Supply and Expense Process Guide

Setup, Billing, and Payroll

Contents

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Expense and Supply

Overview

DISCLAIMER
This functionality is intended to invoice expenditures and apply items to payroll that are not categorized as visits. Agencies must work with HHAeXchange to ensure Electronic Billing and Payroll file exports are properly configured in order to be accepted by Payers and Payroll Providers. Please contact HHAX Support Team for details, setup, and guidance.

The **Expense** and **Supply** functions allow Agencies to bill Payers and reimburse Caregivers for items that are associated with a Patient's care but are not directly related to a visit.

Expenses	include any costs incurred by a Caregiver while providing service. The cost may be included in an invoice and billed and/or as a reimbursement via Payroll.
Supplies	include items or work provided by an Agency related to a specific Patient's case. **Supplies** may be invoiced and billed.

For example, if a Caregiver purchases bandages for a visit, the purchase may be logged as an **Expense**. The **Expense** can then be included as a billable item in an Invoice and as a payable item in payroll. If the Caregiver received bandages directly from their Agency, it would be logged as **Supplies** instead.

This category covers the setup and use of the **Expense**, **Supply**, and **Mileage Event** functionalities. Please direct any questions, thoughts, or concerns regarding the content herein to HHAeXchange Customer Support.

HHAX System Key Terms and Definitions

The following provides basic definition of HHAX System key terms applicable throughout the document.

Term	Definition
Patient	Refers to the Member, Consumer, or Recipient. The Patient is the person receiving services.
Caregiver	Refers to the Aide, Homecare Aide, Homecare Worker, or Worker. The Caregiver is the person providing services.
Provider	Refers to the Agency or organization coordinating services.
Payer	Refers to the Managed Care Organization (MCO), Contract, or HHS. The Payer is the organization placing Patients with Providers.
HHAX	Acronym for HHAeXchange

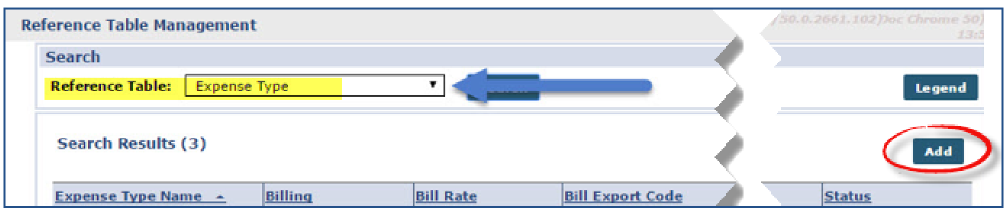
Expenses

Expenses include any costs incurred by a Caregiver while providing service. The cost may be included in an invoice and billed and/or as a reimbursement via Payroll. This section covers how to set up expense values, record expenses, and include in billing and payroll.

Setting up Expenses

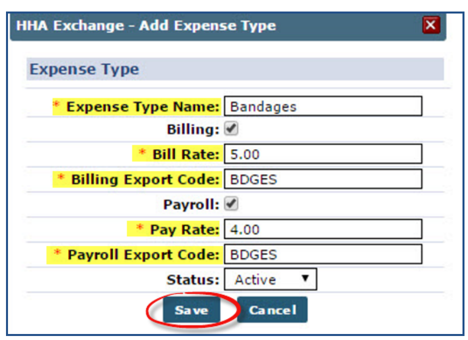
Expenses are set up via the **Reference Table Management** function. Complete the steps below to setup a new expense.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Admin > Reference Table Management.</td></tr>
<tr><td>2</td><td>Select Expense Type (under the Caregiver section) from the Reference Table field. Click Add.



Adding an Expense Type</td></tr>
<tr><td>3</td><td>The Add Expense Type window opens. Complete the required fields (denoted with a red asterisk), as illustrated in the image and described in the table below. Select the Billing and Payroll check-boxes to designate the new Expense as billable and/or payable.

Note: Billing and/or Payroll related fields are only required if the corresponding checkbox is selected.



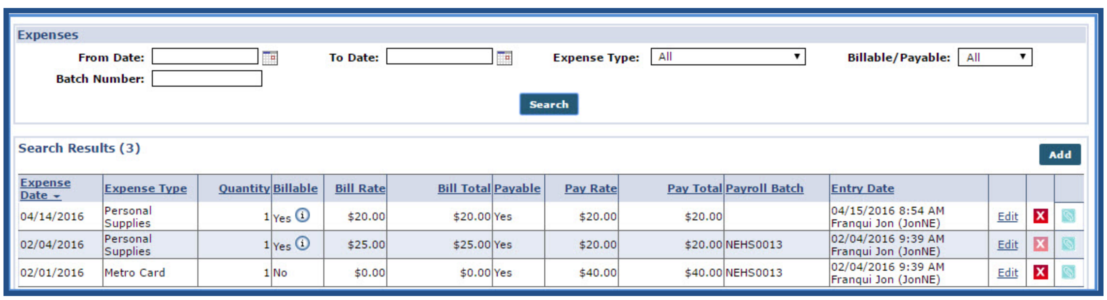
Add Expense Type Window

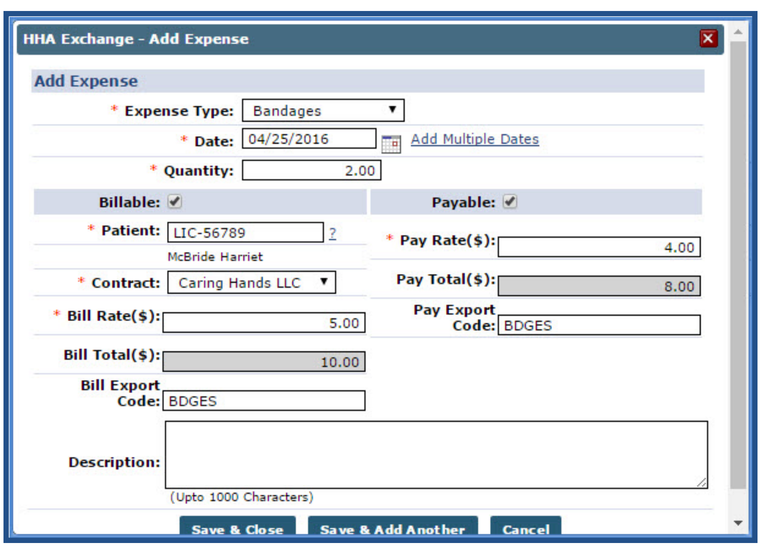
<table>
<tr><th>Field</th><th>Enter the…</th></tr>
<tr><td>*Expense Type Name</td><td>(Required) Name of the Expense.</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
<table>
<tr><th>Field</th><th>Enter the…</th></tr>
<tr><td>*Bill Rate</td><td>(Required) Billing rate per unit for the Expense.</td></tr>
<tr><td>*Billing Export Code</td><td>(Required) Export Code to display on the Invoice.</td></tr>
<tr><td>*Pay Rate</td><td>(Required) Pay Rate per unit for the Expense.</td></tr>
<tr><td>*Payroll Export Code</td><td>(Required) Export Code to display on Payroll.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>Click Save to create the new Expense.</td></tr>
</table>

Adding an Expense

Complete the steps below to add or review an Expense for a Caregiver.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Caregiver > Caregiver Search and select the applicable Caregiver.</td></tr>
<tr><td>2</td><td>In the Caregiver Profile, select the Expenses link from the left-navigation menu.</td></tr>
<tr><td>3</td><td>The Expenses page opens. Click the Search button to review Expense records applied to the Caregiver (as illustrated in the image below). Each record contains the expense details to include the following:
Expense Date | Bill Rate | Pay Total
Expense Type | Bill Total | Payroll Batch
Quantity | Payable | Entry Date
Billable | Pay Rate


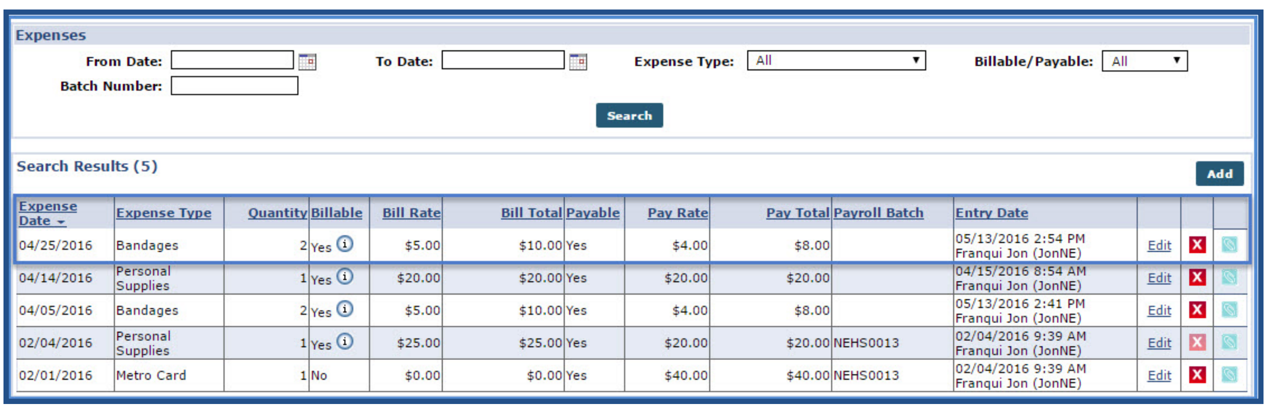
Expense Page in the Caregiver Profile</td></tr>
<tr><td>4</td><td>Click Add to add a new Expense.</td></tr>
<tr><td>5</td><td>The Add Expense window opens. Complete the required fields (denoted with a red asterisk) as illustrated in the image below and described in the table underneath.

</td></tr>
</table>

Step	Action
	Add Expense Window

Field	Enter the…
***Expense Type**	(Required) The actual expense. Values in this dropdown are created via the **Reference Table Management** function.
***Date**	(Required) The date the expense was incurred.
***Quantity**	(Required) The number of units included in the expense. ***Note:*** *The actual amount billed and/or paid is calculated by the* ***Pay Rate*** *and* ***Bill Rate*** *multiplied by the* ***Quantity****. When these values are entered, the* ***Billable*** *and/or* ***Payable*** *fields are automatically populated the with the information entered on the Add Expense Type window (refer to the previous section), except for the* ***Patient*** *and* ***Contract*** *fields.*
***Patient**	(Required) An Expense must be connected to a Patient to bill. Enter the Patient's **Admission ID** in this field or use the "?" to the right of the field to perform a Patient search.
***Pay Rate**	(Required) Pay Rate per unit for the Expense.
***Contract**	(Required) Select the applicable Contract to receive the bill for the Expense. This dropdown only contains Contracts that are connected to the selected **Patient**.
***Bill Rate(s)**	(Required) Billing rate per unit for the Expense.

Step	Action
6	Click the ***Save & Close*** to finalize.

Once saved, the **Expense** is listed as illustrated in the image below.


Expenses

From Date: To Date: Expense Type: All Billable/Payable: All

Batch Number:

Search

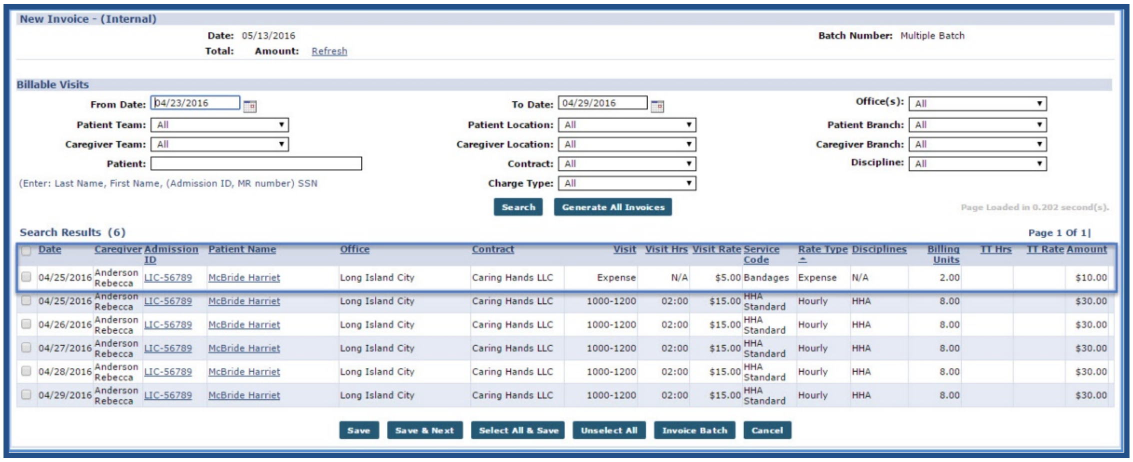
Search Results (5) Add

Expense Date	Expense Type	Quantity	Billable	Bill Rate	Bill Total	Payable	Pay Rate	Pay Total	Payroll Batch	Entry Date			
04/25/2016	Bandages	2	Yes	$5.00	$10.00	Yes	$4.00	$8.00		05/13/2016 2:54 PM Franqui Jon (JonNE)	Edit		
04/14/2016	Personal Supplies	1	Yes	$20.00	$20.00	Yes	$20.00	$20.00		04/15/2016 8:54 AM Franqui Jon (JonNE)	Edit		
04/05/2016	Bandages	2	Yes	$5.00	$10.00	Yes	$4.00	$8.00		05/13/2016 2:41 PM Franqui Jon (JonNE)	Edit		
02/04/2016	Personal Supplies	1	Yes	$25.00	$25.00	Yes	$20.00	$20.00	NEHS0013	02/04/2016 9:39 AM Franqui Jon (JonNE)	Edit		
02/01/2016	Metro Card	1	No	$0.00	$0.00	Yes	$40.00	$40.00	NEHS0013	02/04/2016 9:39 AM Franqui Jon (JonNE)	Edit		

"Bandages" Expense Applied

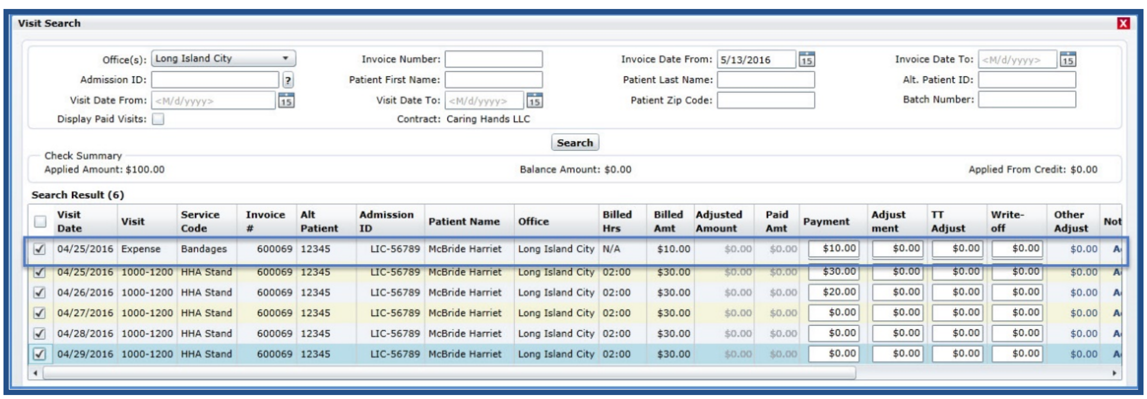
Billing and Payroll

Like visits, **Expenses** are billed and applied to payroll. Navigate to the ***Billing > New Invoice (Internal)*** page. Select the expense to apply to an invoice and click on the ***Invoice Batch*** button to process.



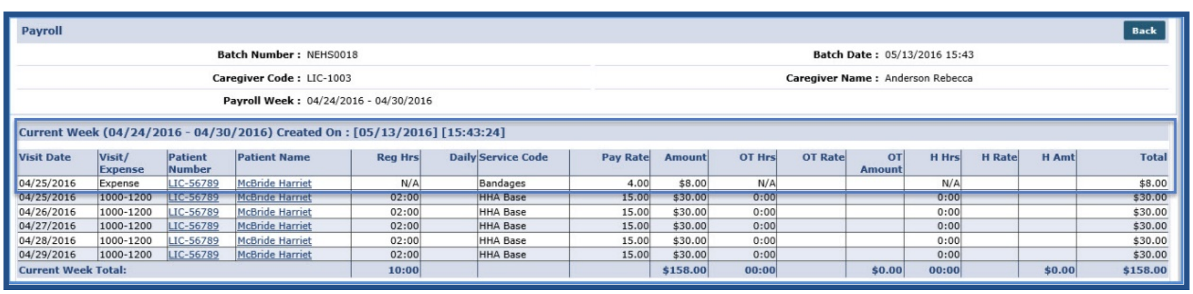
Expense Line Item: New Invoice (Internal)

Apply a payment to the **Expense** in the **Cash Posting** Module.



Expense Line Item: Cash Posting Module

Run Payroll.



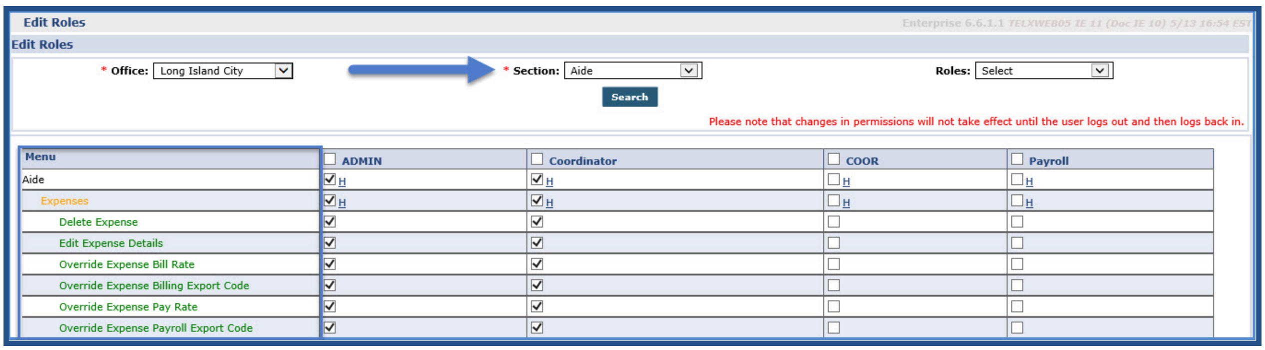
Expense Line Item: Payroll

Expense Permissions

The following are the permissions for the **Expense** functionality.

Permission	Description – Allows Users to…
Override Expense Bill Rate	override the **Bill Rate ($)** field on the **Add Expense** window
Override Expense Billing Export Code	override the **Bill Export Code** on the **Add Expense** window
Override Expense Pay Rate	override the **Pay Rate ($)** field on the **Add Expense** window
Override Expense Payroll Export Code	override the **Pay Export Code** field on the **Add Expense** window
Edit Expense Details	edit existing records on the **Expenses** page
Delete Expense	delete existing records on the **Expense** page

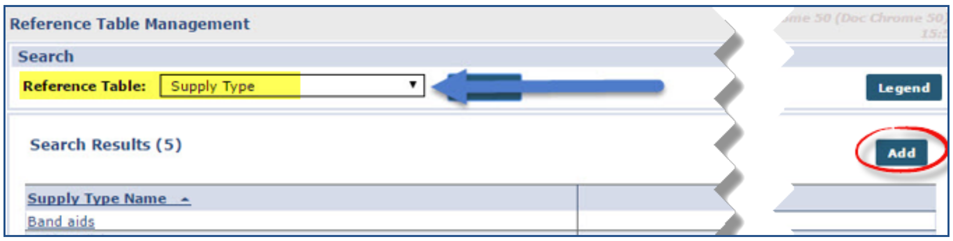
To activate these permissions, navigate to ***Admin > User Management > Edit Roles*** and select the *Aide* from the **Section** field.

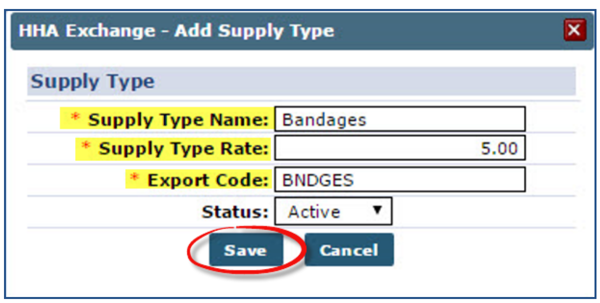


Expense Permissions

Supplies

Supplies include items or work provided by an Agency related to a specific Patient's care. **Supplies** may be invoiced and billed; however, cannot be included in Payroll. **Supplies** are set up via the **Reference Table Management** function. Complete the steps below to setup a new expense.

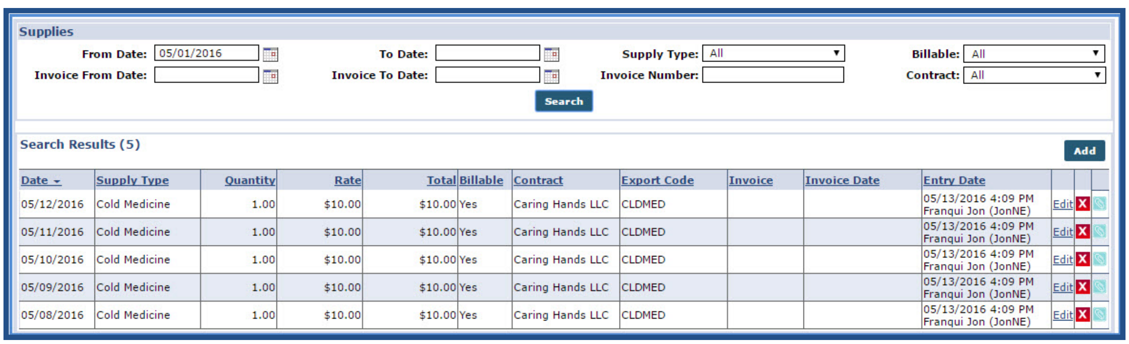
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Admin > Reference Table Management.</td></tr>
<tr><td>2</td><td>Select Supply Type (under the Patient section) from the Reference Table field. Click Add.


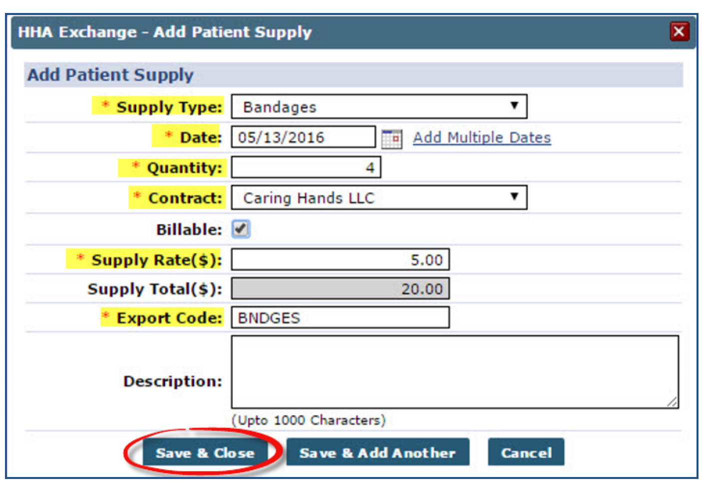
Adding an Supply Type</td></tr>
<tr><td>3</td><td>The Add Supply Type window opens. Complete the required fields (denoted with a red asterisk), as illustrated in the image and described in the table below.


Add Supply Type Window
<table>
<tr><th>Field</th><th>Enter the…</th></tr>
<tr><td>*Supply Type Name</td><td>(Required) Name of the Supply.</td></tr>
<tr><td>*Supply Type Rate</td><td>(Required) Billing rate per unit for the Supply.</td></tr>
<tr><td>*Export Code</td><td>(Required) Export Code to display on the Invoice.</td></tr>
</table></td></tr>
<tr><td>4</td><td>Click Save to create the new Supply.</td></tr>
</table>

Adding Supplies

Complete the steps below to add or review a Supply for a Patient.

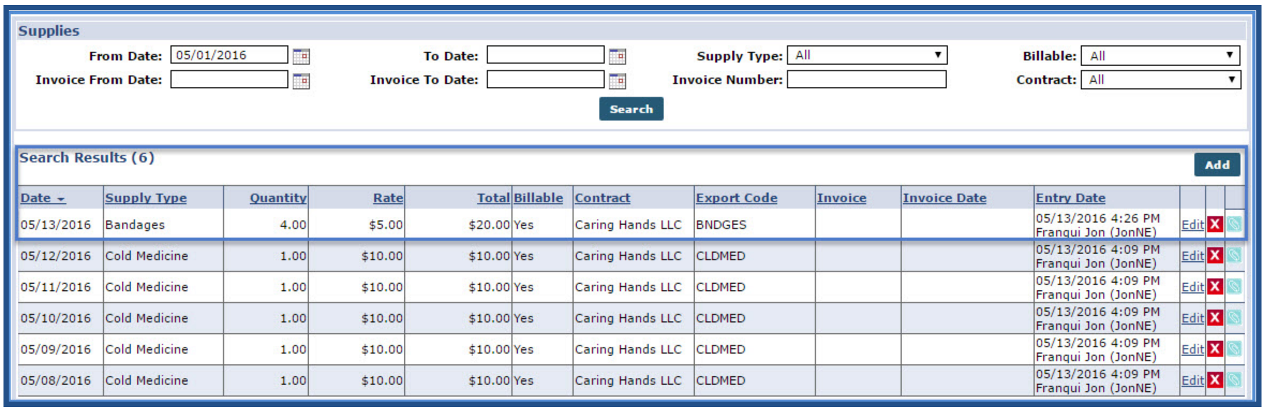
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Patient > Patient Search and select the applicable Patient.</td></tr>
<tr><td>2</td><td>In the Patient Profile, select the Supplies link from the left-navigation menu.</td></tr>
<tr><td>3</td><td>The Supplies page opens. Click the Search button to review Supply records applied to the Patient (as illustrated in the image below). Each record contains the expense details to include the following:
Supply Date
Supply Type
Quantity
Rate
Total
Billable
Contract
Export Code
Invoice
Invoice
Entry Date


Patient Supplies Page</td></tr>
<tr><td>4</td><td>Click Add to add a new Supply.</td></tr>
<tr><td>5</td><td>The Add Supply window opens. Complete the required fields (denoted with a red asterisk) as illustrated in the image below and described in the table underneath.


Add Supply Window</td></tr>
</table>

Step	Action
	<table><tr><th>Field</th><th>Enter the…</th></tr><tr><td>*Supply Type</td><td>(Required) The type of supply used. Values for this field are created using the **Reference Table** functionality.</td></tr><tr><td>*Date</td><td>(Required) The date of the visit when the supplies were used.</td></tr><tr><td>*Quantity</td><td>(Required) The amount/how much of the Supply was used.</td></tr><tr><td>*Contract</td><td>(Required) Select the applicable Contract that authorized the visit; to be billed for the supplies.</td></tr><tr><td colspan="2">If the Supply is billable, select the checkbox and complete the following fields.</td></tr><tr><td>*Supply Rate(s)</td><td>(Required) cost of a single supply item.</td></tr><tr><td>Supply Total</td><td>The **Supply Rate(s)** multiplied by the **Quantity**</td></tr><tr><td>*Export Code</td><td>(Required) the supplies Export Code.</td></tr></table>
6	Click the ***Save & Close*** to finalize.

Once saved, the **Supply** is listed as illustrated in the image below.


Supplies

From Date: 05/01/2016 To Date: Supply Type: All Billable: All
Invoice From Date: Invoice To Date: Invoice Number: Contract: All

Search

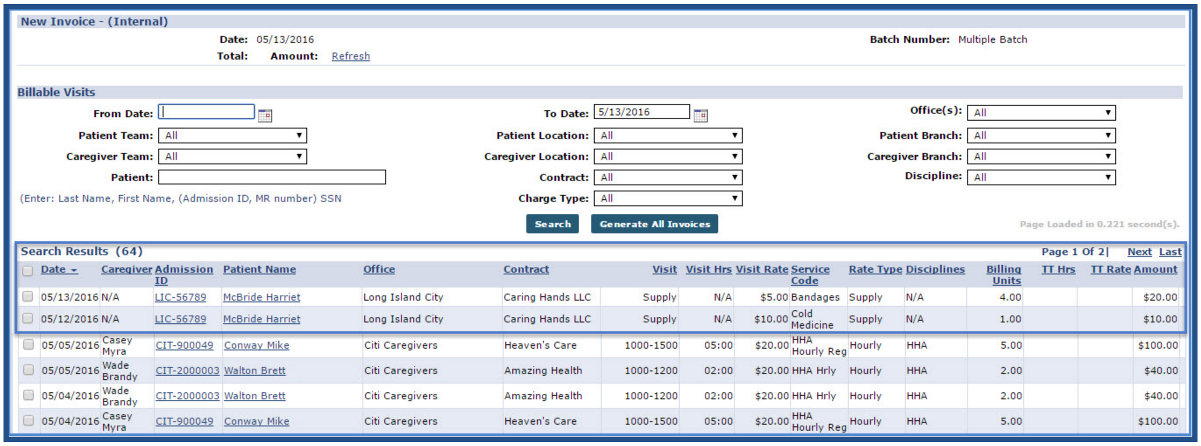
Search Results (6) Add

Date	Supply Type	Quantity	Rate	Total	Billable	Contract	Export Code	Invoice	Invoice Date	Entry Date		
05/13/2016	Bandages	4.00	$5.00	$20.00	Yes	Caring Hands LLC	BNDGES			05/13/2016 4:26 PM Franqui Jon (JonNE)	Edit	X
05/12/2016	Cold Medicine	1.00	$10.00	$10.00	Yes	Caring Hands LLC	CLDMED			05/13/2016 4:09 PM Franqui Jon (JonNE)	Edit	X
05/11/2016	Cold Medicine	1.00	$10.00	$10.00	Yes	Caring Hands LLC	CLDMED			05/13/2016 4:09 PM Franqui Jon (JonNE)	Edit	X
05/10/2016	Cold Medicine	1.00	$10.00	$10.00	Yes	Caring Hands LLC	CLDMED			05/13/2016 4:09 PM Franqui Jon (JonNE)	Edit	X
05/09/2016	Cold Medicine	1.00	$10.00	$10.00	Yes	Caring Hands LLC	CLDMED			05/13/2016 4:09 PM Franqui Jon (JonNE)	Edit	X
05/08/2016	Cold Medicine	1.00	$10.00	$10.00	Yes	Caring Hands LLC	CLDMED			05/13/2016 4:09 PM Franqui Jon (JonNE)	Edit	X

"Bandages" Supply Applied

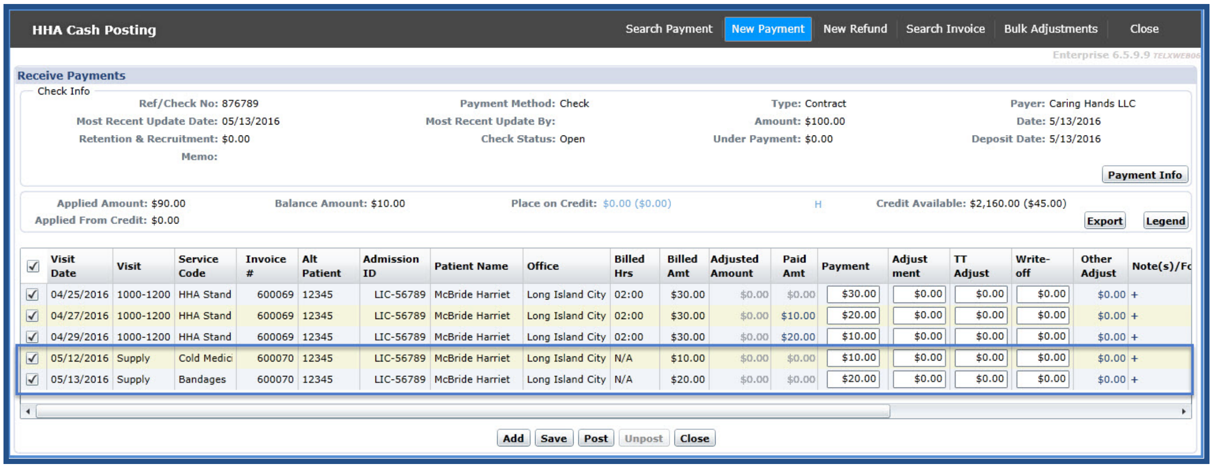
Billing for Supplies

Supplies are billed identically to visits. From the ***Billing > New Invoice (Internal)*** page, select the **Supply** line item and apply it to an invoice.



Supply Line Items: New Invoice (Internal)

Apply a payment to the **Supply** in the **Cash Posting** Module.



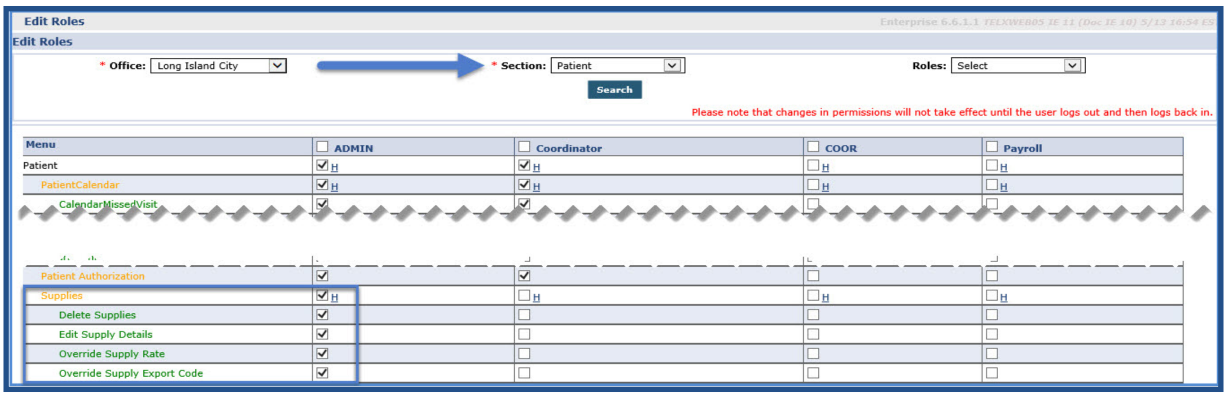
Supply Line Items: Cash Posting Module

Supply Permissions

The following are the permissions for the **Supply** functionality.

Permission	Description – Allows Users to…
Override Supply Rate	edit the value in the **Supply Rate** field in the **Add Patient Supply** window
Override Supply Export Code	edit the value in the **Export Code** field in the **Add Patient Supply** window
Edit Supply Details	edit existing records on the **Supplies** page
Delete Supplies	delete existing records on the **Supplies** page

To activate these permissions, navigate to ***Admin > User Management > Edit Roles*** and select *Patient* from the **Section** field.



Supply Permissions

Mileage Events

DISCLAIMER
This feature is applicable only to Providers who are using the ***new*** Prebilling optimization features. Please contact HHAX Support Team for details, setup, and guidance.

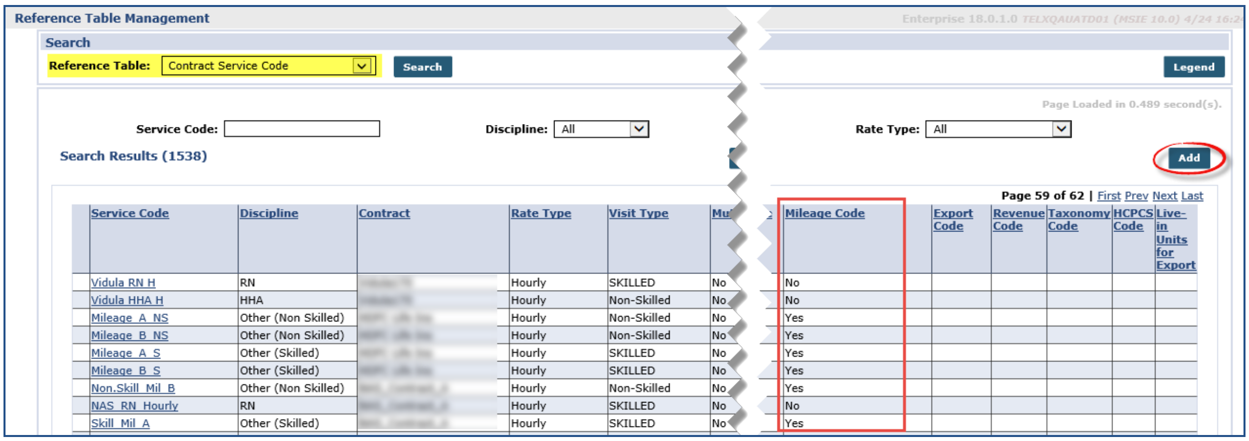
A **Mileage Event** refers to when a Caregiver runs errands for a Patient during service. To properly document and track Mileage Events, manual and automated processes have been created to allow Providers to bill associated Contracts and pay Caregivers for Mileage Events entered via EVV.

In such cases, the Caregiver enters the number of miles via a Duty Code at Clock-OUT. This Duty Code value is then converted into a Mileage Event using a **Default Service Code** and a **Default Mileage Pay Code**. Mileage Events apply to both Skilled and Non-Skilled Caregivers.

Mileage Service Code

The *Mileage Service Codes* are created and managed via the *Reference Table Management* function (***Admin > Reference Table Management***). To access, select *Contract Service Code* from the **Reference Table** field and click ***Search***. A **Mileage Code** column has been added to indicate if a Service Code/Contract is associated to Mileage, as seen in the following image.

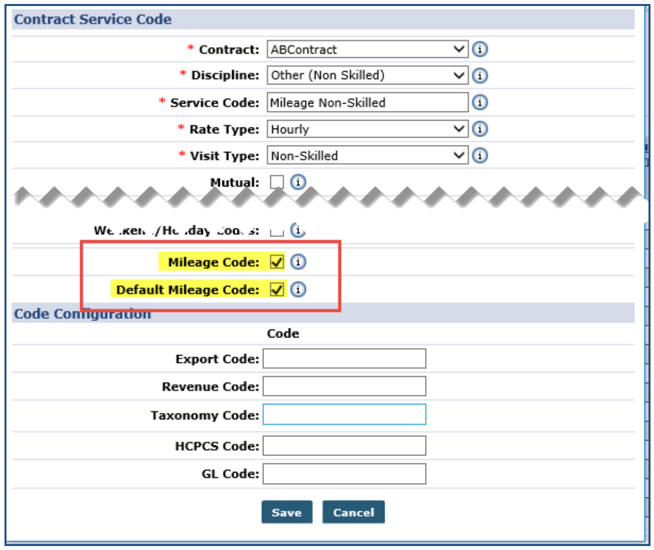
Click the ***Add*** button to create a new Service Code or edit an existing one by clicking on the Service Code (link).



Reference Table: Contract Service Code / Mileage Code

The *Contract Service Code* window opens. To associate a Contract with Mileage, two fields titled **Mileage Code** and **Default Mileage Code** have been added to the *Contract Service Code* window, as illustrated in the image below. Complete the required fields as described in the table below. The **Mileage Code** checkbox must be selected to enable the **Default Mileage Code** checkbox.

Only one **Mileage Code** can be made default per *Discipline* per *Contract*.



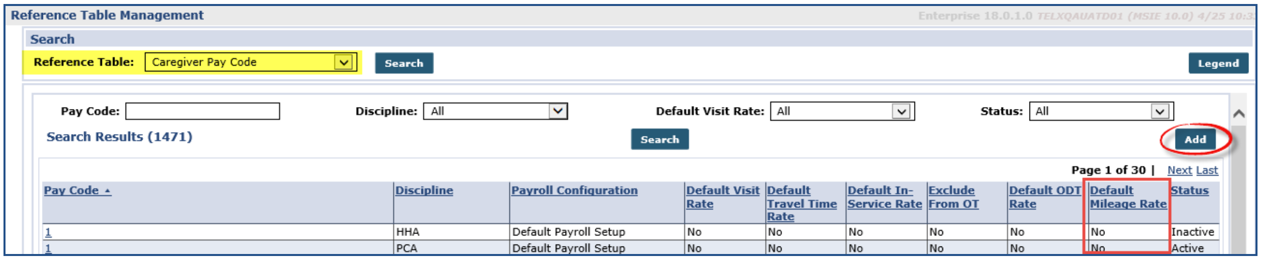
Contract Service Code Window: Mileage Codes

Field	Description
*Contract	(Required) Select the Contract
*Discipline	(Required) Select accordingly: *Other (Skilled)* or *Other (Non-Skilled)*
*Service Code	(Required) Enter a Service Code Name
*Rate Type	(Required) Select *Hourly* (rates are based on an hourly basis)
*Visit Type	(Required) Select the Visit Type from the dropdown

Note: *Multiple Mileage Service Codes can be created for a Contract; therefore the* ***Default Mileage Code*** *must be selected to create an Automatic Mileage Event.*

Caregiver Pay Code

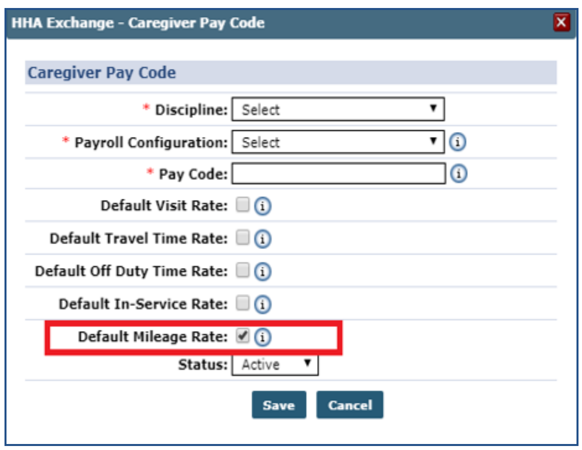
Once the **Mileage Code**/**Default Mileage Code** is enabled for the Contract, then a Caregiver Pay Rate must be created. Navigate to ***Admin > Reference Table Management***. Select *Caregiver Pay Code* from the **Reference Table** dropdown field and click ***Search***.



Reference Table: Caregiver Pay Code

Note: *A new **Default Mileage Rate** column has been added to the grid table to indicate if a Default Mileage Rate is associated to the Pay Code.*

The *Caregiver Pay Code* window opens. Complete the required fields: **Discipline**, **Payroll Configuration**, and **Pay Code** (denoted with a red asterisk). Select the **Default Mileage Rate** checkbox to assign this Pay Code as the default mileage Pay Code. Click ***Save***.

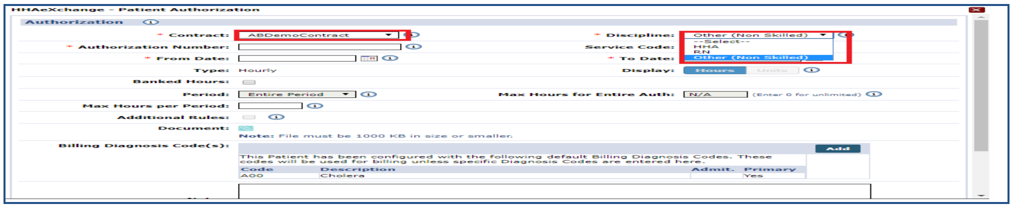


Caregiver Pay Code Window

Once saved, this Pay Code is applied to any automated Mileage Event created in the system.

Mileage Authorization

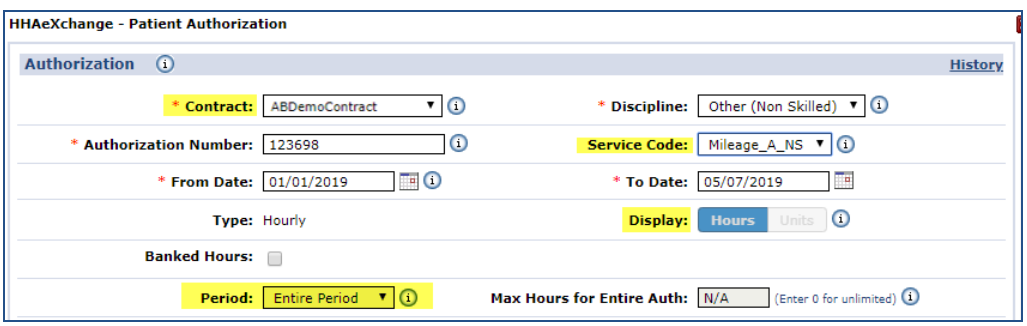
When a Contract has a Service Code set up for Mileage, the service bypasses the Patient Discipline **Accepted Services** and is made available for all Patients under that Contract's Authorizations.



Patient Authorization: Discipline

- If only *Skilled* services are accepted for the Patient, then only applicable Disciplines to include Other (Skilled) are displayed in the dropdown menu.
- If only *Non-Skilled* services are accepted for the Patient, then only applicable Disciplines to include Other (Non-Skilled) are displayed in the dropdown menu.
- If both *Skilled* and *Non-Skilled* services are accepted for the Patient, then both are included in the menu. If the Mileage Code is only applied for Other (Skilled) on the contract, then only that option displays in the menu.

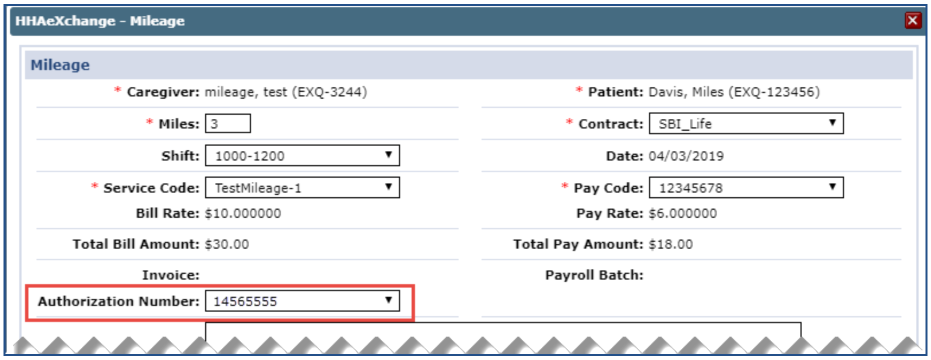
When the Mileage Service Code is selected as the **Service Code** for an Authorization, the **Display** and **Period** fields are locked with *Hours* and *Entire Period* pre-selected for respective fields (as seen in the following image).



Display and Period Fields

Authorization Number

When creating a **Mileage Event**, the **Authorization Number** is displayed in the dropdown field if an Authorization(s) exists for the selected *Patient*, *Contract*, *Service Code* and *Mileage Date*.



Mileage Window

The pre-selected **Authorization Number** is the one which the mileage is applied based on the selected *Patient*, *Contract*, *Service Code*, and *Mileage Date.*

If an Authorization Number is manually selected from the dropdown, then that Authorization is selected for mileage. However, if the selected Authorization does not have remaining Hours (Total Units – Used Units in mileage), then the mileage is not Authorized (and highlighted pink on the Patient and Caregiver Calendars).

If the Hours are available for multiple matching Authorizations, then the system applies the mileage to the first created Authorization.

Authorization Number Report

In the Patient Authorizations/Orders page, click on the Authorization Number (link) for the Contract to access the *Patient Mileage Authorization* window (as illustrated below). Herein view a summary of all mileage-related information such as **Allocated** (Units/Hours) and **Units (Hours) Left** for the selected Contract.

Patient Mileage Authorization Report

Authorization Recalculation

When an Authorization or Mileage is edited, the system recalculates the Authorization as follows:

Action (If)...	System Behavior (Then...)
Add/Edit Authorizations	The system recalculates all mileage that applies to the added/edited Authorization accordingly.
Delete Authorization	All mileage associated with the deleted Authorization becomes Unauthorized.
Click Update Link (List of Authorizations)	The system to recalculates all unauthorized mileage.

Creating a Mileage Event

Tip: You can press **Ctrl-F** on your keyboard to search this topic.

Automatic Creation

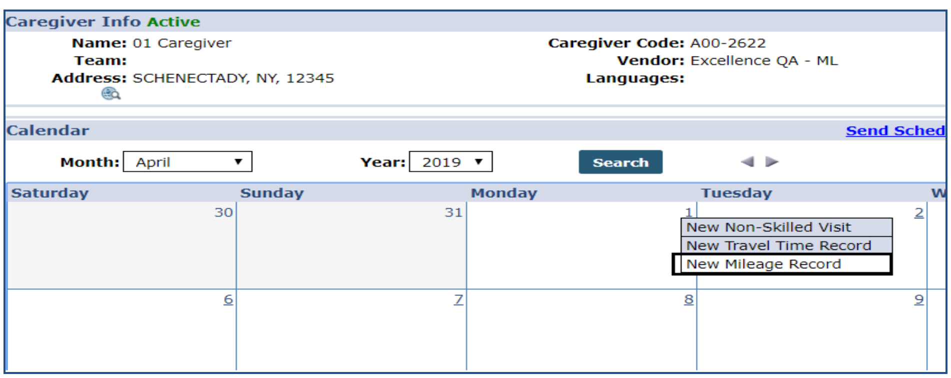
A Mileage Event is automatically created when a Caregiver logs mileage via a Duty Code upon a visit Clock-OUT. Once logged, the Mileage is reflected in both the Patient and Caregiver Calendars. A POC must be setup for mileage. Contact the HHAX Support Team to create a Mileage POC.

Note: Mileage cannot be edited on the Mobile App after Clock-OUT. Once Clocked-OUT, the miles can only be edited manually from the HHAX application.

Manual Creation

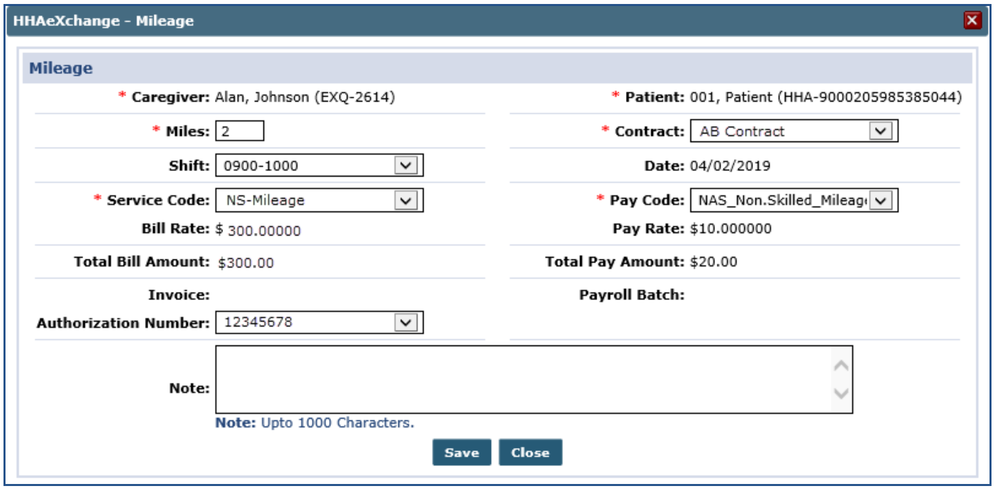
Caregiver Calendar

Navigate to ***Caregiver > Calendar***. Click on the applicable date and select **New Mileage Record** from the dropdown (as illustrated in the image below).



Caregiver Calendar

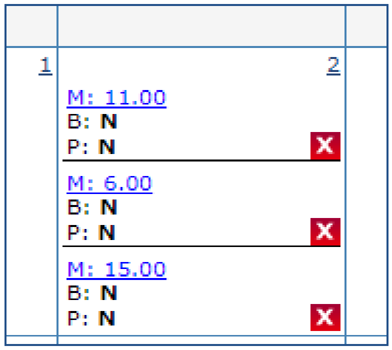
The *Mileage* window opens. Complete the required fields (denoted with red asterisk), described in the table below. Refer to the Mileage Authorization section for details, as needed.



Caregiver Mileage

Field	Description
*Caregiver	(Required) The **Caregiver** field is pre-populated.
*Patient	(Required) Select/Search for the applicable Patient OR select the **Shift** from dropdown field for the respective Patient to auto-populate.
*Miles	(Required) Enter the number of miles.
*Contract	(Required) Select the associated Contract.
*Service Code	(Required) Select the applicable **Service Code**. The Bill Rate is calculated based on selected Service Code.
*Pay Code	(Required) Select the **Pay Code**. The Pay rate is calculated on the selected Pay Code.
Total Bill Amount	Auto-calculated (Miles x Bill Rate)
Total Pay Amount	Auto-calculated (Miles x Pay Rate)
Authorization Number	Populates if an Authorization(s) exists for the selected *Patient*, *Contract*, *Service Code* and *Mileage Date*. Refer to the Authorization Number section for details.

Once saved, the Mileage shows up on the Patient and Caregiver Calendar (as illustrated in the following). To edit, click on the M: link to open the Mileage window. The **B:** indicates if the mileage has been billed and the **P:** indicates if it applies to Payroll. If not billed, mileage can be deleted by clicking the delete icon ( ).

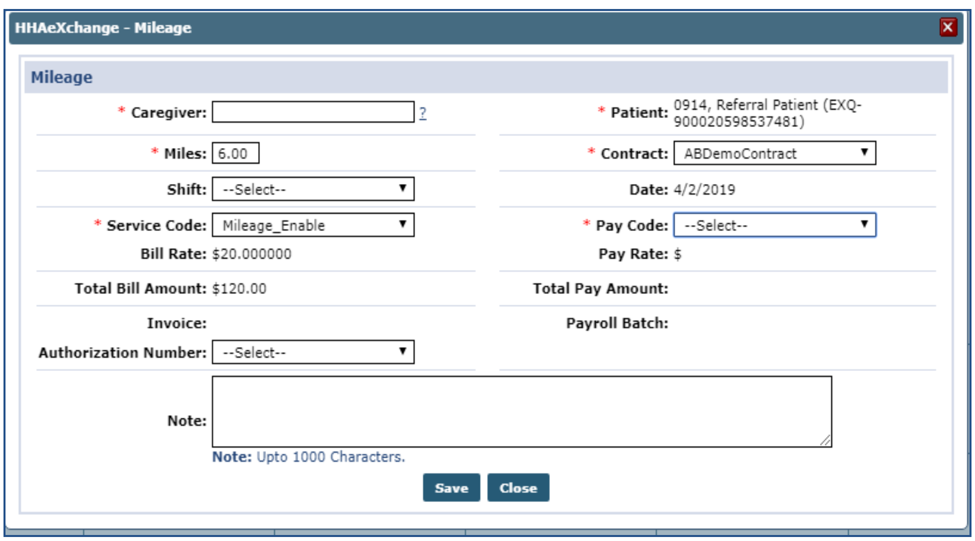


Mileage on Caregiver Calendar

Patient Calendar

Creating a Mileage Event on the Patient Calendar is the same as with the Caregiver Calendar (described above). Navigate to ***Patient > Calendar***. Click on the applicable date and select **New Mileage Record** from the dropdown.

The *Mileage* window opens displaying the same fields. In this case, however, the **Patient** field is pre-populated. Select/Search for the applicable Caregiver OR select the **Shift** from dropdown field for the respective Caregiver to auto-populate.



Patient Calendar > Mileage