PointClickCare[®]

Quick Reference Guide:

Billing Configuration - Claim Dates to follow Auth Dates

This functionality is for billing frequencies of Monthly, Weekly, BI-Weekly and Semi Monthly.

Administration

- 1. Payers
- 2. Manage Plan
- 3. Edit
- 4. Billing Configuration
- 5. Check the box Claim ends on authorization date
- 6. Accept

Edit Plan				×
General Billing Configuration TOB	Clinical Configuration	Physician Certification	F2F Encounter Statement	EVV 4
Type *	Private insurance	æ		~
GL Payer Plan Component *	BCBS-INS	BCBS-INS		
Bundle Charges *				
Dunine onarges	SERVICE DATE	LEVEL BUNDLING		~
Default Form Type *	INSTITUTIONA	L		~
Electronic Eligibility ID				
Professional Epayer ID				
Institutional Enaver ID	00700			- 1
	00720			- 1
Billing Frequency *	BIWEEKLY			~
Reimbursement Type *	FFS			~
Use Payer Billing Trading Partner				_
Billing Trading Partner	eSolutions Clea	ringhouse		~
Billing Requirements	 Automatically 	Create Authorization	Preliminary	~
	Co-Pay			_
	Preauthorizat	ion		
	🗹 Service Desc	ription		
	Medicare deta	ails on FFS claims		
	Claim ends or	n authorization end date		
		Selecting this option will ensure		ure claim end

Note: Claims will not retro back. To split Auth, you will need to click on charges, void charges, delete the shell of the claim and re-review the appointments (see instructions below).

- 1. Select Claim
- 2. Click on Charges (under Actions)
- 3. Select All
- 4. Actions
- 5. Void Charges
- 6. Enter Void Reason
- 7. Accept
- 8. Claims
- 9. Select Claim
- 10. Bulk Actions
- 11. Delete Claims
- 12. Schedule re-review all appointments

Note: The authorization will automatically pull into the 837 download file, so you are not required to manually add this. It will <u>NOT</u> populate onto the printed claim, you will manually have to edit the claim and pull in the authorization number.