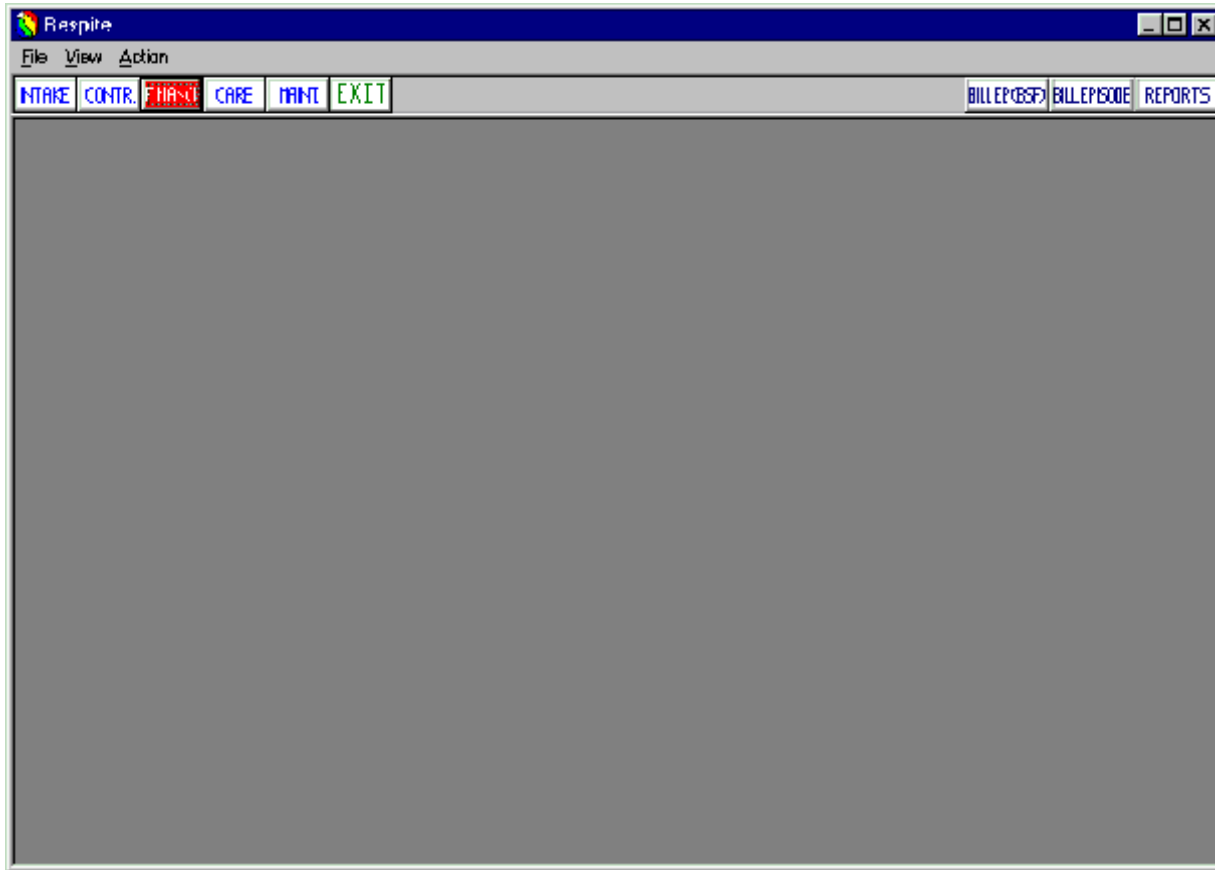


Create Billed Episodes

1. The billed Episode form is access using a tab on the Finance Menu.



If you want to create billed episodes based on Caregivers being served select the second button "Bill Episode."

If you want to create billed episodes based on Agencies providing services select the first button "Bill Ep (BSF)".

2. If the system was already maintaining scheduled episodes records for the caregiver selected the Billed Episode form will open showing the scheduled episodes as billed.

File View Action
 INTAKE CONTR FINANCE **EPSE** MAINT EXIT
 SERV REQ SCHED EPISODE **BILLED EPISODE** REPORTS

Location: _\ilrno_p\sscc\Add\Updat:

Akiyama, James

Date	Start	Agency	LOC	Dur.	Rate	Episode\$	CoPay\$	ADS\$	No Show
10/1/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No
10/15/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No
10/29/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No

Date: 10/1/99 Start Time: 12:00:00 PM Agency: Agency LOC: Duration: 00.00 Rate: 000.00 Episode\$: 0000.00 CoPay\$: 0000.00 No Show:

Approval: Yes/No Date Approved By

Totals: Episode\$ Copay ADS\$
 \$225.00 \$22.50 \$202.50

Save Cancel Remove Add

It is possible to modify any of the Billed Episode records which were created based on Scheduled Episodes.

- If there are no scheduled episodes in the system for the caregiver selected the Billed Episode form be blank.

Akiyama, James

Date	Start	Agency	LOC	Dur.	Rate	Episode\$	CoPay\$	ADS\$	No Show
10/1/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No
10/15/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No
10/29/99	14:00	first agency	I (H)	(HOURLY 3.00	25.00	75.00	7.50	67.50	No

Date: 10/1/99 Start Time: 12:00:00 PM Agency: Agency LOC: Duration: 00.00 Rate: 000.00 Episode\$: 0000.00 CoPay\$: 0000.00 No Show:

Approval: Yes/No: Date: Approved By:

Totals: Episode\$: \$225.00 Copay: \$22.50 ADS\$: \$202.50

Buttons: Save, Cancel, Remove, Add

In this case click the "Add" button or key "A" to begin creating Billed Episode Records. Input is made into the series of text boxes below the large window. Mouse clicks or the "Tab" key can be used to move throughout this form.

When a new episode record is complete click the "Accept" button to store the information in the large window with any other episodes.

When entry is complete click the "Save" button or key "S" to save all episodes on the form to the database.