

10021102X12-the next 2 characters, 11, represent the day the file was created; February **11th**.

10021102X12-the final 2 characters, 02, represents the sequential ordering of created billing batches per day. Electronic billing files start sequential numbering at 02, and then ascend from there. If we were to create another electronic billing batch today, it would end in **03**.

Note: HCFA billing starts at 01. If this batch were billed on HCFA forms it would have been generated with a file name of 10021101.ASC

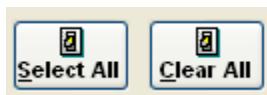
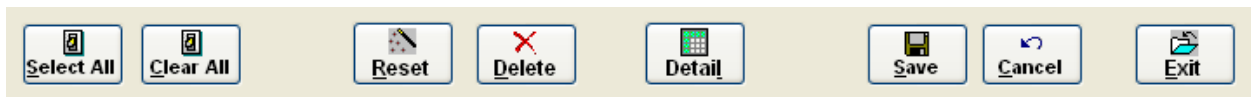
10021101X12- the X12 on the end of the file name represents the American National Standards Institute (ANSI) standards for electronic data interchange. All electronic files must be compliant to ANSI standards.

Notice the Electronic Billing batch we created displays the **File Name**, the Provider chosen in the **Billing Doctor** field, the **Insurance** carrier info (ANSI Medicare), the **Status** of the billing file (created), and the **Number** of transactions in the batch.

	File Name	1st	Provider	Insurance	Status	# Trns
<input type="checkbox"/>	10021102.X12	02	All Available	ANSI 837 - NSF 2.0 MEDICARE	Created	12

There is a small box preceding this electronic billing file. When you place a check mark in this box, the software is prepared to single this electronic billing batch out for viewing or amending.

There are buttons located at the bottom of this maintenance screen to allow various functions:



These buttons allow you to either select, by placing a check mark automatically, in all the billing file boxes, or to clear the check marks out of the already selected boxes.



There are times that the billings batches you have created need to be “reset,” meaning that the batch needs to be unbilled. Because billing batches typically contain a number of transactions, involving a group of patients, this Reset function will un-bill ALL the transactions in the file with one click. The patient’s individual transactions will automatically turn back to black display on the Transaction Card and the claims will be available to bill again.




This button is RARELY used and you should be very sure that you wish to actually delete a billing batch before you click this button. If you delete a billing batch, the transactions that were processed inside the batch will automatically be removed from this maintenance screen. The transactions that were involved in the deleted file will remain on the patient transaction card, in blue display, yet there will be no record of their billing in this screen.



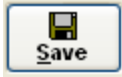
This button functions to display all of the separate transaction involved in the billing file. Place a checkmark in the desired file box, and click the Detail box.

Here is the display:

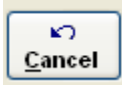
Electronic Billings Detail (10021102.X12)										
Ctrl ID	Claim #	Doctor	Pri. Insurance Name	Patient Last	First	Date	Diag	Proc	Charge	Ins Type
116	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	06/30/2008	8420	99212	\$40.00	2MB
118	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	06/30/2008	8420	97010	\$10.00	2MB
120	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/01/2008	8420	97140	\$25.00	2MB
122	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/02/2008	8420	98942	\$55.00	2MB
124	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	06/30/2008	8420	72070	\$100.00	2MB
124	00002-	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	06/30/2008	8420	98942	\$55.00	2MB
126	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/01/2008	8420	98942	\$55.00	2MB
126	00002-	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/01/2008	8420	98943	\$25.00	2MB
128	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/02/2008	8420	98940	\$35.00	2MB
128	00002-	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/02/2008	8420	97140	\$25.00	2MB
130	00002-1	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/03/2008	8420	98940	\$35.00	2MB
130	00002-	KOLE, JACK	MEDICARE	RACOOH	ROCKY H.	07/03/2008	8420	97140	\$25.00	2MB

There is also a reset button here, on this Detail display . You can select individual transactions in this detail view by clicking on them, and then hitting Reset. This enables you to unbill only particular transactions, leaving the remainder.

Remember, the patient Transaction card will also allow to reset individual transactions.



Use this button after every action so the action you requested can be processed.



You can cancel a requested action **PRIOR** to clicking the SAVE button. If you delete a billing file, this action will not function to restore the file for you.



Exit from the Billing Maintenance Screen.

As you create numerous billing files, they will all be stored in this Maintenance Screen. At times you may want to view certain billing files and find it cumbersome to scroll through a long list. There is a feature on the very top of the Billing Maintenance Screen to help select files between designated time ranges:

