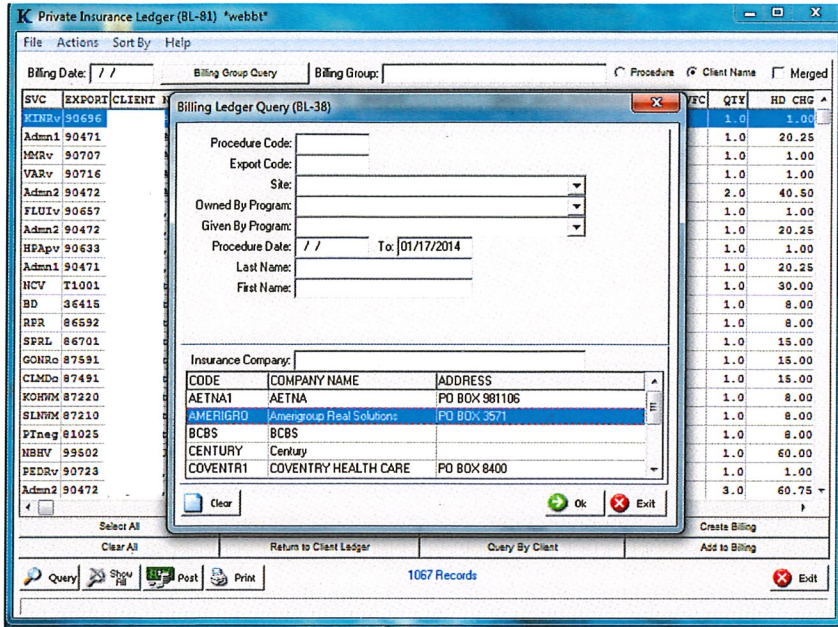


LHD – Billing

Sign on to KIPHS

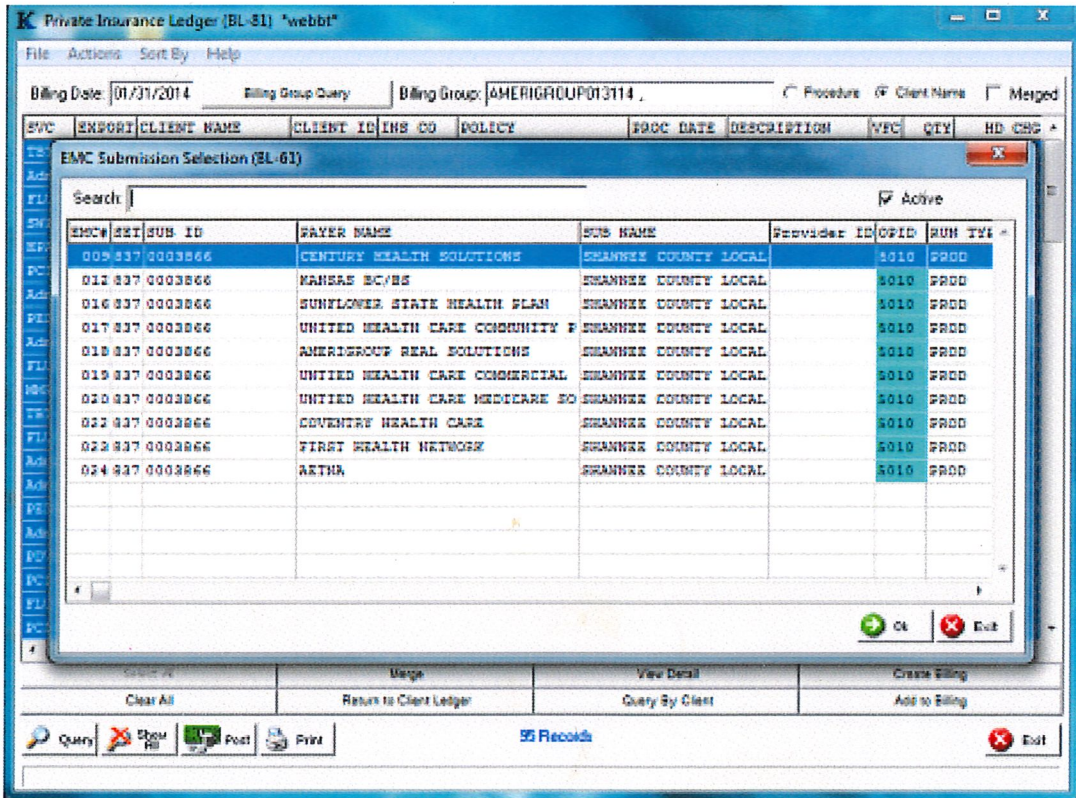


- 1) Private Insurance Billing
- 2) Query: Always go back two weeks from current Friday. *If it's close to end of month, say within two days go ahead and include those days.*
- 3) Where TO is: type in Past date
- 4) Click OK

Billing Time limits:
 Amerigroup & Sunflower and all others are 180 days
 United 120 days just for LHD

Do Search for the insurance company.

- 5) Click in billing date – Enter Today's date
- 6) Click in Billing group – Create billing name ie: (Amerigroup010814)



- 7) Select all
- 8) Push Create Billing

Private Insurance Ledger (BL-81) *webbt*

Billing Date: / / Billing Group Query Billing Group: Procedure Client Name Merged

SVC	EXPORT	CLIENT NAME	CLIENT ID	IMS CO	POLICY	PROC DATE	DESCRIPTION	VFC	QTY	HD	CHG
Select Private Billing (BL-94)											
<input checked="" type="radio"/> Unpaid <input type="radio"/> Partial <input type="radio"/> Paid <input type="radio"/> Closed <input type="radio"/> All											
BILLING NO	BILL DATE	CLOSE DATE	GROUP	TOT BILLED	TOT PAID	#CLMS	#PAID	EMC #			
000001724	01/31/2014	01/31/2014	UNITEDHEALTH013114	2,036.80	0.00	49	0	017			
000001723	01/31/2014	01/31/2014	AMKRIGROUP013114	1,609.25	0.00	35	0	018			
000001721	01/30/2014		UHCCOMB013014	312.40	0.00	3	0	019			
000001720	01/30/2014	01/30/2014	SUNFLOWER013014	3,844.75	0.00	89	0	016			
000001719	01/30/2014	01/30/2014	CENTURY013014	248.00	0.00	3	0	09			
000001718	01/30/2014	01/30/2014	BCBS013014	3,186.05	0.00	37	0	012			
000001717	01/27/2014		MEDICARE012714	81.00	0.00	1	0	016			
000001716	01/27/2014		MEDIAREBCBS012714	139.00	0.00	2	0	012			
000001715	01/23/2014	01/24/2014	UHCCOMB012314	536.00	0.00	4	0	019			
000001714	01/23/2014	01/24/2014	UNITEDHEALTH012314	1,423.50	0.00	35	0	017			
000001713	01/23/2014	01/24/2014	COVENTRY012314	192.00	0.00	3	0	022			
000001709	01/23/2014	01/23/2014	ARTMA012314	30.00	0.00	1	0	024			
000001707	01/16/2014	01/17/2014	UHCCOMB011614	471.00	0.00	4	0	019			
000001704	01/16/2014	01/23/2014	COVENTRY011614	284.40	0.00	3	0	022			

Query Show Post Print Last Payment Date: Ok Exit

Select All Merge View Detail Create Billing
Clear All Return to Client Ledger Query By Client Add to Billing

Query Show Post Print 832 Records Exit

Select Insurance Co, ie: Amerigroup click OK (if there is an error a dialog box will appear) But if you get a dialog box (Message about 4 diagnoses – Click OK) Only worry if you get error code saying that something was deleted.

If something was deleted 8a) Return the Client back To the client

Billing Adjustment Entry (BL-25) *webbt*

Client: Foreman, Rachel DOB: 02/25/1986 Client ID: 000017470
 Guarantor: Foreman, Rachel Acct Bal: 24.00 Cred Bur: 162.80 Write Off: 0.00

DATE	ADJ CD	DESCRIPTION	AMOUNT	BALANCE	USER ID	NOTES

Transaction Note (BL-07)

Nurse deleted shot. TW

Ok Exit

Service Date: 06/19/2014 Desc: Blood Draw (In-house) User ID: webbt Balance: 8.00
 Adj Date: 07/11/2014 Adj Code: MIS -- Miscellaneous Adjustment: 8.00
 New Balance: 0.00

Create Note Ok Save Exit

ledger.

Once it's back on the Client ledger 8b) Find Client 8c) Billing 8d) Payment 8e) Dialog box appears Saying you have deleted shots. Press OK 8f) Billing adjust code 8g) Adjustment amt 8h) Enter note and initial 8i) Press ok 8j) continue until all have been deleted.

All Disappeared

Private Insurance Billing Claims Processing (BL-83) *webbt*

Billing #: 00001724 Date: 01/31/2014 Total H Claims: 44
 Group: UNITEDHEALTH013114 Claims Total: 2,461.80

Sort By: Claim# Name

CLAIM#	NAME	PROVID	PAY CD	BILLED	BSN	INS	EMPL	ACC	ACC E
000001				60.00		3	no	N	
000002				85.00		3	no	N	
000003				21.25		3	no	N	
000004				30.00		3	no	N	
000005				30.00		3	no	N	
000006				42.50		3	no	N	
000007				21.25		3	no	N	
000008				63.75		3	no	N	
000009				21.25		3	no	N	
000010				21.25		3	no	N	
000011				70.00		3	no	N	
000012				23.00		3	no	N	
000013				21.25		3	no	N	
000014				63.75		3	no	N	
000015									
000016									
000017									
000018									
000019									

Information
 Claims Records and Electronic Claims File have been successfully created.
 OK

Processing Complete

- 9) View Details
- 10) Select all
- 11) Click Claims Processing
- Final Billing Comes up
- 12) Select all – Print Billing Report
- 13) (Make sure and press Detail)
- 14) Bring report to your desk and double check for errors.

**** ARE VERY BAD
 Fix all asterisks.
 If not your file will BOMB.

If there are errors: Go back into Billing – Private Insurance (Which brings back up ledger (BL-81) screen.

Private Insurance Ledger (BL-81) *webbt*

Billing Date: 01/31/2014 Billing Group: UNITEDHEALTH013114

SVC	EXPORT	CLIENT NAME	CLIENT ID	INS CO	POLICY	PROC DATE	DESCRIPTION	VFC	QTY	HD CHG
BD	36418		00	SUNFLOWE	C	01/24/2014	Blood Draw (In-		1.00	5.00
BPAL	86701		00	SUNFLOWE	C	01/24/2014	BPAL (State)		1.00	15.00
TYVip	90691		00	BCBS	C	01/25/2014	Typhim Vi Typho		1.00	87.75
Admnl	90471		00	BCBS	C	01/29/2014	Administration		1.00	20.25
FLUiv	90658		00	AMERICRO	C	01/27/2014	Fluzone Flu (6m		1.00	1.00
Admnl	90471		00	AMERICRO	C	01/27/2014	Administration		1.00	20.25
Admnl	90471		00	UNC	C	01/29/2014	Administration		1.00	20.25
FLUiv	90658		00	UNC	C	01/27/2014	Fluzone Flu (36		1.00	1.00
HBKV	99502		00	UNC	C	01/22/2014	Newborn Home Vi		1.00	60.00
IST	88580		00	SUNFLOWE	C	01/29/2014	IS Skin Test		1.00	20.00
Admnl	90472		00	UNC	C	01/15/2014	Administration		4.00	81.00
PCL3v	90670		00	UNC	C	01/15/2014	Prevnar 13 (6w		1.00	1.00
ROTAV	90691		00	UNC	C	01/15/2014	Rotarix Rotavir		1.00	1.00
PDU3v	90648		00	UNC	C	01/15/2014	PedvaxHIB (6w		1.00	1.00
FLUiv	90657		00	UNC	C	01/15/2014	Fluzone Flu (6m		1.00	1.00
PEDRV	90723		00	UNC	C	01/15/2014	Pediarix DTaP-H		1.00	1.00
Admnl	90471		00	UNC	C	01/15/2014	Administration		1.00	20.25
FLUiv	90658		00	SUNFLOWE	C	01/28/2014	Fluzone Flu (36		1.00	1.00
VARiv	90716		00	SUNFLOWE	C	01/28/2014	Varivax Varicel		1.00	1.00
Admnl	90472		00	SUNFLOWE	C	01/28/2014	Administration		3.00	60.75
KINRV	90696		00	SUNFLOWE	C	01/28/2014	Kinrix DTaP-IPV		1.00	1.00

952 Records

Exit

- 15) Click Billing Group Query
- 16) Hit View Detail
- 17) Find client – Highlight
- Return to Ledger –
- 18) After all have been selected and returned to ledger
- 19) (Exit) back to ledger.
- 20) Find and highlight Clients you just returned.

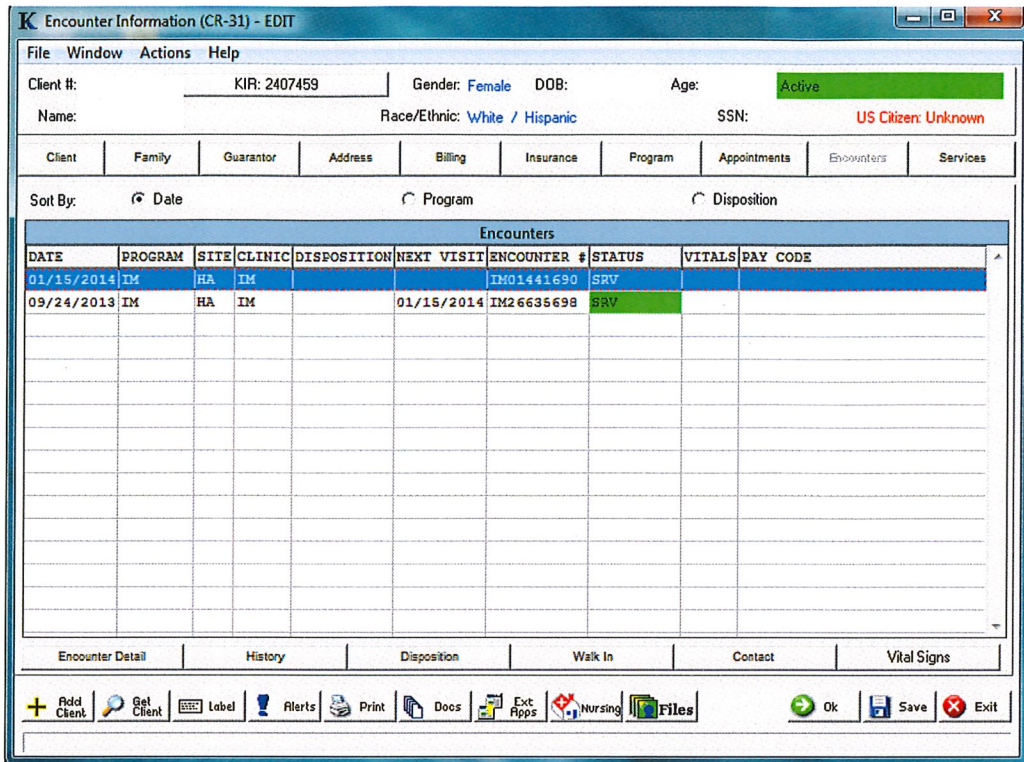
Once highlighted (Note you can highlight all clients by holding down Ctrl button)

- 21) Then hit Return to Client Ledger.
- This will bring up the Return to Client Ledger (BL-108)
- 22) Click on Standard Fee Which will return whole amount back to Client.

The screenshot shows the 'Private Insurance Ledger (BL-81)' window. At the top, the 'Billing Date' is 02/21/2014 and the 'Billing Group' is AMERIGROUP022114. A table lists various transactions with columns for SVC, EXPORT, CLIENT NAME, CLIENT ID, INS CO, POLICY, PROC DATE, DESCRIPTION, VFC, QTY, and HD CBS. A dialog box titled 'Client Billing Information' is open, displaying details for a client with a 'Medicare #' of 'Not Eligible' and a '% Pay' of '100%'. It also shows an 'INSURANCE COMPANY' table with one entry: 'Amerigroup Real Solutions' with 'TYPE' 'PDI', 'ACTIVE' 'YES', and 'EFFECTIVE' '001034'. At the bottom of the dialog, there are buttons for 'Reimbursement (1.00)', 'Standard Fee (1.00)', and 'Slide (1.00)', along with an 'Exit' button.

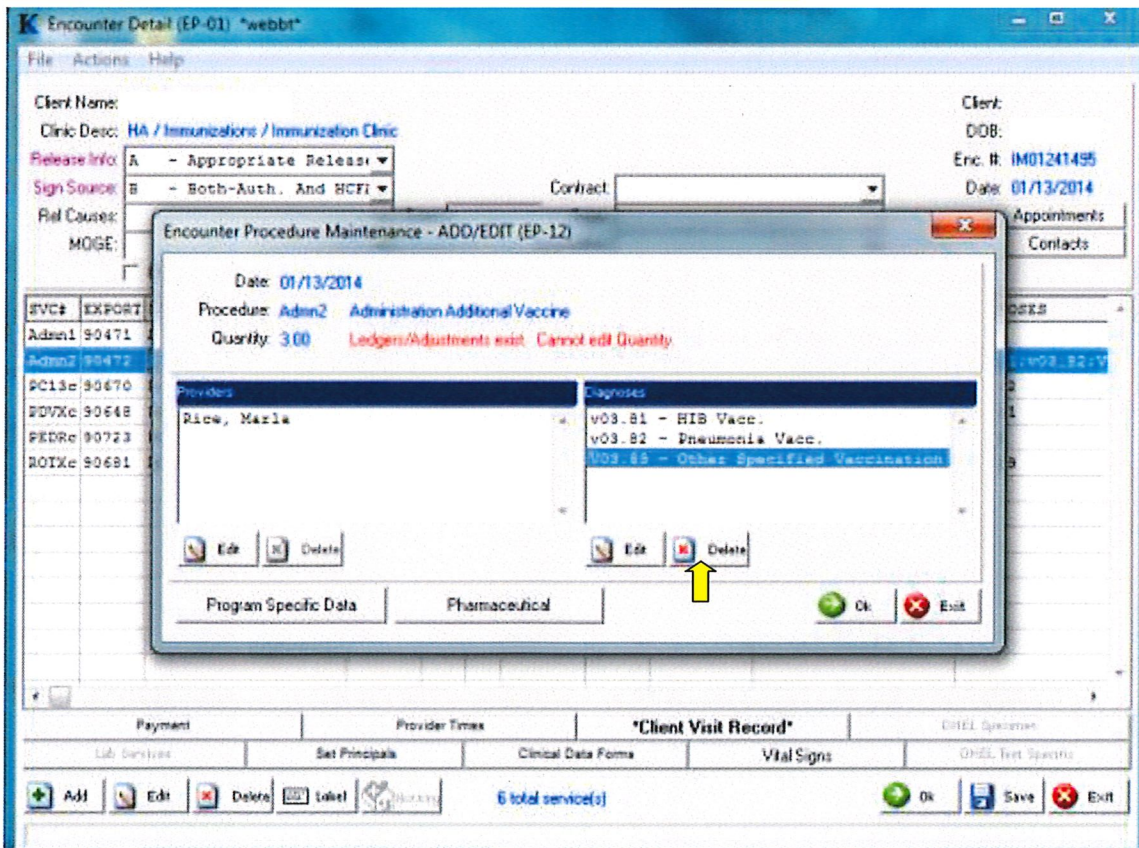
- 23) Exit back to Client Register – Query Client number

The screenshot shows the 'KIPHS - PHClinic (GN-01)' window. A 'Client Register Query Criteria (CR-14)' dialog box is open, allowing for a search of the client register. The dialog includes fields for Client ID, SSN, Medication No., and Alternate ID. It also has checkboxes for 'Confidential', 'Soundex', and 'Keyword'. There are fields for Last Name, First Name, Alias, Client Maiden, and Mother's Maiden. A date range (DOB: To:) is specified, along with a 'Place' dropdown menu. Other fields include Client Status, Moge Status, Home Clinic, Gender (with radio buttons for All, Male, Female, N/A), Street Name, and Zip Code. At the bottom, there are buttons for 'Clear', 'Add', 'Remember', 'OK', and 'Exit'. The background window shows a sidebar with menu items like 'Client Register', 'Appointment Scheduling', 'Billing', 'Reporting', 'Pharmaceuticals', 'Time Reporting', 'Medical Record Tracking', 'e-Lab', 'System Maintenance', and 'Preferences'.



24) Encounters – Double click claim to bring up Encounter Detail screen

Always go with the listed shot and change Admin code.



25) Highlight the incorrect shot.
26) Hit Delete

27) Click on Edit to add a shot to the record.

28) Type in the correct code in the box provide and Click OK

29) Then Click the Add button

30) Then Click OK

SERVICE DATE	SERVICE	DESCRIPTION	STD FEE	ADJUSTED	PAYMENT	BALANCE
01/15/2014	Admn1	Administration of 1st Vacc	20.25	-20.25	0.00	0.00
01/15/2014	PEDRV	Pediarix DTaP-HepB-IPV (6w	1.00	-1.00	0.00	0.00
01/15/2014	Admn2	Administration Additional	81.00	-81.00	0.00	0.00
01/15/2014	EC13v	Prevnar 13 (6wks-71mos) VF	1.00	-1.00	0.00	0.00
01/15/2014	ROTXv	Rotarix Rotavirus (6wks-24	1.00	-1.00	0.00	0.00
01/15/2014	BDVXv	PedvaxHIB (6wks - 5yrs) VF	1.00	-1.00	0.00	0.00
01/15/2014	FLUIv	Fluzone Flu (6mo - 35mo) V	1.00	-1.00	0.00	0.00

31) Go to Billing Payment

32) For Correct dates of Service (Select All) Ledger Transfer

Client Name: [blank] Client ID: [blank] Client DOB: [blank] Active Guarantor Name: [blank] Co-Pay: 0.00
 Account Balance: 0.00 Last Payment: 0.00 Write Off: 0.00
 Over 60 Days: 0.00 Misc Credit: 0.00 Credit Bureau: 0.00

Unpaid Paid All Misc Write-off

PROCD DATE	SVCNO	DESCRIPTION	X	CHARGE	BALANCE	CO-PAY	QTY	PROG	PROV#	SRC	ENCOUNTER #

Multi-Select Browser Refresh Clear All

TRANS DATE	ENTERED	ADJ CODE	TRANS NAME	TYPE	CHECK NUMBER	AMOUNT	BALANCE	RECEIPT	POLICY

When you are in the process of the correction the Ledger Transfer will NOT be grayed out.

33) Since we are returning all back to Client (Click on Standard Fee)
 34) Transfer Full Fee

Client Name: [blank] Client ID: [blank] Client DOB: [blank] Active Guarantor Name: [blank] Co-Pay: 0.00
 Account Balance: 63.75 Last Payment: 0.00 Write Off: 0.00
 Over 60 Days: [blank] Misc Credit: [blank] Credit Bureau: [blank]

Credit Bureau Medicaid Medicare Contract Private Ins

Search [] Active Insurance Companies Only

COMPANY	TYPE	ACT	EFFECTIVE	END DATE	POLICY
TRC ManCare	PRI	Yes			06183050271

Transfer Full Fee (\$63.75) Transfer Remaining Balance (\$63.75) Exit

(Repeat 23-34 process for all errors)
 Go to next Client in correction

35) Once you
 4/11/2014 2:32 PM webbt 7

have corrected all errors – Return to billing – Private Insurance - Billing Query and find the Bill you were working on by highlighting them.

Private Insurance Ledger (BL-81) *webbt*

Billing Group: UNITEDHEALTH013114

ID	INS CO	POLICY	PROC DATE	DESCRIPTION	VFC	QTY	HD CHG
997	SUNFLOWE		01/28/2014	TB Skin Test		1.0	20.00
998	SUNFLOWE		01/15/2014	Administration		1.0	20.25
998	SUNFLOWE		01/15/2014	Administration		1.0	21.00
998	SUNFLOWE		01/15/2014	Fluzone Flu (36		1.0	1.00
998	SUNFLOWE		01/15/2014	Shingrix 15 (6wk		1.0	1.00
998	SUNFLOWE		01/15/2014	RedvaxDTB (6wks		1.0	1.00
998	SUNFLOWE		01/15/2014	Varivax DTaP-IPV		1.0	1.00
992	SUNFLOWE		01/28/2014	Administration		1.0	20.25
992	SUNFLOWE		01/28/2014	Kinrix DTaP-IPV		1.0	1.00
992	SUNFLOWE		01/28/2014	Administration		3.0	60.75
992	SUNFLOWE		01/28/2014	Varivax Varicel		1.0	1.00
992	SUNFLOWE		01/28/2014	MH (12mo and o		1.0	1.00
992	SUNFLOWE		01/28/2014	Fluzone Flu (36		1.0	1.00
949	SUNFLOWE		01/28/2014	FluMist Flu Qua		1.0	1.00
949	SUNFLOWE		01/28/2014	Administration		1.0	20.25
921	SUNFLOWE		01/28/2014	Administration		1.0	20.25
90658	SUNFLOWE		01/28/2014	Fluzone Flu (36		1.0	1.00
90649	SUNFLOWE		01/28/2014	Gardasil HPV 19		1.0	1.00
90471	SUNFLOWE		01/28/2014	Administration		1.0	20.25
90472	SUNFLOWE		01/28/2014	Administration		1.0	20.25

962 Records

36) Action
 37) Add to Closed Billing Dialog box appears
 The billing that you Are trying to add this Ledger to be CLOSED
 Are you sure you want to ADD this ledger to this CLOSED BILLING?

38) Click YES

39) View Detail

Private Insurance Billing Detail (BL-84) *webbt*

Billing #: 000001724 Date: 01/31/2014 Group: UNITEDHEALTH013114

Total Amt Billed: 2,036.80 **CLOSED** # Claims: 43
 Total Amt Paid: 0.00 # Paid Claims: 0

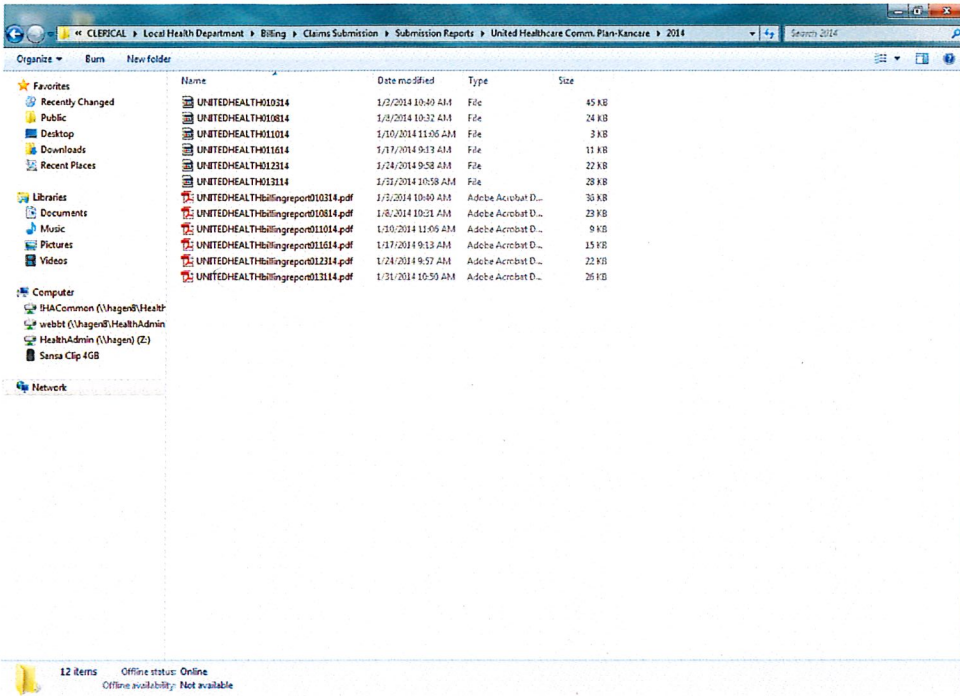
CLAIM#	NAME	CLIENT ID	PAY CD	POLICY	#PROC	BILLED	AMOUNT PAID	SSN
000001	A				1	60.00	0.00	
000002	A				6	85.00	0.00	721-49-54
000003	A				2	21.25	0.00	
000004	B				1	30.00	0.00	
000005	B				5	69.75	0.00	
000006	C				2	30.00	0.00	
000007	C				4	42.50	0.00	321-98-28
000008	C				2	21.25	0.00	
000009	C				5	63.75	0.00	
000010	G				2	21.25	0.00	
000011	G				2	21.25	0.00	
000012	G				6	77.00	0.00	
000013	G				2	18.00	0.00	
000014	G				2	21.25	0.00	
000015	H				5	63.75	0.00	832-46-57
000016	I				6	85.00	0.00	
000017	J				2	21.25	0.00	
000018	J				2	21.25	0.00	
000019	J				2	21.25	0.00	

Print | Select All | Clear All | Claim Processing | View Procedure Detail | Return to Ledger | Exit

40) Claim Processing
 41) Print Billing Report
 42) Make sure Detail is highlighted

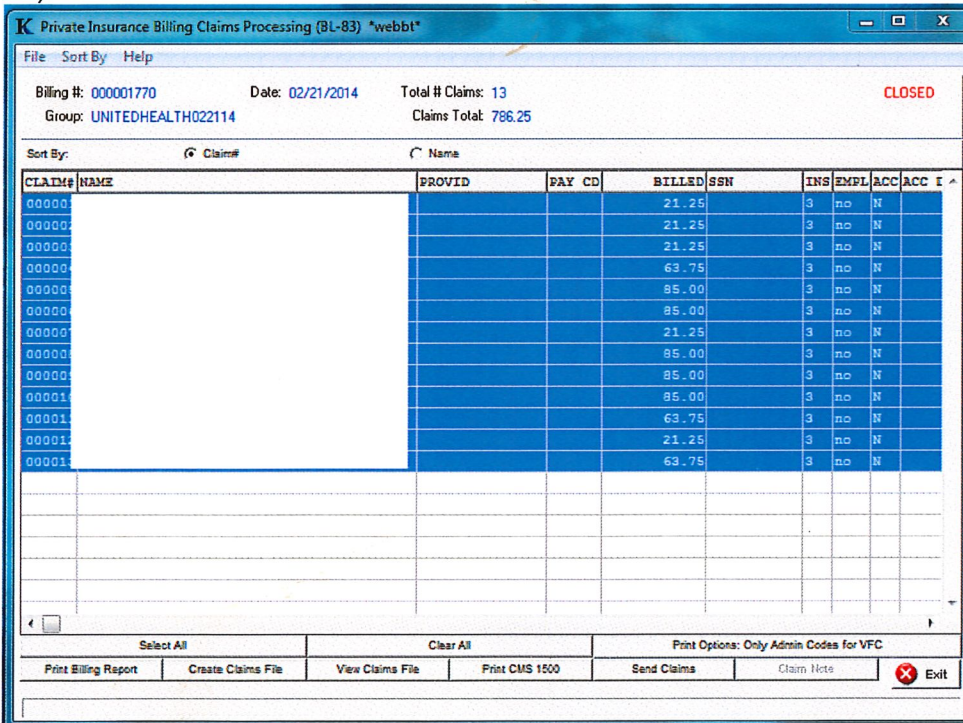
43) If Correct – Save as HACCommon/Business Office/LHD/Billing/2014(or current years folder)

Submission Ref



44) Ready to save report
 – Click on Claim Processing
 Select all
 Print Billing Report
 Will pull up a Report in Adobe – Save As and rename using Private insurance name
 billingreport today's date.

45) Back to KIPHS

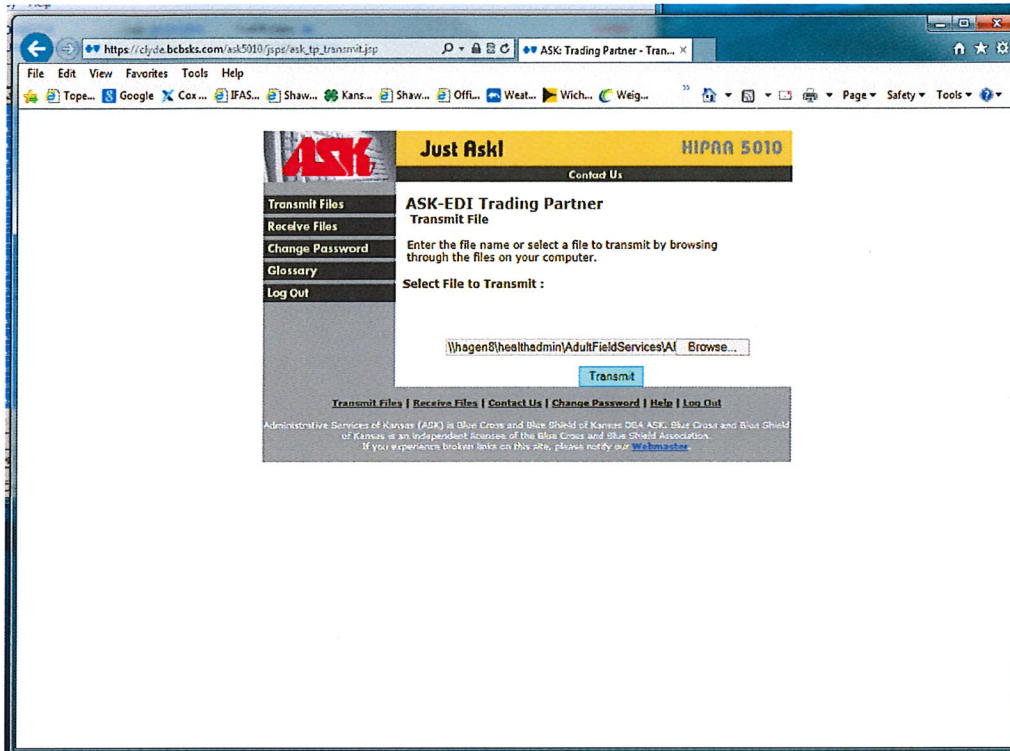


46) Create Claims File

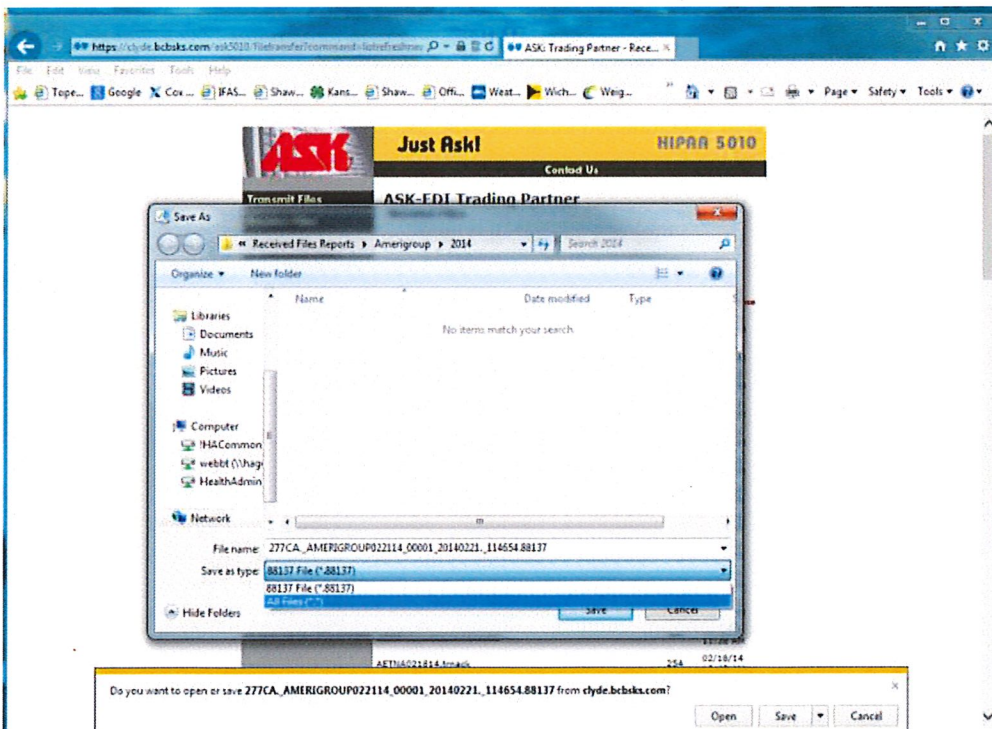
47) Click Send Claims

48) Ask id:0003866@0003866
Maxine@7 (This number will change as we need to update our password.)

Click on: Transmit –
Browse for file

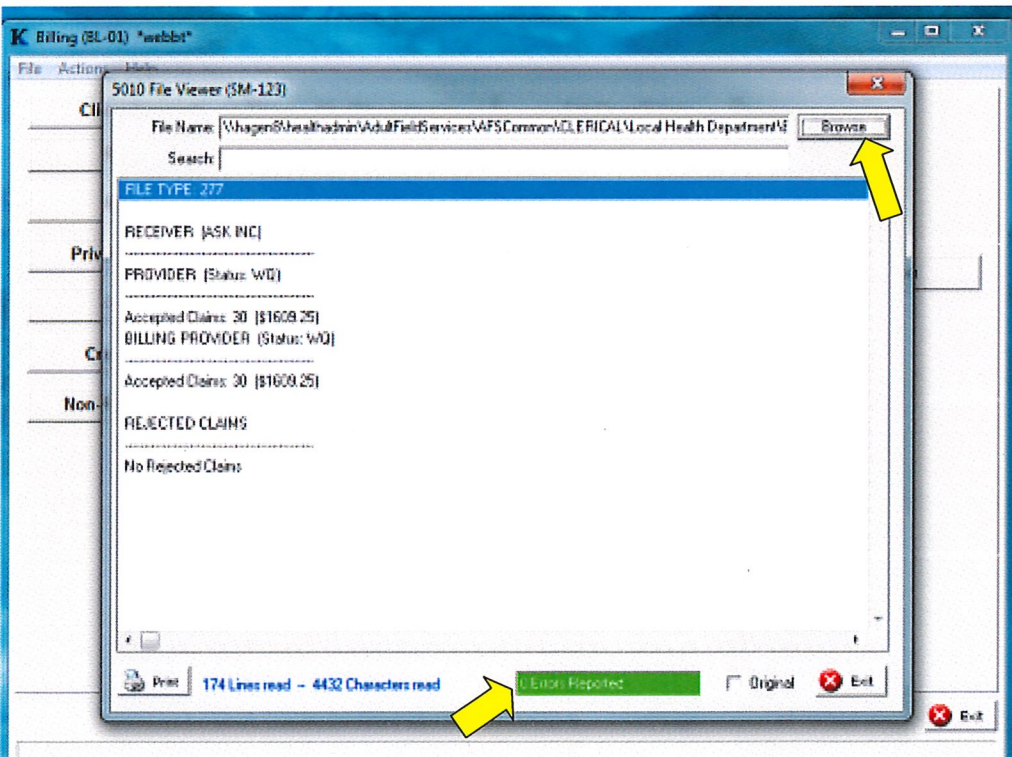
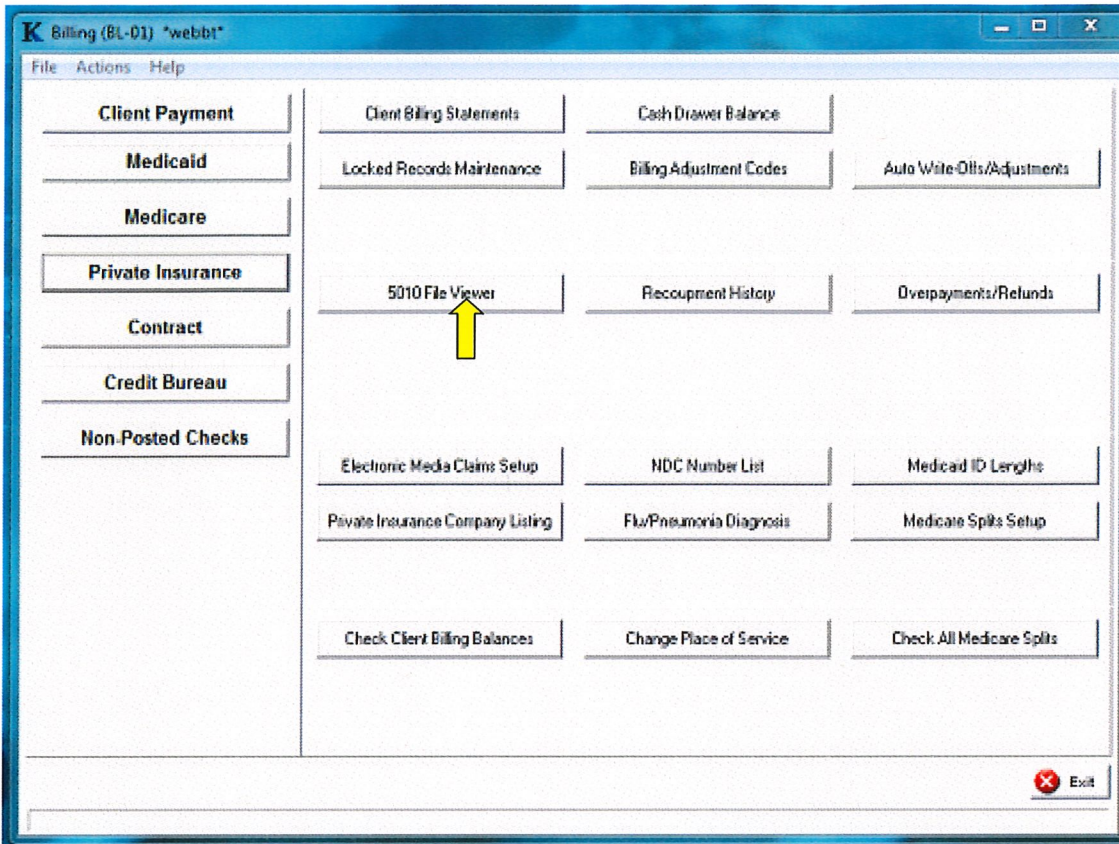


49) Receive files 999
or 277 click on and do
a Save As



50) Click on 277 to
read
Write on Form File
saved, Submitted Date,
Whether or not there
were any errors.
Receive files 999 or
277 click on and do a
Save As

- 51) Click on 5010 File Viewer
- 52) Click on 277 to Read File.



53) Browse for file

54) Click the selected file and dialog box above appears & Hard to read but the green box says No errors