

BILLING TRANSACTION AUDIT REPORT

Purpose: Generate the status of a service to determine whether payment has been received by billing.

Form: Select Facility / Date Range {of Services}

Report: Episode / Patient ID / Patient Name / Service Date / Charge Amount / Payment Amount / Payment Date / Service Code / Service Code Description / Guarantor ID & Name / Program Name / Claim Number / Provider Name / Payment Type Value

PSCH Billing Transaction Audit Report													
Date Range from 8/21/2013 to 9/21/2013													
Ep#	PatID	patient Name	Service Date	ChargeAmt	PaymentAmt	Payment Date	Service Code	Service Code Desc	Guarantor ID & Name	Program Name	Claim #	Provider Name	Payment Type Value

The 'Billing Transaction Audit Report' is best used when filtered in Excel. See "Steps to Export to Excel" at the end of this document.

CLIENT FE POLICY DIAGNOSIS VERIFICATION

Purpose: Generate a report of clients with missing information for every episode:

- (1) no financial eligibility applied, or
- (2) no subscriber policy number, or
- (3) no diagnosis, or
- (4) no verified financial eligibility.

Notes:

- A client missing Item (1), No FE, will not generate a billable charge for any services received until the FE is recorded. A client with this status, that has received services, will appear on the 'Clinic Sched vs Claimed and Payment' report with guarantor liability distributed to Guarantor 99999 (Netsmart default Guarantor). Once the FE has been entered, please inform Frederique Altidor or Tamika Marable (Billing) of the change so that they may follow-up on previous services rendered, to ensure these services get billed appropriately.
- For clients missing one or more of Items (2)-(4), a billable charge will be generated for services rendered, but the charge will not be claimed until the outstanding issues have been resolved.

Form: Select Facility / Select Report Type / Date Range (enter today's date for both fields)

Report:

(1) Client Name / Client ID / Episode / Program Name / Admission Date

No Financial Eligibility Report				
Client Name	Client ID	Episode	Program Name	Admission Date

(2) Client Name / Client ID / Episode / Program Name / Admission Date / Guarantor: Order, ID, Name

Financial Eligibility With No Policy Number						
Client Name	Client ID	Episode	Program Name	Admission Date	Guarantor Order ID	Guarantor Name

(3) Client Name / Client ID / Episode / Program Name / Admission Date

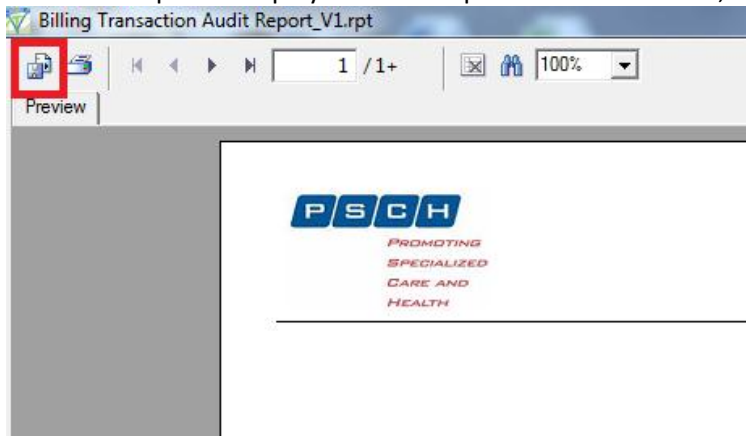
Clients Missing Diagnosis AXIS1 Report				
Client Name	Client ID	Episode	Program Name	Admission Date

(4) Client Name / Client ID / Episode / Program Name / Guarantor: Order, ID, Name / Policy No. / FE Verified=No

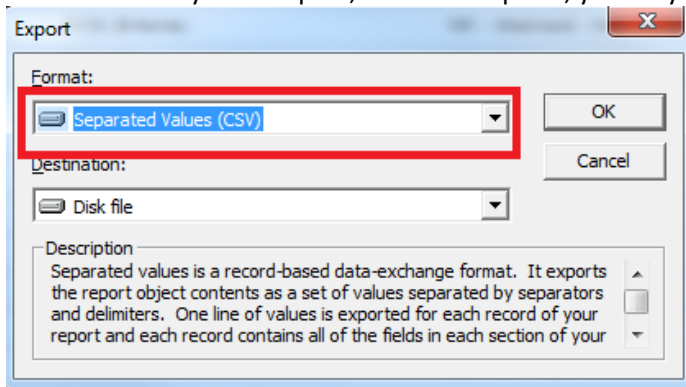
Financial Eligibility Not Verified						
Client Name	Client ID	Episode	Program Name	Guarantor Order ID	Guarantor Name	Policy No. FE Verified

Steps to Export to Excel

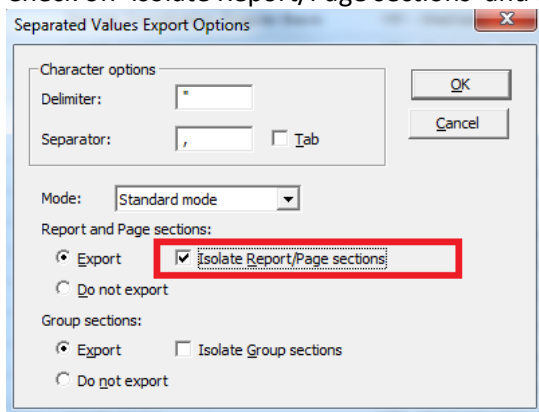
1. When the report is displayed in the Report Viewer in Avatar, click on the first icon to export it.



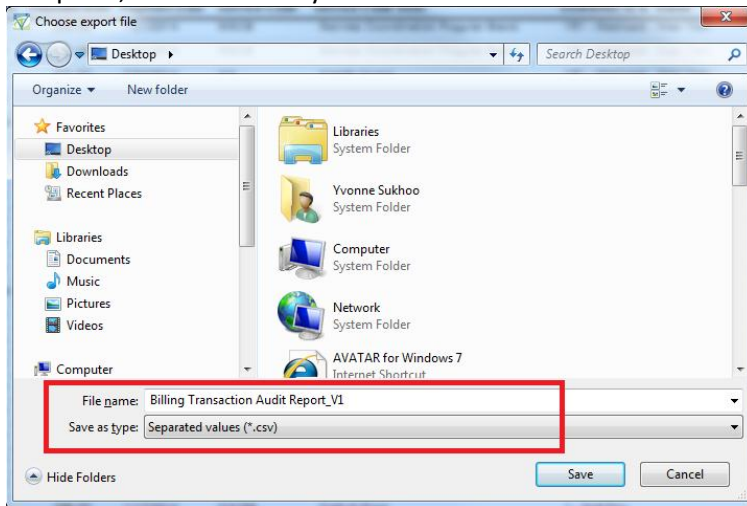
2. Select Separated Values (CSV) as the Format and then click OK (this option will work for the Clinic Sched vs Claimed and Payment report; for other reports, you may choose the Data Only option).



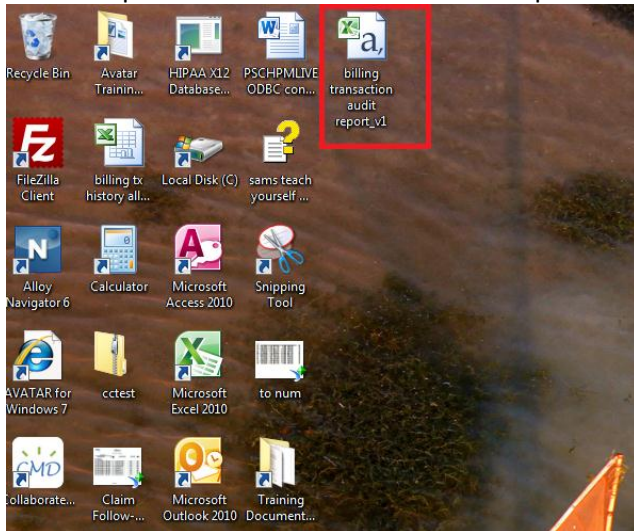
3. Check off 'Isolate Report/Page sections' and then click OK.



- Navigate to the network folder where you want to save the CSV file. Type in a file name and then click Save. At this point, the file can only be saved as CSV.



- Using Windows Explorer, not Excel, navigate to find your saved CSV file, and then double-click on it to open it. The example below was saved to the Desktop.

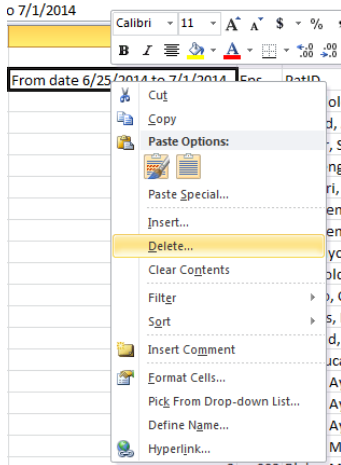


- The opened CSV file will appear as below, with patient data below the column headers.

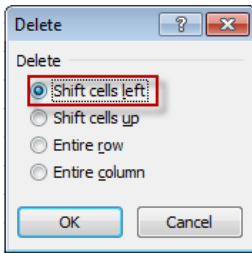
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	PSCH Billi	Date Range from 1/1/2014 to 1/1/2014														
2	Ep#	PatID	patient N	Service D	ChargeAm	Payment	Payment I	Service Cc	Service Cc	Guarantor	Program N	Claim #	Provider N	Payment Type	Value	

7. For the 'Clinic Sched vs Claimed and Payment' report, you will need to delete cell **B2** so that the column headings conform:

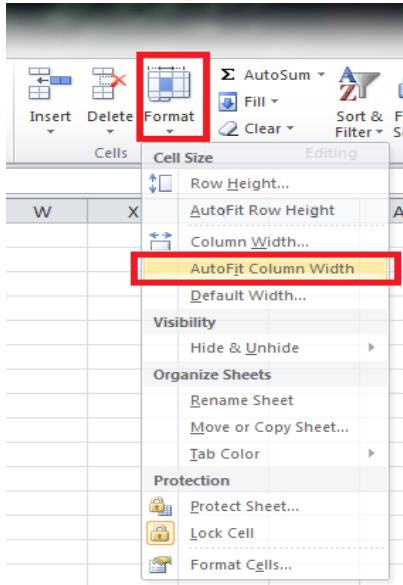
- Right-click on Cell B2 and choose Delete.



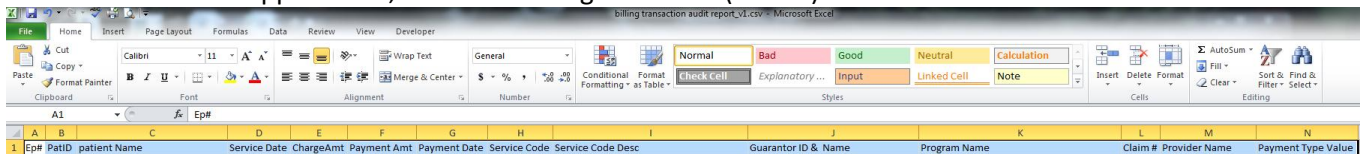
- Choose to Shift Cells Left and click OK:



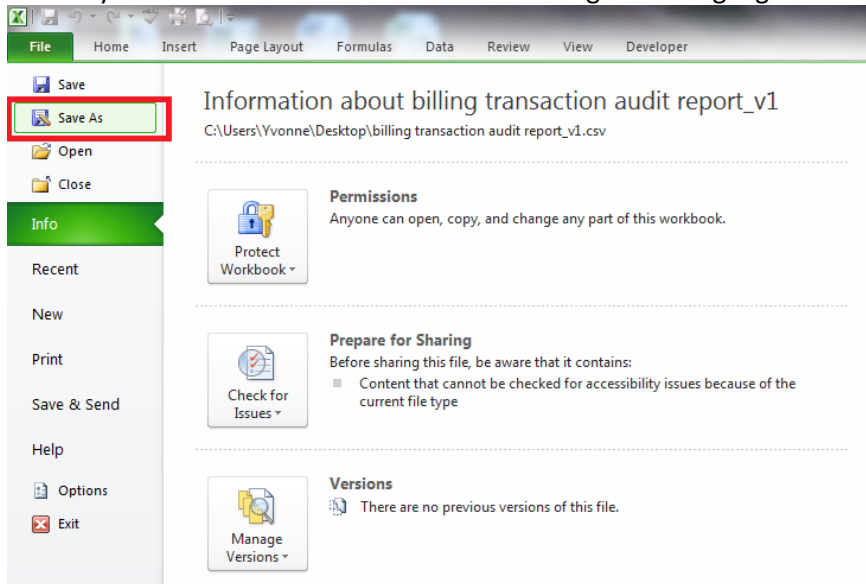
8. From the top ribbon in Excel, click on the Home tab (the first tab). All the way to the right on the top ribbon, click on Format, then scroll down and click on AutoFit Column Width.



9. All column data will appear now, instead of being truncated (cut off).



10. Click anywhere in the Excel data to remove the light blue highlight from appearing. Then select File, Save As.



11. Navigate to the network folder where you want to save the new Excel file. Type in a file name. Under Save as type, click the dropdown arrow, and scroll to select the first option which says Excel Workbook. Click on Save.

