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 Eligibilty
- •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**



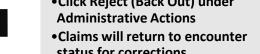
Correcting Held Claims

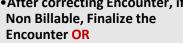
- Claims can be corrected prior to batching as needed for Disallowed Service, Errors, or Payor change
- •Select claim(s) in Claim Item List
- Click Reject (Back Out) under **Administrative Actions**
- status for corrections
- After correcting Encounter, if Non Billable. Finalize the
- Bill" and place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

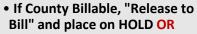


Monitoring Held Claims

- •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







•If DMC Billable, "Release to



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



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



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



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