August 2010

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 \rightarrow Invoice Search Tab \rightarrow Invoice Search Page

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- 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#

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- 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 \rightarrow Foster Care Detail Page

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- 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
 - 1. 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.