


## 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 Items(s)**.

Add Reaction Knee Brace



Global  
**Reaction Knee Brace**  
DJO • Donjoy • Knee • OTS Splinting

11-0215-2  
XS/S

Qty 1

Add Item(s)

11-0215-3  
M/L

Qty 1

Add Item(s)

11-0215-4  
XL/XXL

Qty 1

Add Item(s)

Inventory Items: 1 Selected Add Selected Item(s)

Select Options Required fields are marked with an asterisk \*

11-0215-3  
M/L

Involved Side \*

Left Right N/A

Self Pay/TOS \*

No Yes

Fulfill From: Stock

\* Inventory Location: CSA Orthopedics (South)

\* Billing Channel: Special Billing

Serial #: Not Required

Cancel 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.

Signatures (1/2)

Signed by Self: [Signature]

You **declined** to receive a copy of the receipt on 02/11/2022 (US & Canada).

Email a copy of my Agreement

Attachments

Notes

Add Note

Note Type (Visibility)

**Billing Note**  
Visible on Billing PDF, Not Visible to Patient

**Patient Visible**  
Displayed on Patient Facing documents and Billing PDF

**PA Comment**  
Only visible on MotionMD

Note...

Add any additional information about the status of the PA

Add Template

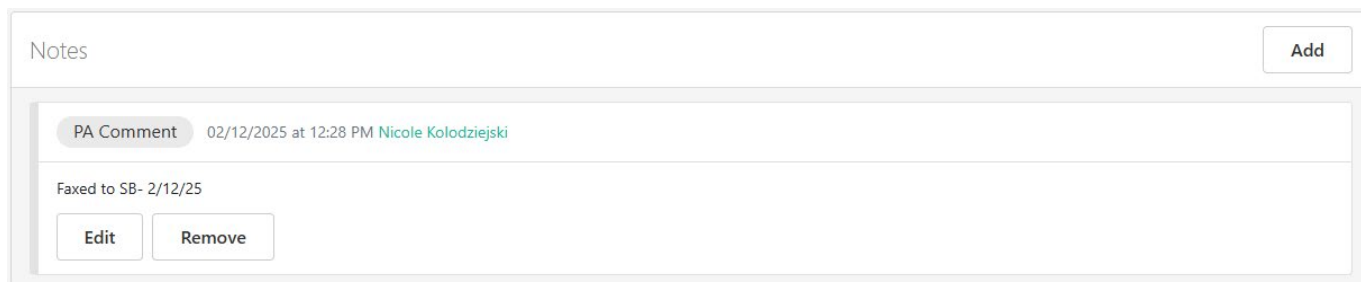
Cancel Save Note

Custom Forms

Add

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



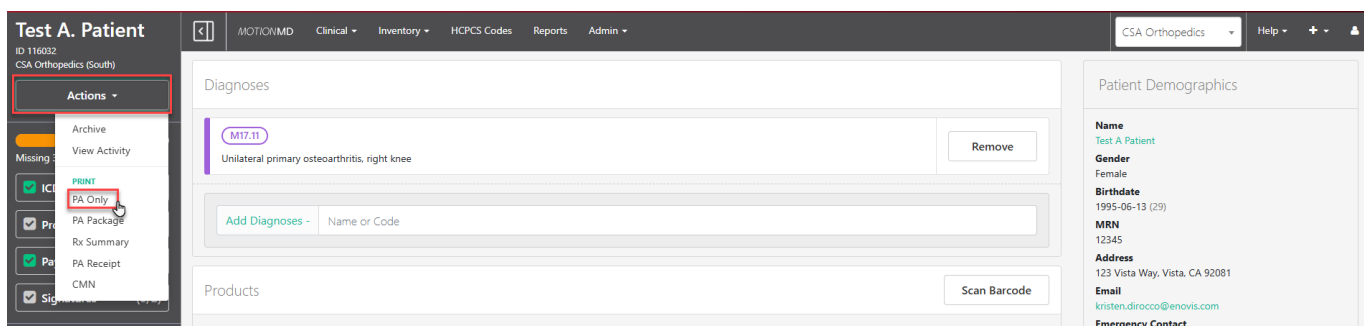
Notes Add

PA Comment 02/12/2025 at 12:28 PM Nicole Kolodziejki

Faxed to SB- 2/12/25

Edit Remove

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.



Test A. Patient  
ID 116032  
CSA Orthopedics (South)

**Actions**

- Archive
- View Activity
- PRINT**
  - PA Only**
  - PA Package
  - Rx Summary
  - PA Receipt
  - CMN
- Signature

Diagnoses

M17.11 Unilateral primary osteoarthritis, right knee Remove

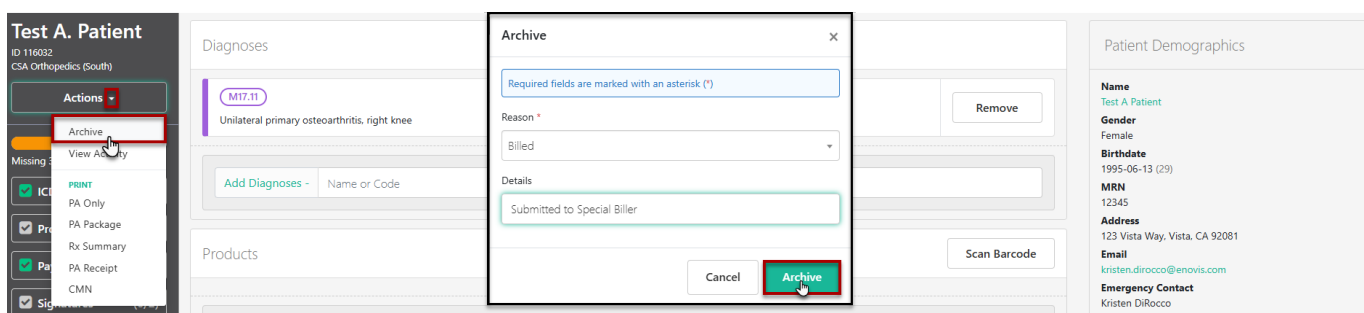
Add Diagnoses - Name or Code

Products Scan Barcode

Patient Demographics

Name: Test A Patient  
Gender: Female  
Birthdate: 1995-06-13 (29)  
MRN: 12345  
Address: 123 Vista Way, Vista, CA 92081  
Email: kristen.dirocco@enovis.com  
Emergency Contact: Kristen DiRocco

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**:



Archive

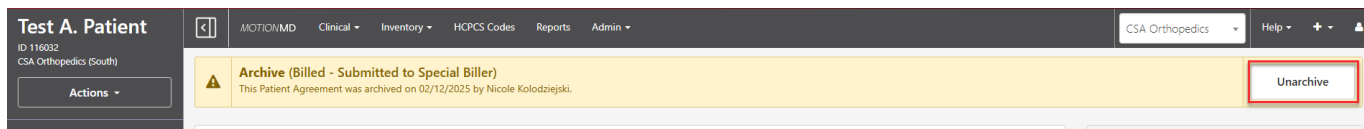
Required fields are marked with an asterisk (\*)

Reason \*  
Billed

Details  
Submitted to Special Biller

Cancel Archive

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



Test A. Patient  
ID 116032  
CSA Orthopedics (South)

**Actions**

**Archive (Billed - Submitted to Special Biller)**  
This Patient Agreement was archived on 02/12/2025 by Nicole Kolodziejki.

Unarchive