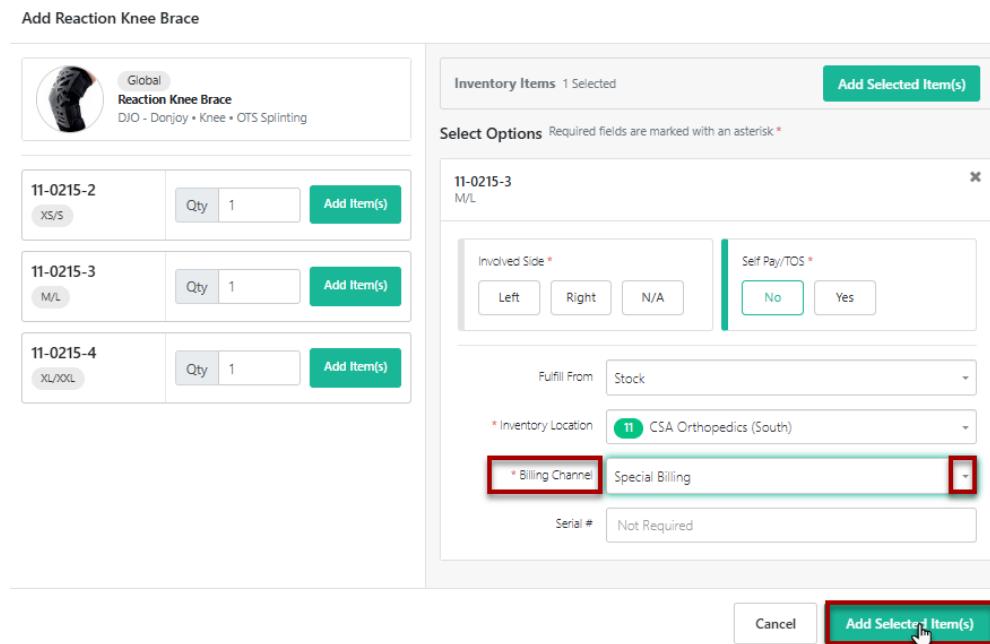


## SUBMIT CLAIMS TO SPECIAL BILLING OR THIRD PARTY

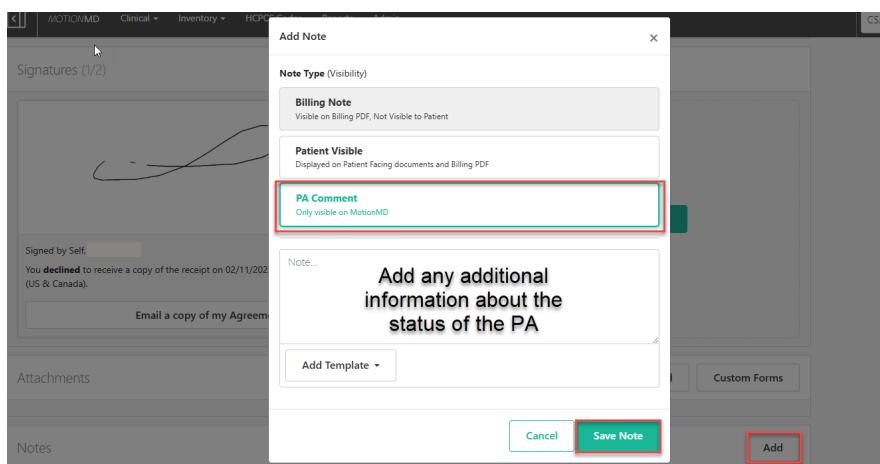
Each OfficeCare account has different processes for Special Billing and/or Third Party Patient Agreements (PAs) from MotionMD. If you were given specific instructions on how to handle them (where to fax them, etc.), continue to do as you were instructed by your RSM or MotionMD Implementation Lead. Otherwise, follow the process below:

From the **Product section**, under the **Billing Channel** dropdown menu, select **Special Billing** and **Add Selected Item(s)**.



Utilize the **Notes** section on the PA and add a **PA Comment**. Include additional information about the status of the PA. For example, when it was faxed, who it was faxed to, etc. The additional details are helpful if there are multiple special billing or Third Party processes in place at the account.

Click the **Add** button to the right of the **Notes** section and PA Comment as Note Type. Add text in the **Notes** box regarding process completed for submitting Special Billing claim. Click **Save Note** button.

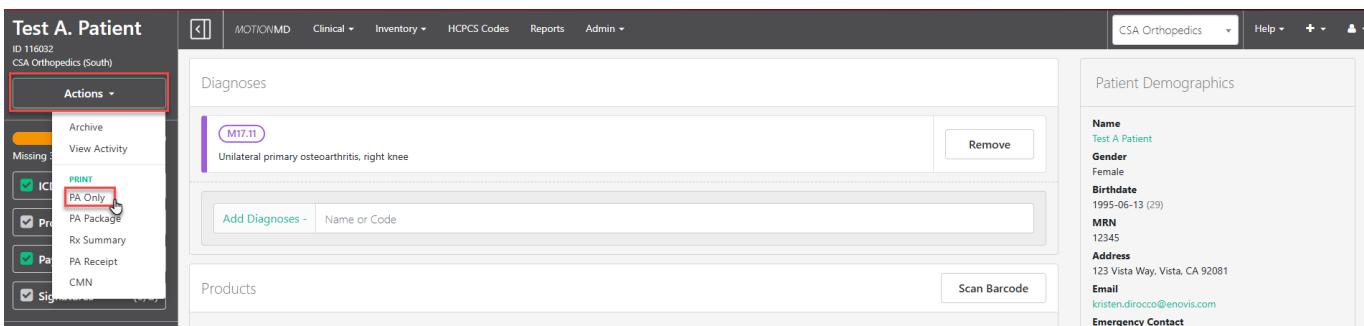


## SUBMIT CLAIMS TO SPECIAL BILLING OR THIRD PARTY

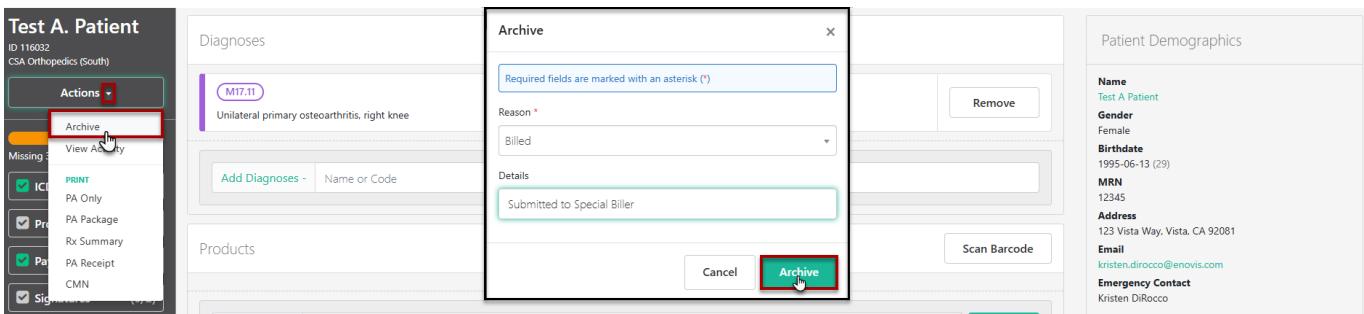
The system displays the note on the PA as a PA Comment:



Once complete the PA should be printed and faxed to the Special Biller or Third Party. Select the Actions button on the left sidebar and select the **PA Only** option from the Print section.



After the claim has been faxed, the PA should be archived to pull it out of the MotionMD workflow. On the PA, Select the Actions button on the Left sidebar and select **Archive**. A pop-up window will appear to select the reason as Billed and Submitted to Special Biller and **Archive**:



A claim can be unarchived and viewed at any time by searching for the patient agreement.

