



Batch Billing Training

Introduction:

The ADIDIS Claims Batch Entry (CBE) system has been designed to speed up the ability to submit monthly billing of services, especially for residential services where the consumer and service code remain the same and only the dates and units change monthly. Once a claim has been submitted using CBE, the claim is handled exactly the same as a claim that has been submitted either through an 837 billing file or has been direct entered through the UI in AS AIS. No matter how a claim is submitted, it passes through all of the same adjudication rules and processing steps.

Process Overview:

1. Identify/create batch

- a. Based on client, service codes and dates
- b. Select matching clients – clients that match criteria listed in Step A and have not already had an activity
- c. Select clients - those to include in batch being created
- d. Create activities – will show under un-posted claims


2. Turn activities into claims

- a. Select batch name
- b. Edit un-posted claims – make any necessary changes to the activity
- c. Save and complete – will lock the record so it cannot be changed unless the status is reversed
- d. Submit claim

On the My ADIDIS tab, click “Batch Claim Entry.”

The screenshot shows the My ADIDIS web application interface. At the top, there is a header bar with a logo on the left, the text "Click Batch Claim Entry" in the center, and user information on the right: "Welcome, Charlene Weldon", "10/19/2015 10:10 AM", "My ADIDIS", "Sign Out", and a "Role" dropdown menu set to "MR Provider" with a "GO" button. Below the header is a "File" section with a "Print" link. A "Quick Search" box contains a search input field, a "Clients" dropdown, a "Last Name" dropdown, a "GO" button, and a "Participating" checkbox. To the right of the search box is an "ADVANCED SEARCH" link. Below the search box is a navigation bar with tabs: "MY ADIDIS" (highlighted), "CLIENTS", "PROVIDERS", "CLAIMS", "UTILITIES", and "REPORTS". The main content area is divided into two columns: "CLIENTS" and "TASKS". The "CLIENTS" column contains "Alert Notes" (with a dropdown arrow), "Unread Alert Notes", and "Authorizations". The "TASKS" column contains "My Management" (with a right arrow), "My Claims" (with a dropdown arrow), a list of options: "Bulk Void and Replace", "Batch Claim Entry" (highlighted in yellow), "Single Claim Entry", "Resubmission Queue", and "Pending Approval Queue", and "My Files" (with a dropdown arrow). A red arrow points from the text "Click Batch Claim Entry" to the "Batch Claim Entry" option in the "My Claims" dropdown menu. At the bottom left, the version "v8.1.2.0" is displayed, and at the bottom right, there is an "About" link.

Complete the “Batch Claim Entry” information. Fields with an asterisk * are required. The Program field should default to the provider name. Select the correct Service Type from the drop down menu, based on the service code for which you are billing.



Welcome, Charlene Weldon
10/19/2015 10:17 AM

Batch Claim Entry

File

File -- Spell Check ----- Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities ▾ Details		
Service Type*	▾		
Service Code*	<input type="text"/> <input type="button" value="Clear"/>	Unit Type	<input type="text"/>
Start Date*	<input type="text"/>		
End Date*	<input type="text"/>		
Total Units	<input type="text" value="0"/>	Batch No	<input type="text" value="cweldon105"/>
Place Of Service	▾	Existing Batches	▾
<input type="button" value="Select Matching Consumers"/>		<input type="button" value="Edit Un-posted Claims"/>	

To select a Service Code, click on the ellipsis. The Webpage Dialog box will appear.

Click on the ellipsis for the Service Code Wepage Dialog to appear

Welcome, Charlene Weldon
10/19/2015 11:21 AM

Batch Claim Entry

File

File -- Spell Check ----- Print -- Close Batch Claim Entry

Batch Claim Entry

Program* Division of Developmental Disabilities Details

Service Type*

Service Code* ... Clear Unit Type

Start Date*

End Date*

Total Units

Place Of Service

DialogVendorServiceSelectPopUp -- Webpage Dialog

https://fwtest.harmonyis.net/AlabamaTest/Dialogs/DialogVendorServiceSelectPopUp.aspx?VendorID=124&AuthID=0&

Search By: Service Type Search Text: Search Cancel

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	VServiceID	MaxAuth	Used	Remaining
3653	92507 UD HW	92507 UD HW	Self-Directed Speech Therapy	14.30	Encounter	04/01/2013	09/30/2014	49684	0	0	0
3653	92507 UD HW	92507 UD HW	Self-Directed Speech Therapy	60.06	Encounter	10/01/2014		51807	0	0	0
3730	92507:UC:HW	92507	Self-Directed Speech Therapy	60.06	Encounter	10/01/2014		57262	0	0	0
3727	97110:UC:HW	97110	Self-Directed Physical Therapist	14.30	15 Mins	10/01/2014		57259	0	0	0
3652	97110:UD:HW	97110:UD:HW	Self-Directed Physical Therapist	14.30	15 Mins	04/01/2013		49683	0	0	0

The following filters are available: Service Category, Service Code, Secondary Code, Service, and Description. The example shown below uses the filter Service Code. Enter search text and click Search.

Choose the filter to search by and enter search text.

Welcome, Charlene Weldon
10/19/2015 11:26 AM

Batch Claim Entry

File

File -- Spell Check ----- Print -- Close Batch Claim Entry

Batch Claim Entry

Program* Division of Developmental Disabilities Details

Service Type* MRW

Service Code* ... Clear

Unit Type

Start Date*

End Date*

Total Units

Place Of Service


DialogVendorServiceSelectPopUp -- Webpage Dialog

https://fwtest.harmonyis.net/AlabamaTest/Dialogs/DialogVendorServiceSelectPopUp.aspx?VendorID=124&AuthID=0&

Search By: Service Code Search Text: t1019:uc Search Cancel

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	VServiceID	MaxAuth	Used	Remaining
118	T1019:UC	T1019	Personal Care	3.55	15 Mins	10/01/2011	08/31/2012	34318	0	0	0
118	T1019:UC	T1019	Personal Care	3.78	15 Mins	09/01/2012	08/31/2013	37632	0	0	0
118	T1019:UC	T1019	Personal Care	3.90	15 Mins	09/01/2013		44687	0	0	0
3330	T1019:UC:HN	T1019	Self-Directed Personal Care	3.38	15 Mins	06/01/2012	08/31/2013	34287	0	0	0
3330	T1019:UC:HN	T1019	Self-Directed Personal Care	3.48	15 Mins	09/01/2013		45084	0	0	0

Choose the appropriate line item for the service code for which you wish to bill, and the system will auto populate the Service Code field on the form.



Click on the line of the Service Code for which you wish to bill.

Welcome, Charlene Weldon
10/19/2015 11:26 AM

Batch Claim Entry

File

File -- Spell Check ----- Print -- Close Batch Claim Entry

Batch Claim Entry

Program* Division of Developmental Disabilities Details

Service Type* MRW

Service Code* ... Clear

Start Date*

End Date*

Total Units

Place Of Service

Unit Type

DialogVendorServiceSelectPopUp -- Webpage Dialog

<https://fwtest.harmonyis.net/AlabamaTest/Dialogs/DialogVendorServiceSelectPopUp.aspx?VendorID=124&AuthID=0&>


Search By: Service Code

Search Text: t1019:uc

Search Cancel

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	VServiceID	MaxAuth	Used	Remaining
118	T1019:UC	T1019	Personal Care	3.55	15 Mins	10/01/2011	08/31/2012	34318	0	0	0
118	T1019:UC	T1019	Personal Care	3.78	15 Mins	09/01/2012	08/31/2013	37632	0	0	0
118	T1019:UC	T1019	Personal Care	3.90	15 Mins	09/01/2013		44687	0	0	0
3330	T1019:UC:HN	T1019	Self-Directed Personal Care	3.38	15 Mins	06/01/2012	08/31/2013	34287	0	0	0
3330	T1019:UC:HN	T1019	Self-Directed Personal Care	3.48	15 Mins	09/01/2013		45084	0	0	0

The Start Date and End Date fields are required. The dates may be directly typed into the field or the calendar icon may be used to populate the dates. Enter the remaining applicable fields such as Total Units and Place of Service. These items may be edited on a per claim basis in the next steps. The Batch No field is automatically populated. However, this field is editable so you may name your batch as you choose.





Welcome, Charlene Weldon
10/19/2015 11:32 AM

Batch Claim Entry


File

File -- Spell Check - - - - - Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities ▼ Details		
Service Type*	MRW ▼		
Service Code*	T1019:UC:HN ... Clear	Unit Type	15 mins
Start Date*	08/01/2015 		
End Date*	08/31/2015 		
Total Units	31	Batch No	cweldon82
Place Of Service	99 - Other ▼	Existing Batches	▼
Select Matching Consumers		Edit Un-posted Claims	

Click on the Select Matching Consumers button to select records for consumers with authorizations that meet the criteria entered.



Click Select Matching Consumers

Welcome, Charlene Weldon
10/19/2015 11:38 AM

Batch Claim Entry

File

File - Create Activities - Spell Check - - - - - Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities Details		
Service Type*	MRW v		
Service Code*	T1019:UC:HN ... Clear	Unit Type	15 mins
Start Date*	8/1/2015 ...		
End Date*	8/31/2015 ...		
Total Units	31	Batch No	cweldon82
Place Of Service	99 - Other v	Existing Batches	v

Select Matching Consumers
Edit Un-posted Claims

43 Consumer Record(S) Returned - Now Viewing 1 Through 15

Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply <input checked="" type="checkbox"/>
A		8/1/2015 ...	8/31/2015 ...	31	\$107.88	99 - Other v	317 ...		<input checked="" type="checkbox"/>
A		8/1/2015 ...	8/31/2015 ...	31	\$107.88	99 - Other v	3181 ...		<input checked="" type="checkbox"/>
A		8/1/2015 ...	8/31/2015 ...	31	\$107.88	99 - Other v	3182 ...		<input checked="" type="checkbox"/>
B		8/1/2015 ...	8/31/2015 ...	31	\$107.88	99 - Other v	3181 ...		<input checked="" type="checkbox"/>

This view defaults to 15 records shown. To show more records on a page, change the retrieve number from 15 to the desired number of consumer records to be returned. Click on Next to display all requested records. It is recommended to view no more than 100 clients per page.

43 Consumer Record(S) Returned - Now Viewing 1 Through 15 ← **The view defaults to 15 records shown at a time**


Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply <input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	317		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input checked="" type="checkbox"/>
H		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3180		<input checked="" type="checkbox"/>

<< First < Previous Retrieve **15** Records At A Time Next > Last >>

Enter the number of records here that you would like to view and click next

Total \$1,618.20

Remove the CHECK mark from the Apply All option box.



**Remove the check mark from the
Apply option box.**

Welcome, Charlene Weldon
10/19/2015 11:36 AM

Batch Claim Entry

File

File - Create Activities - Spell Check - - - - - Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities ▾ Details		
Service Type*	MRW ▾		
Service Code*	T1019:UC:HN ... Clear	Unit Type	15 mins
Start Date*	8/1/2015 📅		
End Date*	8/31/2015 📅		
Total Units	31	Batch No	cweldon02
Place Of Service	99 - Other ▾	Existing Batches	▾

Select Matching Consumers

Edit Un-posted Claims

43 Consumer Record(S) Returned - Now Viewing 1 Through 15

Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply <input checked="" type="checkbox"/>
A		8/1/2015 📅	8/31/2015 📅	31	\$107.88	99 - Other ▾	317 ...		<input checked="" type="checkbox"/>
A		8/1/2015 📅	8/31/2015 📅	31	\$107.88	99 - Other ▾	3181 ...		<input checked="" type="checkbox"/>
A		8/1/2015 📅	8/31/2015 📅	31	\$107.88	99 - Other ▾	3182 ...		<input checked="" type="checkbox"/>
B		8/1/2015 📅	8/31/2015 📅	31	\$107.88	99 - Other ▾	3181 ...		<input checked="" type="checkbox"/>

At the bottom of the screen, click on the Calculate Total button. With all Apply boxes unchecked, the Total displays \$0.00. As records are selected for batch claim, selecting the Calculate Total will show the cumulative calculated amount.

		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3180		<input type="checkbox"/>

<< First < Previous Retrieve 43 Records At A Time Next > Last >>

Total \$0.00 Calculate Total

Edit the service lines as needed. All fields on the service line, except cost, can be edited. The Claim # is the same as Provider Claim ID on the Single Claim Entry screen. It is an optional text field which can be used by the provider as seen fit.

When field updates are complete for a record, check the Apply option box for that record. This will include the consumer record in the batch entry. Click Calculate total after each line is edited.

Please note that if changes are made to the header and consumers are reselected, any edits made to the service lines will be lost.

After edits are complete, create the batch. Verify the Apply checkbox for each service that should be included in the batch is marked. Using the checkbox in the green header bar will select all line items on the screen.

43 Consumer Record(S) Returned - Now Viewing 1 Through 15

Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	317		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input type="checkbox"/>
		8/1/2015	8/31/2015	28	\$97.44	99 - Other	3182		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3180		<input type="checkbox"/>

8/1/2015 8/31/2015 31 \$107.88 99 - Other 3180

<< First < Previous Retrieve 15 Records At A Time Next > Last >>

Total \$313.20 Calculate Total

Reminder: Click on the Calculate Total button at the bottom of the screen after each line edit to ensure that the changes are accepted before proceeding to next record.

To save the batch, click on Create Activities. The screen will refresh and remove all services that were created.

File - **Create Activities** - Spell Check - - - - - Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities	Details		
Service Type*	MRW			
Service Code*	T1019:UC:HN	...	Clear	Unit Type
Start Date*	8/1/2015			15 mins
End Date*	8/31/2015			
Total Units	31			Batch No
Place Of Service	99 - Other			cweldon82
				Existing Batches
Select Matching Consumers				Edit Un-posted Claims

43 Consumer Record(S) Returned - Now Viewing 1 Through 15

Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	317		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input type="checkbox"/>
		8/1/2015	8/31/2015	28	\$97.44	99 - Other	3182		<input checked="" type="checkbox"/>
		8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input checked="" type="checkbox"/>

A dialog box will appear showing the number of activities created. Select the X in the upper right corner of the box to close it.

Welcome, Charlene Weldon
 10/19/2015 2:18 PM

File

Batch Claim Entry

velopmental Disabilities ▾ [Details](#)
 ▾

... Clear

Unit Type

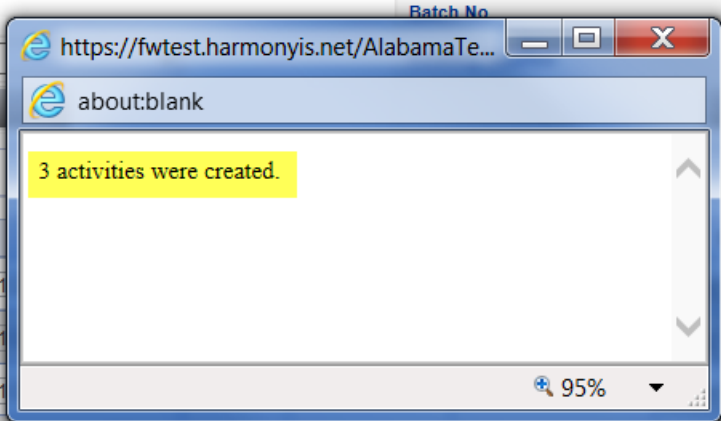
15 mins

Batch No

cweldon82

Edit Un-posted Claims

Diagnosis	Claim #	Apply	<input checked="" type="checkbox"/>
...		<input checked="" type="checkbox"/>	
...		<input checked="" type="checkbox"/>	
...		<input checked="" type="checkbox"/>	
...		<input checked="" type="checkbox"/>	




To review and make any necessary edits to the batch, click on the Edit Un-Posted Claims button. If necessary, edit the service lines.

File - Create Activities - Spell Check - - - - - Print - Close Batch Claim Entry

Batch Claim Entry

Program*	Division of Developmental Disabilities Details		
Service Type*	MRW		
Service Code*	T1019:UC:HN ... Clear	Unit Type	15 mins
Start Date*	8/1/2015		
End Date*	8/31/2015		
Total Units	31	Batch No	cweldon82
Place Of Service	99 - Other	Existing Batches	
Select Matching Consumers		Edit Un-posted Claims	

If no additional edits are needed, select the Save & Complete option. All activities will be changed to a read-only status.



Welcome, Charlene Weldon
10/19/2015 2:23 PM

Batch Claim Entry

File

File - Spell Check - Save - **Save & Complete** - Submit Claims - Print - Close Batch Claim Entry

Batch Claim Entry

Program*
Division of Developmental Disabilities
Details

Service Type*
MRW

Service Code*
T1019 UC:HN
Clear

Unit Type
15 mins

Start Date*
8/1/2015

End Date*
8/31/2015

Total Units
31

Place Of Service
99 - Other

Batch No
cweldon82

Existing Batches

Select Matching Consumers

Edit Un-posted Claims

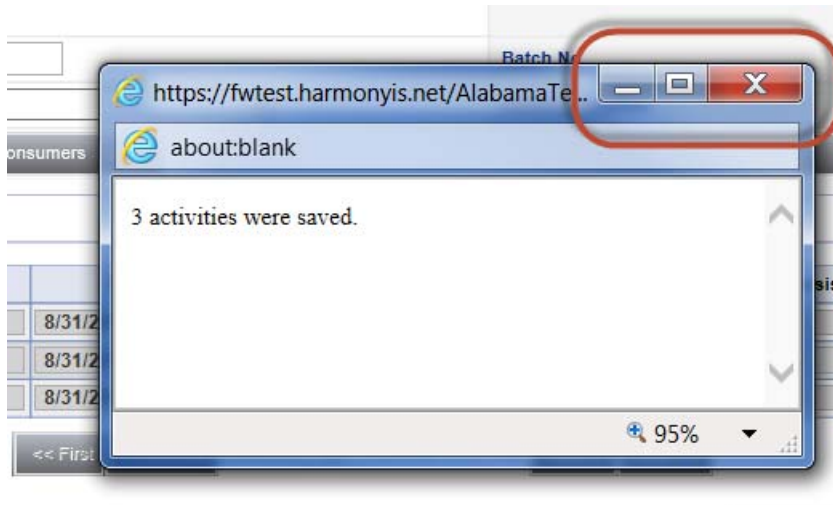
3 Activity Record(S) Returned - Now Viewing 1 Through 3

Activity ID	Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply	
838149			8/1/2015	8/31/2015	31	\$107.88	99 - Other	317		<input checked="" type="checkbox"/>	
838150			8/1/2015	8/31/2015	28	\$97.44	99 - Other	3182		<input checked="" type="checkbox"/>	
838151			8/1/2015	8/31/2015	31	\$107.88	99 - Other	3181		<input checked="" type="checkbox"/>	

<< First < Previous Retrieve 15 Records At A Time Next > Last >>

Total \$313.20 Calculate Total

A dialog box will appear stating the number of activities saved and the Activity ID is complete. Click on the X in the right corner to close the box.



Submit the batch by clicking Submit Claims. Only completed services (changed to read-only) can be submitted.

Batch Claim Entry

Program* Division of Developmental Disabilities Details

Service Type* MRW

Service Code* T1019:UC:HN Clear

Unit Type 15 mins

Start Date* 8/1/2015

End Date* 8/31/2015

Total Units 31

Batch No cweldon82

Place Of Service 99 - Other Existing Batches

Select Matching Consumers Edit Un-posted Claims

3 Activity Record(S) Returned - Now Viewing 1 Through 3

Activity ID	Consumer	Case No	Start Date	End Date	Units	Cost	Place Of Service	Diagnosis	Claim #	Apply
										<input checked="" type="checkbox"/>

A dialog box will confirm the number of claims submitted.

