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

DMC Billable Claims to Hold

•Claims Prior to Facility's DMC Certification and ODS Enrollment



- •Claims Prior to Client having S.D. Medi-Cal Eligibilty
- •Claims Prior to QM's Approval for Facility to Bill

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

DMC Billable Services

"Release to Bill" ALL DMC Billable Encounters

- •Click "Release to Bill"on the Encounter under Administrative Actions
- "Release to Bill" creates a claim

•Claims can be corrected prior to

Disallowed Service, Errors, or

•Select claim(s) in Claim Item

•Click Reject (Back Out) under

Claims will return to encounter

•After correcting Encounter, if

• If County Billable, "Release to

•If DMC Billable, "Release to

Non Billable. Finalize the

•TUOS Claims Report identifies Total Units of Service

Correcting Held Claims

batching as needed for

Administrative Actions

status for corrections

Payor change

Encounter **OR**

Bill" again

List

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



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

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

County Billable Claims to Hold

•County Billable claims are for services that are NOT billable to DMC

Population OR Justice Override

•Services must be for BHS **Contracted Clients of Target**

- **County Billable Services**

"Release to Bill" ALL County **Billable Encounters**

•Click "Release to Bill"on the

"Release to Bill" creates a claim

•TUOS Claims Report identifies

Encounter under the

Total Units of Service

Administrative Actions

Place the Claim on Hold in the **Claim Item List**



•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



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

be taken

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



- •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

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