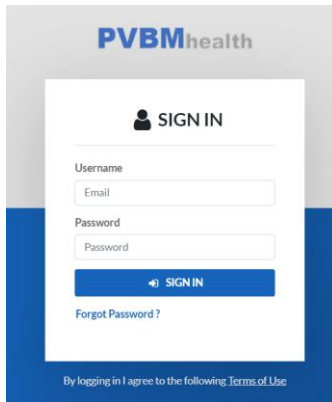


Precision Training Series B1
PVBMHealth
Billing User Desk Aid



PVBMHealth Billing Admin User Desk Aid

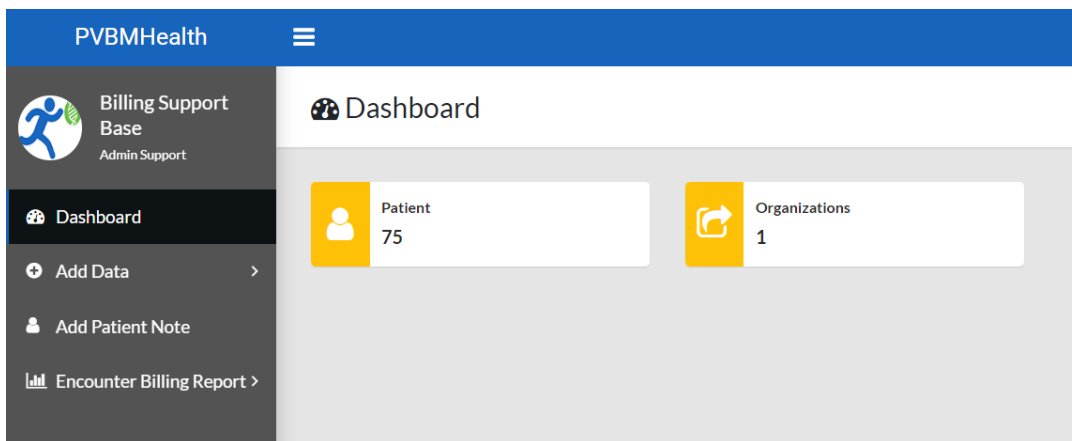
Log in to <https://pvbmhealth.com/login>



The main site is also at <https://pvbmhealth.com/> and clicking on “Provider Login”



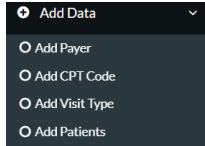
Please use your login information and once you log in you will see a screen like this below. You will see a Dashboard tab, Add Date Tab, Add Patient Note and Encounter Billing Report Tab along with number of total patients for all groups assigned to the billing use and the number or Organizations assigned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



PVBMHealth Billing Admin User Desk Aid

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.

A form titled 'Add Payer' with a 'Dashboard' link. It contains three columns of input fields: 'Payer Name' (Payer Name), 'Contact Person Name' (Contact Person Name), and 'Website' (Website). The 'Address' section includes 'Address', 'City', 'State' (a dropdown menu), and 'Zip code' (Zipcode). The 'Contact No' section includes 'Contact No'. A blue 'Submit' button is at the bottom left.A form titled 'CPT Code' with a 'Dashboard' link. It contains three input fields: 'CPT Code' (CPT Code), 'Description' (Description), and 'Assign to Visit Type' (Assign to Visit Type). A blue 'Submit' button is at the bottom left.A form titled 'Visit Type' with a 'Dashboard' link. It contains one input field: 'Visit Type' (Visit Type). A blue 'Submit' button is at the bottom left.A form titled 'Add Patients' with a 'Dashboard' link. It is a complex form with multiple columns and sections: 'System PID' (340000), 'First Name' (First Name), 'Address1' (Address1), 'Address2' (Address2), 'City' (City), 'State' (State dropdown), 'Zip code' (Zipcode), 'Mobile No' (Mobile No), 'Country Code' (Country Code), 'MRN' (MRN), 'Middle Name' (Middle Name), 'Patient Portal ID' (Email), 'Date of Birth' (Date of Birth), 'Gender' (Male, Female, Transgender, Not disclosed radio buttons), 'Consumer Portal Password' (Password1), 'Select Problem' (Select Problems dropdown), 'Contact No' (Contact No), 'Contact Email' (Contact Email), 'Assign Organization(s)' (Assign Organization(s) dropdown), 'Last Name' (Last Name), 'Select Payer' (Select Payer dropdown), 'Payer Plan ID' (Payer Plan Id dropdown), 'Select Self / Guarantor' (Select an Option dropdown), 'Select Drug / Medication' (Select Drug / Medication dropdown), 'Diagnosis' (Diagnosis dropdown), and 'Assign Practice Group(s)' (Assign Practice Group(s) dropdown). A blue 'Submit' button is at the bottom left.

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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.

The screenshot shows the 'Add Patient Note' interface. It features a sidebar on the left with navigation options: Dashboard, Add Data, Add Patient Note, and Encounter Billing Report. The main content area has a title 'Add Patient Note' and a breadcrumb 'Dashboard'. Below the title are three dropdown menus: 'Select Organization', 'Select Patient', and 'Note'. A 'Submit' button is located at the bottom left of the form area.

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

The screenshot shows the 'Encounter Billing Report' interface. It features a sidebar on the left with navigation options: Dashboard, Add Data, Add Patient Note, Encounter Billing Report, and Encounter Billing Report. The main content area has a title 'Encounter Billing Report' and a breadcrumb 'Dashboard'. Below the title are four tabs: 'All Encounters', 'Saved Batch', 'Send to Bill Batch', and 'Batch Processed'. The 'All Encounters' tab is active. Below the tabs are four input fields: 'Organization', 'Select Date', 'From', and 'To'. A 'Submit' button is located at the bottom left of the form area.

All Encounters Tab

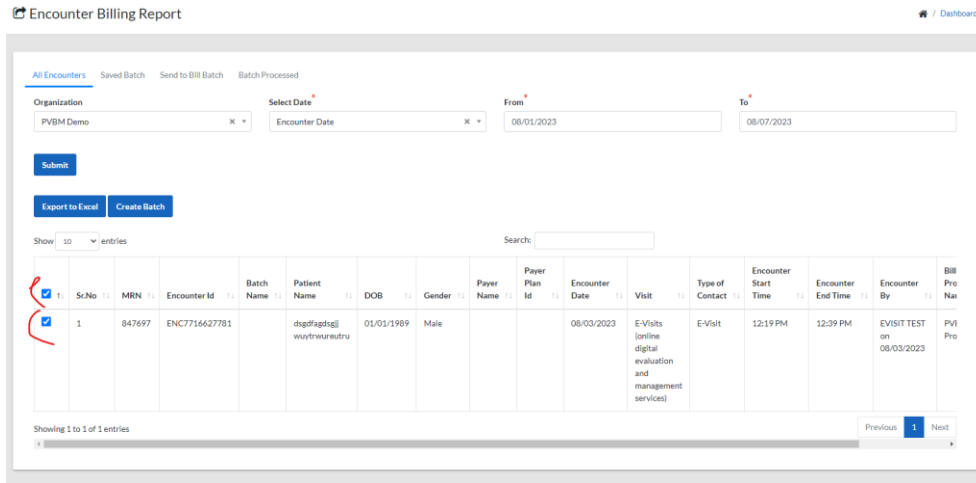
This allows you to select an Organization (Only the ones assigned and you must select one), Select a Date by Encounter Date (Preferred) or Encounter Submitted Date (This is the date the provider manually submitted a review) And then a From and To date

The screenshot shows the 'All Encounters' tab in the 'Encounter Billing Report' interface. The 'Organization' dropdown is set to 'PVBM Demo', 'Select Date' is set to 'Encounter Date', 'From' is '08/01/2023', and 'To' is '08/07/2023'. Below the form are buttons for 'Export to Excel' and 'Create Batch'. A table displays the results of the search. The table has columns for Sr.No, MN, Encounter Id, Batch Name, Patient Name, DOB, Gender, Payer Name, Payer Plan Id, Encounter Date, Visit, Type of Contact, Encounter Start Time, Encounter End Time, Encounter By, and Bill Ptn. The first row shows an encounter for patient 'dipfpaedj|mytwrestru' on 08/03/2023, with a visit type of 'E-Visit (online digital evaluation and management services)' and an encounter by 'EVSIT TEST on 08/03/2023'. The table shows 1 of 1 entries.

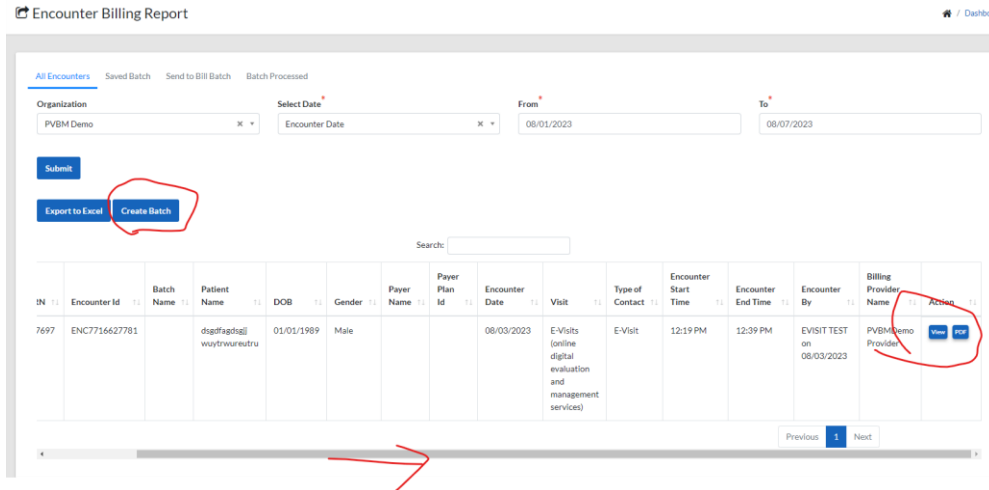
Sr.No	MN	Encounter Id	Batch Name	Patient Name	DOB	Gender	Payer Name	Payer Plan Id	Encounter Date	Visit	Type of Contact	Encounter Start Time	Encounter End Time	Encounter By	Bill Ptn
1	047697	ENC7716627701		dipfpaedj mytwrestru	01/01/1989	Male			08/03/2023	E-Visits (online digital evaluation and management services)	E-Visit	12:19 PM	12:39 PM	EVSIT TEST on 08/03/2023	PVI Ptn

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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

The screenshot shows the 'Create Batch' interface. At the top, there is a 'Select Batch' dropdown and an 'Add New Batch' button. A new batch named 'test Batch 10.24.2022 encounters' has been created. Below is a table with columns for Sr.No, MRN, Encounter Id, Patient Name, DOB, Gender, Payer Name, Payer Plan Id, Encounter Date, Visit, Type of Contact, Encounter Start Time, Encounter End Time, and Encounter By. The first entry is selected with a checkbox. At the bottom, there are 'Previous', 'Next', 'Send to Bill', and 'Save' buttons.

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

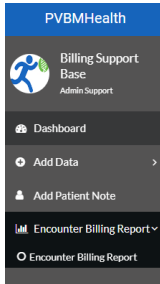
The screenshot shows the 'Encounter Billing Report' page. It has tabs for 'All Encounters', 'Saved Batch', 'Send to Bill Batch', and 'Batch Processed'. The 'Saved Batch' tab is active. Below is a table with columns for Sr.No, Batch Name, and Actions. Two batches are listed: 'test' and 'Test batch 3.22.23'. Each row has 'Send to Bill' and 'Export to Excel' buttons. At the bottom, there are 'Previous', 'Next', 'Send to Bill', and 'Save' buttons.

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.

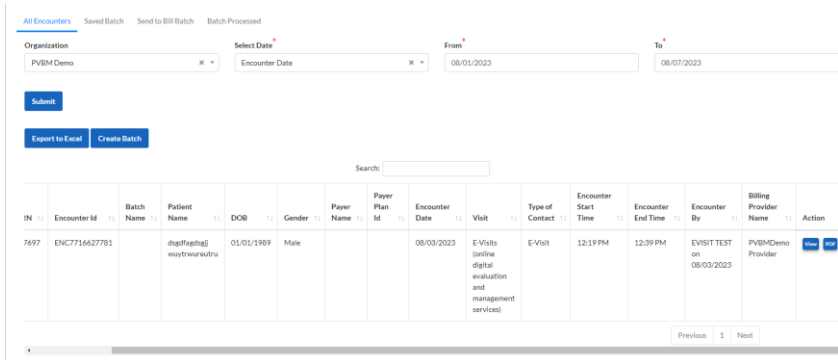
The screenshot shows an Excel spreadsheet with columns A through AP. The data includes patient information (SRN, ENCRNO, PATERF, PATENO, L, SENDER, DOB, ADDRESS1, ADDRESS2, CITY, STATE, ZIPCODE, PAYER NA, NUMBER, GROUP ID, EMAIL, CONTACT, PROBLEMS, DIAGNOSIS, ENCOUNTERS, ENCOUNTERS, ENCOUNTERS, CPT, CUD, VISIT, TYPE OF CONTACT, SUBJECT, OBJECTIVE, ASSESS, PLAN, ASSESSMENT, ENCOUNTERS, ENCOUNTERS, SUBJECT, BATCH, ENCOUNTER LINK) and a PDF link for each encounter.

Billing Processing Steps

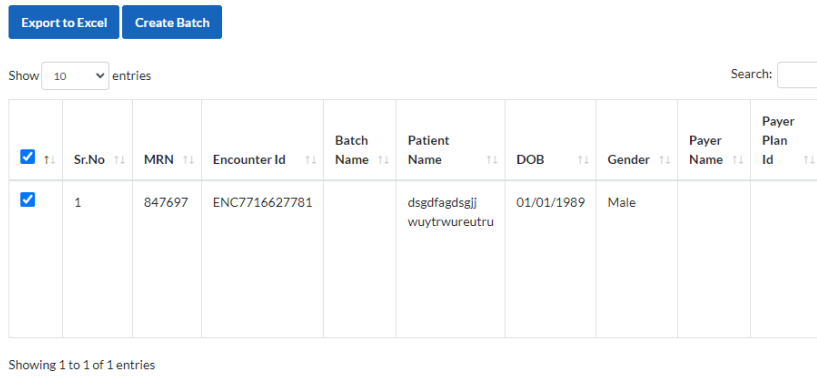
1. Click on Encounter Billing Report



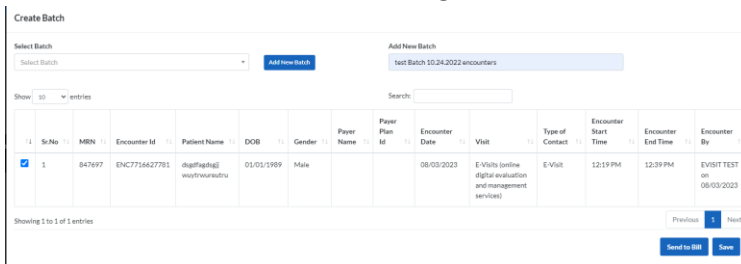
2. Click on All Encounters



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

☰ Encounter Billing Report

Sr.No	Patient Name	Encounter Id	Encounter Date
1	dfhhadffh fdahadffh	ENC00001029	11/23/2022
2		Test batch 11.8.22	
3		test	

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

☰ Encounter Billing Report

Sr.No	Patient Name	Encounter Id	Encounter Date
1	dfhhadffh fdahadffh	ENC00001029	11/23/2022
2		Test batch 11.8.22	
3		test	

7. The spreadsheet will look as follows

Sr.No	Encounter	Patient	Gender	DOB	Address1	Address2	City	State	Zipcode	Page No	Member	Group	Email	Contact	Diagnosis	Encounter	Encounter	Encounter	Encounter	CP	Cod	Visit	Type of C	Modifier	Subject	Objective	Assessm	Plan	Assessm	Encounter	Encounter	Subname	Batch	Encounter	Link	
484041	ENC1460	vrsyevr	Male	01/01/940									www.978@gmail.com		02/28/2020 11:43 PM	11:59 PM	7 Min	39421	E-Visit	E-Visit																https://pvbhealth.com/encounter_combine
400601	ENC000	dfah	Male	01/01/970									dfah@pvb.com		12/08/2020 2:53 PM	3:38 PM	25 Min	39422	E-Visit	E-Visit																https://pvbhealth.com/encounter_combine
57236	ENC000	bovskys	Male	01/01/977									g05HG20@pvbhealth.com		12/08/2020 10:44 AM	11:09 AM	25 Min	39423	E-Visit	E-Visit																https://pvbhealth.com/encounter_combine