

# Billing Overview

Therap Billing module automates much of the cumbersome billing process for a provider agency by tracking the services it provides, the funding source for each service and the amount to be billed for each individual. It allows electronic claim submission to Medicaid (for example Florida Medicaid) as well as manual tracking of billing claims.

► **Funding Sources:** The billing process starts with creating funding sources that will be providing funding for the services given to an individual. Funding sources could be the state, fiscal intermediaries or private payers like the family of the individual. While creating Service Authorizations for individuals you will be referencing these funding sources.

► **Service Authorizations:** Service Authorizations are created to keep track of the services provided to an individual. Services funded by a common funding source are grouped into a single Service Authorization. You will find service related information such as service description, measure of service unit, unit cost and amount of funds available in a Service Authorization. It also keeps track of the number of units of a service authorized for an individual and the remaining funds for that service. After a Service Authorization is approved you can start recording billing units against it. You may create multiple Service Authorizations for one individual depending on the number of Funding Sources. Alternatively, a service receiving funds from more than one Funding Source will be a part of separate Service Authorizations.

► **Billing Data:** Once a Service Authorization is approved users can start entering Billing Data against the services in it. Upon entering the date and the duration of a service provided, the system automatically calculates the number of billable service units. Non billable service units are not taken into account during calculation.

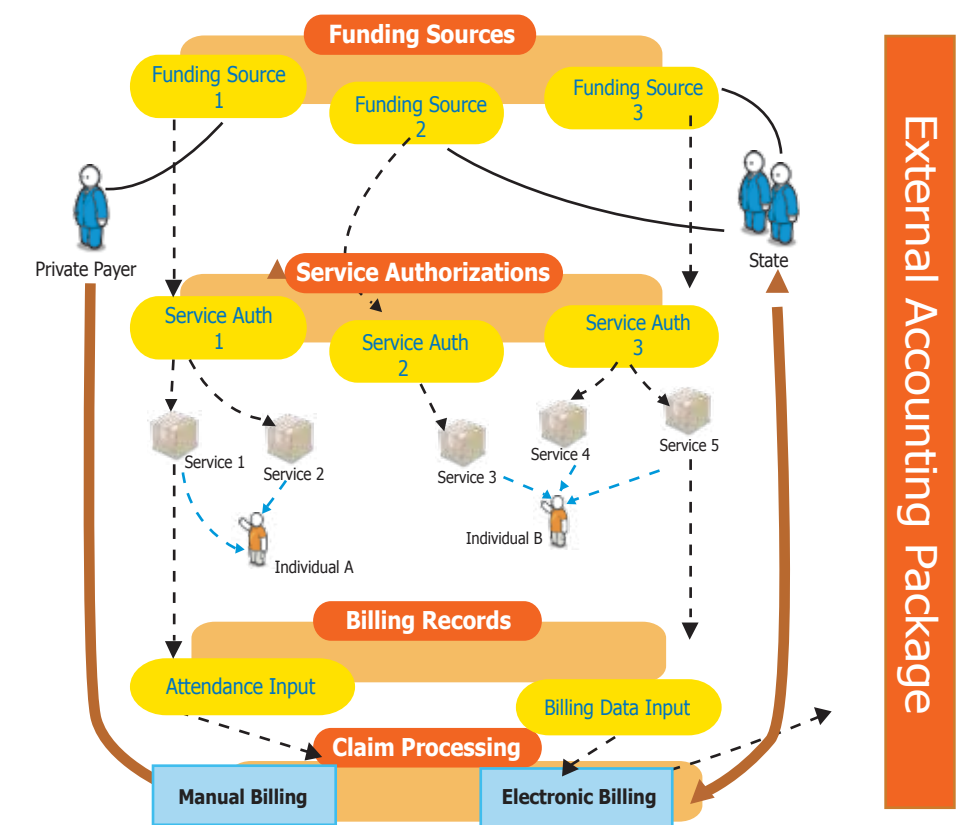


Figure: Billing Process Flow

► **Billing Attendance:** Billing data can also be generated from Therap's Attendance module that records daily attendance of individuals attending services in their corresponding programs. Provider Administrators at your agency will set Attendance Types and Attendance Options and authorized staff members can then submit attendance data, approve, update and generate billing data from them. For easy viewing, the Billing Record puts together the Billing Data collected during the authorized period for a service. It also shows the total amount deducted from the Service Authorization and the amount remaining in the Service Authorization. Users with proper privileges can update Billing Data directly from Billing Record. Billing Records can be exported to Excel files for

further analysis. The Billing Data feature also includes a flexible option to generate a range of Billing Summary Reports. You can choose the columns to be included in the report and export the result to Excel for further analysis.

► **Claim Tracking:** With appropriate privileges, users are able to create and send Professional Claims for a single or multiple individuals and for one or more of their service lines. Others can use the Manual Billing option to manually track claim status. You may use the Claim Search option to locate claims to view, update, or change their status. To track the status of claims manually you will get a Manual Claim Status Tracking section at the top of the Claim form.