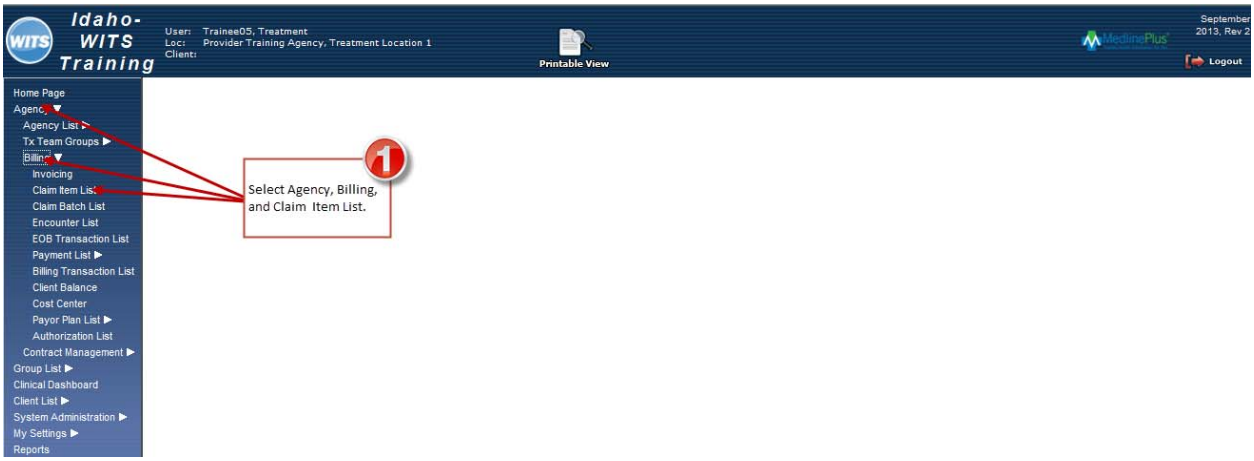
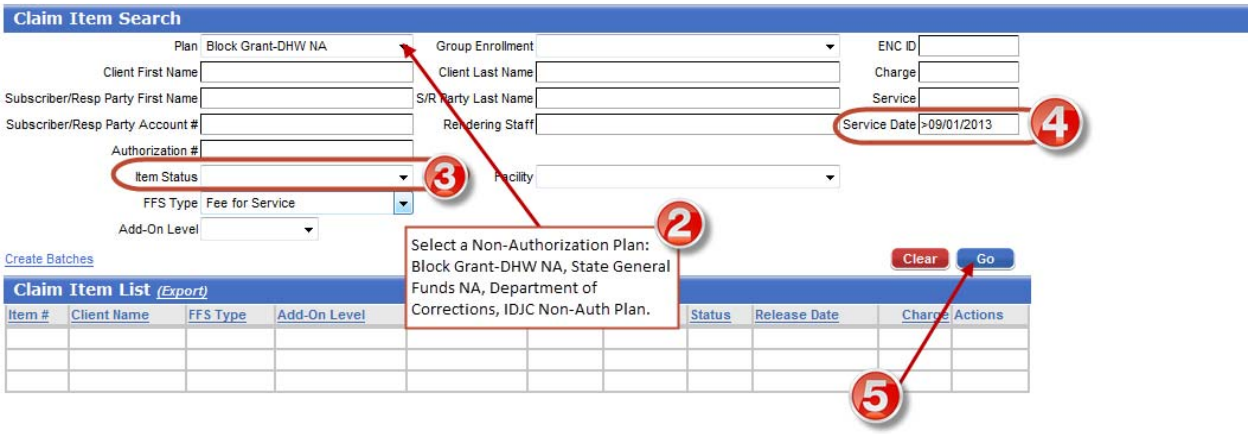
Verifying, Rejecting, and Re-Release an Encounter Note from a Batch when the wrong Client Group Enrollment is Selected

These instructions should be used BEFORE a batch is billed.

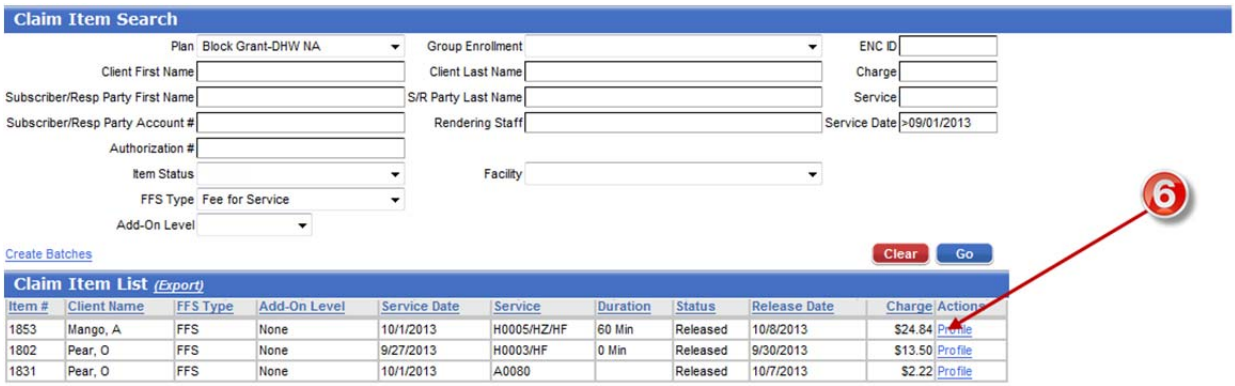
1. Getting here: Login, select the Facility, click Agency, Billing, Claim Item List on the navigation pane.



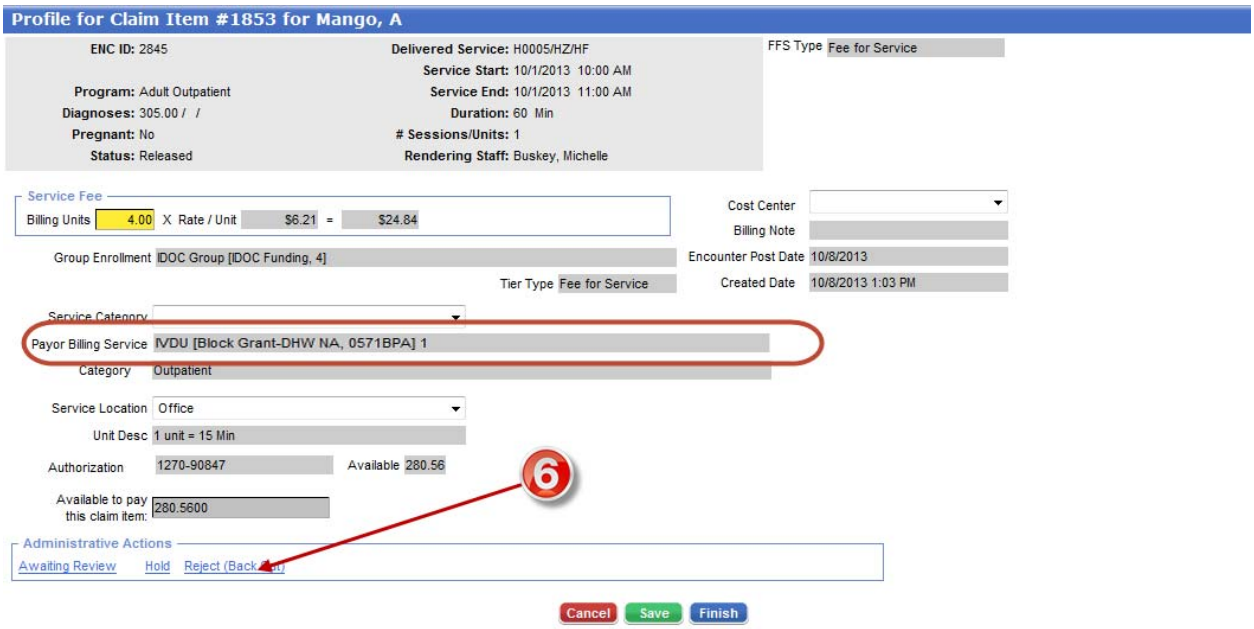
2. Select one of the Non-Authorization Plans: Block Grant-DHW NA, State General Funds NA, Department of Corrections, IDJC Non-Auth Plan.
3. Select the Item Status of Blank (none).
4. Enter >09/30/2013 as the Service Start Date.
5. Click Go.



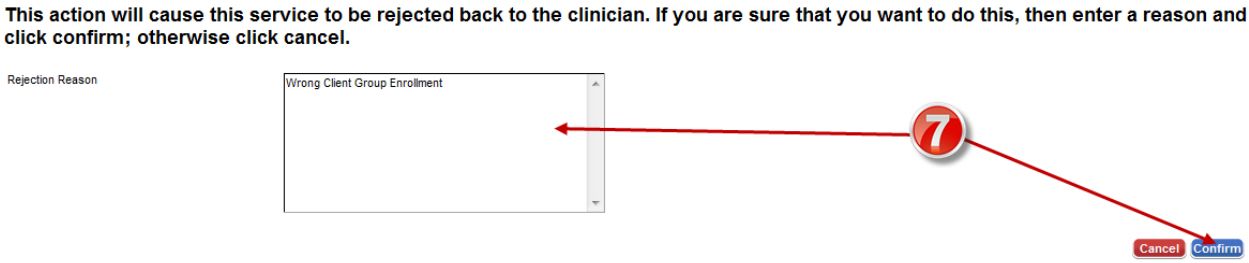
6. Click Profile to Review the Released or Awaiting Review Encounter Note.



7. Confirm this is a Non-Authorization Plan and click <u>Reject (Back Out)</u>.



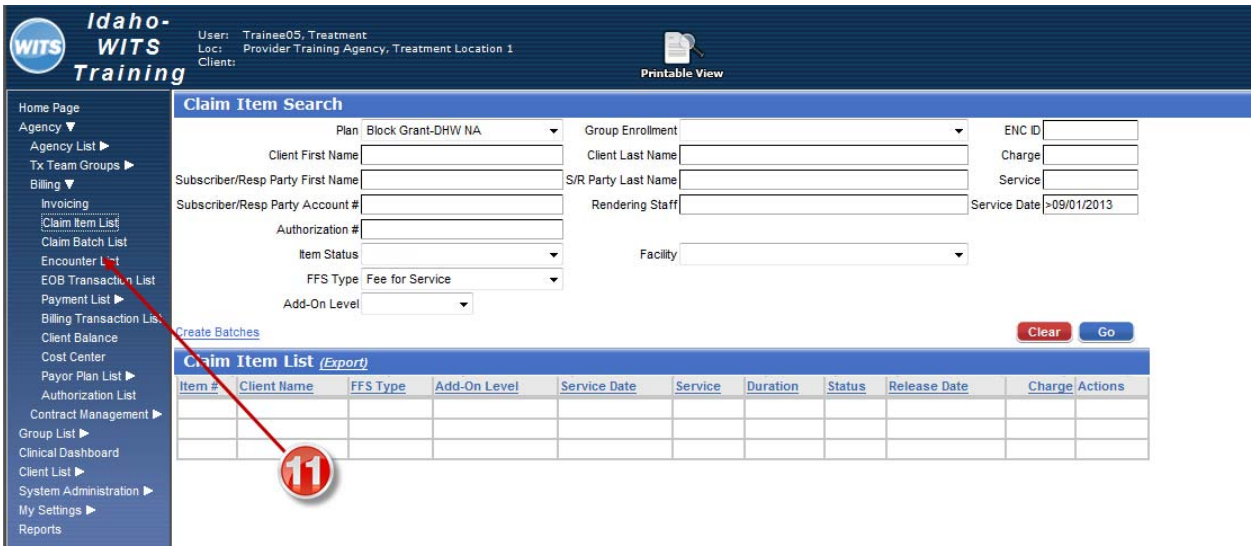
8. Enter a Rejection Reason and click Confirm.



9. Repeat for each Encounter.

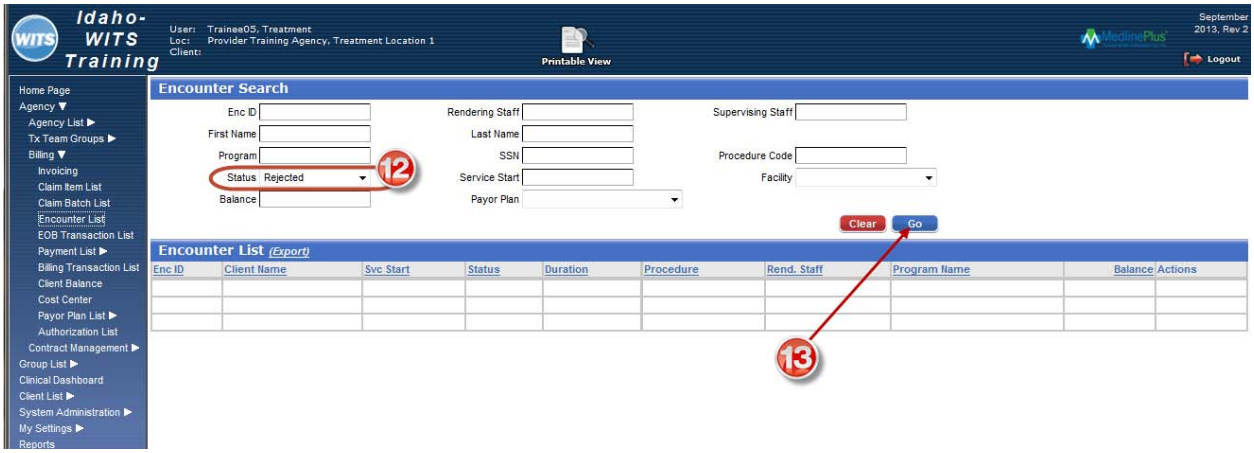
10. Repeat for ALL Non-Authorization Encounter Notes.

11. When all Released and Awaiting Review Encounter Notes are Rejected, click Encounter List on the navigation pane.

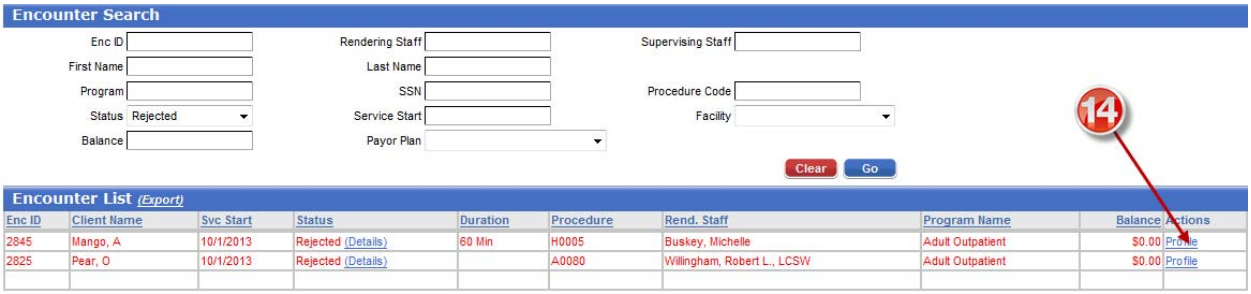


12. Select the Status of Rejected.

13. Click Go.



14. Click Profile.



15. Click Release to Billing.

Encounter for Mango, A

Note Type: Group Progress Notes
ENC ID: 2845 Created Date: 10/8/2013 1:03 PM
Service: OP and IOP (Group)
Parent Service: Outpatient
Program Name: Treatment Location 2/Adult Outpatient : 8/15/2013 -
Start Date: 10/1/2013 End Date: 10/1/2013
Service Location: Office Start Time: 10:00 AM End Time: 11:00 AM
Duration: 60 Min
Emergency: # of Service Units/Sessions: 1
Pregnant: No

Diagnoses for this Service
Primary: 305.00-Alcohol Abuse(DSM)
Secondary:
Tertiary:

Rendering Staff: Buskey, Michelle
Supervising Staff:
Referring Phys:

15

Administrative Actions
Release to Billing

Cancel Save Finish

16. The Encounter Note will Release with the correct Client Group Enrollment. Repeat for all Rejected Encounter Notes.

This encounter has been released and should not be edited.

Encounter Search

Enc ID: Rendering Staff: Supervising Staff:
First Name: Last Name:
Program: SSN: Procedure Code:
Status: Rejected Service Start: Facility:
Balance: Payor Plan:

Clear Go

Encounter List (Export)

Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Rend. Staff	Program Name	Balance	Actions
2825	Pear, O	10/1/2013	Rejected (Details)		A0080	Willingham, Robert L., LCSW	Adult Outpatient	$0.00	Profile