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# **Billing Manager Applet**

#### **Reports no longer accessable from within Billing Manager**

Billing Reports are no longer accessible from within Billing Manager. All reporting functions are now accessed from the ProviderSuite Web App on its Reports tab. All of the reports that were available in Billing Manager have been adding to the Billing Reports menu in the Web App.

Clicking on the top-level Reports menu items results in an dialog box on top of the current screen stating "Billing Manager reports have been moved to the ProviderSuite Web App. Please go to ProviderSuite > Reports > Billing Reports." with an OK box to close. OK returns user to current screen.

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# **Bulk Release of Imported Charges**

Users can now 'Bulk Release' all the claims in Imported Charges Bucket. If you use the 'Bulk Release' feature, you no longer have to Release each individual claim to send to the insurance payer.

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Upon selecting the 'Imported Charges' bucket, 'Bulk Rebill' button is replaced with 'Bulk Release' button. Upon selecting 'Bulk Release', an informational dialog appears with Ok and Cancel button.

*Text: This action will release and remove the hold for all claims currently showing in the Filtered Claims List . If a specific claim doesn't meet the system requirements to be released, it will be moved to Imported Charges Error bucket.* 





Upon clicking 'OK', the system will release all imported claims in the bucket. The claims will go through the same scrubbing checks and will be placed in the same buckets as if you had released the claim.

Possible Claim Buckets:

Pending Payer Paper Claim Pending Patient Statement Awaiting Claim File Creation

If the claim does not pass the internal scrubbing checks, then the claim will be moved into the Import Charges Error bucket. The user will need to use the 'Release' button on Claim-Final to show the reason the claim did not pass the check.

Note: If any specific claim is in Hold and doesn't meet the system requirements to be released, then that claim will move to Imported Charges Error bucket with the hold. And if any specific claim does meet the system requirements, the bulk release will remove the hold from the claim and push the claim for processing.

#### Added new fields for UB-04/CMS-1450 Billing

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New Fields have been added to Billing Manager 'Claims Detail' screen to better support customers that need to send UB-04/CMS-1450/837I claims to insurance payers. The new



fields function like the current options for Facility Billing and are displayed only after 'Facility Bill' on Claim-General is checked.

Once the options are selected from Claim-Detail screen, the information will be sent to via an 837I electrion claim or printed on a UB-04 form. The fields are not required. For Admission and Discharge Hour, all minutes will be sent as (:00).

New fields:

- Admission Hour-Used to indicate the hour of admission for patient care.
- Admission Type-Used to indicate the priority of the admission/visit.
- Admission Origin-Used to identify the point of origin for admission.
- **Discharge Hour** Used to indicate the hour of discharge for patient care.
- **Value Code**-Used to relate amounts or values to identify data elements necessary to process this claim as gualified by the payer organization.

### **Rejection Reason Description Restored in Status Box**

For claims with a status of *Rjctd by Clearinghouse/Payer, Claim Scrubbing Error* or *Imported Charges Error*, the error/rejection reason will show in the yellow status box on the Today screen.

#### **Printing Claims from the Pending Payer Paper Claim bucket**

For claims with a status of *Pending Payer Paper Claims*, when user needs to print all the claims from the bucket, the Print Claims dialog now defaults to status *Pending Payer Paper Claim*.

### Usability Changes on Today, Claim-General and Claim-Detail screens

We've improved the sequence when tabbing through fields during claims entry. The Tab order on Claim-General is ... > Facility > Facility Bill > Provider > Referring Provider > ... and the Tab order on Claim-Details is ... > EPSDT > Anesthesia > Dental > Condition Codes > ...

The Condition C's label on the Claim-Details screen has been updated to `Condition Codes'. This is only visibile when the Facility Bill option is selected on Claim-General.

On the Today screen, under 'Claim and Account Summary' grid double clicking on the column will re-size the column width to match the longest entry and no longer remove the column.

### **Updated Labels under Change Claim Status button**

Claim status options in Claim-General screen for claims under bucket 'Rjctd by Clearinghouse/Payer' include the new status names of 'Under Review at Payer' and 'Claim Printed for Payer'



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### Print Receipt from Imported Charges Claims

Upon clicking on Imported Charges bucket, option Print Receipt on Saving appears on Claim-Final tab under Patients Payments

#### **Claim Units font size in Print Preview**

Claim Preview has been improved and nows show units up to to 3 characters on the 1500 form.

#### Time Limit removed on Edit notes in Billing Manager

Users now have the ability to edit notes at anytime after the note was first saved, users will also be able to resave a Popup or Red Preset flag to make it active again, after it has been turned off. The feature is only available for the user that originally created the note.

#### **Improve Eligibility Results Display**

The Eligibility results under Patient-Insurance display has been updated to include more detailed information from the payer and easy to read clear format.

