



Division of Public and Behavioral Health Policy

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			Posting Payments Using the Individual Cash Posting Form	2015-11-17	1 of 5

1.0 Policy

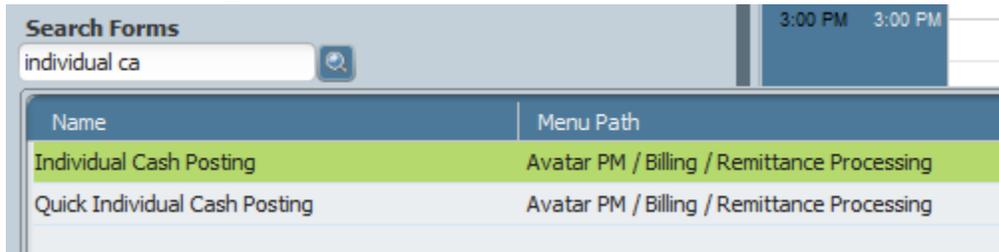
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

1. When payments are received from insurance companies, Medicaid (HPN and/or Amerigroup) and/or SAPTA, they will need to be posted against the client’s outstanding balance in Avatar.

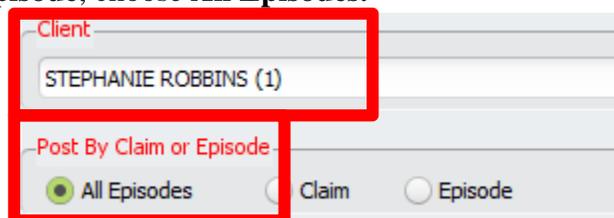
NOTE: For SAPTA payments, use the **Posting SAPTA Payments** policy and procedure.

2. From the HOME screen, in the **Search Forms** field, search for the **Individual Cash Posting** form.
 - a. Double-click to open the form.



*NOTE: In order to post a general payment for a specific guarantor (not post by line item), use the **Quick Individual Cash Posting** form. This option could be used for Self-Pay payments.*

3. Search for the **Client** by either last name, ID or claim number.
 - a. To search by claim number, enter a “+” in front of the claim number and Avatar will find the client that is associated with that claim number. (EX: +123)
4. In the **Post by Claim or Episode**, choose **All Episodes**.





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5. Click on **Select Item(s) to Post Against** located in the middle of the page.

6. The Individual Cash Posting screen will display.
7. Click on the line item that you have received payment for.
 - a. The line will display yellow.

7	10/14/2015	2	H0005	1.00	0.00	61	0.00	-----	-----	-----	0.00
8	11/10/2015	2	MV3	1.00	35.00	39	35.00	-----	-----	-----	35.00
9	11/12/2015	2	90832	1.00	250.00	39	250.00	-----	-----	-----	250.00

8. Click **OK** at the bottom of the screen.
9. A pop-up will appear displaying the current balance for that guarantor for that line item.
 - a. Click **OK**.

10. You will be returned to the **Individual Cash Posting** form, will data populated for **Guarantor**.
11. The **Posting Date** and **Date of Receipt** should always be the date of the Remittance Advice (RA) that you are posting the payment from.

12. Enter the **Dollar Amount To Be Posted** based on the Remittance Advice that you have showing the payment received from the specific guarantor.
 - a. Click the tab button.



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13. Choose a **Posting Code**.

- 100 – Cash
- 101 – Check – use this for all other check payments received from various insurance companies
- 102 – Money Order
- 103 – Debit/EFT – use this choice for SAPTA payments
- 104 – ACH – electronic funds – used with electronic billing
- 105 – Credit Card

14. IF APPLICABLE, enter the **Receipt** number.

15. Enter the **Check #** in the field provided.

Receipt <input style="width: 95%;" type="text"/>	Check # <input style="width: 95%;" type="text"/>
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16. If the dollar amount received is less than the dollar amount billed, you must indicate where the balance needs to go by using the **Action For Remaining Balance If Applicable** choices.

- **None** – if you want the balance to remain on the client’s ledger, choose this. However, **write off** and **transfer** would be more appropriate to use.
- **Write Off** – if you are writing off the balance, choose this. You will then need to choose a **Write Off Posting Code** from the field below.
- **Transfer** – if you are transferring the leftover liability to a different guarantor, choose this. You will then need to choose **Transfer** from the **Transfer Posting Code** field. Then, choose which guarantor needs to assume the remaining liability from the **Guarantor To Transfer Remaining Balance To**.

Action For Remaining Balance If Applicable

None
 Write Off
 Transfer

Write Off Posting Code Transfer Posting Code

Guarantor To Transfer Remaining Balance To

17. IF APPLICABLE, enter **Posting Comments** in the field provided.

18. Once the payment is ready to be posted, click **Update Temporary File** located in the middle of the page.



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- a. This gives you a screenshot of what the payment looks like that you are posting to the client's account.

Amount received and posted.

Balance (\$20) to be transferred to Guarantor 97.

Avatar 2015 - Alert

Amount requested to be posted was 230.00
Actual amount posted was 230.00
Amount not posted = 0.00

For Guarantor # 39
Beginning Balance: 399.96
Balance If Temporary File Is Posted: 149.96

For Guarantor # 97
Beginning Balance: 0.00
Balance If Temporary File Is Posted: 20.00

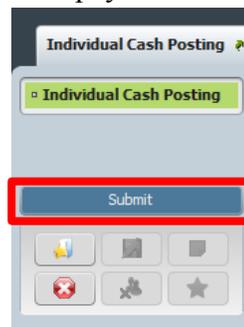
To view these postings before filing, click on the Select Item(s) to Post Against command button on page 1.

*** To file after viewing, you should click on the Cancel button
*** to exit the display. If additional posting is desired you
*** may select more items to post against and then click OK.

OK

19. Click **OK** if everything looks correct.

20. All data will disappear from the form. However, in order to post the final payment you must click **Submit** on the left hand side. This will post the payment to the client's account.



21. A pop-up will appear stating that the posted payments will update the client's billing information.
a. Click **Yes**.

