Process for Centralized Billing of Insurance

- 1. FOLLOW STATE SIGN OFF REQUIREMENTS THROUGH SPIDER
- 2. UDATE SPIDER WITH ANY CHANGES/CORRECTIONS IN INFORMATION Insurance Carrier, ID, Date of Birth, etc
- 3. RECEIVE AND TRACK INSURANCE PAYMENTS
- 4. SEND EOB/REMITANCE INFORMATION TO THE BIRTH TO THREE BILLING OFFICE (BPS)
- 5. DOWNLOAD MONTHLY INSURANCE REPORT FROM SPIDER
- 6. ALIGN MONTHLY INSURANCE PAYMENTS WITH APPLIED PAYMENT REPORT TOOL

Process for Centralized Billing of Insurance

Monthly Report

Monthly reports for the centralized billing will be accessed via Spider. Using the report option "Insurance Report" in spider all programs will have live access to the billing data.

The system will allow each program to select and deselect payments in order to align against their own receivables reports.

**Until the Spider connection has been finalized the centralized billing office will manually send the reports to each program via secure email portal.



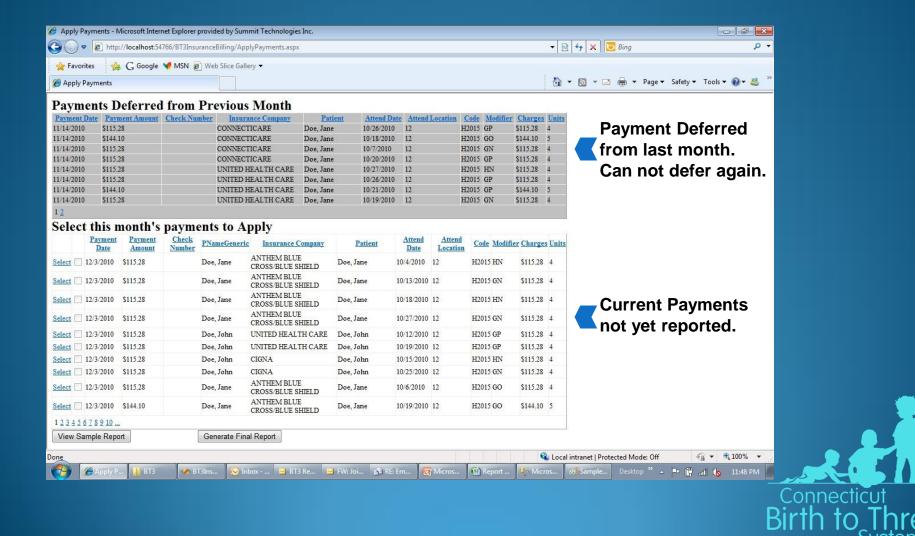
Applied Payments Screen

When the programs run their report for the month they will start with the applied payments screen. The screen will default all payments posted in the system to be reported on that month's final report. Because of the timing between the receipt of payments and the posting into the system programs will be able to select payments that can be deferred until next months report. Payments can only be deferred once.

This tool is designed to allow the programs to simply align their insurance payments with the Birth to Three Billing Office Reports.



Applied Payments Screen



Applied Payments Screen

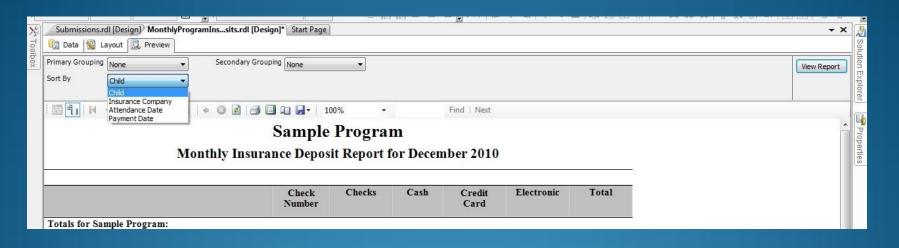
Select this month's payments to Apply

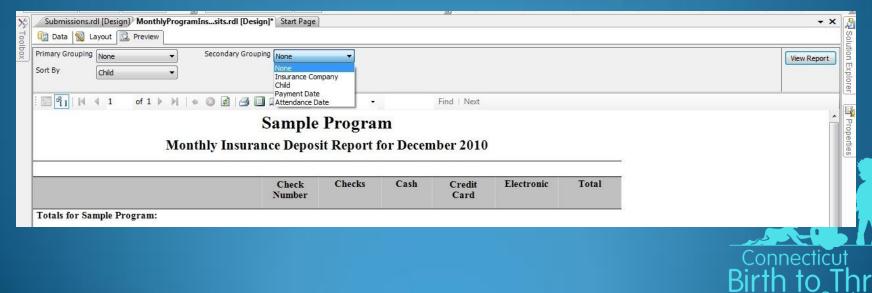
		Payment Date	Payment Amount	Check Number	PNameGeneric	Insurance	
Select	X	12/3/2010	\$115.28		Doe, Jane	ANTHEM BLI CROSS/BLUE	
Select	X	12/3/2010	\$115.28		Doe, Jane	ANTHEM BLI CROSS/BLUE	
Select	X	12/3/2010	\$115.28		Doe, Jane	ANTHEM BLI CROSS/BLUE	
Se ¹	X	12/3/2010	\$115.28		Doe, Jane	ANTHEM BLI CROSS/BLUE	
	_						

Uncheck those payment records that to not align with the payments you want to report on for the month.



Report Options





Monthly Report

Sample Program

Monthly Insurance Billing Report for December 2010

Claims submitted for October 2010 visits. Payments received in November 2010.

CI 11	G 4	T.	g .	Dull 1	D 1 1	D ' 1	XX 14 O.00	W O.	D.I.
Child	Count	S	Session Count	Billed Amount	Received Amount	Received Percent	Write-Off Amount	Write-Off Percent	Balance Amount
AETNA/US HEALTH CARE		3	Count	Amount	Amount	rercent	Amount	rercent	Amount
SAMPLE CHILD		S	5	\$576,40	\$0.00	0.%	\$0.00	0.%	\$576.40
, ,		S	6	\$576.40 \$691.68	\$0.00	0.%	\$0.00		\$576.40 \$691.68
SAMPLE, CHILD		S	-				\$0.00		\$691.68 \$576.40
SAMPLE, CHILD			5	\$576.40	\$0.00	0.%	40100	0170	
SAMPLE, CHILD		S	4	\$461.12	\$0.00	0.%	\$0.00		\$461.12
SAMPLE, CHILD		S	1	\$86.46	\$0.00	0.%	\$0.00		\$86.46
SAMPLE, CHILD		S	1	\$86.46	\$0.00	0.%	\$0.00		\$86.46
Totals for AETNA/US HEALTH CARE:	6		22	\$2,478.52	\$0.00	0.%	\$0.00	0.%	\$2,478.52
ANTHEM BLUE CROSS/BLUE SHIELD									
SAMPLE CHILD		S	2	\$230.56	\$0.00	0.%	\$0.00		\$230.56
SAMPLE CHILD		S	7	\$806.96	\$0.00	0.%	\$0.00		\$806.96
SAMPLE CHILD		S	3	\$345.84	\$0.00	0.%	\$0.00		\$345.84
SAMPLE CHILD		S	5	\$518.76	\$0.00	0.%	\$0.00		\$518.76
SAMPLE CHILD	1	S	2	\$230.56	\$0.00	0.%	\$0.00	0.%	\$230.56
SAMPLE CHILD	1	S	1	\$115.28	\$0.00	0.%	\$0.00	0.%	\$115.28
SAMPLE CHILD	1	S	4	\$461.12	\$0.00	0.%	\$0.00	0.%	\$461.12
SAMPLE CHILD	1	S	4	\$461.12	\$0.00	0.%	\$0.00	0.%	\$461.12
SAMPLE CHILD	1	S	1	\$115.98	\$0.00	0.%	\$0.00	0.%	\$115.98
SAMPLE CHILD	1	S	1	\$115.98	\$0.00	0.%	\$0.00	0.%	\$115.98
SAMPLE CHILD	1	S	1	\$77.32	\$0.00	0.%	\$0.00	0.%	\$77.32
Totals for ANTHEM BLUE CROSS/BLUE SHIELD:	11		31	\$3,479.48	\$0.00	0.%	\$0.00	0.%	\$3,479.48
CIGNA									
SAMPLE CHILD	1	S	10	\$1,152.80	\$0.00	0.%	\$0.00	0.%	\$1,152.80
SAMPLE CHILD	1	S	5	\$576.40	\$0.00	0.%	\$0.00	0.%	\$576.40
SAMPLE CHILD	1	S	5	\$576.40	\$0.00	0.%	\$0.00	0.%	\$576.40
Totals for CIGNA:	3		20	\$2,305.60	\$0.00	0.%	\$0.00	0.%	\$2,305.60
Totals for Sample Program:	17		53	\$ 5,958.00	\$ -	0%	\$ -	0%	\$ 5,958.00



General Information

Patients with New Insurance:

- Input the termination date of the previous insurance into Spider (New Field). If you do not have an confirmed date simply use the day before the effective date of the new insurance.
- •Input new insurance into SPIDER with effective dates.

Changes or Corrections:

Types of Corrections:

- •Incorrect Session Billed Contact BPS Directly so that insurance can be notified of incorrect billing.
- •Missing sessions at sign off Add to Spider, no need to contact BPS separately, we will pick up unprocessed attendance during the next run.
- Incorrect or change in patient info (Date of Birth, Insurance ID, etc) Contact BPS Directly

IFSP Processing:

Send all IFSP/EVAL information to BPS to submit to the insurance carriers for authorization. Documents can be send to BPS via Fax, Mail, or Secure Email, or downloaded at www.birth23billing.com.

Contacts

Birth to Three Billing Office

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