

IWUG Online Meeting Minutes

September 19, 2013

Topics discussed:

Update from WITS Program Manager

Jamie Teeter reported we have been working with BPA to get providers ready for October 1. Treatment providers and RSS providers must use the WITS system for billing effective October 1. We're changing some setups in WITS. There have been some snags in the release to billing process. There may be some you can't release right now. We are going live October 1 except ATR. ATR is a separate module and we're not quite ready yet because of the safe data. We have to have programmers add that into WITS, so we hope to be ready by November 1. Authorizations and payments will continue to come to you outside of WITS until November 1. We'll do the best we can until that's ready. An announcement was sent out Monday, September 16 (see WITS website). We have added a lot of training opportunities on the WITS calendar for September and October. If you call the Help Desk and ask for help on Batching and Billing, it will be recommended that you attend one of our classes. We're working on billing for Optum through WITS. We will be expanding our Help Desk hours for the month of October until 6:30 p.m. Monday through Thursday and a 4-hour time period on Saturdays. Jamie advised the Problem Solving Court trained their Court Coordinators this week on how to send referrals to providers. The only difference between them and other partners is the Problem Solving Court won't send authorizations with their referrals. They will pay on a "slot" basis, which Jamie explained in detail. Jamie encouraged everyone to attend the training on September 27 that includes billing for the court or to review the information when we post it. BPA will only pay you for IDOC and DHW clients; IDJC and PSC will pay you for their clients.

WITS Website

Denise showed everyone the WITS website www.wits.dhw.idaho.gov. She discussed the Announcements tab. She reported that we are working on some new releases and the updates will be added under the WITS Release Notes tab. The eManuals and other useful information are available under the WITS User Guides tab.

Training – Setting Up Groups

Denise advised that at least one person in your agency should have the Group Notes permission so they can set up groups. After the groups are set up, anyone can use those for billing.

1. Group List > Group Type > Add Group Type > add Description > add Effective Date (optional) > Save.
2. Group List > Add > add info on Group Profile screen.

The Start Date is the date the group first started meeting, not the date of an actual meeting.

Edit Roster > Add Member > add info on Roster screen > Save.

Joanna asked if you have to use the Group Roster to add your notes for the client or if you can do it individually. Denise advised you don't have to use it but it is a time saver instead of having to retrieve each client's records individually.

Denise reviewed how to add notes.