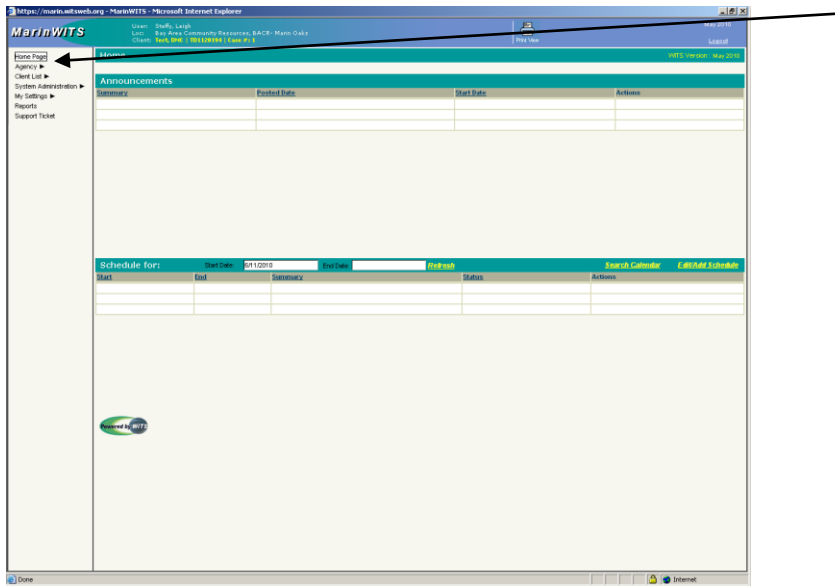
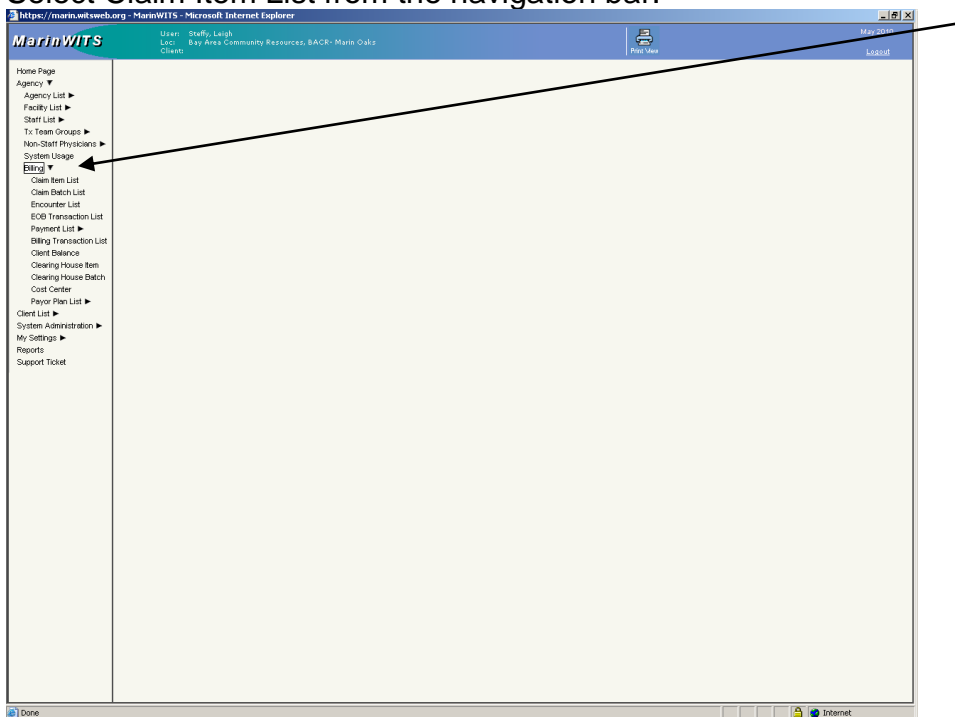


BILLING VIA MARIN WITS

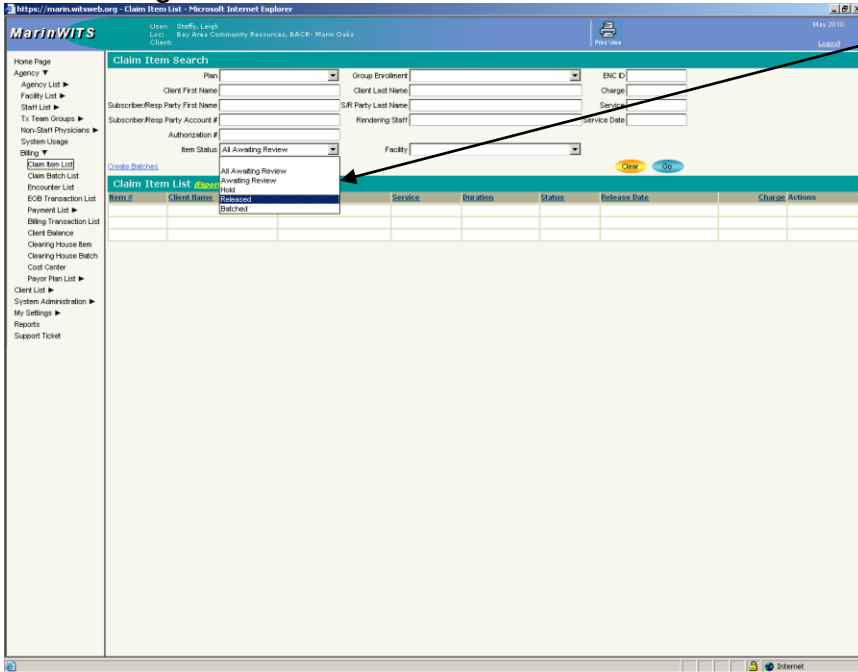
To access the billing module, select AGENCY from the left navigation bar.



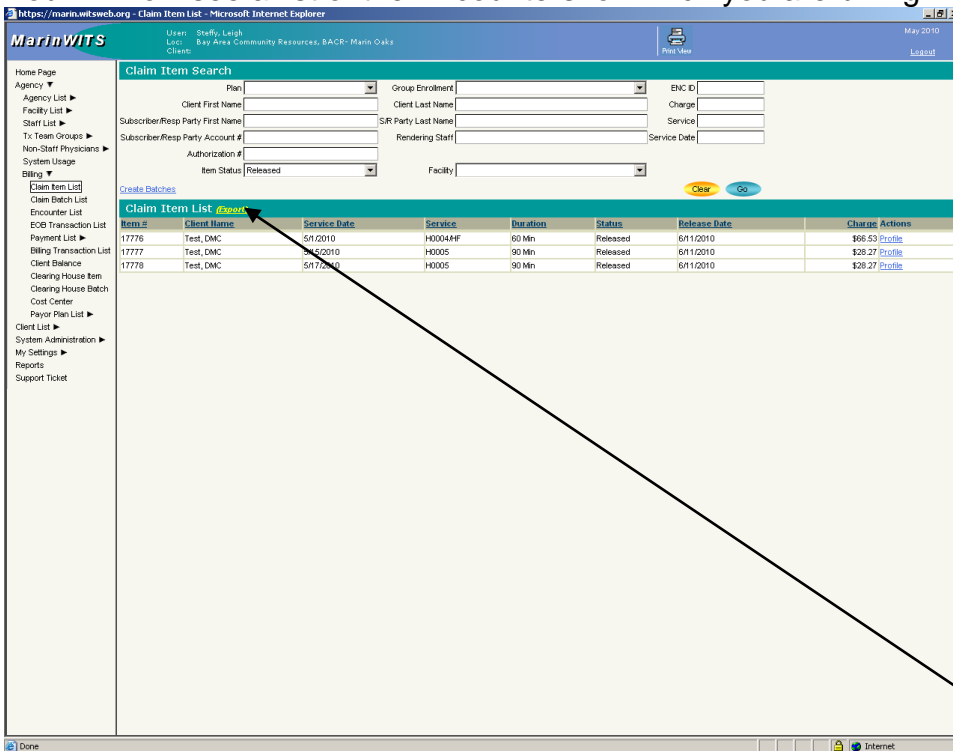
Then Select billing from the navigation bar. You will arrive at a blank page. Select Claim Item List from the navigation bar.



Select the Item Status “Released”. If you chose to not have the person entering the Encounters “release them to billing” your encounters will be available under “all awaiting review”. Press the GO button.

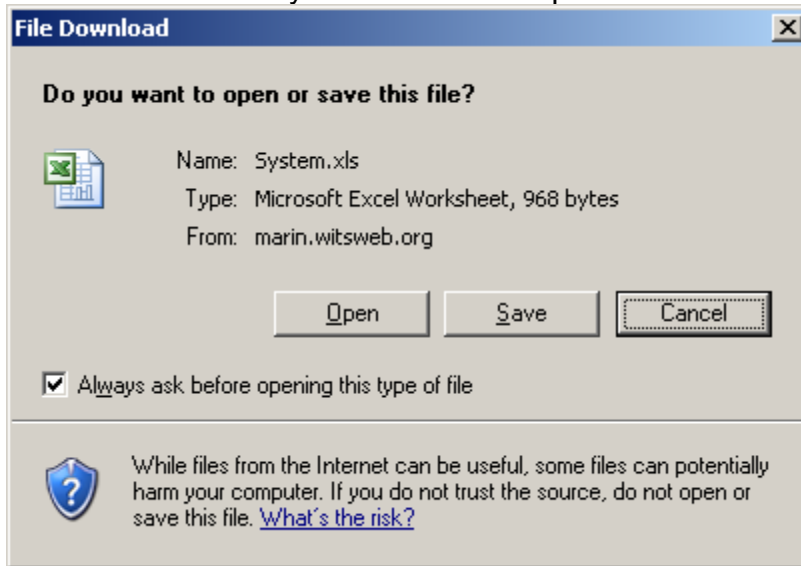


You will now see a list of the Encounters for which you are billing.



If you would like a print out of these items for your records press the yellow EXPORT link. Be sure to hold Down the CTRL button until a new window opens.

You will be asked if you would like to open the file. Select OPEN.



This file can be saved in EXCEL.

https://marin.witsweb.org/wits/System.aspx?stateMachineStateName=ClaimItemList&stateMachineEventName=ExportDomainObjectListGetData&E

File Edit View Insert Format Tools Data Go To Favorites Help

Address https://marin.witsweb.org/wits/System.aspx?stateMachineStateName=ClaimItemList&stateMachineEventName=ExportDomainObjectListGetData&E

Google Search

F9

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item #	ENC ID	Client Name	Payor	Unique Client	Rendering	Payor Name	Group Name	Subscriber	Authorization	Service Date	End Date	Service
2	17776	16169	Test, DMC	Minor Con:	TD112019	Sherry, M	Minor Con:	ADP Mino	123586A5461		5/1/2010	5/1/2010	H0004/
3	17777	16170	Test, DMC	Minor Con:	TD112019	Sherry, M	Minor Con:	ADP Mino	123586A5461		5/15/2010	5/15/2010	H0005
4	17778	16171	Test, DMC	Minor Con:	TD112019	Sherry, M	Minor Con:	ADP Mino	123586A5461		5/17/2010	5/17/2010	H0005
5													
6													
7													
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System

Unknown Zone

When you have determined that you do, indeed, want to bill for the listed items, click on the Create Batches link.

https://marin.witsweb.org/ClaimBatchList - Microsoft Internet Explorer

MarinWITS

User: Staff, Leah
Last: Bay Area Community Resources, SAC, Leah Cahn
May 2010
Logout

Home Page
Agency List
Facility List
Start List
To Team Groups
Non-Client Physicians
System Usage
Billing
Claim Batch List
Encounter List
EOD Transaction List
Payment List
Billing Transaction List
Client Balance
Clearing House Batch
Clearing House Batch
Cost Center
Payor Plan List
Client List
System Administration
My Settings
Reports
Support Ticket

Claim Item Search

Plan: [] Group Enrollment: [] ENC ID: []
Client First Name: [] Client Last Name: [] Charge: []
Subscriber/Resp Party First Name: [] SR Party Last Name: [] Service: []
Subscriber/Resp Party Account # [] Rendering Start: [] Service Date: []
Item Status: [Released] Facility: []

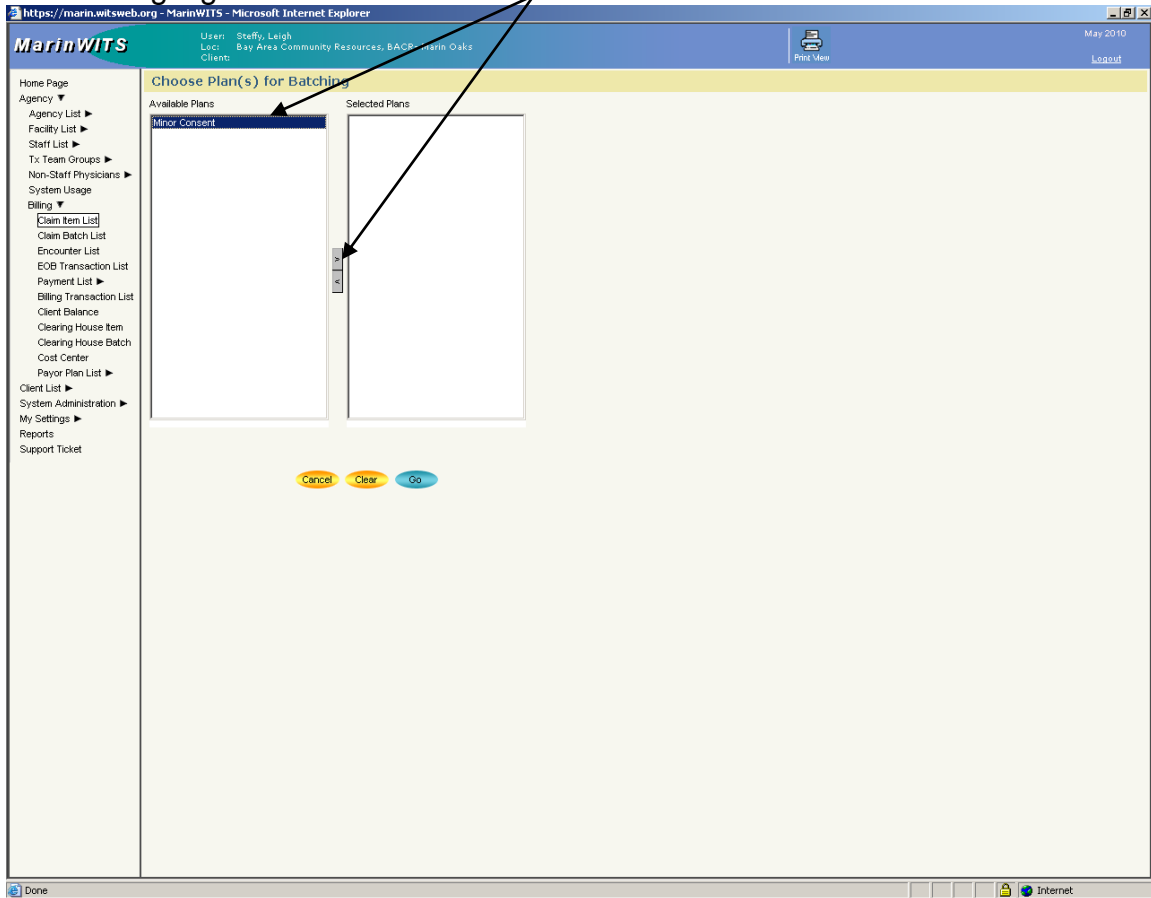
Create Batches

Claim Item List (Batch)

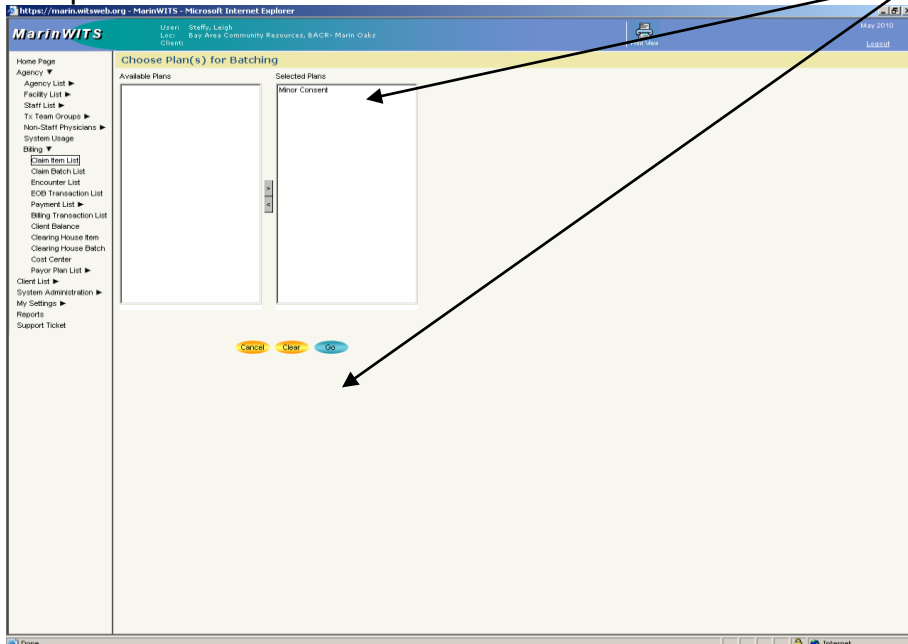
Item #	Client Name	Service Date	Service	Duration	Status	Release Date	Charge	Action
17776	Test, DMC	5/1/2010	H0004F	60 Mins	Released	5/1/2010	\$66.53	Details
17777	Test, DMC	5/15/2010	H0005	90 Mins	Released	5/1/2010	\$20.27	Details
17778	Test, DMC	5/17/2010	H0005	90 Mins	Released	5/1/2010	\$20.27	Details

Internet

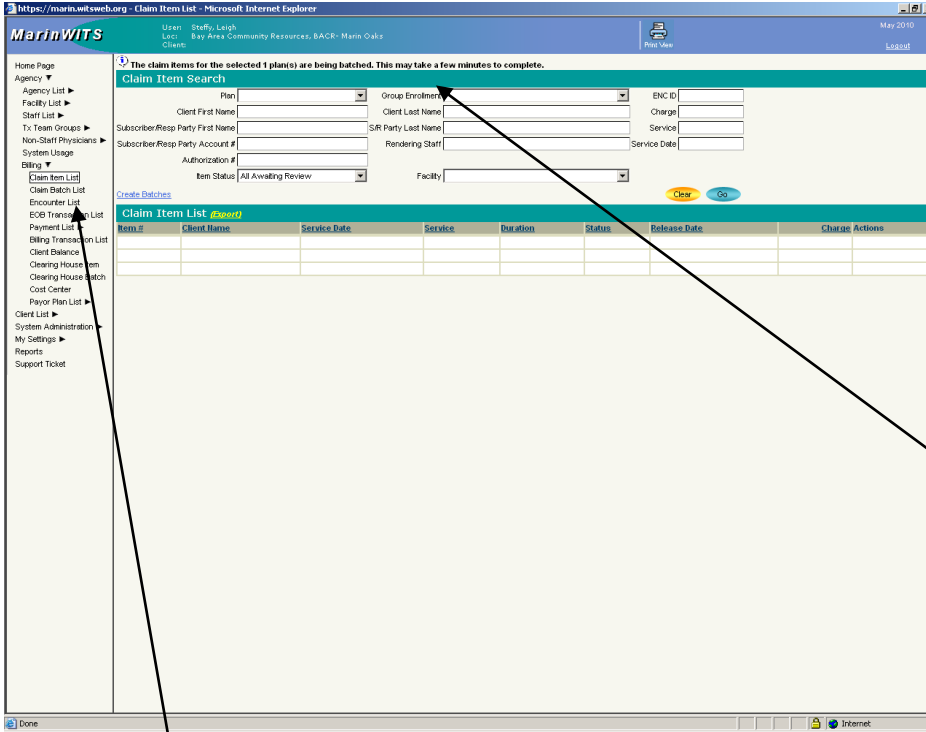
Select the appropriate plan from the Available Plan list by clicking the plan so that it is highlighted. Then click on the > arrow.



The plan should move to the Selected Plan list. Select the Go button.

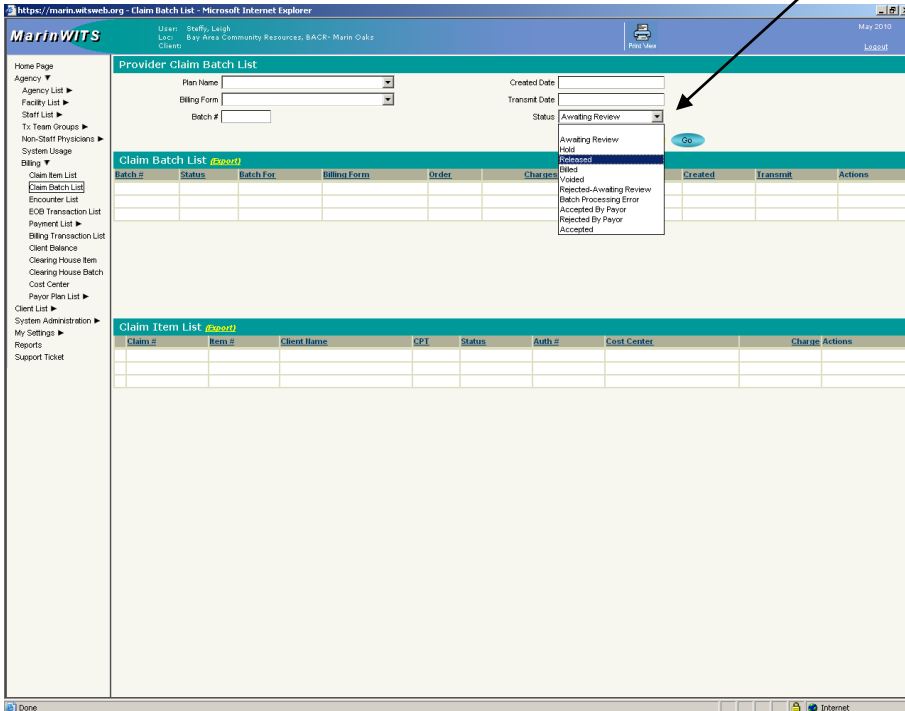


You will see a notification that a batch or batches have been created.



Now that you have created the batch or batches, use the left navigation bar to go to CLAIM BATCH LIST.

Once you are on the Claim Batch List Page select the status: Released. Click on the GO button.



You will see the newly created batch(es) in the middle of the screen. Select the Profile of the batch you wish to bill.

Provider Claim Batch List

Plan Name: [Dropdown] Created Date: [Text]
 Billing Form: [Dropdown] Transmit Date: [Text]
 Batch #: [Text] Status: Released [Dropdown]

Claim Batch List (#sort)

Batch #	Status	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
460	Released	Minor Consent	637P	\$123.07	May 2010	6/11/2010	Released	Claim Items Profile

Claim Item List (#sort)

Claim #	Item #	Client Name	CPT	Status	Auth #	Cost Center	Charge	Actions

Select Send To Clearing House from the Administrative Actions box.

Provider Claim Batch Profile

Batch # 460 Charge Amount \$123.07
 Batch For Minor Consent Status Released
 Created By Steffy, Leigh Created Date 6/11/2010 3:25 PM
 Updated By Steffy, Leigh Updated Date 6/11/2010 3:25 PM
 Order Primary Ignore Warnings No
 Service Month/Year 5/1/2010 HPAIA Processing Set
 637 File Status
 Transmission Message

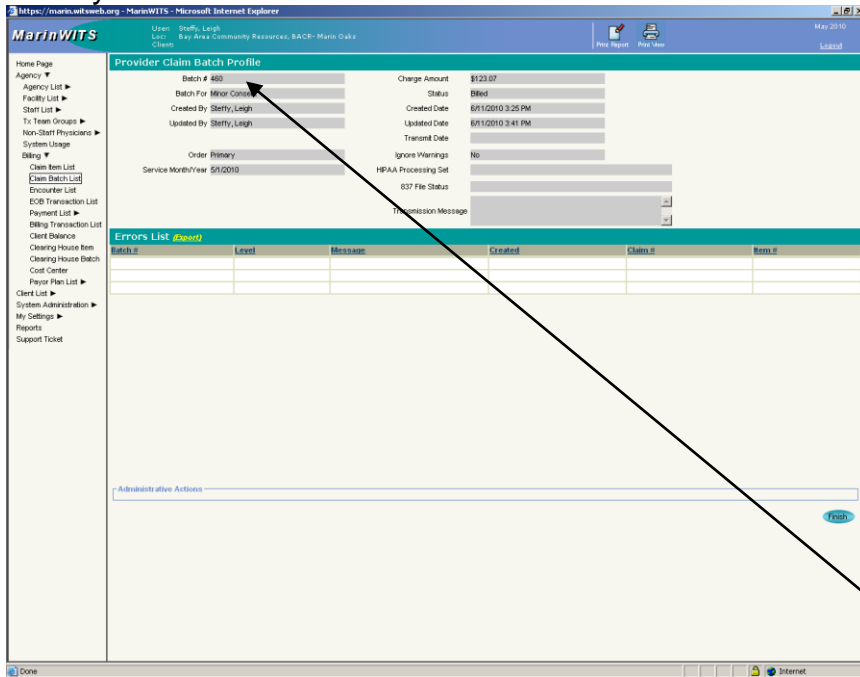
Errors List (#sort)

Batch #	Level	Message	Created	Claim #	Item #

Administrative Actions:
[Awaiting Review](#) [Hold](#) [Void](#) [Send To Clearing House](#)

Buttons: Cancel Save Finish

When you see this screen you have successfully submitted your bill to the County.



You will need to submit a separate batch for each "insurance" type. For example Drug Medi-Cal, Partnership Health, BASN, and AB109 would all be separate batches.