

### BLENDING CAPITATION – RECONCILING ROSTERED AND DE-ROSTERED BILLS IN SUBMITTED STATUS

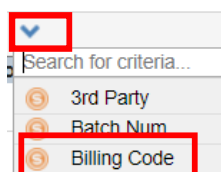
When traditional billing is submitted to MCP and electronic billing remittances are enabled for a Provider, the bills reconcile in EMR to become “Fully Paid”, “Partial”, “Refused”, or “Overpaid”. The roster and de-roster fee code bills that are submitted as part of the Blended Capitation Model are zero-dollar 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 can either complete the steps below to add a “payment” to the bills to manually reconcile, or, you can log a ticket with TELUS to have this done on your behalf.

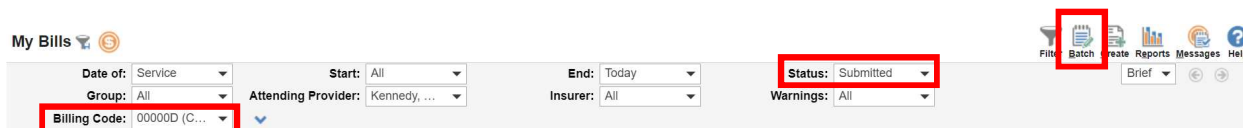
#### Bulk Adding Payment to Rostered and De-Rostered Bills

In your My Bills icon, set the filter criteria to capture the bills you want to manually reconcile. For example,

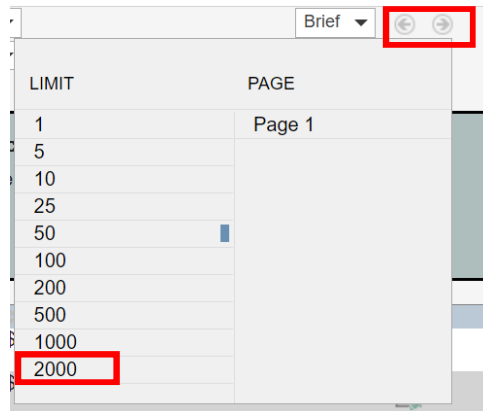
- **Date range:** select range required
- **Status:** select “Submitted” in the dropdown menu
- **Billing Code:** 00000M, 00000F, 00000O, and 00000D (select all codes)
  - Add Billing Code filter by clicking the blue chevron then clicking Billing Code



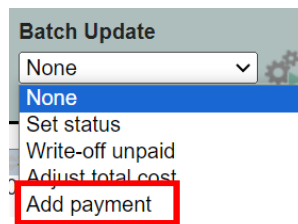
Once your filter criteria is captured, click Batch in the top right-hand corner of the My Bills window.



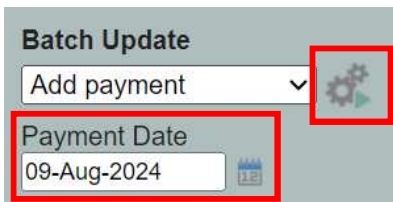
To increase the number of bills reconciled at one time, increase the limit in the top right-hand corner of the window by hovering over the page arrows, clicking the black down arrow, then increasing the limit as required.



Select "Add Payment" under Batch Update dropdown menu.



Enter Payment Date (i.e. Today) then click the Gears icon.



A Warning Screen opens to ensure you wish to continue, click OK.

nlchitest.med-access.net says

You are about to update all of the bills matching the criteria. Do you wish to continue?



The bills batched will now display as “Full” for payment and will no longer display as Submitted Bills.

13Feb24	CHEN, Norma_tpchi	NL	00000F	Martina Kennedy	2101	\$0.00	\$0.00	Full	
31Jan24	CANTRELL, THOMAS	NL	00000M	Martina Kennedy	4101	\$0.00	\$0.00	Full	

### **Calling TELUS to Add Payment to Rostering and De-Rostering Bills**

If you prefer to have TELUS complete the above steps, you can:

- Call TELUS at 888-781-5553, press 1 at each prompt until you speak to a Med Access agent
- Request:
  - **The bills:** Rostering and De-Rostering Bills (00000M, 00000F, 00000O, and 00000D) in Submitted Status
  - **Date Range:** provide date range required
  - **Provider:** name Provider(s) this needs to be completed for
  - **Action:** Bulk Add Payment to reconcile as Fully paid