



Division of Public and Behavioral Health Policy

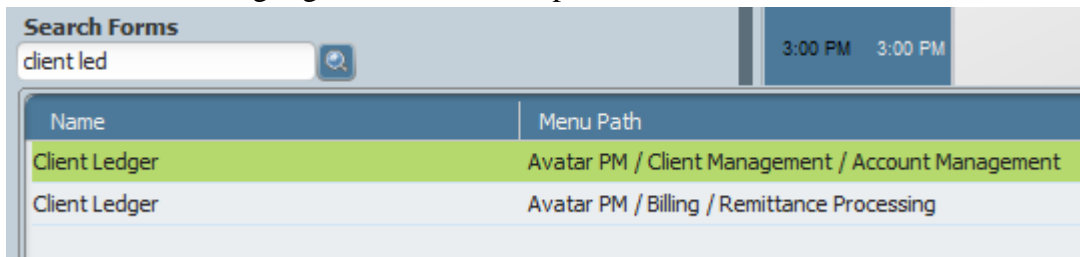
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1.0 Policy

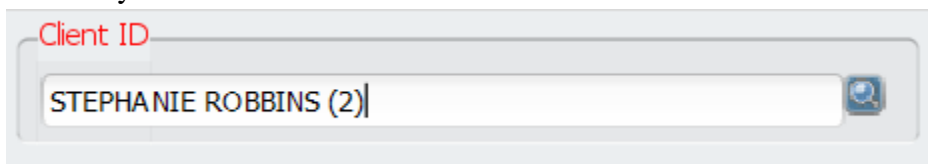
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0 Procedure

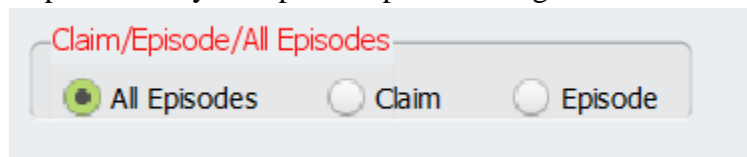
1. From the **Avatar Home Screen**, search for **Client Ledger** in the **Search Forms** widget.
 - a. Two of the same choices will display. They both link to the same form. Choosing either one will work.
 - b. Double-click the highlighted selection to open the form.



2. Search for the client in the **Client ID** field.
 - a. Search by last name or ID number.



3. In the **Claim/Episode/All Episodes** field, choose how you want to view account charges.
 - a. **All Episodes** – strongly suggest you use this option in order to see all charges for all episodes.
 - b. **Claim** - choose this option to only see claim specific charges
 - c. **Episode** – choose this option to only see episode specific charges



4. If **Claim** was chosen from the choices above, choose the specific claim from the dropdown in the **Claim Number** field.



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Claim/Episode/All Episodes

All Episodes Claim Episode

Claim Number

- If **Episode** was chosen above, choose the episode from the dropdown menu in the **Episode Number** field.
- Enter **From Date** and **To Date** based on episode selection.

Episode Number

From Date T Y

To Date T Y

- In the **Ledger Type** field, choose between **Crystal** or **Simple**.
 - Crystal** – reports data to display in this format with more detail:



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Quest Counseling and Consulting Inc
3500 Lakeside Court, Suite 101
Reno, NV 89509-4843

Client Account Ledger

Client Name: ROBBINS, STEPHANIE

Client ID : 2

Selected Episode: ALL

Diagnosis History

Graph of Charges and Payments By Month

| Episode Number | Date of Service | Service Description | Units | Full Charge | Guarantor Name | Guarantor Liability | Guarantor Payments | Claim Number | Line Balance |
|--|-----------------|------------------------|-------|-------------|----------------|---------------------|--------------------|--------------|--------------|
| Episode 2 Adm It Date : 06/15/2015 Discharge Date : None | 06/15/15 | Family Psychotherapy | 1.00 | \$ 97.85 | Aetna | \$ 97.85 | 0.00 | Open | \$ 97.85 |
| Episode 2 Adm It Date : 06/15/2015 Discharge Date : None | 06/15/15 | Psychotherapy, 60M, | 1.00 | \$ 108.15 | Aetna | \$ 108.15 | 0.00 | Open | \$ 108.15 |
| Episode 1 Adm It Date : 06/15/2015 Discharge Date : 06/15/2015 | 06/16/15 | Psychotherapy, 60M, | 1.00 | \$ 108.15 | Aetna | \$ 108.15 | 0.00 | Open | \$ 108.15 |
| Episode 1 Adm It Date : 06/15/2015 Discharge Date : 06/15/2015 | 06/16/15 | Non-Billable Service | 1.00 | \$ 0.00 | Self Pay | \$ 0.00 | 0.00 | Open | \$ 0.00 |
| Episode 3 Adm It Date : 07/24/2015 Discharge Date : 09/02/2015 | 07/31/15 | Psychiatric Evaluation | 1.00 | \$ 113.76 | Aetna | \$ 113.76 | 0.00 | Open | \$ 113.76 |
| Episode 3 Adm It Date : 07/24/2015 Discharge Date : 09/02/2015 | 08/04/15 | Grp Counseling (Clin | 1.00 | \$ 0.00 | Aetna | \$ 0.00 | 0.00 | Open | \$ 0.00 |
| Episode 2 Adm It Date : 06/15/2015 Discharge Date : None | 08/04/15 | Drug and Alcohol Ass | 1.00 | \$ 139.46 | Aetna | \$ 139.46 | 0.00 | Open | \$ 139.46 |
| Episode 3 Adm It Date : 07/24/2015 Discharge Date : 09/02/2015 | 08/04/15 | Drug and Alcohol Ass | 1.00 | \$ 139.46 | Aetna | \$ 139.46 | 0.00 | Open | \$ 139.46 |

b. Simple – reports data to display in the following format, more simple:

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Quest Counseling and Consulting Inc
3500 Lakeside Court, Suite 101
Reno , NV 89509-4843
Client Ledger

NAME: ROBBINS, STEPHANIE
EPISODE # : ALL
CLIENT STATUS FOR EPISODE 1: DISCHARGED
CLIENT STATUS FOR EPISODE 2: ADMITTED
CLIENT STATUS FOR EPISODE 3: DISCHARGED

CASE NUMBER: 000000002
BALANCE OF ALL EPISODES : 846.29
DATE OF LAST SELF PAYMENT FOR EPISODE 1 : NONE
DATE OF LAST SELF PAYMENT FOR EPISODE 2 : NONE
DATE OF LAST SELF PAYMENT FOR EPISODE 3 : NONE

| EPISODE NUMBER | DATE | SERV | UNIT | CHG | GUAR | LIABILITY | AMOUNT RCVD | POSTING CODE | POSTING CODE TYPE | DATE POSTED | DATE BILLED | CLAIM NUMBER | LINE BALANCE |
|----------------|------|----------|-------|------|--------|-----------|-------------|--------------|-------------------|-------------|-------------|--------------|--------------|
| 1 | 2 | 06152015 | 90847 | 1.00 | 97.85 | 1 | 97.85 | ----- | ----- | ----- | ----- | OPEN | 97.85 |
| 2 | 2 | 06152015 | 90837 | 1.00 | 108.15 | 1 | 108.15 | ----- | ----- | ----- | ----- | OPEN | 108.15 |
| 3 | 1 | 06162015 | 90837 | 1.00 | 108.15 | 1 | 108.15 | ----- | ----- | ----- | ----- | OPEN | 108.15 |
| 4 | 3 | 07312015 | 90792 | 1.00 | 113.76 | 1 | 113.76 | ----- | ----- | ----- | ----- | OPEN | 113.76 |
| 5 | 2 | 08042015 | H0001 | 1.00 | 139.46 | 1 | 139.46 | ----- | ----- | ----- | ----- | OPEN | 139.46 |
| 6 | 3 | 08042015 | H0001 | 1.00 | 139.46 | 1 | 139.46 | ----- | ----- | ----- | ----- | OPEN | 139.46 |
| 7 | 2 | 09142015 | H0001 | 1.00 | 139.46 | 1 | 139.46 | ----- | ----- | ----- | ----- | OPEN | 139.46 |

(GRAND TOTAL: 846.29)

TOTAL BALANCE BY GUARANTOR

1) Aetna 1: 846.29



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8. Once the **Ledger Type** has been selected, click **Process** on the left hand side to view the report.

