Precision Training Series B1
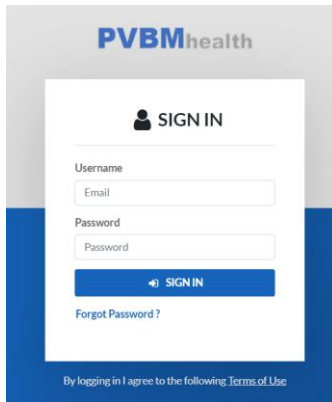
PVBMHealth

Billing User Desk Aid

PVBMHealth Billing Admin User Desk Aid
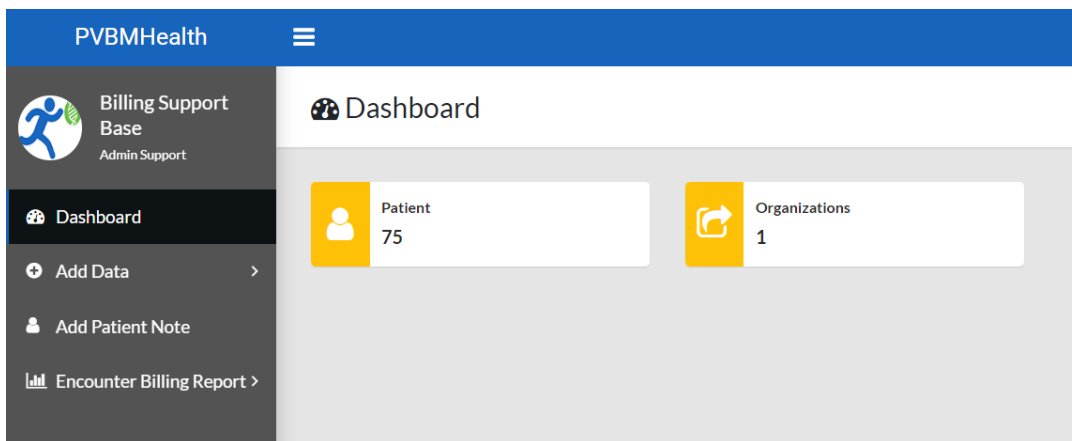
Log in to https://pvbmhealth.com/login

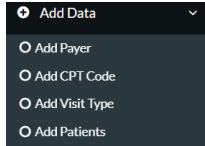The main site is also at https://pvbmhealth.com/ and clicking on "Provider Login"

Please use your login information and once you log in you will see a screen like this below. You will see a Dashboard tab, Add Date Tab, Add Patient Note and Encounter Billing Report Tab along with number of total patients for all groups assigned to the billing use and the number or Organizations assigned to the user

Add Data Tab allow you to add payors, add CPT Codes, Add a Visit Type and also Add a Patient to the group. Payer lists, CPT codes and visit types are generally all added by PVBM Admin and should not be managed although there may be instances where we may be missing an item that may need to be updated, so this provides access to do that.

Adding Patients may not be necessary either as we import patients into the system from the Practice Groups in order to bill but this also allow for edit.

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Adding a Patient Note is to put a record in the patient information that everyone can see in the system that has access to patient notes. These can be administrative or clinical.

Encounter Billing Report

This is the billing function of the application.

Clicking on the left tab opens up a page where you will see All Encounters, Saved Batches, Sent to Bill Batches and Batches that are Processed


All Encounters Tab

This allows you to select an Organization (Only the ones assigned and you must select one), Select a Date by Encounter Date (Preferred) or Encounter Submitted Date (This is the date the provider manually submitted a review) And then a From and To date

Here you can then select the encounter that you want to create a batch for. You can click on the box at the top corner in the listing or an individual encounter or single select encounters
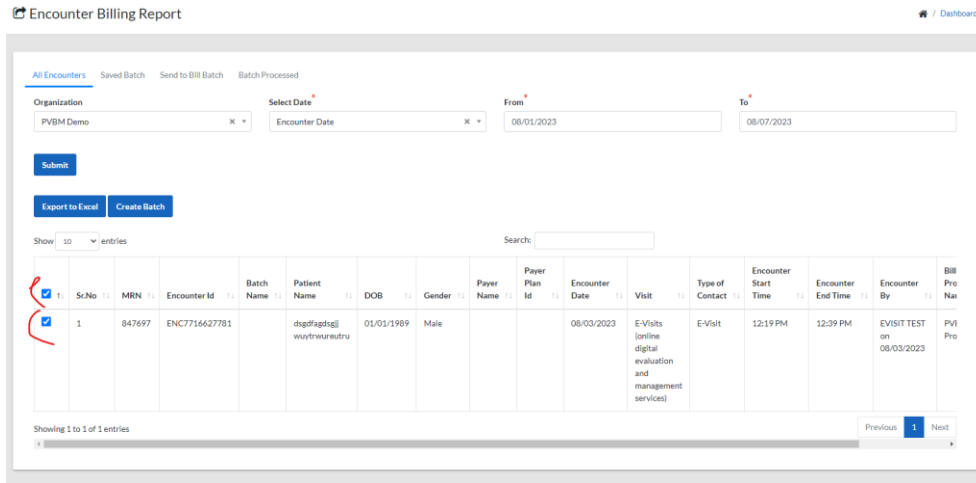
Export to Excel will create a report with the full details of the listed items in the listing, if you scroll to the right depending on your screen size you will also see a view to view the encounter and associated assessments as well as a PDF button to view in a PDF
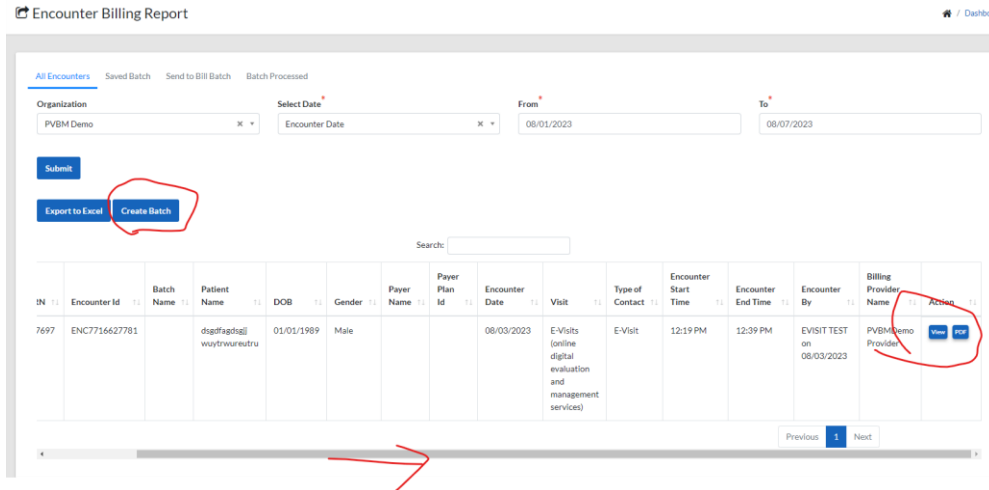
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When you click on Create Batch you will then land on a new page, where you can either select from an existing batch to add to or add a new batch. If you select a new batch, you will then Name it and then click on Send to Bill or Save at the bottom. Save simply saved it and Send to Bill locks the batch entries

Saved Batch Tab

View all saved batches and the associated encounters.

Here you can also complete the locking of the batch by clicking on Send to Bill Actions and also the Export to Excel to export the list
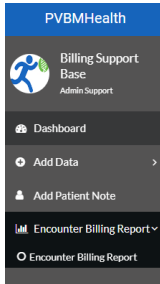

Export to Excel will generate a xpreadsheet where each line is a super bill for the patient encounter and also on the last column you will get a link to the full PDF documentation for records.
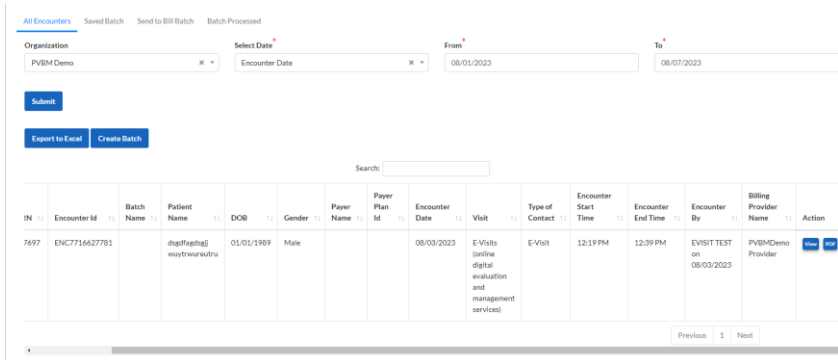
Send to Bill Batch

This tab shows all batches that have been processed and locked for billing. Also have the export to excel for all encounter in the batch

The export to excel action exports the list and again a line is an encounter super bill with full details for billing and also the last column is a link to the full details in PDF of the encounter along with the assessment and documentation to support the bill.

Batch Processed

This tab shows all encounters that have been processed in any batch. It is a list of all encounters and shows in Green font to show that they have been processed

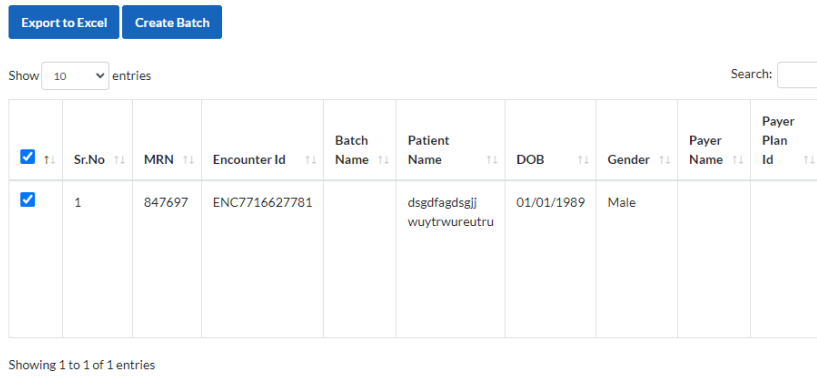PVBMHealth Billing Admin User Desk Aid

Billing Processing Steps

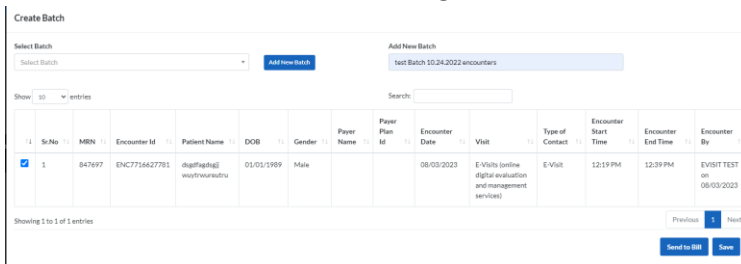1. Click on Encounter Billing Report

2. Click on All Encounters

3. Select the Organization, Select the Date, From and To and then select the items you want to batch. You can also Export to excel from here to view in Excel

4. Create the batch or add to an existing Batch and Send to Bill

5. Click on Send to Bill Batch is sent to Bill

6. Export to Excel to view the batched encounters to process in your Billing System

7. The spreadsheet will look as follows