

Chapter 30 – Supplemental Billing

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Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required.

Processing Supplemental Billing

Introduction

After the Service Provided (225) process has been completed for a Provider/Funding/Service, changes or corrections to the billing units can be made using the Supplemental Billing module. Adjustments can be processed up to three months after the original Service Provided billing was submitted.

Important

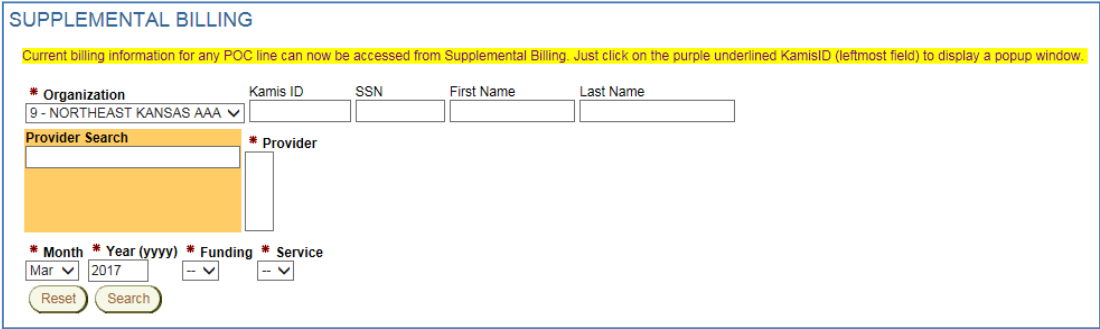
Depending on the funding of the Service Provided record being adjusted, there is a two or three month look-back period for any Supplemental Billing changes or corrections for previous months.

For Example: Payments being made in July for the June billing cycle will also process any missed or adjusted payment records for May and April, and in some cases, March.

There are additional policies that come into play around the close of the fiscal year. For any questions regarding these policies or procedures, contact the KDADS Accounting Division or refer to the Field Services Manual.

How To

Follow the steps in the table below to enter Supplemental Billing changes or corrections to previously submitted Service Provided billing record(s).

Step	Action	Result
1.	On the KAMIS home page, click on the Supplemental button under the 'BILLING' region.	The <i>Supplemental Billing</i> page displays. The Organization field displays the logged-in user's organization. The date displays the current month and year.
		
2.	If this change/correction is for a specific customer, enter either his/her KAMIS ID number, or the first and last name. Otherwise, leave these fields blank.	Determines whether a single customer displays in the Search Results, or potentially more than one.
3.	In the Provider Search field, enter the partial or full name of the Provider.	Required to populate the Provider list.

Continued on next page

Processing Supplemental Billing, continued

How To

continued

Step	Action	Result
4.	If more than one Provider displays, select the correct Provider.	Required
5.	Select the Month and enter the Year for the billing record being adjusted.	Required
6.	Select the Funding from the drop-down list.	Required
7.	Select the Service from the drop-down list.	Required

SUPPLEMENTAL BILLING

Current billing information for any POC line can now be accessed from Supplemental Billing. Just click on the purple underline

* Organization Kamis ID SSN First Name Last Name

9 - NORTHEAST KANSAS AAA smurf

Provider Search * Provider

holt HOLTON SR CTR ==> HOLTON

* Month * Year (yyyy) * Funding * Service

Feb 2017 OAA3C1 CMEL - CONGREGATE MEALS

8. Click on the **Search** button.

A list of customer(s) with processed Service Provided records displays.

Note: For OAA3E funded services (Caregiver), the Caregiver and Care Recipient names will display in the table.

SUPPLEMENTAL BILLING

Current billing information for any POC line can now be accessed from Supplemental Billing. Just click on the purple underlined KamisID (leftmos

* Organization Kamis ID SSN First Name Last Name

9 - NORTHEAST KANSAS AAA smurf

Provider Search * Provider

holt HOLTON SR CTR - 1052

* Month * Year (yyyy) * Funding * Service

Feb 2017 OAA3C1 CMEL - CONGREGATE MEALS

Search Results

KAMIS ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Details
5722161	SMURF, MAMA	444-11-1955	02/06/2017	02/28/2017	0	0	0	23	25	23	
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	

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Continued on next page



Processing Supplemental Billing, continued

How To

Continued

Step	Action	Result
9.	Click on the Details icon at the end of the customer line whose entry needs adjustment.	The <i>Details, Adjust Billing</i> and <i>Service Totals</i> regions display.

Search Results

KAMIS ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Details
5722161	SMURF, MAMA	444-11-1955	02/06/2017	02/28/2017	0	0	0	23	25	23	
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	

1 - 2

Details

Kamis ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Adjustment #
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	1

1 - 1

Adjust Billing

KamisID 360974 Customer Name SMURF, PAPA SSN 444-11-1941 SCA % 0 Start Date 01/01/2017 End Date 02/28/2017

PI Billed	PI Collected	Units Provided	Units Paid	Adjustment Comment
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Service Totals

PI Billed	PI Collected	Provided	Paid	Budget Remaining	Unit Cost
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="21"/>	<input type="text" value="21"/>	734831.6	1.1

Region	Purpose
Details	This is the information for the selected customer from the original Supplemental Billing Search Results
Adjust Billing	This is where the actual adjustment is made. The increase or decrease from the original amount is entered here.
Service Totals	After the Adjustment Billing amount is entered, this region reflects what the new total is for this customer's service billing record.

10.	Enter the increase or decrease for the appropriate field(s):	
-----	--	--

Adjustment Needed	Action
Add Units Provided / Paid	Add just the additional units needed.
Decrease Units Provided / Paid	Place a minus sign (-) in front of the units that need to be subtracted.

These numbers are added to the original totals to calculate the adjusted totals for which KDADS Accounting will process payments.

Continued on next page

Processing Supplemental Billing, continued

How To

Continued

Step	Action	Result																																														
11.	Enter an Adjustment Comment	Optional - For notation.																																														
	<p>Example Adjustment: Original Units Provided and Units Paid entry was 21, but should have been 18. The Adjust Billing entry for Units Provided and Units Paid will be -3 The Service Totals show the correct (adjusted) totals (18)</p> <div data-bbox="500 577 1477 982" style="border: 1px solid #ccc; padding: 5px;"> <p>Details</p> <table border="1"> <thead> <tr> <th>Kamis ID</th> <th>Name</th> <th>SSN</th> <th>Start Date</th> <th>End Date</th> <th>SCA Pct</th> <th>PI Billed</th> <th>PI Collected</th> <th>Units Provided</th> <th>Units Auth</th> <th>Units Paid</th> <th>Adjustment #</th> </tr> </thead> <tbody> <tr> <td>360974</td> <td>SMURF, PAPA</td> <td>444-11-1941</td> <td>01/01/2017</td> <td>02/28/2017</td> <td>0</td> <td>0</td> <td>0</td> <td>21</td> <td>25</td> <td>21</td> <td>1</td> </tr> </tbody> </table> <p>Adjust Billing</p> <p>KamisID 360974 Customer Name SMURF, PAPA SSN 444-11-1941 SCA % 0 Start Date 01/01/2017 End Date 02/28/2017</p> <table> <tr> <td>PI Billed</td> <td>PI Collected</td> <td>Units Provided</td> <td>Units Paid</td> <td>Adjustment Comment</td> </tr> <tr> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="-3"/></td> <td><input type="text" value="-3"/></td> <td><input type="text"/></td> </tr> </table> <p>Service Totals</p> <table> <tr> <td>PI Billed</td> <td>PI Collected</td> <td>Provided</td> <td>Paid</td> <td>Budget Remaining</td> <td>Unit Cost</td> </tr> <tr> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="18"/></td> <td><input type="text" value="18"/></td> <td>734831.6</td> <td>1.1</td> </tr> </table> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p>Note: The Service Totals table automatically updates when the unit adjustments are entered.</p>		Kamis ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Adjustment #	360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	1	PI Billed	PI Collected	Units Provided	Units Paid	Adjustment Comment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="-3"/>	<input type="text" value="-3"/>	<input type="text"/>	PI Billed	PI Collected	Provided	Paid	Budget Remaining	Unit Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="18"/>	<input type="text" value="18"/>	734831.6	1.1
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12.	Click on the Save button.	The adjustment is saved and the main Supplemental Billing window displays again.																																														

Viewing Adjustments in Supplemental Billing

Introduction

After an adjustment is made in Supplemental Billing, the adjustment cannot be viewed simply by looking at the customer's billing record again. The Search Results will still show the units entered from the original Service Provided (225) billing.

Viewing the adjustment requires searching for the customer again in Supplemental Billing, and accessing the customer's Details page again.

How To

Follow the steps in the table below to view a customer's Supplemental Billing adjustment.

Step	Action	Result
1.	Access Supplemental Billing and do a search for the desired adjustment by entering the appropriate customer information (KAMIS ID or name), provider, month, year, funding, and service.	The customer's Service Provided billing record displays in the Search Results.
2.	Click on the Details icon at the end of the Search Results row.	The window refreshes with the additional adjustment information displayed.

* Organization: 9 - NORTHEAST KANSAS AAA
 * Provider: holt
 * Month: Feb * Year (yyyy): 2017 * Funding: OAA3C1 * Service: CMEL - CONGREGATE MEALS

KAMIS ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Details
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	

1 - 1

Details

Kamis ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Adjustment #
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	1
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	-3	25	-3	2

1 - 2

Adjust Billing

KamisID 360974 Customer Name SMURF, PAPA SSN 444-11-1941 SCA % 0 Start Date 01/01/2017 End Date 02/28/2017

PI Billed	PI Collected	Units Provided	Units Paid	Adjustment Comment
0	0	0	0	

Service Totals

PI Billed	PI Collected	Provided	Paid	Budget Remaining	Unit Cost
0	0	18	18	734833.8	1.1

Note: Adjustment #1 is always the original Service Provided (225) entry that was made.

View Adjustments in POC Service Billing Line Detail

Introduction

Adjustments made in Supplemental Billing can be seen in the POC Service Line Billing Detail window. The POC Service Line Billing Detail window can be accessed from multiple locations:

- the Supplemental Billing *Details* region
- the Multi Line Items Entry tab in the customer's Plan of Care
- the Service Provided (225) *Pending Services* region

This is how the adjustment made in the example previously described will display:

POC Service Line Billing Detail

* Assessment# 1483143 * Service Line Item# 4 * Month Feb * Year 2017 * Display Suggested Adjustment? No

Submit

SERVICE LINE DETAILS FOR SMURF, PAPA (K360974)

CMEL OAA3C1 "HOLTON SR CTR" 5 units per WK // 25 authed per month 01/01/17 - 02/28/17 unitCost=\$1.1 copay=\$0 monthlyCost=\$27.5

-----ALREADY PAID BY KDOA-----					
ADJ#	COLLECTED	BILLED	PROVIDED	PAID	KDOA_PAID
SUM TOTAL PAID BY KDOA-----					
TTL	0	0	0	0	0

This section shows entries that have already been processed through KDOA Approvals, and cannot be changed.

-----UNPAID BY KDOA-----					
ADJ#	COLLECTED	BILLED	PROVIDED	PAID	KDOA_PAID
1	0	0	21	21	
2	0	0	-3	-3	
SUM TOTAL UNPAID BY KDOA-----					
TTL	0	0	18	18	0

This line shows the total of all entries that have NOT yet been processed through KDOA Approvals, and can still be changed/deleted by KDOA Help Desk if necessary. PSA billing records will need to be adjusted if these are changed.

-----CURRENT SUM OF ALL PAID/UNPAID ADJUSTMENTS-----					
ADJ#	COLLECTED	BILLED	PROVIDED	PAID	KDOA_PAID
TTL	0	0	18	18	0

This line shows what the total of all entries "would" be, assuming all pending (green) lines are paid by KDOA at their present values.

The following examples show the various ways to access the POC Service Billing Line Detail.

Access via Supplemental Billing

Click on either KAMIS ID link:

Kamis ID	Name	SSN	Start Date	End Date	SCA Pct	PI Billed	PI Collected	Units Provided	Units Auth	Units Paid	Adjustment #
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	21	25	21	1
360974	SMURF, PAPA	444-11-1941	01/01/2017	02/28/2017	0	0	0	-3	25	-3	2

1 - 2

Access via Plan of Care

Click on the line # link of the service line:

Plan of Care

Assessment Nbr: 1483143 [Assessment](#) [Caselog](#) [Unlock & Close](#)

Customer Information Tab | Line Items Entry | **Multi Line Items Entry** | Print View

* POC Version 10 ... * POC Status APPROVED All Active Open HCBS Open Non-HCBS

Save All POC info

#	Org	Service	SD	Funding	SCA	Provider	Units	Freq	MO TTL	Start	E
2	0	CMEL		OAA3C1	0	SENECA NUTR	5	wk	25	08/22/18	12/
3	9	CMELH		OAA3C2	0	HOLTON SR CTR	5	wk	25	03/01/17	03/
4	9	CMEL		OAA3C1	0	HOLTON SR CTR	5	Wk	25	01/01/17	02/

Continued on next page

View Adjustments in POC Service Billing Line Detail, continued

Service Provided (225)

Click on the KAMIS ID link:

SERVICE PROVIDED (225)

Start New 225 Process - Enter New Criteria

NOTE: To change a provider or service/funding, click on the Red "Start New 225 Process - Enter New Criteria" button first.

Organization: 9 - NORTHEAST KANSAS AAA
Month: Feb
Year (yyyy): 2017
Provider Search: holton
Provider: HOLTON SR CTR ==> HOLTON

Funding Program (with approved budgets only): QAA3C1 - OLDER AMERICANS ACT - TITLE III-C1 - 887
Service: CMEL - CONGREGATE MEALS - 756
S Select to list from...: ALL
Display Supplementals: Yes

Previously Paid Services - Forwards to Report KMS-0006

Pending Services

KamisID	Customer	SSN	Start Date	End Date	Disch. Code	SCA Pct.	PI Bill.	PI Coll.	Units Prov.	Unit Cost	Units Auth.	Units Paid	Paid Date
5722161	SMURF, MAMA (Suppl.)	444-11-1955	02/06/2017	02/28/2017	-	0				1.1	25		
360974	SMURF, PAPA (Suppl.)	444-11-1941	01/01/2017	02/28/2017	-	0				1.1	25		

By changing the *Display Supplementals* option to 'Yes,' entries that have an existing Supplemental Billing record will be noted with '(Suppl.)'

For more information on the POC Service Line Billing Detail window and its contents, see *Chapter 19a – Plan of Care* in the KAMIS II User Manual.