

# How to Find Batch Numbers for a Payment in WITS

## Review the Payment information

1. Outside of WITS, review the memo line of the check or the electronic deposit. The memo line lists the batch numbers paid with this payment. *If you are unable to view the memo line for an electronic deposit, contact your financial institution. Only the first four batch numbers will display on the memo line.*

**NOTE:** These instructions should be used when you are unable to view the memo line for the check or electronic deposit (the memo line lists the batch numbers paid with the payment).

2. Getting here in WITS: Login, select the **Facility**, select **Agency**, **Billing**, and **Payment List** on the navigation pane.
3. Enter **Search Criteria** if necessary and click **Go**.

The screenshot displays the WITS Idaho Training web application. At the top, the user is identified as 'Traines05, Treatment' with location 'Provider Training Agency, Treatment Location 1'. The date is 'October 2013'. A navigation menu on the left includes 'Agency', 'Billing', and 'Payment List', with red circles and arrows highlighting these items and a '2' in a circle. Below the menu is a 'Payment Search' form with fields for 'Payor Plan', 'Pmt #', 'Payment Amount', 'Contractor' (set to 'Idaho Department of Correctio'), 'First Name', 'Last Name', 'Posted Date', and 'Reference'. A red box with a '3' in a circle and an arrow points to the search fields with the text 'Enter Search Criteria such as Contractor if necessary.' Below the search form is a 'Payment List' table with columns for 'Pmt #', 'Payor Name', 'Posted', 'Payment Amount', 'Unapplied Amount', 'Intended For', 'Created By', and 'Actions'. The table is currently empty. At the bottom right, a 'Total Payment' field shows '\$0.00'.

- Note the **Payment Amount** and click **Profile** for the payment you want to review.

**NOTE: Per the BPA October 2013 FAQ, 5% will be deducted from provider payments for the provider incentive. This will account for the difference between the payment amount in WITS and the payment amount on the check or electronic deposit.**

- Click **Show Payment Application**.

**Payment Search**

Payor Plan:  First Name:  Last Name:   
 Pmt #:  Posted Date:  Reference:   
 Payment Amount:  Unapplied Amount:   
 Contractor: Idaho Department of Correctio

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**Payment List (Export)** 
[Add Contract Payment](#) [Add Client Payment](#) [Add Plan Payment](#)

Pmt #	Payor Name	Posted	Payment Amount	Unapplied Amount	Intended For	Created By	Actions
281	Idaho Department of Corrections - 4	10/25/2013	\$24.84	\$0.00		Buskey, Michelle	<a href="#">Profile</a>
260	Idaho Department of Corrections - 4	10/25/2013	\$187.52	\$0.00		Buskey, Michelle	<a href="#">Profile</a>
259	Idaho Department of Corrections - 4	10/25/2013	\$60.70			Buskey, Michelle	<a href="#">Profile</a>
257	Idaho Department of Corrections - 4	10/16/2013	\$14.61			Buskey, Michelle	<a href="#">Profile</a>
256	Idaho Department of Corrections - 4	10/16/2013	\$60.26			Buskey, Michelle	<a href="#">Profile</a>
253	Idaho Department of Corrections - 4	10/16/2013	\$392.83	\$0.00		Buskey, Michelle	<a href="#">Profile</a>
252	Idaho Department of Corrections - 4	10/9/2013	\$25.90	\$0.00		Teeter, Jame, LPC	<a href="#">Profile</a>
251	Idaho Department of Corrections - 4	10/5/2013	\$11.16	\$0.00		Conrad, Jennifer, BS	<a href="#">Profile</a>
250	Idaho Department of Corrections - 4	10/5/2013	\$1,383.52	\$0.00		Conrad, Jennifer, BS	<a href="#">Profile</a>
246	Idaho Department of Corrections - 4	9/23/2013	\$0.00	\$0.00		Buskey, Michelle	<a href="#">Profile</a>
241	Idaho Department of Corrections - 4	9/16/2013	\$118.25	\$0.00		Process, Scheduled	<a href="#">Profile</a>
240	Idaho Department of Corrections - 4	9/16/2013	\$49.60	\$0.00		Process, Scheduled	<a href="#">Profile</a>
239	Idaho Department of Corrections - 4	9/16/2013	\$13.50	\$0.00		Process, Scheduled	<a href="#">Profile</a>
238	Idaho Department of Corrections - 4	9/11/2013	\$1,064.85	\$0.00		Process, Scheduled	<a href="#">Profile</a>
Total Payment:							\$13,411.16

Note the payment amount.

**Payment Profile**

Payment # 253 Posted Date 10/16/2013  
 Contract Name IDOC-Provider Training Agency Receipt Date 10/16/2013  
 Client Name  Created Date 10/16/2013 3:55 PM  
 Transaction Type Payment Created By Buskey, Michelle  
 Reference 64 Payment Amount \$392.83  
 Comment  Unapplied Amount \$0.00  
 Intended For  Check/EFT Date

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Administrative Actions

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

6. The EOB Transaction List displays for the selected payment. Click **Export** (you may need to hold down the CTRL Key and then press Export).

7. Click **Save**.

Enc #	Client Name	Svc Date	Transaction Type	Adjustment Reason	App Amt	App Date	Pmt #	Payer Name	Actions
2833	Pear, O	10/6/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2845	Mango, A	10/1/2013	Payment		\$24.84	10/16/2013	253	Idaho Department of Corrections - 4	
2851	Pear, O	10/1/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2852	Pear, O	10/2/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2853	Pear, O	10/8/2013	Patient Responsibility	Co-payment Amount	\$1.86	10/16/2013	253	Idaho Department of Corrections - 4	
2853	Pear, O	10/8/2013	Payment		\$10.54	10/16/2013	253	Idaho Department of Corrections - 4	
2858	Grape, K	10/1/2013	Payment		\$6.21	10/16/2013	253	Idaho Department of Corrections - 4	
2859	Grape, K	10/1/2013	Payment		\$12.40	10/16/2013	253	Idaho Department of Corrections - 4	
2860	Grape, K	10/4/2013	Payment		\$6.21	10/16/2013	253	Idaho Department of Corrections - 4	
2861	Grape, K	10/4/2013	Payment		\$11.10	10/16/2013	253	Idaho Department of Corrections - 4	
2862	Grape, K	10/1/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2863	Grape, K	10/7/2013	Payment		\$5.55	10/16/2013	253	Idaho Department of Corrections - 4	
2864	Grape, K	10/6/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2866	Pear, Q	10/8/2013	Payment		\$6.21	10/16/2013	253	Idaho Department of Corrections - 4	
2882	Aardvark, Denise	10/10/2013	Payment		\$0.00	10/16/2013	253	Idaho Department of Corrections - 4	
2883	Zebra, Dean	9/12/2013	Payment		\$198.40	10/16/2013	253	Idaho Department of Corrections - 4	
2884	Grape, K	10/9/2013	Payment		\$12.40	10/16/2013	253	Idaho Department of Corrections - 4	
2885	Grape, K	10/9/2013	Payment		\$12.42	10/16/2013	253	Idaho Department of Corrections - 4	
2886	Grape, K	10/9/2013	Payment		\$13.50	10/16/2013	253	Idaho Department of Corrections - 4	
2887	Grape, K	10/9/2013	Payment		\$5.55	10/16/2013	253	Idaho Department of Corrections - 4	

File Download

Do you want to open or save this file?

Name: System.xls  
Type: Microsoft Excel 97-2003 Worksheet, 34.7KB  
From: idaho-training.witsweb.org

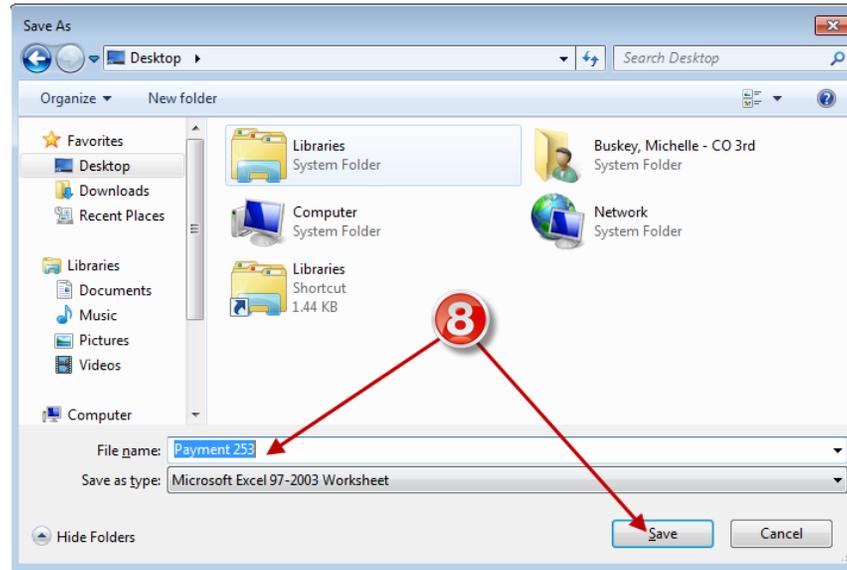
Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

8. Update the file name and click **Save**. Open the file saved on your computer before proceeding.

9. Select Claim Item List on the navigation pane.



10. Review the file on your computer. **Note a couple of Encounter Numbers** for the Payment.

11. On the Claim Item Search screen enter the first **Encounter Number**, set the Status to **Batched** and click **Go**.

Trans #	Enc #	Client Name	Svc Date	Transaction Ty	Adjustment Reason	App Amt	App Date	Pmt #	Payor Name	Date of Payment
2	903	2833 Pear, O	10/6/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
3	895	2845 Mango, A	10/1/2013	Payment		\$24.84	10/16/2013	253	Idaho Departme	10/16/2013
4	896	2851 Pear, O	10/1/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
5	900	2852 Pear, O	10/2/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
6	907	2853 Pear, O	10/8/2013	Patient Respoi	Co-payment Amount	\$1.86	10/16/2013	253	Idaho Departme	10/16/2013
7	908	2853 Pear, O	10/8/2013	Payment		\$10.54	10/16/2013	253	Idaho Departme	10/16/2013
8	897	2858 Grape, K	10/1/2013	Payment		\$6.21	10/16/2013	253	Idaho Departme	10/16/2013
9	898	2859 Grape, K	10/1/2013	Payment			10/16/2013	253	Idaho Departme	10/16/2013
10	902	2860 Grape, K	10/4/2013	Payment			10/16/2013	253	Idaho Departme	10/16/2013
11	901	2861 Grape, K	10/4/2013	Payment			10/16/2013	253	Idaho Departme	10/16/2013
12	899	2862 Grape, K	10/1/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
13	905	2863 Grape, K	10/7/2013	Payment		\$5.55	10/16/2013	253	Idaho Departme	10/16/2013
14	904	2864 Grape, K	10/6/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
15	906	2866 Pear, Q	10/8/2013	Payment		\$6.21	10/16/2013	253	Idaho Departme	10/16/2013
16	913	2882 Aardvark, K	10/10/2013	Payment		\$0.00	10/16/2013	253	Idaho Departme	10/16/2013
17	894	2883 Zebra, De	9/12/2013	Payment		\$198.40	10/16/2013	253	Idaho Departme	10/16/2013
18	909	2884 Grape, K	10/9/2013	Payment		\$12.40	10/16/2013	253	Idaho Departme	10/16/2013
19	910	2885 Grape, K	10/9/2013	Payment		\$12.42	10/16/2013	253	Idaho Departme	10/16/2013
20	911	2886 Grape, K	10/9/2013	Payment		\$13.50	10/16/2013	253	Idaho Departme	10/16/2013
21	912	2887 Grape, K	10/9/2013	Payment		\$5.55	10/16/2013	253	Idaho Departme	10/16/2013

**Claim Item Search**

Plan: [dropdown] Group Enrollment: [dropdown] ENC ID: 2851

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: Batched Facility: [dropdown]

FFS Type: Fee for Service

Add-On Level: [dropdown]

Create Batches

Clear Go

12. Click **Profile**.

13. **Note the Batch Number** and click **Finish**.

**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 #   
Item Status  Facility   
FFS Type   
Add-On Level

[Create Batches](#)

**Claim Item List** [\(Export\)](#)

Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge	Actions
1859	Pear, O	FFS	None	10/1/2013	H0003/HF		Batched	10/8/2013	\$13.50	<a href="#">Profile</a>

**Profile for Claim Item #1859 for Pear, O**

ENC ID: 2851 Delivered Service: H0003/HF FFS Type: Fee for Service  
Program: Adult Outpatient Service Start: 10/1/2013 12:00 AM  
Diagnoses: 000.00 / / Service End: 10/1/2013 12:00 AM  
Pregnant: # Sessions/Units: 1  
Status: Batched Rendering Staff: Buskey, Michelle

Service Fee  
Billing Units  X Rate / Unit  =  Cost Center   
Billing Note

Group Enrollment  Encounter Post Date   
Tier Type  Created Date

Service Category   
Payor Billing Service   
Category

Service Location   
Unit Desc   
Authorization  Available   
Available to pay this claim item:

**Note the Batch Number.**

**Administrative Actions**  
[Reverse](#) [Adjust](#)

Claim #  Claim Batch #  Claim Batch Created Date

14. Select **Claim Batch List** on the navigation pane.

15. Enter the **Batch Number**.

16. **Set the Status to Empty** and click **Go**. If the total of the Batch is equal to the Payment, you are finished. **If the total of the Batch does not equal the payment, then you need to find the additional batches paid on this payment. Repeat steps 10 through 16.** Add the totals of the batches together to equal the payment.

**NOTE: Per the BPA October 2013 FAQ, 5% will be deducted from provider payments for the provider incentive. This will account for the difference between the payment amount in WITS and the payment amount on the check or electronic deposit.**

Idaho-WITS Training

User: Trainee05, Treatment  
Loc: Provider Training Agency, Treatment Location 1  
Client:

Printable View

MedlinePlus October 2013  
Logout

- Home Page
- Agency ▼
- Agency List ▶
- Tx Team Groups ▶
- 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

Provider Claim Batch List

Plan Name

Created Date

Billing Form

Transmit Date

Batch # 162

Status

FFS Type Fee for Service

Clear Go

Claim Batch List (Export) Download 837

Batch #	Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions

Provider Claim Batch List

Plan Name

Created Date

Billing Form

Transmit Date

Batch # 162

Status Accepted

FFS Type Fee for Service

Does the total charges amount equal the total of the Payment?

Clear Go

Claim Batch List (Export) Download 837

Batch #	Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
162	Accepted	IDOC-Provider Training Agency	FFS	WITS Batch	P	\$114.08		10/10/2013	10/10/2013	Claim Items   Profile