

## SHINES MANUAL INVOICE VALIDATION GUIDE Unusual Medical or Dental

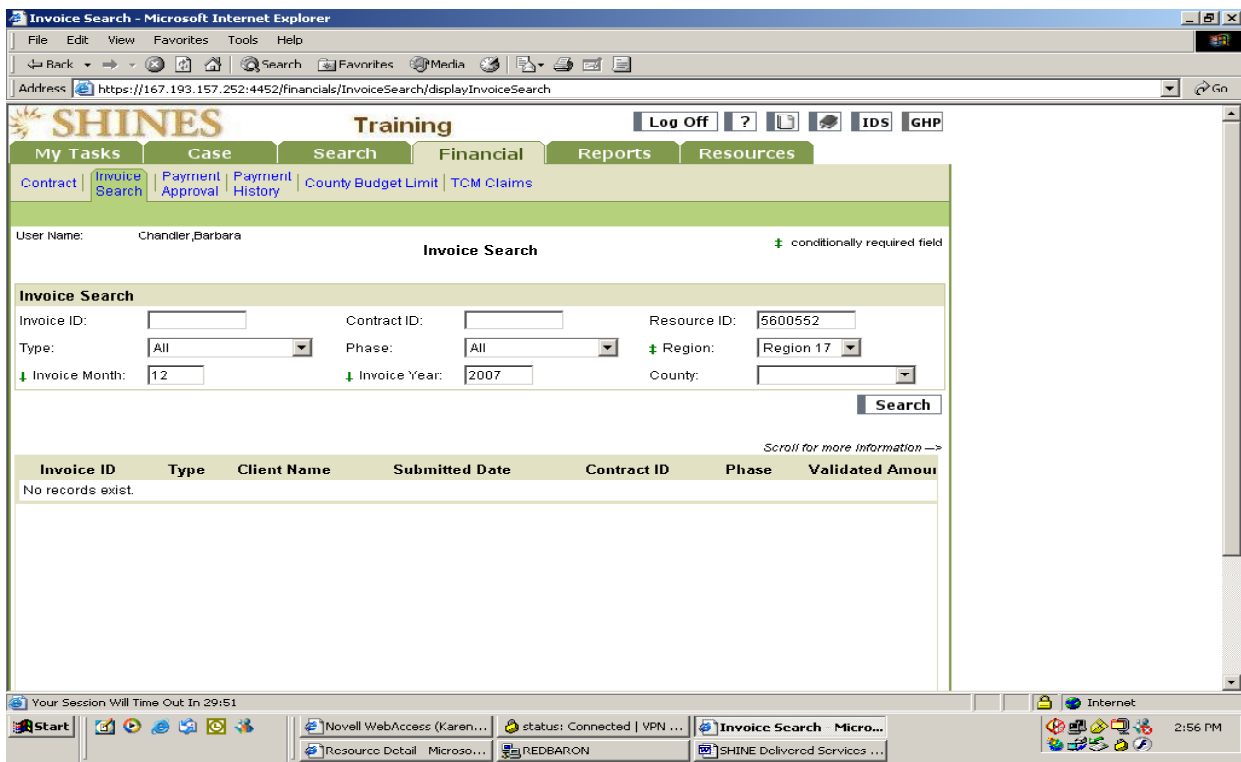
### A. Manual Invoices for Unusual Medical or Dental

1. Requirements – Resource ID#, Contract ID#, and Person ID#  
If pay a provider directly the program must be on the contract.
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

3. Enter Resource ID# (if looking for 1 resource at a time)
4. Click Type drop down menu
5. Choose **Foster Care**
6. Click Phase drop down menu
7. Choose Pre-Bills
8. Select Region **Your Region**
9. Enter service month
10. Enter service year
11. Click on SEARCH button and scroll down for Search Results

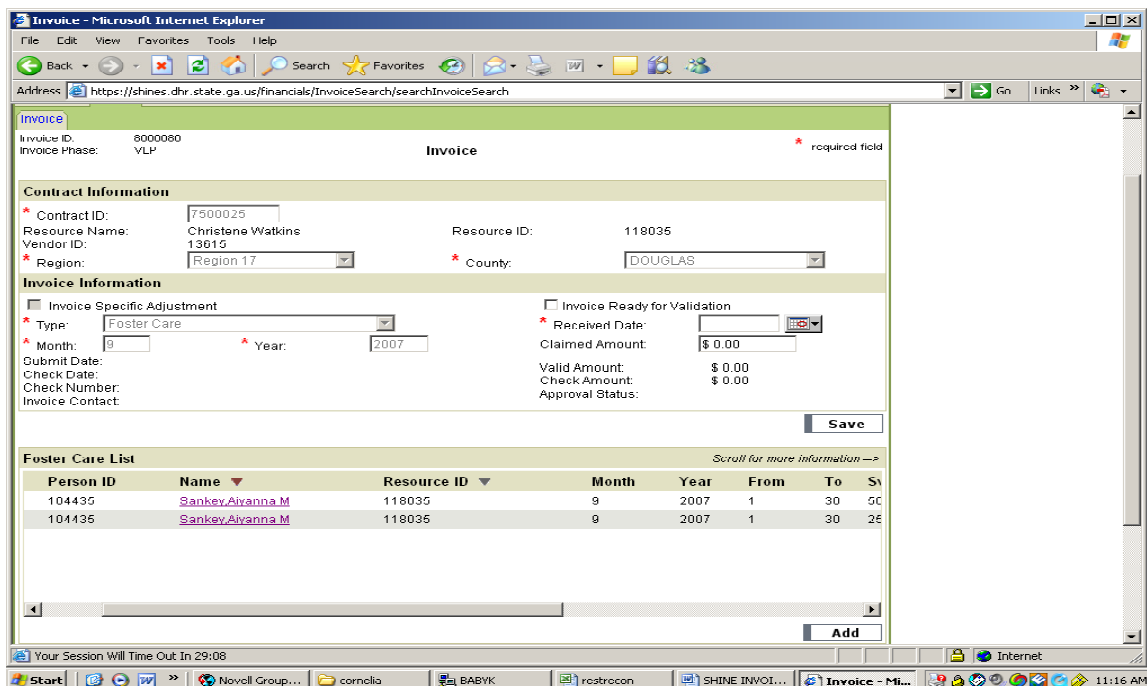
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12. Search Results

13. Click the ADD button to go to the invoice page.



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14. Enter the Contract ID#
15. Click the Validate Button. Make sure the resource name and vendor ID is correct
16. Click on the Region drop down menu and pick the correct Region.
17. Click on the County drop down menu and pick the correct County, if applicable.
18. Click on Invoice Specific Adjustments and Select "NO".
19. Click on Type drop down box and pick "Foster Care".  
If paying a provider directly you must choose **Foster Care**.
20. Enter Service Month from statement/paper invoice.
21. Enter Service Year.
22. Enter Received Date.
23. Click on SAVE.
24. Scroll down to the bottom of the page to the Foster Care List Section.
25. Click the ADD button under Foster Care → Foster Care Detail Page

- a. Enter the Person ID
- b. Enter Resource ID
- c. Click on Validate and verify the child's name
- d. Enter Service Month
- e. Enter Service Year
- f. Select Service Type from the pull down menu.
- g. Do not enter # of days
- h. Enter rate and check Total Amount
- i. Click on SAVE button.
29. Enter Received Date
30. Enter Claimed Amount.
31. Click "Ready for Validation"

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32. Click SAVE

33. Repeat step 14 to 32 if there are other invoices for the same Resource ID#.

### Unusual Medical/Dental Invoices

1. Case Manger will send approved provider's invoice and documentation for unusual medical or unusual dental expenditures to Regional Accounting for payment.
2. Regional Accounting will enter the new Resource, Service by Area and Contract for the medical or dental provider.
3. Contract Maintainer in Regional Accounting will add to Service by Area and Contract the specific programs and codes selected from COSTAR:
  - a. 50410a – Unusual Medical
  - b. 50410b – Unusual Dental
  - c. 57610a – Unusual Medical – Specialized Foster Care
  - d. 57610b – Unusual Dental – Specialized Foster Care
  - e. 52910 – UI Unusual Medical
  - f. 25210 – RF Unusual Medical/Dental
  - g. 45010 – County Unusual Medical/Dental
  - h. 46010 – County ILP Unusual Medical/Dental
  - i. 54210a – Unusual Medical – Relative Care
  - j. 54210b – Unusual Dental – Relative care
  - k. 60410a – RBWO Unusual Medical
  - l. 60410b – RBWO Unusual Dental
  - m. 61210a – RBWO Unusual Medical – Undocumented Immigrant
  - n. 61210b – RBWO Unusual Dental – Undocumented Immigrant
  - o. 61310a – RBWO Unusual Medical – Undocumented Immigrant
  - p. 61310b – RBWO Unusual Dental – Undocumented Immigrant

#### **Future CW Codes to be added to SHINES.**

- a. 50310a - Unusual Medical
  - b. 50310b - Unusual Dental
  - c. 57910a – Unusual Medical
  - d. 57910b - Unusual Dental
4. Regional Accounting will enter the expenditure into a manual Foster Care Invoice in SHINES. (Do not use Delivered Services invoice.)
  5. In the invoice, select the Region that is the legal region for child or state office for a RBWO child.
  6. Limits are \$5,000.00 for each Unusual Medical or Dental expenditures for each foster care child.

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7. Waivers will have to be obtained for higher amounts.