



# A Guide to Applying Payments

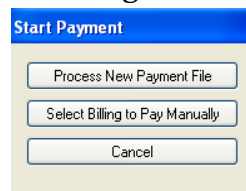
The Apply Payments window can be found in the County Billing module. This window allows the user to mark receivable billing as paid. This can be done by obtaining the payment file from the state and applying it to its matching billing.

## **List of Topics**

- Applying Payments in Gatekeeper
- Applying Payments Manually
- Applying Payment Electronically
- Post Payments
- Stop the Process
- Reprint Reports
- Rate Changes
- List of Reports

## **Applying Payments in Gatekeeper**

- When opening the window, the dialog below will display:



- Choose which method to utilize by clicking the appropriate button. This dialog will also appear by pressing the 'Start' button on the window.

## **Applying Payments Manually**

- State payment reports may be applied by hand by choosing '*Select Billing to Pay Manually*' in the start payment dialog. The billing filter will display to choose the area(s) of payment.
  - For example: Choose the dates of service range on the Dates tab and a specific individual. This will bring up all billing for that individual that has not been paid and meets the criteria you specified.
- Enter the check (voucher) information from the payment report:



# A Guide to Applying Payments

A dialog box titled "Check Information" with a blue header. It contains three input fields: "Number" (empty), "Date" (00/00/0000), and "Amount" (\$0.00). Below the fields are "OK" and "Cancel" buttons.

- The system will then display the billing on the window in a form similar to the state payment report:

The "Apply Payments" window shows a list of billing entries for two months: 2019/02 and 2021/05. Each month's data is grouped by vendor: 8182838 The County Board of DD. The table columns are Name, Medicaid #, DOS, Service, Rate, Units, Net, and Pay. The "Pay" column has checkboxes.

Name	Medicaid #	DOS	Service	Rate	Units	Net	Pay
2019/02 Vendor: 8182838 The County Board of DD							
Test, Peter	787878798989	02/28/2019	TCM	.00	0	0.00	<input type="checkbox"/>
Test, Peter						Total	\$0.00
						Month Total	\$0.00
2021/05 Vendor: 8182838 The County Board of DD							
Abnerson, Eric	656565323232	05/10/2021	TCM	10.63	1	10.63	<input checked="" type="checkbox"/>
Abnerson, Eric						Total	\$10.63
Addison, Carissa Len	898789765456	05/05/2021	TCM	10.63	2	21.26	<input checked="" type="checkbox"/>
Addison, Carissa Len						Total	\$21.26
Arnold, Maury	686549686401	05/03/2021	TCM	10.63	1	10.63	<input checked="" type="checkbox"/>
Arnold, Maury						Total	\$10.63
						Month Total	\$42.52

- The check information entered appears at the bottom of the window. To change the voucher total simply click on it to change the amount, if necessary.

A horizontal bar showing voucher details: Voucher: 1 Date: 06/30/2022 Total: \$1.00 Payment: \$340.11

- The system automatically sets all of the selected billing to be paid. When the user unmarks the 'Pay' box on a line, the system recalculates the month total and the 'Payment Total' automatically. If the 'Payment Total' matches the 'Voucher Total' then a check mark will appear next to the 'Payment Total'. This alerts the user



# A Guide to Applying Payments

when it is OK to Post the payment. These totals must match before the payment can be 'Posted'.

- While deciding whether to pay any of these billing records they will be locked from any other user updating or deleting them. The ***Billing Archive Filter*** "Authorized" tab shows this as a payment named 'County Voucher #< the voucher number>' locked by the user ID. Users can use this to see what billing other users have locked while completing payments. Information about the payment appears on each billing record in the archive on the Authorization tab.
- See **Post Payments** section to complete this process.

## Applying Payments Electronically

- Users may utilize the system to identify the billing that matches the payment if there is a payment file downloaded from DODD.
- To start a new payment, choose the button labeled '*Process New Payment File*'.
  - Identify the location of the file.
    - The system will look in the payment file folder specified in the System Preferences.
  - Pick a file to process and click the 'Open' button.
    - The system then compares the records in the file to the receivable billing in the system that has not been paid. Four reports are then displayed.
      - '**State Payment Report Summary**'
      - '**State Payment Report Detail**'
      - '**State Payment File vs. Billing Matches**' shows all of the billing records that were found to be in the payment file
      - '**State Payment File vs. Billing Un-Matched Records**' shows all of the records in the file that could not be matched to any billing records.
- The user should match the records in '**State Payment File vs. Billing Un-Matched Records**' by hand as described in the ***Applying payments from a Payment Report*** section above. If there is nothing in this report then all records on the file found matching billing and all that is required is that you 'Post' the payment.



# A Guide to Applying Payments

- When the matching process for a file is complete, Gatekeeper will move the payment file to the Payment Save folder specified in the System Preferences.
- Enter the check (voucher) information from the payment report:
  - Best practice is to enter \$1.00 for amount and let the system enter the dollar amount of the payment file.

**Check Information**

Number	Date	Amount
<input type="text"/>	<input type="text" value="00/00/0000"/>	<input type="text" value="\$ .00"/>

- The system will then display the billing on the window in a form similar to the state payment report:

Apply Payments

<-- Start  <-- Post  <-- Stop  <-- Rates  <-- Uncheck All  <-- Reports

2019/02		Vendor: 8182838 The County Board of DD					
Name	Medicaid #	DOS	Service	Rate	Units	Net	Pay
▶ Test, Peter	787878798989	02/28/2019	TCM	.00	0		<input checked="" type="checkbox"/>
Test, Peter						Total	\$0.00
						Month Total	\$0.00


2021/05		Vendor: 8182838 The County Board of DD					
Name	Medicaid #	DOS	Service	Rate	Units	Net	Pay
Abnerson, Eric	656565323232	05/10/2021	TCM	.00	1	0.00	<input checked="" type="checkbox"/>
Abnerson, Eric						Total	\$0.00
Addison, Carissa Len	898789765456	05/05/2021	TCM	.00	2	0.00	<input checked="" type="checkbox"/>
Addison, Carissa Len						Total	\$0.00
Arnold, Maury	686549686401	05/03/2021	TCM	.00	1	0.00	<input checked="" type="checkbox"/>
Arnold, Maury						Total	\$0.00
						Month Total	\$0.00




## A Guide to Applying Payments

- The check information entered appears at the bottom of the window. To change the voucher total simply click on it to change the amount, if necessary.
- The system automatically sets all of the selected billing to be paid. When the user unchecks the 'Pay' box on a line, the system recalculates the month total and the 'Payment Total' automatically.
  - If the 'Payment Total' matches the 'Voucher Total' then a check mark will appear next to the 'Payment Total'. Once the check mark appears, the payment may be posted.
- All billing records are locked from any other user updating or deleting during this process.
  - The **Billing Archive Filter** "Authorized" tab shows this as a payment named 'County Voucher #< the voucher number>' locked by the user ID. Information about the payment appears on each billing record in the archive on the Authorization tab.


### Posting the Payment

- To post the payment click the 'Post' button  <-- Post .
  - If the posting is successful the billing records will disappear from the window and you will be ready to post another payment.

### Stopping the Process

- If the user needs to stop the process and start over, press the 'Stop' button  <-- Stop and the system will clear out the window and start from the beginning.
  - This may be necessary filtering criteria was incorrect or changes have been made.

### Rate Changes

- If you need to change the rate that was paid because it is different that what was in the original billing file, click on the  <-- Rates button and the following will appear:



# A Guide to Applying Payments

Gatekeeper for Gatekeeper

Enter The Following Information to Change the Rate Paid:

Start Date:  End Date:

Service:

Rate Paid:

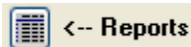
Only These Consumers (Optional)

Name	Local ID	DOB	Medicaid
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- Enter the date range to change
- Enter the service code to be changed
- Enter the new rate.
- Click OK to change the rate for all consumers for the specified service for the date range specified.
  - If updating only certain consumers, click the Insert button and select the appropriate consumers.

## Reprinting Reports

- To reprint the state payment reports from a file, press the Reports button



- Choose the file name and location. The reports will appear in the Quick Print window.

This document was written with the assumption that the security for this module/function is already in place. For additional information, please see the related set-up guide or contact your systems administrator.