SANWITS FLOW CHART FOR ENCOUNTERS TO BE “RELEASED TO BILL” AND PLACED ON HOLD IN CLAIM ITEM LIST

DMC Billable Services

DMC Billable Claims to Hold
• Claims Prior to Facility’s DMC Certification and ODS Enrollment
• Claims Prior to Client having S.D. Medi-Cal Eligibility
• Claims Prior to QM’s Approval for Facility to Bill

"Release to Bill" ALL DMC Billable Encounters
• Click "Release to Bill" on the Encounter under Administrative Actions
• "Release to Bill" creates a claim
• TUOS Claims Report identifies Total Units of Service

Place the Claim on Hold in the Claim Item List
• Go to the Claim Item List under the Billing Icon on the blue navigation pane
• Select the claim(s) to be held
• Click Update Status, and click HOLD

Batching Claims
• After DMC # and ODS status is confirmed by MIS
• After Client S.D. Medi-Cal is confirmed with State
• After QM’s approval for Facility to Bill
• Prior to batching claims click on Export link to run a report for final review
• If no corrections, start the billing process as outlined by Billing Unit

Correcting Held Claims
• Claims can be corrected prior to batching as needed for Disallowed Service, Errors, or Payor change
• Select claim(s) in Claim Item List
• Click Reject (Back Out) under Administrative Actions
• Claims will return to encounter status for corrections
• After correcting Encounter, if Non Billable, Finalize the Encounter OR
• If County Billable, "Release to Bill" and place on HOLD OR
• If DMC Billable, "Release to Bill" again

Monitoring Held Claims
• Claims should be monitored monthly to see if action should be taken
• Click on Export link to generate a report for reviewing and tracking claims
SANWITS FLOW CHART FOR ENCOUNTERS TO BE “RELEASED TO BILL” AND PLACED ON HOLD IN CLAIM ITEM LIST

**County Billable Services**

**County Billable Claims to Hold**
- County Billable claims are for services that are NOT billable to DMC
- Services must be for BHS Contracted Clients of Target Population OR Justice Override

**"Release to Bill" ALL County Billable Encounters**
- Click "Release to Bill" on the Encounter under the Administrative Actions
- "Release to Bill" creates a claim
- TUOS Claims Report identifies Total Units of Service

**Place the Claim on Hold in the Claim Item List**
- Go to the Claim Item List under the Billing Icon on the blue navigation pane
- Select the claim(s) to be held
- Click Update Status, and click HOLD

**Correcting Held Claims**
- Claims can be corrected prior to batching as needed for Disallowed Service, Error, or Payor Change
- Select claim(s) in Claim Item List
- Click Reject (Back Out) under Administrative Actions
- Claims will return to encounter status for corrections
- After correcting Encounter, if Non Billable, Finalize the Encounter OR
- If County billable "Release to Bill" and place on HOLD OR
- If DMC billable "Release to Bill and Process

**Do Not Batch County Billable Claims**
- County Billable Claims will not be batched and billed to the Clearing House
- Claims will stay on Hold as long as they are County Billable

**Monitoring Held Claims**
- Claims should be Monitored monthly to see if action should be taken
- Click on Export link to generate a Report for reviewing and tracking claims

**BHS SUD MIS**
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