

# Billing from Attendance

The Attendance module provides Therap users with an alternate method of recording billing information. This way, instead of entering service period and number of service units, users record attendance of individuals in the program. The application calculates the number of billing units and converts them into billable amount using these records. To be able to use attendance records as the method of data collection for a particular service, users have to specify it in its corresponding Service Authorization. Users are able to select an appropriate method of data collection when they are adding particular services to a Service Authorization.

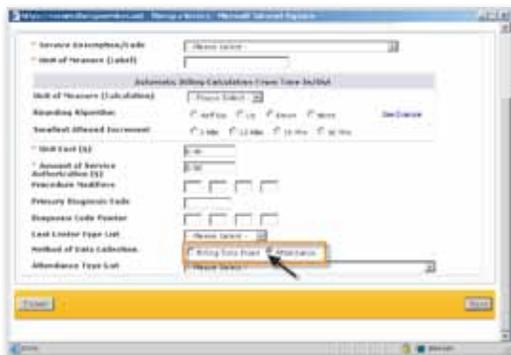


Figure: Attendance Form

► **Data Input:** Once a proper Service Authorization has been put in place, users with the 'Attendance Data Submit' role can proceed to record staff members' attendance data. Clicking on the 'Attendance Data Input' link in the Attendance area of the FirstPage will take users to the 'Attendance Data Input Search' page where they have to specify the appropriate program name, service description/code and the service date. (The service descriptions/codes are created and managed by the Provider Administrators). They are then taken to the corresponding Attendance Data Input page which displays a list of individuals consistent with the selected program and service description/code.

Lets say on Friday, Mary and Susan came



to the day program at 10:00 am and at 11:30 am respectively. They both left at around 2:30 PM. The user recording the attendance will simply pull out the attendance data input form, quickly enter the time in and time out for Mary (using the time pop-up window) and set the attendance option to 'Present' (Attendance options appearing on this form are set by the Provider Administrators). The user then clicks on the Apply button at the bottom and enters Susan's attendance record on the form the same way.

When a user has finished recording attendance data, s/he will proceed to the next step by clicking on the 'Submit' button on the orange bar. A message will appear confirming that the records have been successfully saved and the user will be provided with links to add more records and to view records that have been added.

The Attendance Record page is color coded for easy viewing – new entries are highlighted in purple, in-prep entries in blue, approved entries in green,

incomplete entries in grey and billed entries in orange. Users can look at a minimal version of the data with attendance options only or view all details with comments.

► **Data Approval:** Once attendance records have been entered, users with the Attendance Data Approve role will review and approve them. They can view these records by clicking on the 'Attendance Record' link in the Attendance

area of the FirstPage. The Attendance Record Search page helps the users to locate the attendance records they need to work with. Once they have approved particular attendance records, they will be able to 'Generate Billing Data' from them by clicking on the appropriate button at the bottom of the form.

► **Data View/Update:** Approved attendance records can also be updated by users with Attendance Data Update role. However, once billing data has been generated from attendance data, users will not be able to edit the attendance entries. Users can access the billing data generated from attendance records by clicking on the 'Billing Records' link in the 'Billing Data Input' area of the FirstPage.

Service Information									
Service Code	55102								
Service Description	Adult Day Training - facility Based or Off Site								
Unit of Measure	Quarter Hour								
Unit Rate (\$)	10.00								
Number of Units	500.00								
Billing Information									
#	Billing Data ID	Method of Data Collection	Date of Service	Units	Unit Rate (\$)	Amount Billed (\$)	Non-Billable units	Entered By	Action
1	BILL-MNY-04L2R-V556	Attendance	01/02/2010	100.00	\$1000.00	\$100000.00	0.00	Ray Helger, Direct Support Professional	Update
<b>Total Units Billed</b>				100.00	<b>Total Amount Billed (\$)</b>		\$1000.00	<b>Remaining Units</b>	
							400.00		