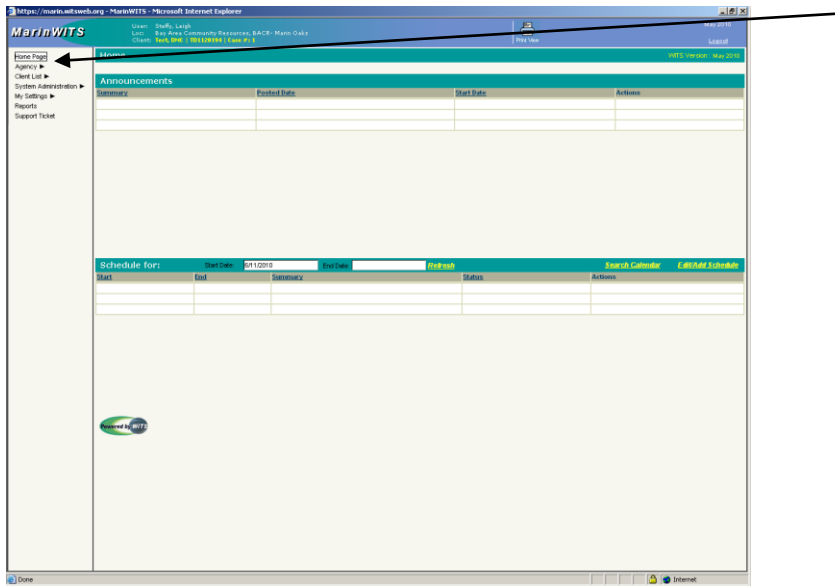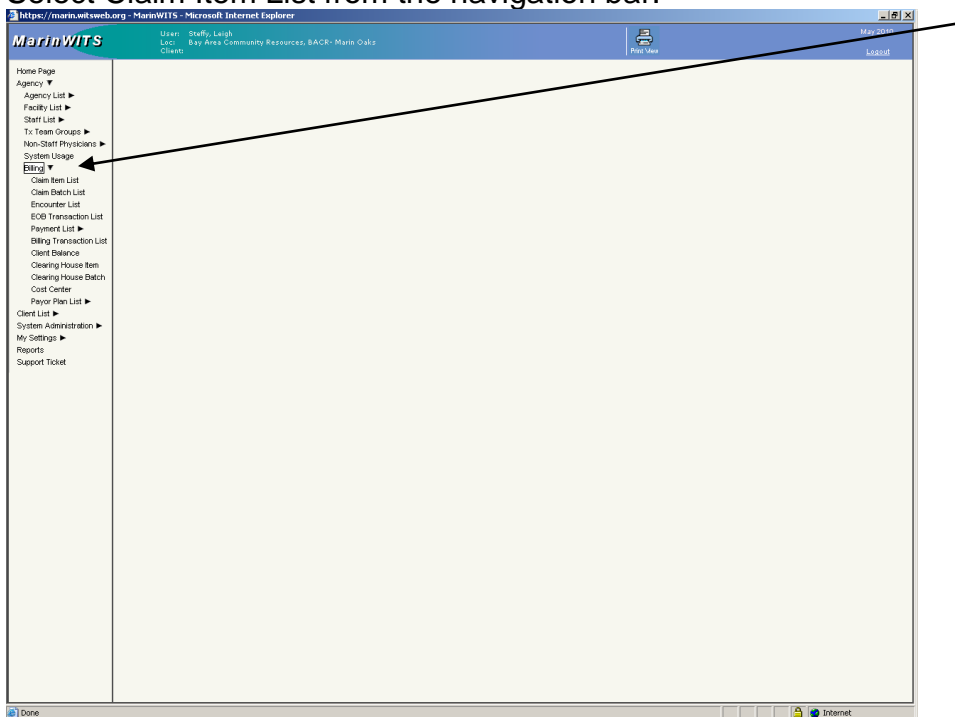## BILLING VIA MARIN WITS

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.
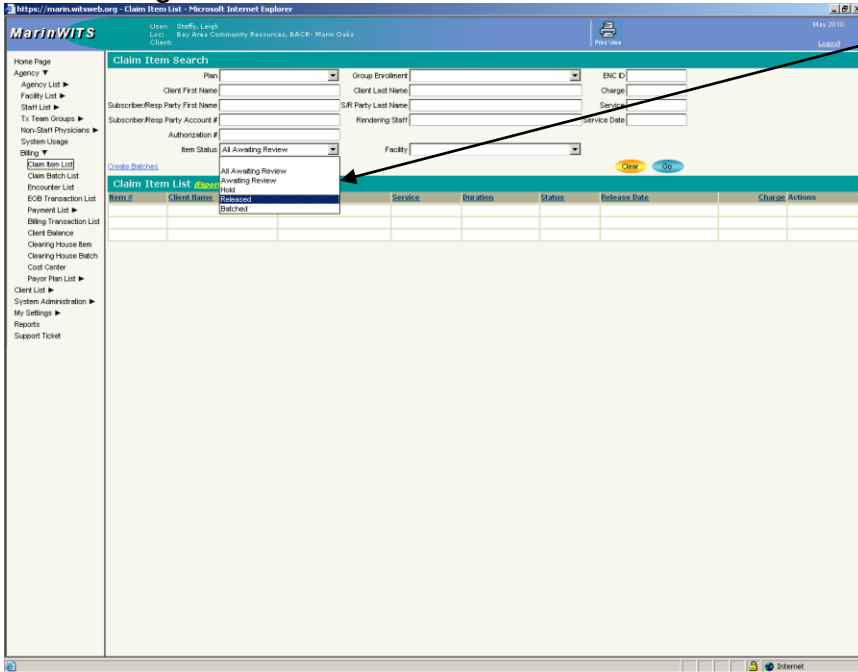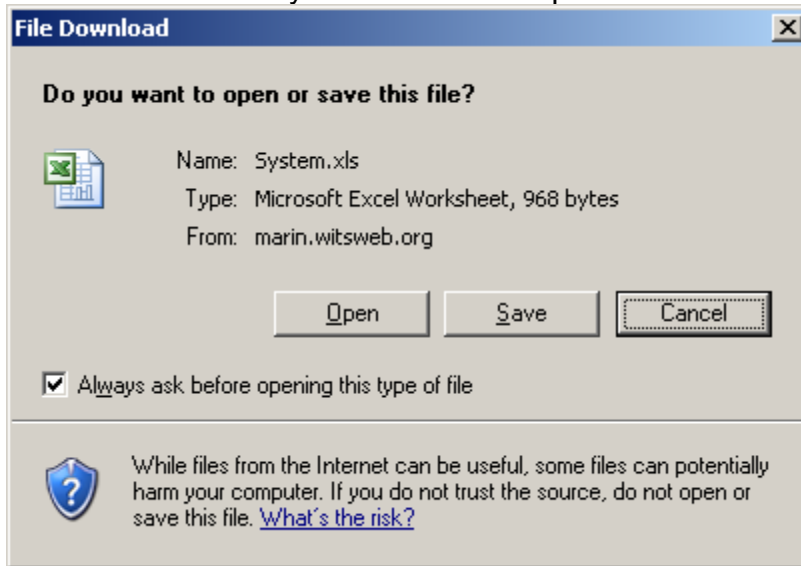

You will now see a list of the Encounters for which you are billing.
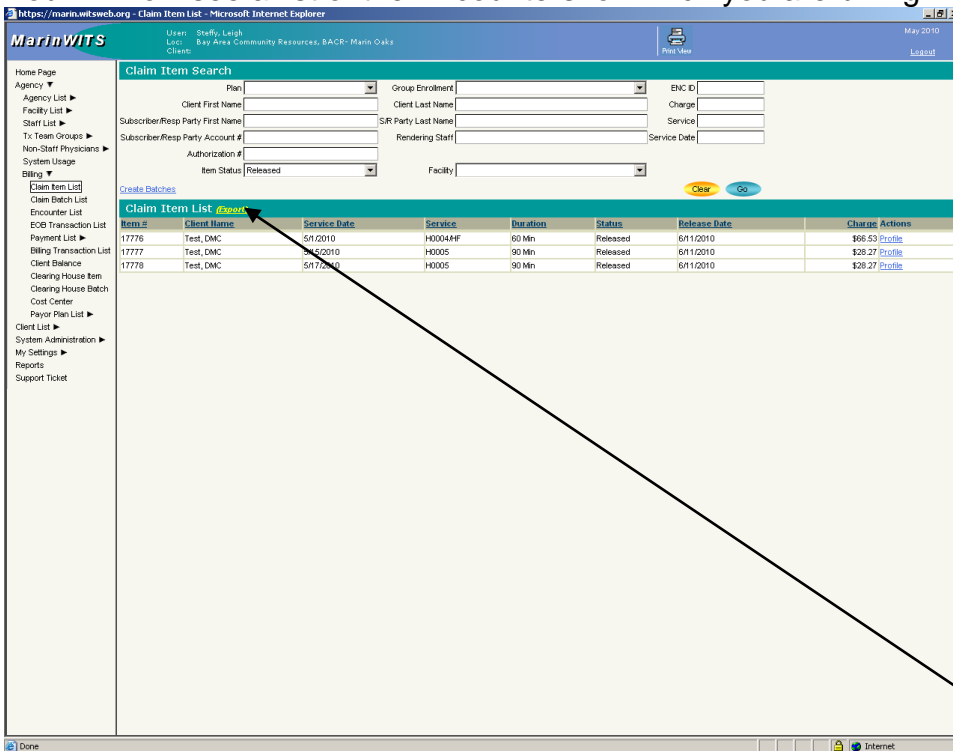
If you would like a print out of these items for your records press the yellow
EXPORT link. Be sure to hold Down the CTRL button until a new window opens.

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

This file can be saved in EXCEL.

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

Select the appropriate plan from the Available Plan list by clicking the plan so that it is highlighted. Then click on the > arrow.
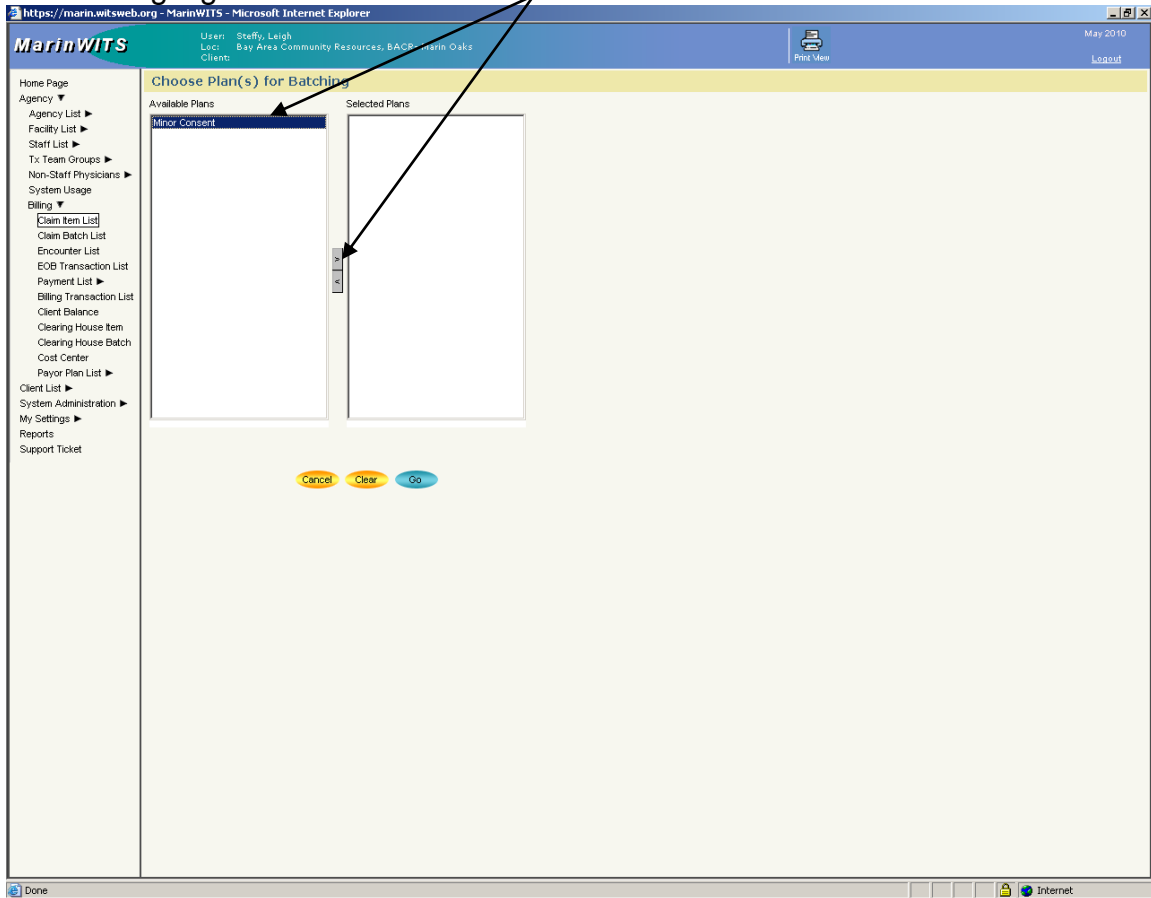
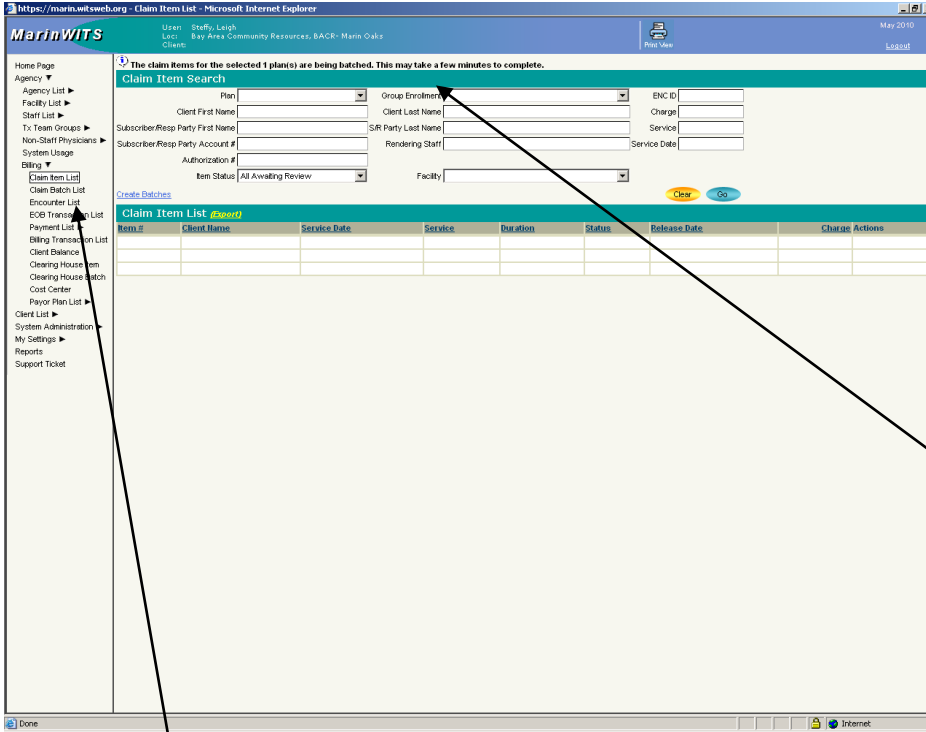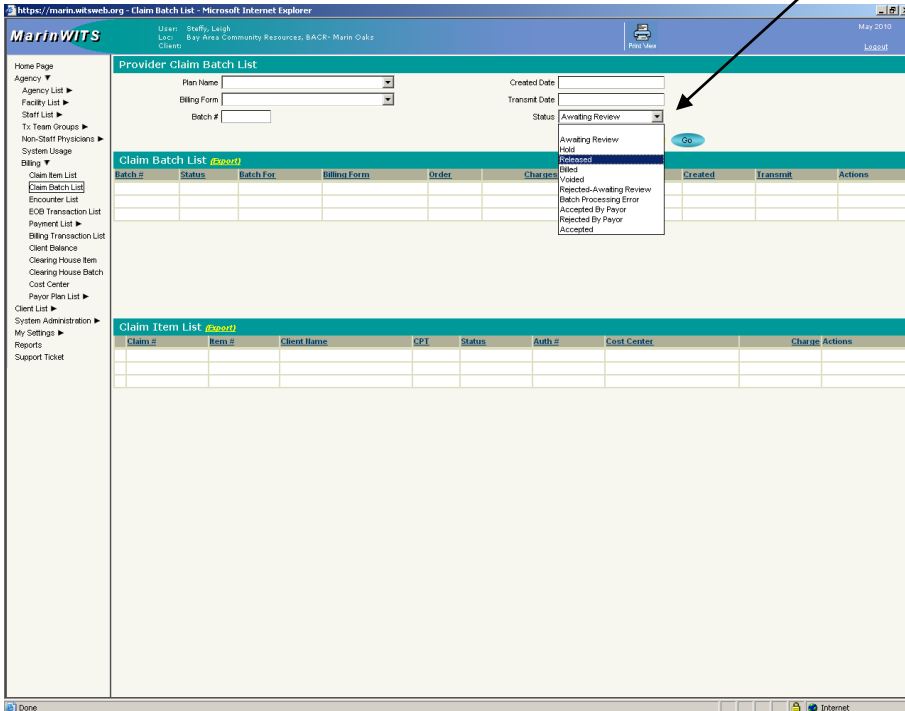The plan should move to the Selected Plan list. Select the Go button.
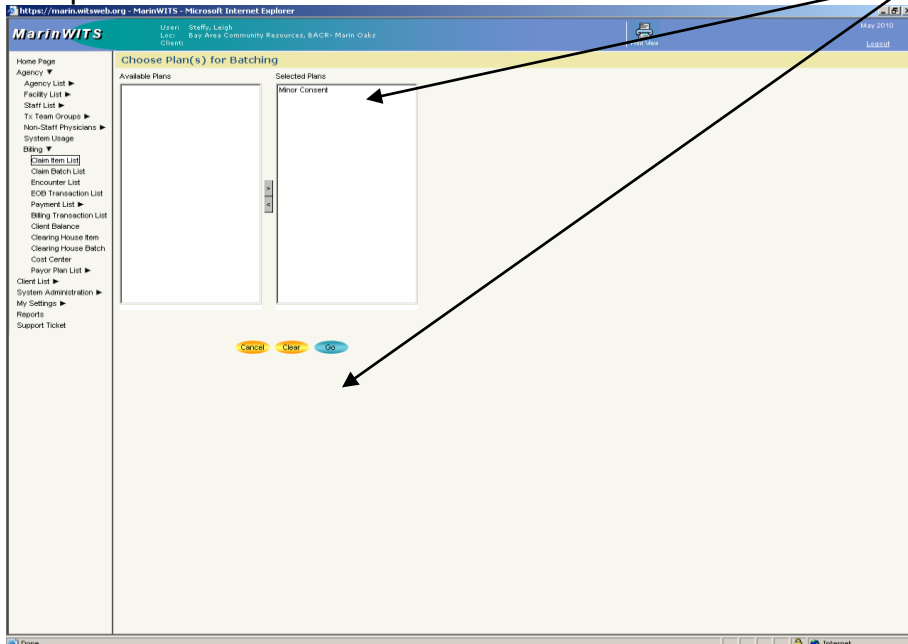
You will see a notification that a batch or batches have been created.

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.

Select Send To Clearing House from the Administrative Actions box.

When you see this screen you have successfully submitted your bill to the County.
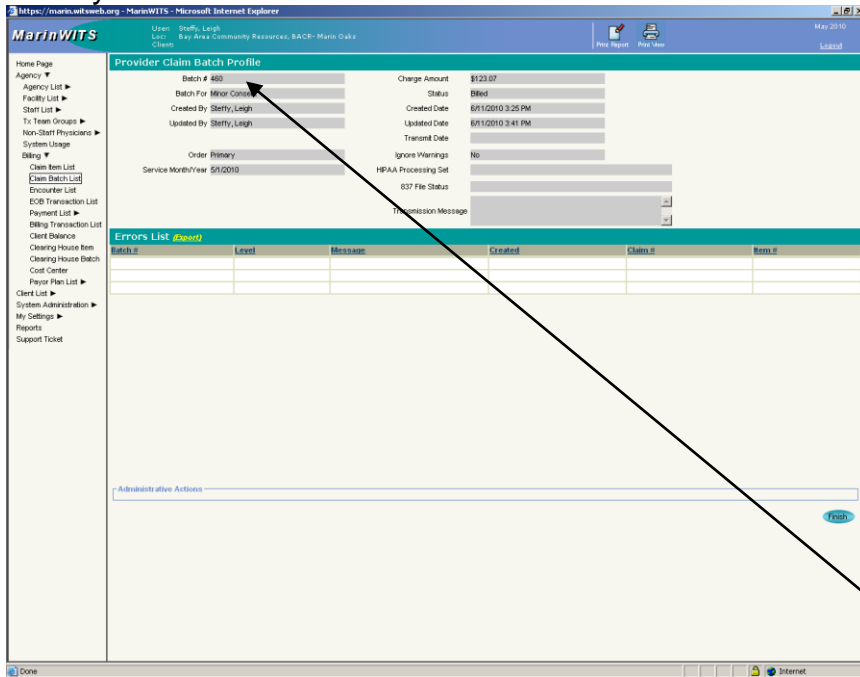
You will need to submit a separate batch for each "insurance" type. For example Drug Medi-Cal, Partnership Health, BASN, and AB109 would all be separate batches.