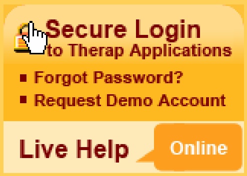
Log onto Therap

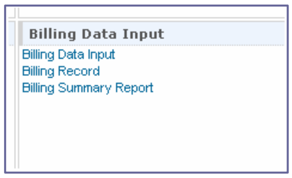
1. Go to www.TherapServices.net
2. Click on the Secure Login link on top of the page
3. Enter your ***Login Name***, ***Password***, and ***Provider Code***



You will see links related to **Billing Data** in the **Billing Data Input** area on your FirstPage.

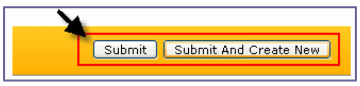
Enter Billing Data

This option lets you prepare bills for services provided to individuals, based on existing Service Authorizations. The application will automatically deduct the billed amount from the Service Authorization. You need the **Billing Data Submit** role to be able to enter Billing Data.



- Select the **Billing Data Input** link in the **Billing Data Input** area on your FirstPage. This takes you to the 'Billing Data Input Search' page.
- Use the search option to locate the Service Authorization required for your billing data.
- Select the Service Authorization required for billing data. This takes you to the 'Billing Data Input' page.
- In the **Billing Data Input** section on this page, enter information in the following fields: **Service Date From** and **Number of Billable Service** Units. These are required fields (marked by *).

- Enter information in other relevant fields.
- Click on the **Submit** button to submit the form. Click on the **Submit and Create New** button to go to a new 'Billing Data Input' page after submission.



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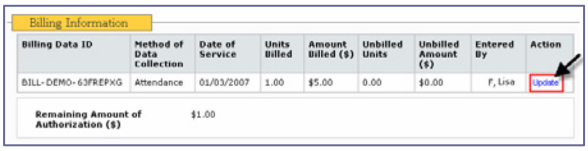
Update Billing Data

To update records submitted by other users, you will need the **Billing Data Update** role.

- Select the Billing Record link in the **Billing Data Input** area on your FirstPage. This opens the 'Billing Record Search' page.
- Use the search parameters on this page to locate the particular billing record that you wish to update.
- You will find all billing data submitted for this service in the last section (i.e. **Billing Information**) of the 'Billing Record' page.

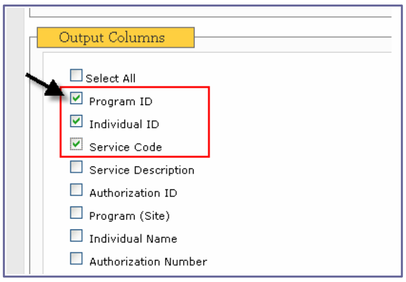


- Click on the associated **Update** link on the last column. This will open the corresponding 'Billing Data Input' page for you. You will be able to update the service date(s) and number of billable and non-billable units.
- Once you are done, click on the **Update** button.

Generate Billing Summary Report

If you have the **Billing Summary Report** role, you will find the **Billing Summary Report** link in the **Billing Data Input** area on your FirstPage.

- Select the **Billing Summary Report** link. This will take you to the 'Billing Summary Search' page.
- Enter the parameters for your summary report in the appropriate fields.
- In **Output Columns** section, select the columns you want to show on the billing summary report.



- Click on the **Search** button view the Summary Report.

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