

Contract Summary Report

Displays all Invoices/Batches that are processed by Contractor according to Contract and Funding year.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Contract Summary**.

The screenshot shows the Idaho WITS Training web application interface. At the top, the user is logged in as 'Trainee44, Treatment' at 'Provider Training Agency, Treatment Location 1'. The navigation pane on the left includes 'Home Page', 'Agency', 'Group List', 'Clinical Dashboard', 'Client List', 'System Administration', 'My Settings', and 'Reports'. The 'Reports' section is expanded, showing a 'Report Catalog' with various report titles grouped into categories: Access, QA/QC, Security, Miscellaneous, and Billing. The 'Billing' category includes reports such as 'Adjudication Results', 'Aging and Trial Balance', 'Authorized Services', 'Billing Transaction Data', 'Claims Reconciliation', 'Contract Summary', and 'Expended Services'. A red circle with the number '1' is positioned over the 'Contract Summary' link, and a red arrow points from the left towards it.

2. Select the **Contract** and **Authorization Period**.

Note: Leaving the Authorization Period blank will display all Authorization Periods.

3. Select **On Screen**.



The screenshot shows a web form titled "Contract Summary" with a blue header. Below the header, there are two dropdown menus: "Contract:" and "Authorization Period:". The "Contract:" dropdown is highlighted in yellow. Below these fields are two buttons: "On Screen" (blue) and "Cancel" (red). A red circle with the number "2" is positioned to the right of the form, with two red arrows pointing to the "Contract:" and "Authorization Period:" dropdown menus, indicating the steps described in the text.

- The report will display in a separate PDF window.

Idaho-WITS Training - Microsoft Internet Explorer provided by Department of Health and Welfare

https://idaho-training.witsweb.org/System.aspx?stateMachineStateName=Reports&stateMachineEventName=DisplayRepo

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Idaho-WITS Training

Contract Summary IDOC-Provider Training Agency Contract #: 4

Authorization Period: 07/01/2013 - 06/30/2014 Authorization #:

Transaction Date	Transaction Type	Transaction ID	Authorized Amount	Expended Amount	Reason/Comment	Created by
Tier - IDOC Funding-IDOC Group-Fee for Service						
07/01/2013	Initial	102	\$0.00			Williams, Denise
08/19/2013	Invoice	17		\$49.63	Payer Adjudication Detach	WITS
08/20/2013	Invoice	21		\$643.51	Payer Adjudication Detach	WITS
08/20/2013	Invoice	22		\$49.63	Payer Adjudication Detach	WITS
08/21/2013	Invoice	23		\$336.30	Payer Adjudication Detach	WITS
08/22/2013	Invoice	26		\$406.68	Payer Adjudication Detach	WITS
08/26/2013	Invoice	27		\$590.95	Payer Adjudication Detach	WITS
08/26/2013	Invoice	29		\$148.80	Payer Adjudication Detach	WITS
08/26/2013	Invoice	30		\$640.77	Payer Adjudication Detach	WITS
08/27/2013	Invoice	31		\$24.84	Payer Adjudication Detach	WITS
08/27/2013	Invoice	32		\$101.40	Payer Adjudication Detach	WITS
08/27/2013	Invoice	33		\$27.00	Payer Adjudication Detach	WITS
08/28/2013	Invoice	35		\$352.80	Payer Adjudication Detach	WITS
08/29/2013	Invoice	36		\$781.10	Payer Adjudication Detach	WITS
08/30/2013	Invoice	37		\$87.90	Payer Adjudication Detach	WITS
08/30/2013	Invoice	38		\$13.50	Payer Adjudication Detach	WITS
09/04/2013	Invoice	40		\$1,256.65	Payer Adjudication Detach	WITS
09/04/2013	Invoice	42		\$1,228.75	Payer Adjudication Detach	WITS
09/10/2013	Invoice	48		\$2,987.14	Payer Adjudication Detach	WITS
09/10/2013	Invoice	49		\$96.48	Payer Adjudication Detach	WITS
09/11/2013	Invoice	52		\$1,064.85	Payer Adjudication Detach	WITS
09/16/2013	Invoice	53		\$13.50	Payer Adjudication Detach	WITS
09/16/2013	Invoice	54		\$49.63	Payer Adjudication Detach	WITS
09/16/2013	Invoice	55		\$118.25	Payer Adjudication Detach	WITS

Contract Summary Definitions

Field	Definition
Contractor Summary	The name of the Contractor selected on the Contract Summary Report Screen.
Contract #	Number assigned in WITS for the selected Contract.
Authorization Period	Authorization date range.
Tier	Priority Populations for the Contractor.
Transaction Date	The Adjudication Date (Payment Date).
Transaction Type	Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display the type of Invoice. Contracts without authorizations (ISC Cost Reimbursement) will display the type of Initial with an authorized amount or Invoice.
Transaction ID	Batch number associated with the Claim Batch Submission in the Contractor Agency. This field is not used on the Payment screen in the provider agency. On the Adjudication Results Report this field is called Submission Batch ID.
Authorized Amount	Amount authorized for the contract Authorization Period. Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will not have an Authorized Amount.
Expended Amount	Total amount paid by the Contractor for the Batch.
Reason/Comment	Type of submission to the Contractor. Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display the type of Payor Adjudication Batch. Contracts without authorizations (ISC Cost Reimbursement) will display the type of Payor Invoice Adjudication.

Field	Definition
Created By	Person who created the Payment. Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display the name of WITS. Contracts without authorizations will display the name of the ISC staff person.
Subtotal Authorized Amount	Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display 0.00. Contracts without authorizations (ISC Cost Reimbursement) will subtotal the Authorized Amount for the Authorization Period.
Subtotal Expended Amount	Total Expended Amount for the Authorization Period for each Tier.
Period Total Authorized Amount	Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display 0.00. Contracts without authorizations (ISC Cost Reimbursement) will total the Authorized Amount for the Authorization Period for all Tiers.
Period Total Expended Amount	Total Expended Amount for the Authorization Period for all Tiers.
Grand Total Authorized Amount	Contracts with authorizations (IDHW, IDOC, IDJC, ISC) will display 0.00. Contracts without authorizations (ISC Cost Reimbursement) will total the Authorized Amount for all Authorization Periods for all Tiers.
Grand Total Expended Amount	Total Expended Amount for all Authorization Periods for all Tiers.