

Billing

Solana's Billing software creates the invoice for contracted services (including hours of service, per diems and units of service) to submit to funding sources (electronically or hard copy).

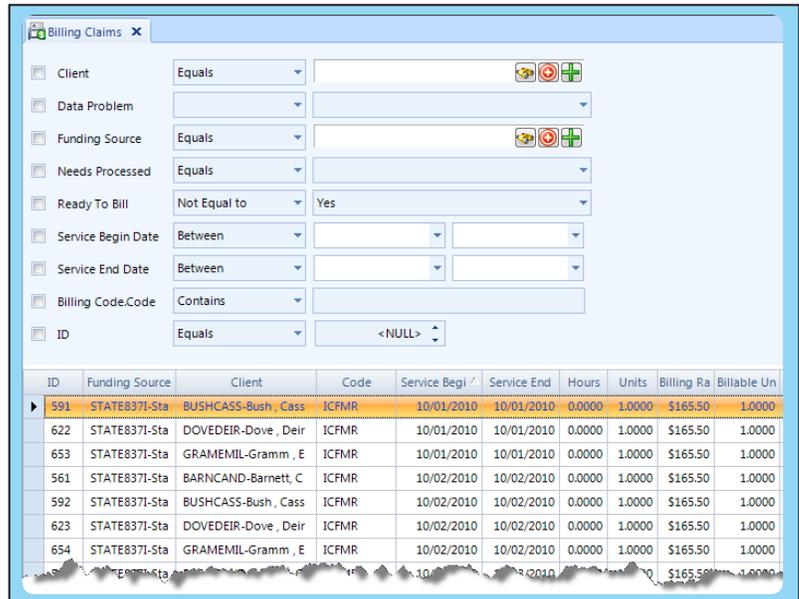
Billing starts with recording hours and units of service for three main purposes:

- 1) Provides the data needed to bill the appropriate funding source for the services provided at the appropriate rule.
- 2) Transfers hours and units to Payroll to pay staff wages and reimburse mileage
- 3) Compares the actual service provided to the client's contract to pinpoint over/under utilization.

Watch your bottom line increase as you stop leaving money on the table from unbilled or unprovided services for which the individual has funding. Review Billing Contract Utilization reports to compare what your agency can bill versus what you have already billed. Contract utilization examines every service type by client to isolate deficiencies or situations where services have been under- or over-provided.

Maximize contracted services with the Service Budget Utilization report. This report compares the client's individual service plan (ISP) to the actual service provided on a weekly basis for all service types (even ratios like 1:1, 1:2, etc.) to identify problem areas. The standard Outstanding Bills and Receivables Aging reports let you stay on top of billing receivables helping you to increase cash flow. Review Contract reports to identify clients who do not have active contracts or have contracts coming due. Accrue unbilled revenue to show complete revenue picture and recognize billing in the appropriate month.

Increase the efficiency of your billing staff and reduce administrative costs with time-saving features that eliminate duplication. Staff can check for common



The screenshot shows the 'Billing Claims' window. On the left is a filter panel with various dropdown menus for Client, Data Problem, Funding Source, Needs Processed, Ready To Bill, Service Begin Date, Service End Date, Billing Code.Code, and ID. The main area displays a table of claims with columns for ID, Funding Source, Client, Code, Service Begin, Service End, Hours, Units, Billing Rate, and Billable Units.

ID	Funding Source	Client	Code	Service Begin	Service End	Hours	Units	Billing Rate	Billable Units
591	STATE8371-Sta	BUSHCASS-Bush, Cass	ICFMR	10/01/2010	10/01/2010	0.0000	1.0000	\$165.50	1.0000
622	STATE8371-Sta	DOVEDEIR-Dove, Deir	ICFMR	10/01/2010	10/01/2010	0.0000	1.0000	\$165.50	1.0000
653	STATE8371-Sta	GRAMEMIL-Gramm, E	ICFMR	10/01/2010	10/01/2010	0.0000	1.0000	\$165.50	1.0000
561	STATE8371-Sta	BARNCAND-Barnett, C	ICFMR	10/02/2010	10/02/2010	0.0000	1.0000	\$165.50	1.0000
592	STATE8371-Sta	BUSHCASS-Bush, Cass	ICFMR	10/02/2010	10/02/2010	0.0000	1.0000	\$165.50	1.0000
623	STATE8371-Sta	DOVEDEIR-Dove, Deir	ICFMR	10/02/2010	10/02/2010	0.0000	1.0000	\$165.50	1.0000
654	STATE8371-Sta	GRAMEMIL-Gramm, E	ICFMR	10/02/2010	10/02/2010	0.0000	1.0000	\$165.50	1.0000

data-entry errors like overlapping services in real-time or using reports. Integrate with Solana's Time Tracking software and most of these errors are corrected and eliminated before they even get to the Billing software. Take advantage of system-generated, retroactive billing for service limit changes, rate changes and late time slips on previously submitted bills. Use online reconciliation to assist you in reconciling your payments to your billing claims. Postpone a reconciliation and start the process again right where you left off. Mark denied claims for resubmission to the funding source or write them off altogether without data re-entry. Bill per diem, hourly, ½ hour, ¼ hour, and units (transportation, residential, day habilitation, etc.) to the appropriate funding source.

In addition to Time Tracking, the Billing software also integrates with these Solana modules: Client Information, Day Services, General Ledger and Payroll. Client Information houses client-related data and supplies the list of individuals to the Billing software. Payroll supplies a list of billable employees to Billing and processes service hours by employee for payroll purposes. General Ledger then stores all money transactions, billings, cash receipts, and other financial data. Day Services transfers data from day supports to Billing to seamlessly bill funding sources for those provided services.

Key Benefits

- ✓ Increase revenue and cash flow with built-in contract utilization and outstanding bills reports.
- ✓ Improve efficiencies and reduce administrative costs with time saving features.

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