

INVOICING QUICK REFERENCE

S. A. M. S. - Substance Abuse Management System - Montana D.P.H.H.S. Database: HSQADB Report Server: repsamsqa3004

AMDD File Client Search Reports Group Services Invoicing Audit TEDS Extract Utilities Maintenance Window

S.A.M.S. (Substance Abuse Management System) ~ Homepage

S.A.M.S. Version 1.3 Today is : 03/31/2016

QADB

Good Afternoon Joy

Welcome to the Substance Abuse Management System

SAMS

The Department of Public Health and Human Services
Addictive and Mental Disorders Division

Provider: 202 - RIMROCK FOUNDATION - 03805 - 1005
Facility: 1 - Rimrock Foundation - Billings - 201

Change Password EXIT

The first step in this process is to go up to the top of the splash screen and find the section marked Invoicing. If you click on “Invoicing”, the Invoicing steps will appear. They are as follows.

Step 1: Validate or Reset Charges

1. Login to SAMS on QADB.
2. Click on invoicing at the top of the page.
3. Click on Provider. Then click on Step 1.
4. Select the Invoice Type.
5. Type a Date that is within the range you need to work with. The Invoice Period Type is already set to the correct value.
6. Press TAB. The Date range will be automatically populated.
7. Click on Validate Candidate Charges. This may take a while because the process is doing a lot of work.
8. You will see a summary of the results in the Process Results Here box.
9. If you want to see the Non-Invoiceable Charges, click on the Run Report of Non-Validated Charges button. The other buttons are Reset Non-Invoiceable Charges to the Non-Validated State and Reset this Screen. The first one will reset all the records so you can run the Validate Candidate Charges again. Reset this Screen clears the screen.

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10. Look through the reasons for services not being invoiceable. Pick a few and go into the client record and make the changes so the service will be on the invoice. For example, if the reason that the service wasn't billed is because the client is not co-occurring, go change the diagnosis screen for the client. If the reason is Eligibility, go create one for this date range.
11. After you make changes, go back into Invoicing, Provider, Step 1. Click on the Reset Non-Invoiceable Charges button. When that is done, click on the Validate Candidate Charges. The ones you fixed should now be off the list.
12. You can continue to run all the invoice charges by going back to Step 5 and repeating until all of them have been processed.

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Action Edit Query Block Record Field Help Window

SAMS3010F SAMS - Substance Abuse Management System USER NAME: C95075 03/31/2016 DATABASE: HSQADB

Provider: RIMROCK FOUNDATION Program: 202 Report a Problem

Invoice Type: IR Inpatient Residential Invoice Period Type: MONTHLY Exit

Enter a Date in the Invoice Period: 01/01/2016 Computed Date Range: 01/01/2016 Thru: 01/31/2016

These Processes May Take Extended Time To Complete

Validate Candidate Charges Run Report of Non-Invoiceable Charges

Reset Non-Invoiceable Charges to the Non-Validated State Reset This Screen

Process Results Displayed Here:

Manage Funds Paid (Insurance/Other)

1. Select this option from Invoicing, Provider.
2. Select the Invoice Type.
3. Type a date in the invoice period and press TAB.
4. Select the Invoice Class.
5. The results will be displayed at the bottom of the screen. If the Current Charge Status is NONINVC, any change you make here will not be made until the status is changed to INV or INSPND.
6. Make your change and click on Process Funds.
7. Run the other Invoice Class. Supplemental is where you will see the Insurance Pending clients. Just like on the Original, make your changes and click on Process Funds button.

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8. Print button will print a PDF of all the charges. Here is where you will see the results of your changes.
9. Click on Exit.
10. Keep running this until you have processed all Invoice Types and both Invoice Classes for each type.

Correct Contract Assignment

1. Select the Invoice Type.
2. Type a date in the date range and press TAB.
3. Select an Invoice Class.
4. The report will run and be displayed at the bottom of the screen. Assign a contract to the ones you want to invoice and click on SAVE.
5. Click on Exit.

STEP 2: Generate Invoices for Select Charges

1. Select the Invoice Type.
2. Type a date that is in the date range.
3. Change the Contract if you need to.
4. Change the Age Group if you need to.
5. Select the County Type and press TAB.
6. Select the Invoice Class.
7. Click on Refresh Charge List.
8. Results will be displayed at the bottom.
9. Click on the ones you want to include on the invoice.
10. Click on Generate Invoice for Selected Charges.
11. You will see a report of the charges in PDF.
12. You can continue to run the Invoices for all Types and Classes.

STEP 3: Print a Generated Invoice

1. From Invoicing, Step 3, type in the date you generated the Invoice. This is the date you actually clicked on and completed Step 3. It is the first time that you do not use the dates of service.
2. A list of invoices will be listed. Print as many as are displayed. You can use these to compare to the paper invoices that you submitted.
3. Click on Exit.

STEP 4: Send Invoice to AMDD for Processing

1. Type the date (date invoice was generated) and press TAB.
2. A list of invoices will be displayed.
3. Click on Send Invoice for each one you want to process.
4. You will be asked to confirm that you are sure. A second message will tell you that the invoice has been transferred.
5. Click on Exit.

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Print a Generated Invoice

1. Type in the date that the Invoice was generated and press TAB. If the End Date is okay, just press Enter.
2. A list of Invoices will be displayed at the bottom of the screen.
3. Click on the Print Invoice button next to each one that you want to print.

Report-Invoice Audit Action Needed PDF

1. When you select this report, the parameter screen will be displayed but all you do is click on Run Report. This will list all of the Invoices that are out there that need attention. This is a report that Jackie will be able to run every day or every week or any time.
2. Click on the X that is on the Report Parameters blue bar.

Audit an Invoice

1. Select the provider.
2. Type in the date range – this is the generated date and can be found on the Audit report above.
3. Press Enter. Look at the Notes at the bottom of the screen.
4. Click on Audit next to one of the invoices. A PDF report will print with the details of the invoice.
5. Next you will decide whether you are going to Return or Approve the Invoice.
 - a. **Return:** Click on the Return button and type in the reason you are returning the invoice to the provider. A message will be displayed saying that the invoice is being returned and the provider will get an email stating that it was returned and why.
 - b. **Approve:** Click on the Approve button and type in any notes you want and click on OK. A message will be displayed saying that the Invoice has been approved.

Report-Invoice Fiscal Action Needed PDF

1. When you select this, the Report Parameter screen will be displayed. Just click on Run Report.
2. The report will display a list of all invoices that are ready for Fiscal to pay.

Finalize Invoice – Fiscal Process

1. Select the provider and input the Invoice Generated date.
2. Press enter or click on Refresh Invoice List button.
3. You have two choices on this screen. You can Finalize or Return/Reject the invoice.
 - a. When you reject the invoice, you have to say why you are rejecting it then click on OK.
 - b. When you finalize the invoice, you need the Transaction ID from AWACS that was generated when the invoice was paid. This is all you need to do on the screen.
4. We can't test the finalize process. Susan will have to do that for us.