

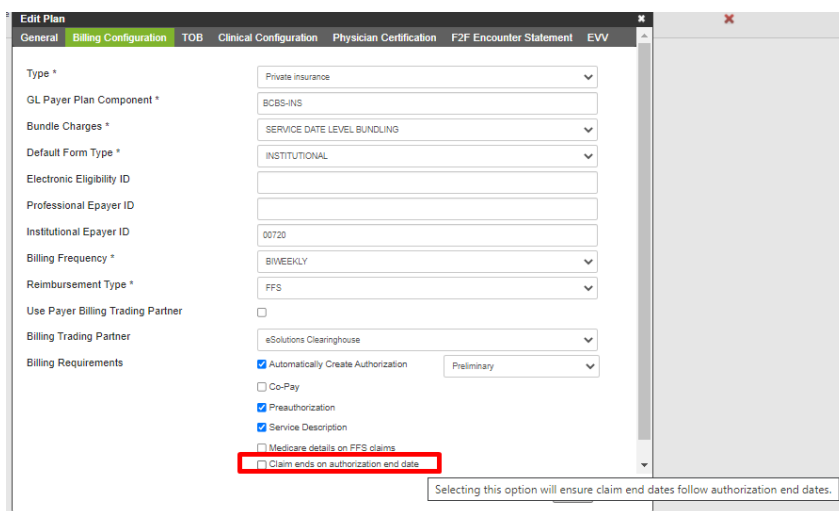
Quick Reference Guide:

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



The screenshot shows the 'Edit Plan' window with the 'Billing Configuration' tab selected. The 'Billing Requirements' section contains several checkboxes and a dropdown menu. The checkbox 'Claim ends on authorization end date' is highlighted with a red box. Below it, a tooltip states: 'Selecting this option will ensure claim end dates follow authorization end dates.'

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 NOT populate onto the printed claim, you will manually have to edit the claim and pull in the authorization number.