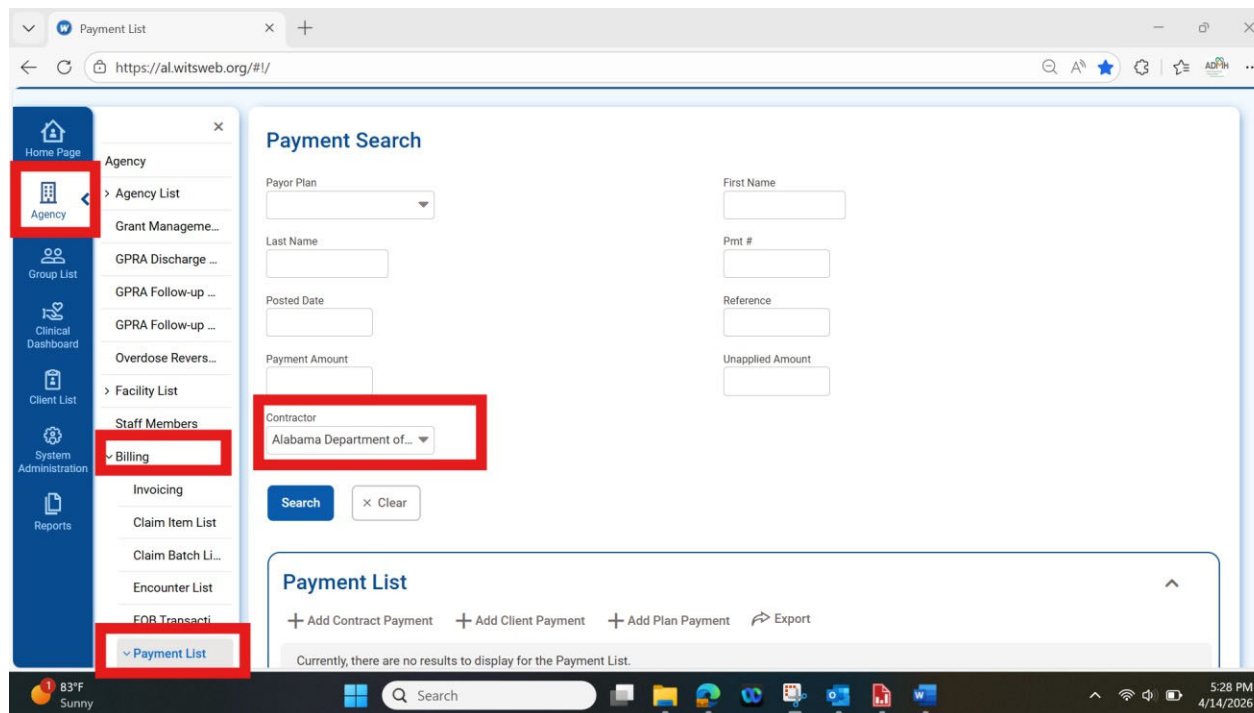


WORKFLOW FOR HOW TO LOOK AT CLAIMS AGAINST PAYMENTS IN THE SYSTEM

To search for payment EFT

1. Click on the agency tile on the left side of the screen to access the billing menu
2. Click on the billing tab to expand the billing menu options
3. Once the billing menu expands, click on the “*payment list*” menu option.
4. The payment search screen will then be shown on the screen.
5. While on the payment search screen, click the drop down menu in the box labeled contractor. (**Alabama Department of Mental Health** should now show in the contractor box)
6. Click the search button



WORKFLOW FOR HOW TO LOOK AT CLAIMS AGAINST PAYMENTS IN THE SYSTEM

To search for payment EFT (cont'd)

7. After clicking the search button, you will then see payments populate at the bottom of the screen in the section titled "payment list".

The screenshot displays a web browser window with the URL <https://al.witsweb.org/#/>. The page title is "Payment List". On the left, there is a navigation menu with options like "Claim Batch Li...", "Encounter List", "EOB Transacti...", "Payment List" (selected), "Payment Pr...", "Billing Transac...", "Client Balance", "Clearing Hous...", "Clearing Hous...", "Cost Center", "Payor Plan List", "Authorization ...", "H837 Manage...", "H835 Manage...", "H999 Manage...", "H270 Manage...", "H271 Manage...", and "Contract Manage...".

The main content area is titled "Payment List" and includes buttons for "+ Add Contract Payment", "+ Add Client Payment", "+ Add Plan Payment", and "Export". Below these buttons is a table with the following data:

Pmt # ↑	Payor Name ↑	Posted ↑	Payment Amount ↑	Unapplied Amount ↑	Intended For ↑	Created By ↑	
141895	Block Grant	4/9/2026	\$194.74	\$0.00		User	Profile
141064	State Funding	3/27/2026	\$25.00	\$0.00		User	
141063	Block Grant	3/27/2026	\$1,616.00	\$0.00		User, System	
141062	Block Grant	3/27/2026	\$43,416.31	\$0.00		User, System	
140919	Block Grant	3/26/2026	\$336.00	\$0.00		User, System	
140918	Block Grant	3/26/2026	\$876.94	\$0.00		User, System	
140079	State Funding	3/13/2026	\$275.00	\$0.00		User, System	
140078	Block Grant	3/13/2026	\$9,229.08	\$0.00		User, System	
140074	Block Grant	3/13/2026	\$23,447.21	\$0.00		User, System	

The first row of the table is highlighted in yellow. A red box highlights a vertical ellipsis menu icon to the right of the first row, which has opened to show a "Profile" option.

The Windows taskbar at the bottom shows the date and time as 5:41 PM on 4/14/2026, along with weather information (83°F Sunny) and various application icons.

WORKFLOW FOR HOW TO LOOK AT CLAIMS AGAINST PAYMENTS IN THE SYSTEM

8. To access details of a payment you can hover over the vertical ellipses and click on profile.

- After clicking on the profile option for the payment, you will then see the payment number, reference number, payment amount, the plan name and check/EFT date.

The screenshot shows a web browser window with the URL <https://al.witsweb.org/#1/>. The page title is "Payment Profile". The left sidebar contains navigation options: Home Page, Agency, Group List, Clinical Dashboard, Client List, System Administration, and Reports. The main content area displays the "Payment Profile" form with the following fields:

Field	Value
Payment #	140074
Plan Name	Block Grant
Client Name	
Transaction Type	Payment
Reference	700273
Comment	
Check/EFT Date	3/13/2026
Posted Date	3/13/2026
Receipt Date	3/13/2026
Created Date	3/13/2026 8:43 PM
Created By	User, System
Payment Amount	\$23,447.21
Unapplied Amount	\$0.00
Intended For	

At the bottom of the form, there are three buttons: "Save", "Save and Finish", and "Cancel". The "Payment Amount" and "Check/EFT Date" fields are highlighted with red boxes.

WORKFLOW FOR HOW TO LOOK AT CLAIMS AGAINST PAYMENTS IN THE SYSTEM

To search for the claims that are linked with a payment/check write EFT

1. To access the claims associated with a payment you can scroll to the bottom of the payment profile screen to access the “Administrative Actions” box .

The screenshot displays the 'Payment Profile' screen in a web browser. The browser address bar shows 'https://al.witsweb.org/#/'. The page has a blue sidebar on the left with navigation options: Group List, Clinical Dashboard, Client List, System Administration, and Reports. The main content area is divided into two columns. The left column contains a 'Billing' section with a 'Payment List' sub-section, where 'Payment P...' is selected. The right column contains a form with the following fields: Plan Name (Block Grant), Client Name (empty), Transaction Type (Payment), Reference (700273), Comment (empty), Check/EFT Date (3/13/2026), Receipt Date (3/13/2026), Created Date (3/13/2026 8:43 PM), Created By (User, System), Payment Amount (\$23,447.21), Unapplied Amount (\$0.00), and Intended For (empty dropdown). Below the form are three buttons: 'Save', 'Save and Finish', and 'Cancel'. At the bottom of the form is an 'Administrative Actions' box containing two buttons: 'Show Payment Application' (highlighted with a red box) and 'Apply Payment'. The Windows taskbar at the bottom shows the date and time as 6:11 PM on 4/14/2026.

WORKFLOW FOR HOW TO LOOK AT CLAIMS AGAINST PAYMENTS IN THE SYSTEM

2. Click on show "payment application".

- The system will then open the EOB Transaction screen and the claims that are associated with that payment will populate at the bottom of the screen.

Please note: You can view the claim details on screen or export the claim details to an excel document.

The screenshot displays the AL-WITS web application interface. The browser address bar shows the URL <https://al.witsweb.org/#/>. The left sidebar contains navigation options: Home Page, Agency, Agency List, Grant Managem..., GPRA Discharge..., GPRA Follow-up..., GPRA Follow-up..., Overdose Revers..., Facility List, Staff Members, Billing, Invoicing, Claim Item List, Claim Batch Li..., and Encounter List. The main content area is divided into two sections. The top section, titled "EOB Transaction Search", is highlighted with a red box and contains several input fields: EOB Transaction Type (dropdown), Enc #, First Name, Last Name, Payment # (140074), Payor Name, Subscriber #, Facility (dropdown), Unique Client Number, Service Date (calendar), Procedure Code, and Payment Date (calendar). Below these fields are buttons for "Finish", "Search", and "Clear". The bottom section, titled "EOB Transaction List", is also highlighted with a red box and features an "Export" button. Below the list title, it shows "Showing 1 - 50 of 988" and a pagination control with buttons for 1 through 10. The table below has columns for Claim Item #, Enc #, Client Name, Svc Date, Service, Transaction Type, Adjustment Reason, App Amt, App Date, Pmt #, and Payor Name. The Windows taskbar at the bottom shows the system tray with a temperature of 82°F, a search bar, and the date/time 6:12 PM on 4/14/2026.