

Testing CHRIS/HPG Billing in your UAT environment.

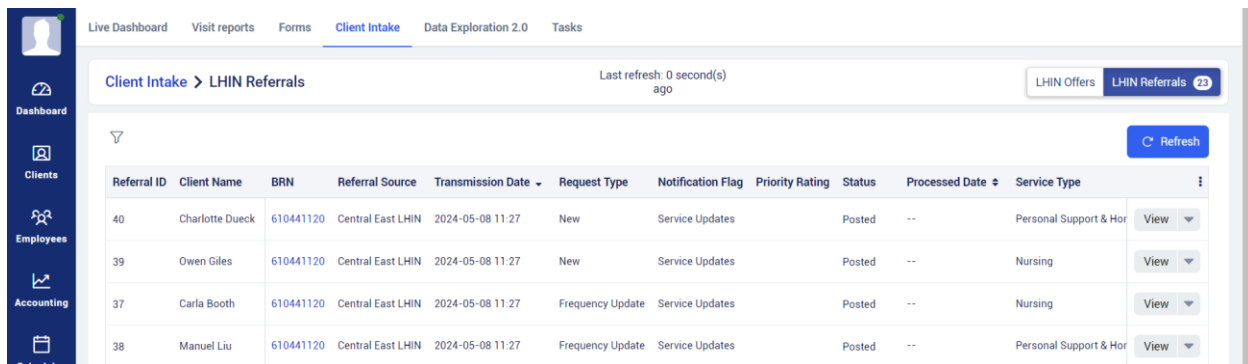
Testing of the new **CHRIS/HPG Billing Module** will be performed in your agency's UAT environment.

You have **two options**.

First, if you have **existing HCCSS clients** in your UAT environment for testing, and are comfortable with using those clients to test the new workflows, feel free to use them in place of the new referrals.

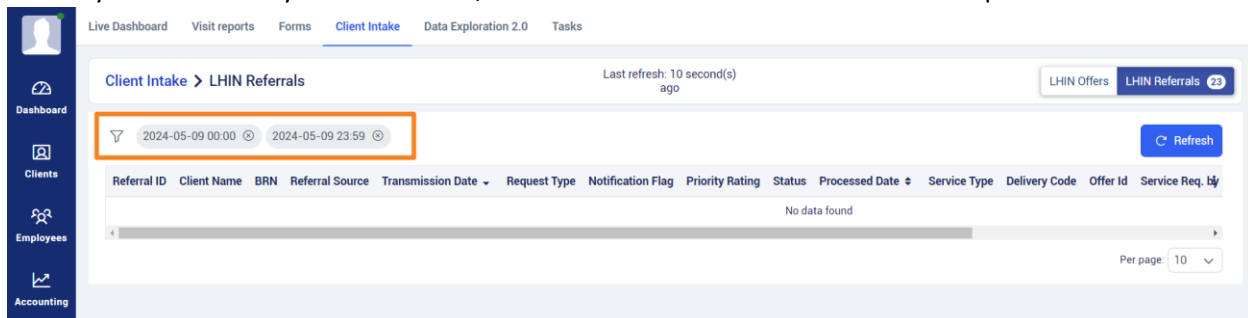
If your preference is to use clients from new referrals, you will notice that **10 new test referrals** have been created in your UAT environment, to aid your agency in the testing of the new CHRIS/HPG Billing module and the related workflows.

The referrals can be found within the **LHIN Intake** module, under the **LHIN Referrals** tab.



Referral ID	Client Name	BRN	Referral Source	Transmission Date	Request Type	Notification Flag	Priority Rating	Status	Processed Date	Service Type	
40	Charlotte Dueck	610441120	Central East LHIN	2024-05-08 11:27	New	Service Updates		Posted	--	Personal Support & Hor	View
39	Owen Giles	610441120	Central East LHIN	2024-05-08 11:27	New	Service Updates		Posted	--	Nursing	View
37	Carla Booth	610441120	Central East LHIN	2024-05-08 11:27	Frequency Update	Service Updates		Posted	--	Nursing	View
38	Manuel Liu	610441120	Central East LHIN	2024-05-08 11:27	Frequency Update	Service Updates		Posted	--	Personal Support & Hor	View

You may need to modify the date filters, as the referrals will have been sent in the past.



Referral ID	Client Name	BRN	Referral Source	Transmission Date	Request Type	Notification Flag	Priority Rating	Status	Processed Date	Service Type	Delivery Code	Offer Id	Service Req. ty
No data found													

Using these referrals, create **new client profiles** for your agency as per your regular workflow.

Please note that these test referrals have pre-scripted data that will differ from what you are used to seeing in *your* LHIN referrals. For example, referral sources, frequencies, possible bill codes, and other details may not be relevant to your agency, but this is acceptable, as you are only testing the billing workflows.

If the processed referrals are *new* to your UAT environment, then you will be able to simply **Process** the Referrals and new client profiles will be created. Be sure to select **Coordinate** and finish creating the

client profile, which includes creating a **client service**, using an existing **LHIN Funded Service** in your UAT environment, select a **Billing Frequency**, and attach an activity code.

If the processed referral has been used before in your UAT environment (as shown below), you will be able to create a new client and/or new service, depending on your comfort level. As this is only testing the billing workflow, both options are acceptable.

Process Referral 40 ×

Step 1. Create or Select a Client

Client Name	Charlotte Dueck	Service Name	Personal Support & Homemaking
Date of Birth	1935-01-29		

[+ New Client and Service](#)

AlayaCare ID	Status	Client Name	Date of Birth	Health Card #	Client Identifier	
AC000020620	Active	✓ Charlotte Dueck	1935-01-29	-	-	Chosen

1-1 of 1 entries

Step 2. Create or Select a Service

Service Assignment ID	ea8c5787-6089-ea11-80ff-001dd8b71c5a	Service Type Code	Personal Support & Homemaking
Offer ID	10009	BRN	610441120

[+ New Service](#)

AlayaCare ID	Status	Service Name	Service Code	Service Assignment ID	Service Type Code	
AC000020621	Active	Personal Support & Homemaking	-	✓ ea8c5787-6089-ea11-80ff-001dd8b71c5a	✓ Personal Support & Homemaking	Chosen

After the client profile has been successfully configured, you will be able to **create visits** for the test client.

Next, **approve the visits** based on your agency's **Visit Approval** or **Visit Verification** workflow.

Continue to test the **invoice creation** and **sending** workflows.

Utilize the **Mock RA** feature to follow-up and test the **reconciliation**, **revision**, and **resubmission** of the visits.

Additionally, **billing frequencies** have been introduced to your LHIN funded services in UAT. By default, all LHIN funded services have been assigned a 1-week Billing Frequency. [Please review this video for an introduction to Billing Frequency.](#) This is very important, as all LHIN funded services will require a Billing Frequency.

For additional resources, such as articles and videos, please see the [CHRIS/HPG Transition Manual](#).

After testing has been completed, please reach out to your *AlayaCare Representative* to enable in your Production Environment. Be sure to inform them of the desired Billing Frequency for your HCCSS funded services as they **will also be updated in your production environment**.