


Creating Invoices for Nursing Homes and Assisted Living Facilities

1. Browse  for and make patient active
2. Confirm and update, if necessary patient information, contact information and responsible provider.
3. Confirm all insurances (primary, secondary and other) for Date of Encounter (not the date that you are entering the invoice)
4. Open Patient Account
5. Select New Invoice tab
6. Confirm the following information:
 - a. Encounter Date
 - b. Provider
 - c. Insurance

(DO NOT CHANGE FACILITY CODE AT THIS TIME)

7. Enter Procedure and Diagnostic Codes
8. Enter POS code (Place of Service code - e.g. 32 Nursing Homes) on line item
9. Save Charge
10. Change Facility Code (top of invoice)
11. Post Invoice
12. Print CMS (select correct insurance and draft option)