Batch Billing Training

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Introduction:

The ADIDIS Claims Batch Entry (CBE) system has been designed to speed up the ability to submit monthly billing of services, especially for residential services where the consumer and service code remain the same and only the dates and units change monthly. Once a claim has been submitted using CBE, the claim is handled exactly the same as a claim that has been submitted either through an 837 billing file or has been direct entered through the UI in ASAIS. No matter how a claim is submitted, it passes through all of the same adjudication rules and processing steps.

Process Overview:

1. **Identify/create batch**
    a. Based on client, service codes and dates
    b. Select matching clients – clients that match criteria listed in Step A and have not already had an activity
    c. Select clients - those to include in batch being created
    d. Create activities – will show under un-posted claims

2. **Turn activities into claims**
    a. Select batch name
    b. Edit un-posted claims – make any necessary changes to the activity
    c. Save and complete – will lock the record so it cannot be changed unless the status is reversed
    d. Submit claim

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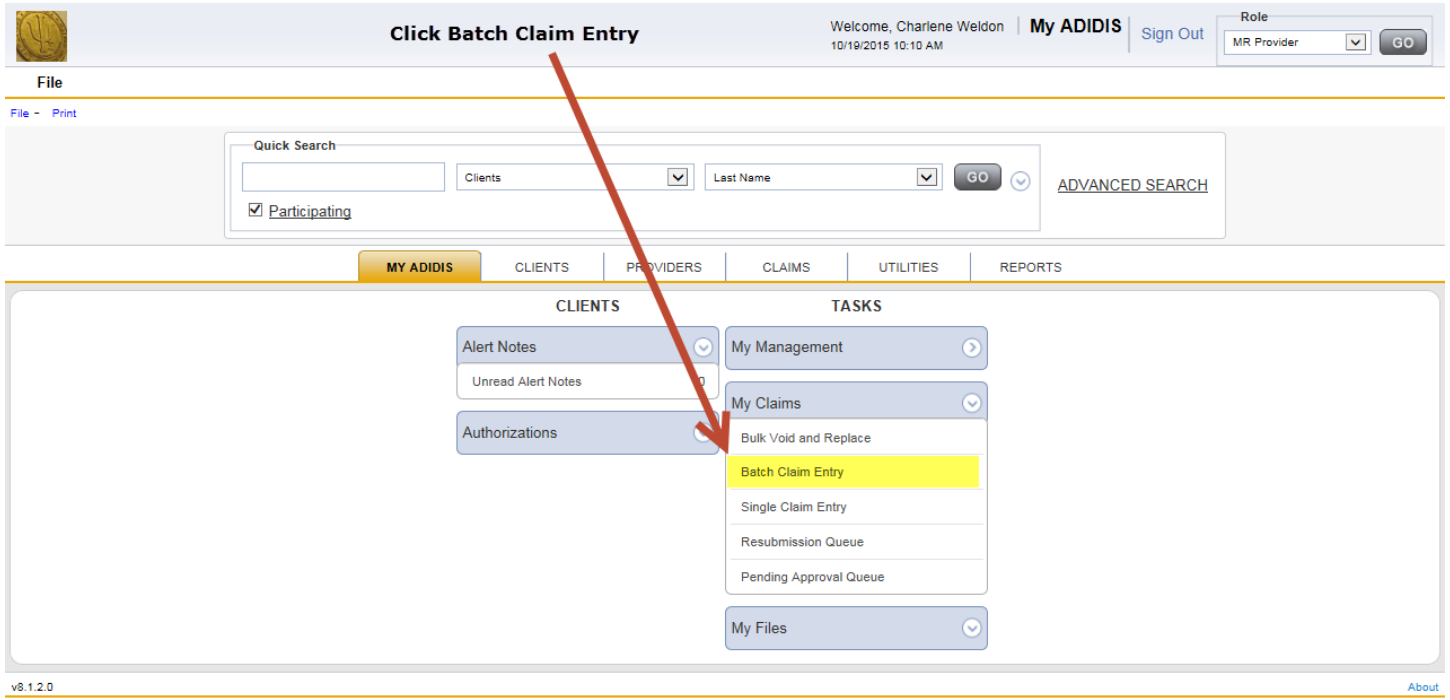
On the My ADIDIS tab, click “Batch Claim Entry.”



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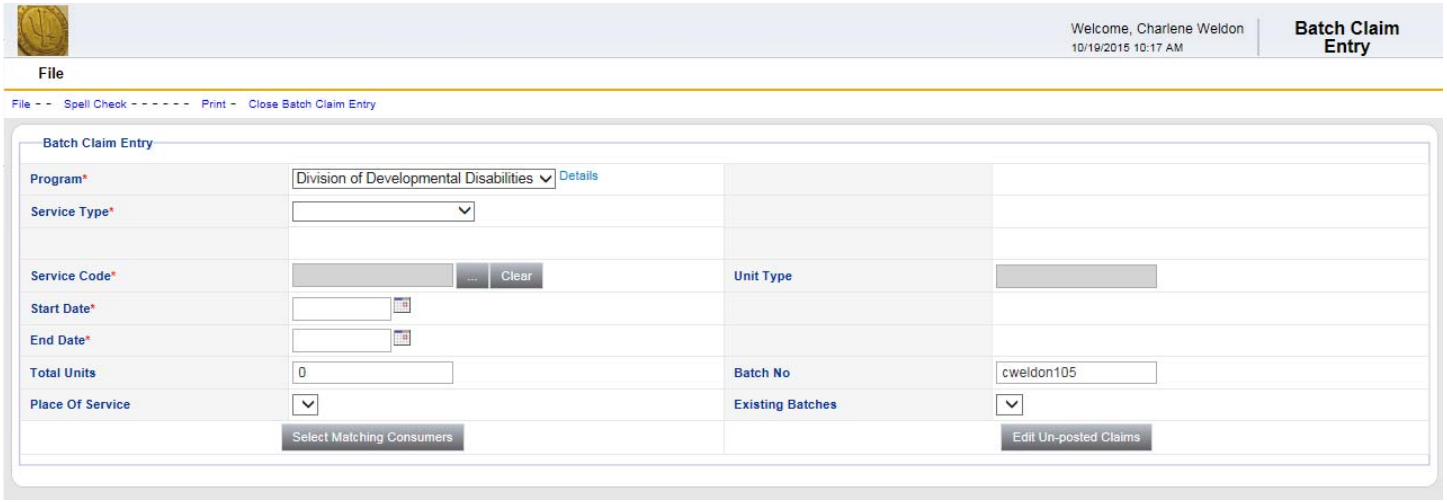
Complete the “Batch Claim Entry” information. Fields with an asterisk * are required. The Program field should default to the provider name. Select the correct Service Type from the drop down menu, based on the service code for which you are billing.



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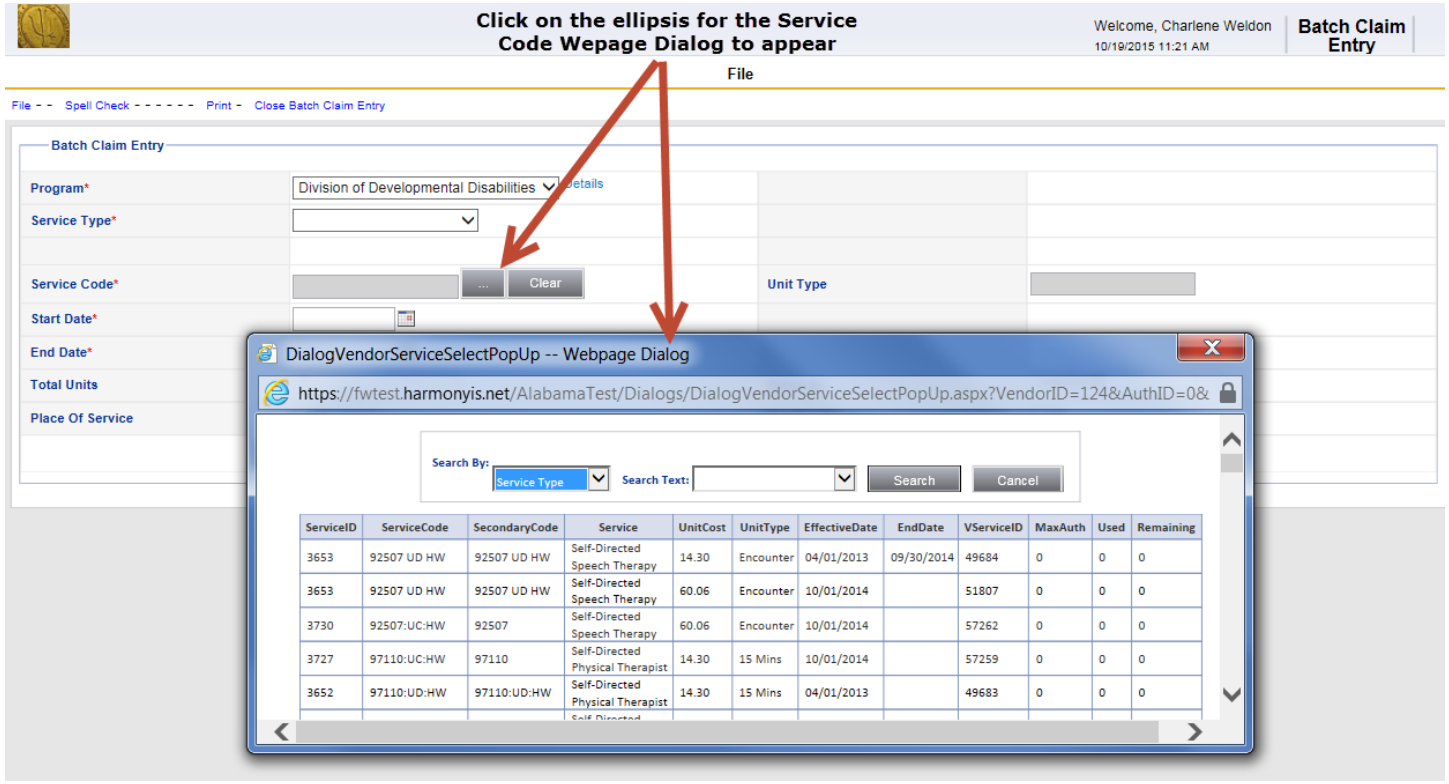
To select a Service Code, click on the ellipsis. The Webpage Dialog box will appear.



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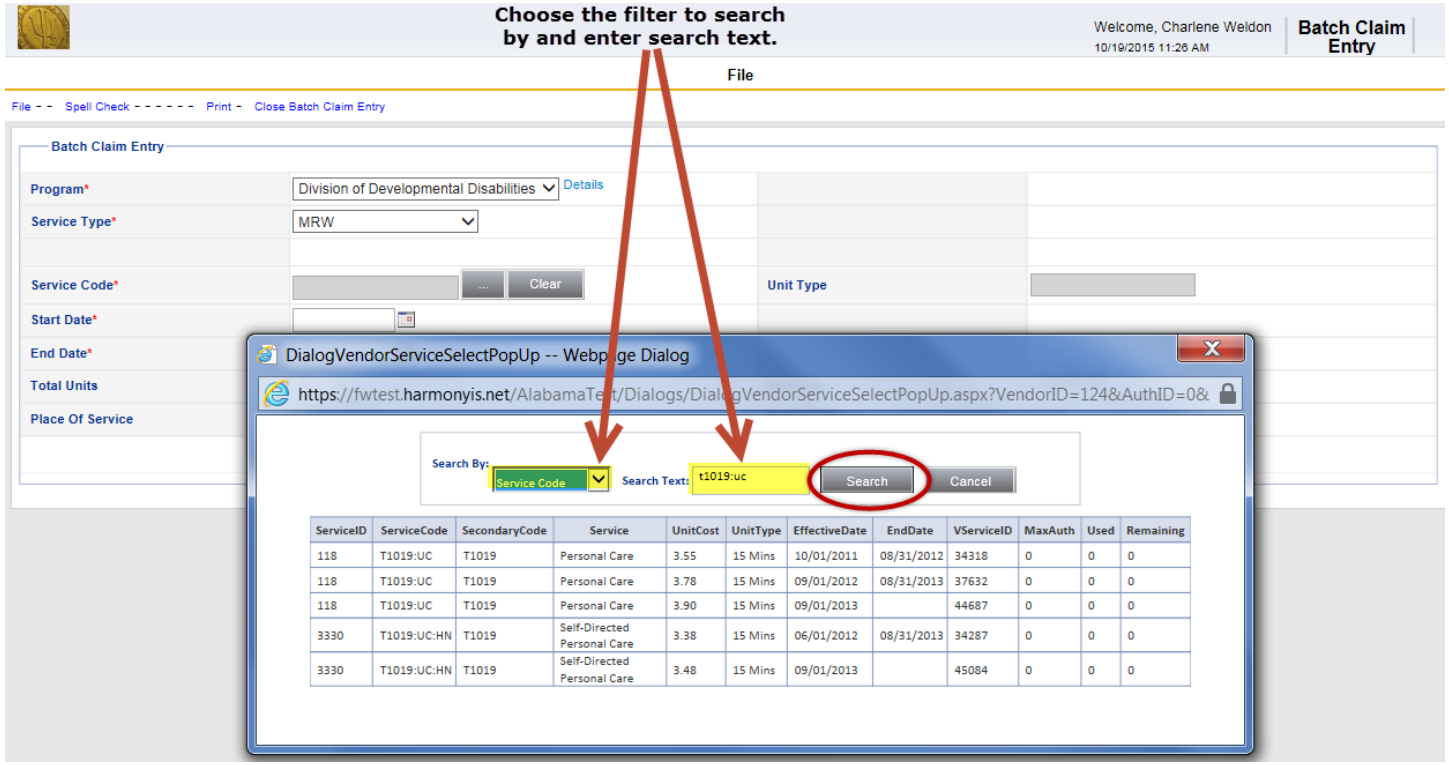
The following filters are available: Service Category, Service Code, Secondary Code, Service, and Description. The example shown below uses the filter Service Code. Enter search text and click Search.



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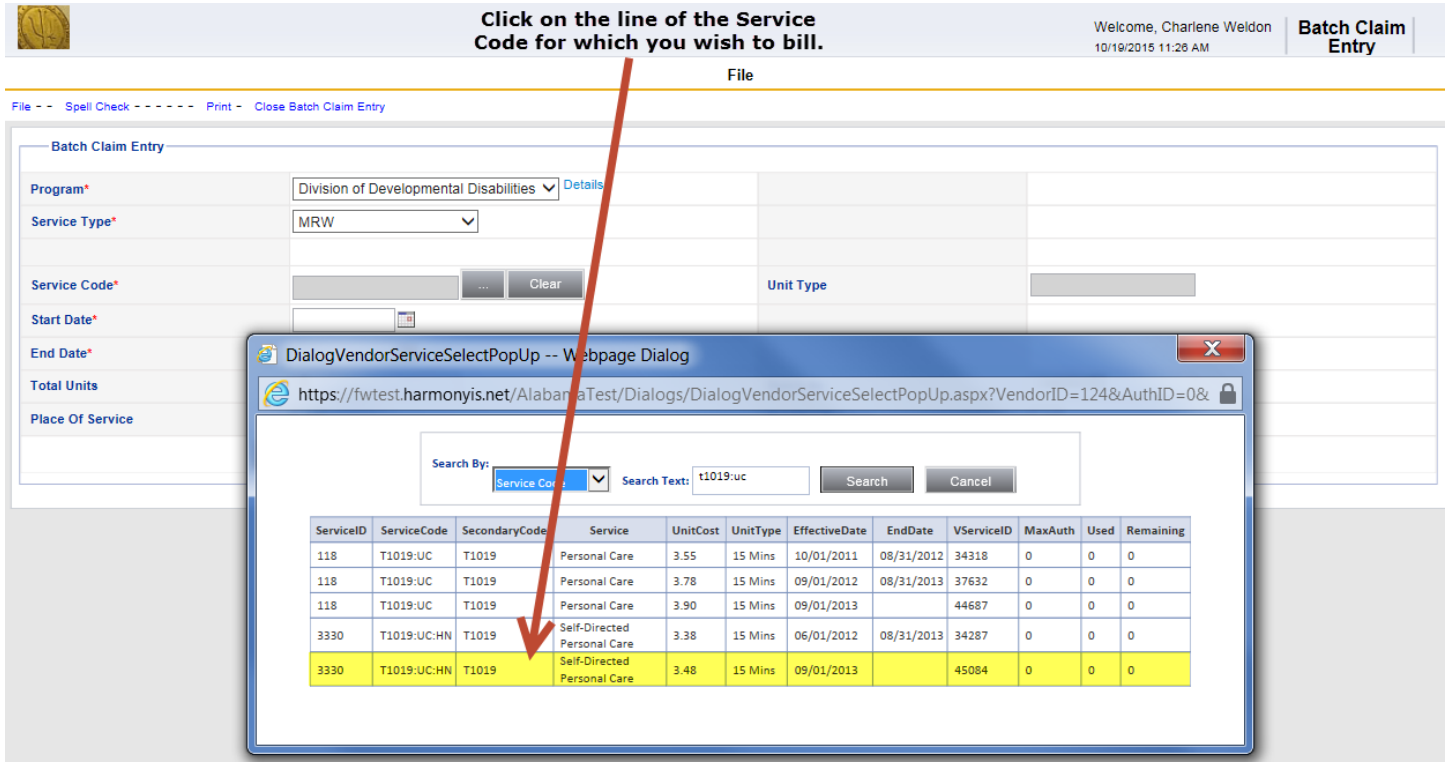
Choose the appropriate line item for the service code for which you wish to bill, and the system will auto populate the Service Code field on the form.



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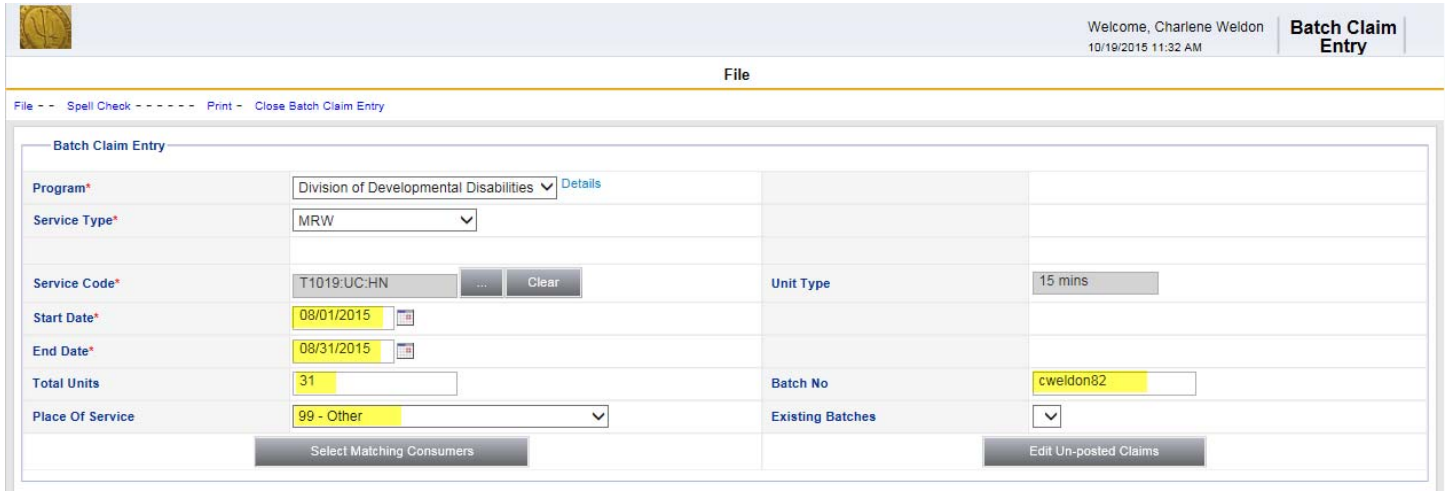
The Start Date and End Date fields are required. The dates may be directly typed into the field or the calendar icon may be used to populate the dates. Enter the remaining applicable fields such as Total Units and Place of Service. These items may be edited on a per claim basis in the next steps. The Batch No field is automatically populated. However, this field is editable so you may name your batch as you choose.



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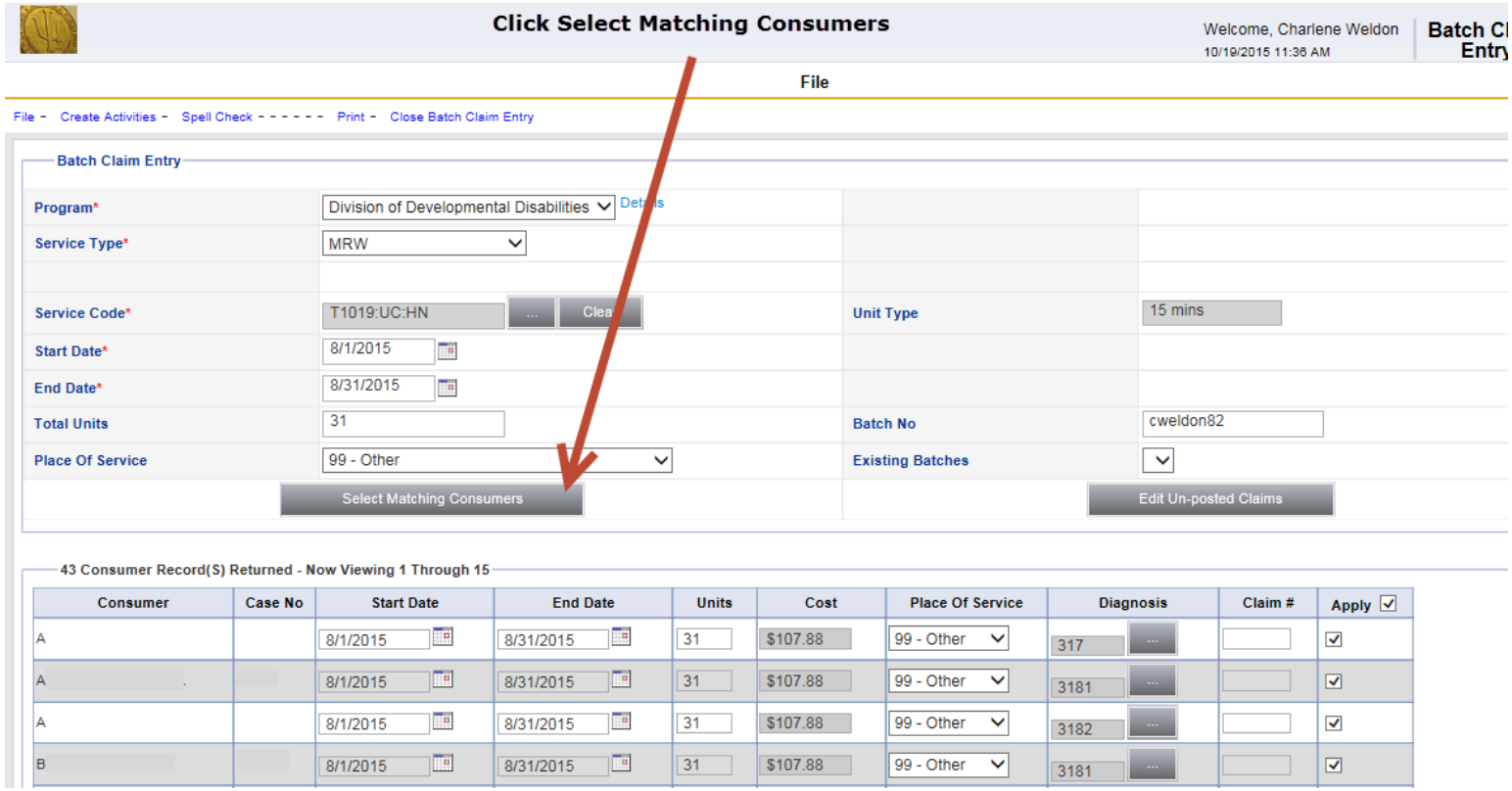
Click on the Select Matching Consumers button to select records for consumers with authorizations that meet the criteria entered.



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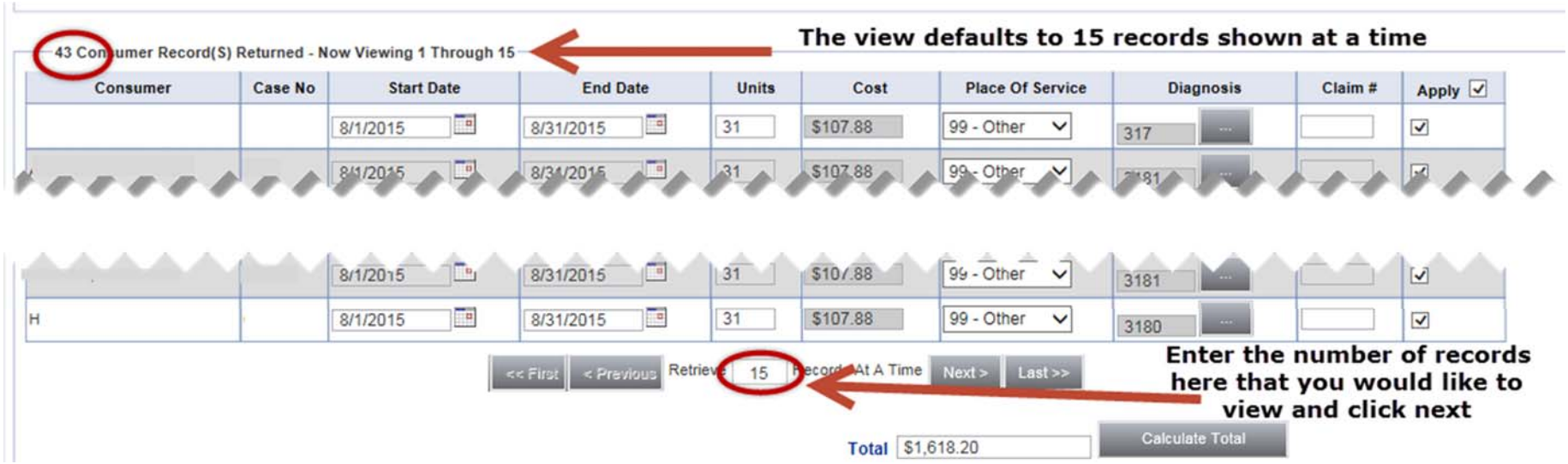
This view defaults to 15 records shown. To show more records on a page, change the retrieve number from 15 to the desired number of consumer records to be returned. Click on Next to display all requested records. It is recommended to view no more than 100 clients per page.



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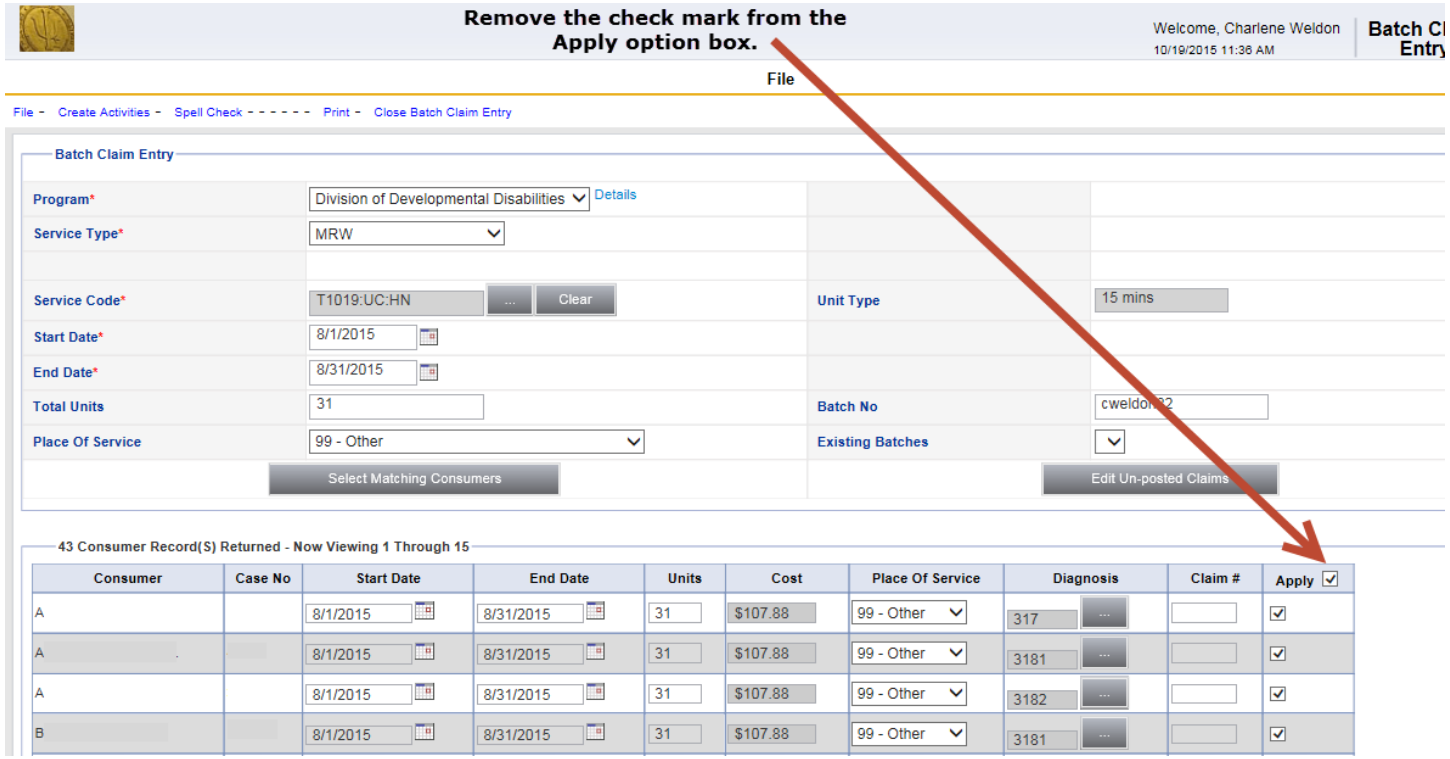
Remove the CHECK mark from the Apply All option box.



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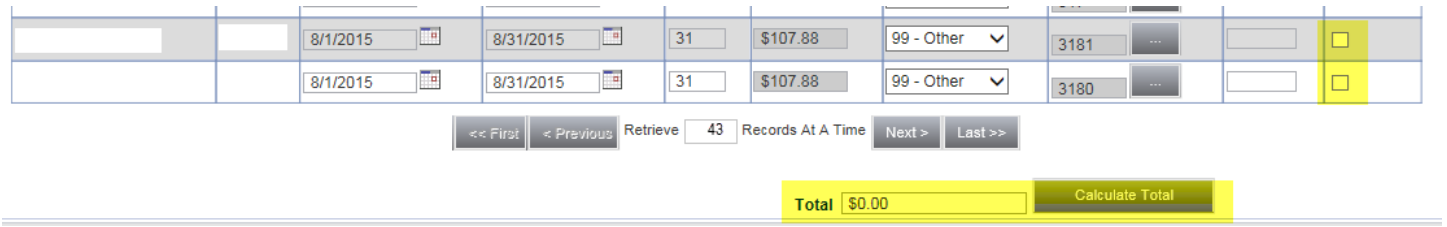
At the bottom of the screen, click on the Calculate Total button. With all Apply boxes unchecked, the Total displays $0.00. As records are selected for batch claim, selecting the Calculate Total will show the cumulative calculated amount.



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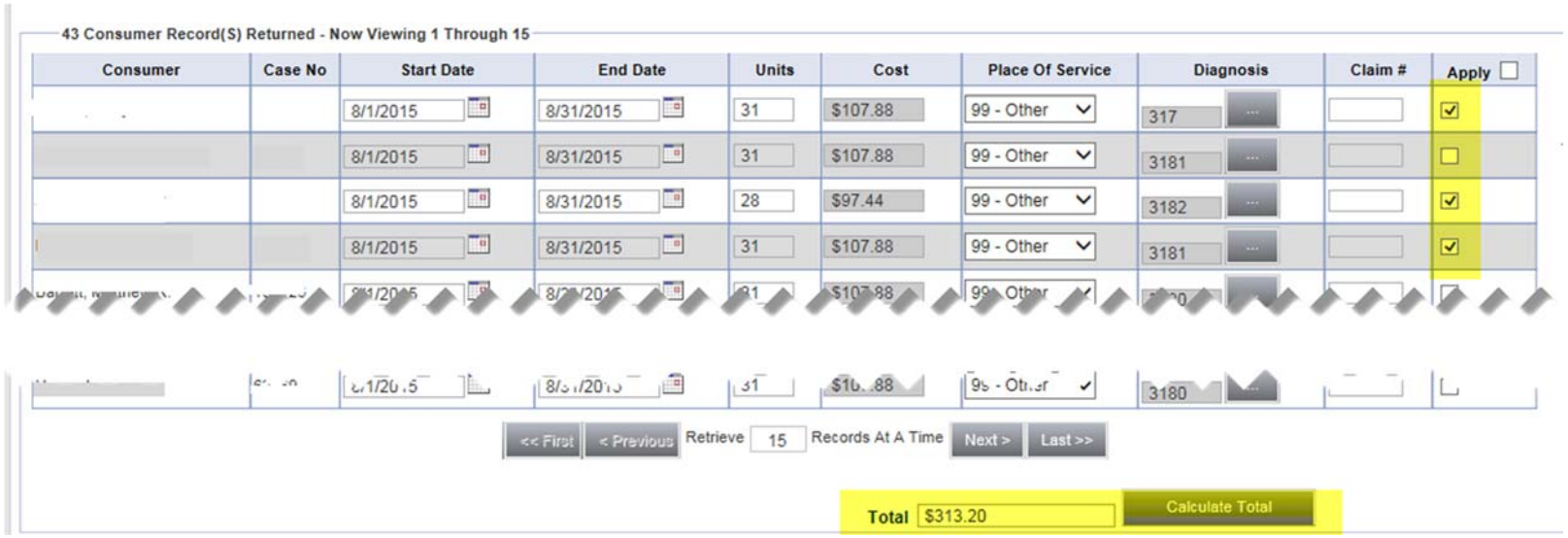
Edit the service lines as needed. All fields on the service line, except cost, can be edited. The Claim # is the same as Provider Claim ID on the Single Claim Entry screen. It is an optional text field which can be used by the provider as seen fit.

When field updates are complete for a record, check the Apply option box for that record. This will include the consumer record in the batch entry. Click Calculate total after each line is edited.

Please note that if changes are made to the header and consumers are reselected, any edits made to the service lines will be lost.

After edits are complete, create the batch. Verify the Apply checkbox for each service that should be included in the batch is marked. Using the checkbox in the green header bar will select all line items on the screen.



Reminder: Click on the Calculate Total button at the bottom of the screen after each line edit to ensure that the changes are accepted before proceeding to next record.

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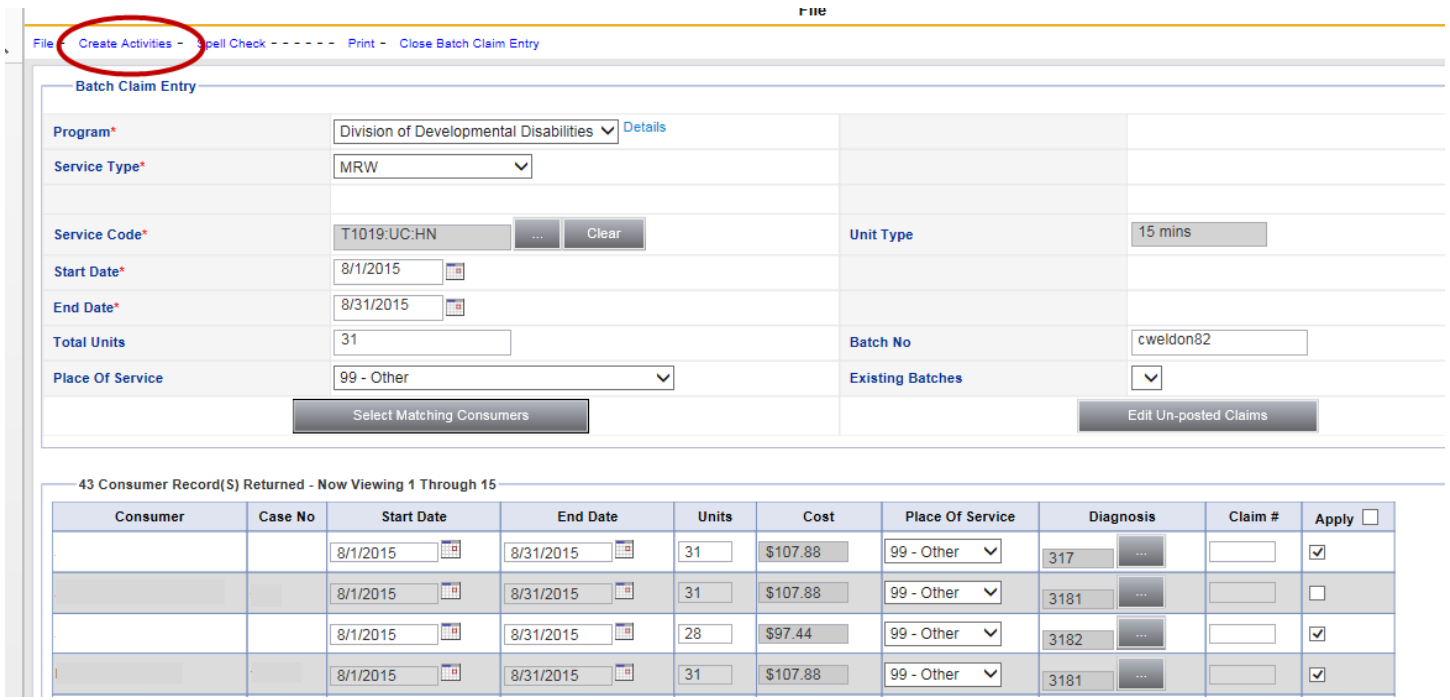
To save the batch, click on Create Activities. The screen will refresh and remove all services that were created.



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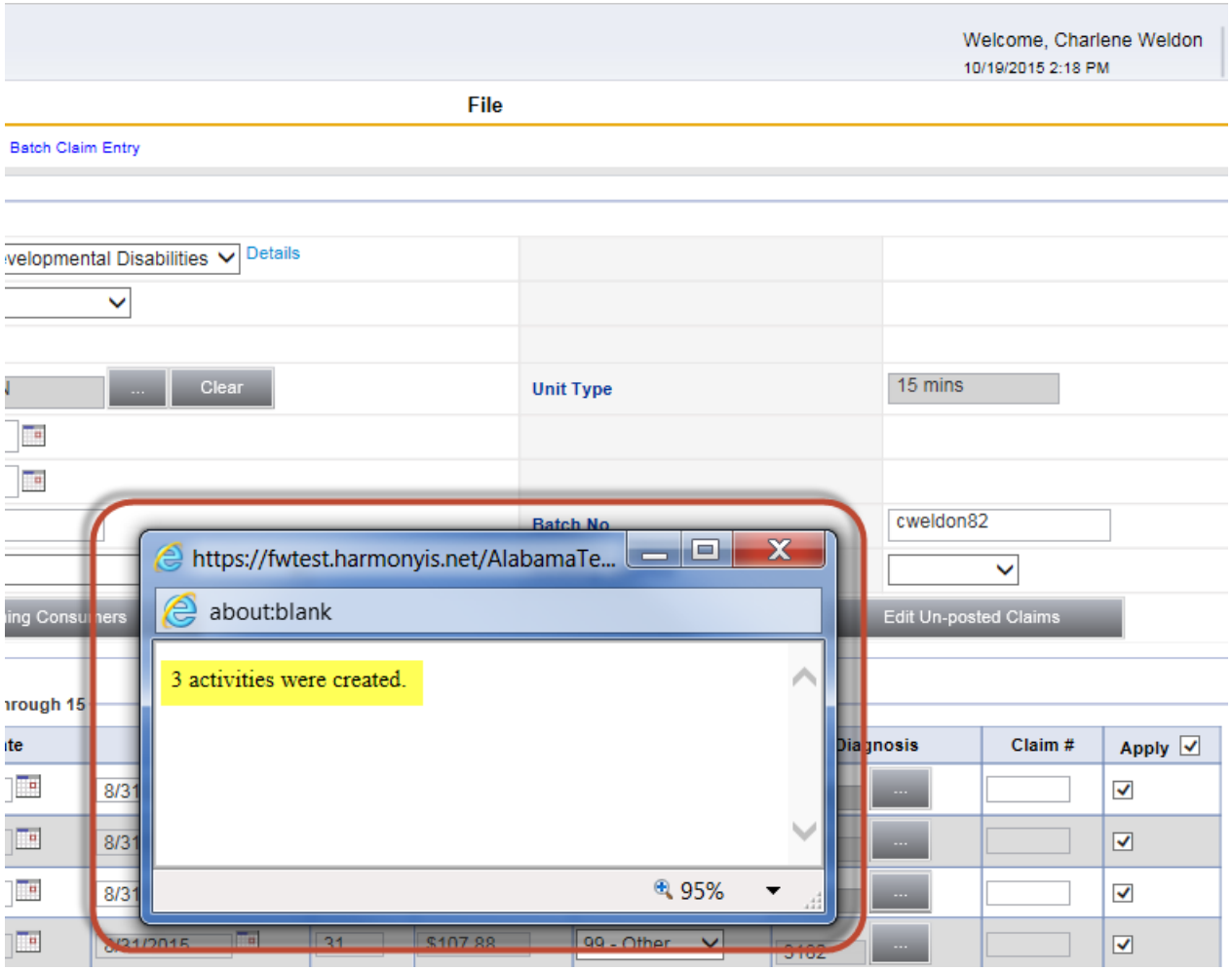
A dialog box will appear showing the number of activities created. Select the X in the upper right corner of the box to close it.



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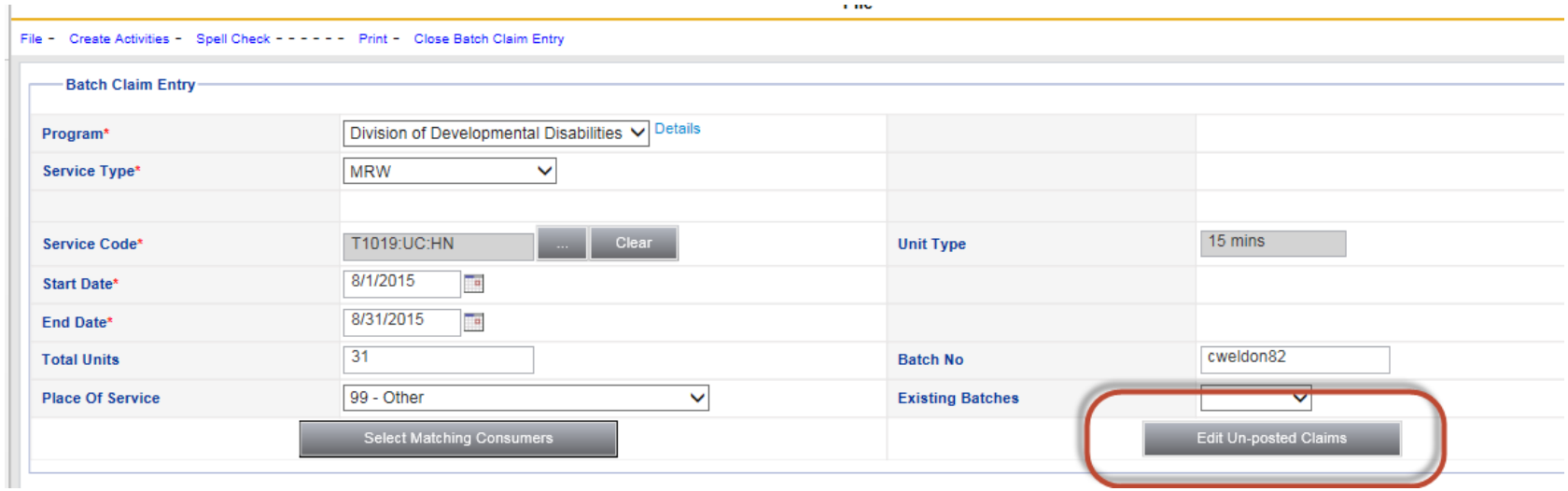
To review and make any necessary edits to the batch, click on the Edit Un-Posted Claims button. If necessary, edit the service lines.



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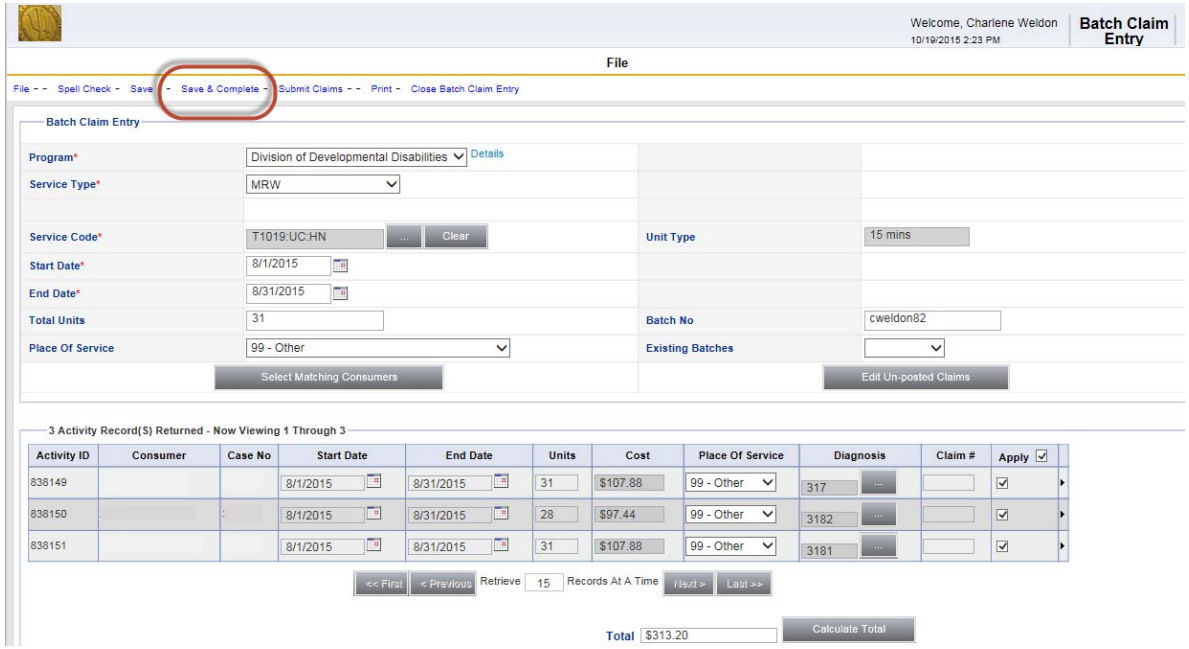
If no additional edits are needed, select the Save & Complete option. All activities will be changed to a read-only status.



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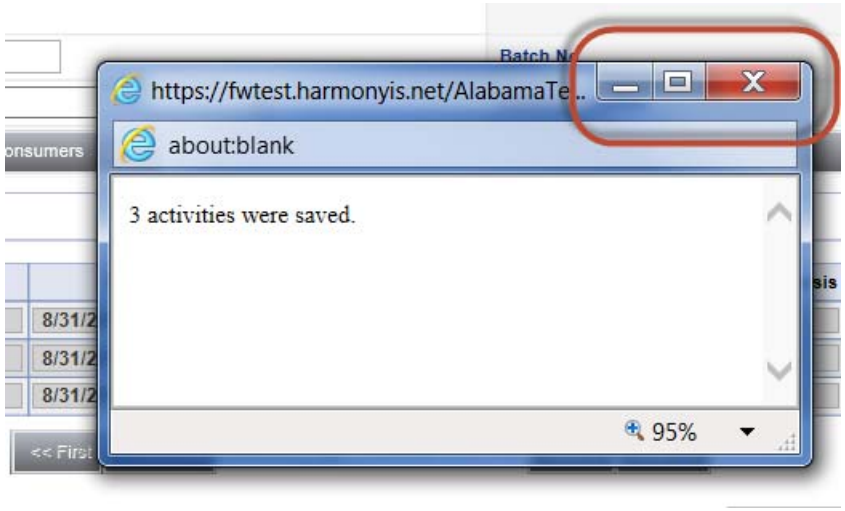
A dialog box will appear stating the number of activities saved and the Activity ID is complete. Click on the X in the right corner to close the box.



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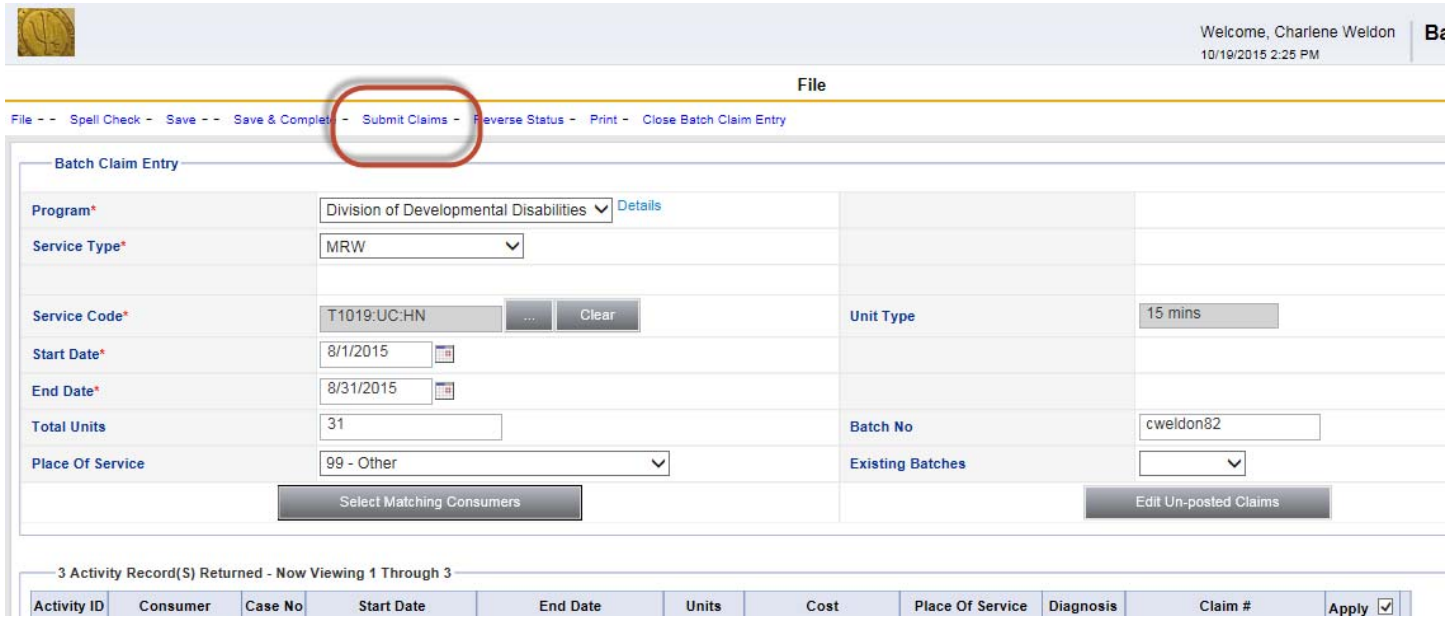
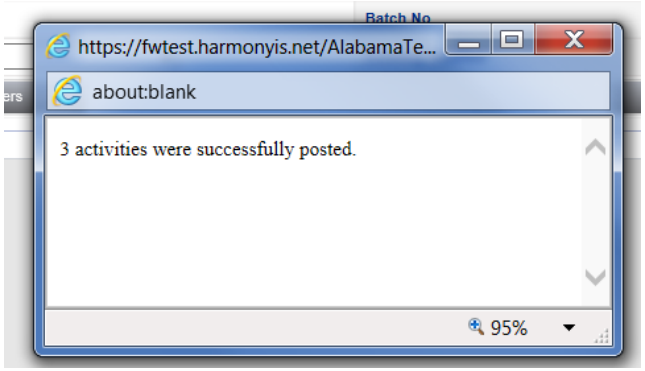
Submit the batch by clicking Submit Claims. Only completed services (changed to read-only) can be submitted.



A dialog box will confirm the number of claims submitted.



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