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

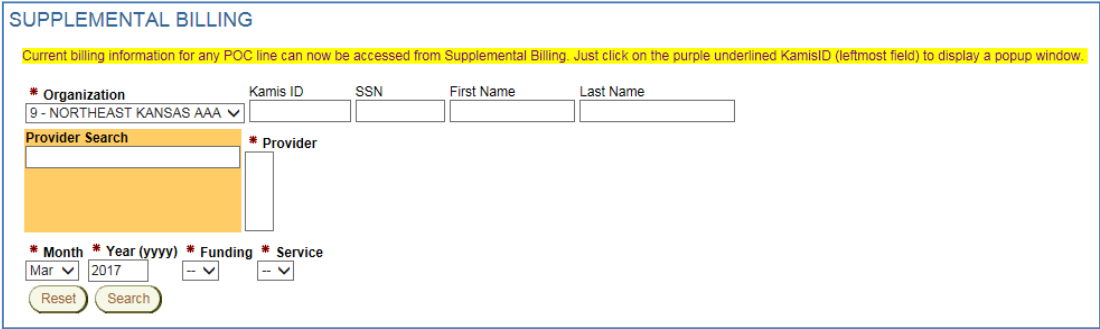|	
Introduction	After the Service Provided (225) process has been completed for a Provider/Funding/Service, changes or corrections to the billing units can be made using the Supplemental Billing module. Adjustments can be processed up to three months after the original Service Provided billing was submitted.

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 *Supplemental Billing* page displays. The Organization field displays the logged-in user's organization. The date displays the current month and year.

SUPPLEMENTAL BILLING

Current billing information for any POC line can now be accessed from Supplemental Billing. Just click on the purple underlined KamisID (leftmost field) to display a popup window.

* Organization: 9 - NORTHEAST KANSAS AAA
Kamis ID:
SSN:
First Name:
Last Name:
Provider Search:
* Provider:
* Month: Mar * Year (yyyy): 2017 * Funding: -- * Service: --
Reset Search

Step	Action	Result
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. |

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

Step	Action	Result
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.

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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 *Details, Adjust Billing* and *Service Totals* regions display.

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.

Step	Action	Result
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.

Processing Supplemental Billing, continued

How To   *Continued*

Step	Action	Result
11.	Enter an **Adjustment Comment**	Optional - For notation.
	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) **Note**: The **Service Totals** table automatically updates when the unit adjustments are entered.	
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.

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:

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:

Access via Plan of Care	Click on the line # link of the service line:

View Adjustments in POC Service Billing Line Detail, continued

Service Provided (225)

Click on the KAMIS ID link:

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.