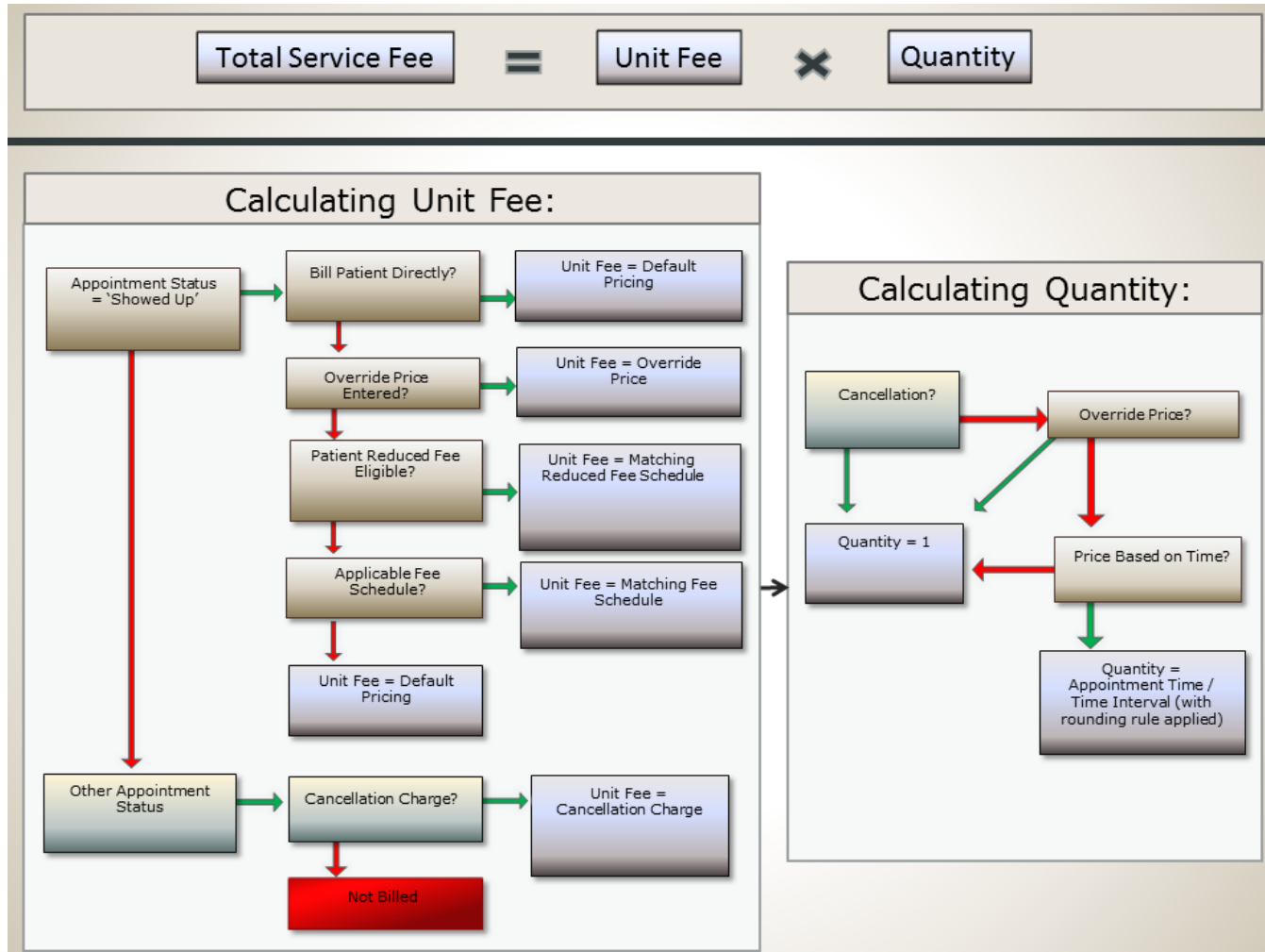


BillingTracker automatically calculates the Total Service Fee when it transitions an account. The diagram below details the process the system uses to determine the fees:

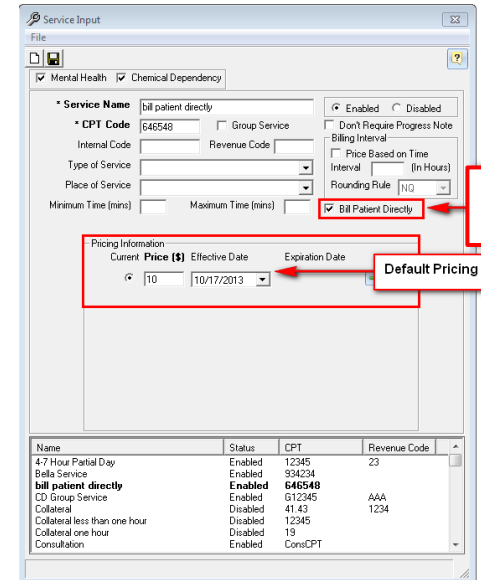
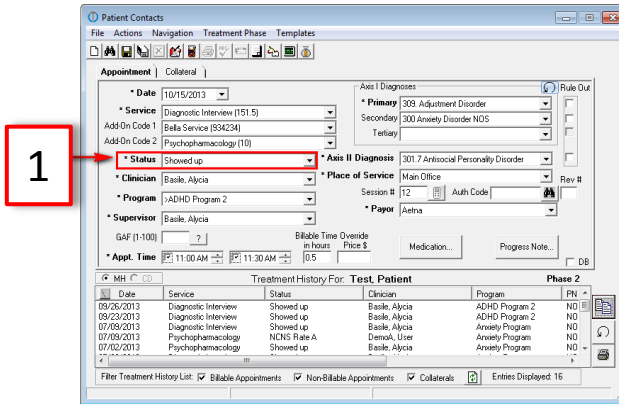


If the system calculates the wrong fee, you can change the values it uses through the following screens:

1. Determine Appointment Status (Patients -> Patient Contact -> Status)

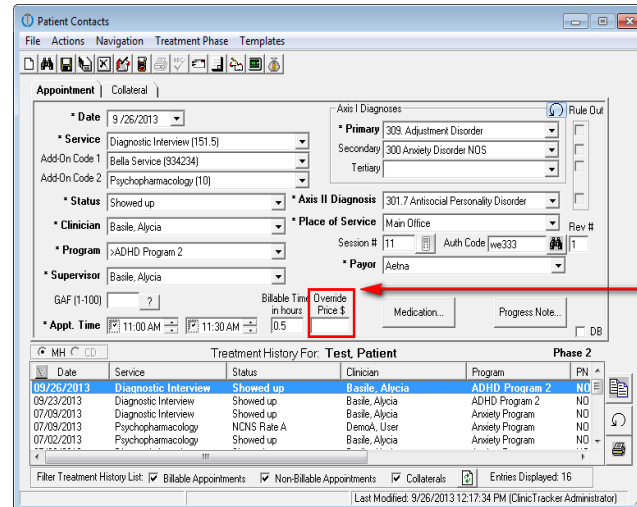
a) If Appointment Status is set to **Showed Up**:

- I. Is the selected Service on the Patient Contact record configured to **Bill Patient Directly**? (Utilities -> Maintenance -> Service Input -> Bill Patient Directly)
 - i. If yes, Unit Fee = Default Pricing
 - ii. If no, continue to next step



b) Is there an **Override Price**? (Patients -> Patient Contacts -> Override Price)

- I. Is there an **Override Price**? (Patients -> Patient Contacts -> Override Price)
- II. If no, continue to next step



- c) Is the **Patient Reduced Fee Eligible?**
(Patients -> Demographics -> Financial tab -> Reduced Fee Eligible)
- I. If yes, Unit Fee = Matching Reduced Fee Schedule
(BillingTracker -> File -> Setup -> Fee Schedules -> Configure Reduced Fee Schedules)
 - II. If no, continue to next step

Demographics

File Actions Navigation Templates

Intake Demographics Outside Providers/Contacts Insurance **Financial** Info Releases

View/Update Insurance Authorizations Collect Copy

Responsible Party
 Client Spouse Other

If "Other" or "Spouse" Complete Section
First Name Last Name
Address
2732 Watson Blvd
Apt #1
City State ZIP
Syracuse NY 12345
Phone
(607) 205-0328

Reduced Fee
 Not Billable for Any Services
 Reduced Fee Eligible
Gross Income \$15000
People in Family 4

Fee	Service Type	Credential
\$20,000	Indiv.	msw
\$60,000	Indiv.	Ph.D.
\$30,000	Group	All
\$50,000	Specific	All

Additional Information
 Signature on File
 Financial Assignment

Open Balances
Patient \$1,904.63
Aetna \$1,323.00
BC BS Empire \$1,807.37
Medicaid \$3,696.62

Patient Name: John Zippy

Reduced Fee Schedule

Description	Income Low	Income High	# People	Service Type	Credential
	\$200,000.00	\$200,001.00	1-1	All	msw
	\$200,000.00	\$200,000.00	2-2	All	All
	\$200,000.00	\$200,000.00	3-3	All	All
sdfsdf	\$200,000.00	\$200,000.00	5-5	All	All
Mental	\$1,000.00	\$2,000.00	3-3	All	All
Test with services	\$10,000.00	\$20,000.00	1-4	Specific	All
test 2	\$5,555.00	\$20,006.00	1-5	Specific	All
test 3	\$5,555.00	\$20,006.00	1-5	Specific	All
Functionality Test	\$10,000.00	\$20,000.00	1-5	Specific	All

Description *Gross Income From *Gross Income To *# People in Family
To

*Staff Credentials *Fee Minimum Fee:

-All-

Service Type County of Financial Responsibility
 All Individual Group Selected
 All Selected

Accept New Remove

d) Is there an applicable **Fee Schedule**?

- I. If yes, Unit Fee = Matching Fee Schedule (BillingTracker -> File -> Setup -> Fee Schedules -> Configure Fee Schedule)
- II. If no, continue to next step

d)

Fee Schedule

Service: bill patient directly (846548) Service Duration Info (From main service record): Fee Based on Time Interval: n/a (In Hours)

Insurer: Fee: Start Date: End Date: Credential: Days: Time: Program

Insurer: Start Date: 1/1/2013 End Date: 12/31/2013 Actual Fee: Allowed Amount:

Days of the Week: All days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time of the Day: From: 12:00 AM To: 12:00 AM All day Credential: -All-

Program: County of Financial Responsibility: Holiday/Regular: All Regular Holiday

Save New Delete

2. If Appointment Status is set to anything other than 'Showed Up' or 'Pending':

- I. Does the Service selected on the Patient Contact record have a **Cancellation Fee** associated? (Utilities -> Maintenance -> Service Input -> Appointment Status -> Cancellation Charge)
 - a) If no, the Service is not billed
 - b) If yes, Unit Fee = Cancellation Charge

I.

Appointment Status (Showed Up/Pending are standard)

File

*Appointment Status

Enabled Disabled

Transition to BillingTracker

Cancellation Charge \$ Indirect Time Equivalent (minutes)

Name	Enabled/Disabled
Billable Cancellation	Enabled
Clinician Cancellation	Enabled
NCNS Rate A	Enabled
NCNS Rate B	Enabled
No Call/ No Show	Enabled
Patient Cancellation	Enabled
Pt. Cancellation/Insurance Reasons	Enabled

Determining the Quantity:

1. Determine Appointment Status (Patients -> Patient Contact -> Status)
 - a) If Appointment Status is set to **Showed Up**:
 - I. Is there a **Price Override**?
 - i. If yes, Quantity = 1
 - ii. If no, continue to next step
 - II. Is the Service Billing Interval configured to **Price Based on Time**? (Utilities -> Maintenance -> Service Input -> Billing Interval)
 - i. If yes, Quantity = Total Appointment time (with rounding rule applied)
 - ii. If no, Quantity = 1
 - b) If Appointment Status is set to anything other than **Showed Up** or **Pending**, Quantity = 1

Service Input

File

Mental Health Chemical Dependency

* Service Name: Collateral one hour Enabled Disabled

* CPT Code: 19 Group Service

Internal Code: 3 Revenue Code: []

Type of Service: []

Place of Service: []

Minimum Time (mins): [] Maximum Time (mins): [] Bill Patient Directly

Don't Require Progress Note

Billing Interval

Price Based on Time

Interval: 1 (In Hours)

Rounding Rule: NQ

Pricing Information

Current Price (\$)	Effective Date	Expiration Date
12	7 /12/2004	8 /12/2004
14	08/13/2004	8 /14/2004
30	08/15/2004	

Name	Status	CPT	Revenue Code
4-7 Hour Partial Day	Enabled	12345	23
Bella Service	Enabled	934234	
bill patient directly	Enabled	646548	
CD Group Service	Enabled	612345	AAA
Collateral	Disabled	41.43	1234
Collateral less than one hour	Disabled	12345	
Collateral one hour	Disabled	19	
Consultation	Enabled	ConsCPT	

Note: If the Insurer Plan (BillingTracker -> File -> Setup -> Insurer Plan) is configured to always use a quantity of 1, then the Total Service Fee will be calculated using the above process. The Unit Fee will then be updated to match the Total Service Fee amount and the Quantity will be changed to 1.