

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.

Claims	Ready Pay Invoice Search				
» Claim Search					
» Status Request History	At least one search criteria must be entered				
» PRC Search	Activity Code:		Activity Name:	96	
» Add Professional Claim	Vendor Customer Code:		Vendor Contract Number:		53
» Add Institutional Claim	Data From:	Dut T	Date To:		
» Invoice Search	Cate From.		Date 10.		
» Ready Pay Invoice Search					Search
» Global Update Service Line					
» Global Update Appropriations					
» Explanation of Benefits (EOB)					
» Batch Authorize Claims					
» Service Delivery Report					

- 3. Enter criteria.
- 4. Click

The search results appear below.

a faile a state of the state of	Ready Fay Inv	once Gearch			
Claim Search	Sauch secule averaged limit. If averaged equils not found places refine the sauch filter relation and two anio				
Status Request History	Search results exceeded limit, if expected result not round, please retine the search filter criteria and try again				
Add Professional Claim	Handra C.	- Code		and an E and a share have	
Add Institutional Claim	Vendor Custome	r Code:	v	endor Contract Number:	
Invoice Search	Dat	e From:		Date To:	
Ready Pay Invoice Search					Sear
Global Update Service Line					
Global Update Appropriations	Search Results				
Explanation of Benefits (EOB)	Activity Name	Scheduled Payment Date	Vendor Customer Code	Contract Number	Status
Batch Authorize Claims	WHN Breast and Cervical	07/10/2005			Act PRC Approve
Service Delivery Report	WHN Breast and Carveal				and the second second
	Cancer Screening Program.	07/10/2005			Act PRC Approve
	WHN Breast and Cervical Cancer Screening Program	07/10/2005			Payment Reconciled
	WHN Breast and Cervical Cancer Screening Program.	07/24/2005			Act PRC Approve
	WHN Breast and Cervical Cancer Screening Program.	07/24/2005			Payment Reconciled
	WHN Breast and Cervical Cancer Screening Program	08/10/2005			Pending
	WHN Breast and Cervical Cancer Screening Program	08/10/2005			Pending
	WHN Breast and Cervical Cancer Screening Program.	08/10/2005			Payment Reconciled
	WHN Breast and Cervical Cancer Screening Program.	08/24/2005			Payment Reconciled
	WHIN Breast and Cervical	09/10/2005			Payment Reconciled

5. Click the <u>Activity Name</u> link. *The Ready Pay Invoice Summary page appears.*

Invo	ice #711			
Upda	te Invoice			
	Corporate Na	Hospital, Inc.		
Vendor Customer Code:			VC999999999	999
Service Contract Number:			WHN99990000000000011	
Billing Period:			08/10/2005 - 08/10/2005	
	Billing Per	riod:	08/10/2005 -	08/10/2005
Invoi	Billing Per	ms	08/10/2005 -	08/10/2005
Invoi Line Iter	Billing Per CE Line Ite m Activity Code	mS Acti Des	08/10/2005 - vity cription	Accounting Line Number

6. Click the <u>Line Item</u> link.

The Ready Pay Line Item Summary page appears.

Invoice #711			
Update Line Item			
Balance to Date:	\$303,472.54	*Invoice Amo	unt: \$13,194.46
Current Balance:			\$303,472.54
Adjudications			
Adjudications Payment Date	Status	Payment Amount	Adjudication Amount



		Viewing a Re	eady Pay	Invoice Adjustment
To view a Ready Pay Invoice Adjustment:				3. Click the <u>Group Code</u> link.
1. Access the Ready Pay Line Item Summary Page.				The Ready Pay Update Adjustment Summary page appears.
Invoice #711				
Update Line Item			Invoice #711	
Balance to Date: \$303,472.54 *Invoice Amount: \$13,194.46			Line Item ID: 826	
Current Balance:	Current Balance: \$303,472.54			Update Adjustment
Adjudications				Adjustment Group Code: CO-Contractual Obligations Adjustment Amount: 13194.48
Payment Date St	atus Payn	nent Amount Adjudication Am	nount	Internal Reason Code: Daily limit of one(1) consultation (99241, 99242, 99243, 99241b, 99242b, 99243b)WHN Internal
08/17/2006 Pa	ending	\$0.00	\$13,194.46	Remittance Reason Code:
2. Click the Payment Da	ite link.			
The Ready Pay Adjudica	tion Sum	mary page appears.		
Invoice 711				
Line Item:	826			
Life tem.	020			Questions or need assistance?
Update Adjudication			Call Virtual Gateway Customer Service	
Claimed Amount:	13194.46	Payment Date:	08/17/2006	1-800-421-0938
Total Past Adjudication Amount:	0.0	Line Item ID:	826	(617-847-6578 - TTY for the deaf and hard of
Total Current Adjustments: 13194.46				hearing)
Adjudication Payment				in o can ing ,
Amount: 0.0				8:30 am to 5:00 pm Monday through Friday
Adjustments				
Group Code		Amount		
<u>co</u>		13194.46		

Virtual Gateway

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

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



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