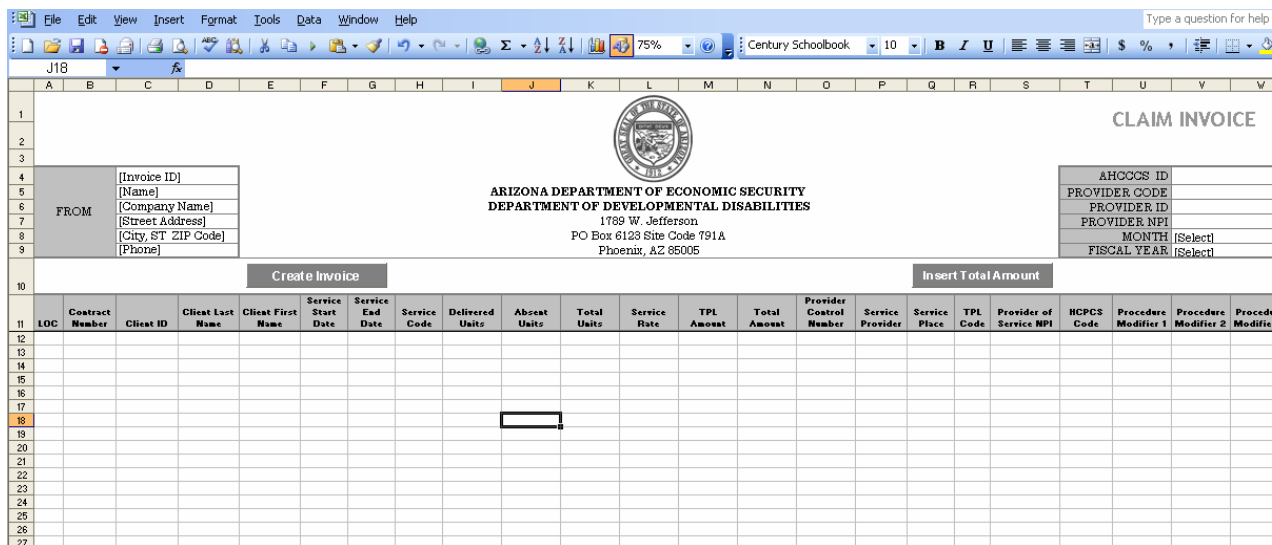


## DDD Claim Invoice Template Manual

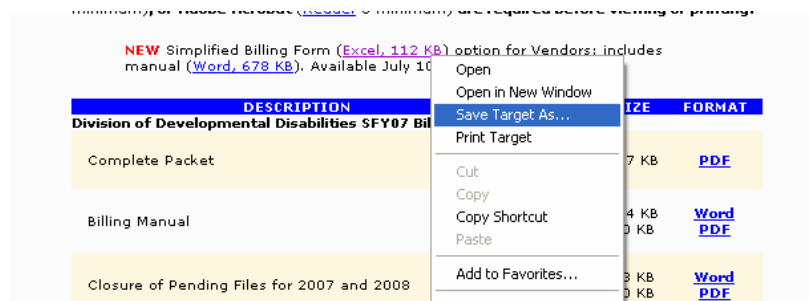
### Introduction

The DDD Claim Invoice Template was created to assist Providers with creating a text file that can be loaded into FOCUS. The file template was created in Microsoft Excel 2003 and can be run in Microsoft Excel 2000. **Microsoft Excel 2007 is not compliant** for this document; the Macros needed for processing will not run. Versions prior to Microsoft Excel 2000 are not able to run the necessary macros. File submission is still required to be delivered to DDD Billing Department on a disk or CD due to HIPAA regulations.



Helpful hint: Create a directory folder on your computer or network used specifically for the creation of files to submit to billing.

1. Download the file by going to the website <http://www.azdes.gov/ddd/reference/billing.asp> right click on the link and select “Save Target As”.



- a. Select the directory to save the file in and click Save.

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2. Open file DDD Claim Invoice.xls from your local directory
3. The first set of fields beginning on **Row 5 in Column C** are not required information for the creation of the file format that will be loaded into FOCUS. These fields were created for the Provider's convenience for record keeping purposes.
4. The second set of fields beginning on **Row 5 in Column V** requires information for the creation of the file format that will be loaded into FOCUS. Begin Entry at Row 5 for the fields listed below.
  - Provider AHCCCS ID
  - Provider Code
  - Provider ID
  - Provider NPI
5. When steps 1-4 have been completed save the document for future use, you have now created a customized version of the billing template. Once you have created the set up of the template file you can reuse the same document each time you submit a bill to DDD, just follow the steps beginning at number 6.
6. Open your customized billing template.
7. Update the Month and Year fields
  - Current Month
  - Current Fiscal Year
8. Click the command button "Create Invoice". This will generate a new file named according to the File Naming Standard; select the directory to save the file and select "Save".
  - a. The file name will be automatically set to the worksheet values for the Provider Code, Year and Month specified in Column V.

### File Naming Standard

Provider Code: This is a four digit code issued by the billing department to a Provider for electronic billing purposes. (Row 5, Column R on the template file)

Current Fiscal Year: Use the last two digits of the current fiscal year (Row 9, Column R on the template file). The current fiscal year begins in June. Example: October 17, 2007 (Actual Date) would be in the fiscal year 2008.

Current Month: Current month (Row 8, Column R on the template file)

File Name Format Example: XXXXYMM

Where XXXX (Provider Code), YY (Current Fiscal Year), MM (Current Month)

File Name Example: The Provider Code is PROV for October in the Fiscal Year is 2008. = PROV0810.xls

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9. Begin on Row 12 enter the information for the fields listed below. These fields are the minimum requirements for the file load to be successful.
  - *LOC*
  - *Contract Number*
  - *Client ID*
  - *Client Last Name*
  - *Client First Name*
  - *Service Start Date*
  - *Service End Date*
  - *Service Code*
  - *Delivered Units (Cannot be blank, enter 0 where applicable.)*
  - *Absent Units (Cannot be blank, enter 0 where applicable.)*
  - *Total Units (Cannot be blank, enter 0 where applicable.)*
  - *Service Rate (Cannot be blank, enter 0 where applicable.)*
  - *TPL Amount (Cannot be blank, enter 0 where applicable.)*
  - *Service Place*

The **Total Amount** (Column N) can be left blank; the command button “Total Amount” will automatically insert the dollar value for Total Units multiplied by the Service Rate less the TPL Amount in Column N. Any values entered into this field will be overwritten with the formula outlined in this paragraph.

Nursing Providers providing HN1 or HN9 are now required to add a HCPCS Code

- **HCPCS Code**
    - a. **For service code HN1 provided by a Registered Nurse the HCPCS Code is S9123**
    - b. **For service code HN1 provided by a Licensed Practical Nurse the HCPCS Code is S9124**
    - c. **For service code HN9 the HCPCS Code is G0154**
10. Once you have completed the data entry for this bill, select the command button “Insert Total”. This will insert the total amount for each line item on the claim.
  11. Save a copy of the Excel file with the claim detail information.
  12. Run the Macro “Create\_txt\_file”.

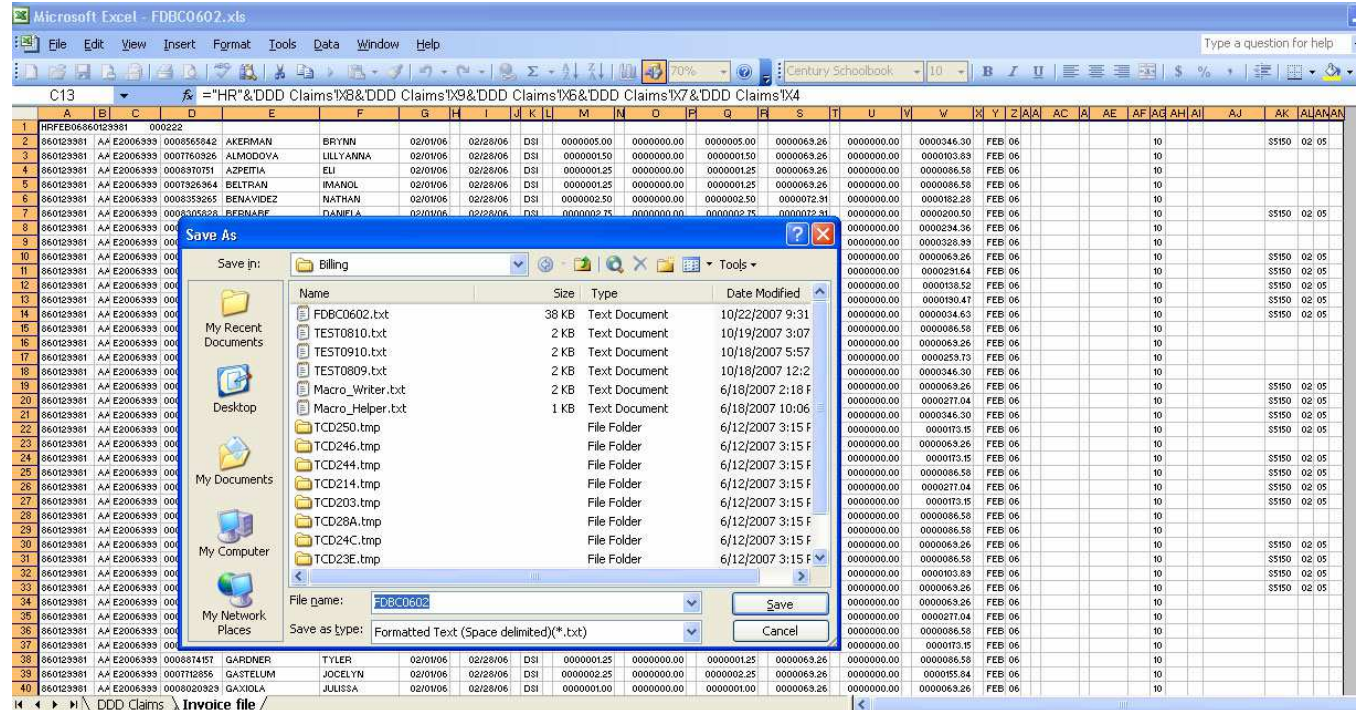
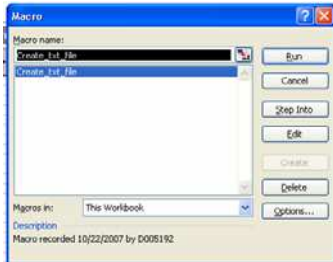
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### How to Run a Macro

From the File Menu Select “Tools”, “Macro”, “Macros”.



A dialogue box will open with a list of the Macros; select the Macro you want to run.



13. The Macro will execute a series of commands creating a file on the “Invoice file” worksheet. When the Save As dialogue box opens the file name and specified file format will already be set, just select the directory or disk drive and click Save.
14. Verify the file has been created by using Windows Explorer to view the directory. The file already has the correct file extension and is ready to be submitted to the DDD Billing Unit.