



# SCO Standardized Billing Training - Part I

## AGENDA

- I. Project Team & ASAP Pilots
- II. Project Goals
- III. ASAP Preparation
- IV. Process Overview
- V. Step by Step
- VI. Project Status/Timelines
- VII. Support Resources
- VIII. Q&A

# I. Project Team & ASAP Pilots

## EOEA

Andy Grigorov & SIMS Team

## Mediware

Crystal Rybarczyk, Jeff Benjamin, Alan Rubinstein, Max Wilcox

## ASAPs

Springwell, Worcester, WestMass

## II. Project Goals:

Replace manual process & increase efficiency:

- ASAP: runs several reports on SAMS data, transfers to Access or other local program, copies SCO member roster onto table, configures spreadsheet output to meet SCO billing requirements
- SCO: deals with multiple ASAPs & varying formats, must create 837 file from incoming ASAP spreadsheets
- *Standardize invoicing process for the benefit of ASAPs and SCOs in ASAP database of record*

# III. ASAP Preparation

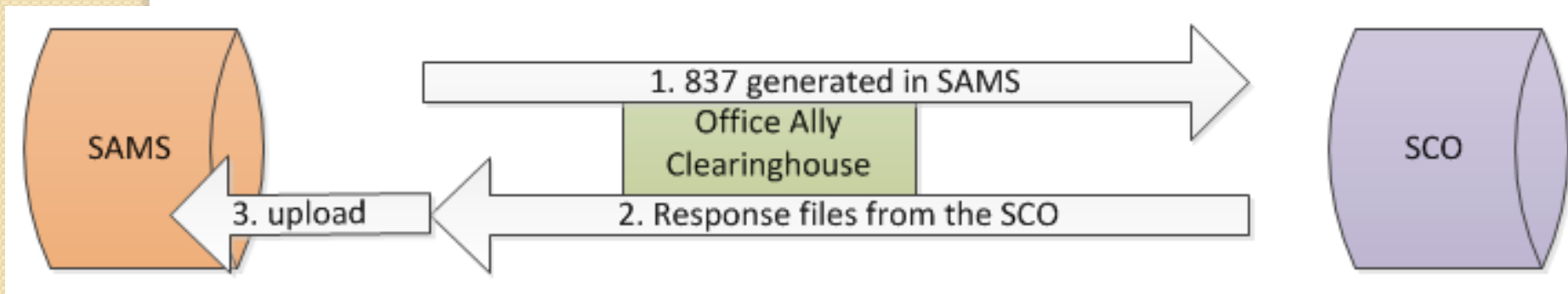
Consult prep guide available on blog:

<http://sco-standardized-billing.800ageinfo.com/>

1. Enroll to receive 835s (United, Fallon, Tufts, and BMC)
2. Register online with Office Ally, receive 2 sets of credentials (account + SFTP)
3. Download FileZilla, set up folder structure
4. Download ZIP application
5. URF to add Claims role to personnel
6. PCA/AFC services – edit contracts if necessary
7. Establish internal processes
  - Enter SCO ID numbers in appropriate custom field

# IV. Process Overview

1. ASAP uses SAMS claims to produce 837 file directly from the database. Transfers 837 via secure web service.
2. SCO transmits response files (999s and 277s), and Remittance Advice (835s) to ASAP
3. ASAP uploads response files to SAMS, corrects data if necessary and resubmits



# V. Step by Step: I



## Step I:

### SAMS – create & save

- Make sure deliveries are entered for the time period you are invoicing for
- Create new claim batch & 837 file
- Save 837 file to designated folder on your network

# V. Step by Step: 2



## Step 2: FileZilla/Office Ally

- Drag saved 837 file to Office Ally Inbound folder
- Drag response files (when available) to appropriate network Inbound folders
- Unzip items if necessary
- View text report files if desired

## Step 1: SAMS – create & save

- Make sure deliveries are entered for the time period you are invoicing for
- Create new claim batch & 837 file
- Save 837 file to designated folder on your network

# V. Step by Step: 3



## Step 3: SAMS - Response Files

- Upload response files
  - 999s, 277s, & 835s
- View claim batch status and view individual claims/ Correct & Resubmit

## Step 2: FileZilla/Office Ally

- Drag saved 837 file to Office Ally Inbound folder
- Drag response files (when available) to appropriate network Inbound folders
- Unzip items if necessary
- View text report files if desired

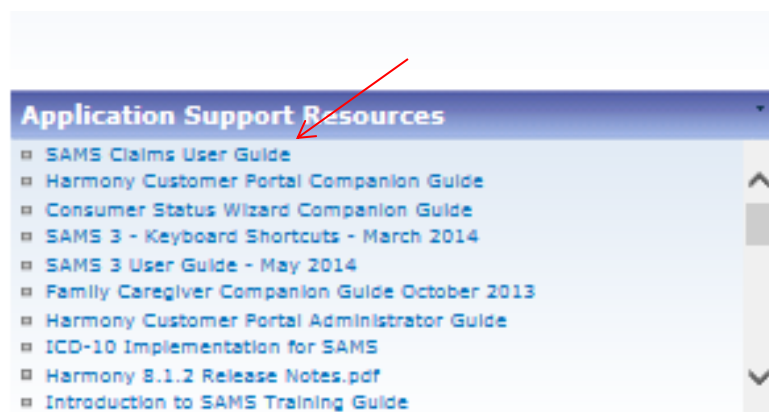
## Step 1: SAMS – create & save

- Make sure deliveries are entered for the time period you are invoicing for
- Create new claim batch & 837 file
- Save 837 file to designated folder on your network



# \*Claims in SAMS – Additional Note

- Very thorough instructions on dealing with various claiming scenarios can be found in Mediware's SAMS Claims User Guide, available on the Mediware Portal page.



# VI. Project Status/Timelines

- Planned go-live sequence:

SCO	Pilots	All
United	End Sep	End Oct
SWH	End Oct	End Nov
CCA	End Nov	End Dec
Fallon	End Dec	End Jan
Tufts	End Jan	End Feb
BMC	End Jan	End Feb

# VII. Support Resources

On <http://sco-standardized-billing.800ageinfo.com/>:

- ASAP User Guide – SCO Standardized Billing v. I
- ASAP Preparation Guide
- SCO Standardized Billing – I-page Fact Sheet
- Project announcements

On Mediware Portal Page:

- SAMS Claims User Guide
- Harmony Training/Claims Tutorial

Training PART 2 coming in early/mid-October

# VIII. Q&A

- ?