



## Searching for and Viewing a Ready Pay Invoice

To search for and view a Ready Pay Invoice:

1. Select the **Billing** module.
2. Click **Ready Pay Invoice Search** from the navigation bar.

*The Ready Pay Search page appears.*

3. Enter criteria.
4. Click .

*The search results appear below.*

Activity Name	Scheduled Payment Date	Vendor Customer Code	Contract Number	Status
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	07/10/2005			Act PRC Approve
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	07/10/2005			Act PRC Approve
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	07/10/2005			Payment Reconciled
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	07/24/2005			Act PRC Approve
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	07/24/2005			Payment Reconciled
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	08/10/2005			Pending
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	08/10/2005			Pending
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	08/10/2005			Payment Reconciled
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	08/24/2005			Payment Reconciled
<a href="#">WHN Breast and Cervical Cancer Screening Program</a>	08/10/2005			Payment Reconciled

1 Display 1 to 10 of 401 | Next Set >> |

5. Click the [Activity Name](#) link.  
*The Ready Pay Invoice Summary page appears.*

Line Item	Activity Code	Activity Description	Accounting Line Number
<a href="#">826</a>	3436	WHN Breast and Cervical Cancer Screening Program	1

6. Click the [Line Item](#) link.  
*The Ready Pay Line Item Summary page appears.*

Payment Date	Status	Payment Amount	Adjudication Amount
<a href="#">08/17/2006</a>	Pending	\$0.00	\$13,194.46



### Viewing a Ready Pay Invoice Adjustment

To view a Ready Pay Invoice Adjustment:

1. Access the **Ready Pay Line Item Summary** Page.

**Invoice #711**

Update Line Item

Balance to Date:	\$303,472.54	*Invoice Amount:	\$13,194.46
Current Balance:	\$303,472.54		

Adjudications

Payment Date	Status	Payment Amount	Adjudication Amount
<a href="#">08/17/2006</a>	Pending	\$0.00	\$13,194.46

2. Click the [Payment Date](#) link.

*The Ready Pay Adjudication Summary page appears.*

**Invoice 711**

Line Item: 826

Update Adjudication

Claimed Amount:	13194.46	Payment Date:	08/17/2006
Total Past Adjudication Amount:	0.0	Line Item ID:	826
Total Current Adjustments:	13194.46		
Adjudication Payment Amount:	0.0		

Adjustments

Group Code	Amount
<a href="#">CO</a>	13194.46

3. Click the [Group Code](#) link.

*The Ready Pay Update Adjustment Summary page appears.*

**Invoice #711**

Line Item ID: 826

Update Adjustment

Adjustment Group Code:	CO-Contractual Obligations	Adjustment Amount:	13194.46
Adjustment Reason Code:	119-Benefit maximum for this time period or occurrence has been reached.		
Internal Reason Code:	Daily limit of one(1) consultation (99241, 99242, 99243, 99241b, 99242b, 99243b).-WHN Internal		
Remittance Reason Code:			

**Questions or need assistance?  
 Call Virtual Gateway Customer Service  
 1-800-421-0938  
 (617-847-6578 - TTY for the deaf and hard of hearing)  
 8:30 am to 5:00 pm Monday through Friday**



If a provider is consistently billing for less than the monthly RP amount, it may make sense to adjust the ready pay schedule. To minimize the need to recoup funds, you can lower the ready payment amounts in the ready pay rate schedule. This should be coordinated with the Accounting Department.

Scenario 1: When Billed Amount is <b>Greater</b> than Ready Payments		
July		
10	\$1000 Ready Payment issued	
24	\$1000 Ready Payment issued	<i>Ready pay total: \$2000 for July</i>
August		
10	\$2500 July invoice submitted by provider  \$1000 Ready Payment issued	<i>Billed amount is \$500 more than total July Ready Payments (\$2500 July invoice - \$2000 July Ready Payments)  This payment is triggered by the receipt of the July invoice</i>
24	\$500 Additional July Payment <u>\$1000 Ready Payment</u> \$1500 Payment Total	<i>A PRC is created for \$500; agency staff must approve.  The payment includes Ready Payment plus additional payment for remainder of July services</i>
Scenario 2: When Billed Amount is <b>Less</b> than Ready Payments		
July		
10	\$1000 Ready Payment issued	
24	\$1000 Ready Payment issued	<i>Ready pay total: \$2000 for July</i>
August		
10	\$1800 July invoice submitted  \$1000 Ready Payment issued	<i>Billed amount is \$200 less than July Ready Payments (\$1800 July invoice - \$2000 July Ready Payments)  This payment is triggered by the receipt of the July invoice</i>
24	\$1000 Ready Payment <u>- \$200 Payment for July</u> \$800 Payment Total	<i>A Zero Expenditure PRC (ZEP) for \$200 is created in EIM; agency staff must approve.  This payment includes Ready Payment minus difference between July Ready Payments and July billed amount.</i>

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