PointClickCare[®]

Quick Reference Guide:

Billing Mileage

Procedure

Set up Rates

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

Branch

Effective Date

Select Branc

Rate Order... Rev Code*... Procedure Code

- 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.

Edit Appo	ointment						
Service	Employees	Payroll	Timecard Info	Mileage	Charting		
Odomete	er Start:						
Odomete	er End:						
Mileage:				Miles			
Bill Mile:	ige: 🗌						

Expiration Date

Accept