

Created Billed Episodes - from annotated BSF report

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

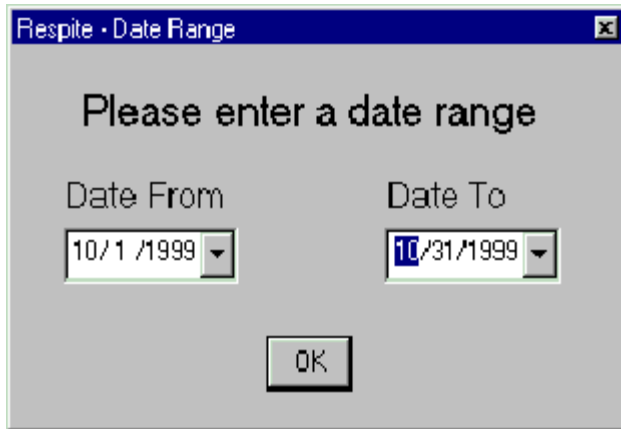


2. The first step is to select an agency from the agency search window.



3. The indicate the date range corresponding to the scheduled episodes you

wish to process.



Respite - Date Range

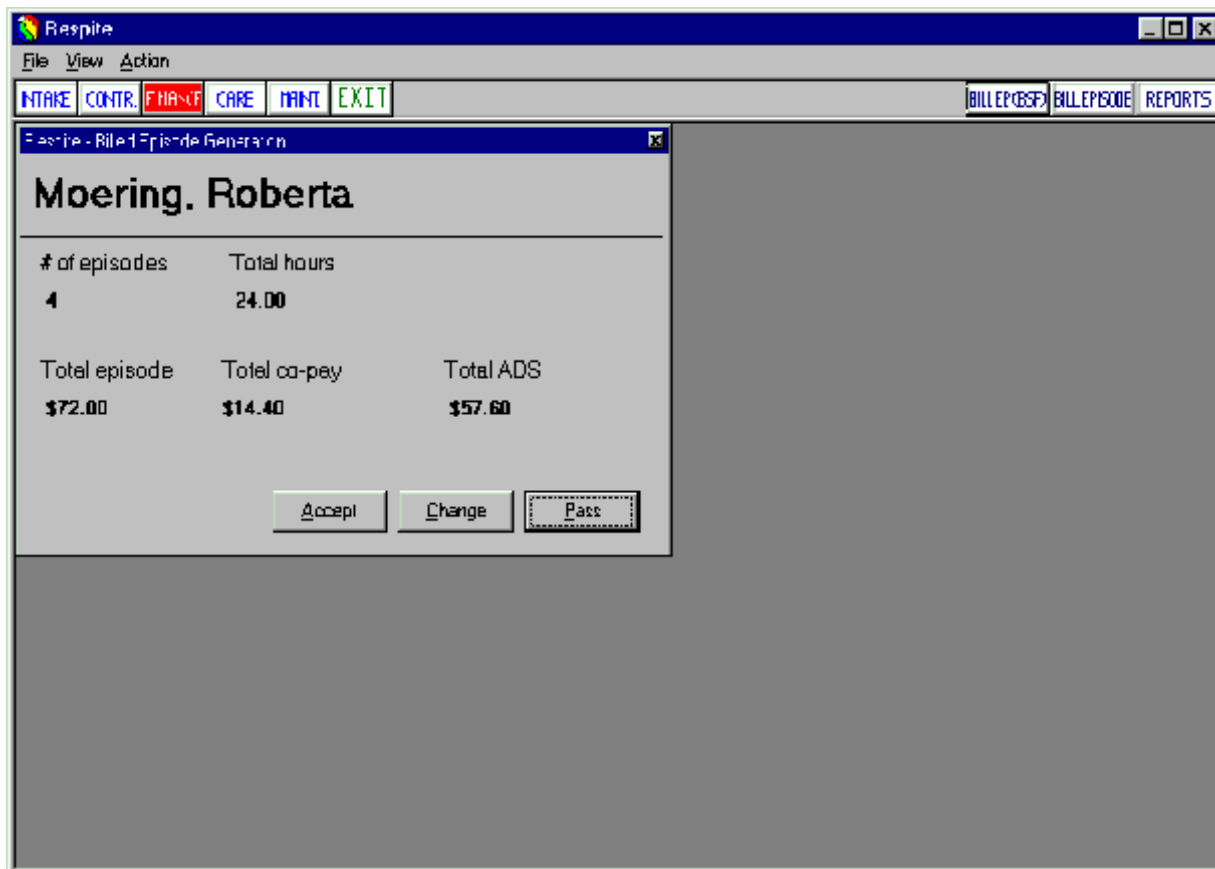
Please enter a date range

Date From: 10/1 /1999

Date To: 10/31/1999

OK

- The summary screen presenting the totals for all scheduled episodes for the first client (based on the agency and date range) will be presented.



Respite

File View Action

INTAKE CONTR. FINANCE CARE MAINT EXIT

BILLED EPISODES BILLED EPISODE REPORTS

Respite - Billed Episode Generation

Moering, Roberta

# of episodes	Total hours
4	24.00

Total episode	Total co-pay	Total ADS
\$72.00	\$14.40	\$57.60

Accept Change Pass

- If the information is correct and you wish to create all four billed episodes click the "Accept" button. To view per episodes detail click the "Change" button. To go onto the next caregiver records click the "Pass" button.
- It is possible to modify the individual episodes records. The screen below is displayed when the "Change" button is clicked.

Respite - BSF Billed Episode Validation

Moering, Roberta

Date	Start Time	Duration	Rate
10/6/99	09:00	6.00	\$3.00

CoPay	ADS	Episode
\$3.60	\$14.40	\$18.00

Record Navigation

F1	F2	F3	F4
First	Prev	Next	Last

Record 1 of 4

Add	Modify	Remove	Exit
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Use the Record Navigation buttons to move between the episodes. Use the button on the left to Modify, Add or Change individual episode records.

When you Exit you will still have to save the episodes before moving onto the next caregiver.