

Billing Transaction Report

Displays Encounter Notes that have been Released to Billing (claim items) and their billing transaction types (Charge, Payment Application, or Adjustment). The claim items may have a status of Released, Awaiting Review, Hold, or Batched.

1. **Getting here:** Login, on the Navigation Pane (left menu) select Reports and select Billing Transaction Data.

The screenshot shows the Idaho WITS Training system interface. The top navigation bar includes the WITS logo, user information (User: Trainee44, Treatment Location: Provider Training Agency, Treatment Location 1), and a 'Printable View' button. The left navigation pane contains a 'Reports' menu item. The main content area displays a 'Report Catalog' with a search bar and a list of reports categorized by title. A red arrow points to the 'Billing Transaction Data' link in the left navigation pane.

Title	Access
Admissions Client Demographics	
Agency Client Movement	
Client Demographic by Substance	
Program Client Movement	
Referrals in by Agency	
Referrals out by Agency	
Waitlist by Agency, Facility & Program	
QA/QC	
Program Enrollment Counts	
Client List by Program	
Agency/Facility Client Terminations	
Pending Cases	
Programs-Staffing Allocations	
Unfinished Client Activities	
Security	
Staff Permissions Summary	
Miscellaneous	
Admission Data	
Billable Services	
Client Profile Data	
Combined Note Data	
WITS Data Dictionary	
Discharge Data	
Encounter Data	
GPRA Assessment Data	
Billing	
Adjudication Results	
Aging and Trial Balance	
Authorized Services	
Billing Transaction Data	
Claims Reconciliation	
Contract Summary	
Expended Services	

2. Select the **report criteria**.

Note: Leaving all search criteria blank will display all claims for all billing transaction types.

3. Select **On Screen** or **Export**.

Search Criteria	Definition
Payment #	The claim item was fully adjudicated by the Contractor and NOT PAID in WITS.
Billing Transaction Posted Date	Date range in which the Encounter Note was Released To Billing.
Encounter Start Date	Date range in which the service was provided (Encounter Start Date).

Billing Transaction Types	Definition
Charge	Total amount billed for the service.
Payment Application	Amount paid by the Contractor or by the Client.
Refund	This field is not used by Idaho.
Adjustment	Amount that is NOT paid by the Contractor (denied or pended claims) or claims that have been reversed.

- The report will display in a separate PDF window or will generate an Excel spreadsheet.

Export Finish

Billing Transaction Data

Purpose: To report raw Billing Transaction data.

Report Criteria

Agency: Provider Training Agency Pmt#: ALL

For performance reasons, you are only allowed to see up to 1000 records. Please click the 'Export' button, then either 'Open' or 'Save' to view all of the data, or narrow down your parameters and try again.

Trans #	Enc #	Program	Svc Date	Client	Pavor	Posted	Cost Center	Adjustment Reason	Type	Charge	Credit	Pmt #	Comment
455	1349	Adult GAN-I Assessment	4/12/2013	Client, First		4/16/2013			Charge	\$45.00	\$0.00		
456	1353	Adult GAN-I Assessment	4/16/2013	Client, First		4/16/2013			Charge	\$45.00	\$0.00		
457	1349	Adult GAN-I Assessment	4/12/2013	Client, First	DHW Contractor - 5	4/16/2013			Payment Application	\$0.00	\$45.00	31	
458	1353	Adult GAN-I Assessment	4/16/2013	Client, First	DHW Contractor - 5	4/16/2013			Payment Application	\$0.00	\$45.00	31	
546	1459	Adolescent Intensive Outpatient	6/5/2013	Test, Jessica		6/5/2013			Charge	\$67.56	\$0.00		
562	1482	Adult OPop	6/11/2013	Test, Jessica		6/11/2013			Charge	\$45.04	\$0.00		
849	1942	Adult OPop	8/3/2013	Zebra, Zeld		8/9/2013			Charge	\$16.65	\$0.00		
850	1943	Adult OPop	8/1/2013	Zebra, Zeld		8/9/2013			Charge	\$13.50	\$0.00		
859	1941	Adult OPop	8/3/2013	Zebra, Zeld		8/13/2013			Charge	\$49.60	\$0.00		
860	1940	Adult OPop	8/1/2013	Zebra, Zeld		8/13/2013			Charge	\$24.84	\$0.00		
861	1955	Adult OPop	8/13/2013	Zebra, Zeld		8/13/2013			Charge	\$16.56	\$0.00		
862	1956	Adult OPop	8/12/2013	Zebra, Zeld		8/13/2013			Charge	\$56.80	\$0.00		
863	1957	Adult OPop	8/5/2013	Zebra, Daisy		8/13/2013			Charge	\$24.84	\$0.00		
864	1958	Adult OPop	8/7/2013	Zebra, Daisy		8/13/2013			Charge	\$49.60	\$0.00		
865	1959	Adult OPop	8/9/2013	Zebra, Daisy		8/13/2013			Charge	\$11.10	\$0.00		
866	1960	Adult OPop	8/10/2013	Zebra, Daisy		8/13/2013			Charge	\$13.50	\$0.00		
867	1961	Adult OP	7/16/2013	Zebra, Ronald		8/13/2013			Charge	\$49.60	\$0.00		
868	1962	Adult OP	8/1/2013	Zebra, Ronald		8/13/2013			Charge	\$37.26	\$0.00		
869	1963	Adult OP	8/12/2013	Zebra, Ronald		8/13/2013			Charge	\$13.50	\$0.00		
871	1965	Adult GAN-I Assessment	8/11/2013	Piggy, Pink		8/13/2013			Charge	\$16.56	\$0.00		
872	1966	Adult GAN-I Assessment	8/12/2013	Piggy, Pink		8/13/2013			Charge	\$24.84	\$0.00		
877	1980	Adult OPop	8/15/2013	Red, Robert		8/15/2013			Charge	\$49.60	\$0.00		
879	1987	Adult OP	7/20/2013	Zebra, Ziggy		8/16/2013			Charge	\$49.60	\$0.00		
884	1992	Adult OPop	8/15/2013	Cherry, AA		8/19/2013			Charge	\$49.60	\$0.00		
892	1964	Adult GAN-I Assessment	8/11/2013	Piggy, Pink		8/19/2013			Charge	\$49.60	\$0.00		
894	1993	Adult OPop	8/19/2013	Cherry, AA		8/19/2013			Charge	\$37.26	\$0.00		
895	1992	Adult OPop	8/15/2013	Cherry, AA	Idaho Department of Corrections - 4	8/19/2013			Payment Application	\$0.00	\$49.60	47	
904	2005	Adult Recovery Support Services	8/2/2013	Ackerson, Susan		8/19/2013			Charge	\$45.00	\$0.00		

Adjudication Report Definitions

Field	Definition
Trans #	The primary Transaction Number in the database.
Enc#	The Encounter Note ID number.
Program	Program Enrollment selected on the Encounter Note.
Svc Date	Date the service was provided (Encounter Start Date).
Client	Name of the Individual client.
Payor	Name of the Payer (Client Group Enrollment).
Posted	Date the Encounter Note was Released To Billing.
Cost Center	This field is not used by Idaho.
Adjustment Reason	Adjustment Reason for the provider agency (corrections and reversals).
Type	Type of Billing Transaction (see table on page 3).
Charge	Total amount billed for the service. On the Claim Item view the service fee total (billing units times rate/unit).

Field	Definition
Credit	Amount paid in WITS.
Pmt #	Payment number assigned by the system for adjudicated batch(es).
Comment	Comments entered on the Payment from the Contractor for a specific claim item.