

Claim Items - Reviewing/Rejecting/Holding (Released Encounter Notes)

When the generator is turned on, Encounters with an Active Authorization and a status of Released will be automatically batched.

1. **Getting here:** Login, select the **Facility**, click **Agency**, **Billing**, and click **Claim Item List** on the navigation pane.
2. The Item Status will default to Released. Click **Profile** to review the individual Encounter note.

NOTE: claims rejected from a batch will have the status of Awaiting Review. Claims with this status must be individually reviewed and the status must be changed to Released before they can be batched at a later date.

NOTE: to search by a date range, use a colon between the date (1/1/2013:1/31/2013), to search for encounters prior to a date use < (<1/1/2013), to search for encounters after a date use > (>7/1/2013).

The screenshot shows the WITS Training system interface. The top navigation bar includes the WITS logo, user information (Person, Staff, CADC; D Williams Agency, Williams Treatment), and a MedlinePlus logo. The left navigation pane lists various menu items, with 'Claim Item List' highlighted. The main content area displays the 'Claim Item Search' form with fields for Plan, Client First Name, Client Last Name, Group Enrollment, ENC ID, Charge, Subscriber/Resp Party First Name, Subscriber/Resp Party Account #, Authorization #, Item Status (set to Released), FFS Type (set to Fee for Service), Add-On Level, Facility, and Service Date. Below the form is a table titled 'Claim Item List' with columns for Item #, Client Name, FFS Type, Add-On Level, Service Date, Service, Duration, Status, Release Date, Charge, and Actions. The table contains several rows of data, including entries for Aaheim, Mary; Abby, Abigail; Alb, Ruth; Anderson, Ace; and Anderson, Dillah. A 'Profile' link is visible in the Actions column for each row. Red callouts with numbers 1 and 2 point to the 'Claim Item List' menu item and the 'Profile' link in the table, respectively.

Claim Item Search

Plan: [Dropdown] Group Enrollment: [Dropdown] ENC ID: [Text]

Client First Name: [Text] Client Last Name: [Text] Charge: [Text]

Subscriber/Resp Party First Name: [Text] Name: [Text] Service: [Text]

Subscriber/Resp Party Account #: [Text] Staff: [Text] Service Date: [Text]

Authorization #: [Text] Facility: [Text]

Item Status: Released [Dropdown]

FFS Type: Fee for Service [Dropdown]

Add-On Level: [Dropdown]

Create Batches [Text] Clear [Text] Go [Text]

Claim Item List [Export](#)

Item #	Client Name	FFS Type	Add-On Level	Service Date	Service	Duration	Status	Release Date	Charge	Actions
803	Aaheim, Mary	FFS	None	3/27/2013	H0004/HF	60 Min	Released	3/27/2013	\$47.24	Profile
387	Abby, Abigail	FFS	None	3/12/2013	H0004/HF	60 Min	Released	3/12/2013	\$45.00	Profile
388	Abby, Abigail	FFS	None	3/11/2013	H0001/HF/HF	240 Min	Released	3/14/2013	\$180.00	Profile
389	Abby, Abigail	FFS	None	3/15/2013	H0004/HF	60 Min	Released	3/15/2013	\$45.00	Profile
391	Abby, Abigail	FFS	None	3/18/2013	H0001/HF/HF	60 Min	Released	3/18/2013	\$45.00	Profile
274	Alb, Ruth	FFS	None	10/12/2012	H0005	120 Min	Released	10/12/2012	\$45.04	Profile
278	Anderson, Ace	FFS	None	11/2/2012	H0004/HF	60 Min	Released	11/2/2012	\$47.24	Profile
279	Anderson, Dillah	FFS	None	11/8/2012	H0004/HF	60 Min	Released	11/8/2012	\$47.24	Profile

3. Click **Finish** (do not use any of the Administrative Actions if the Encounter Note is correct).

NOTE: use the Administrative Actions of Hold or Reject (Back Out) when the Encounter Note is not correct.

Profile for Claim Item #387 for Abby, Abigail

ENC ID: 1295	Delivered Service: H0004/HF	FFS Type: Fee for Service
Program: Adult Outpatient	Service Start: 3/12/2013 8:00 AM	
Diagnoses: 303.90 / /	Service End: 3/12/2013 9:00 AM	
Pregnant:	Duration: 60 Min	
Status: Released	# Sessions/Units: 4	
	Rendering Staff: Williams, Denise	

Service Fee: Billing Units 4.00 X Rate / Unit \$11.25 = \$45.00

Group Enrollment: DHW Misdemeanant [State General, 1] | Encountered Post Date: 3/12/2013 | Tier Type: Fee for Service | Created Date: 3/12/2013 12:24 PM

Service Category: | Payor Billing Service: OP (Individual) Do Not Use: H0004/HF | Category: | Service Location: Non-residential Substance Abuse TX Facility | Unit Desc: 1 unit = 15 Min

Administrative Actions: [Awaiting Review](#) | [Hold](#) | [Reject \(Back Out\)](#)

If you select Reject (Back Out), you are required to enter a Reason. The Encounter will be red in the Encounter List for the client and must be Released To Billing once corrected.

Hold prevents the Encounter from being batched, but does not reject the Encounter.

Cancel Save **Finish**

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