

Step By Step Guide: AccuCare Billing

How to transfer a balance or amount from one client to another

SETUP:

You will first need to enter Two new Services in the Setup>Billing>Services

1. Click New

The first service should be entered:

Service Description: Transfer Amt In
Transaction Type: Collection-Out
Charge Type: Blank
CPT/HCPC Code: Blank
Revenue Code: Blank
Description on Stmt: Transfer Amount In
Units: Blank
Unit Type: Units
Amount per Unit: Blank
Check-In Status: Attended
Time per Unit: Blank
Type of Time: Blank
Click Save

The screenshot shows a 'Service Details' form with the following fields and values:

Field	Value
Service Description*	Transfer Amt In
Transaction Type*	Collection-Out
Charge Type	
CPT/HCPC Code	
Revenue Code	
Description on Statements	Transfer Amount In
Units	
Unit Type	Units
Amount per Unit \$	
Check-In Status	Attended
Time per Unit	
Type of Time	

Step By Step Guide: AccuCare Billing

2. Click New

The first service should be entered:

Service Description: Transfer Amt Out
Transaction Type: Refund
Charge Type: Blank
CPT/HCPC Code: Blank
Revenue Code: Blank
Description on Stmt: Transfer Amount Out
Units: Blank
Unit Type: Units
Amount per Unit: Blank
Check-In Status: Attended
Time per Unit: Blank
Type of Time: Blank
Click Save

Service Details

Service Description*	<input type="text" value="Transfer Amt Out"/>
Transaction Type*	<input type="text" value="Refund"/>
Charge Type	<input type="text"/>
CPT/HCPC Code	<input type="text"/>
Revenue Code	<input type="text"/>
Description on Statements	<input type="text" value="Transfer Amount Out"/>
Units	<input type="text"/>
Unit Type	<input type="text" value="Units"/>
Amount per Unit \$	<input type="text"/>
Check-In Status	<input type="text" value="Attended"/>
Time per Unit	<input type="text"/>
Type of Time	<input type="text"/>

Step By Step Guide: AccuCare Billing

STEPS:

You will use these two services to enter in the details for each client that you are transferring amount to and from.

These transactions can be entered in two different areas. You will need to know the amounts you are transferring and if you are tying it to a specific date of service.

Option 1:

1. Open Service Processing
2. Enter:

Client Last Name: This is the client that you are moving the balance from.

Payer Plan - default plan will populate (not applicable)

Provider – default provide will populate – select appropriate provider

Transaction Type: Refund

Service Code: Transfer Amt Out

Amount: Enter Amt you are transferring

Date of Service: Enter appropriate date

Click the Apply button

Billing > Service Processing

Transaction Data

Client: Andersen, Donna - BIL-0

Client Payer Plan: NE MCAID-01/01/2020

Provider: Behavioral Health, Treatr

Transaction Type: Refund

Service Code: Transfer Amt Out

Pmt Method:

Pmt Reference #:

Units: Retain

Amount: \$55.00 Retain

Date Of Service: 10/29/2021

End Date Of Service:

Location: BHT

Place Of Service: 11 - Office

Frequency: 1 - Admit thru Discharge

Diagnosis Code:

Admin Note:

Use Ins.: Yes

Claim Note:

Pmt Receipt Number:

Print Receipt:

Clear Apply

Transaction List

Client Name	Service Date	Service Code	Amount	
Andersen, Donna - BIL-01ANDDONF	10/29/2021	Transfer Amt Out	\$55.00	Edit Remove

Total Charges: \$0.00 Total Adjustments: \$55.00 Total Payments: \$0.00

Post Clear

Close

Step By Step Guide: AccuCare Billing

3. Now Enter:

- Client Last Name:** This is the client that you are moving the balance to.
Payer Plan - default plan will populate (not applicable)
Provider – default provide will populate select - another appropriate provider
- Transaction Type:** Collection-Out
- Service Code:** Transfer Amt In
- Amount:** Enter Amt you are transferring
- Date of Service:** Enter appropriate date

Click Apply

Billing > Service Processing

Transaction Data

Client: Anderson, Donald - BIL-0

Client Payer Plan: NE MCAID-01/01/2020[IP]

Provider: Behavioral Health, Treatm

Transaction Type: Collection-Out

Service Code: Transfer Amt In

Pmt Method:

Pmt Reference #:

Units: Retain

Amount: \$55.00 Retain

Date Of Service: 10/29/2021

End Date Of Service:

Location: BHT

Place Of Service: 11 - Office

Frequency: 1 - Admit thru Discharge

Diagnosis Code:

Admin Note:

Use Ins.: Yes

Claim Note:

Pmt Receipt Number:

Print Receipt:

Clear Apply

Transaction List

Client Name	Service Date	Service Code	Amount	Remove All	
Andersen, Donna - BIL-01ANDDONF	10/29/2021	Transfer Amt Out	\$55.00	Edit	Remove
Anderson, Donald - BIL-01ANDDONM	10/29/2021	Transfer Amt In	\$55.00	Edit	Remove

Total Charges: \$0.00 Total Adjustments: \$110.00 Total Payments: \$0.00

Post Clear

Close

- 4. Click the Post button
- 5. Close the Service Process module. To review or edit these transactions that were posted, you will need to go to the Client Billing Activity module.

Step By Step Guide: AccuCare Billing

Option 2

1. Open the Client Billing Activity
2. Click the New button
3. Select and Enter:

Transaction Type: Refund

Client Name: This is the client that you are moving the balance out.

Payer Plan - default plan will populate (not applicable)

Provider – default provide will populate – select Business or another appropriate provider

Service Code: Transfer Amt Out

Amount: Enter Amt you are transferring

Date of Service: Enter appropriate date

Click Save and Close

The screenshot shows a 'New Transaction' dialog box with the following fields and values:

Transaction Type:	Refund
Client Name:	Andersen, Donna
Client Payer Plan:	NE MCAID-01/01/2020[INS/PRI/I]
Provider:	Remm, Beverly (Main)
Service Code:	Transfer Amt Out
Payment Method:	
Pmt Ref Number:	
Units:	0.000
Amount:	\$55.00
Date of Service:	10/29/2021
End Date of Service:	
Location of Service:	BeverlyR
Place of Service:	11 - Office
Frequency Code:	1 - Admit thru Discharge
Diagnosis Code:	
Admin Note:	
Claim ID:	
Use Insurance:	Yes
Claim Note:	
Pmt Receipt Number:	
Print Receipt:	<input type="checkbox"/>

Buttons: Save & Close, Cancel

Step By Step Guide: AccuCare Billing

4. Select and Enter:

Transaction Type: Collection-Out

Client Name: This is the client that you are moving the balance to.

Payer Plan - default plan will populate (not applicable)

Provider – default provide will populate – select Business or another appropriate provider

Service Code: Transfer Amt In

Amount: Enter Amt you are transferring

Date of Service: Enter appropriate date

Click Save and Close

The screenshot shows a 'New Transaction' window with the following fields and values:

- Transaction Type: Collection-Out
- Client Name: Anderson, Donald
- Client Payer Plan: NE MCAID-01/01/2020[INS/PRI/I]
- Provider: Behavioral Health Services
- Service Code: Transfer Amt In
- Payment Method: (empty)
- Pmt Ref Number: (empty)
- Units: 0.000
- Amount: \$55.00
- Date of Service: 10/29/2021
- End Date of Service: (empty)
- Location of Service: BHS
- Place of Service: 11 - Office
- Frequency Code: 1 - Admit thru Discharge
- Diagnosis Code: (empty)
- Admin Note: (empty)
- Claim ID: (empty)
- Use Insurance: Yes
- Claim Note: (empty)
- Pmt Receipt Number: (empty)
- Print Receipt:

Buttons at the bottom: Save & Close, Cancel