View Authorization List

The Basic Billing "View Authorization List" How To provides instructions on:

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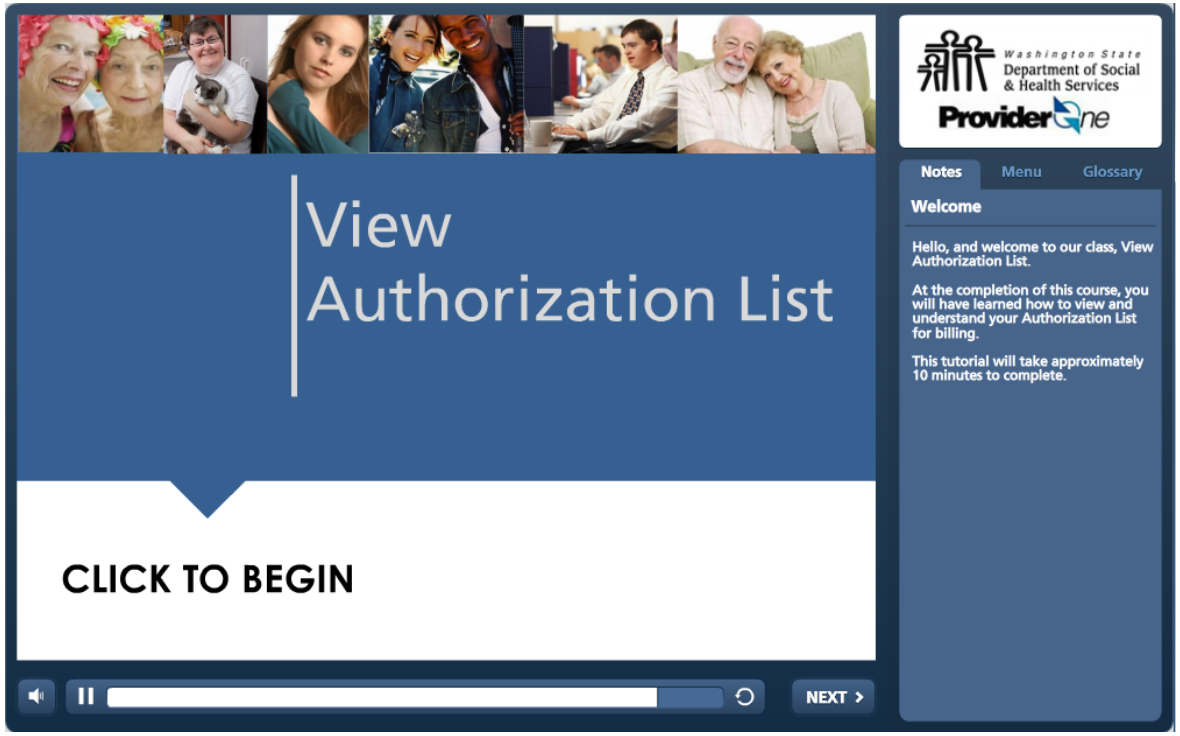
- View Authorization History 16
- View Client Responsibility 23
- "Other Than Daily" Unit Types 24
- Daily & Monthly Unit Types 25



List Page Basics

1. From the Provider Portal
   a. Check that you are in the EXT Provider Social Service profile

2. Click on Social Service View Authorization List

1 Provider Portal

1a

Welcome [redacted] You have logged in with EXT Provider Social Services Profile.

Path: Provider Portal

ProviderOne ID: [redacted] Name: [redacted]

Provider Portal:

Online Services

Payments Hide/Max
View Payment

Provider Hide/Max
Provider Inquiry
Manage Provider Information

Admin Hide/Max
Change Password
Maintain Users

Social Service Authorizations and Billing Hide/Max
Social Service Claim Inquiry
Social Service Claim Adjustment/Void
Social Service Billing Screen
Social Service Batch Upload
Social Service Batch File Status
Social Service Resubmit Denied/Void
Social Service Retrieve Saved Claims
Social Service Manage Template
Social Service Create Claims from Saved Templates
Social Service Manage Batch Submission
Social Service View Authoriz

Welcome! Hide/Max

The Department of Social and Health Services (DSHS) is an agency that helps people. We do this in partnerships with families, community groups, religious organizations, private providers, other government agencies, and the many thousands of generous foster parents, neighbors, and citizens who make Washington a special place by taking care of each other.

The mission of DSHS is to improve the quality of life for individuals and families in need.

Manage Alerts

My Reminders

Filter By:

Read Status: Go

Alert Type	Alert Message	Alert Date	Due Date	Read

No Records Found!

Social Service Authorizations and Billing Hide/Max

Social Service Claim Inquiry
Social Service Claim Adjustment/Void
Social Service Billing Screen
Social Service Batch Upload
Social Service Batch File Status
Social Service Resubmit Denied/Void
Social Service Retrieve Saved Claims
Social Service Manage Template
Social Service Create Claims from Saved Templates
Social Service Manage Batch Submission
Social Service View Authorization List

2 Click on

3. Provider Authorization List Page appears

The default view shows:

- Only the active authorizations for the **current** month.
- To view your active authorizations for other months (IE the month you are billing for) use the same search process outlined on pg. 13).

3 Provider Authorization List Page

ProviderOne | My Inbox

Welcome [redacted] You have logged in with **EXT Provider Social Services** Profile. Links: --Select--

Path: Provider Portal/ Authorization List Page

Close

Provider Authorization List:

Filter By : And And Go

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description	Start Date	End Date	Rate	Units	Unit Type	Billing Type	Client Responsibility	Last Updated	Business Status	Error Status	Case Manager Name	Case Manage Phone Number
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services			07/02/2014	10/05/2014	4.01	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem			07/04/2014	07/22/2014	1	1	Day	Monthly Recurring	$100.00	06/22/2014	Approved	Error	[redacted]	[redacted]
[redacted]	1	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			05/04/2014	09/04/2014	11	2	1/4 Hour	Monthly Recurring	$0.00	04/01/2014	Approved	Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1020	Personal care ser per diem	U1	M/caid care lev 1 state def	07/01/2014	07/31/2014	100	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	Error	[redacted]	[redacted]
[redacted]	2		[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			02/01/2014	12/31/2014	11	1	1/4 Hour	Monthly Recurring	$0.00	01/07/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	8	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/04/2014	07/04/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	7	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/03/2014	07/03/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	6	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014	07/02/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]

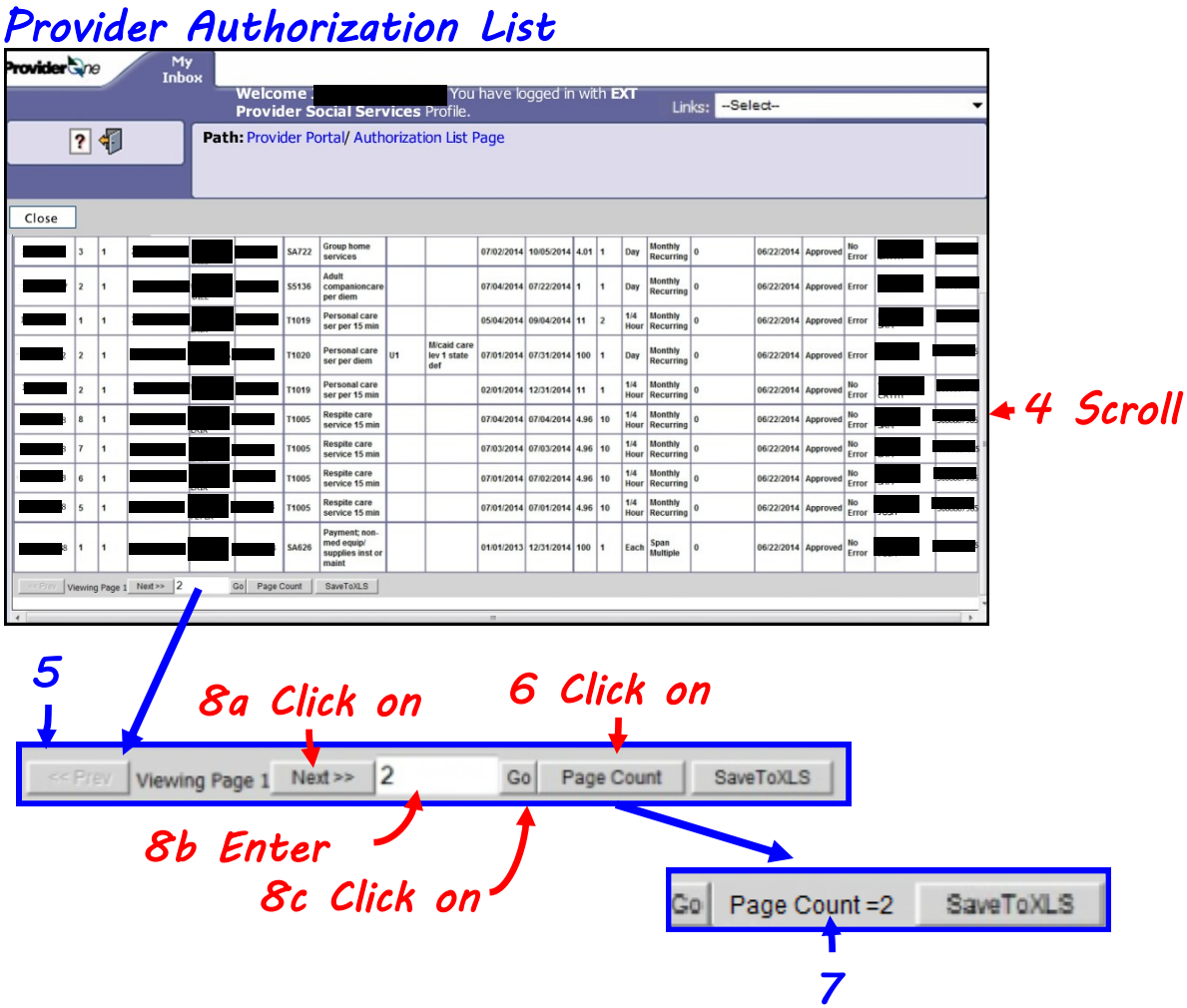
Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services		

The default view shows10 authorizations per page.

Start Date	End Date	Rate	Units	Unit Type	Billing Type	Client Responsibility	Last Updated	Business Status	Error Status	Case Manager Name	Case Manage Phone Number
07/02/2014	10/05/2014	4.01	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]

List Page Basics

4. Scroll down to view more lines
5. The viewing page controls appears at the bottom of the screen
6. To find the total number of pages in the list, click on Page Count
7. The number of pages appear
8. To show the next page
   a. Click on next,
   or
   b. Enter the page number and
   c. Click on Go



9. To export the list as an Excel file, click on SaveToXLS

9 Click on

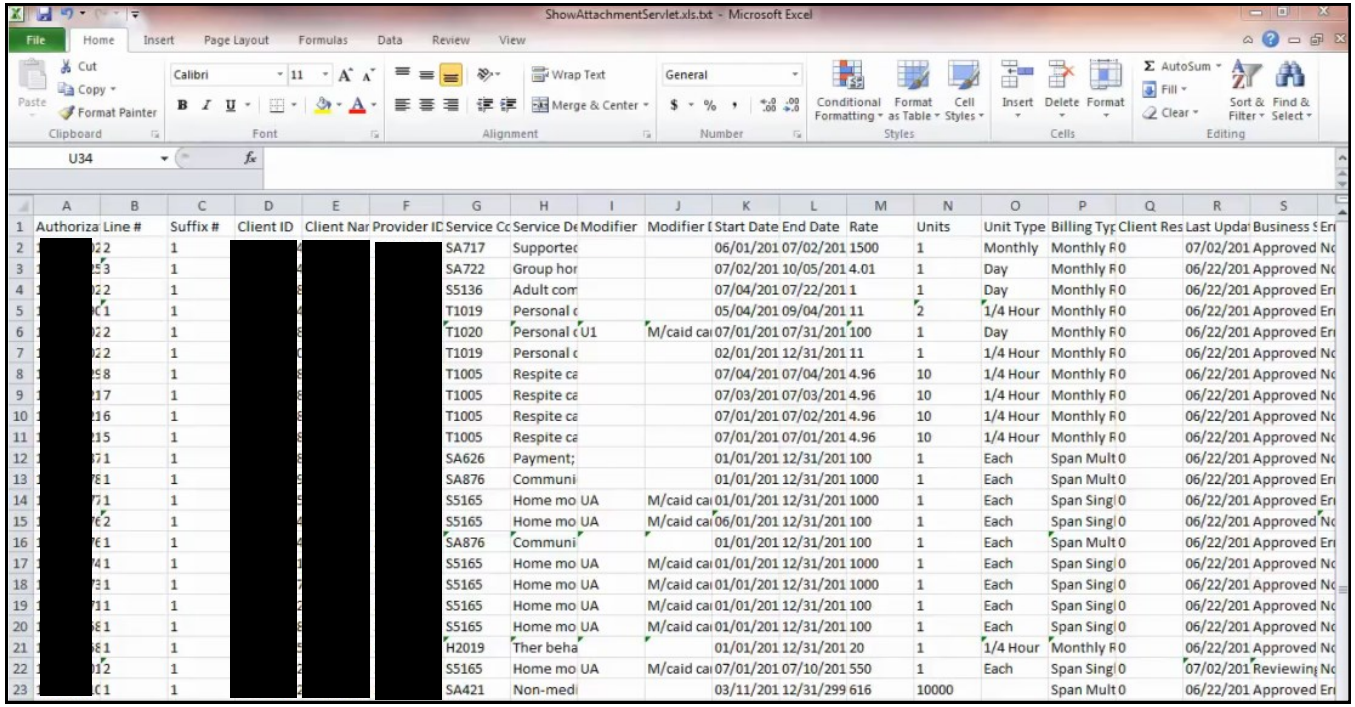
Note: The screen prompts to save the Excel document will differ depending on your computer programs. However, the resulting file will look the same.

10. The Excel file contains all the information, plus a bit more than the List Page

Note:

- You can copy data from the file and paste into a ProviderOne billing page or search fields, improving accuracy and reducing the potential for typing errors.
- Create a new Excel file prior to providing the service, authorizations can change.

10 Excel File of Provider Authorization List



	Authoriza	Line #	Suffix #	Client ID	Client Nar	Provider ID	Service Cc	Service De	Modifier	Modifier I	Start Date	End Date	Rate	Units	Unit Type	Billing Typ	Client Res	Last Updat	Business S	Er
2	[redacted]	22	1	[redacted]	[redacted]	[redacted]	SA717	Supportec			06/01/201	07/02/201	1500	1	Monthly	Monthly F	0	07/02/201	Approved	Nc
3	[redacted]	23	1	[redacted]	[redacted]	[redacted]	SA722	Group hor			07/02/201	10/05/201	4.01	1	Day	Monthly F	0	06/22/201	Approved	Nc
4	[redacted]	22	1	[redacted]	[redacted]	[redacted]	S5136	Adult com			07/04/201	07/22/201	1	1	Day	Monthly F	0	06/22/201	Approved	Er
5	[redacted]	C1	1	[redacted]	[redacted]	[redacted]	T1019	Personal c			05/04/201	09/04/201	11	2	1/4 Hour	Monthly F	0	06/22/201	Approved	Er
6	[redacted]	22	1	[redacted]	[redacted]	[redacted]	T1020	Personal c	U1	M/caid cai	07/01/201	07/31/201	100	1	Day	Monthly F	0	06/22/201	Approved	Er
7	[redacted]	22	1	[redacted]	[redacted]	[redacted]	T1019	Personal c			02/01/201	12/31/201	11	1	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
8	[redacted]	28	1	[redacted]	[redacted]	[redacted]	T1005	Respite ca			07/04/201	07/04/201	4.96	10	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
9	[redacted]	17	1	[redacted]	[redacted]	[redacted]	T1005	Respite ca			07/03/201	07/03/201	4.96	10	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
10	[redacted]	16	1	[redacted]	[redacted]	[redacted]	T1005	Respite ca			07/01/201	07/02/201	4.96	10	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
11	[redacted]	15	1	[redacted]	[redacted]	[redacted]	T1005	Respite ca			07/01/201	07/01/201	4.96	10	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
12	[redacted]	71	1	[redacted]	[redacted]	[redacted]	SA626	Payment;			01/01/201	12/31/201	100	1	Each	Span Mult	0	06/22/201	Approved	Nc
13	[redacted]	81	1	[redacted]	[redacted]	[redacted]	SA876	Communi			01/01/201	12/31/201	1000	1	Each	Span Mult	0	06/22/201	Approved	Er
14	[redacted]	71	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	01/01/201	12/31/201	1000	1	Each	Span Sing	0	06/22/201	Approved	Er
15	[redacted]	62	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	06/01/201	12/31/201	100	1	Each	Span Sing	0	06/22/201	Approved	Nc
16	[redacted]	61	1	[redacted]	[redacted]	[redacted]	SA876	Communi			01/01/201	12/31/201	100	1	Each	Span Mult	0	06/22/201	Approved	Er
17	[redacted]	41	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	01/01/201	12/31/201	1000	1	Each	Span Sing	0	06/22/201	Approved	Nc
18	[redacted]	31	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	01/01/201	12/31/201	1000	1	Each	Span Sing	0	06/22/201	Approved	Nc
19	[redacted]	11	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	01/01/201	12/31/201	100	1	Each	Span Sing	0	06/22/201	Approved	Nc
20	[redacted]	61	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	01/01/201	12/31/201	100	1	Each	Span Sing	0	06/22/201	Approved	Nc
21	[redacted]	81	1	[redacted]	[redacted]	[redacted]	H2019	Ther beha			01/01/201	12/31/201	20	1	1/4 Hour	Monthly F	0	06/22/201	Approved	Nc
22	[redacted]	12	1	[redacted]	[redacted]	[redacted]	S5165	Home mo	UA	M/caid cai	07/01/201	07/10/201	550	1	Each	Span Sing	0	07/02/201	Reviewing	Nc
23	[redacted]	C1	1	[redacted]	[redacted]	[redacted]	SA421	Non-medi			03/11/201	12/31/299	616	10000		Span Mult	0	06/22/201	Approved	Er

Billing Importance

To submit a claim in ProviderOne, the following authorization data is required:

1. From the Provider Authorization List Page

1 Provider Authorization List Page

2c 2b 2a 2d 2e

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services		
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem		

Basic Billing Screen

Social Service Billing Screen:

Note: asterisks (*) denote required fields. Billing Instructions

Basic Claim Information

Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION — Submitter ID: [redacted]

BILLING PROVIDER — * Provider ID: [redacted]

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT — * Client ID: [redacted] 200

CLAIM INFORMATION

CLAIM INFORMATION — * Authorization Number: [redacted]

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: mm dd ccyy — * Service Date To: mm dd ccyy

* Service Code: SA722 — Modifiers: 1: 2: 3: 4: — * Units:

Patient Account No:

Add Service Line Item | Update Service Line Item

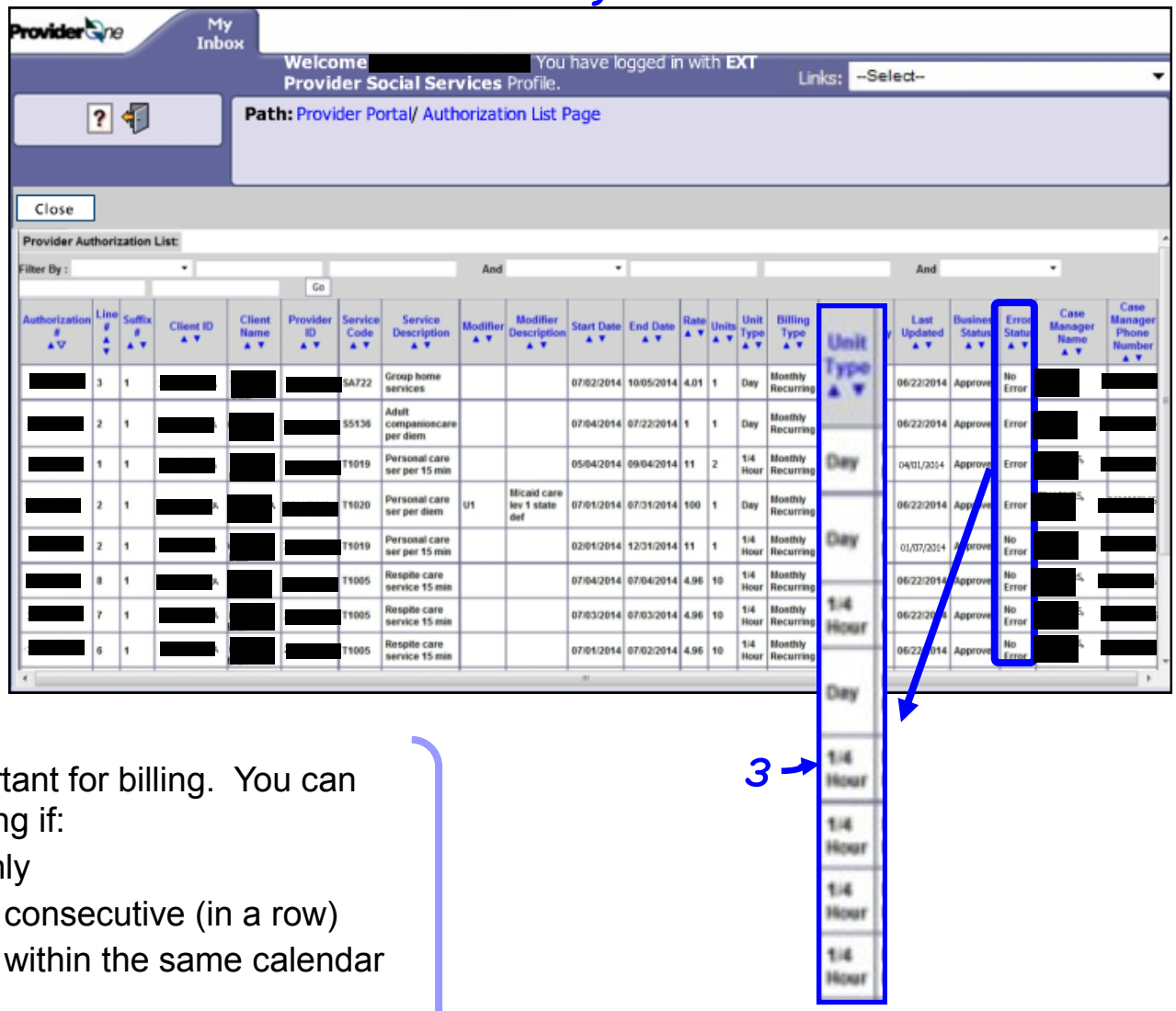
2. The following fields are required for billing:
   a. Provider ID
   b. Client ID
   c. Authorization #
   d. Service Code
   e. Modifier (if applicable)

Billing Importance

Another important field is the Unit Type field. The Unit Type will influence how you can bill. See pages 23 & 24.

3. Unit Type

Provider Authorization List Page



Note: The Unit Type is important for billing. You can only use a date range for billing if:

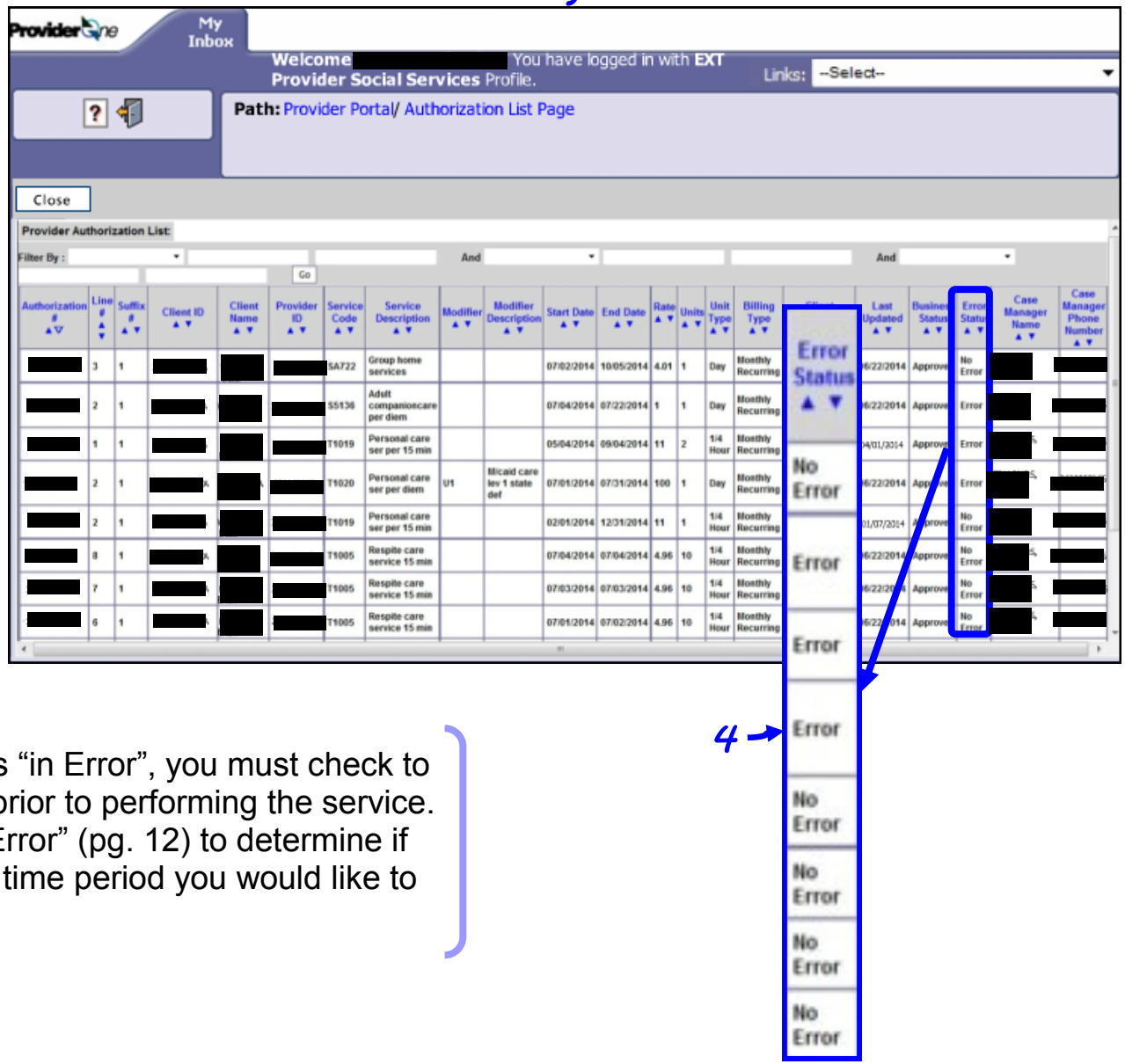
- Unit Type is Daily or Monthly
- All services were provided consecutive (in a row)
- All services were provided within the same calendar month.

Billing Importance

Another important field is the Error Status field.

4. An "Error" message indicates that there is an issue with this authorization **at some point within the life** of the authorization.

Provider Authorization List Page



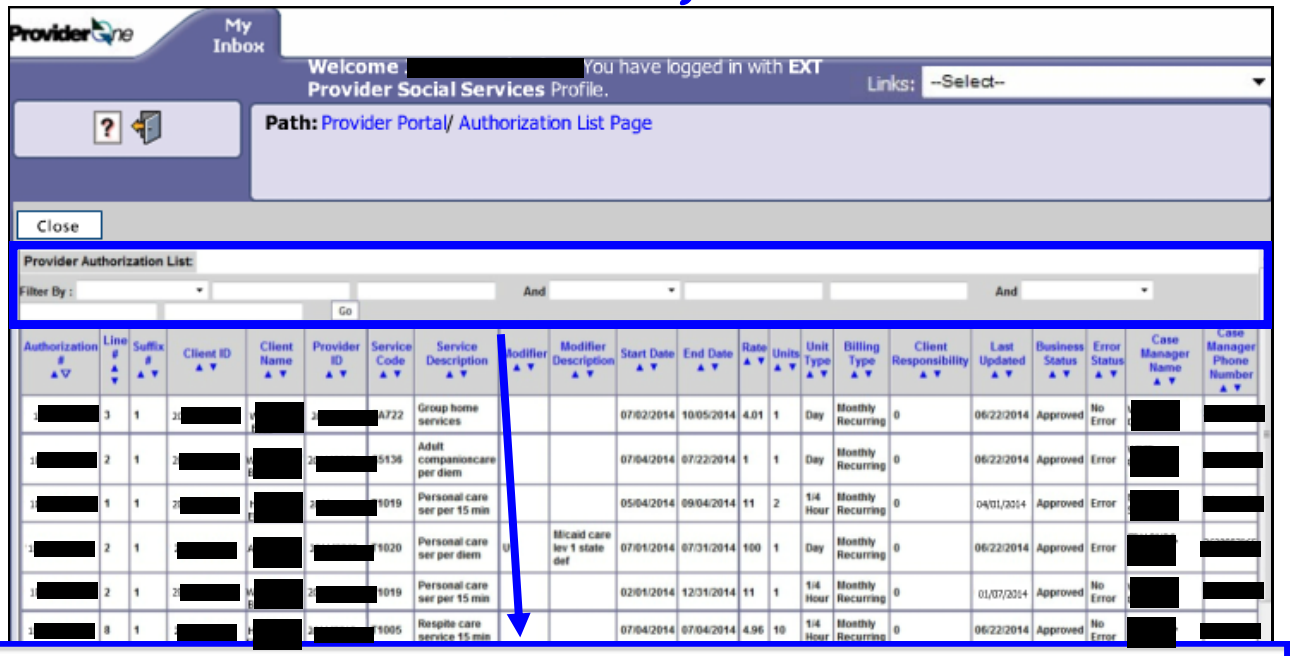
Note: If an authorization is "in Error", you must check to see if the error is in effect prior to performing the service. Follow the steps in "View Error" (pg. 12) to determine if the error status effects the time period you would like to provide the service.

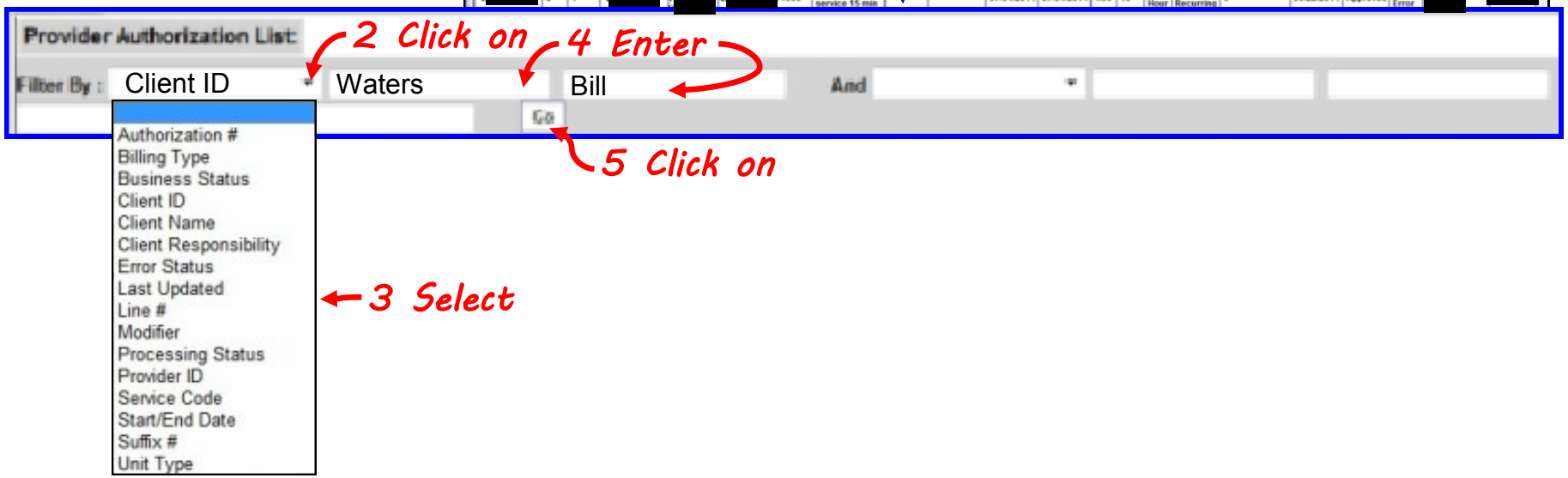
List Page Search

This section shows you how to search the Authorization List Page

1. From the Provider Authorization List Page
2. Click on ▼ filter by drop down
3. Select filter type (IE: Client Name)
4. Enter filter data (IE Last and first name)
5. Click on Go

1 Provider Authorization List Page





6. Filtered list appears

7. Results show authorizations for Bill Waters.

6 Filtered List

Provider Authorization List:

Filter By : Client Name [redacted] [redacted] And And

Go

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description	Start Date	End Date	Rate	Units	Unit Type	Billing Type	Client Responsibility	Last Updated	Business Status	Error Status	Case Manager Name	Case Manager Phone Number
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services			07/01/2014	07/31/2014	4.01	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem			07/01/2014	07/31/2014	1	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1019	Personal care			07/01/2014	07/31/2014	11	1	1/4 Hour	Monthly Recurring	$0.00	01/07/2014	Approved	No Error	[redacted]	[redacted]

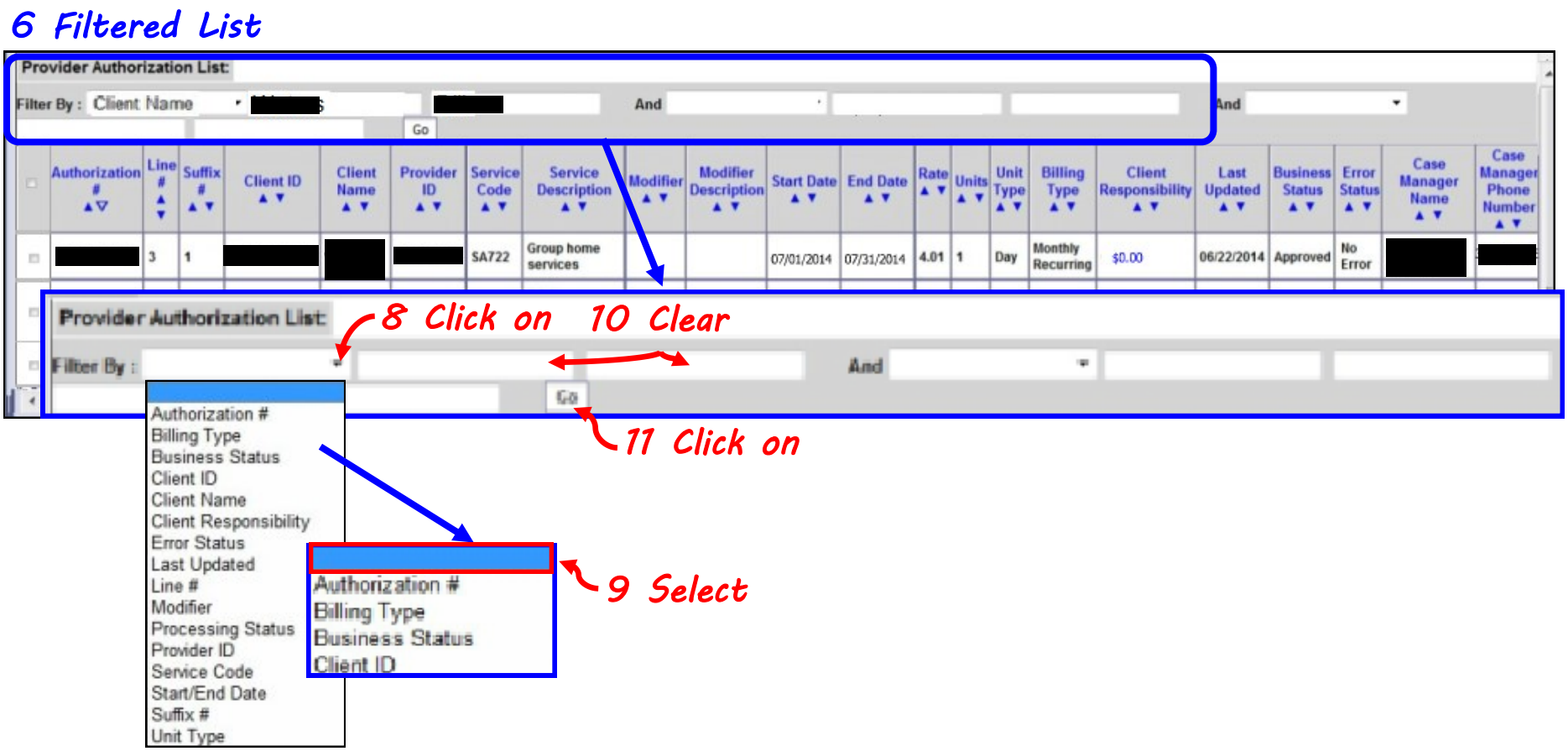
7

Authorization #	Line #	Suffix #	Client ID	Client Name
[redacted]	3	1	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]

List Page Search

To return the list page to the default list:

8. Click on [▾] filter by drop down
9. Select blank filter
10. Clear filter data
11. Click on Go



List Page Search

To return the Provider Portal:

12. Click on Close

or

13. Click on Provider Portal in Path

ProviderOne | My Inbox

Welcome [redacted] You have logged in with **EXT Provider Social Services** Profile.

Links: --Select--

Path: Provider Portal/ Authorization List Page

13 Click on

Close ← 12 Click on

Provider Authorization List:

Filter By : And And Go

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description	Start Date	End Date	Rate	Units	Unit Type	Billing Type	Client Responsibility	Last Updated	Business Status	Error Status	Case Manager Name	Case Manager Phone Number
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services			07/02/2014	10/05/2014	4.01	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem			07/04/2014	07/22/2014	1	1	Day	Monthly Recurring	$100.00	06/22/2014	Approved	Error	[redacted]	[redacted]
[redacted]	1	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			05/04/2014	09/04/2014	11	2	1/4 Hour	Monthly Recurring	$0.00	04/01/2014	Approved	Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1020	Personal care ser per diem	U1	M/caid care lev 1 state def	07/01/2014	07/31/2014	100	1	Day	Monthly Recurring	$0.00	06/22/2014	Approved	Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			02/01/2014	12/31/2014	11	1	1/4 Hour	Monthly Recurring	$0.00	01/07/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	8	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/04/2014	07/04/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	7	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/03/2014	07/03/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	6	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014	07/02/2014	4.96	10	1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]

View Error

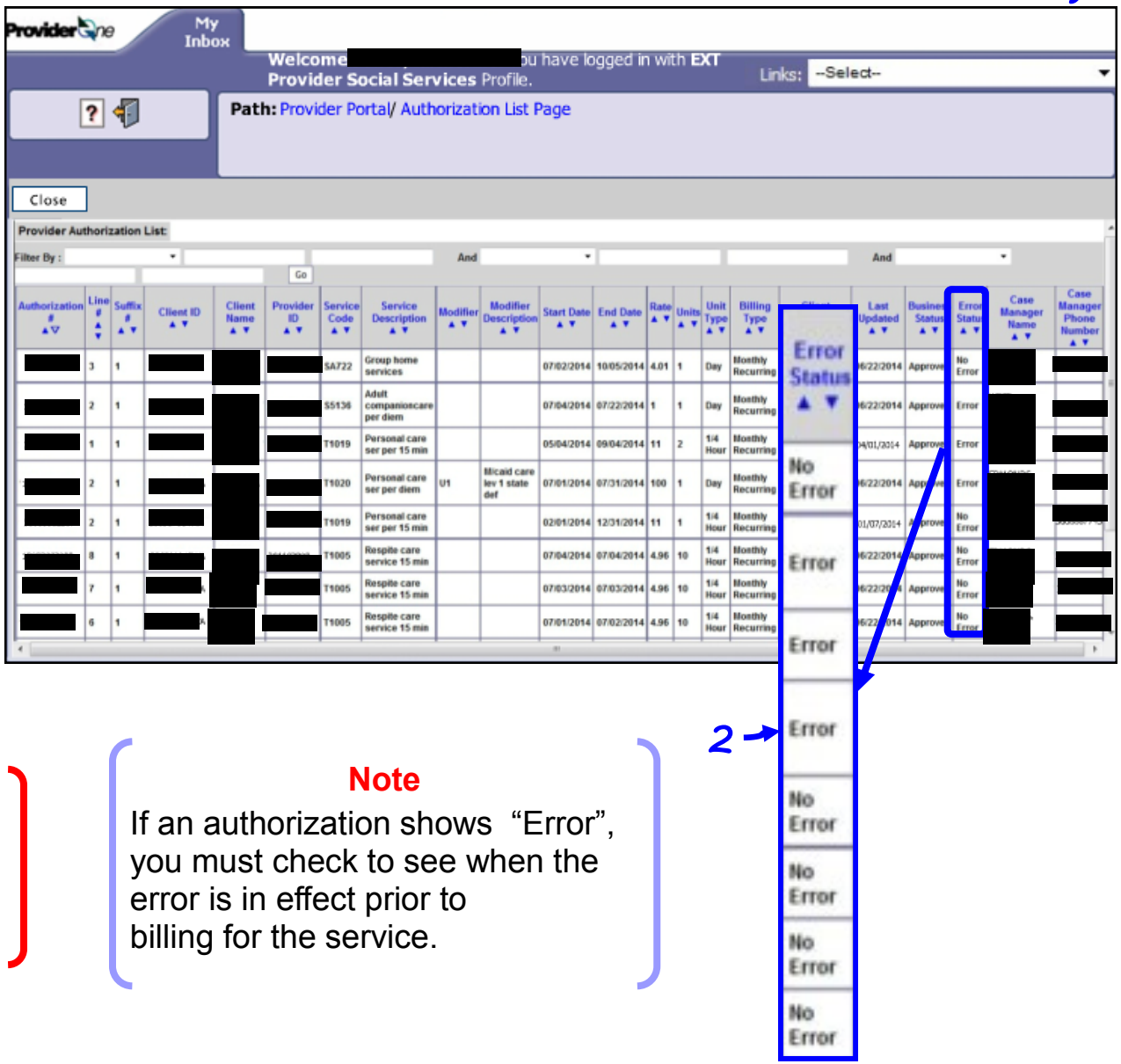
This section covers how to determine when an "Error" will prevent a provider from providing and being paid for a service during a specific time period.

1. From the Provider Authorization List Page
2. Authorization is in "Error"

Information you can check

1. Check the expiration date of your contacts in Manage Provider data, Step 8 Contract Information.
2. Check the expiration date you licenses.

1 Provider Authorization List Page



You can use this search to view your active authorizations for a specific month (ie. The month you are billing for).

Note

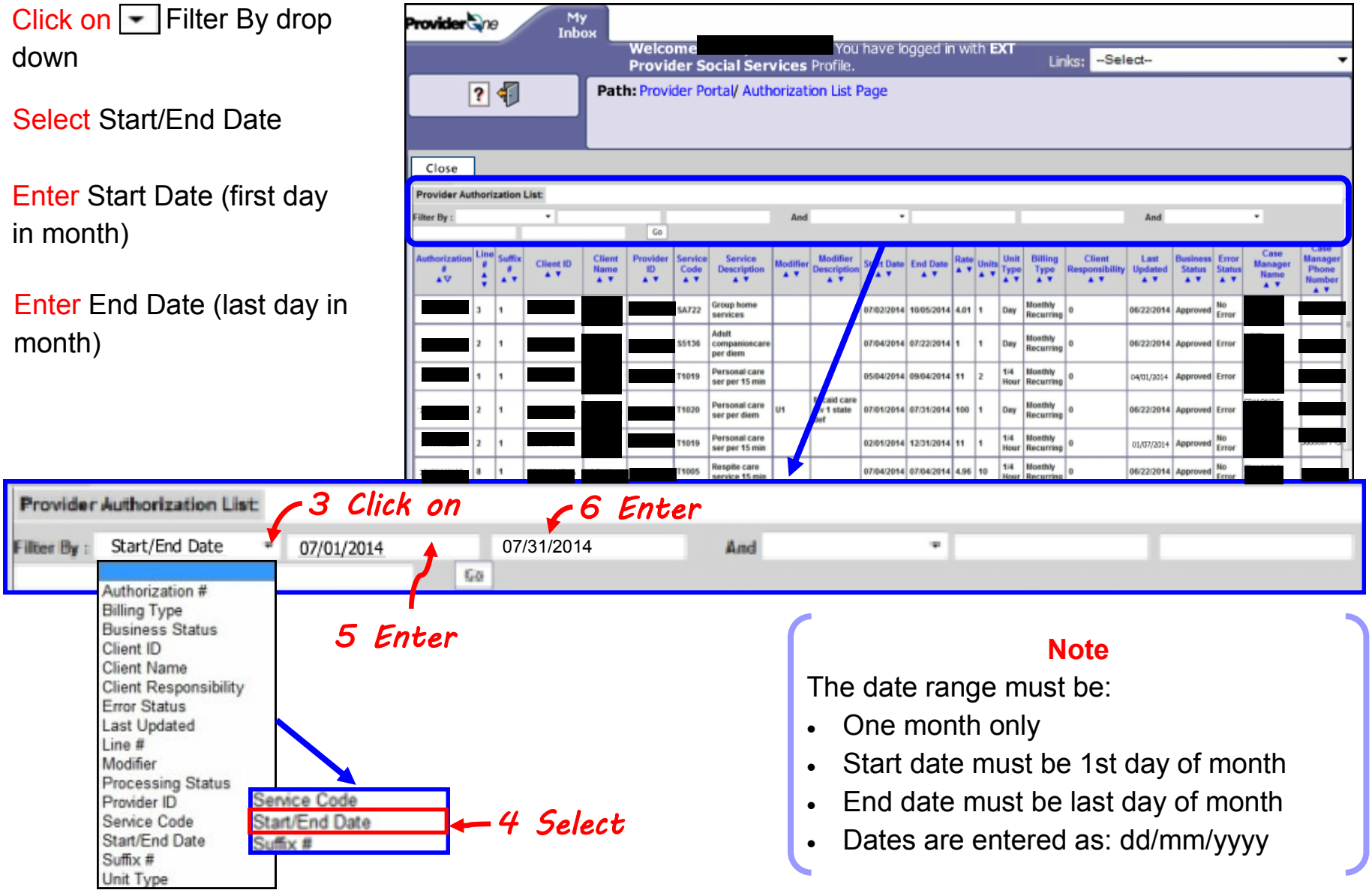
If an authorization shows "Error", you must check to see when the error is in effect prior to billing for the service.

View Error

To identify when an error is in effect for a specific month. Conduct a search for that month.

3. Click on ▼ Filter By drop down
4. Select Start/End Date
5. Enter Start Date (first day in month)
6. Enter End Date (last day in month)

Provider Authorization List Page



Note

The date range must be:

- One month only
- Start date must be 1st day of month
- End date must be last day of month
- Dates are entered as: dd/mm/yyyy

7. Search results appear

8. For the search month, the authorizations show “No Error” so the provider can perform the authorized services and be paid by ProviderOne.

8

7 Search Results

Provider Authorization List:

Filter By : Start/End Date 07/01/2014 07/31/2014 And And Go

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description	Start Date	End Date	Rate	Units	Unit Type	Billing Type	Last Updated	Business Status	Error Status	Case Manager Name	Case Manager Phone Number
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services			07/01/2014	07/31/2014	4.01	1	Day	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem			07/01/2014	07/31/2014	1	1	Day	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	1	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			07/01/2014	07/31/2014	11	2	1/4 Hour	Monthly Recurrin	04/01/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1020	Personal care ser per diem	U1	M/caid care lev 1 state def	07/01/2014	07/31/2014	100	1	Day	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			07/01/2014	07/31/2014	11	1	1/4 Hour	Monthly Recurrin	01/[illegible]/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	8	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014	07/31/2014	4.96	10	1/4 Hour	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	7	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014	07/31/2014	4.96	10	1/4 Hour	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	6	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014	07/31/2014	4.96	10	1/4 Hour	Monthly Recurrin	06/22/2014	Approved	No Error	[redacted]	[redacted]

Error Status ▲ ▼

No Error
No Error
No Error
No Error
No Error
No Error
No Error

If the authorization line has a Error Status stating “Error”, contact your case manager to find out why the authorization is in error. Services for dates with “No Error” can be be claimed regardless of whether other dates on the authorization have “Error” status.

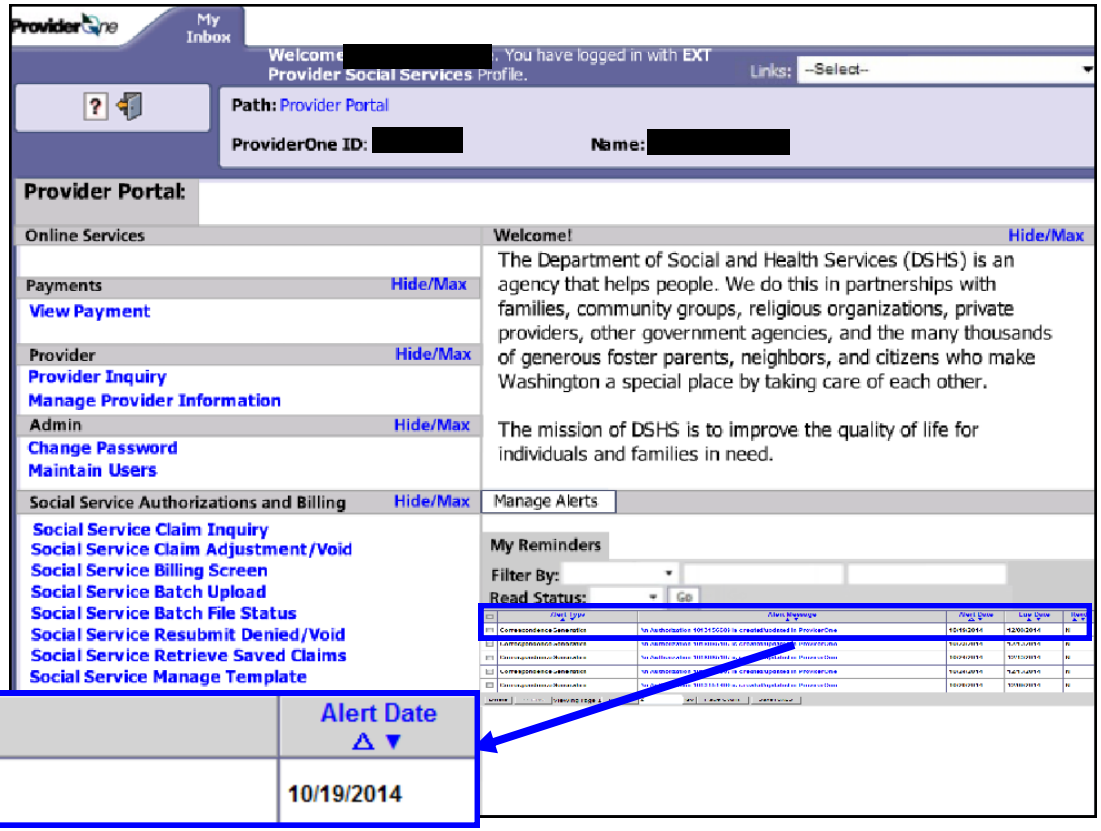
View Authorization History

When you receive an alert message that says your authorization has been changed, this section shows you how to find out what has changed.

1. From the Portal Page

2. Alert message appears informing you that an authorization has been changed

1 Portal Page



2

Alert Message	Alert Date
An Authorization [redacted]s created/updated in ProviderOne	10/19/2014

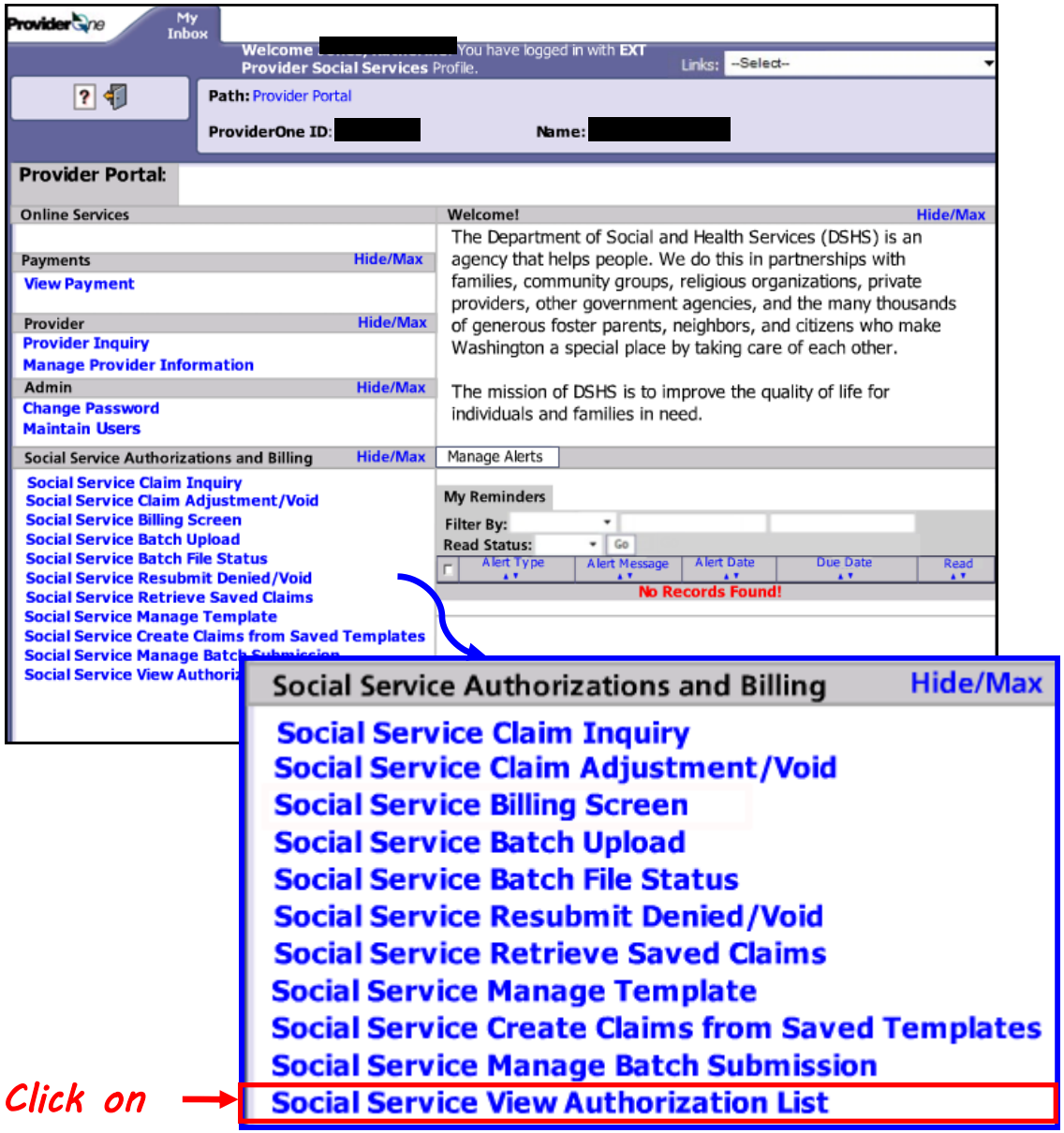
The alert date is one day after the actual change date of the authorization.

View Authorization History

This section cover how to search and view an authorization's history and to identify how an authorization has changed.

3. Click on Social Service View Authorization List

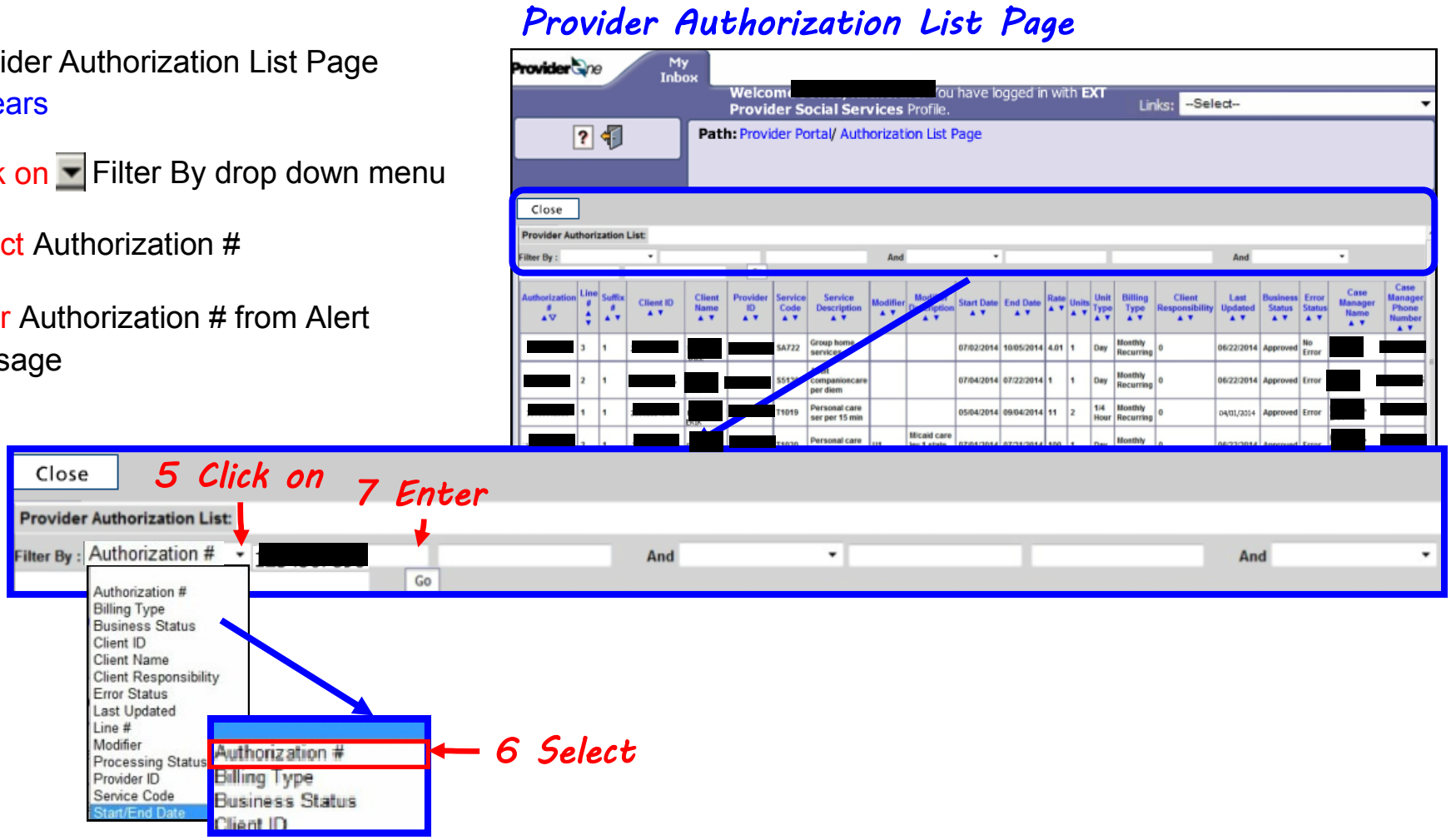
Provider Portal



3 Click on

View Authorization History

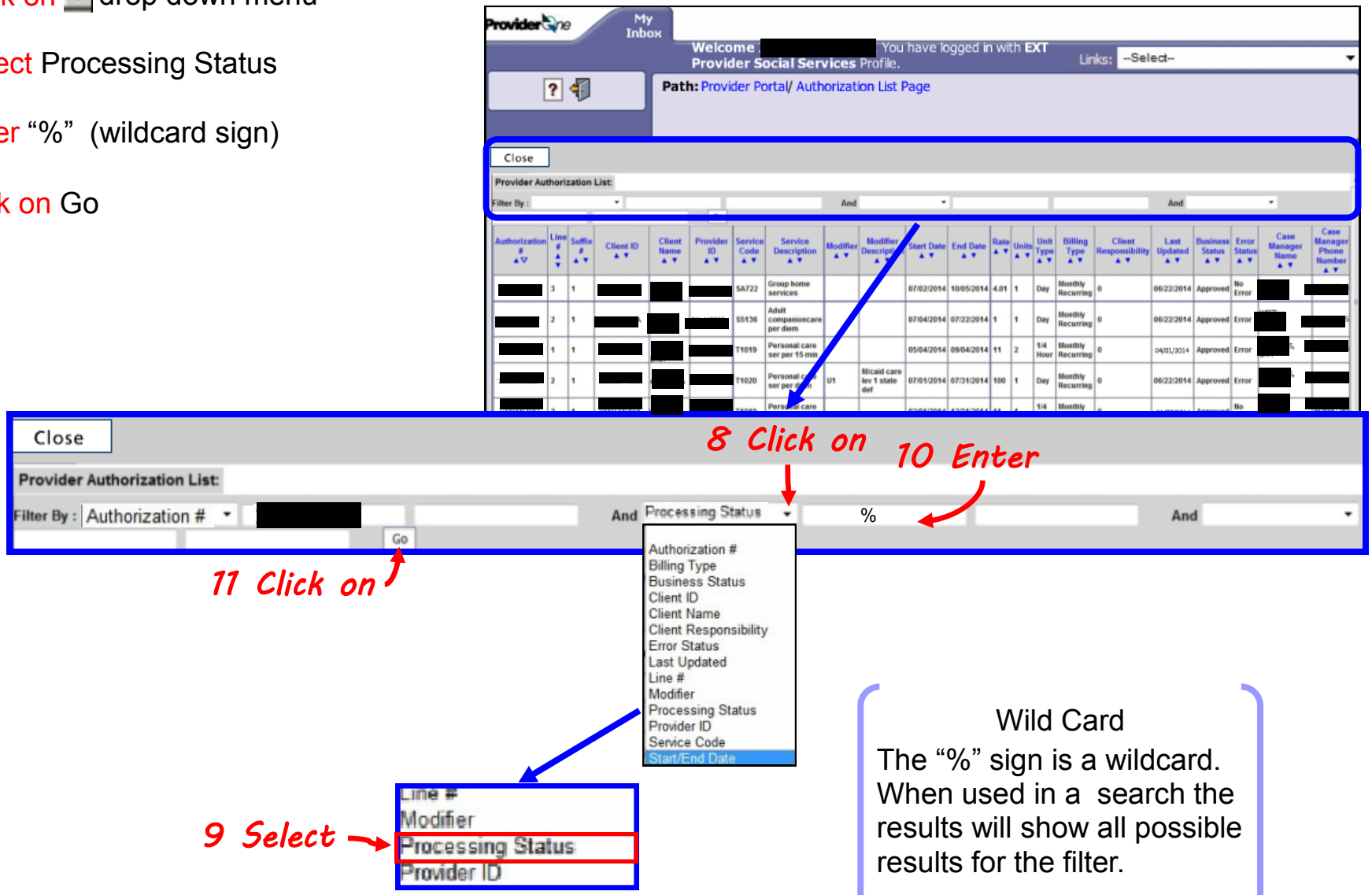
4. Provider Authorization List Page appears
5. Click on Filter By drop down menu
6. Select Authorization #
7. Enter Authorization # from Alert Message



View Authorization History

8. Click on drop down menu
9. Select Processing Status
10. Enter "%" (wildcard sign)
11. Click on Go

Provider Authorization List



Wild Card

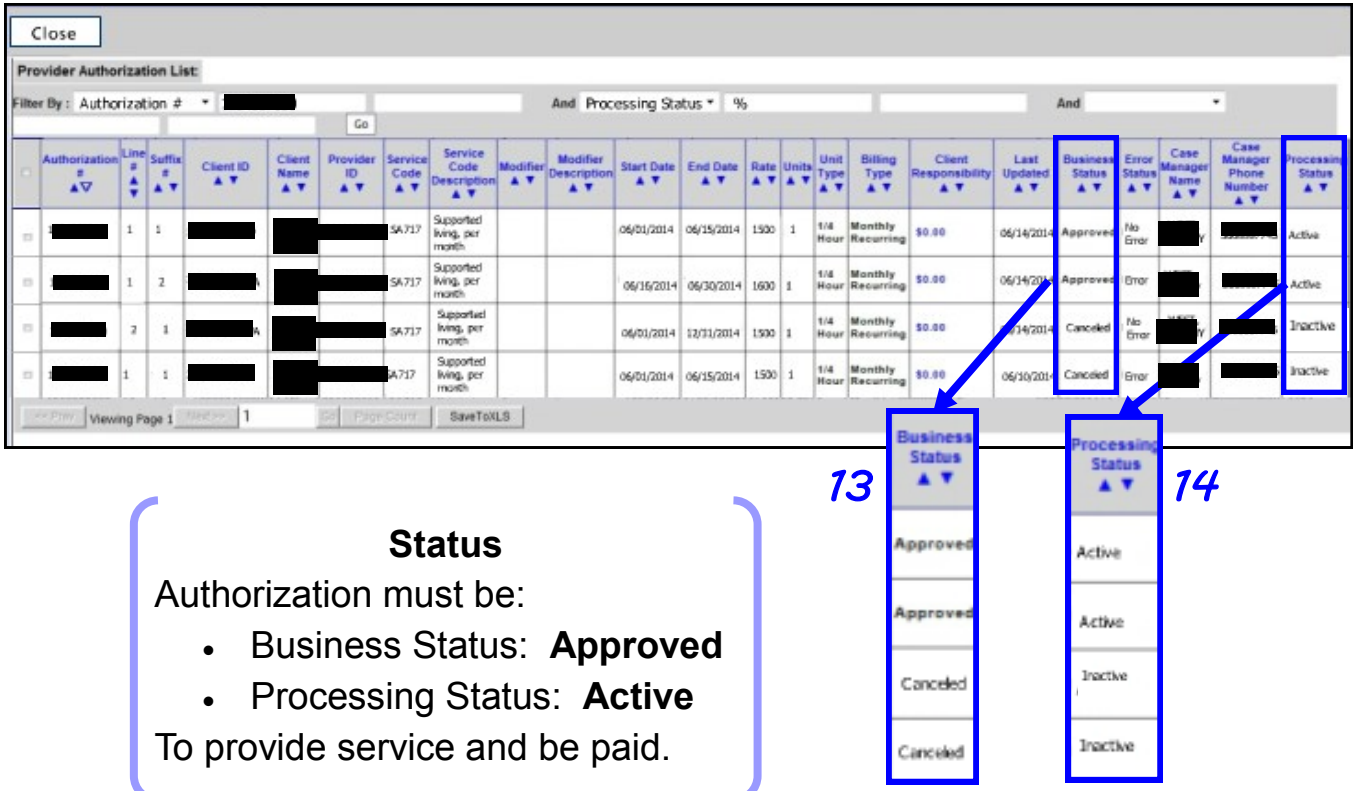
The "%" sign is a wildcard. When used in a search the results will show all possible results for the filter.

12. The filtered list appears showing the Business Status as: Approved, Canceled, or In Review.

13. The list shows the Business Status as: Approved, Canceled, or In Review.

14. The list shows the Processing Status as: Active or Inactive.

12 Filtered Authorization List



Status

Authorization must be:

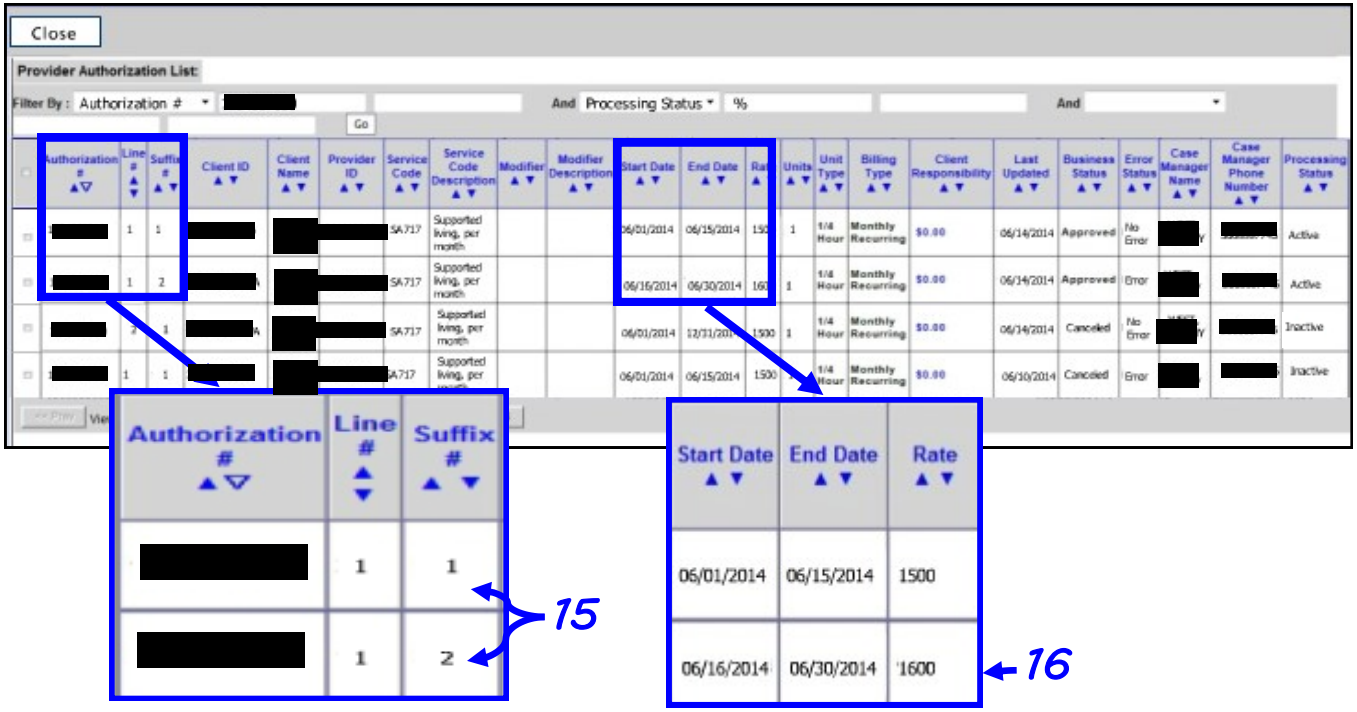
- Business Status: **Approved**
- Processing Status: **Active**

To provide service and be paid.

15. The Suffix # "2" shows that this authorization has been split into time periods

16. The rate for this authorization was changed for the period 06/15/2014 and 06/30/2014

Filtered Authorization List



Note:

- If the change effects the entire time period of the authorization it will not "split". The old service line will become "inactive" and a new service line will become "active".
- When billing, the provider only needs to list the "Authorization #" in the claim. ProviderOne will select which "Suffix #" and "Rate" to use based on the Date of Service. IE: All bills dated 06/16 to 06/30 will be have a "Rate" of $1,600.

View Client Responsibility

This section covers viewing client responsibility.

1. From the Provider Authorization List Page

2. Click on the monthly responsibility amount to view a breakdown of responsibility for the authorization.

Responsibility

The amount shown in the Client Responsibility field is the responsibility for the current or search month.

2 Click on

1 Provide Authorization List Page

Provider Authorization List:

Filter By : Start/End Date 07/01/2014 And Start/End Dat And

Go

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier	Modifier Description	Unit Type	Billing Type	Client Responsibility	Last Updated	Business Status	Error Status	Case Manager Name	Case Manager Phone Number
[redacted]	3	1	[redacted]	[redacted]	[redacted]	SA722	Group home services			1 Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	S5136	Adult companioncare per diem			1 Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	1	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			2 1/4 Hour	Monthly Recurring	$0.00	04/01/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1020	Personal care ser per diem	U1	M/caid care lev 1 state def	1 Day	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	2	1	[redacted]	[redacted]	[redacted]	T1019	Personal care ser per 15 min			1 1/4 Hour	Monthly Recurring	$0.00	01/07/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	8	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			10 1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	7	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014 07/31/2014 4.96 10 1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]
[redacted]	6	1	[redacted]	[redacted]	[redacted]	T1005	Respite care service 15 min			07/01/2014 07/31/2014 4.96 10 1/4 Hour	Monthly Recurring	$0.00	06/22/2014	Approved	No Error	[redacted]	[redacted]

Client Responsibility

$0.00
$100.00
$0.00
$0.00
$0.00
$0.00
$0.00
$0.00

View Client Responsibility

3. From the Authorization Line Client Responsibility
4. Year and Month
5. Third Party Resource
6. Room & Board
7. Participation
8. Total Client Responsibility

3 Authorization Line Client Responsibility

http://10.4.3.61:9083/r8itf/CNSIControlServlet - Windows Internet Explorer

Authorization Line Client Responsibility

Yr/Mo	Last Update Date	Third Party Resource	Room & Board	Participation	Total Client Responsibility
2014/06	06-22-2014 22:08:22	$0.00	$0.00	$100.00	$100.00
2014/07	06-22-2014 22:08:22	$0.00	$0.00	$100.00	$100.00
2014/08	06-22-2014 22:08:22	$0.00	$0.00	$100.00	$100.00
2014/09	06-22-2014 22:08:22	$0.00	$0.00	$100.00	$100.00
2014/10	06-22-2014 22:08:22	$0.00	$0.00	$100.00	$100.00

<<Prev Viewing Page 1 Next>> 1 Go Page Count SaveToXLS

Cancel

125%

"Other Than Daily" Unit Types

All claims are based on date of service (the day the service was provided).

Unit Types: 1/4 hour, 1/2 hour, hour, each, per visit, mile, daily, monthly

1. Each service line is a single day. (See date range for daily & monthly unit types)

2. The number of Units provided on each day of service can be more than 1 (except daily)

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

	mm	dd	ccyy		mm	dd	ccyy
* Service Date From:	01	20	2014	* Service Date To:	01	20	2014

* Service Code: T1019 Modifiers: 1: 2: 3: 4: * Units: 4

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2

Add Service Line Item | Update Service Line Item

Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: $70.00

Line No	Service Dates From	Service Dates To	Service Code	Modifiers 1	Modifiers 2	Modifiers 3	Modifiers 4	Units	
1	01/20/2014	01/20/2014	T1019					4	Delete
2	01/21/2014	01/21/2014	T1019					6	Delete
3	01/22/2014	01/22/2014	T1019					4	Delete

1

Daily Unit Types

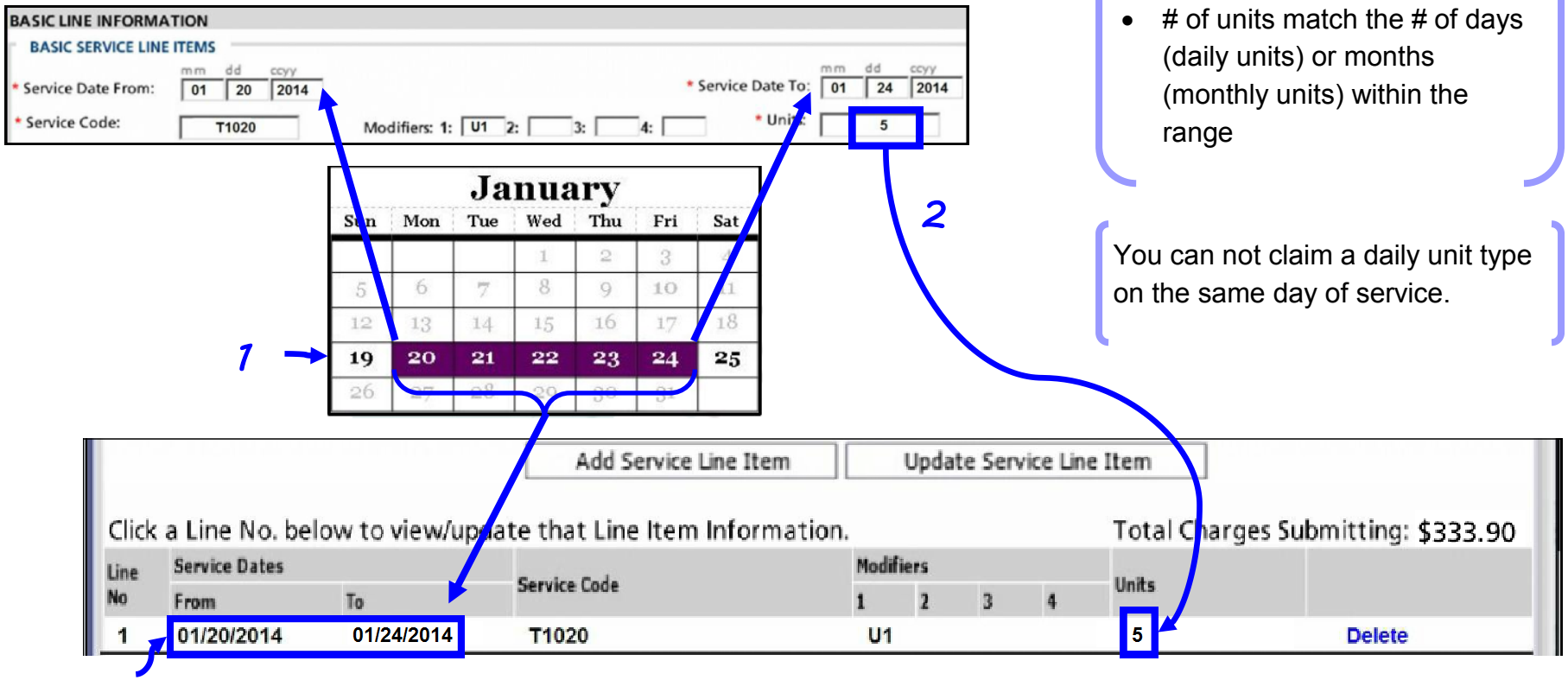
1. Date range from and to dates must be consecutive (in a row, with no breaks), within the same calendar month, and daily or monthly units.

2. The number of Units must equals the number of days in the range for daily unit types, or 1 unit for the month within the range for monthly

3. When you Add Service Line, the date range will be a single service line. A note will appear on you billing page telling you that the date range will be broken down into individual daily service line when the claim is pro-

Important

A date range, or span, can **only** be used when:

- Unit Type = daily or monthly
- Days were worked consecutively (in a row with no breaks)
- The date range is within the same calendar month.
- # of units match the # of days (daily units) or months (monthly units) within the range

You can not claim a daily unit type on the same day of service.