



HomeTrak

Your expert companions in home care software

HOMETRAK COMPANION

BILLING PROCESS

VERSION 6.3

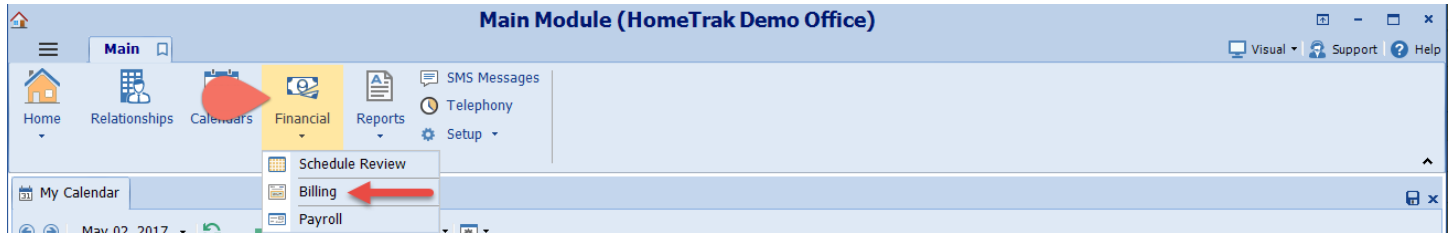
Where do I start?

The following is our recommended best practices for processing your billing within HomeTrak Companion.

Before you start billing, make sure all of the schedules for the date range you are processing have actual hours and have been finalized. If a schedule is missing actual hours it will not be finalized and will not be included in billing. If you're not familiar with the process use this document '[Steps to prepare for Billing and Payroll](#)' to assist you.

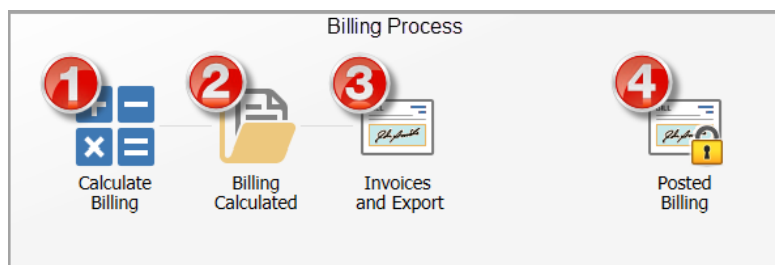
How to Process Billing

Performing a billing run in HomeTrak Companion is a process that is conducted within the Billing Module. From the Main Module click on Financial menu then click Billing.



Billing can only be processed for schedules that have been finalized. Once a schedule has been finalized, you can calculate billing for it.

The billing process has several steps. You will calculate the billing for schedules whose dates fall within a specified period (batch); once calculated, you should review the billing records for accuracy (making corrections if needed). When all of the calculated records are verified as correct, then post the billing. Once posted, you may generate an Invoice(s) or opt to export the completed billing to one of HomeTrak Companion's External Billing options.



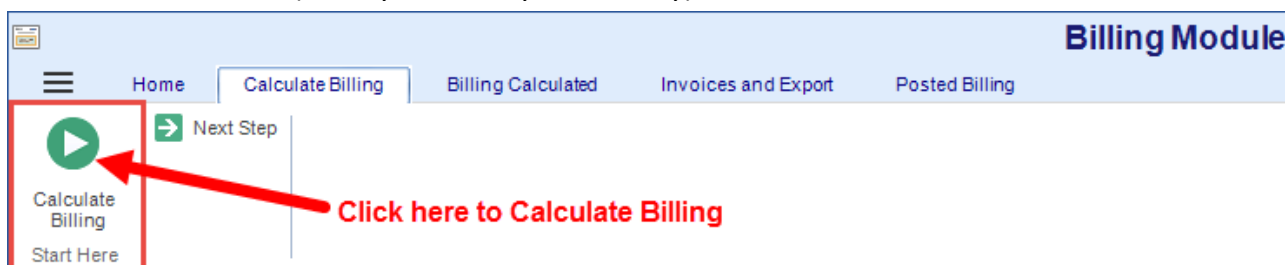
Step 1 - Calculate Billing

To start the billing process, click the **Start Billing Process** icon in the top left-hand corner on the home page of the Billing Module screen.

Enter the **Date Range** for your billing period.

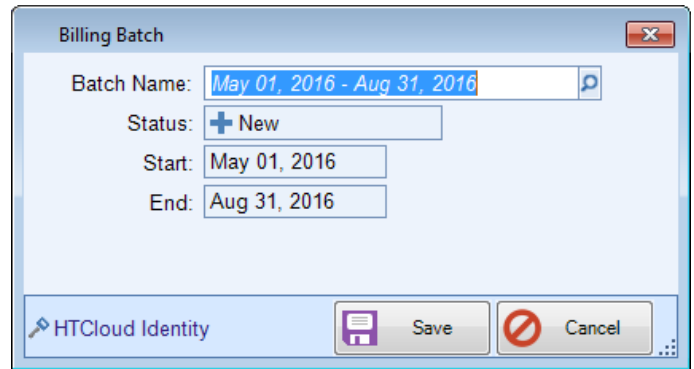
Confirm that any **Filter** options selected are appropriate. Click on the caregiver icon beside the Schedule tab above Date Range.

- Classifications (weekly, bi-weekly or monthly)



Batch Name:

The system allows users to view historical data by batch. By default, the batch name is the date range you calculated but you can change it to whatever you want. Click **Save** button to complete the calculation of your billing.



Billing Batch

Batch Name: May 01, 2016 - Aug 31, 2016

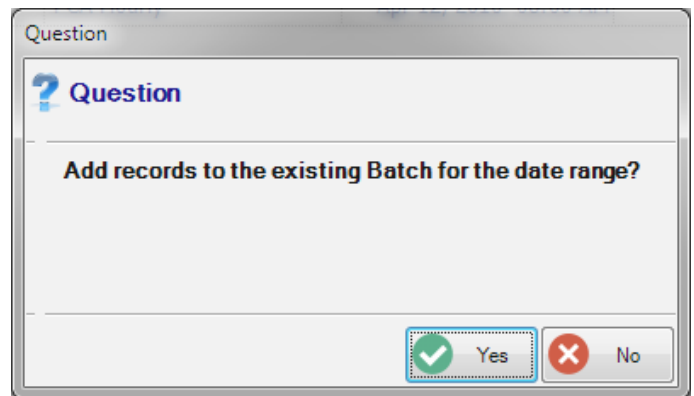
Status: + New

Start: May 01, 2016

End: Aug 31, 2016

HTCloud Identity Save Cancel

If you have already calculated a batch for the same date range the system will ask you the question **'Add records to the existing Batch for the date range?'** Yes/No.



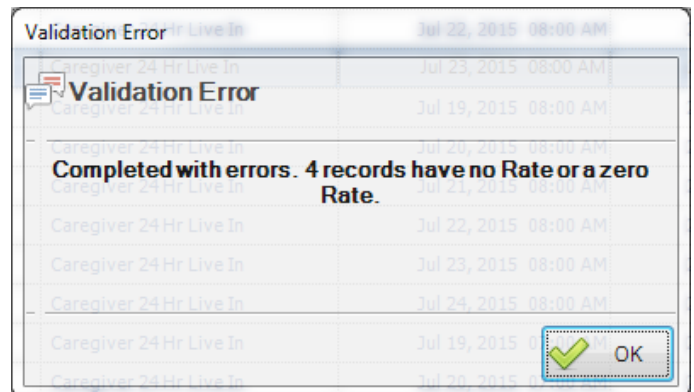
Question

? Question

Add records to the existing Batch for the date range?

Yes No

The screen will go blank once the process is complete. If you receive a **Validation Error** stating that a number of records have **'Completed with errors. X records have no Rate or a zero Rate'** click OK to continue. You will be able to see these records in Step 2 on the *Billing Calculated* screen. These records will be easily identified as they will be bold and underlined.



Validation Error

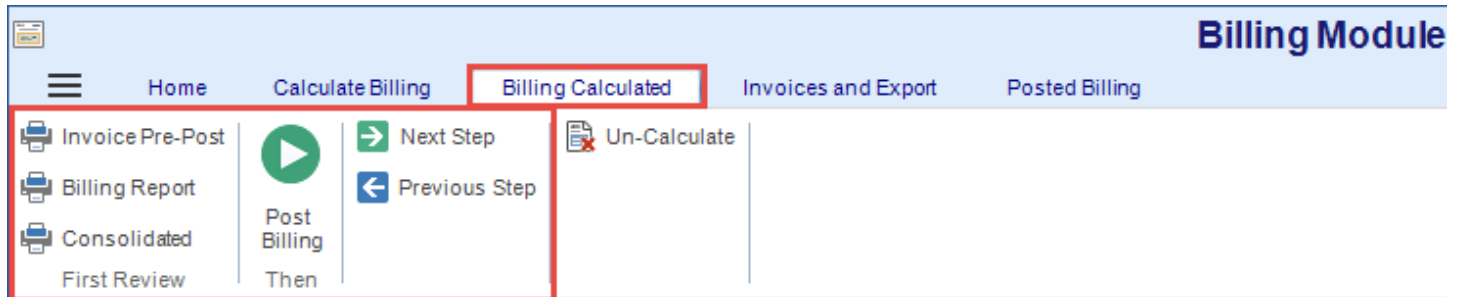
Completed with errors. 4 records have no Rate or a zero Rate.

OK

Validation Error	Live In	Date
Caregiver 24 Hr Live In		Jul 22, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 23, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 19, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 20, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 22, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 23, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 24, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 19, 2015 08:00 AM
Caregiver 24 Hr Live In		Jul 20, 2015 08:00 AM

Step 2 - Billing Calculated

You can view the information in the grid or run the **Invoice Pre-Post**, **Billing Report** or the **Consolidated Report** (icons located on the main ribbon) to detect any billing errors. [Samples of the reports can be viewed here](#)



Any calculated billing records where the rate is **0.00** will be indicated in a bold underlined font in the main display grid area.

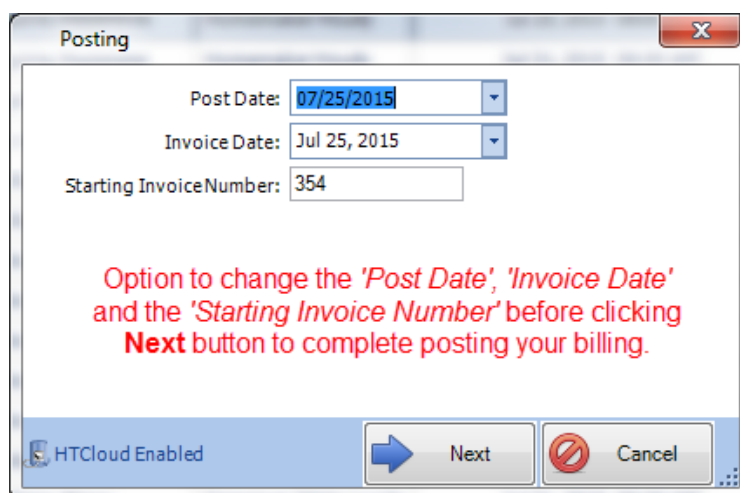
TIP: If you click the column header *'Regular Rate'* it will bring all of the 0.00 rate records to the top making it easy to fix instead of having to scroll through the entire list to find these records.

If you feel there are too many mistakes to correct or you just want to start over, you can Un-Calculate the billing batch. For instructions on how to perform this task call Technical Support for assistance.

Make the appropriate correction(s) in the schedule or payer billing rates. Calculate the billing for the same date range on this schedule again. When all of the information in the main display grid of the **Billing Calculated** (Step 2) is correct, make sure all of the records are checked and click the **Post Billing** tool on the ribbon to complete your billing.

Post Billing


Posting your billing indicates that it is correct and ready to create invoices. After posting click *Next Step* to go to the **Invoices and Export** screen to print invoices and/or export them to an external billing package.

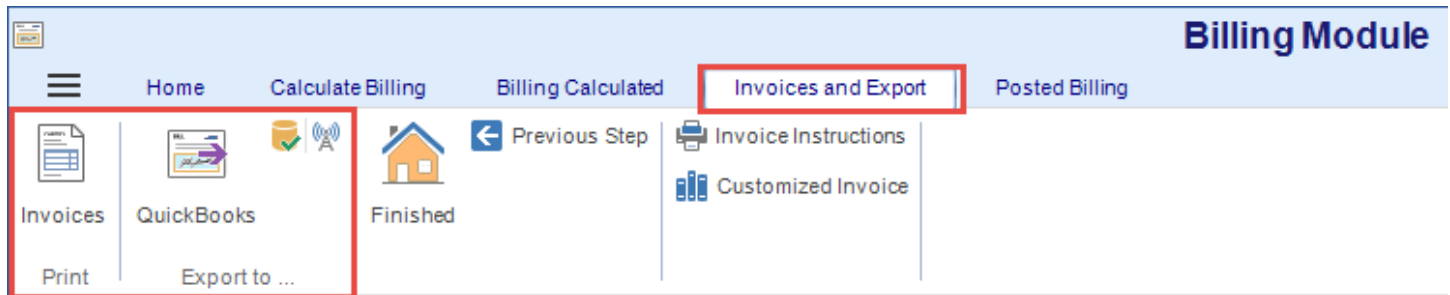
The image shows a 'Posting' dialog box with a title bar and a close button. It contains three input fields: 'Post Date' with a dropdown menu showing '07/25/2015', 'Invoice Date' with a dropdown menu showing 'Jul 25, 2015', and 'Starting Invoice Number' with a text box containing '354'. Below these fields is a red text instruction: 'Option to change the 'Post Date', 'Invoice Date' and the 'Starting Invoice Number' before clicking Next button to complete posting your billing.' At the bottom of the dialog, there is a 'HTCloud Enabled' status indicator, a 'Next' button with a right arrow, and a 'Cancel' button with a red 'X' icon.

Step 3 - Invoices and Quicklooks (Optional)

HomeTrak Companion interfaces with a number of billing packages. [Click here](#) to see list of available billing packages.

The following example shows QuickBooks.

- [QuickBooks](#) (Remember to start the connector if its not already running) 



Invoices

To print your invoices click the Invoices button located in the top left-hand corner on the ribbon.

Choose which options you want to show on the invoice then click *Save* to generate the invoices as a PDF.


- **Report Options:**

- Header
- Cover Page
- Watermark
- Password
- Name Format
- New Page

- **Details:**

- Caregiver Name
- SSN
- Claim Info
- Return Portion

Invoice



4.0 -HomeTrak Demonstration Office
10636 Scripps Summit Cr
San Diego, CA 92130

Phone: (519) 332-0868
Fax: (858) 653-4981

DATE	INVOICE NO.	PAGE
Mar 14, 2014	354	Page 1 of 1

INVOICE TO

Madeleine Aguirre
3966 Sequoia St
San Diego, CA 92109

Terms: DUE UPON RECEIPT

Client	Date	Time	Description	Unit	Qty	Rate / Per	Amount
Aguirre, Madeleine	Mar 10, 2014	8:00am - 9:00am	Homemaker Hourly	Units	4.00	5.25 / Unit	21.00
	Mar 11, 2014	8:00am - 9:00am	Moray, Fred Homemaker Hourly	Units	4.00	5.25 / Unit	21.00
	Mar 12, 2014	8:00am - 9:00am	Moray, Fred Homemaker Hourly	Units	4.00	5.25 / Unit	21.00
	Mar 13, 2014	8:00am - 9:00am	Moray, Fred Homemaker Hourly	Units	4.00	5.25 / Unit	21.00
	Mar 14, 2014	8:00am - 9:00am	Moray, Fred Homemaker Hourly	Units	4.00	5.25 / Unit	21.00
Client Total (Units and \$):						20.00	105.00
					TOTAL:	20.00 (Units)	\$105.00
					State Tax:		\$5.25
					INVOICE TOTAL:		\$110.25

Thank You for Your Patronage!

Please cut or tear off and send with your payment

Return Portion

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San Diego, CA 92130

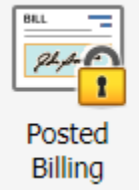
Invoice Date: Mar 14 2014
Invoice Number: 354
Payer: Aguirre, Madeleine
Client: Aguirre, Madeleine

Amount Due: \$ 110.25

Amount Enclosed: _____

Check Number: _____

Posted Billing



To look up historical billing information, click the **Posted Billing** tool on the Billing Module homepage. This screen has the same layout and reports as the *Billing Calculated* screen in Step 2. You can edit or duplicate any of the billing records to make corrections. Remember to add a documented event to explain why the correction or duplication was made. This can be done by clicking the Edit drop-down and click *Edit Schedule*.

You have the choice of two different reports you can run. [Billing Report or Consolidated](#).

You have the option to change the **Scenarios** by Client or Payer:

By Client

- By Batch
- Invoice Number
- Posted Date
- By Billing Date

By Payer

- By Batch
- Invoice Number
- Posted Date
- By Billing Date

You can change the **Group By** and **Filter** options.

The screenshot displays the 'Billing Module' interface with the 'Posted Billing' tool selected. The main window shows a table of billing records grouped by batch. The table includes columns for Payer, Client, Service, Billing Date/Time, Regular Hours, Regular Rate, Regular Amount, Units, OT Hours, OT Rate, OT Amount, Description, and Rate Source. A summary row at the bottom indicates a total of 102 records with a regular amount of 5,325.30 and an OT amount of 875.00.

Payer	Client	Service	Billing Date/Time	Regular Hours	Regular Rate	Regular Amount	Units	OT Hours	OT Rate	OT Amount	Description	Rate Source
Aguirre, Madeleine	Aguirre, Madeleine	Homemaker Hourly	Jul 20, 2015 08:00 AM	1.00	21.000	21.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Aguirre, Madeleine	Aguirre, Madeleine	Homemaker Hourly	Jul 21, 2015 08:00 AM	1.00	21.000	21.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Aguirre, Madeleine	Aguirre, Madeleine	Homemaker Hourly	Jul 22, 2015 08:00 AM	1.00	21.000	21.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Aguirre, Madeleine	Aguirre, Madeleine	Homemaker Hourly	Jul 23, 2015 08:00 AM	1.00	21.000	21.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Associates Insurance	Bellaire, Marcy	Homemaker Hourly	Jul 21, 2015 01:00 PM	2.00	23.000	46.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Associates Insurance	Bellaire, Marcy	Homemaker Hourly	Jul 23, 2015 01:00 PM	2.00	23.000	46.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Atkins, Atty	Atkins, Atty	Homemaker Hourly	Jul 20, 2015 08:45 AM	2.00	19.000	38.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Atkins, Atty	Atkins, Atty	Homemaker Hourly	Jul 21, 2015 08:45 AM	2.00	19.000	38.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Atkins, Atty	Atkins, Atty	Homemaker Hourly	Jul 22, 2015 08:45 AM	2.00	19.000	38.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Atkins, Atty	Atkins, Atty	Homemaker Hourly	Jul 23, 2015 08:45 AM	2.00	19.000	38.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Atkins, Atty	Atkins, Atty	Homemaker Hourly	Jul 24, 2015 08:45 AM	2.00	19.000	38.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Bellaire, Marcy	Bellaire, Marcy	Caregiver 24 Hr Live In	Jul 20, 2015 08:00 AM	24.00	250.000	250.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Bellaire, Marcy	Bellaire, Marcy	Caregiver 24 Hr Live In	Jul 21, 2015 08:00 AM	16.00	250.000	166.670	0.00	8.00	375.000	125.000	Overtime	Call Type Rate
Bellaire, Marcy	Bellaire, Marcy	Caregiver 24 Hr Live In	Jul 22, 2015 08:00 AM	0.00	250.000	0.000	0.00	24.00	375.000	375.000	Overtime	Call Type Rate
Bellaire, Marcy	Bellaire, Marcy	Caregiver 24 Hr Live In	Jul 23, 2015 08:00 AM	0.00	250.000	0.000	0.00	24.00	375.000	375.000	Overtime	Call Type Rate
Briggs, John	Briggs, John	PCA Hourly	Jul 21, 2015 09:00 AM	4.00	24.000	96.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Briggs, John	Briggs, John	PCA Hourly	Jul 21, 2015 09:00 AM	0.00	10.000	10.000	1.00	0.00	0.000	0.000	Regular	Per Diem
Briggs, John	Briggs, John	PCA Hourly	Jul 22, 2015 08:00 AM	2.00	24.000	48.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Briggs, John	Briggs, John	PCA Hourly	Jul 24, 2015 08:00 AM	2.00	24.000	48.000	0.00	0.00	0.000	0.000	Regular	Call Type Rate
Broderick, Betty	Broderick, Betty	Caregiver 24 Hr Live In	Jul 19, 2015 08:00 AM	24.00	252.000	252.000	0.00	0.00	0.000	0.000	Regular	Office Call Type Rate
Broderick, Betty	Broderick, Betty	Caregiver 24 Hr Live In	Jul 20, 2015 08:00 AM	24.00	252.000	252.000	0.00	0.00	0.000	0.000	Regular	Office Call Type Rate
Broderick, Betty	Broderick, Betty	Caregiver 24 Hr Live In	Jul 21, 2015 08:00 AM	24.00	252.000	252.000	0.00	0.00	0.000	0.000	Regular	Office Call Type Rate
Total: 102					523.50	5,325.30	1.00	56.00		875.00		