Convert Services Into Line Items

Last Modified on 09/20/2023 9:50 am EDT

Office Practicum

Path: Navigation Form > Services button

About

Services are either manually entered into NSS Billing or are passed to NSS Billing from several areas such as from Notes, Forms, or the Scheduler. Each Service has an Activity Code that represents the activity performed. By converting Services to Line Items, you're taking the Activity Codes and turning them into billable Line Items, which will either be printed to paper or sent to the clearinghouse electronically.

Recalc Services

- 1. Navigate to the Service Filters Form by following the path above.
- 2. Use the Bill Status drop-down to select NOT BILLED ONLY.



Service Filters Form - (SVSFILF)										
Agency ID	ALL 💙 ALL									
Program ID	ALL V ALL									
	Enter a Case No. or leave blank for all									
Case No.	A									
Staff ID	ALL V ALL									
	Service Date Range Control Date Range									
Beginning	// Ending // Beginning // Ending //									
User ID	Enter a User ID (case sensitive) or leave blank for all									
Service ID	0 Enter a Service ID or leave blank for all									
Activity Code ID	ALL V ALL									
Place of Contact / Service	ALL V ALL									
Site Identification	ALL V ALL									
Bill Status										
Click OK to set filters or click Cancel to revert to previous filters.										
	Ok									

- 3. Click **OK**. Services are displayed based on the filters that were set.
- 4. Convert Services to Line Items:
 - Recalc List: Click the button to convert all Services to Line Items.
 - Recalc Selected: Click the button to convert a selected Service to a Line Item.





Services Form - (SVSL)												
Agency ID	Agency Name	Program ID	Program Desc	Staff ID	Staff Last Name	Staff First Name	Staff Middle Name	Service Date	Case No	Client Last Na A		
1	Test Agency			0309		Denver		06/17/2022	3381	Clinton		
1	Test Agency	1	Crisis	0309		Denver		06/19/2022	3392	Franklin		
1	Test Agency			0309		Denver		06/20/2022	3392	Franklin		
1	Test Agency	1	Crisis	0159		admin		06/30/2022	1796	Aals		
1	Test Agency	1	Crisis	0159		admin		06/30/2022	2587	Abbott		
1	Test Agency	1	Crisis	0159		admin		06/30/2022	2834	TEST		
▶1	Test Agency	1	Crisis	0159		admin		06/30/2022	3284	Purpose		
				-								
-												
										×		
Service ID Age Elapsed Time 00:01:00 Notes	2241 ncy ID Pro Start Time 09 : 00 AM 1	End Time 0 : 00 AM	Staff ID Sen 159 V Site Identification 113 V	vice Start Da 06/30/2022 Service Cancella	tion Patient Diagnosis 1 Diagnosis 2 Diagnosis 3	Case No. 284 Temporary Living Arrangement 1.00 ICD ICD	Activity Code ID 96156 V Arnount Override S0.00 NDC	Place of Contact / Se 11 Original Uni Override 1.00	Prim / Sec T rvice (P, S, T, V P ts Autho	her Number in Group 1 orization No.		
Additional Modifier Override Current Modifiers Diagnosis 4 ICD Ignore Record Ignore Record												
Staff Nam	e , admin				Push To Insurance	Save Then Add	Then Add Billing Log(0) Cr		Create Zero I	eate Zero Billed Amount		
Bill Statu	IS 99 Orio	inal Billed Am	ount	\$0.00	v.	Line Item Histor	y Recalc List		0-9 ICD-10	Do Not Bill		
Userl	d Testing1	Control Dat	e 06/30/2022	09:38:46	Recalc Selected	Bill Status	Line Items/Tra	Items/Trans Bill client full amt with out ATP adi Bil				
Proof Li	st Add	Edit	Delete	Exit (Esc)	Suspend Billing	Filters	Defaults	OBill	O Bill client full amt with ATP adj			

C.

5. Click **Yes** to confirm you want to recalc the displayed items.Services that have been successfully converted to Line Items will change to a Bill Status of "0" and be removed from the grid since your filter is set to show statuses of NOT BILLED ONLY.

Note: At the time a Service is converted into a Line Item it will also create a Line Item for Private Pay for the Copay you have set in the client's insurance.

6. Review the **Bill Status** for any remaining services in the grid and correct any issues. Clickhere to learn more about Bill Status Codes and Resolutions.

Note: Bill Status is displayed in the lower left-hand corner for a selected Service. It is also displayed in theBill Status
 Code column in the grid. You may need to scroll to the right in the grid to find the column. Columns can be rearranged by selecting the column name and dragging it to where you want it to be displayed.

