

Chapter 28 – Care Level I Adjustment Billing

Table of Contents

CARE Level I Adjustment Billing 1

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.

CARE Level I Adjustment Billing

Introduction

The *CARE Level I Adjustment Billing* is used to change the Assessor or Location that was initially entered in a CARE Level I Assessment. This can potentially change the billing amount depending on the change made.

How To

Follow the steps in the table below to change the Assessor or Location on an Approved CARE Level I Assessment.

Step	Action	Result																																				
1.	On the KAMIS II home page, click on the Care Level 1 Adjustment Billing button in the 'BILLING' region.	The Care Level 1 Adjustment Billing page displays.																																				
<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #0070C0; margin: 0;">CARE LEVEL 1 ADJUSTMENT BILLING</p> <p style="margin: 5px 0;">* PSA: <input type="text" value="9 - NORTHEAST KANSAS AAA"/> * Start Date (mm/dd/yyyy): <input type="text" value="06/25/2016"/> * End Date (mm/dd/yyyy): <input type="text" value="07/25/2016"/></p> <p style="margin: 5px 0;"><input type="button" value="Reset"/> <input type="button" value="Search"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #D9EAD3;"> <th>Customer Name</th> <th>SSN</th> <th>KamisID</th> <th>Asmt. Date</th> <th>Assessor Name</th> <th>Location</th> <th>Assr. Cost</th> <th>Travel Costs</th> <th>Travel Time</th> <th>Total cost</th> <th>Invoice Date</th> <th>Adj#</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>			Customer Name	SSN	KamisID	Asmt. Date	Assessor Name	Location	Assr. Cost	Travel Costs	Travel Time	Total cost	Invoice Date	Adj#																								
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2.	Select your Organization (PSA) from the drop-down list.	Required.																																				
3.	In the Start Date field, enter the beginning assessment date of the search period.	Required. Defaults to 30 days prior to the current system date.																																				
4.	In the End Date field, enter the ending assessment date of the search period.	Required. Defaults to the current system date.																																				
5.	Click on the Search button.	A listing of the customers with an assessment date falling between the start and end dates displays.																																				
<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #0070C0; margin: 0;">CARE LEVEL 1 ADJUSTMENT BILLING</p> <p style="margin: 5px 0;">* PSA: <input type="text" value="9 - NORTHEAST KANSAS AAA"/> * Start Date (mm/dd/yyyy): <input type="text" value="11/01/2016"/> * End Date (mm/dd/yyyy): <input type="text" value="11/21/2016"/></p> <p style="margin: 5px 0;"><input type="button" value="Reset"/> <input type="button" value="Search"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #D9EAD3;"> <th>Customer Name</th> <th>SSN</th> <th>KamisID</th> <th>Asmt. Date</th> <th>Assessor Name</th> <th>Location</th> <th>Assr. Cost</th> <th>Travel Costs</th> <th>Travel Time</th> <th>Total cost</th> <th>Invoice Date</th> <th>Adj#</th> </tr> </thead> <tbody> <tr> <td>SMURF.MAMA</td> <td>444-11-1955</td> <td>5722161</td> <td>11/21/16</td> <td>HULIGAN, PEGGY (10882)</td> <td>HOME</td> <td>0</td> <td>0</td> <td>0</td> <td> </td> <td> </td> <td>0</td> </tr> <tr> <td>SMURF.PAPA</td> <td>444-11-1941</td> <td>360974</td> <td>11/07/16</td> <td>HULIGAN, PEGGY (10882)</td> <td>HOME</td> <td>0</td> <td>0</td> <td>0</td> <td> </td> <td> </td> <td>0</td> </tr> </tbody> </table> </div>			Customer Name	SSN	KamisID	Asmt. Date	Assessor Name	Location	Assr. Cost	Travel Costs	Travel Time	Total cost	Invoice Date	Adj#	SMURF.MAMA	444-11-1955	5722161	11/21/16	HULIGAN, PEGGY (10882)	HOME	0	0	0			0	SMURF.PAPA	444-11-1941	360974	11/07/16	HULIGAN, PEGGY (10882)	HOME	0	0	0			0
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6.	Click on the customer name that needs an adjustment made.	<i>Adjustment History</i> and <i>Add Adjustment</i> regions display.																																				

Continued on next page

CARE Level I Adjustment Billing, continued

How To

Continued

Step	Action	Result																																				
7.	Make the desired adjustment:																																					
Change the Assessor on an Approved CARE Level I Assessment																																						
A.	Start typing the last name of the correct assessor in the Assessor Search (Last, First) field.	The Assessor select list dynamically updates to reflect what is typed.																																				
B.	Continue typing until the correct assessor name shows up in the list.																																					
C.	Either continue typing the name until it is highlighted in the list OR...	The assessor name is highlighted.																																				
D.	Click on the correct name once displayed.	The assessor name is highlighted.																																				
Change the Location on an Approved CARE Level I Assessment																																						
A.	Click on the Location drop-down list.	The location selections display.																																				
B.	Click on the correct location.	The location is selected.																																				
<div style="border: 1px solid black; padding: 10px;"> <p>CARE LEVEL 1 ADJUSTMENT BILLING</p> <p>Name: SMURF, MAMA SSN: 444-11-1955 KAMIS ID: 5722161 Primary PSA: 9 Assessment Date: 11/21/2016 Assessment Nbr: 1506436</p> <p>Adjustment History</p> <table border="1"> <thead> <tr> <th>Assessor Name</th> <th>Location</th> <th>Assessor Cost</th> <th>Travel Costs</th> <th>Total Cost</th> <th>Travel Time</th> <th>Adjustment #</th> <th>Adjustment Date</th> <th>Adjustment Comment</th> <th>Invoice Billing Date</th> </tr> </thead> <tbody> <tr> <td>HULIGAN, PEGGY (10882)</td> <td>HOME</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>0</td> <td>03/01/2017</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">1 - 1</p> <p>Add Adjustment</p> <p>Assessor Search (Last, First) <input type="text" value="GRIB"/></p> <p>* Assessor <input type="text" value="GRIBBLE, NANCY - 10884 NORTHEAST KANSAS AAA"/></p> <p>* Location <input type="text" value="NURSING FACILITY"/></p> <p>Comment <input type="text"/></p> <p><input type="button" value="Save Adjustment"/> <input type="button" value="Cancel"/></p> </div>			Assessor Name	Location	Assessor Cost	Travel Costs	Total Cost	Travel Time	Adjustment #	Adjustment Date	Adjustment Comment	Invoice Billing Date	HULIGAN, PEGGY (10882)	HOME	0.00	0.00	0.00	0	0	03/01/2017																		
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7.	Click on the Save Adjustment button at the bottom of the page.	The adjustment is processed and the customer's Adjustment Billing record updates.																																				