

# **Quick Guide: Daily Billing Using Attendance**

#### **Enter Attendance Data**

Please follow the steps below to enter attendance data:

1. Click on the New link beside the Attendance section under the Attendance area on the Billing tab on your Dashboard.

	Attendance
Attendance	New   Search   Summary   Archive

- 2. Select all the parameters (as appropriate) and click on the 'Search' button to view the Attendance Grid.
  - To enter attendance data for one day, the 'Start Date' and 'End Date' must be same.

Required				
Start Date	12/01/2015	End Date	12/01/2015	
Attendance Type Name	Daily Billing Hourly Billing			
				*
Service Description (Code)	Adult- Day Hab Daily (7090) Child Day Hab Daily (2139) EFH Res Hab Daily (4596) GH Res Hab Daily (4566)			*
Program (Site)	a-124901 (a-31805) a-40683 (a-31797) a-40685 (a-31799) a-40695 (a-31823) a-40793 (a-31891)			×
Service Authorization Status	Approved <b>T</b>			
Optional				
Individual First Na	me	Last Name		



• Clicking on the 'Search' button displays the Attendance Grid.

				Atto Program(Site Service Description (Cod Attendance Typ Start Date: April, 01, 20 April	ndance as:3607(1:5380) 1:5482 (bota) Serviced (00:60) Neme: Day Services 5, foid bate: April, 01, 2015 2, 2015
Incomplete In Prep	Approved 📗 Submitted for Billi	ing 🔲 New			Attendance Type Details 🤪
Input	Update	Approve	Generate Billing Data		
New         Attendance           Incomplete         General Com	e Options: - Please Select - 👻	Time 1	« Now		
		Time Ou	et: et Now		
		Service Provide	er - Please Select -	•	
350 character	rs left				
Select All Attendance					Show All: 🗹 Incomplete 🗹 In Prep 🗖 Approved 🗍 Submitted for Billing
Individual Name		1 Wed			
Active, Mary	6				
Adams, David	0				
🖾 Baker, Ella	0				
	÷				1
« Back Cancel					Submit New
				Attendance Repo	Statistics Report

3. New Attendance Data can only be entered from the New section under the 'Input' tab of the Attendance Grid.

				P Service Desc Atte Start Date	Attendance Program(Site):a-26867(a-21985) (ription (Code): Adult Dental Services(D0160) endance Type Name: Day Services e: April, 01, 2015, End Date: April, 01, 2015 April, 2015
Incomplete Ir	n Prep Approved Submitted for Billi	ng New	Generate Billing Data		
ew 🕨	* Attendance Options: - Please Select - 👻 General Comment:	Time I	(n: « N	ow	
Record Data from here	350 characters left	Service Provide Non Billab	er: - Please Select -	•	



4. On the Attendance page, select the Attendance Option (Present, Absent etc), Time In/Time Out and select the Individuals for whom you require to enter data.

							A Program(Sit Service Description (I Attendance Start Date: April, 01 A	ttendance e): 1st Street Group Home Code): Adult Dental Services(D0160 Type Name: Day Services , 2015, End Date: April, 01, 2015 pril, 2015
Incomplete Input	In Prep Approved	Submitted for	Billing Nev	v Gi	enerate Billing Da	ata	Click here to enter current time.	
New ) Incomplete	* Attendance Options: General Comment: 350 characters left	Present Select Attendan option as approp	ce priate servi	Time In: Time Out: ice Provider: Non Billable:	10:00 am 10:59 am 11:00 am 11:01 am 11:02 am	« Now « Now Select	t Time In/Time Out time picker	
Select All A	Attendance me		☑ 1 Wea	1	11:04 am 11:05 am			
<ul><li>Active,</li><li>Adams,</li></ul>	Mary David			1				
Baker, I Select ch record fo	Ella neckbox to r the Individual		R 2	1				

5. Once you have selected all the fields as appropriate, click on the 'Submit' button to submit the entries.

				Serv	Attendance Program(Site): 1st Street Group Home Rescription (Code): Add Dated Services(D0160) Date: April 02, 12315: Ket Dates April, 01, 2015 April, 2015
Incomplete	In Prep 🔛 Approved 🔛 Submitted	l for Billing 📃 New			Attendance Type Details 🥥
Input	Update	Approve	Generate Billi	ig Data	
New F	* Attendance Options: Present General Comments	* Service No	Time In: 10:00 am Time Out: 11:01 am Provider: Please Select	« Now « Now	-
Select All At	ttendance	U 1.			Show All: 🕅 Incomplete 🕅 In Prep 🗔 Approved 🗔 Submitted for Billing
Active, M	fary	Wed			
🗹 🛛 Adams, I	David	x >			
🗹 Baker, El	lla				
		e			
« Back Ca	ancel				Submit New

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Incomplete	In Prep 📕 Approved 🔡 Submitted for	Billing 🗌 New		Service Star	Attendance Program(Site): Lat Street Group Home : Description (Code): Adult Dental Services(D0160) Attendance Type Name: Day Services t Date: April, 01, 2015, End Date: April, 01, 2015 April, 2015
Input	Update	Approve	Generate Billing Dat	a	
New 🕨	* Attendance Options: - Please Select - General Comment:	▼ Time Time (	ut:	Now	
	350 characters left	Service Provi Non Billa	der: - Please Select -		÷
Individual Name	ary	7 Tue P 💭	Submitt Entries status	ed Attendance with <b>In Prep</b>	
🗷 Adams, D 📧 Ella, Bake	avid er	р ( <mark>1</mark> Р ( <mark>1</mark>			
		4			

• Once the attendance entries have been submitted, these entries will be in 'In Prep' status.



## **Approve Attendance Data**

• On the Approve tab select the appropriate attendance entries that needs to be approved and click on the 'Approve' button.

	Attendance Program(Site):AT Home Res Hab(Culver IRA) Service Description (Code): Community Habilitation(722) Attendance Type Name: Community Habilitation(722) Approved Submitted for Billing New Attendance Type Details									
Incomplete In Prep Approv	ed Submitted for Billing 🛄 N	ew			Attenda	nce Type Details 🥥				
Input	Jpdate Approv	Generate Bi	illing Data		Change Service: Commu	nity Habilitation M				
Select All Attendance	Click on the 'Approve' tab		Show All:	🔲 Incomplete 🗹 In	Prep 🗹 Approved 🗌 Sub	mitted for Billing				
Individual Name	✓ 1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat				
🗹 🗷 Active, Mary	🗹 Р 🔁					<u>^</u>				
Baker, Ella Select the Individual(s)	<b>Q q ∑</b>				Click on the	8				
« Back Cancel					Click on the 'Approve' button	Approve				
		Attendance Report	Statistics Report							

• Once an Attendance Data is approved, a success message will appear at the top of the Attendance page and the data is shown in Green color. Approved Attendance Data can be updated by users having Attendance Data Update Role.

Therap Dashboa	nd   Ourck Links	44444	Successfully Approve	d		Therap NY Balph Overman, Modi	Billing Demo Provin Inid Service Coardin Log
		Pr Service Start	Attendance ogram(Site):AT Home Res Hab(( Description (Code): Community Ittendance Type Name: Comm Date: April, 01, 2015, End Date: April, 2015	Culver IRA) Habilitation(4722 unity Hab April, 30, 2015	:)		
Incomplete 🔲 In Prep	Approved 📃 Subr	nitted for Billing 🗌 New				Attenda	ince Type Details 🧭
Input	Update	Approve	Generate Billing Data	Show All: [	Incomplete 🗹 In Pr	rep 🗹 Approved 🗌 Sul	unity Habilitation 💌
Individual Name		1 Mon	2 Tue W	3 Yed	4 Thu	5 Fri	6 Sat
📧 Active, Mary		P 💭					
📧 Baker, Ella		P D					
	¢						3
« Back Cancel							Арргоче
			Attendance Report	istics Report			



#### **Generate Billing Data**

You can only generate Billing Data from Approved Attendance Data. Once Billing Data is generated from Attendance Data, it will be shown in Orange color.

• On the Generate Billing Data tab select the Individuals for whom you require to generate billing data.

	Attendance Program(Site):AT Home Res Hab(Culver IRA) Service Description (Code): Community Habilitation(4722) Attendance Type Name: Community Hab Start Date: April, 01, 2015, End Date: April, 30, 2015 April, 2015										
Incomplete In Prep Ap	proved 📃 Submitte	d for Billing 📃 New				Attend	ance Type Details ⊘				
Input	Update	Approve	Generate	Billing Data		Change Service: Comm	unity Habilitation 💌				
Select All Attendance	CI	ick on the 'Generate Billing Data' tab	7	Show All	: 🗌 Incomplete 🗌 In F	Prep 🗹 Approved 🗹 Sul	bmitted for Billing				
Individual Name		1 Mon	2 Tue	З Wed	4 Thu	5 Fri	6 Sat				
🗸 🗷 Active, Mary	₽ F	0					<u>^</u>				
Select the Individual(s)											
« Back Cancel					Click on the Billing Data	'Generate Ger	nerate Billing Data				
		LOG AND	Attendance Repo	rt Statistics Repor	t						

• A success message will appear on generating the Billing Data. Click on the 'Ok' button to get back to the Attendance page. The Attendance data box will be marked orange to indicate that it has been submitted for Billing.

	Therap :: Attendance				
Successfully Su	Successfully Submitted For Billing [ BILL-BILLNNY-B8J2YFA384M				
	ОК				
	Individual Name		1 1or		
	🕱 Active, Mary	P 🖸	1		



## Changing Attendance Data status from "Submitted for Billing" to "In-Prep"

• Attendance data that has been submitted for Billing can be changed back to 'In Prep' if no billing data was generated for that particular day.

Input	Update	Approve	Generate Billing Data			
Time In:	« Now					
Time Out:	« Now					
Service Providers . piear Non Billabler	se Select -					
Select All Attendance				Show All: 🗹 Incomplete	🛛 In Prep 🗹 Approve	d 🗷 Submitted for Bill
ndividual Name		🗆 s	5 6 an Mon	7 Tue	8 Wed	D 9 Thu
Active, Mary		•	Р	р 🗗 🗒	р	A
					Submitted for	Billing but

• At the bottom of the Attendance Data Update page, users can click on the Reset Status to In Prep button to change the status of the Attendance Data that was Submitted for Billing to In Prep.

Attendance Data Update					
	Form ID: ATT-DEMOCTX-D7P4NDDYXED7J				
System Message: No Billing Data was generated since the Billable Unit is zero (0)					
Status	Submitted For Billing				
Program	1st Street Group Home				
Service Description/Code	Adult Dental Services /D0160				
Individual Name	Active, Mary				
Service Date	Thu, 16 Apr 2015				
Entered By	Ethan Thomas, Billing				
Entered Date	Thu, 21 May 2015				
Approved By	Ethan Thomas, Billing				
Approve Date	Thu, 21 May 2015				
Bill Submitted By	Ethan Thomas, Billing				
Bill Submission Date	Thu, 21 May 2015				
Attendance Type Name	Day Services				
Attendance Options	Present -				
# Time In -	Time Out				
1) Service Provider - Pl	ease Select -				
Add Time In/Out					
Comments					
	350 characters left				
	550 characters for				
Non Billable Section					
The bindbird beeling					
Add Time In/Out					
< Back Cancel	Updat				



• Once the status of an attendance data has been changed from 'Submitted for Billing' to 'In Prep', the Attendance Grid will display that Attendance Data in 'In Prep' status.

Input	Update	Approve	Generate Billing Data			
Time In:	« Now					
Time Out:	« Now					
Service Provider: - Please	e Select -		•			
Non Billable:						
Select All Attendance			Sh	ow All: 🗵 Incomplete	e 🗷 In Prep 🗹 Approve	ed 🗹 Submitted for Bi
		5 5	6 Mon	7 Tue	Wed 8	9 Thu
Individual Name		Suit				
Individual Name		- A	P	р [[]]	P P	R

• For Attendance data that has been updated to In Prep status (from 'Submitted to Billing' status), on the respective Attendance Data Update page users will view the message "Attendance Status was changed from Submitted for Billing to In Prep".

	Attendance Data	Update
	Form ID: ATT-DEMO-CA92	DYVFNXYRX
System Message: At	ttendance Status was changed	rom 'Submitted for Billing ' to 'InPrep'
Status	In Prep	Message generated to reflect that the status of this Attendance Data was changed from
Program Service Description/Code	1st Street Group Hou Service 1	Submitted for Billing to In Prep