

Creating a Batch Billing File

Go to Activities, then Insurance Billing, and Do Billing. You can also get to the Billing Build Screen by clicking the Insurance Billing Icon:

Insurance Billings Build

Type 1500
 Invoices
 837 4010

Pre-printed forms
 Plain paper
 Preview

NPI Only Taxonomy

Current Printer: WDELL_FAX\HP LASERJET P2 ...

Printer Type: CUSTOM

Submitter: - ALL SUBMITTERS -

Billing Doctor: - ALL STAFF DOCTORS -

Carrier: [Text Box]

Patient Name (Last): [Text Box]

Minimum Charge: 0.00

OK Quit 837 Errors

This screen allows you to choose the type of billing you wish to generate. The various fields here function to filter the software database by the criteria that you choose.

Type- ClinicPro defaults to electronic billing mode in the Type delimiter.

<p>Type <input type="radio"/> 1500 <input type="radio"/> Invoices <input checked="" type="radio"/> 837 4010</p>	<p>1500 – Health Insurance Claim Form (HCFA)</p> <p>Invoices –Attorneys or other professional members.</p> <p>837 4010 – Industry code for electronic claim filing.</p>
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NPI Only – ClinicPro defaults to NPI only as it is currently a national billing mandate.

NPI Only Taxonomy

Submitter – You must choose a submitter (clearinghouse) to create the electronic billing file. This maintains separate files for Medicare, Blue Cross, Medicaid, and Commercial batches.

Submitter	- ALL SUBMITTERS -		Edi
Billing Doctor	- ALL SUBMITTERS -	BCBSM	
	BCBS	HCFA	
	HCFA	MEDICARE	
Carrier	MEDICARE	WEBMD	ENVOY



Billing Doctor - If you wish to generate batch claims by doctor you can choose to enable this field on the billings build screen. If you do not, leave the setting at ALL STAFF DOCTORS.

Billing Doctor	- ALL STAFF DOCTORS -
Carrier	- ALL STAFF DOCTORS -
	KOLE, JACK M
	SARNO, LISA M

Carrier- There is the option to create batch billing by individual insurance company. Simply click the finder button and choose the insurance company from your database.

Carrier BCBS OF MICHIGAN  

Patient-There is the option to create batch billing by individual patient. Simply click the finder button and choose the patient from your database.

Patient Name (Last) CUNNINGHAM  SCOTT 

Minimum Charge- Delimiter for ordering only a specified billing amount to generate.

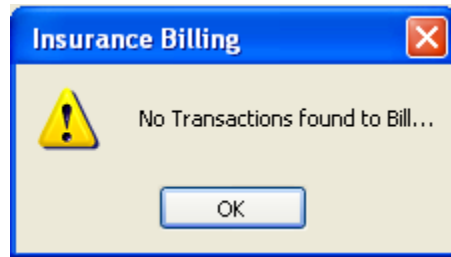
Minimum Charge

If you wish to create an electronic billing batch that is not limited through applying the delimiter field, or fields, simply choose SUBMITTER. This scenario will generate a batch of electronic claims that are attached to all your patients who are covered by insurance companies that will be submitted to that particular SUBMITTER/CLEARINGHOUSE.

Once you are satisfied with your selections of the delimiters, click “OK.”

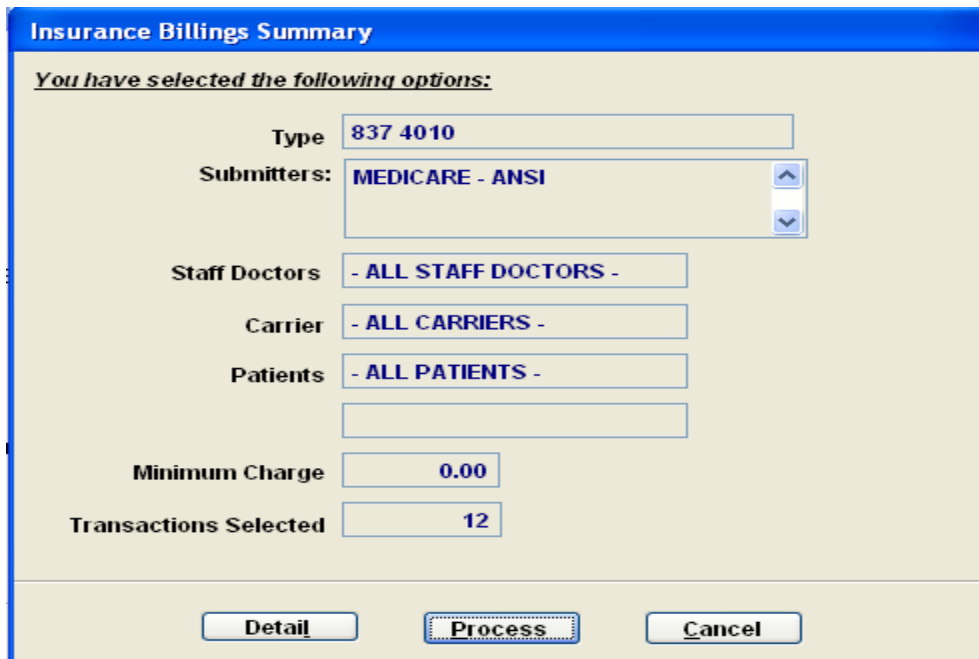


If there are no billable transactions that meet the criteria you have specified, you will see a message that says:



At this point, either there are no billable transactions or you have set inaccurate delimiters.

This is the next step in generating the electronic batch billing. We used the Medicare Submitter:

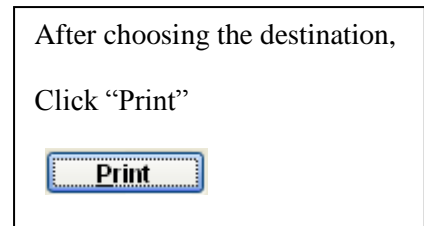


For our example, we choose Medicare as the SUBMITTER and did not select any other delimiter; we simply clicked “OK”. Our batch will contain 12 transactions.

A prudent next step will be to preview the details of the transactions we are about to send off to the Medicare clearinghouse. We will choose Detail:



Options for our Electronic Billing Preview reports are:

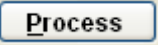


The Billing Preview Report will display like this:

Electronic Billings Preview Report

Provider	Billed Insurance Carrier	Patient	Date	Diag Code	Proc Code	Mod #1	Mod #2	Charge	Ins Type
KOLE, JACK	MEDICARE	RACON, ROCKY H.	06/30/2008	8420	99212			\$40.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	06/30/2008	8420	72070			\$100.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	06/30/2008	8420	98942			\$55.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	06/30/2008	8420	97010			\$10.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/01/2008	8420	97140			\$25.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/01/2008	8420	98942			\$55.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/01/2008	8420	98943			\$25.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/02/2008	8420	98940			\$35.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/02/2008	8420	97140			\$25.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/02/2008	8420	98942			\$55.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/03/2008	8420	98940			\$35.00	ANSI (MEDICARE)
	MEDICARE	RACON, ROCKY H.	07/03/2008	8420	97140			\$25.00	ANSI (MEDICARE)
Total Charges								\$485.00	

This provides an opportunity to look at exactly what transactions will be in the electronic batch we are about to create. If satisfactory, then proceed on with the billing. Print the report for your records.

Now you are ready to process this billing batch .

The ClinicPro software offers a claim scrubber as part of the system. As the batch is generating, the claims are being scrutinized for any major errors that may cause a front end billing audit. This is very helpful as any guidance in the line of billing is certainly necessary for success.

If the batch is without major errors in data input, then you will see a message that says the file has completed successfully. It will display in the upper right hand side of the billing screen:

“837 has completed successfully”

If there are data errors in the batch, ClinicPro will display an error message feature called The 837 Error Log. See section on 837 Error Log for more information.