

SUBMIT A CLAIM TO DJO BILLING

Once all billing requirements have been met, the claim(s) are ready to be billed. Follow the steps below to submit a claim to billing with the exception of Special Billing/Third Party claims. All Special Billing/Third Party claims should follow the [Submit Claim to Special Billing or Third Party](#) workflow.

On the MotionMD Dashboard, go to Ready for Billing and select View All:

The screenshot shows the MotionMD dashboard with the 'DJO Sales' section. The navigation bar includes 'MOTIONMD', 'Clinical', 'Inventory', 'Revenue', 'Reports', 'Admin', 'Help', and user profile. The 'DJO Sales' section has tabs for 'Patient Agreements', 'Restock Status', 'Billing', 'Admin', 'Analytics', and 'Motion Intelligence'. A search bar for 'Patient Agreement...' is at the top. Below it are four main categories: 'Missing Physician Signature', 'Submit to Verification', 'Ready for Billing', and 'Errors'. Each category has a 'View All' button. The 'Ready for Billing' button is highlighted with a red box. To the right is an 'Incomplete' table:

Type	Total
Not Started	0
In Progress	2
- Missing Diagnoses	1
- Missing Product	0
- Missing Payment Method	0
- Missing Patient Signature	2
- Missing Physician Signature	2
- Awaiting Verification	0

Once in the Billing Submission tab, it will auto-default to Not Submitted claims. Utilize the filters to search for specific claim types as needed.

The screenshot shows the 'Patient Agreements' page with the 'Billing Submission' tab selected. A 'New Patient Agreement' button is at the top right. The page displays 'Displaying all 3 patient agreements' and 'Sort by: Newest to Oldest'. A search bar is on the left. A filter menu on the left has 'Not Submitted' highlighted with a red box. The main content area shows a 'Billing Submission' section with '0 Selected for submission' and a 'Submit to Billing' button. Below is a detailed view of a 'Patient, Test' claim:

- Diagnoses:** S93.01XS
- Products:** OfficeCare (Not Submitted), AirSelect Standard (01EF-S - Ankle - (Small) - Body Side Right - L4361)
- Payment:** Medicare (Medicare)
- Signatures:** Signed by Test Patient (Self) on 09/09/2020, Signed by Kristen DiRocco on 09/09/2020
- Status:** 1/1 Ready for Billing, Not Submitted
- Metadata:** ID 107763, MRN 12345, DOB 1995-06-13, Birthdate 1995-06-13, Email leigha.wismann@djoglobal.com, Provider Kristen DiRocco

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After reviewing the claim, select each claim for billing submission. To select claim(s), check the box in the product section by the billing channel. Once all claim(s) have been chosen, the user will select **Submit to Billing**.

Patient Agreements New Patient Agreement

Patient Agreements **Billing Submission** Missing ICD-10

Filter by: Search... [Q]

Displaying all 3 patient agreements Sort by: Newest to Oldest

Billing Submission 1 Selected for submission Submit to Billing

Patient, Test
 CSA Orthopedics (South)
 08/24/2020 by Leigha Test

Diagnoses: S93.01XS

Products: OfficeCare (Not Submitted)
 AirSelect Standard
 01EF-S - Ankle - (Small) - Body Side Right - L4361

Payment: Medicare (Medicare)

Signatures: Signed by Test Patient (Self) on 09/09/2020
 Signed by Kristen DiRocco on 09/09/2020

1/1 Ready for Billing (Not Submitted)

ID 107763
 MRN 12345
 DOB 1995-06-13

Birthdate: 1995-06-13
 Email: leigha.wismann@djoglobal.com
 Provider: Kristen DiRocco

Once the PA has been submitted successfully, a Received status will show on the Billing Submissions page.

Patient Agreements **Billing Submission** Missing ICD-10

Filter by: Search... [Q]

Displaying 1 patient agreement Sort by: Newest to Oldest

Billing Submission 0 Selected for submission Submit to Billing

Patient, Test
 CSA Orthopedics (South)
 08/24/2020 by Leigha Test

Diagnoses: S93.01XS

Products: OfficeCare (Received)

Payment: Medicare (Medicare)

Signatures: Signed by Test Patient (Self) on 09/09/2020
 Signed by Kristen DiRocco on 09/09/2020

1/1 Billed (Received)

ID 107763
 MRN 12345
 DOB 1995-06-13

Birthdate: 1995-06-13
 Email: leigha.wismann@djoglobal.com
 Provider: Kristen DiRocco

Note: If you receive an Error, Document Generation Failed or Transmission Failed status, please reach out to MotionMD Help Support for further assistance.