

## Quick Reference Guide:

### Billing Mileage

#### Procedure

##### Set up Rates

1 Go to **Administration > Payers > Manage rates or Manage Plans/Manage Rates** and click **Add**.

2 Enter the following:

- Enter **Effective Date**.
- For Rate Type, enter **Mileage**.
- For Unit Calculation, enter **Time Min All Units**.
- Enter **Discipline**.
- Enter **Bill Rate** and **Reimbursement Rate**.

3 Click **Accept**.

##### Enter Mileage on Appointment

**Note:** Billed mileage must be entered on the web portal. Mileage entered in the Care at Home application does not populate billed mileage.

1 Go to **Appointment > Mileage**.

- Enter **Mileage**.
- Click **Bill Mileage**.

2 Click **Accept**.