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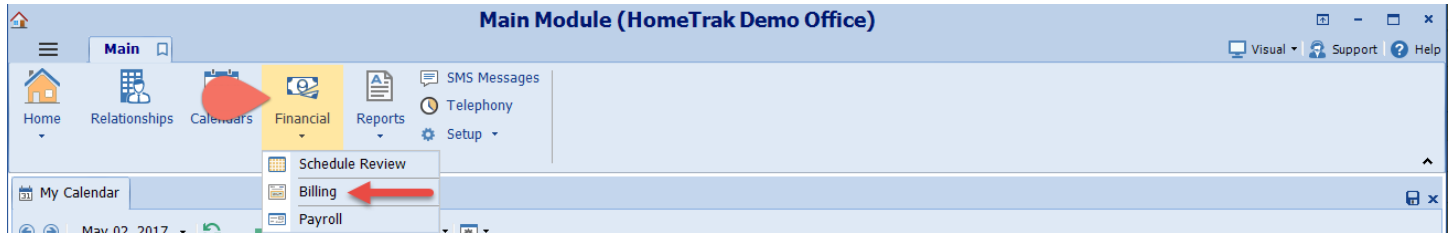
Billing can only be processed for schedules that have been finalized. Once a schedule has been finalized, you can calculate billing for it.

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.
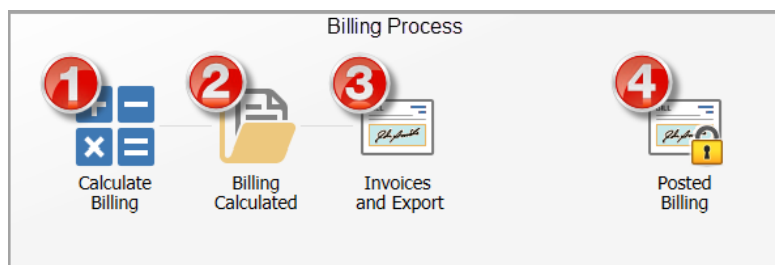

Step 1 - Calculate Billing

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.

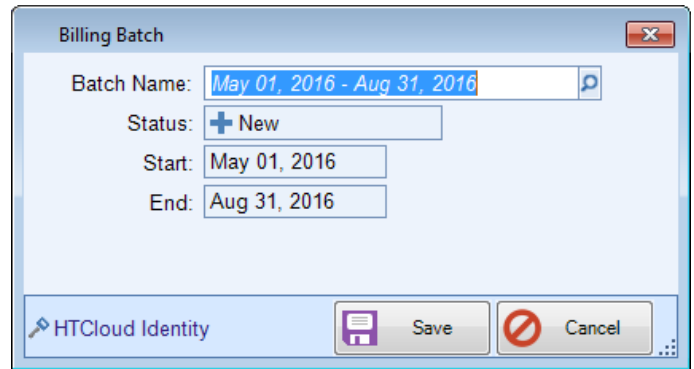Enter the **Date Range** for your billing period.

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

   o   Classifications (weekly, bi-weekly or monthly)
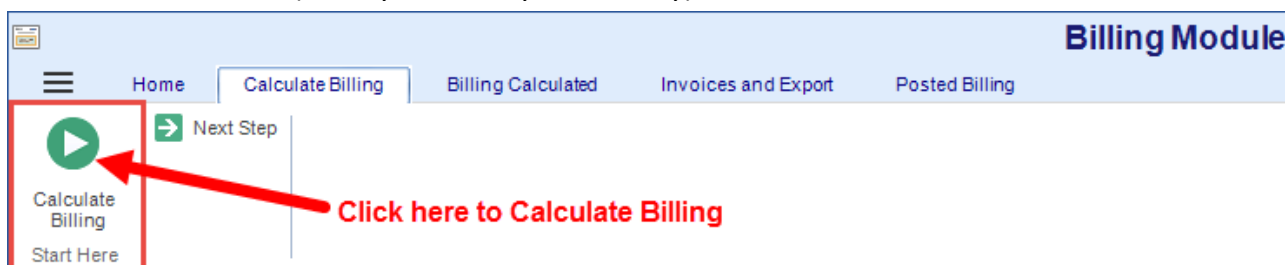
Batch Name:

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.
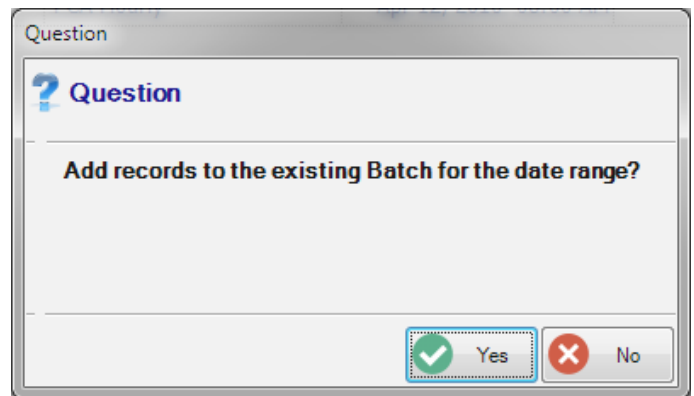
If you have already calculated a batch for the same date range the system will ask you the question *'Add records to the existing Batch for the date range?'* Yes/No.
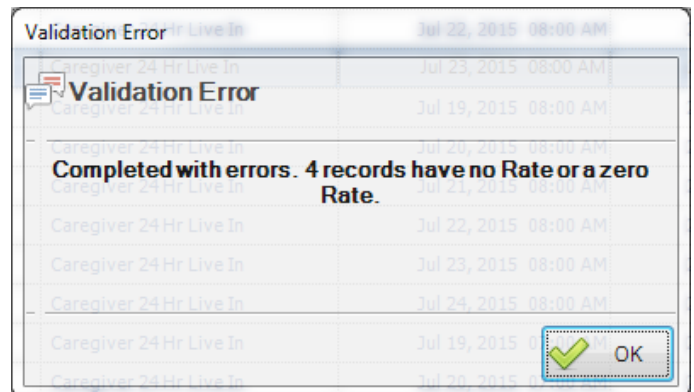
The screen will go blank once the process is complete. If you receive a **Validation Error** stating that a number of records have *'Completed with errors. X records have no Rate or a zero Rate'* click OK to continue. You will be able to see these records in Step 2 on the *Billing Calculated* screen. These records will be easily identified as they will be bold and underlined.

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*
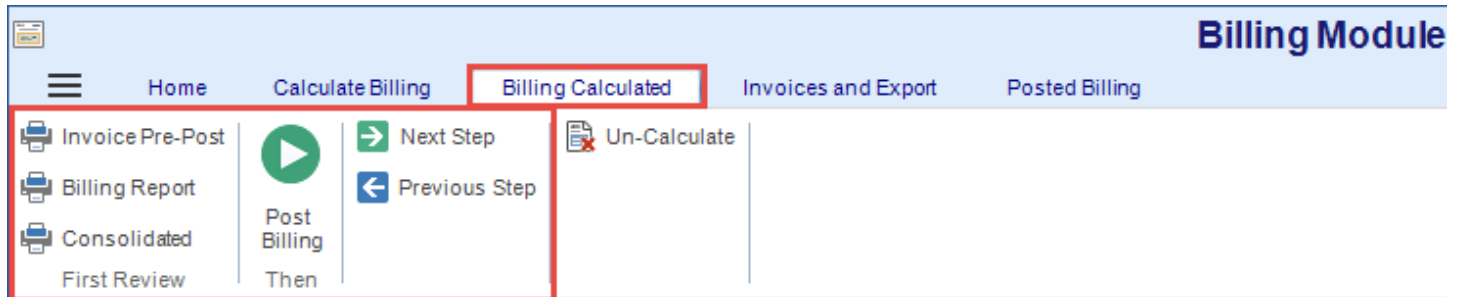
Any calculated billing records where the rate is **0.00** will be indicated in a bold underlined font in the main display grid area.
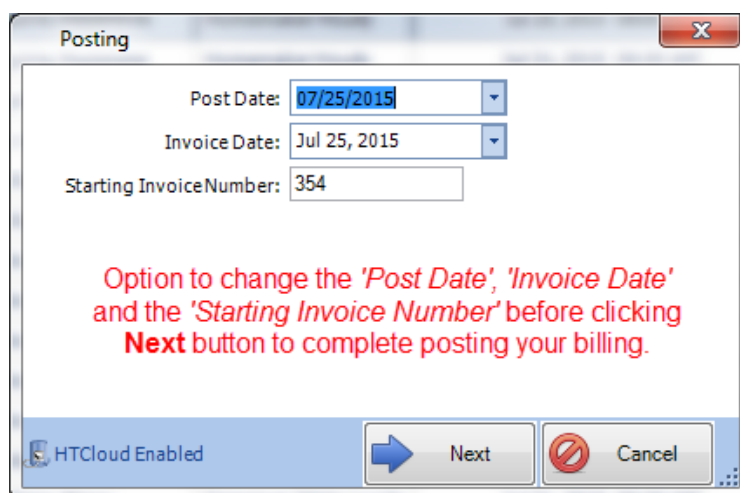
TIP: If you click the column header *'Regular Rate'* it will bring all of the 0.00 rate records to the top making it easy to fix instead of having to scroll through the entire list to find these records.

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.

Step 3 - Invoices and Quickooks (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)
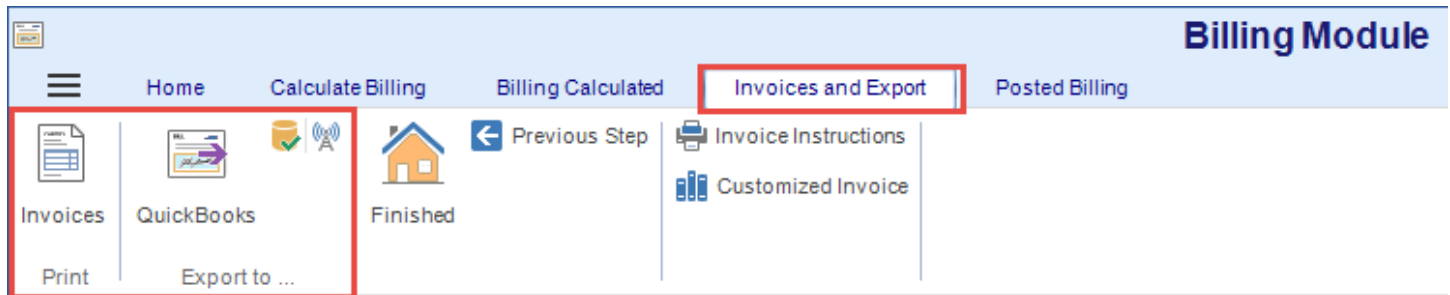
Invoices

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

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.