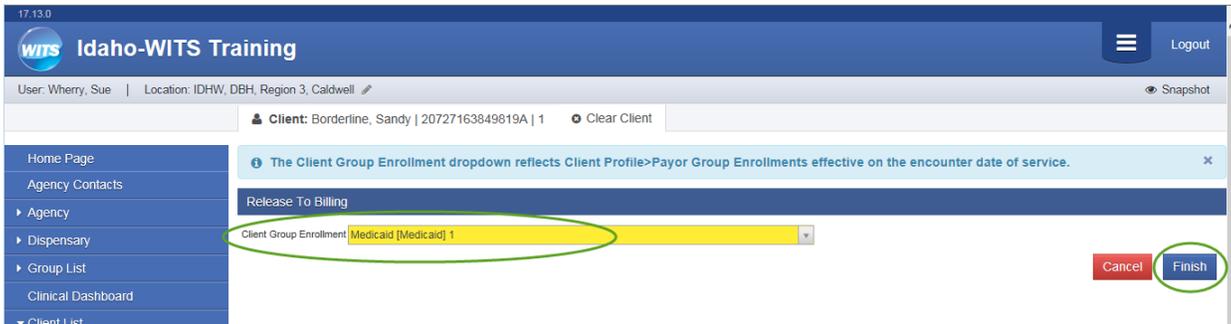
Payor List Add Benefit Plan Enrollment

Actions	Priority	Plan	Group	Contract	Subscriber/ Acct#	Subscriber/ Resp Party	Start Date	End Date
	1	Medicaid	Medicaid		12354846	Borderline, Sandy	1/1/2015	
	2	Self-Pay	General Self Pay			Borderline, Sandy	8/7/2014	12/31/14
	3	Blue Shield of ID (Regence), PO Box 31603, Salt Lake City, UT 84131	Blue Shield of ID (Regence), PO Box 31603, Salt Lake City, UT 84		9658485	Borderline, Sandy	2/11/2014	8/6/14

Benefit Plan/Private Pay Billing Information

Payor-Type: | Plan-Group:
 Payor Priority Order: | Policy #:
 Coverage Start: | End: | Payment Scale:

If the client does have more than one benefit option, Choose the Primary benefit plan option when releasing the billing encounter.



Once the Primary benefit program has been selected, Choose “Finish”. This now release’s the encounter and removes it from the All Unreleased list.

Some of the other Errors that will not allow the Encounter to be Released to billing are, Required Data fields missing, Program Name selected is not in the same time-line as the Start date of the encounter and Not having a Signed Note completed.

When reviewing All Unreleased Encounters, You determine why the encounter is Not released, send an E-Mail to the Rendering staff requesting them to correct/complete the encounter and release it to billing.

CLAIM ITEM LIST REVIEW:

After Encounters are released, they will populate the Claim Item List. Prior to the 10th of the month please review all Claim items for Accuracy.

Access the Claim Item List by Selecting Agency – Billing – Claim Item List, from the left-hand blue navigation panel

17.13.0
WITS Idaho-WITS Training | User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Logout | Snapshot

Home Page | Agency Contacts | Agency | Agency List | GPRA Discharge Due | GPRA Followup Due | Facility List | Staff List | Tx Team Groups | System Usage | Drug Screening | **Billing** | Invoicing | **Claim Item List** | Claim Batch List | Encounter List | EOB Transaction List | Payment List | Billing Transaction List | Client Balance | Cost Center

Claim Item Search

Plan: [Dropdown] | Group Enrollment: [Dropdown] | ENC ID: [Text]
 Client First Name: [Text] | Client Last Name: [Text] | Charge: [Text]
 Subscriber/Resp Party First Name: [Text] | S/R Party Last Name: [Text] | Service: [Text]
 Subscriber/Resp Party Account #: [Text] | Rendering Staff: [Text] | Service Date: [Text]
 Authorization #: [Text]
 Item Status: Released [Dropdown] | Facility: [Text]
 FFS Type: [Dropdown]
 Add-On Level: [Dropdown]

Create Batches [Clear] [Go]

Claim Item List (Export) [Update Status]

Actions	Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge
[Pencil]	4025	BeGoode, Johnny	FFS	None	9/9/2014	H0034/U8	14 Hrs	Released	2/3/2015	\$50.22
[Pencil]	4023	Better, Feel	FFS	None	5/12/2013	H2011/59	15 Min	Released	2/3/2015	\$11.04
[Pencil]	4024	Better, Feel	FFS	None	7/1/2013	T1001	30 Min	Released	2/3/2015	\$22.24
[Pencil]	4026	Borderline, Sandy	FFS	Primary	1/8/2015	99203	90 Min	Released	2/3/2015	\$73.56
[Pencil]	4031	Borderline, Sandy	FFS	None	1/12/2015	T1001/U8	15 Min	Released	2/4/2015	\$11.12

The Claim Item Search defaults to Item status of Released

A quick way to review all released claims for errors is to (Export) the data to Excel.

From the Gray Actions bar mark the white box between Item # and Client Name. By doing so this will select (mark boxes for each claim with the status of released) ALL released claims.

From the Blue Menu Bar midway thru the page titled Claim Item List select (Export) and open the excel spreadsheet

17.13.0
WITS Idaho-WITS Training | User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Logout | Snapshot

Home Page | Agency Contacts | Agency | Agency List | GPRA Discharge Due | GPRA Followup Due | Facility List | Staff List | Tx Team Groups | System Usage | Drug Screening | Billing | Invoicing | Claim Item List | Claim Batch List | Encounter List | EOB Transaction List | Payment List | Billing Transaction List | Client Balance | Cost Center

Claim Item Search

Plan: [Dropdown] | Group Enrollment: [Dropdown] | ENC ID: [Text]
 Client First Name: [Text] | Client Last Name: [Text] | Charge: [Text]
 Subscriber/Resp Party First Name: [Text] | S/R Party Last Name: [Text] | Service: [Text]
 Subscriber/Resp Party Account #: [Text] | Rendering Staff: [Text] | Service Date: [Text]
 Authorization #: [Text]
 Item Status: Released [Dropdown] | Facility: [Text]
 FFS Type: [Dropdown]
 Add-On Level: [Dropdown]

Create Batches [Clear] [Go]

Claim Item List (Export) [Update Status]

Actions	Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge
[Pencil]	4025	BeGoode, Johnny	FFS	None	9/9/2014	H0034/U8	14 Hrs	Released	2/3/2015	\$50.22
[Pencil]	4023	Better, Feel	FFS	None	5/12/2013	H2011/59	15 Min	Released	2/3/2015	\$11.04
[Pencil]	4024	Better, Feel	FFS	None	7/1/2013	T1001	30 Min	Released	2/3/2015	\$22.24
[Pencil]	4026	Borderline, Sandy	FFS	Primary	1/8/2015	99203	90 Min	Released	2/3/2015	\$73.56
[Pencil]	4031	Borderline, Sandy	FFS	None	1/12/2015	T1001/U8	15 Min	Released	2/4/2015	\$11.12

Open the Excel Spreadsheet and Enable editing

Item #	ENC ID	Client Name	Payor	FFS Type	Add-On Level	Unique Client	Rendering Payor Name	Group Name	Subscriber	Authorization	Service Date	End Date	Service	Service Location
4025	340	BeGoode, Johnny	Blue Shield of Idaho	FFS	None	10609169333	Cobb, Jesse	Blue Shield of Idaho	1.24E+10		9/9/2014	9/9/2014	H0034/U8	11
4023	3352	Better, Feel	Medicaid	FFS	None	30909158555	Willinghai	Medicaid	1122285		5/12/2013	5/12/2013	H2011/59	11
4024	2995	Better, Feel	Medicaid	FFS	None	30909158555	Willinghai	Medicaid	1122285		7/1/2013	7/1/2013	T1001	11
4026	317	Borderline, Sandy	Medicaid	FFS	Primary	20727163849	McKinney	Medicaid	12354846		1/8/2015	1/8/2015	99203	11

Review items for errors

(There are numerous data fields so for the purpose of this demonstration I have “stacked” the data fields.)

Item #	ENC ID	Client Name	Payor	FFS Type	Add-On Level	Unique Client #	Rendering Staff	Payor Name	Group Name	Subscriber #	Authorization	Service Date
4025	340	BeGoode, John	Blue Shield of	FFS	None	10609169333100	Cobb, Jesse	Blue Shield of	Blue Shield of I	12354896374		9/9/2014
4023	3352	Better, Feel	Medicaid	FFS	None	3090915855506E	Willingham, Rob	Medicaid	Medicaid	1122285		5/12/2013
4024	2995	Better, Feel	Medicaid	FFS	None	3090915855506E	Willingham, Rob	Medicaid	Medicaid	1122285		7/1/2013
4026	317	Borderline, Sanc	Medicaid	FFS	Primary	20727163849819A	McKinney, Carol	Medicaid	Medicaid	12354846		1/8/2015

End Date	Service	Service Location	Billing Unit	Duration	Status	Release Date	Charge	OIC Payment	primary diagno	secondary di	tertiary di	Created Date
9/9/2014	H0034/U		11	1 14 Hrs	Released	2/3/2015	\$50.22	\$0.00	303.9	304.8	304.2	2/3/2015
5/12/2013	H2011/S		11	1 15 Min	Released	2/3/2015	\$11.04	\$0.00	296.41	2	9.2	2/3/2015
7/1/2013	T1001		11	2 30 Min	Released	2/3/2015	\$22.24	\$0.00	296.41	2	9.2	2/3/2015
1/8/2015	99203		11	1 90 Min	Released	2/3/2015	\$73.56	\$0.00	301.83			2/3/2015

Program	Facility	Visit type	Facility number	Client DAI	Rendering St	Service Type	state	Service location	Emergency in	Interactive in	Homeless in	Client att	Unsigned note
ACT-MHC-P	Caldwe	OP-Outpatient	2					OF	F	T	F	T	
PSR - High	Caldwe	RH-PSR	2			GR		OF	F	F	F	T	
PSR - High	Caldwe	OP-Outpatient	2			GR		OF	F	F	F	T	
PSR - High	Caldwe	OP-Outpatient	2	832000		GR		OF	F	T	F	T	

When reviewing the Claim Items, If you notice a claim item of concern and you do NOT want the item to be released and Batched (sent to revenue unit for the purpose of invoicing client) return to the WITS Claim Item List, locate the billing encounter of concern, Hover over the Pencil icon in the Actions column and select Profile

wits
Logout

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Snapshot

Claim Item Search

Plan	Group Enrollment	ENC ID
Client First Name	Client Last Name	Charge
Subscriber/Resp Party First Name	S/R Party Last Name	Service
Subscriber/Resp Party Account #	Rendering Staff	Service Date
Authorization #	Facility	
Item Status		
FFS Type		
Add-On Level		

Clear
Go

Claim Item List (Export)

Actions	Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge
	4025	BeGoode, Johnny	FFS	None	9/9/2014	H0034/U8	14 Hrs	Released	2/3/2015	\$50.22
	4023	Better, Feel	FFS	None	5/12/2013	H2011/S9	15 Min	Released	2/3/2015	\$11.04
	4024	Better, Feel	FFS	None	7/1/2013	T1001	30 Min	Released	2/3/2015	\$22.24
	4026	Borderline, Sandy	FFS	Primary	1/8/2015	99203	90 Min	Released	2/3/2015	\$73.56

On the Profile screen Select: Awaiting Review- Save – Finish

17.13.0

Idaho-WITS Training Logout

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell Snapshot

Home Page

Agency Contacts

▼ Agency

- ▶ Agency List
 - GPRA Discharge Due
 - GPRA Followup Due
- ▶ Facility List
- ▶ Staff List
- ▶ Tx Team Groups
- System Usage
- ▶ Drug Screening
- ▼ Billing
 - Invoicing
 - Claim Item List
 - Claim Batch List
 - Encounter List
 - EOB Transaction List
 - ▶ Payment List
 - Billing Transaction List
 - Client Balance
 - Cost Center

Profile for Claim Item # 4023 for Better, Feel

ENC ID: 3352 Delivered Service: H2011/59

Program: PSR - High Service Start: 5/12/2013 9:00 AM

Diagnoses: 296.41 / 002.0 / 009.2 Service End: 5/12/2013 9:15 AM

Pregnant: Duration: 15 Min

Status: Released # Sessions/Units: 1

Rendering Staff: Willingham, Robert L., WA

Service Fee -

Billing Units: 1.00 X Rate / Unit \$11.04 = \$11.04

Group Enrollment: Medicaid [Medicaid] 1 Tier Type:

Service Category: RH-PSR FFS Type: Fee for Service

Payor Billing Service: Community Crisis Intervention: H2011/59 Cost Center:

Service Location: Office Billing Note:

Unit Desc: 1 unit = 1 Session Encounter Post Date: 2/3/2015

Created Date: 2/3/2015 3:04 PM

Administrative Actions: Awaiting Review [Hold](#) [Reject \(Back Out\)](#)

Cancel
Save
Finish

To locate the Claim Item: Change the Item Status to “Awaiting Review” and select Go. Billing claim will stay in this status until it has been verified and the status changed to “Released”

Idaho-WITS Training Logout

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell Snapshot

Home Page

Agency Contacts

▼ Agency

- ▶ Agency List
 - GPRA Discharge Due
 - GPRA Followup Due
- ▶ Facility List
- ▶ Staff List
- ▶ Tx Team Groups
- System Usage
- ▶ Drug Screening
- ▼ Billing
 - Invoicing
 - Claim Item List
 - Claim Batch List
 - Encounter List
 - EOB Transaction List
 - ▶ Payment List
 - Billing Transaction List
 - Client Balance
 - Cost Center

Claim Item Search

Plan: Group Enrollment: ENC ID:

Client First Name: Client Last Name: Charge:

Subscriber/Resp Party First Name: S/R Party Last Name: Service:

Subscriber/Resp Party Account #: Rendering Staff: Service Date:

Authorization #: Facility:

Item Status: Awaiting Review FFS Type:

Add-On Level:

Clear Go

Claim Item List (Export) Update Status

Actions	Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge
	112	A. Client	FFS	None	2/4/2012	90853/77	60 Min	Awaiting Review	2/16/2012	\$100.00
	4023	Better, Feel	FFS	None	5/12/2013	H2011/59	15 Min	Awaiting Review	2/3/2015	\$11.04

If it is determined there is an error which needs to be “fixed”, The Claim should be “Rejected”
 To Reject a claim item, Access the Claim Profile screen and in the Administrative Actions box Choose { Reject Back out }

17.13.0

WITS Idaho-WITS Training

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell

Home Page | Agency Contacts | Agency

Profile for Claim Item # 4023 for Better, Feel

ENC ID: 3352 | Delivered Service: H2011/59
 Service Start: 5/12/2013 9:00 AM
 Service End: 5/12/2013 9:15 AM
 Duration: 15 Min
 # Sessions/Units: 1
 Rendering Staff: Willingham, Robert L., WA

Program: PSR - High
 Diagnoses: 296.41 / 002.0 / 009.2

Pregnant: Status: Awaiting Review

Service Fee: Billing Units 1.00 X Rate / Unit \$11.04 = \$11.04

FFS Type: Fee for Service
 Cost Center: [Dropdown]
 Billing Note: [Text Area]
 Encounter Post Date: 2/3/2015
 Created Date: 2/3/2015 3:04 PM

Group Enrollment: Medicaid [Medicaid] 1
 Tier Type: [Dropdown]

Service Category: RH-PSR
 Payor Billing Service: Community Crisis Intervention: H2011/59
 Service Location: Office
 Unit Desc: 1 unit = 1 Session

Administrative Actions: Hold Release **Reject (Back Out)**

Cancel Save Finish

A new screen will appear, allowing you to enter the Rejection Reason. After entering note select Confirm.

17.14.0

WITS Idaho-WITS Training

User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell

Home Page | Agency Contacts | Agency

This action will cause this service to be rejected back to the clinician. If you are sure that you want to do this, then enter a reason and click confirm; otherwise click cancel.

Rejection Reason: Enter description of why the note is being rejected

Warning Message

Cancel Confirm

**Note the warning that appears in Bold at the top of this screen,

Encounter will now show in the client record and on the under Billing Encounters as “Rejected”

17.13.0
Idaho-WITS Training | User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Logout | Snapshot

Home Page | **Encounter Search** | Agency Contacts | Agency | Agency List | GPRA Discharge Due | GPRA Followup Due | Facility List | Staff List | Tx Team Groups | System Usage | Drug Screening | Billing | Invoicing | Claim Item List

Enc ID: Rendering Staff: Supervising Staff:
 First Name: Last Name:
 Program: SSN: Procedure Code:
 Status: All Unreleased | Service Start: Facility:
 Balance: Payor Plan:

Clear Go

Encounter List (Export)

Actions	Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Render Staff	Program Name	Balance
	52	Beat, Dead	8/19/2009	Not Released	30 Min	H0004	Scott, Rod, LSW	PSR - High	\$0.00
	312	Better, Feel	9/9/2009	Not Released	5 Hrs	H2017	Hume, Michelle	PSR - High	\$0.00
	6902	Borderline, Sandy	1/12/2015	Rejected (Details)	15 Min	T1001	Wherry, Sue	Med-Only Clinic	\$0.00

17.13.0
Idaho-WITS Training | User: Wherry, Sue | Location: IDHW, DBH, Region 3, Caldwell | Generate Report | Snapshot

Client Activity list, Encounters | **Client: Borderline, Sandy | 20727163849819A | 1** | Clear Client

Home Page | Agency Contacts | Agency | Dispensary | Group List | Clinical Dashboard | **Client List** | Client Profile | Gain Short Screener | Benefit Application | Linked Consents

Encounter Search

Start Date: 2/4/2014 | End Date: 2/4/2015
 Rendering Staff: Service:
 Encounter Status: Program:

Clear Go

Encounter List (Export) | Add Encounter Record

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status
	1/12/2015	Nursing assessment/evaluation-ME	6902	Wherry, Sue	Med-Only Clinic	Rejected (Details)
	1/8/2015	New Outpatient; 30 minutes	317	McKinney, Carol	PSR - High	Released

ADDITIONAL INFORMATION:

1. When working in the Claim Item List, Please do NOT use the Item Status of “HOLD” as this is a status Central Office uses when downloading the Monthly Billing Report’s.

2. Central Office will Download and Process ALL Released Claim Items on the 10th of Each month for the previous month’s billing encounters. (if the 10th falls on a weekend or Holiday, the billing will be downloaded the following business day)

