Set Up Billable Staff

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About

When new staff joins your Agency, if they are rendering billable services, it is necessary to set them up as a billable staff member within the Billing Engine. The staff member profile you have created for the user in NSS will create an Employee and Staff entry within the Billing Engine. So that you do not receive **Bill Status** errors when converting Services into Line Items, you must complete the 3 steps below to make them recognized as billable staff members in the Billing Engine.

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Step 1: Employee Contractor Form Setup

1. Navigate to the Employee/Contractor List: **Maintenance and Setup > Employees > Employee/Contractor > Employee/Contractor.**
2. Select the staff member that you want to make billable, and click the **Ok** button.

> ⓘ **Note**: The list defaults to sort by Staff #, but you can change the radio button to sort by Last Name. Use the Locator box to search.

3. Click the **Edit** button.
4. On Page 1, if applicable, enter the staff member's **NPI** number into the **NPI No.** field.
5. In the **837 Code Qualifier** field, enter **XX**. This field indicates there is an NPI number to go on claims. Enter XX even if the staff member does not have their own NPI.

6. Click the **Save** button, and proceed to **Step 2: Staff Form Setup**.

Step 2: Staff Form Setup

1. Navigate to the Staff List: **Maintenance and Setup > Employees > Staff > Staff.**
2. Select the same staff member, and click the **OK** button.
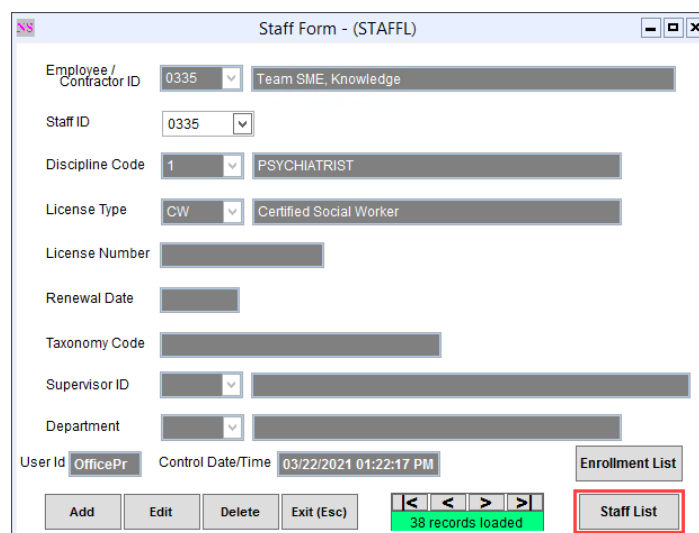3. Click the **Edit** button.

4. Complete the following fields for the billable staff member.

- **Discipline Code**: Select their discipline.
- *(Optional)* **License Type**: Select their credentials.
- *(Optional)* **Taxonomy Code**: Enter a taxonomy code at the provider level.
- *(Optional)* **Supervisor ID**: Depending on your Agency's setup, this may or may not be required if the billable staff member is billed under a Supervising Clinician. The typical workflow to capture this information is through NSS Clinical via Form routing or via a Rendering Provider drop-down menu within Clinical.
- *(Optional)* **Department ID**: This field is informational and is used on the Transactions Report.

5. Click the **Save** button, and proceed to **Step 3: Staff Enrollment Setup**.

Step 3: Staff Enrollment Setup

1. Within the Staff Form, click the **Staff List** button to return to the Staff List.

2. With the Staff Name still selected, click the **Auto-Enroll** button. This functionality enrolls the staff member in all Party Types.
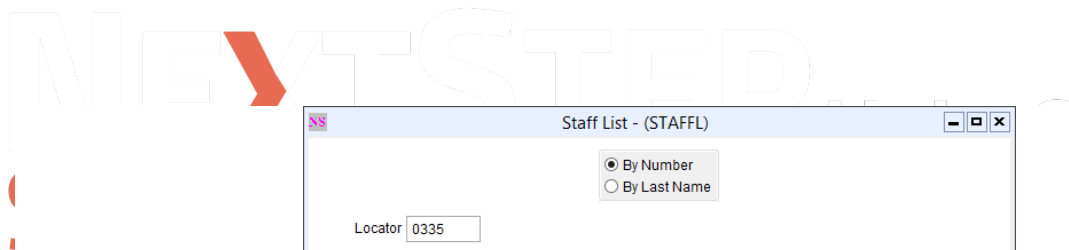
Staff List - (STAFFL)

○ By Number
○ By Last Name

Locator 0335

Staff #	Staff Name	Phone #	Discipline
0333	Gingras, Kim		
0334	Punch, Rich		
0335	Team SME, Knowledge		PSYCHIATRIST
0336	, Tjones		
0337	Provider, Kteam		PSYCHIATRIST
0338	Golden DB, Training		
0339	, jhathaway		
0340	, hgarrett		PSYCHIATRIST
0341	Room, Conference		
0342	, avaughn		
0343	, .chuneke		MSW, LLP, LPC, MASTER LEVEL
0344	Rondon, Erin		PSYCHIATRIST
0345	, nbillinger		PSYCHIATRIST

Ok   Cancel   Enrollment List   Auto-Enroll

3. A window is displayed, Process Complete! Click the **Ok** button.
4. To review or edit information that was auto-enrolled for each Party Type:
   a. Click the **Enrollment List** button.
   b. Highlight a Party Type.
   c. Click the **Ok** button.
   d. Click the **Edit** button.
   e. Make edits if necessary and then click the **Save** button.

	Note: For the staff member and specific Party Type, you can add a Modifier within the Staff Enrollment Form if applicable for your Agency.