



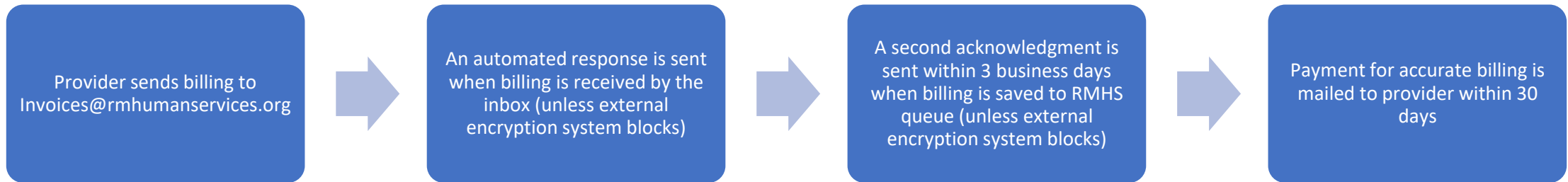
Early Intervention Billing Submission & Reconciliation Tips

November 2023

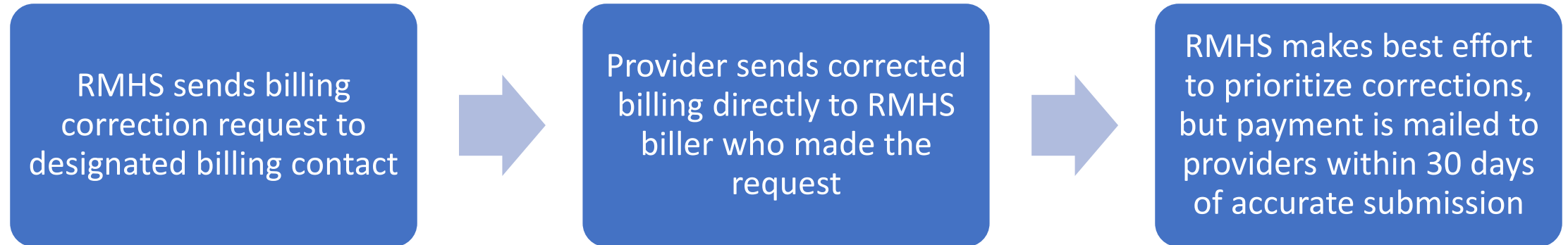
Top Tips & Ideas

- Find what works for you!
- Complete notes timely (best practice is within 24 hours of visit)
- Find a mechanism for tracking clients and funding source information
- Organize billing submissions for tracking
- Clearly label all files
- Do a review of accuracy
- Be aware of billing deadlines
 - Monthly deadline by 3rd business day
 - Fiscal year final cutoff
- Submit billing more frequently
- Reconcile payments timely

Billing Timeline



Billing Corrections Requested by RMHS



Billing Corrections Requested by Provider

Provider sends detailed email to Billingquestions@rmhumanservices.org and attaches billing



RMHS makes best effort to prioritize corrections, but payment is mailed to providers within 30 days of accurate submission. Errors on RMHS' behalf are addressed ASAP for correction

Expected Payment Dates Based on Billing Submission Date

Submission Date Range:		Check Mailed by Date:	Submission Date Range:		Check Mailed by Date:
12/7/2023	12/12/2023	1/5/2024	6/5/2024	6/11/2024	7/5/2024
12/13/2023	12/19/2023	1/12/2024	6/12/2024	6/18/2024	7/12/2024
12/20/2023	12/26/2023	1/19/2024	6/19/2024	6/25/2024	7/19/2024
12/27/2023	1/2/2024	1/26/2024	6/26/2024	7/2/2024	7/26/2024
1/3/2024	1/9/2024	2/2/2024	7/3/2024	7/9/2024	8/2/2024
1/10/2024	1/16/2024	2/9/2024	7/10/2024	7/16/2024	8/9/2024
1/17/2024	1/23/2024	2/16/2024	7/17/2024	7/23/2024	8/16/2024
1/24/2024	1/30/2024	2/23/2024	7/24/2024	7/30/2024	8/23/2024
1/31/2024	2/6/2024	3/1/2024	7/31/2024	8/6/2024	8/30/2024
2/7/2024	2/13/2024	3/8/2024	8/7/2024	8/13/2024	9/6/2024
2/14/2024	2/20/2024	3/15/2024	8/14/2024	8/20/2024	9/13/2024
2/21/2024	2/27/2024	3/22/2024	8/21/2024	8/27/2024	9/20/2024
2/28/2024	3/5/2024	3/29/2024	8/28/2024	9/3/2024	9/27/2024
3/6/2024	3/12/2024	4/5/2024	9/4/2024	9/10/2024	10/4/2024
3/13/2024	3/19/2024	4/12/2024	9/11/2024	9/17/2024	10/11/2024
3/20/2024	3/26/2024	4/19/2024	9/18/2024	9/24/2024	10/18/2024
3/27/2024	4/2/2024	4/26/2024	9/25/2024	10/1/2024	10/25/2024
4/3/2024	4/9/2024	5/3/2024	10/2/2024	10/8/2024	11/1/2024
4/10/2024	4/16/2024	5/10/2024	10/9/2024	10/15/2024	11/8/2024
4/17/2024	4/23/2024	5/17/2024	10/16/2024	10/22/2024	11/15/2024
4/24/2024	4/30/2024	5/24/2024	10/23/2024	10/29/2024	11/22/2024
5/1/2024	5/7/2024	5/31/2024	10/30/2024	11/5/2024	11/29/2024
5/8/2024	5/14/2024	6/7/2024	11/6/2024	11/12/2024	12/6/2024
5/15/2024	5/21/2024	6/14/2024	11/13/2024	11/19/2024	12/13/2024
5/22/2024	5/28/2024	6/21/2024	11/20/2024	11/26/2024	12/20/2024
5/29/2024	6/4/2024	6/28/2024	11/27/2024	12/3/2024	12/27/2024
			12/4/2024	12/10/2024	1/3/2025

Example Client & Funding Source Tracker

A	B	C	D	E	F	G	H	I	J	K	L	M
Child's Legal Name	Date of Birth	Insurance	Policy Number	Date Last Verified	Trust Eligible?	Secondary Insurance	Exemption Approve	Exemption Renewal Date?	Responsible Biller	CPT Codes on DHMC PAR	Dates of No Shows	Service Coordinator
Client A	1/1/2023	Standard Medicaid	A123456	11/1/2023	No	N/a	N/a	N/a	Provider	N/a	6/1/23, 8/5/23	SC 1
Client B	2/1/2022	Anthem	ABC12345678	11/1/2023	No	Standard Medicaid	No	N/a	Provider	N/a	N/a	SC 2
Client C	3/1/2021	Denver Health Medicaid	B234567	11/3/2023	No	N/a	N/a	N/a	RMHS	97530, 97110, 97168	11/22/2023	SC 3
Client D	1/1/2023	Kaiser	123456789	11/1/2023	Yes	N/a	N/a	N/a	RMHS	N/a	N/a	SC 4
Client E	2/1/2022	Standard Medicaid	C345678	11/5/2023	No	N/a	N/a	N/a	Provider	N/a	N/a	SC 5
Client F	3/1/2021	KCHP+	D456789	11/1/2023	Yes	N/a	N/a	N/a	RMHS	N/a	5/1/23, 6/1/23, 7/1/23, 8/1/23	SC 6
Client G	1/1/2023	CHP+	E567890	11/1/2023	No	N/a	N/a	N/a	Provider	N/a	N/a	SC 7
Client H	2/1/2022	Cigna	987654321	11/3/2023	No	N/a	Yes	12/1/2023	RMHS	N/a	N/a	SC 8
Client I-J	3/1/2021	UHC	234567890	11/1/2023	No	N/a	Yes	1/1/2024	RMHS	N/a	N/a	SC 9

Example Payment Tracker

A	B	C	D	E	F
Patient Name	Date of Service	Service	Date Submitted	Submitted To	Expected Payment
Client A	11/1/2023	OT	12/3/2023	Medicaid	\$ 103.00
Client B	11/1/2023	OT	12/3/2023	Anthem	\$ 50.00
Client B	11/1/2023	OT	12/9/2023	Medicaid	\$ 50.00
Client C	11/1/2023	OT	12/3/2023	RMHS	\$ 103.00
Client C	11/8/2023	IFSP Review	12/3/2023	RMHS	\$ 103.00
Client C	11/15/2023	OT	12/3/2023	RMHS	\$ 103.00
Client C	11/22/2023	No Show	12/3/2023	RMHS	\$ 25.75
Client D	11/2/2023	OT	12/3/2023	RMHS	\$ 103.00
Client E	11/2/2023	Annual IFSP	12/3/2023	RMHS	\$ 154.50
Client F	11/2/2023	Initial IFSP	12/3/2023	RMHS	\$ 103.00
Client G	11/3/2023	OT	12/3/2023	CHP+	\$ 100.00
Client H	11/3/2023	OT	12/3/2023	RMHS	\$ 51.50
Client I-J	11/3/2023	OT	12/3/2023	RMHS	\$ 103.00
Transteam Meeting	11/4/2023	Transteam Meeting	12/3/2023	RMHS	\$ 52.00

Accessing Mimecast- [rmhumanservices.org/ei-providers](https://www.rmhumanservices.org/ei-providers)

The screenshot shows a web browser window with the URL <https://www.rmhumanservices.org/ei-providers>. The website header features the RMHS logo (Rocky Mountain Human Services) and a "Get Started" button. A search bar is located below the logo. The navigation menu includes: Home, About, Our Services, Denver Mill Levy Services, Case Management, SEP, News, and Providers. The main content area is titled "Early Intervention Providers" and contains the following text:

Welcome to the RMHS Early Intervention Providers (independent contractors and agencies) resources page! On this page you will find resources for the Early Intervention program including manuals, templates, forms, and training materials.

If you are a caregiver interested in learning more about Early Intervention, please visit the family side of our website here: [Early Intervention | Denver | Rocky Mountain Human Services](#)

At the bottom of the page, there are four buttons: "Mimecast Secure Message Portal", "EI Provider and Invoice Manual", "Play and Learn Library", and "Mimecast User Guide".

Enter email address and select “Add Invoices@rmhumanservices.org”

The screenshot displays an email client interface. At the top left is the logo for Rocky Mountain Human Services (RMHS). Below the logo is a navigation sidebar with buttons for 'Compose', 'Inbox', 'Sent Items', and 'Deleted Items'. The main area shows a 'Compose' window with a 'Cancel' button at the top left. The 'To' field is populated with 'Invoices@rmhumanservices.org'. The 'Subject' field contains the text 'Add Invoices@rmhumanservices.org...', which is highlighted in yellow. Below the subject field is a rich text editor toolbar with various formatting options: text color (yellow), bulleted list, numbered list, indent, font size (13), text color (black), bold (B), italic (I), underline (U), and link.

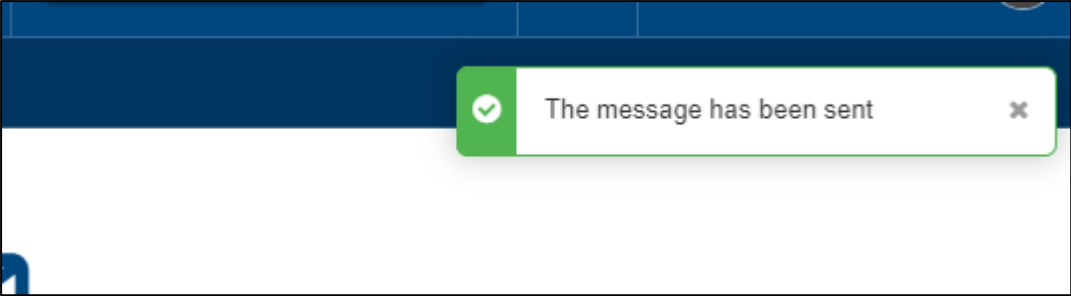
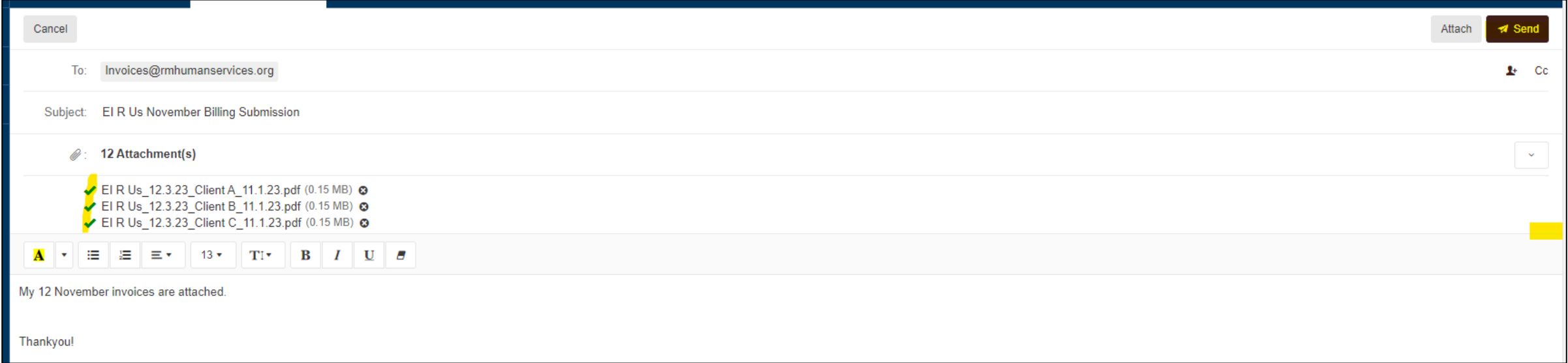
Select “Attach,” locate and select all invoices that should be submitted, and select “Open”

The screenshot shows an email client window with an 'Open' file dialog box overlaid. The email is addressed to `Invoices@rmhumanservices.org` with the subject `EI R Us November Billing Submission`. The file dialog is open to the folder `This PC > 12.3.23 RMHS Submission`. The dialog displays a list of files, all of which are selected with checkboxes. The files are:

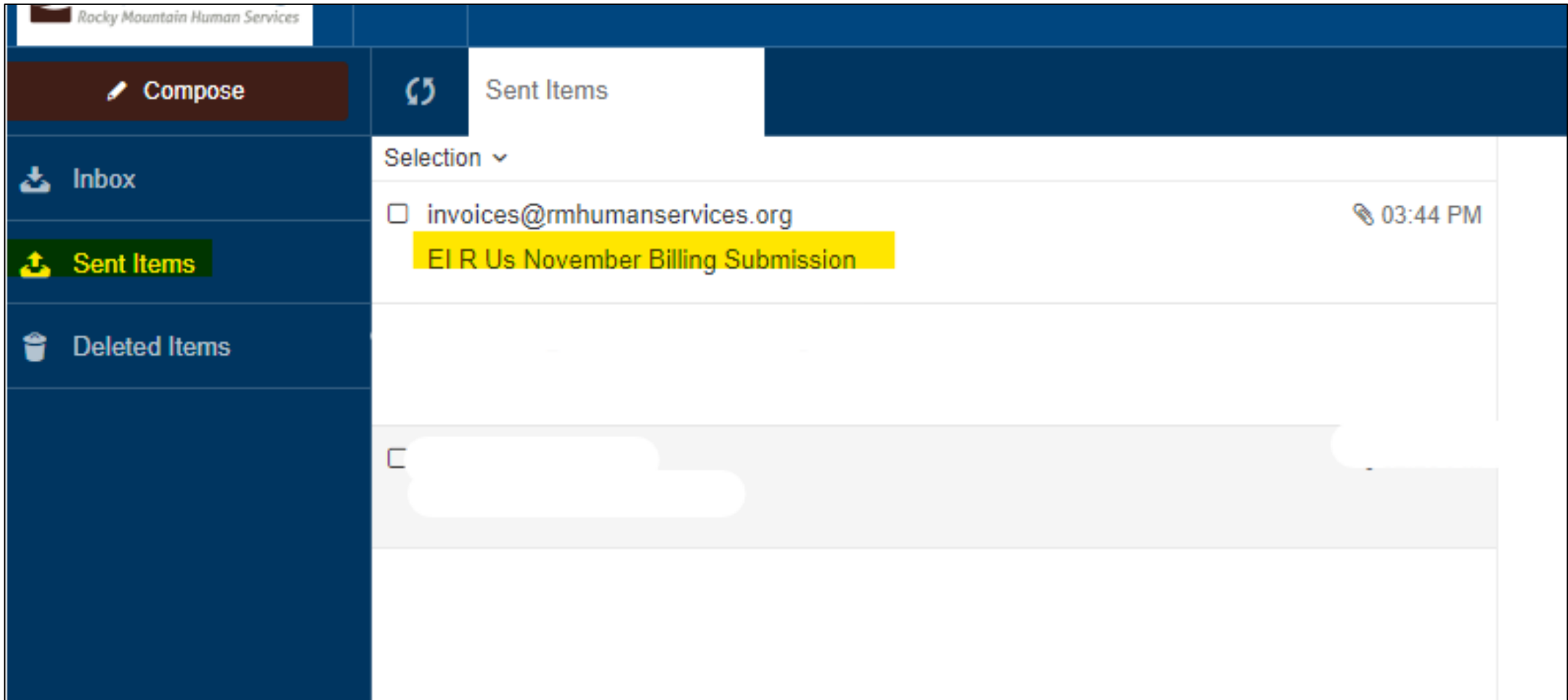
Name	Date modified	Type	Size
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client A_11.1.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client B_11.1.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client C_11.1.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client C_11.8.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client C_11.22.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client D_11.2.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client E_11.2.23	11/7/2023 3:31 PM	Foxit PDF Editor D...	165 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client F_11.2.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client G_11.3.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client H_11.3.23	11/7/2023 3:35 PM	Foxit PDF Editor D...	171 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Client I-J_11.3.23	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB
<input checked="" type="checkbox"/> EI R Us_12.3.23_Transteam Attendance...	10/22/2023 11:15 AM	Foxit PDF Editor D...	152 KB

The file name field at the bottom of the dialog contains the following text: `"EI R Us_12.3.23_Transteam Attendance_11.4.23" "EI R Us_12.3.23_Client A_11.1.23" "EI R Us_12.3.23_Client B_11.1.23" "EI R Us_12.3.23_C`. The 'Open' button is highlighted in yellow.

Wait until all attachments have a green checkmark and select “Send.” A confirmation that the message sent will appear in the upper right-hand corner



The message will soon appear in the sent folder



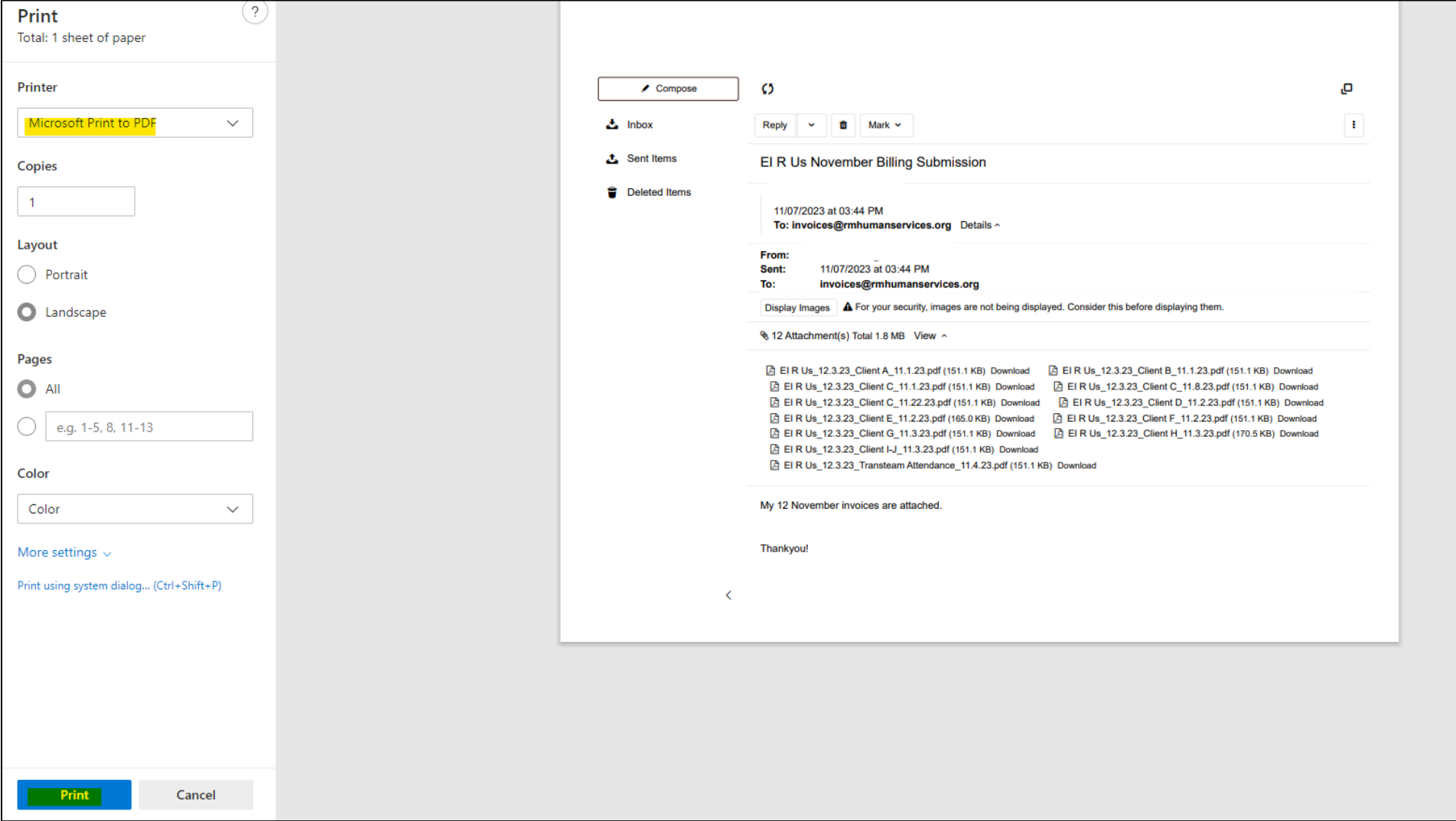
Double click to open the message and select “View” to see all attachments that were sent

The screenshot shows an email client interface with a dark blue sidebar on the left containing 'Compose', 'Inbox', 'Sent Items', and 'Deleted Items'. The main window has a dark blue header with 'Sent Items' and a tab for 'EI R Us Novemb...'. Below the header are 'Reply', 'Mark', and other action buttons. The email subject is 'EI R Us November Billing Submission'. The sender is 'invoices@rmhumanservices.org' with a timestamp of '11/07/2023 at 03:44 PM'. The 'From' field is redacted. The 'Sent' and 'To' fields match the sender information. A 'Display Images' button is present with a warning: 'For your security, images are not being displayed. Consider this before displaying them.' Below this, it says '12 Attachment(s) Total 1.8 MB View'. The attachments are listed as follows:














- EI R Us_12.3.23_Client A_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client B_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.8.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.22.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client D_11.2.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client E_11.2.23.pdf (165.0 KB) Download
- EI R Us_12.3.23_Client F_11.2.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client G_11.3.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client H_11.3.23.pdf (170.5 KB) Download
- EI R Us_12.3.23_Client I-J_11.3.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Transteam Attendance_11.4.23.pdf (151.1 KB) Download

The email body contains the text: 'My 12 November invoices are attached.' and 'Thankyou!'.

An image of the email with all attachments can be saved by using the “Print to PDF” function



Invoices can be saved by submission date with a confirmation of what was sent

New	Open	Select
s > 12.3.23 RMHS Submission		
<input type="checkbox"/>	Name	^
	EI R Us_12.3.23_Client A_11.1.23_For Filing Only	
	EI R Us_12.3.23_Client B_11.1.23_For Filing Only	
	EI R Us_12.3.23_Client C_11.1.23_For Filing Only	
	EI R Us_12.3.23_Client C_11.8.23	
	EI R Us_12.3.23_Client C_11.22.23	
	EI R Us_12.3.23_Client D_11.2.23	
	EI R Us_12.3.23_Client E_11.2.23	
	EI R Us_12.3.23_Client F_11.2.23	
	EI R Us_12.3.23_Client G_11.3.23_For Filing Only	
	EI R Us_12.3.23_Client H_11.3.23	
	EI R Us_12.3.23_Client I-J_11.3.23	
	EI R Us_12.3.23_Transteam Attendance_11.4.23	
	RMHS 12.3.23 Billing Submission	

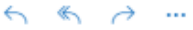
Automated Response

Automatic reply: EI R Us November Billing Submission



Invoices <Invoices@rmhumanservices.org>

To: You



Tue 11/7/2023 3:45 PM

This is an automatic response acknowledging that RMHS has received your email. Your email will be processed within three business days. You will receive a second confirmation email when your invoices have been saved to our queue.

If your email pertains to a question regarding a previous invoice submitted to RMHS or other such billing related questions, please send your inquiry to: Billingquestions@rmhumanservices.org.

Mill Levy Providers: The ML invoice template has been updated to reflect 7/1/23 rate increases. Please use the updated template found on our website. A video overview of using the template is also available. [RMHS | Denver | Rocky Mountain Human Services \(rmhumanservices.org\)](#)

Important Billing Deadlines

Monthly Submission	Third business day each month
Services from 7/1/22-5/31/23	Final deadline Monday, June 5th, 2023
Services from 6/1/23-6/30/23	Final deadline Thursday, July 6th, 2023

Invoices Processing Team
Rocky Mountain Human Services

2023 Payment Schedule

Submission Date Range:	Check Mailed by Date:
12/29/2022 - 1/4/2023	1/27/2023
1/5/2023 - 1/11/2023	2/3/2023
1/12/2023 - 1/18/2023	2/10/2023
1/19/2023 - 1/25/2023	2/17/2023
1/26/2023 - 2/1/2023	2/24/2023
2/2/2023 - 2/8/2023	3/3/2023
2/9/2023 - 2/15/2023	3/10/2023
2/16/2023 - 2/22/2023	3/17/2023
2/23/2023 - 2/29/2023	3/24/2023

Confirmation Files Were Saved

RE: EI R Us November Billing Submission



Invoices <Invoices@rmhumanservices.org>

11/07/2023 at 04:14 PM

To: [redacted] [Details](#) ▾

[Display Images](#) ⚠ For your security, images are not being displayed. Consider this before displaying them.

Thank you for sending this email. We acknowledge the receipt of the invoice/s and that they are currently being processed. Any questions and / or clarifications related to your invoice will be communicated to you through the appropriate party/protocol that currently exists.

Be advised that this email is just an acknowledgement and by no means implies that your invoice/s have been approved for billing and/or payments.

Invoices Processing Team

Rocky Mountain Human Services

Compliance Issue-Unencrypted Emails

Files are not saved and must be resubmitted!

ATTENTION:

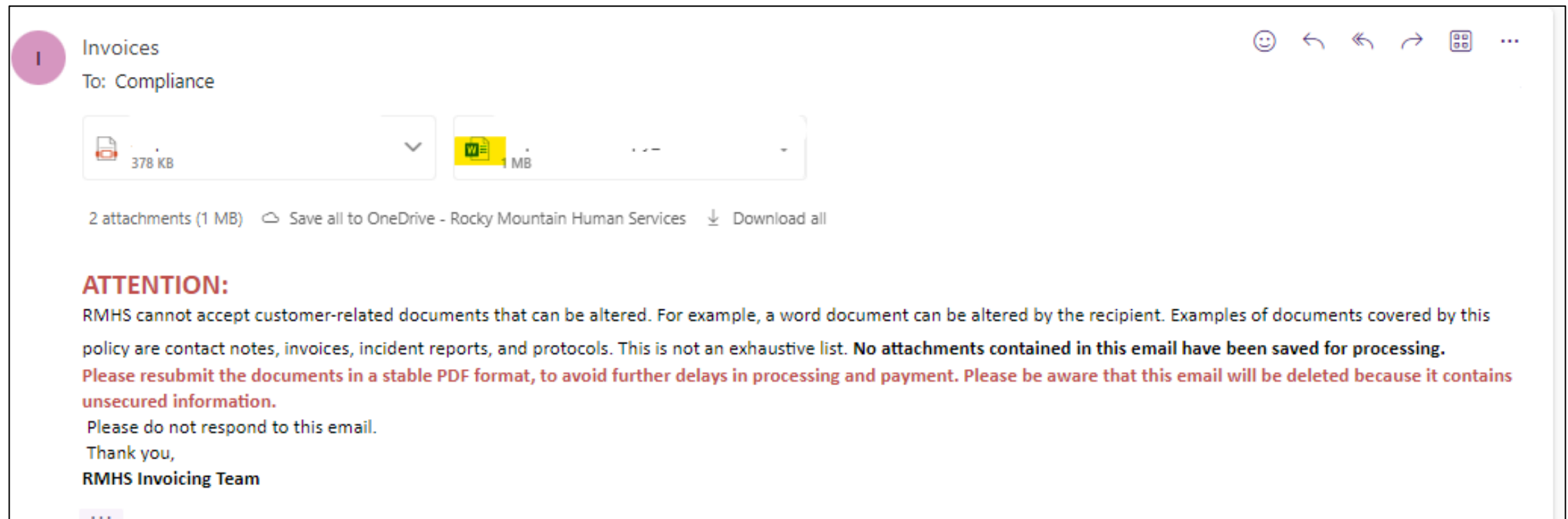
We received an unencrypted email that contains protected health information (PHI). Per HIPAA regulations, all correspondence that contains PHI must be encrypted.

Please resubmit in an encrypted format to avoid further delays in processing and payment. Please be aware that this email will be deleted because it contains unsecured information.

Please do not respond to this email.

Compliance Issue-Live Documents



NO files are saved (including any PDF's) and must be resubmitted!



The screenshot shows an email from 'Invoices' to 'Compliance'. It contains two attachments: a PDF file (378 KB) and a Word document (1 MB). Below the attachments, there are options to 'Save all to OneDrive - Rocky Mountain Human Services' and 'Download all'. The main body of the email contains a red 'ATTENTION:' header followed by a warning that documents cannot be altered and must be resubmitted in PDF format. The email concludes with a 'Thank you' and the 'RMHS Invoicing Team' signature.

Invoices
To: Compliance

378 KB
1 MB

2 attachments (1 MB)  Save all to OneDrive - Rocky Mountain Human Services  Download all

ATTENTION:
RMHS cannot accept customer-related documents that can be altered. For example, a word document can be altered by the recipient. Examples of documents covered by this policy are contact notes, invoices, incident reports, and protocols. This is not an exhaustive list. **No attachments contained in this email have been saved for processing. Please resubmit the documents in a stable PDF format, to avoid further delays in processing and payment. Please be aware that this email will be deleted because it contains unsecured information.**
Please do not respond to this email.
Thank you,
RMHS Invoicing Team

RMHS Billing Queues: First-In, First-Out

New	Open	Select
▶ BILL BY 12.22.23_11.30.23-12.6.23		
Name		
		Happy Helpers_11.30.23_Transteam Attendance_11.4.23
		Happy Helpers_11.30.23_Client I-J_11.3.23
		Happy Helpers_11.30.23_Client H_11.3.23
		Happy Helpers_11.30.23_Client G_11.3.23_ST Stipend
		Happy Helpers_11.30.23_Client F_11.2.23
		Happy Helpers_11.30.23_Client E_11.2.23
		Happy Helpers_11.30.23_Client D_11.2.23
		Happy Helpers_11.30.23_Client C_11.22.23
		Happy Helpers_11.30.23_Client C_11.8.23
		Happy Helpers_11.30.23_Client B_11.1.23_ST Stipend
		Happy Helpers_11.30.23_Client A_11.1.23_For Filing Only
		Happy Helpers_11.30.23_Client C_11.1.23_For Filing Only
		EI R Us_12.30.23_Client E_11.2.23
		EI R Us_12.3.23_Transteam Attendance_11.4.23
		EI R Us_12.3.23_Client I-J_11.3.23
		EI R Us_12.3.23_Client H_11.3.23
		EI R Us_12.3.23_Client G_11.3.23_For Filing Only
		EI R Us_12.3.23_Client F_11.2.23
		EI R Us_12.3.23_Client D_11.2.23
		EI R Us_12.3.23_Client C_11.22.23
		EI R Us_12.3.23_Client C_11.8.23
		EI R Us_12.3.23_Client C_11.1.23_For Filing Only
		EI R Us_12.3.23_Client B_11.1.23_For Filing Only
		EI R Us_12.3.23_Client A_11.1.23_For Filing Only

Payment Reconciliation

	RMHS - PROVIDER SERVICES		EI PS 12/29/23			
seq #	V#_Provider Name	CLIENT NAME	SERVICE	Date of Service	Reimb Units	Sum of Amount
148	EI R Us	Client C	Ei Occupational Therapy	11/1/2023	4	103.00
		Client C	Ei IFSP Review	11/8/2023	4	103.00
		Client C	Ei No Show	11/22/2023	1	25.75
		Client D	Ei Occupational Therapy	11/2/2023	4	103.00
		Client E	Ei Annual IFSP	11/2/2023	4	103.00
		Client F	Ei Initial IFSP	11/2/2023	4	103.00
		Client H	Ei Occupational Therapy	11/3/2023	4	103.00
		Client I-J	Ei Occupational Therapy	11/3/2023	4	103.00
		Lindsey Hausman	Ei Transteam	11/4/2023	4	52.00
	EI R US Total				33	798.75

Missing or Incorrect Payments

Patient Name	Date of Service	Service	Date Submitted	Submitted To	Expected Payment	Check Date	Actual Payment	Expected Vs. Actual
Client A	11/1/2023	OT	12/3/2023	Medicaid	\$ 103.00	12/9/2023	\$ 103.00	\$ -
Client B	11/1/2023	OT	12/3/2023	Anthem	\$ 50.00	1/5/2024	\$ 50.00	\$ -
Client B	11/1/2023	OT	12/9/2023	Medicaid	\$ 50.00	12/14/2023	\$ 50.00	\$ -
Client C	11/1/2023	OT	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ 103.00	\$ -
Client C	11/8/2023	IFSP Review	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ 103.00	\$ -
Client C	11/15/2023	OT	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ -	\$ (103.00)
Client C	11/22/2023	No Show	12/3/2023	RMHS	\$ 25.75	12/29/2023	\$ 25.75	\$ -
Client D	11/2/2023	OT	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ 103.00	\$ -
Client E	11/2/2023	Annual IFSP	12/3/2023	RMHS	\$ 154.50	12/29/2023	\$ 103.00	\$ (51.50)
Client F	11/2/2023	Initial IFSP	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ 103.00	\$ -
Client G	11/3/2023	OT	12/3/2023	CHP+	\$ 100.00	12/29/2023	\$ 100.00	\$ -
Client H	11/3/2023	OT	12/3/2023	RMHS	\$ 51.50	12/29/2023	\$ 103.00	\$ 51.50
Client I-J	11/3/2023	OT	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ 103.00	\$ -
Transteam Meeting	11/4/2023	Transteam Meeting	12/3/2023	RMHS	\$ 52.00	12/29/2023	\$ 52.00	\$ -

Verify Billing is Accurate and Submitted

Missed billings can be submitted to the Invoices inbox. Invoices *may* not be paid if the DOS is outside of timely filing (i.e., the fiscal year deadline)

Patient Name	Date of Service	Service	Date Submitted	Submitted To	Expected Payment	Check Date	Actual Payment	Expected Vs. Actual
Client C	11/15/2023	OT	12/3/2023	RMHS	\$ 103.00	12/29/2023	\$ -	\$ (103.00)

- 12.03.23 RMHS Submission
- Name
- EI R Us_12.3.23_Client A_11.1.23_For Filing Only
 - EI R Us_12.3.23_Client B_11.1.23_For Filing Only
 - EI R Us_12.3.23_Client C_11.1.23_For Filing Only
 - EI R Us_12.3.23_Client C_11.8.23
 - EI R Us_12.3.23_Client C_11.22.23
 - EI R Us_12.3.23_Client D_11.2.23
 - EI R Us_12.3.23_Client E_11.2.23
 - EI R Us_12.3.23_Client F_11.2.23
 - EI R Us_12.3.23_Client G_11.3.23_For Filing Only
 - EI R Us_12.3.23_Client H_11.3.23
 - EI R Us_12.3.23_Client I-J_11.3.23
 - EI R Us_12.3.23_Transteam Attendance_11.4.23
 - RMHS 12.3.23 Billing Submission

EI R Us November Billing Submission

To: invoices@rmhumanservices.org Details ^

From: [Redacted]

Sent: [Redacted]

To: invoices@rmhumanservices.org

Display Images For your security, images are not being displayed. Consider this before displaying them.

12 Attachment(s) Total 1.8 MB View ^

- EI R Us_12.3.23_Client A_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client B_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.1.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.8.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client C_11.22.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client D_11.2.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client E_11.2.23.pdf (165.0 KB) Download
- EI R Us_12.3.23_Client F_11.2.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client G_11.3.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Client H_11.3.23.pdf (170.5 KB) Download
- EI R Us_12.3.23_Client I-J_11.3.23.pdf (151.1 KB) Download
- EI R Us_12.3.23_Transteam Attendance_11.4.23.pdf (151.1 KB) Download

Verify Billing is Accurate and Submitted

Patient Name	Date of Service	Service	Date Submitted	Submitted To	Expected Payment	Check Date	Actual Payment	Expected Vs. Actual
Client E	11/2/2023	Annual IFSP	12/3/2023	RMHS	\$ 154.50	12/29/2023	\$ 103.00	\$ (51.50)



Early Intervention Program Progress Note

Client Name: Client E	Client Date of Birth: 11/2/2023
Provider's Name: Lindsey Hausman	Provider's Company Name: EI R Us
Service Location: 10- Telehealth (Client in Home)	Telehealth Modality: Audio/Visual
ICD-10 Diagnosis: R62.0	Date of Service: 11/2/2023
EI Service: IFSP- Annual	Provider Verified Insurance: <input checked="" type="checkbox"/>
Note Type: SGF Only Service (Non-CPT Codes- EX: DI, Soc Em, No Shows, IFSP's, Etc.)- RMHS Bills	

Billing Information:

Select a Service Code or Type a CPT Code	Units	Duration
Annual Review	4	Start Time: 12:00 PM End Time: 1:30 PM
		Total Minutes: 90

Emailing Billing Questions

The screenshot shows an email client interface with a dark blue sidebar on the left containing 'Compose', 'Inbox', 'Sent Items', and 'Deleted Items'. The main window has a dark blue header with 'Inbox' and 'Corrected Billing...' tabs. Below the header is a 'Cancel' button. The email header shows 'To: Billingquestions@rmhumanservices.org' and 'Subject: Corrected Billing Submission'. There is one attachment: 'EI R Us_12.30.23_Client E_11.2.23_CORRECTED.pdf (0.16 MB)'. Below the attachment is a rich text editor with a toolbar containing icons for text color, bulleted list, numbered list, indent, font size (13), text color, bold, italic, underline, and strikethrough. The email body contains the following text:

Hello,

I listed the incorrect number of units on an invoice. I was paid for 4 units, but the visit was 6 units. A corrected invoice is attached. Can you please issue a corrected payment?

Thank you,

Lindsey Hausman

EI R Us

Verify Billing is Accurate and Submitted

Patient Name	Date of Service	Service	Date Submitted	Submitted To	Expected Payment	Check Date	Actual Payment	Expected Vs. Actual
Client H	11/3/2023	OT	12/3/2023	RMHS	\$ 51.50	12/29/2023	\$ 103.00	\$ 51.50



Early Intervention Program Progress Note

Client Name: Client H	Client Date of Birth: 2/1/2022
Provider's Name: Lindsey Hausman	Provider's Company Name: EI R Us
Service Location: 12- Home	Telehealth Modality: Audio/Visual
ICD-10 Diagnosis: R62.0	Date of Service: 11/3/2023
EI Service: Occupational Therapy	Provider Verified Insurance: <input checked="" type="checkbox"/>
Note Type: Private Insurance Exemption on File- RMHS Bills	

Billing Information:

Select a Service Code or Type a CPT Code	Units	Duration
97530	2	Start Time: 1:30 PM End Time: 2:00 PM Total Minutes: 30

Emailing Billing Questions

Compose

Inbox

Sent Items

Deleted Items

Cancel

To: Billingquestions@rmhumanservices.org

Subject: Overpaid on Visit

1 Attachment(s)

✓ EI R Us_12.3.23_Client H_11.3.23_OVERPAID.pdf (0.17 MB)

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Hello,

I was overpaid on the attached billing. I was paid 4 units, but the visit was only 2 units. Can you please issue a takeback for the extra 2 units?

Thank you,

Lindsey Hausman

EI R Us