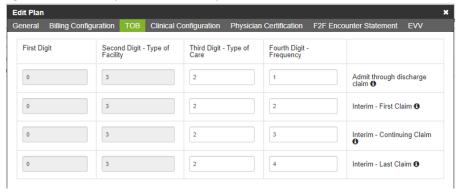


## Quick Reference Guide:

## Type of Bill (TOB) Configuration

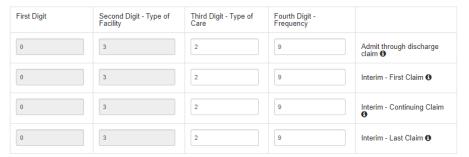
The TOB for fee for service (FFS) payer plans can be defined before submitting claims. You can select the sequence for digits 3 and 4. This provides accuracy for claim submission.



**Note:** TOB prefix is no longer set on the payer level or in the billing configuration tab. A new tab for TOB will be available on the plan level for FFS payers only and is a required configuration. All TOB  $3^{rd}$  digit prefixes that are currently in the database will populate in the  $3^{rd}$  digit column as part of the .9 release. All  $4^{th}$  digit frequencies will populate as a sequential sequence shown above for preexisting plans.

## **Episodic 30 FFS**

Currently the software only recognizes 322s & 329s for this billing frequency. At part of the release the 4<sup>th</sup> digit will be set to a 9, based on the payer needs the user could update the 4<sup>th</sup> digit to a 2. At this time, if your payer requests a TOB digit that the software does not recognize, we recommended updating your claim in your clearinghouse.



**Note:** Preexisting Claims in NEW status will not retro back. To update the TOB, you will need to use the edit claim feature in either the billing queue or the client financial record to update the claim. Any claims created after the release will follow the new TOB configuration.

- 1. Select claim hyper link
- 2. Click Edit Claim
- 3. Update your type of bill field
- 4. Select accept