

## Using the TUOS for invoicing

- 1) Run the TUOS Claim Summary Report for the month you are invoicing (YTD)
  - \*\*\*Run the TUOS Claim Details Report (YTD) for the detail version of the report
- 2) Download the report in Excel format and Save (this file is to be submitted with your invoice)
- 3) Get the Unit Count per Funding Source (DMC/County Billables/NonBillables)
  - DMC Billables- Refer to the DMC Billable Column in the Adjusted Units Section (TUOS Claim Tab)

Contract #	Agency	Facility	Program Enrollment	Perinatal	Service	ADJUSTED UNITS							Total Billing Unit Count
						DMC Billable	County Billable	Justice Override (County Billable)	Out of County (County Billable)	OHC	Medicare	No Valid Benefit Plan	
			ODS OS	No	Case Management OS	1,688.86	369.90		3.40				2,062.16
			ODS OS	No	Group Counseling OS	6,282.32	1,224.13		7.53				7,513.98

- County Billables- Add the unit count from all County Billable eligible columns (County Billable, Justice Override, & Out of County)

Contract #	Agency	Facility	Program Enrollment	Perinatal	Service	ADJUSTED UNITS							Total Billing Unit Count
						DMC Billable	County Billable	Justice Override (County Billable)	Out of County (County Billable)	OHC	Medicare	No Valid Benefit Plan	
			ODS OS	No	Case Management OS	1,688.86	369.90		3.40				2,062.16
			ODS OS	No	Group Counseling OS	6,282.32	1,224.13		7.53				7,513.98

- Non Billables- Add the total unit count from the Disallowed Claims table (TUOS Claim Tab) and the total from the QM/Provider Disallowed Encounters (QMProviderDisallowedEncUnits)

Contract #	Agency	Facility	Program Enrollment	Perinatal	Service	DISALLOWED CLAIMS							QM Provider Disallowed Billed Units
						DMC Billable Disallowed	County Billable Disallowed	Justice Override (County Billable)	Out of County (County Billable)	OHC Disallowed	Medicare Disallowed	No Valid Benefit Plan Disallowed	
			ODS OS	No	Case Management OS	0.87							0.87
			ODS OS	No	Group Counseling OS	1.42							1.42

Contract #	Agency	Facility	Program Enrollment	Perinatal	Service	DMC Billable	County Billable	Justice Override (County Billable)	Out of County (County Billable)	OHC	Medicare	No Valid Benefit Plan	QM Provider Disallowed Projected Encounter Units
			ODS OS	No	Case Management OS	32.67	20.13					1.27	54.07
			ODS OS	No	Group Counseling OS	90.39	67.41						157.80

4) Using your TUOS report enter the units in your invoice “Schedule IIB SUD only (Units)”.

Services	Funding Source	Actual YTD Cost	Actual YTD Units
OS - Case Management	ODS DMC General	\$ 1,000.00	1,688.86
OS - Group	ODS DMC General	\$ 2,000.00	6,282.32
OS - Case Management	ODS General	\$ 1,000.00	373.30
OS - Group	ODS General	\$ 2,000.00	1,231.66
OS - Case Management	SUD Non-Billable	\$ 100.00	54.94
IOS - Group	SUD Non-Billable	\$ 200.00	159.22
		\$ 6,300.00	9,790.30

### Monitoring DMC Units

- 1) On a monthly basis Run the TUOS Claim Details Report (YTD) and using the “TUOS Claims” tab
- 2) Monitor the units Under:
  - Awaiting Review (A) & Released (B) to ensure they are constantly being Batched
  - Hold –
    - i. Using the Hold Reason (C) column review that Hold Reason “County Billable” units have a matching PGE
    - ii. Using the Hold Reason (C) column review the PGE and make corrections as necessary

DMC BILLED STATUS							
Awaiting Review <b>A</b>	Released <b>B</b>	Hold <b>C</b>	Batched	Approved	Awaiting Adjudication	Denied	Total DMC
			8.13	1,384.81	246.98	48.94	1,688.86
			7.91	5,289.40	920.06	64.95	6,282.32