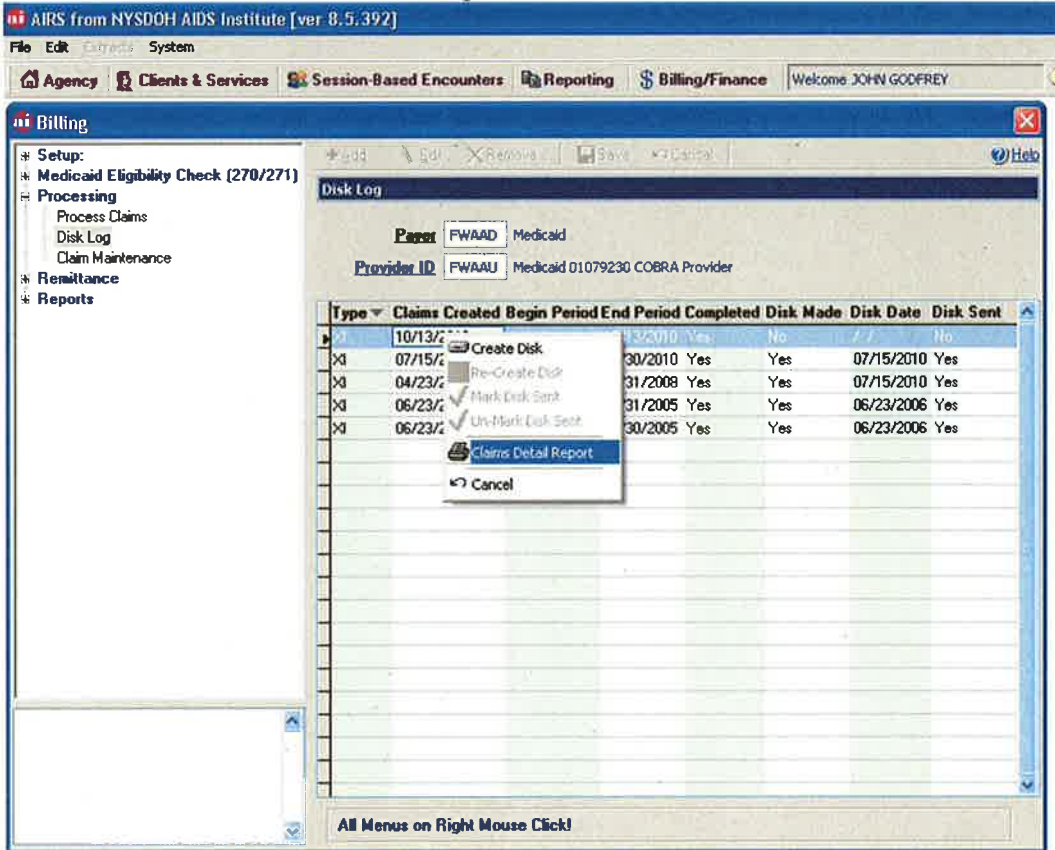


## COBRA Billing/QA Reports

Every time you process a claim a **Claims Detail Report** automatically is run showing you what claims are included in the “disk”. The disk is the electronic file that you would upload to the eMedNY/eXchange website for processing by Medicaid. This report can also be re-run by choosing the particular “disk” as shown below. You right click your mouse on the row want to see the report for.



You **must review** this report to ensure claims being submitted to Medicaid are accurate, there are no missing claims, and as a last quality assurance check. You should review all claims that are higher than \$500 and research the feasibility of these claims. Other quality checks should also be performed as required by your program.

A sample of this report is on the next page.

Version: 8.6.365  
Version Date: 12/16/2010

VFP Test System of URS  
AIRS - AIDS Institute Reporting System  
CLAIMS DETAIL REPORT

All Claims

07/01/2010 - 07/31/2010

Selection Criteria: All

PAYER: Medicaid

PROVIDER ID: 01079230

Category of Service: 0265

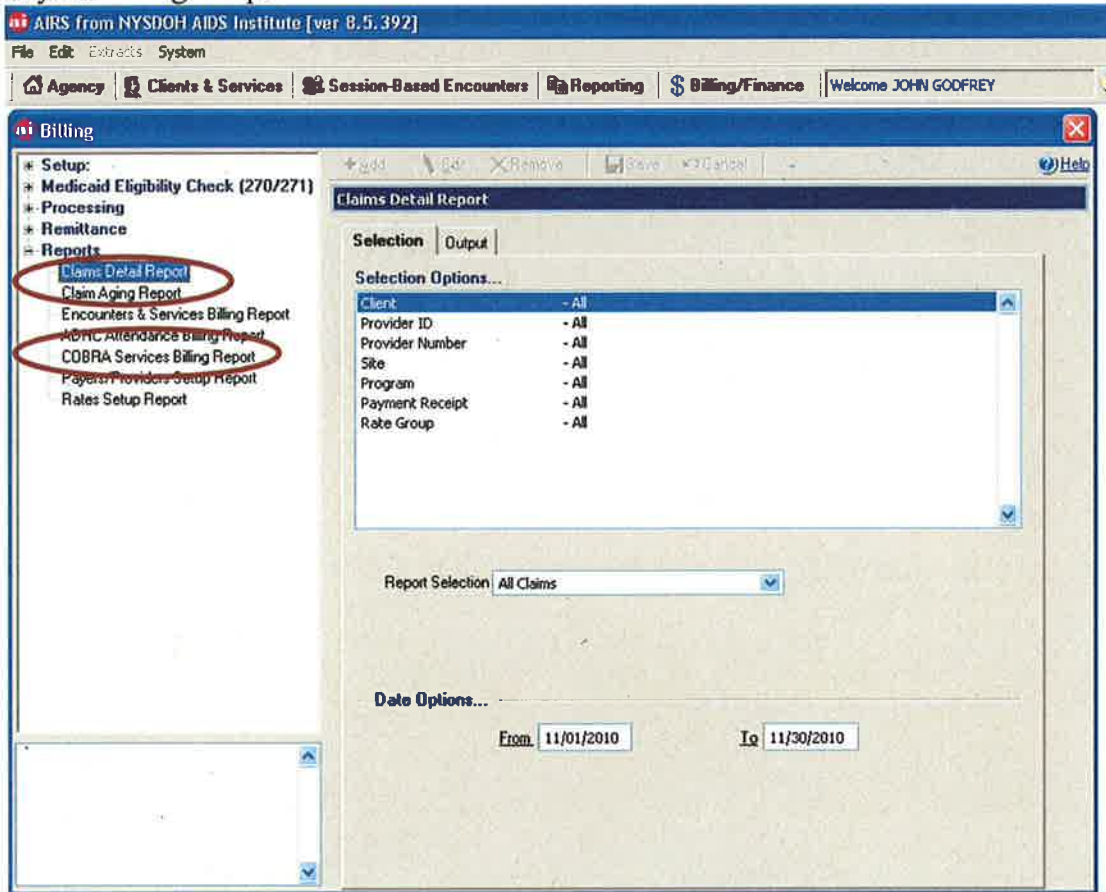
Clinic Specialty Code:

| Name/<br>Policy #        | YOB  | Sex | Invoice/<br>Line | Auto/<br>Man. | Date       | Rate/<br>Proc.<br>Code | Loc.<br>Code | #Units | Amount<br>Charged | Co-<br>paymt | Amount<br>Paid | Status  | Action                | Created from<br>Invoice/Line |
|--------------------------|------|-----|------------------|---------------|------------|------------------------|--------------|--------|-------------------|--------------|----------------|---------|-----------------------|------------------------------|
| Kane, Keirane<br>*****1) | 1962 | M   | 000000090<br>01  | A             | 01/03/2008 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$0.00         | Denied  | Rebill -<br>Performed |                              |
| Kane, Keirane<br>*****1) | 1962 | M   | 000000100<br>01  | A             | 03/31/2009 | 52230                  | 03           | 2.0    | \$50.00           | \$0.00       | \$0.00         | Denied  | None                  |                              |
| Kane, Keirane<br>*****1) | 1962 | M   | 000000130<br>01  | A             | 01/03/2008 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$0.00         | Unknown | None                  | 000000090/<br>01             |
| LANE, LOIS<br>AQ93478P   | 1985 | F   | 000000140*<br>01 | A             | 04/20/2005 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$0.00         | Unknown | None                  | 000000010/                   |

Total Number of Invoices: 4  
Total Number of Claims (Including Pending & Denied): 4  
Total Number of Pending Claims: 0  
Total Number of Denied Claims: 2  
Total Amount Billed: \$275.00  
Total Amount Paid: \$0.00

1) Policy Number Missing  
\* Adjust Claim; \*\* Void Claim

There are three reports in the Reports section of the Billing/Finance module that can be helpful to you in regularly managing your COBRA billing: **Claims Detail Report**, **COBRA Services Billing Report** and **Claim Aging Report**. The Encounter & Services Billing Report is the same as the COBRA Service Billing Report. The ADHC report has no relevance. The Payer Provider & Setup and Rates Setup report is only helpful to look at your billing setup.



**Claims Detail Report:** This report is the same report as the first one mentioned on Pg 1. The only difference is you get to choose parameters that help you filter your data as needed. The most helpful parameters are your ability to choose a particular client and/or the date range option. You can choose a particular month, week, day or year. This report will only show claims that were generated to be billed.

**COBRA Services Billing Report:** Identifies all services rendered to clients as either billable or non-billable. This report will help you identify clients that may not have been billed even though they should have been. The report also shows the Services detail for each client on a particular date. This report can be used to help identify clients that have received multiple services on the same day.

**Claims Aging Report:** This report is a client specific report showing outstanding claims including claims that have not been marked as paid or denied in over 30 days.

Samples of the Claims Detail and COBRA Service Billing Report are on the next couple of pages.

Version: 8.5.392  
 Version Date: 08/15/2010

VFP Test System of URS  
 AIRS - AIDS Institute Reporting System  
 CLAIMS DETAIL REPORT

All Claims

11/01/2000 - 11/30/2010

Selection Criteria: Program - 1 Case Management Programm

PAYER: Medicaid

PROVIDER ID: 01079230

Category of Service: 0265

Clinic Specialty Code:

| Name/<br>Policy #                 | YOB  | Sex | Invoice/<br>Line | Auto/<br>Man. | Date       | Rate/<br>Proc.<br>Code | Loc.<br>Code | #Units | Amount<br>Charged | Co-<br>paymt | Amount<br>Paid | Status  | Action                | Created from<br>Invoice/Line |
|-----------------------------------|------|-----|------------------|---------------|------------|------------------------|--------------|--------|-------------------|--------------|----------------|---------|-----------------------|------------------------------|
| LANE, LOIS<br>AQ93478P            | 1985 | F   | 000000010<br>01  | A             | 04/20/2005 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$75.00        | Paid    | Adjust                |                              |
| ZZBROWN, CHARLIE BLUE<br>VM39450Y | 1980 | M   | 000000020<br>01  | A             | 12/15/2005 | 52230                  | 03           | 6.0    | \$150.00          | \$0.00       | \$150.00       | Paid    | None                  |                              |
| Kane, Keirane<br>*****1)          | 1962 | M   | 000000090<br>01  | A             | 01/03/2008 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$0.00         | Denied  | Rebill -<br>Performed |                              |
| Kane, Keirane<br>*****1)          | 1962 | M   | 000000100<br>01  | A             | 03/31/2009 | 52230                  | 03           | 2.0    | \$50.00           | \$0.00       | \$0.00         | Denied  | None                  |                              |
| Kane, Keirane<br>*****1)          | 1962 | M   | 000000130<br>01  | A             | 01/03/2008 | 52230                  | 03           | 3.0    | \$75.00           | \$0.00       | \$0.00         | Unknown | None                  | 000000090/<br>01             |

Total Number of Invoices: 5

Total Number of Claims (Including Pending & Denied): 5

Total Number of Pending Claims: 0

Total Number of Denied Claims: 2

Total Amount Billed: \$425.00

Total Amount Paid: \$225.00

1) Policy Number Missing  
 \* Adjust Claim; \*\* Void Claim

VFP Test System of URS  
 AIRS - AIDS Institute Reporting System  
**COBRA Services Billing Report**

11/01/2000 - 11/30/2010

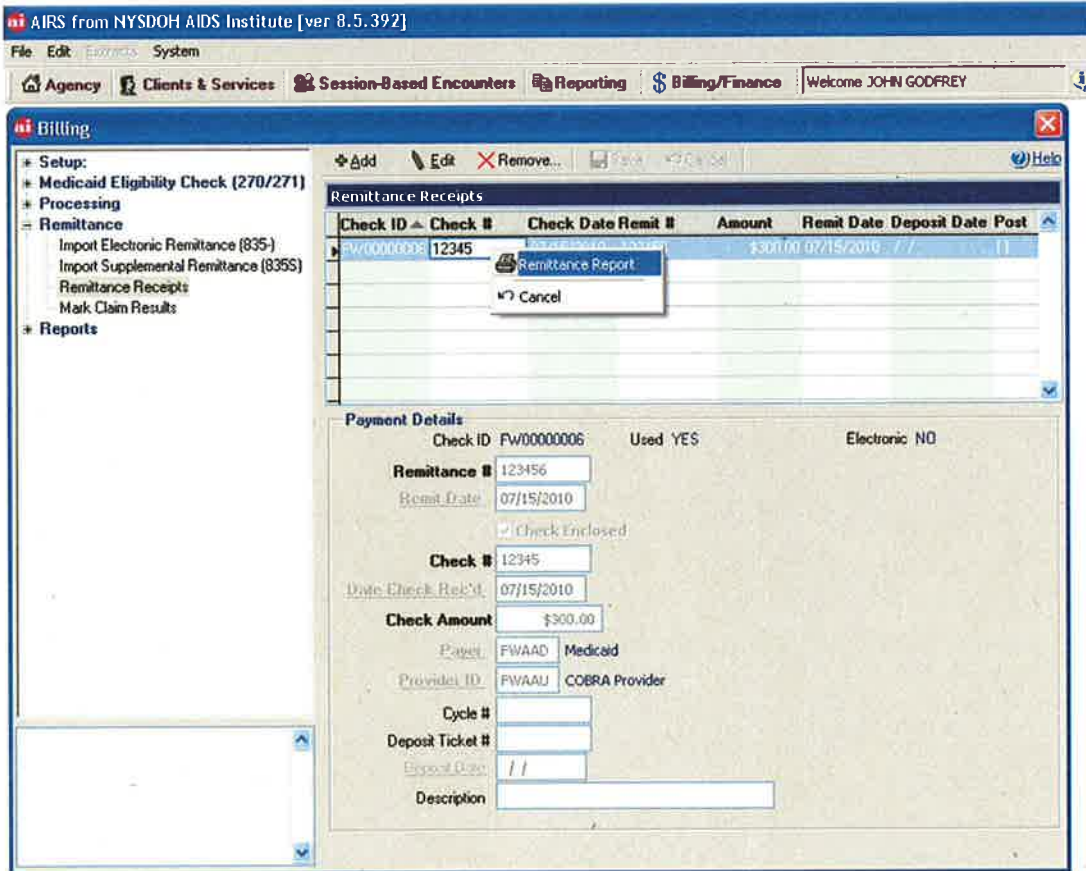
Version: 8.5.392  
 Version Date: 08/15/2010

Selection Criteria: All  
 Service Category: Case Management  
 Program: 1 Case Management Programm  
 Site: SITE One

| Name                     | ID #        | Date       | Encounter Type                                      | Services          |       |                               | Invoice   |
|--------------------------|-------------|------------|---|-------------------|-------|-------------------------------|-----------|
|                          |             |            |   | Time              | Hours | Service                       |           |
| APPLE, EVE ADAMS         | 1           | 05/11/2005 | Other Supportive Services<br>(Not Direct Case Mgmt) | * 08:55am-09:22am | 00:27 | Living Skills Training--Group |           |
|                          |             | 01/05/2006 | Other   | * 11:00pm-11:45pm | 00:45 | Crisis Intervention           |           |
| KANE, KEIRANE            | LOSTJOHN... | 01/03/2008 | Face To Face  | ✓ 10:00am-10:45am | 00:45 | Assessment                    | 000000090 |
| LANE, LOIS               | 8           | 08/10/2003 | Face To Face  | * 08:33am-09:17am | 00:44 | Intake                        |           |
|                          |             | 04/20/2005 | Phone   | ✓ 11:00am-11:38am | 00:38 | Reassessment                  | 000000010 |
| ZZBROWN, CHARLIE<br>BLUE | 21          | 12/15/2005 | Face To Face  | ✓ 10:00am-11:21am | 01:21 | Intake                        | 000000020 |

✓ Service Billed  
 \* Service Not Billed

The screen shot below shows you where you can generate your **Remittance Report**. This report must be reviewed to help manage any denials and reconcile your claims. I believe if you are importing electronic remittances this report automatically pops up after you import your electronic remittance.

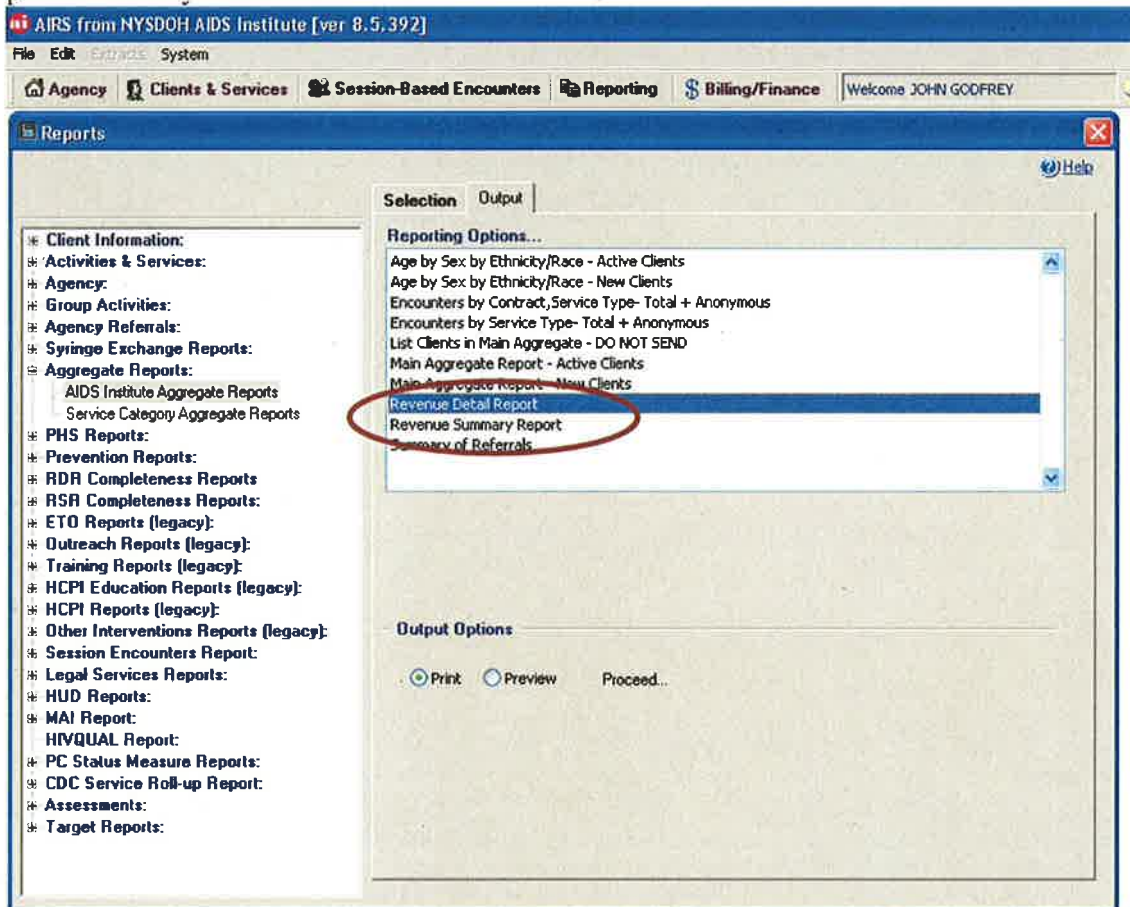


A sample report is shown on the next page.





The next sets of reports are reports that are in the **Reporting module** in AIRS - not in the Billing/Finance Module. The first set of reports are under the Aggregate Reports as shown below. They are the **Revenue Detail Report** and **Revenue Summary Report**. The **Revenue Summary Report** is useful when completing your COBRA Cost Reports and the Quarterly Reports. Running this report monthly or quarterly will give you your revenues received, denied claims, re-bills....etc. This is also help to get an aggregate picture about your denial rate.



The **Revenue Detail Report** may not be as useful because of how large this report could be. However, it does give you the particular invoice #s and date for each claim in the specific categories...e.g. newly billed, denied-rebill...etc.

Sample of these report are on the next couple pages.

**AIDS Institute Aggregate Reports  
Revenue Detail Report**

|  |
|--|
| Agency: <u>VFP Test System of URS</u>                    |
| Report<br>Period: <u>11/01/2000</u> To <u>11/30/2010</u> |
| Version: <u>8.5.392</u> Version Date: <u>08/15/2010</u>  |

Selection  
Criteria: All

| Transaction Type                           | Invoice # | Claim Date | Amount        |
|--|-----------|------------|---------------|
| <b>Program: 1 Case Management Programm</b> |           |            |               |
| Newly Billed Claims                        | 000000100 | 07/15/2010 | 50.00         |
|  | 000000090 | 04/23/2010 | 75.00         |
|  | 000000010 | 06/23/2006 | 75.00         |
|  | 000000020 | 06/23/2006 | 150.00        |
| <b>Subtotal</b>                            |           |            | <b>350.00</b> |
| Claims Denied-Rebill                       | 000000090 | 04/23/2010 | 75.00         |
| <b>Subtotal</b>                            |           |            | <b>75.00</b>  |
| Claims Denied-No Action                    | 000000100 | 07/15/2010 | 50.00         |
| <b>Subtotal</b>                            |           |            | <b>50.00</b>  |
| Revenues Received                          | 000000010 | 06/23/2006 | 75.00         |
|  | 000000020 | 06/23/2006 | 150.00        |
| <b>Subtotal</b>                            |           |            | <b>225.00</b> |

**AIDS Institute Aggregate Reports  
Revenue Summary Report**

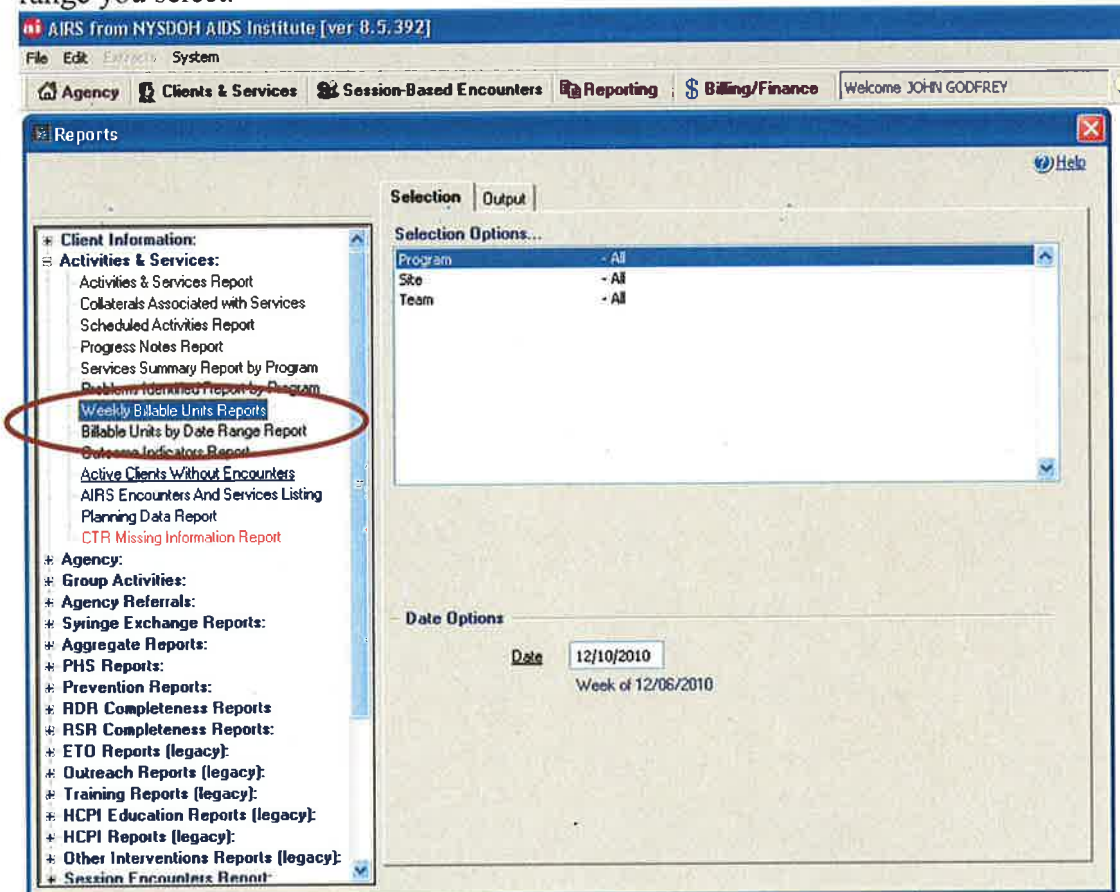
|  |
|--|
| Agency: <u>VFP Test System of URS</u>                    |
| Report<br>Period: <u>11/01/2000</u> To <u>11/30/2010</u> |
| Version: <u>8.5.392</u> Version Date: <u>08/15/2010</u>  |

Selection  
Criteria: All  
Report  
Selection: All Programs

| Description                                | Amount   |
|--|----------|
| <b>Program: 1 Case Management Programm</b> |          |
| Total Billed Claims                        | \$350.00 |
| Newly Billed Claims                        | \$350.00 |
| Re-Billed Claims                           | \$0.00   |
| Claims Pended                              | \$0.00   |
| Total Claims Denied                        | \$125.00 |
| Denied-Rebill                              | \$75.00  |
| Denied-Never Rebill                        | \$0.00   |
| Denied-No Action                           | \$50.00  |
| Revenues Adjusted                          | \$0.00   |
| Revenues Voided                            | \$0.00   |
| Revenues Received                          | \$225.00 |
| <b>Summary Information</b>                 |          |
| Total Billed Claims                        | \$350.00 |
| Newly Billed Claims                        | \$350.00 |
| Re-Billed Claims                           | \$0.00   |
| Claims Pended                              | \$0.00   |
| Total Claims Denied                        | \$125.00 |
| Denied-Rebill                              | \$75.00  |
| Denied-Never Rebill                        | \$0.00   |
| Denied-No Action                           | \$50.00  |
| Revenues Adjusted                          | \$0.00   |
| Revenues Voided                            | \$0.00   |
| Revenues Received                          | \$225.00 |



The last couple of reports, as shown below, have been used by various programs to manage staff productivity. The **Weekly Billable Units Report** totals the potential number of billable units per day per staff member and/or team. The **Billable Units by Date Range Report** is similar but totals the potential number of billable units by the data range you select.



Sample of these reports are on the next couple of pages.

VFP Test System of URS  
AIRS - AIDS Institute Reporting System  
Weekly Billable Units - Whole Number

Selection Criteria: All

Week of 12/31/2007

QUARTER 4

Week # 14

| * No Team Entered         | MONDAY   | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY | SUNDAY   | TOTAL    |
|---------------------------|----------|----------|-----------|----------|----------|----------|----------|----------|
| Scott, Elijah             | 0        | 0        | 0         | 3        | 0        | 0        | 0        | 3        |
| <b>TOTAL</b>              | <b>0</b> | <b>0</b> | <b>0</b>  | <b>3</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| <b>TOTAL YEAR TO DATE</b> |          |          |           |          |          |          |          | <b>3</b> |

TOTAL POTENTIAL UNITS TO BE BILLED FOR THE WEEK 3

TOTAL POTENTIAL UNITS BILLED FOR THE YEAR TO DATE 3

VFP Test System of URS  
AIRS - AIDS Institute Reporting System  
Billable Units by Date Range Report  
01/01/1901 - 12/10/2010

Selection Criteria: All

| <b>* No Team Entered</b> | <b>TOTAL</b> |
|--------------------------|--------------|
| DEVIL, TASMANIAN         | 2            |
| POTTER, HARRY            | 3            |
| Scott, Elijah            | 3            |
| <b>TOTAL</b>             | <b>8</b>     |

| <b>GIANTS</b> | <b>TOTAL</b> |
|---------------|--------------|
| HOLIDAY, DOC  | 6            |
| <b>TOTAL</b>  | <b>6</b>     |