

BLENDED CAPITATION – RECONCILING ROSTERED BILLS IN SUBMITTED STATUS

When traditional billing is submitted to MCP and electronic billing remittances are enabled for a Provider, the bills reconcile in EMR to become "Fully Paid", "Partial", "Refused", or "Overpaid". The roster fee codes bills that are submitted as part of the Blended Capitation Model are zero-dollar bills and therefore, nothing is sent back to EMR to reconcile payment. As such, these bills will remain in a "Submitted" status until they are manually reconciled.

To reconcile these bills, you will need to call TELUS to request those bills be reverted to a "Pending" status. This is because you cannot reconcile a bill while it is in a "Submitted" status.

Once TELUS has reverted the bills into pending, you will find them in:

• Ministry Claims Dashboard under the Pending Bills widgets

Pending Bills over 48 hrs	Ξ
Grouped by: Attending Provider Statistic: Count Limit: All	
	Count
Test Test	1
Total	1
Today's Pending Claims	
Grouped by: Attending Provider Statistic: Count Limit: All	
No data found matching filter.	
All Pending Claims	≡
Grouped by: Attending Provider Statistic: Count Limit: All	
	Count
Test Test	1
Total	1

OR

• My Bills icon

My Bills 😭 🌀										Filter Batch Create	Reports Messages Help
Date of: Service 💌	Start: All 💌	End: Today 🔻	Status: Pending 💌	Group: All 💌	Attending Provider:	Test, Test 💌	Insurer: Ministry 💌	Warnings: All 👻	×		Brief 💌 🛞 🏐
Service	Patient	¢Ins.	Code	Diag. P	rovider	# Modi	. Explan.	Billed	Balance	Status	
26Apr24	Test, B	NL	00000F	Sta	acey Test			\$0.00	\$0.00	Pending	
Export options: Exce	PDF RTF										

Reconciling the bills individually

To reconcile the bill, you can right-click on the bill and select "Adjust Total Cost" which will mark the bill as "Fully Paid".

My Bills 😭 🌀											Filter Batch Cr	eate Reports Messages Help
Date of: Service 🔻	Start: All 👻	End: Today 👻	Status: Pending		All - Attending	Provider: Test, Test 👻	Insurer: M	linistry 💌	Warnings: All	- ·		Brief 🔻 🛞 🍥
Date of: Service Service ZöApr24 Export options: Excel	Start All Patient Test, B	End: Today V	Status: Pending Code 00000F	Group: Diag.	All Attending Provider Stacey Test	Provider: Tost Tost	Insurer: M Ex hission Ics ther Chart >	plan.	Warnings: All 4 Billed \$0.00	Balance S0.00	Status Pending	
						New Task	>					

Reconciling the bills in a batch

Alternatively, you can batch reconcile the bills by:

- Set your Filter (criteria) to include only the bills you want to reconcile
 - i.e. only 00000F, 00000M, and 000000 codes or service dates
- Clicking the Batch icon in the top right corner of the screen.
- Under Batch Update, select "Adjust Total Cost".
- When you are ready, click the gears icon, which will <u>batch Adjust Total Cost for any bills</u> <u>visible in the list</u>.

My Bills 😴 🌀											_			Filter Batch	Create Reports Messages Help
Date of: Service	•	Start:	All 👻		End: Toda	ay 🔻		Status:	Pending	•		Group: All		•	Brief 🔻 🛞 🏵
Attending Provider: Test, Test	•	Insurer:	Ministry 🔻	Wa	rnings: All	•		Billing Code:	00000f (Co	. •	~				
Batch Update Adjust total cost None Set status Midie off uppaid Adjust total cost Adjust total cost			Bulk Approve	Ci M	reate Submi	ission ~ 🕓			Reconcile Choose F	Remitta	nce ile chosen	1	Ø		
Print Insurer Invoice Print Insurer Statement	tient	Ins. C	Code	Diag.	Provider		#	Modif.	Explan.		Billed	Bala	ance	Status	
² Bulk Print Individual Invoices	, В	NL 00	0000F		Stacey Tes	t					\$0.00	\$0.00)	Pending	
E Re-Approve Bills Remove Warnings	TF														