

# Creating a Billing Correction (Miscellaneous) Note

1. Select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.
2. Select **Notes** on the navigation pane.

Idaho-WITS Training

User: Test, RSS  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: RSS Stand Alone, RSS Stand Alone - Boise

Printable View

MedlinePlus 15.2.0 Logout

Client Search

Agency: RSS Stand Alone

Facility: [Dropdown]

First Name: e

Last Name: Car\*

DOB: [Text Box]

Provider Client ID: [Text Box]

Primary Care Staff: [Text Box]

Intake Staff: [Dropdown]

Number Type: [Dropdown]

Yes [Dropdown]

Clear Go

Unique Client #	Full Name	DOB	SSN	Gender	Actions
212021940000054	Carrot, E	12/2/1994	000-00-0000	Female	<a href="#">Profile</a>   <a href="#">Activity List</a>   <a href="#">Linked Consents</a>

Client List (Export) Add Client

Agency	Unique Client #	Client Name	DOB	SSN	Gender	Actions
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Idaho-WITS Training

User: Test, RSS  
Loc: RSS Stand Alone, RSS Stand Alone - Boise  
Client: Carrot, E | 212021940000054 | Case #: 1

Printable View

MedlinePlus 15.2.0 Logout

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	8/16/2013	9/11/2013	Completed	<a href="#">Review</a>
Intake Transaction	8/16/2013	9/11/2013	Completed	<a href="#">Review</a>
Client Program Enrollment (Adult Recovery Support Services)	8/16/2013	9/11/2013	Completed	<a href="#">Review</a>
Encounter Summary	3/5/2014	9/11/2013	Completed	<a href="#">Review</a>

Navigation Pane: Home Page, Agency, Group List, Clinical Dashboard, Client List, Client Profile, Gain Short Screener, Benefit Application, Linked Consents, Non-Episode Contact, Activity List, Episode List, System Administration, My Settings, Reports

3. Click **Add New Misc. Note**.

4. Select **Billing Correction Documentation** as the Note Type.

5. Enter the **Service Date**, **Start Time**, **End Time**, and a **Summary**. If documenting the **adjustment of multiple encounter notes**, use the date the corrections were entered.

6. Enter **the reason for the billing correction and include the Encounter Numbers** as the Unsigned Notes.

7. Click **Sign Note**.

**Notes Search**

Start Date: 3/14/2013      End Date: 3/14/2014

Clear      Go

**Notes List**

[Add New Misc. Note](#)      [Add New Encounter Note](#)      [Print Notes](#)

Note Type	Date	Duration	Staff	Service/Summary	Actions
RSS Notes	3/5/2014	180 Min	Buskey, Michelle	Transportation of Client	<a href="#">Review</a>
RSS Notes	3/5/2014	180 Min	Buskey, Michelle	Transportation pick up	<a href="#">Review</a>
RSS Notes	9/1/2013		Willingham, Robert L., WA	Adult Safe & Sober Housing	<a href="#">Review</a>

**Miscellaneous Notes for Carrot, E**

Author Name: Test, RSS  
Author Title:  
Created Date:

Note Type: **Billing Correction Documentation**      Service Date: 3/13/2014      Duration: 180 Min

Program:      Start Time: 9:00 AM      End Time: 12:00 PM      Was Report Sent to State:

Frequency:      [Mark Alert](#)

Summary: **Correction for Transportation of the Client**

Signed Notes:

Release these notes? No      [Cancel](#)      [Save](#)      [Finish](#)

Unsigned Notes: Encounter ID 3333 for transportation of the client was reversed and adjusted from 5 miles to 10 miles. The original billing mileage was incorrect.

**3**      **4**      **5**      **6**      **7**

Enter the reason for the billing correction and include the Encounter Numbers.

[Add Note](#)      [Sign Note](#)

8. Click Save and Finish.

**Miscellaneous Notes for Carrot, E**

Author Name: Test, RSS  
Author Title:  
Created Date:

Note Type: **Billing Correction Documentation** Service Date: 3/13/2014 Duration: 180 Min  
Program: Start Time: 9:00 AM Alert: No [Mark Alert](#)  
Frequency: End Time: 12:00 PM Was Report Sent to State:

Summary: **Correction for Transportation of the Client**

Signed Notes: Signed by Test, RSS, 3/14/2014 11:12:55 AM:  
Encounter ID 3333 for transportation of the client was reversed and adjusted from 5 miles to 10 miles. The original billing mileage was incorrect.

Unsigned Notes:

Release these notes? No

[Add Note](#) [Sign Note](#)

