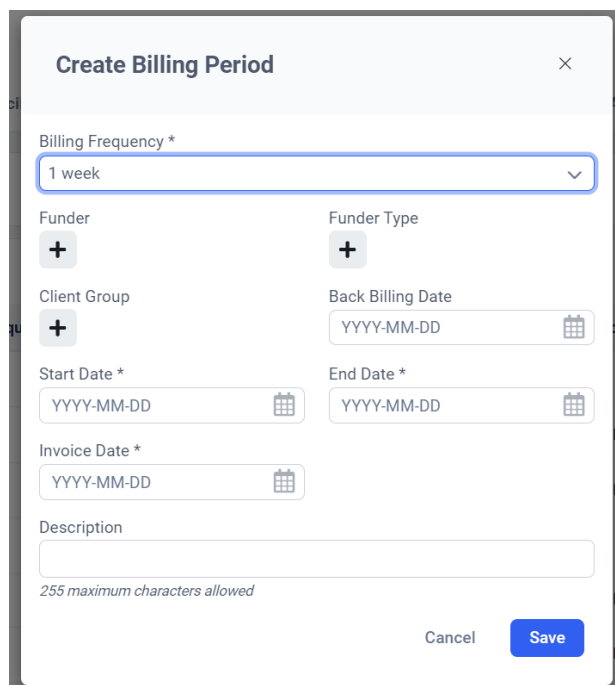


CHRIS/HPG Workflow Comparison

Transitioning from LHIN billing to CHRIS/HPG billing involves some minor changes to your agency's invoicing workflows. Let's see how they are impacted.

Bill Cycle Vs Bill Period

Creating invoices for HPG Funders will now utilize the Bill Period feature.



Create Billing Period

Billing Frequency *
1 week

Funder
+

Funder Type
+

Client Group
+

Back Billing Date
YYYY-MM-DD

Start Date *
YYYY-MM-DD

End Date *
YYYY-MM-DD

Invoice Date *
YYYY-MM-DD

Description
255 maximum characters allowed

Cancel Save

Billing Frequency will determine how often your agency bills. For example, if your agency processes invoices weekly, select "1 week". It is important to ensure that this billing frequency matches the billing frequency that is set up at the client's service level.

Select any desired **Funder**, **Funder Type**, and **Client Group** filters for this bill period. Filters can be very helpful if your agency would like to run different billing period of the same billing frequency.

The **Back Billing Date** is a threshold of how many back dated visits, visits that were missed in previous billing runs, can be pulled into this current billing period. If the Back Billing Date is not selected, it will automatically be set to 6-months before the billing period's end date.

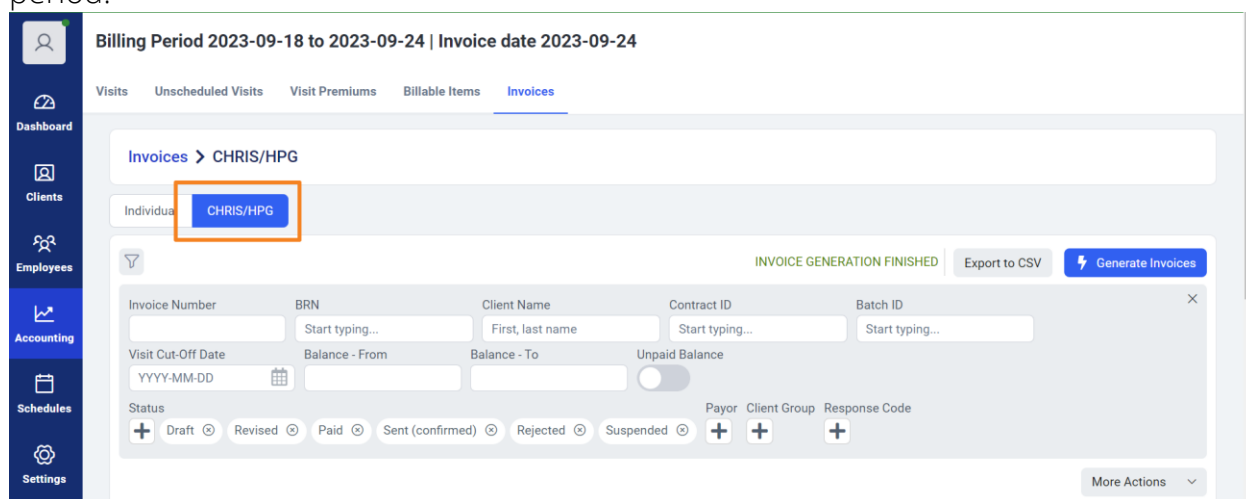
The **Start Date** is the start date of the billing period. It will be automatically pre-populated with the date after the end of the previous billing period of the same billing frequency.

The **End Date** is the end date of the period. This date can be adjusted so that agencies that use a 'bi-monthly' billing cycle can modify the end date when it should be changed between the 15th or 16th of a month. *Please note that the end date is inclusive.*

The **Invoice Date** is the date that will appear on the invoice. As well, as the date that the transaction will be posted in your subledger.

Issue Resolution vs Billable Items

After creating the bill period, select the CHRIS/HPG tab in the invoices tab of the period.



The screenshot displays the 'Billing Period 2023-09-18 to 2023-09-24 | Invoice date 2023-09-24' interface. The 'Invoices' tab is active, and the 'CHRIS/HPG' sub-tab is highlighted with an orange box. The interface includes a sidebar with navigation options: Dashboard, Clients, Employees, Accounting, Schedules, and Settings. The main content area shows a filter for 'Individuals' and a 'Generate Invoices' button. Below this, there are input fields for Invoice Number, BRN, Client Name, Contract ID, and Batch ID. A 'Visit Cut-Off Date' field is also present. The 'Status' section includes buttons for Draft, Revised, Paid, Sent (confirmed), Rejected, and Suspended. The 'Payor', 'Client Group', and 'Response Code' fields are also visible. A 'More Actions' dropdown is located at the bottom right.

In place of the **Issue Resolution** tab, utilize the **Billable Items** tab. BIM will recognize any issues or missing required fields and flag for resolution.



Error Log

Error log from last billable item generation

There was a problem generating the following billable items. Follow the suggested resolution to generate successfully.

Once errors have been resolved, generate billable items to remove errors from log.

2023-05-01

Export to CSV

Source Type - ID	Client Name	Service date	Error description	Suggested resolution
Visit - 762	Gina Mcgrath	2023-05-25	Missing client service required field(s)	Add activity code to the client service
Visit - 764	Odessa Hoppe	2023-05-25	Missing client service required field(s)	Add activity code to the client service

1 - 2 of 2 entries

<

1

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10

Close

Using BIM, the **On-hold** status can also be utilized and prevent specific visits from being invoiced. This will help your agency control which visits are sent to CHRIS, at any given time.

Accounting

Billing

Reconciliation

Expense Reconciliation

Payroll

Payment

Bill-to Parties

Accounting Exports

Accounting Settings

Billing > Billable Item Management

2023-05-24

2023-05-31

Last updated: 2023-05-31 09:33

Error Log

Download as CSV

Generate

Add Billable Item

Ready

Set to On-hold

Set to Ready

Regenerate

Billable Item ID	Source Type - ID	Source Date	Service/Premium Code	Billing Frequency	BRN	Client Name	Activity Codes
7376	Visit - 763	2023-05-27 02:00	TC: Nursing - TC: Nursing	1 week	580202147	Clark Bauer	Assessment

1-1 of 1 entries

Per page: 10

Reconciliation

Reconciliation from HPG will be automatically linked to each visit. A visit's **status**, **paid amount**, and **response code** can all be easily seen within the Invoice Summary.

Billing Period 2023-05-21 to 2023-05-31 | Invoice date 2023-05-31

Visits Unscheduled Visits Visit Premiums Billable Items **Invoices**

Invoices > CHRIS/HPG

Individual **CHRIS/HPG**

Revised Sent (confirmed) Rejected Suspended Draft Paid GENERATION FINISHED Export to CSV Generate Invoices More Actions

Payor	Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Response Code	Balance	Comment	BI	Batch ID	RA File	
TC LHIN: TC	Aaliyah Shields	2023-05-31	693 - 0	Paid	\$50.00	\$50.00	--	\$0.00	--	57	444	1685555502179	View
TC LHIN: TC	Gina McGrath	2023-05-31	692 - 2	Rejected	\$50.00	\$0.00	USEDUP	\$50.00	--	56	445	1685555980530	View

Use the summary's **filters** to further refine your view.

Individual **CHRIS/HPG**

GENERATION FINISHED Export to CSV Generate Invoices

Invoice Number BRN Client Name Contract ID Batch ID

Visit Cut-Off Date Balance - From Balance - To Unpaid Balance

Status Payor Client Group Response Code

Revised Sent (confirmed) Rejected Suspended Draft Paid + + +

Start typing... ENDDT ASGNDT DISCHG USEDUP INVBC BCCTC

Payor	Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Response Code	Balance	Comment	BI	Batch ID	RA File	
TC LHIN: TC	Aaliyah Shields	2023-05-31	693 - 0	Paid	\$50.00	\$50.00	--	\$0.00	--	57	444	1685555502179	View
TC LHIN: TC	Gina McGrath	2023-05-31	692 - 2	Rejected	\$50.00	\$0.00	USEDUP	\$50.00	--	56	445	1685555980530	View

Resubmission

When a change to a visit made, you will no longer need to mark individual visits for resubmission within a visit's details. Instead, a **bulk action** can be used to mark individual visits for resubmission.

Invoice Number
Start typing...

BRN
Start typing...

Client Name
First, last name

Contract ID
Start typing...

Batch ID
Start typing...

Visit Cut-Off Date
YYYY-MM-DD

Balance - From

Balance - To

Unpaid Balance

Status

+ Revised
Sent (confirmed)
Rejected
Suspended
Draft
Paid
+
+
+

Payor
Client Group
Response Code

Payor	Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Response Code	Balance	Comment	BI	Batch ID	RA File
TC LHIN: TC	Aaliyah Shields	2023-05-31	693 - 0	Paid	\$50.00	\$50.00	--	\$0.00	--	57	444	1685555555
TC LHIN: TC	Gina McGrath	2023-05-31	692 - 2	Rejected	\$50.00	\$0.00	USEDUP	\$50.00	--	58	445	1685555555
TC LHIN: TC	Gina McGrath	2023-05-31	691 - 2	Rejected	\$50.00	\$0.00	DISCHG	\$50.00	--	58	446	1685555555

More Actions

Delete
Regenerate
Send
Revise
Void
Add Transaction

This will update the selected visits to a **'revised'** status.

The last step will be to send the invoices. Again, a bulk action can be used to select all or some visits.

Payor	Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Response Code	Balance	Comment	BRN	Batch ID	RA File
TC LHIN: TC	Aaliyah Shields	2023-05-31	693 - 0	Paid	\$50.00	\$50.00	--	\$0.00	--	5701	444	1685555555
TC LHIN: TC	Gina McGrath	2023-05-31	692 - 3	Revised	\$50.00	\$0.00	--	\$50.00	--	5802	--	--
TC LHIN: TC	Gina McGrath	2023-05-31	691 - 3	Revised	\$50.00	\$0.00	--	\$50.00	--	5802	--	--

More Actions

Delete
Regenerate
Send
Revise
Void
Add Transaction

Voiding

Previously, voiding can only be done at the invoice level, in which the invoice could contain multiple visits.

Now, as visits are individual invoices, individual visits within a billing period can be voided. Voiding an invoice will reverse all transactions, including allocations, that were previously recorded against a previously sent invoice. The voided invoice will no longer be valid and so, the associated visits to that invoice will need to **"generated"** to a new invoice, with a new invoice number, *or* they can be written off, if required.

Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Adjustment	Balance	Cor	Batch ID	RA File
Greg Lu	2023-09-10	992 - 0	Rejected	\$10.00	\$0.00	\$0.00	\$10.00	--	531	16978097
8 Jaclyn75092699579166 Bogana86608620340990	2023-09-10	991 - 0	Draft	\$10.00	\$0.00	\$0.00	\$10.00	--	--	--
3 Carol61376943795464 Nicolas46348493832623	2023-09-10	990 - 0	Draft	\$10.00	\$0.00	\$0.00	\$10.00	--	--	--

More Actions

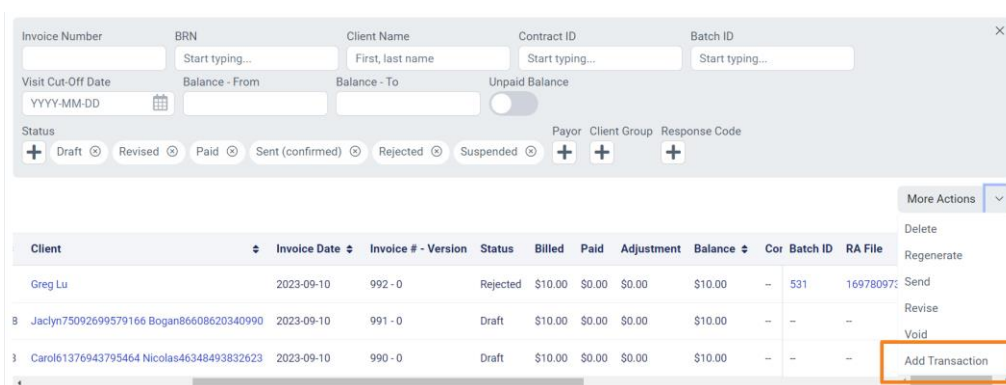
Delete
Regenerate
Send
Revise
Void
Add Transaction

To do so, use the void function within the More Actions dropdown and select the desired visits to void.

Write-off

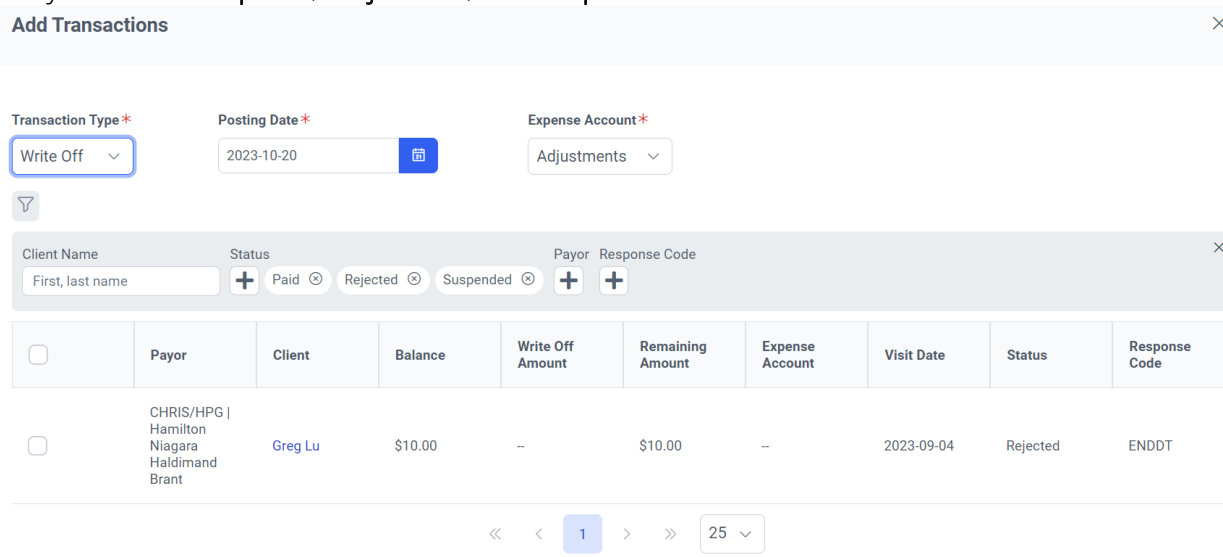
Previously, writing-off a LHIN visit, where payment is not expected, can be done within the sent invoice.

Now, write-offs can be made within the Bill Period and write-offs are applied to the individual invoices.



The screenshot shows the AlayaCare interface with a 'More Actions' dropdown menu open. The 'Add Transaction' option is highlighted with a red box. The interface includes fields for Invoice Number, BRN, Client Name, Contract ID, and Batch ID. Below these are fields for Visit Cut-Off Date, Balance - From, Balance - To, and Unpaid Balance. There are also buttons for Draft, Revised, Paid, Sent (confirmed), Rejected, and Suspended. The 'Add Transaction' button is located at the bottom of the 'More Actions' dropdown.

Only invoices in "paid", "rejected", or "suspended" statuses can be written off.



The screenshot shows the 'Add Transactions' form in the AlayaCare interface. The form includes fields for Transaction Type (set to 'Write Off'), Posting Date (2023-10-20), and Expense Account (Adjustments). Below these are fields for Client Name, Status (Paid, Rejected, Suspended), Payor, and Response Code. A table lists the transactions to be added, with columns for Payor, Client, Balance, Write Off Amount, Remaining Amount, Expense Account, Visit Date, Status, and Response Code. The table shows one transaction for Greg Lu with a balance of \$10.00 and a status of Rejected. The form also includes a filter icon and a pagination bar at the bottom.

	Payor	Client	Balance	Write Off Amount	Remaining Amount	Expense Account	Visit Date	Status	Response Code
<input type="checkbox"/>	CHRIS/HPG Hamilton Niagara Haldimand Brant	Greg Lu	\$10.00	--	\$10.00	--	2023-09-04	Rejected	ENDDT

Batch Management

Batch management allows users to view batches across different billing periods, access invoices within a batch, and export batches into various formats.

The definition of a batch is the grouping of all invoices that were sent to the same LHIN or HPG funder, up to a limit of 8 thousand invoices per funder.

The “balance”, “billed”, “Payments”, and “adjustments” column will display the financial details for the batch.

Accounting

Billing > Batch Management

	Batch ID	Total Items	Payor	Sent Date	Sent By	Balance	Billed	Payments	Adjustments	
Invoices	509	2	CHRIS/HPG South East	2023-08-25 13:39	Administrator	\$20.00	\$20.00	\$0.00	\$0.00	Export
Billing Cycle	508	1	CHRIS/HPG Central West	2023-08-25 13:39	Administrator	\$10.00	\$10.00	\$0.00	\$0.00	Export
Batch Management	507	7	CHRIS/HPG - WEST CHRIS/HPG - WEST	2023-08-25 13:39	Administrator	\$70.00	\$70.00	\$0.00	\$0.00	Export
Funder Summary	506	2	North Simcoe Muskoka CHRIS/HPG North Simcoe Muskoka	2023-08-25 13:39	Administrator	\$20.00	\$20.00	\$0.00	\$0.00	Export

Within a batch, you can easily see any outstanding payments for a batch, where you can follow-up if needed. To quickly see visits with an unpaid balance, select the batch ID to see all visits and then select the “unpaid balance” toggle.

Invoices > CHRIS/HPG

Individual **CHRIS/HPG**

INVOICE GENERATION FINISHED | Export to CSV | Generate Invoices

Invoice Number: Start typing... BRN: Start typing... Client Name: First, last name Contract ID: Start typing... Batch ID: 509 Visit Cut-Off Date: YYYY-MM-DD Balance - From: Balance - To: X

Unpaid Balance Status: + Draft Revised Paid Sent (confirmed) Rejected Suspended Voided Deleted Payor Client Group Response Code

Payor	Client	Invoice Date	Invoice # - Version	Status	Billed	Paid	Adjustment	Balance	Comment	BRN	Contract ID	Visit Date	Response Code	Batch ID	RA File
CHRIS/HPG South East	Alicia Oberbrunner	2023-08-26	888 - 2	Sent (confirmed)	\$10.00	\$0.00	\$0.00	\$10.00	-	1234567	1234567	2023-08-13	-	509	- View
CHRIS/HPG South East	Alicia Oberbrunner	2023-08-26	887 - 2	Sent (confirmed)	\$10.00	\$0.00	\$0.00	\$10.00	-	1234567	1234567	2023-08-10	-	509	- View

1-2 of 2 entries Per page: 10

The last column on the list is the export function. This will allow you to export all the invoices within the batch to an available export.

Batch ID	Total Items	Payor	Sent Date	Sent By	Balance	Billed	Payments	Adjustments	
509	2	CHRIS/HPG South East	2023-08-25 13:39	Administrator	\$20.00	\$20.00	\$0.00	\$0.00	Export Download
508	1	CHRIS/HPG Central West	2023-08-25 13:39	Administrator	\$10.00	\$10.00	\$0.00	\$0.00	Export

