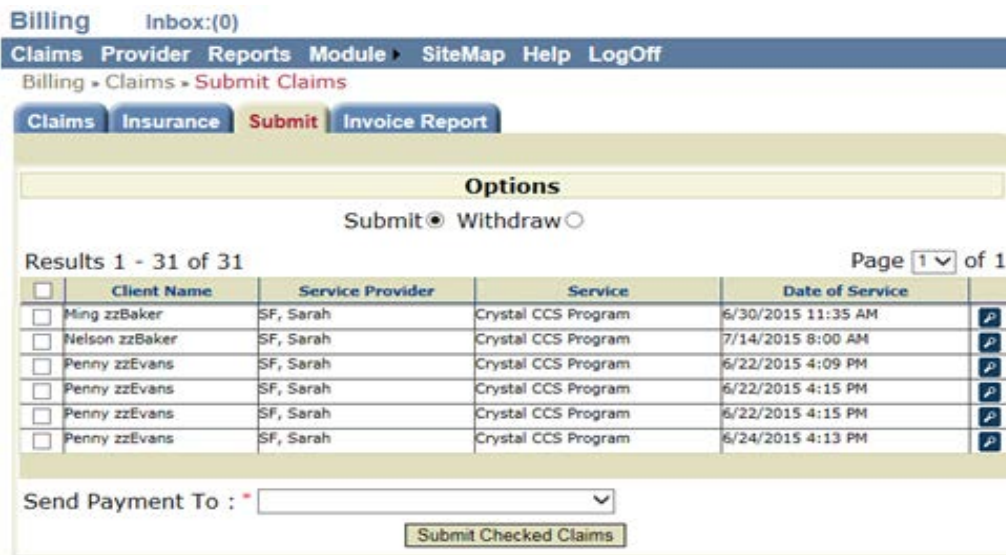


Billing

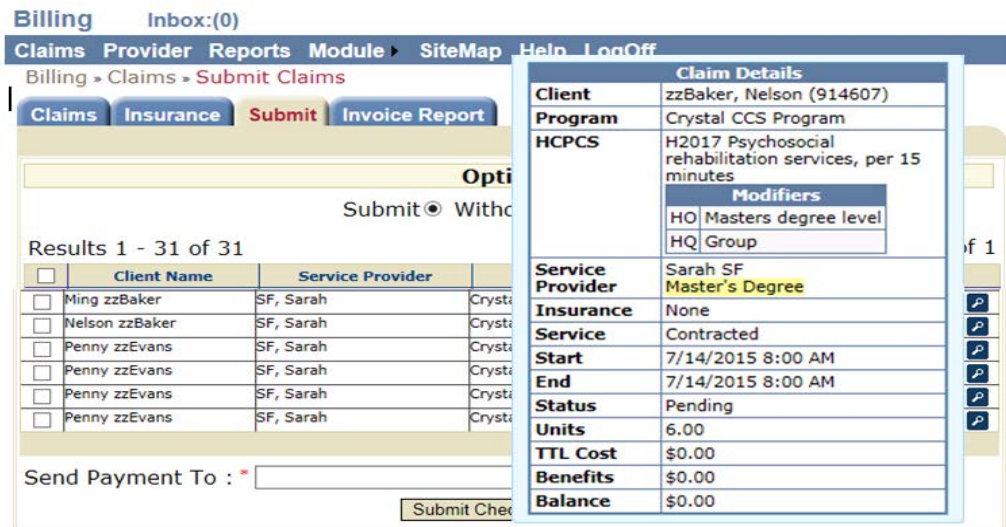
The Billing Module is where Billing Personnel for a Provider Agency will go to submit Claims.

To do this:

- 1) Module > Billing
- 2) Claims
- 3) Submit Tab



On this screen, you can review all of the claims that were generated by the system when a Progress Note was signed. By hovering over the magnifying glass on the right you can see further details about the claim...



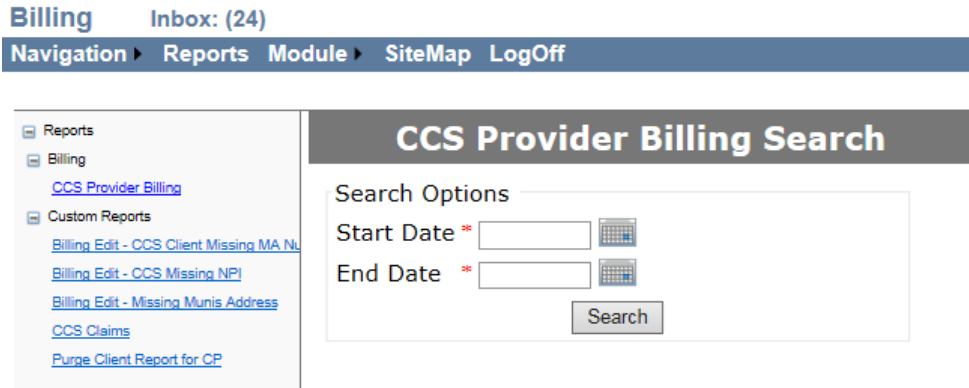
Once you have reviewed one or more claims, you can submit them to Dane County. To submit the claim, select the check box on the left of the claim rows. Next, select the address that the payment should be sent to in the dropdown menu at the top. Finally, click the Submit Checked Claims button at the bottom of the screen.

CCS Provider Billing report

The CCS Provider Billing report is where Billing Personnel for a Provider Agency can go to review Claims.

To do this:

- 1) Module > Billing
- 2) Reports
- 3) CCS Provider Billing report



To run this report, Input a Start Date and End Date and click 'Search'. The report will find all Claims from your agency that fall within the date-range that you chose. Once complete, the report can be opened in Excel. The Excel document can be manipulated in any way necessary to find the claim information that you would like.