

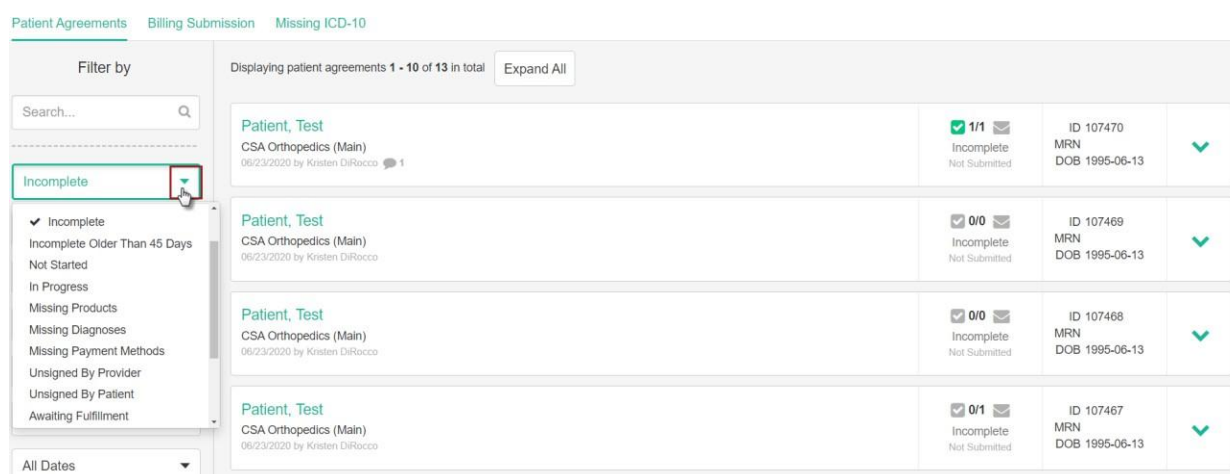
Preparing A Claim for Billing

Prior to submitting a patient agreement to billing, it's recommended to review claims for any outstanding requirements. Follow the steps below to **Prepare a Claim**:

On the main dashboard, navigate to the Clinical tab and select Patient Agreements from the drop-down menu.



Once on the Patient Agreements page, search for incomplete PAs by utilizing the filters



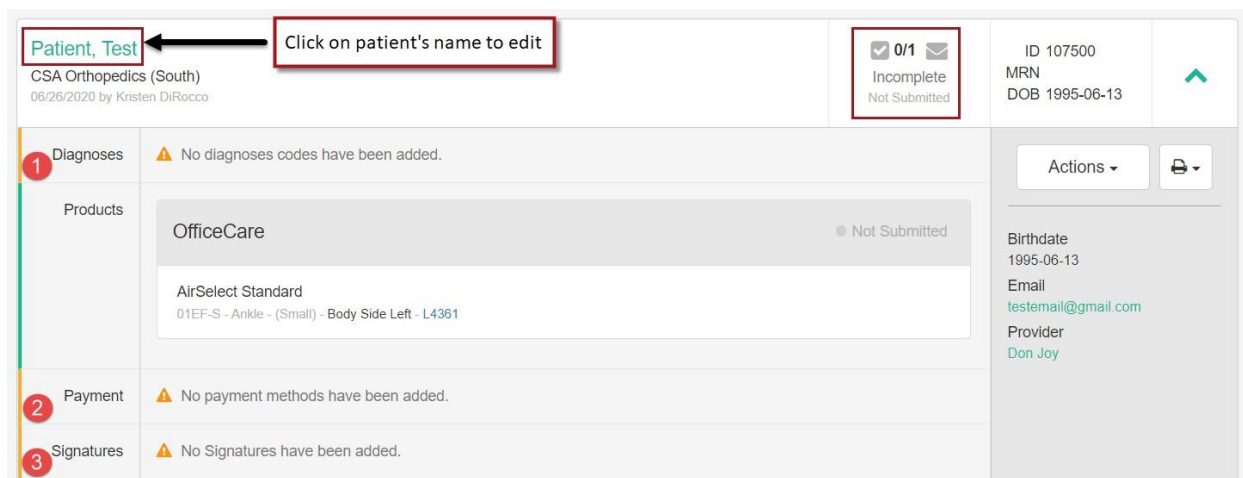
Review each patient agreement for required criteria by either selecting Expand All or the downward arrow.



Preparing A Claim for Billing

In the Expanded PA, the details below will be visible:

A section that is highlighted orange, indicates the patient agreement is missing required criteria.



Patient, Test ← Click on patient's name to edit

CSA Orthopedics (South)
06/26/2020 by Kristen DiRocco

0/1 Incomplete Not Submitted

ID 107500
MRN
DOB 1995-06-13

1 Diagnoses ⚠ No diagnoses codes have been added.

Products

OfficeCare ● Not Submitted

AirSelect Standard
01EF-S - Ankle - (Small) - Body Side Left - L4361

2 Payment ⚠ No payment methods have been added.

3 Signatures ⚠ No Signatures have been added.

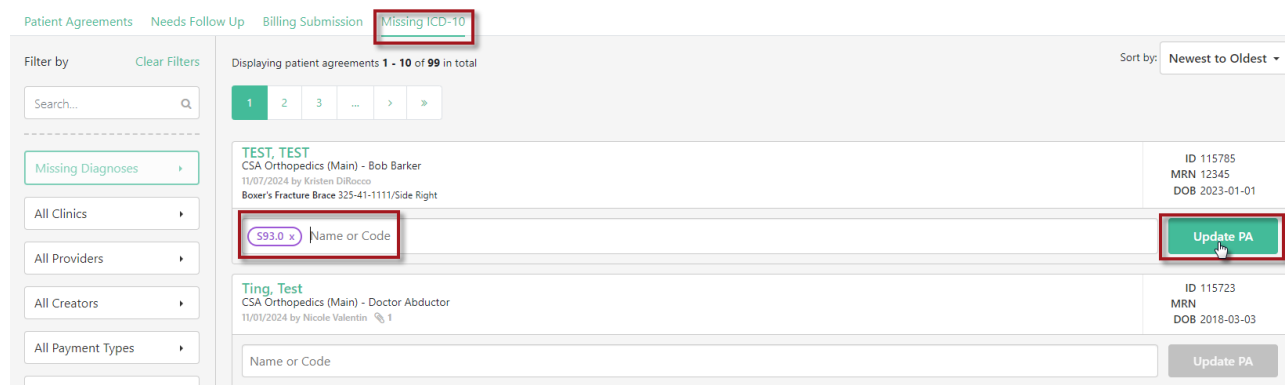
Birthdate
1995-06-13

Email
testemail@gmail.com

Provider
Don Joy

- In Example #1 above, the patient agreement is missing ICD-10 code
- In Example #2 above, the patient agreement is missing the payment method
- In Example #3 above, the patient agreement is missing the patient and provider signature

To add missing ICD-10 codes onto PA's utilize the Missing ICD-10 tab. All PA's without an ICD-10 code will be listed. To add the code, type the name or code and select update PA.



Patient Agreements Needs Follow Up Billing Submission **Missing ICD-10**

Filter by Clear Filters

Displaying patient agreements 1 - 10 of 99 in total

Sort by: Newest to Oldest

1 2 3 ... > >>

Missing Diagnoses

All Clinics

All Providers

All Creators

All Payment Types

All Categories

TEST, TEST
CSA Orthopedics (Main) - Bob Barker
11/07/2024 by Kristen DiRocco
Boxer's Fracture Brace 325-41-1111/Side Right

S93.0 x Name or Code

Update PA

Ting, Test
CSA Orthopedics (Main) - Doctor Abductor
11/01/2024 by Nicole Valentin

Name or Code

Update PA

Preparing A Claim for Billing

Once all required criteria is fulfilled, the billing status will turn from orange to green on the patient agreement. The PA will now be visible on the Billing Submissions tab ready for billing under the Not Submitted filter.

Patient Agreements New Patient Agreement

Patient Agreements Needs Follow Up **Billing Submission** Missing ICD-10

Filter by Clear Filters Search... Displaying patient agreements 1 - 10 of 22 in total Sort by: Newest to Oldest

Not Submitted 1 2 3 > >>

Billing Actions 0 Selected Update Channel Submit to Billing

Ting, Test
CSA Orthopedics (Main)
11/01/2024 by Nicole Valentin

Diagnoses S93.3

Products
☐ OfficeCare Not Submitted
X-Act ROM Knee Brace
11-2151-9 - Knee - Body Side Left - L1833

Payment Medicare (Commercial, Policy Number: P9905517301)

Attachments VeriPro_Coverages_53000202 (VeriPro Coverages)








Signatures
☒ Signed by Self, Test Ting on 11/22/2024
☒ Signed by Doctor Abdutor on 11/22/2024

1/1
Ready for Billing
Not Submitted

ID 115723
MRN
DOB 2018-03-03

Actions Birthdate 2018-03-03
Email No email has been added.
Provider Doctor Abdutor

Utilize the Reference Guide below for additional information on the Patient Agreement Icons:

	Grey Envelope - Patient Email has been provided, but the Patient Agreement has not been emailed.
	Red Envelope - Patient Email has not been provided.
	Green Envelope- Patient Agreement has been emailed
	Grey Check - Product has not been fulfilled as it is missing required information within the product section. The right sided number in "0/1" shows the total number of products
	Green Check - All products on the order(s) have been fulfilled.
	Comment Icon - Number of Notes made on the Patient Agreement
	Paper Clip - Number of attachments uploaded on to the Patient Agreement