

Unsubmitted Bills

Start at the Main Menu

Click into Billing

CareNet - Main Menu 8/11/2005 2:10:01 PM Help Main Menu | Log Out

You are logged in as:	
Your last login was:	8/11/2005 2:10:01 PM

Main Menu - Treatment Provider		
Add Client	Billing	Change Password
Documentation	Look Up/Edit Client	News
Printable Forms	Reports	Submitted Auth Requests

Logout / Exit

This page will appear.
Click into *Bill Generate & View*

Billing Menu
Bill Generate & View

CareNet - Billing Program Name 8/11/2005 2:10:01 PM Main Menu | Log Out

Bill Payment

The following page will appear:

Bill Criteria	
Fiscal Year	2004 - 2005
Funding Source	-Please Choose One-
Billing Category	Bill All Treatments

Unsubmitted Bills					
Fiscal Year	Funding Source	Billing Category	Generated Date	Generated By	
2004 - 2005	Block Grant	ALL TX	8/11/2005 2:08:52 PM	ca7jkg (Jill Gawronski)	

Submitted Bills Criteria	
Bill Date	7/12/2005 - 8/11/2005

Submitted Bills												
Fiscal Year	Generated As	Billing Category	Bill Date	Bill Agency	Bill Enum	Total	Pending	Paid	Denied	Adjustments	Adjst	Adj
2004 - 2005	Med	Bill All Treatments	7/15/2005	Program Name	71520051140889	\$1,355.00	\$0.00	\$1,355.00	\$0.00	\$0.00		X
2004 - 2005	Block		7/27/2005	Program Name	727200516504089	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X
2004 - 2005	Block		7/29/2005	Program Name	729200515212289	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	X	X
2004 - 2005	Block	Bill All Treatments	8/2/2005	Program Name	82200516305589	\$4,375.50	\$0.00	\$4,375.50	\$0.00	\$0.00		X
2004 - 2005	ABW	Bill All Treatments	8/2/2005	Program Name	82200516315889	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00		X
2004 - 2005	Med Spend Down	Bill All Treatments	8/2/2005	Program Name	82200516323189	\$135.00	\$0.00	\$135.00	\$0.00	\$0.00		X
Total:						\$6,165.50	\$0.00	\$6,165.50	\$0.00	\$0.00		

Page 2 - shows you if your billings have gone into the **Unsubmitted Bills** section. There may be billings in this area that did not go through with the rest of the bills you submitted. The reason this happens is there were conflicts between the information on the Insurance Page and what you were trying to submit on your billing. To fix this, you will need to click on the underlined link (**Generated Date**) located on page 2.

The following page will appear when you click on the link.

CareNet - Unsubmitted Bill	Program Name 8/11/2005 2:09:00 PM	Main Menu	Log Out
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* Highlighted clients have treatment funding source conflicting with insurance funding source.

Client SSN	Date		Cost	
	From	To	Unbilled	Billing
22222222	8/4/2005	8/4/2005	\$60.00	\$60.00
32222222	8/2/2005	8/2/2005	\$60.00	\$60.00
42222222	7/28/2005	8/4/2005	\$171.00	\$171.00
52222222	8/3/2005	8/3/2005	\$67.50	\$67.50
62222222	8/2/2005	8/2/2005	\$75.00	\$75.00
72222222	8/2/2005	8/2/2005	\$74.00	\$74.00
82222222	8/2/2005	8/2/2005	\$75.00	\$75.00
92222222	7/27/2005	8/3/2005	\$148.00	\$148.00
02222222	8/4/2005	8/4/2005	\$74.00	\$74.00
12222222	7/27/2005	7/27/2005	\$74.00	\$74.00
23222222	8/2/2005	8/2/2005	\$74.00	\$74.00
Total:			\$952.50	\$952.50

This page will appear for one of two reasons:

- 1.) The Insurance Page has conflicting data and needs to be corrected.
- 2.) The Insurance Page has been recently changed after billing treatments and is now billed incorrectly and will need to be corrected.

After determining which insurance type is correct, compare what is on the insurance page, paying attention to the time line. Fix the date range if needed.

The treatment dates billed in this area may need to be deleted if they were billed wrong. To fix this you will need to select the red button on the left that says **Cancel/Delete Bill**. Selecting this will put the units back into the mode to which you can select the **delete above** button in the client's treatment history. You will then be able to rebill under the correct funding source.

Client Name:	
Client ID:	22222222
Agency:	Program Name
Consumer ID:	1234
Block Grant:	Meets Income Eligibility Criteria

This page defaults to treatments with services that occur during the current fiscal year.	2004-2005 
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Treatment History									
Agency	Tx Date	Therapist	CPTCode	Units	Billing				
					Bill Date	Billed / Paid	Status	Cost	Bill Enum
Program Name	8/4/2005	John Jon	90806	1		Block	Unbilled	\$60.00	
			99999 (CoPay)				Unbilled	\$15.00	
Delete Above								\$75.00	
Program Name	7/26/2005	John Jon	90806	1	8/2/2005	Block / Block	Paid	\$60.00	8220051630489
			99999 (CoPay)		8/2/2005		Paid	\$15.00	
								\$75.00	