Office Practicum

Verify Line Items Prior to Sending Claims

Last Modified on 08/19/2022 8:37 am EDT

Path: File > Billing > Line Items

About

Once Services have been processed into Line Items, they can be reviewed in the Line Items List or opened individually for review or edits. Line Items contain all of the service information such as Activity Code, Start/End Time, Event Date, Procedure Code, ICD-10 code, Billed, Screened, Paid and Adjustment amounts, Modifiers, and previous claim Submission History. Once you get comfortable with the Billing process, you may not find it necessary to verify Line Items before directly sending or printing Claims.

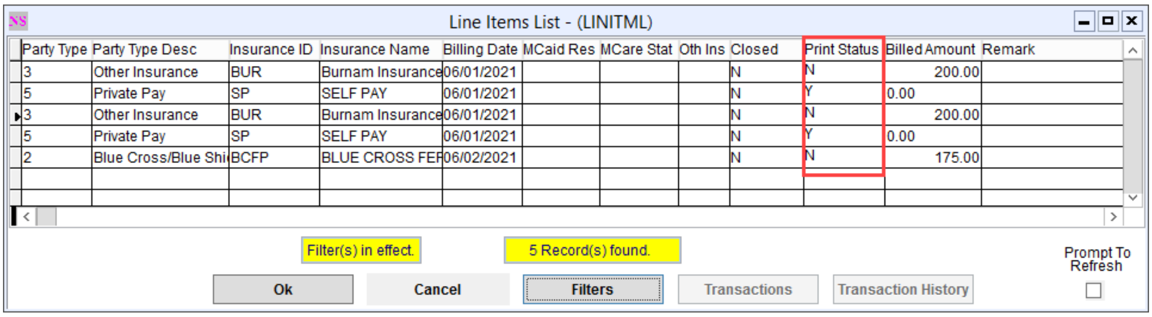
Review Line Items

1. Navigate to the Line Items Filters Form by following the path above.
2. Use the filters to limit your search.

> **Note**: If you do not select any filters and keep**ALL** as selected for the Line Item Status, you will receive a prompt, "By not entering any filters, you have chosen to select all of the line item records in the database. Please click Yes to continue or No to cancel." If you click Yes, all Line Items in the system will populate.

3. Click the **OK** button and the Line Items List displays.
4. Here you can confirm the**Print Status** for the Line Items you want to go out in the next batch of claims.

> **Note**: Y (Yes), S (Sent), R (Reprocess) statuses mean that any Line Item with these statuses will be picked up in the next batch of claims that go out. A Print Status of N (No) means that the Line Item will not be picked up in the next batch of claims to go out.



Line Items List - (LINITML)

Party Type	Party Type Desc	Insurance ID	Insurance Name	Billing Date	MCaid Res	MCare Stat	Oth Ins	Closed	Print Status	Billed Amount	Remark
3	Other Insurance	BUR	Burnam Insurance	06/01/2021				N	N	200.00	
5	Private Pay	SP	SELF PAY	06/01/2021				N	Y	0.00	
3	Other Insurance	BUR	Burnam Insurance	06/01/2021				N	N	200.00	
5	Private Pay	SP	SELF PAY	06/01/2021				N	Y	0.00	
2	Blue Cross/Blue Shi	BCFP	BLUE CROSS FEI	06/02/2021				N	N	175.00	

Review or Edit Line Item Detail

1. Within the Line Items List, select a Line Item.
2. Click the **Ok** button and the Line Item Form displays.

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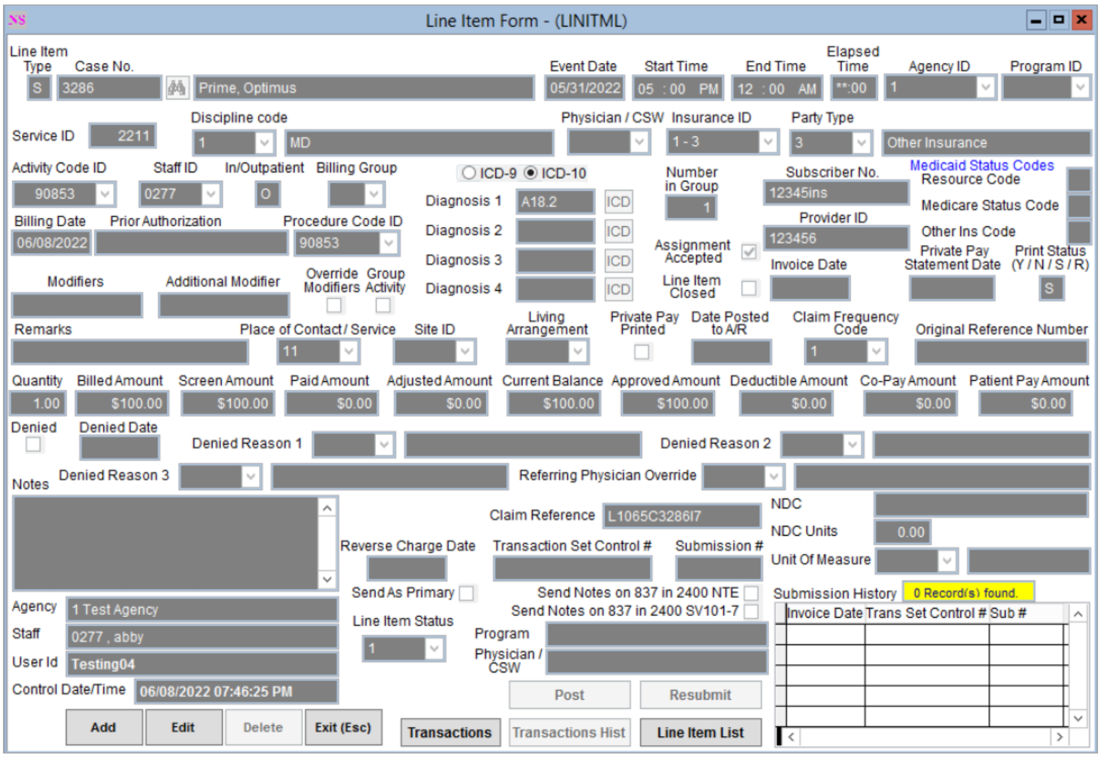

3. Review the information and click **Edit** to make any changes if necessary.

Note: You can also navigate to the Transactions Form for an individual Line Item by clicking on **Transactions** or review the transaction history by clicking on **Transactions Hist**. If the Line Item was previously submitted to the clearinghouse, you would see the information in the **Submission History** grid in the screen's lower right-hand corner.