

Bill Another Payor

Question: How can I Bill another Payor or Tier.

Answer: WITS has a feature, **Bill Another Payor** located in the profile of the Claim Item that has been Adjudicated, that allows you to bill a different tier within the same contract or bill another payor all together.

The screenshot shows the WITS HI-WITS Training interface. The top navigation bar includes the WITS logo, the text 'HI-WITS Training', and a 'Logout' button. Below the navigation bar, the user information is displayed: 'User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office'. The main content area shows the 'Client Activity List' for 'Client: Robot, Robert | RERO0401751 | 1'. The table lists various activities with columns for 'Actions', 'Activity', 'Activity Date', 'Created Date', and 'Status'. A red box highlights the 'Payor Group Enrollment' link in the left sidebar, with a red arrow pointing to it and a text box that says 'Under client profile select Payor Group Enrollment'.

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	4/2/2008	10/3/2008	Completed
	Intake Transaction	4/2/2008	10/3/2008	Completed
	Admission	4/2/2008	10/3/2008	Completed
	Client Program Enrollment (Intensive Outpatient)	4/2/2008	10/3/2008	Completed
		6/2/2008	10/3/2008	Enrollment Completed
		9/23/2014	7/31/2014	Completed
		9/23/2014	9/23/2014	Active - Not Signed Off

This feature can be used to:

- Bill another tier within the same **Government Contract**.
- Bill another payor either an Insurance **Benefit Plan** or alternate **Government Contract**.
- Bill secondary **Insurance Benefit Plan** after partial payment from primary.
- ❖ In order to Bill Another Payor/Tier, you will need to set the new **Payor Priority Order** to one (1) in the clients **Payor Group Enrollment**.
 1. Select Client
 2. Click Link for client's **Payor Group Enrollment**

17.11.0

WITS HI-WITS Training

User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office

Client: Robot, Robert | RERO0401751 | 1

Actions	Priority	Plan Type	Group	Contract	Member ID	Start Date	End Date
	1	Government Contract	ADAD Dual Diagnosis-Oahu	Test Provider Adult, Dual and ICM	RERO0401751	1/1/2014	
	2	Government Contract	ADAD Adults-Oahu	Test Provider Adult, Dual and ICM	RERO0401751	9/1/2014	
		Government Contract	ADAD State Funds	ADAD Adults	Test RES-IOP-OP	RERO0401751	4/2/2008

Select Action Link to Review Plan

3. Select Action link to **Review Plan** details
4. If the new **Payor Plan Type** is a **Government Contract** set the **Payor Priority Order** to one (1)
5. Click **Save and Finish**

17.11.0

WITS HI-WITS Training

User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office

Client: Robot, Robert | RERO0401751 | 1

Actions	Priority	Plan Type	Plan	Group	Contract	Member ID	Start Date	End Date
	1	Government Contract	ADAD State Funds	ADAD Dual Diagnosis-Oahu	Test Provider Adult, Dual and ICM	RERO0401751	1/1/2014	
	2	Government Contract	ADAD Block Grant	ADAD Adults-Oahu	Test Provider Adult, Dual and ICM	RERO0401751	9/1/2014	
		Government Contract	ADAD State Funds	ADAD Adults	Test RES-IOP-OP	RERO0401751	4/2/2008	

Government Contract Billing Information

Plan Type: Government Contract

Contract: ADAD 14-555, Test Provider Adult, Du

Plan-Group: ADAD Block Grant-ADAD Adults-Oahu

Subscriber #: RERO0401751

Payor Priority Order: 2

Start Date: 9/1/2014

End Date:

Select drop down and choose 1 as payor priority

- In order to change the payor/tier on a claim that has been adjudicated you must locate it on the **Claim Item Search** page

The screenshot shows the WITS HI-WITS Training interface. The left sidebar has a 'Billing' menu item highlighted. A form in the center contains several fields: Plan, Group Enrollment, ENC ID, Client First Name, Client Last Name, Charge, Subscriber/Resp Party First Name, S/R Party Last Name, Service, Subscriber/Resp Party Account #, Rendering Staff, Service Date, Authorization #, Contract Name, Contract No, Item Status (set to 'Adjudicated'), and Facility. A 'Go' button is visible. Red callout boxes with arrows point to: 1. 'Agency' in the sidebar; 2. 'Billing' in the sidebar; 3. 'Claim Item List' in the sidebar; 4. 'Item Status' dropdown; 5. 'ENC ID' field; 6. 'Go' button.

1. Select Agency → Billing → Claim Item List
2. Set Item Status to blank
3. Set Adjud Status to Adjudicated
4. If Encounter ID is known enter it in the Encounter ID field
5. Click Go

Claim Item List (Export) Update Status

Actions	Item #	Client Name	Payor	FFS Type	Add-On Level	Service Date	Service	Billing Unit	Status	Charge	Adjud Status
	618	Robot, Robert	Test Provider Adult, Dual and ICM - ADAD 14-555	FFS	None	9/23/2014	H0025	4.00	Batched	\$48.00	Adjudicated
	617	Robot, Robert	ICM - ADAD 14-555	FFS	None	9/22/2014	H0025	4.00	Batched	\$48.00	Adjudicated
	616	Lunenburg, Sam	ICM - ADAD 14-555	FFS	Add-On	9/2/2014	H0004	1.00	Batched	\$18.75	Adjudicated
	615	Rubble, Barney	ICM - ADAD 14-555	FFS	Add-On	9/1/2014	H0004	1.00	Batched	\$18.75	Adjudicated

A red callout box with an arrow points to the 'Profile' link in the 'Actions' column for item 616, with the text 'Select Profile link for targeted claim'.

6. Select the Profile link in Actions fly out menu for the targeted claim

Note: Bill Another Payor is used to change the Group Enrollment within a Claim Item

17.11.0
HI-WITS Training
 User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office | Snapshot

Home Page
 Agency
 Agency List
 GPRA Discharge Due
 GPRA Followup Due
 Facility List
 Staff List
 Tx Team Groups
 Non-Staff Physicians
 System Usage
 Billing
 Invoicing
 Claim Item List
 Claim Batch List
 Encounter List
 EOB Transaction List
 Payment List
 Billing Transaction List
 Client Balance
 Cost Center
 Payor Plan List
 Authorization List
 H030 Management

Profile for Claim Item # 618 for Robot, Robert

ENC ID: 1299
 Program: Outpatient
 Diagnoses: 304.40 / 303.90 /
 Status: Batched
 Delivered Service: H0025
 Service Start: 9/23/2014 9:00 AM
 Service End: 9/23/2014 10:00 AM
 Duration: 60 Min
 # Sessions/Units: 1
 Rendering Staff: Afsharzadeh, Yoseb

Service Fee
 Billing Units: 4.00 X Rate / Unit: 12.0000 = \$48.00
 FFS Type Fee for Service
 Cost Center

Group Enrollment (ADAD Adults-Oahu (ADAD Block Grant, ADAD 14-555) 2
 Billing Note
 Encounter Post Date: 9/23/2014
 Created Date: 9/23/2014 5:25 PM

Payor Billing Service: Group Counseling - Educational Group (H0025): H0025
 Service Location Office
 Unit Desc: 1 unit = 15 Min
 Authorization: Available

Administrative Actions
 Reversal Adjust **Bill Another Payor**
 Claim # 322 Claim Batch # 208 Claim Batch Created Date: 11/17/2014 6:40 PM
 Finish

7. Select **Bill Another Payor** link

17.11.0
HI-WITS Training
 User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office | Snapshot

Client: Robot, Robert | RER00401751 | 1 | Clear Client

Home Page
 Agency
 Agency List
 GPRA Discharge Due
 GPRA Followup Due
 Facility List
 Staff List
 Tx Team Groups
 Non-Staff Physicians
 System Usage
 Billing
 Invoicing
 Claim Item List
 Claim Batch List

Bill Another Payor

Order of Benefits: Primary
 Group Enrollment: ADAD Dual Diagnosis-Oahu (ADAD State ...
 Initial Status: Released
 Tier Type: Fee for Service

1. Set Order of Benefits to Primary
 2. Set Group Enrollment to correct Payor/tier
 3. Initial Status is defaulted to Release
 4. Set Tier Type

Claim Items

Actions	Enc #	Units	Charge	Service	Service Date	Encounter Balance
	1299	4.00	\$48.00	Group Counseling - Educational Group (H0025)	9/23/2014	\$48.00

Click Finish
 Cancel Finish

8. Set **Order of Benefits** to **Primary**
9. Set **Group Enrollment** to correct payor/tier
10. **Initial Status** is defaulted to **Released**
11. Set **Tier Type**
12. Click **Finish**

- On the Claim Item Search page

17-11.0
HI-WITS Training
 User: Afsharzadeh, Yoseb | Location: Test Provider, Main Office | Client: Robot, Robert | RERO0401751 | 1 | Clear Client

Home Page
 Agency
 Agency List
 GPRA Discharge Due
 GPRA Followup Due
 Facility List
 Staff List
 Tx Team Groups
 Non-Staff Physicians
 System Usage
 Billing
 Invoicing
 Claim Item List
 Claim Batch List
 Encounter List
 EOB Transaction List
 Payment List
 Billing Transaction List
 Client Balance
 Cost Center
 Payor Plan List
 Authorization List
 HR35 Management

Claim Item Search
 Plan: [v] Group Enrollment: [v] ENC ID: [v]
 Client First Name: [v] Client Last Name: [v] Charge: [v]
 Subscriber/Resp Party First Name: [v] S/R Party Last Name: [v] Service: [v]
 Subscriber/Resp Party Account #: [v] Rendering Staff: [v] Service Date: [v]
 Authorization #: [v] Contract Name: [v] Contract No: [v]
 Item Status: Released [v] Facility: [v]
 Adjud Status: [v]
 Add-On Level: [v]

Create Batches
 Clear Go

Claim Item List (Export) Update Status

Actions	Item #	Client Name	Payor	FFS Type	Add-On Level	Service Date	Service	Billing Unit	Status	Charge	Adjust Status
	656	Robot, Robert	Test Provider Adult, Dual and ICM - ADAD 14-555	FFS	None	9/22/2014	H0025	4.00	Released	\$24.00	
	657	Robot, Robert	Test Provider Adult, Dual and ICM - ADAD 14-555	FFS	None	9/23/2014	H0025	4.00	Released	\$24.00	

Total Charges: \$48.00
 Total Billing Units: 8.00
 Total Items: 2

- Set **Item Status** to Released
- Click **Go**
- Locate and confirm claim is on the list
- Create Batch and Bill** as usual