

HOW TO VIEW WEEKLY STATE-FUNDED RECONCILIATION CLAIMS

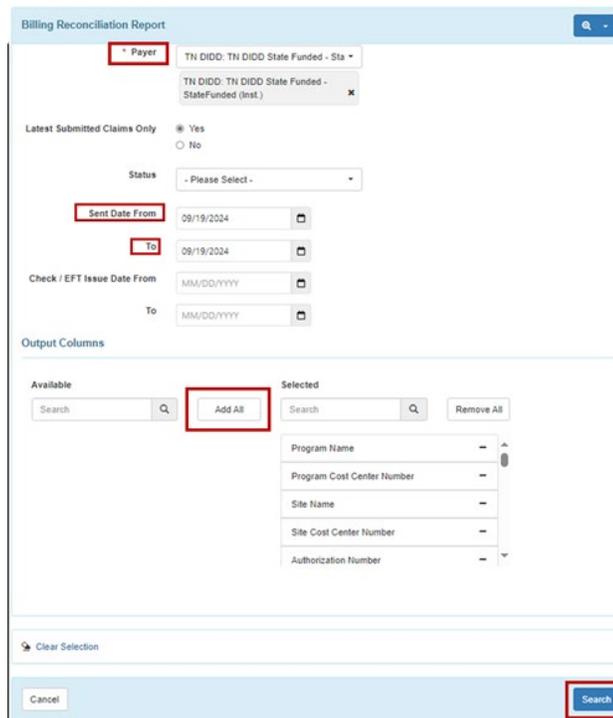
State Funded Services are processed **each** Thursday at 11:00 a.m. Central in Therap.

When reconciling State Funds, you will always use a Thursday date to determine what state-funded services have been processed for a specific week.

1. On the Therap dashboard, click on the 'Billing' tab, under the 'Institutional Claim' section, locate the 'Agency Based Reports' subsection, and click the **"Reconciliation"** link.

Individual	Attendance	
Agency	Attendance	Search Summary
Billing	Institutional Claim	
Admin	Service Authorization	Search Renewal Search
Agency Reports	Billing Data	Search Summary
Individual Home Page	Billing Conversion	EVV Billing
Settings	Claim Template	Search
	Institutional Claim	Search
	Agency Based Reports	Utilization Unclaimed Reconciliation Reconciliation (Service Level) Denied Claim Aging Report Submission Errors
	Caseload Based Reports	Detail Report Utilization

2. On the 'Billing Reconciliation Report' view, locate 'Payer,' click on the drop-down and select "TN DIDD: TN DIDD State Funded – StateFunded (Inst.)"
3. In the "Sent Date From" enter the **Thursday's date** you want to reconcile.
4. Under "Sent Date From" in the "To" field enter the **same** Thursday's date.
5. Under the 'Output Columns' section, you can 'Add All' or select the columns you want to display.
6. Click the 'Search' button.



7. The results are the State Funded claims being submitted for payment for that specific week. You should see the total amount deposited in your Edison account at a later date.
8. You can export to Excel, enable editing, and go to the bottom of the 'Claims Paid Amount' column to calculate an 'autosum' for a total. NOTE: May want to save each week's report.