

# Bill Another Payor Quick Start Guide

1. **Getting here:** Login, select the **Facility**, select **Agency**, **Billing**, and **Payment List** on the Navigation Pane (left menu).
2. Locate the payment. Click **Profile** located in the **Actions** column.
3. Click **Apply Payment**.

The screenshot shows the 'Idaho-WITS Training' interface. On the left is a navigation pane with 'Agency', 'Billing', and 'Payment List' selected. The main area displays a 'Payment Search' form with fields for 'Payor Plan', 'Payment Amount', and 'Contractor'. Below this is a 'Payment List (Export)' table with columns: 'Act', 'Prof.#', 'Payor Name', 'Posted', 'Payment Amount', 'Unapplied Amount', 'Intended For', and 'Created By'. A red circle '1' highlights the search filters, and a red circle '2' highlights the 'Profile' button in the 'Act' column of the first row.

Act	Prof.#	Payor Name	Posted	Payment Amount	Unapplied Amount	Intended For	Created By
	330	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84111	11/14/2014	\$10.00	\$10.00		Williams, Denise
	330	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84111	11/12/2014	\$100.00	\$0.00		Williams, Denise
	330	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84111	11/12/2014	\$10.00	\$0.00		Williams, Denise
	335	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84131	11/6/2014	\$50.00	\$50.00		Williams, Denise
	333	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84131	10/29/2014	\$45.00	\$45.00		Williams, Denise
	332	Self Pay 10%	10/29/2014	\$5.00	-\$75.00		Williams, Denise
	331	Blue Shield of ID (Regence), PO Box 31993, Salt Lake City, UT 84131	10/27/2014	\$25.00	-\$25.00		Williams, Denise
	330	Multiple Insurance	10/27/2014	\$10.00	-\$10.00		Williams, Denise

The screenshot shows the 'Payment Profile' form. It contains fields for 'Payment #', 'Plan Name', 'Client Name', 'Transaction Type', 'Reference', 'Comment', 'Intended For', 'Posted Date', 'Receipt Date', 'Created Date', 'Created By', 'Payment Amount', 'Unapplied Amount', and 'Check/EFT Date'. A red circle '3' highlights the 'Apply Payment' button in the 'Administrative Actions' section.

Administrative Actions  
[Show Payment Application](#) [Apply Payment](#)

4. Locate the claim. Click **Select** in Actions column.

5. Click **Bill Another Payor**.

17.0.0  
WITS Idaho-WITS Training  
User: Williams, Denise | Location: Provider Training Agency | 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  
Payment Profile  
Billing Transaction List  
Client Balance  
Cost Center

Payment Application Claim Search  
Payment # 324 Unapplied Amount \$40.00 Order of Benefits  
First Name Last Name Last Name  
Member # Plan Name Blue Shield of ID (Regence), f  
Claim Balance >0 Claim Charge  
Clear Go Finish

Payment Application Claim List Paid in Full

Actions	Claim #	Client Name	Member #	Charge	Claim Balance	DOS	Order of Benefits
	2119	Lad, Chad	456	\$60.00	\$60.00	2014/10/15-2014/10/15	Primary
		Lad, Chad	456	\$240.00	\$240.00	2014/07/14-2014/07/14	Secondary

Payment Application Claim Profile  
Blue Shield of ID (Regence),  
PO Box 31603, Salt Lake City,  
UT 84131  
Payment #: 324 Plan Name: UT 84131 Claim Charge Amt: \$60.00  
Claim #: 2119 Client Name: Lad, Chad Claim Balance: \$60.00  
Member #: 456 Order of Benefits: Primary Unapplied Amt: \$40.00

Payment Application Claim Item List for Claim # 2119 [Bill Another Payor](#)

Actions	Item #	Service	Service Date	Charge	Enc Balance	Unpaid Amount
	2753	H0001/HF	10/15/2014	\$60.00	\$60.00	\$60.00

Finish

6. Select the **Order of Benefits**. Select the **Group Enrollment** (the name of the other Insurer).

7. Click **Finish**.

8. Click **Finish**.

**NOTE:** The "Bill Another Payor" link on the Claim Item Profile screen is available for benefit plans only after the claim item has been batched and the batch has been billed. The "Bill Another Payor" link on the Claim Item Profile screen is available for government contracts only after the claim item has been included in a claim submission and the submission has been accepted. After "Bill Another Payor" has been performed on a claim item, the link will no longer appear.

Actions	Enc #	Units	Charge	Service	Service Date	Encounter Balance
	5664	4.00	\$60.00	Alcohol or Drug Assessment	10/15/2014	\$60.00

Actions	Item #	Service	Service Date	Charge	Enc Balance	Unpaid Amount
	2753	H0001/HF	10/15/2014	\$60.00	\$60.00	\$60.00