Billing Quick Guide: Calculation for Variable Units

For the following scenario,
**Service Description**: Day Services Support
**Procedure Code**: 45098

**Varied Units**:
- 0 - 4 hours equals One (1) Unit or $41.50
- 4 hours + 1 min - 6 hours equals Two (2) units or $83.00
- 6 hours and above equals Three (3) Units or $124.50 for the day.

I need to track the Time In/Out information, but not have the billing system do an auto calculation of Units, as each Unit may have varied time (as given above). How can I setup the system to calculate Billing units given the above information?

In order to be able to calculate the variable units for the above scenario, please go through setting up the following sections:

**Define New Description/Code**

Provider Administrators (PAs) at an agency need to create the new service. A regular user can also create the service if they have the Service Authorization Submit role:

1. On the Billing Tab, you will find the **New** link beside **Description/Code** under the **Billing** area. Clicking on the link will take you to the ‘Service Description/Code’ page.

2. On this page, enter required information such as **Service Description** and **Service Code**. These required fields (marked by asterisks *) must be filled in. You will also need to fill in the **Unit Cost ($)** that you would like to have per unit (in this case, $5.00)
3. Once you have filled in the required fields, click on Save. You do not need to fill in the ‘Automatic Billing Calculation From Time In/Out’ section.

**Create New Attendance Type**

You can use the Attendance Type section under the Billing area on the Admin tab to set up the varied units. To do so, please go through the following steps:

1. Please enter the name of the Attendance Type.
2. Select ‘No’ for the ‘Use Time In/Out for calculating billable unit’ option.
3. Please refer to the screenshot below to enter the following varied units, as mentioned in the scenario:

   0 - 4 hours equals One (1) Unit

   4 hours +1 min - 6 hours equals Two (2) units

   6 hours + 1min - no max time equals to Three (3) Units

**Create new Service Authorization**

Next, you need to create a new Service Authorization using your Therap regular user account.

1. Click New beside the Service Authorization section on the Billing tab and select the appropriate program from the list that follows. You will be taken to the ‘Service Authorization’ page. Under this page, fill in all the fields as required.

2. To add a new service, click on the Add Service button which you will find under the ‘Service’ section of the ‘Service Authorization’ page. On the ‘Service’ popup page that is displayed, complete the required fields as follows:

3. In the ‘Service Description/Code’ field, select the name of the service that you created earlier (in this case, ‘Day Services Support/415098’).

4. For the ‘Amount of Service Authorization’ field, enter the amount that has been authorized for this service (in this case, $10 000.00)
5. Select ‘Attendance’ as ‘Method of Data Collection’.

6. From the ‘Attendance Type List’ dropdown, select the Attendance Type you had created in the previous step: ‘Create New Attendance Type’ (in this case, ‘Day program – Time In/Out not required’)

7. Click Save. You will now find the service you created listed under the Services section of the ‘Service Authorization’ page.

8. On the ‘Service Authorization’ page, fill in the rest of the necessary information and click on Approve once you are done. Please note that you will need the Service Authorization Approve role to be able to approve this completed Service Authorization.

Data Input

• Now that you have set up the Service, Attendance Type and Service Authorization, you can enter data. To do this, click on the New link beside the Attendance section on the Billing tab.

• On the ‘Attendance Data Search’ page, select your desired Program and the corresponding Service Description (Code)/Attendance Type and Service Date. In this case, select ‘Day Services Support (45098)/ Day program’ from the Service Description (Code)/Attendance Type box. Click Search once you have selected your options.

• On the ‘Attendance’ page, enter your desired ‘Time In/Time Out’ information. Select the corresponding ‘Attendance Options’ and select the individual for whom you are entering data. Then click on the Submit New button below.
Generate Billing Units from Attendance Data

- Click on the **Search** link in the **Attendance** area on the Billing tab to search and view all attendance input for a given date range. This will take you to the ‘Attendance Data Search’ page.

- On this page, select the **Program** and the **Service Description (Code)/Attendance Type** and specify a date range in the **Start Date/End Date** field. Then click on the **Search** button. You may use a combination of search parameters besides the required ones to narrow down your search results.

- A list of all the attendance data matching your search criteria will be displayed.

- After reviewing the attendance data select the ‘In Prep’ attendance data and click on the **Approve** button to approve them.

- Next, you can generate billing data from these approved attendance data by going on the ‘Generate Billing Data’ tab, selecting the approved attendance data and clicking on the **Generate Billing Data** button.

View Billed Data

- The corresponding billing data generated will appear on the individual’s **Billing Data**. You will find this by clicking the **Search** link under the **Billing Data** area on your Billing tab.