



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.

5. Click the [Activity Name](#) link.

The Ready Pay Invoice Summary page appears.

6. Click the [Line Item](#) link.

The Ready Pay Line Item Summary page appears.



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 |
|----------------------------|---------|----------------|---------------------|
| 08/17/2006 | 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 |
|--------------------|----------|
| CO | 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 Greater 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)</i> <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 | <i>A PRC is created for \$500; agency staff must approve.</i> <i>The payment includes Ready Payment plus additional payment for remainder of July services</i> |
| Scenario 2: When Billed Amount is Less 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)</i> <i>This payment is triggered by the receipt of the July invoice</i> |
| 24 | \$1000 Ready Payment - \$200 Payment for July <u>\$800 Payment Total</u> | <i>A Zero Expenditure PRC (ZEP) for \$200 is created in EIM; agency staff must approve.</i> <i>This payment includes Ready Payment minus difference between July Ready Payments and July billed amount.</i> |

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