

HOW TO VIEW WEEKLY STATE-FUNDED RECONCILIATION CLAIMS

State Funded Services are processed **<u>each</u>** 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	Institut	ional Claim
Admin	Service Authorization	Search Renewal Search
Agency	Billing Data	Search Summary
Reports	Billing Conversion	EVV Billing
Individual Home Page	Claim Template	Search
Settings	Institutional Claim	Search
	Agency Based Reports	Utilization Upclaimed 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 **<u>Thursday's date</u>** you want to reconcile.
- 4. Under "Sent Date From" in the "To" field enter the **<u>same</u>** 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.

Th DIDD: The DIDD State Funded . * StateFunded (inst.) * Latest Submitted Claims Only * Yes No Status · Please Select · Sent Date From Op/19/2024 Op/19/204			
Latest Submitted Claims Only Ves No Status - Please Select Oly19/2024 O Oly19/2024 O Oly19/2004 O Oly19			
Status - Piesse Select- Sent Date From 09/19/2024 Check / EFT issue Date From MM/DD/YYYY Check / EFT issue Date From MM/DD/YYYY To MM/DD/YYYY Support Columns Available Search Q Add AB Search Q			
Sent Date From 09/19/2024 0 TO 09/19/2024 0 Check / EFT Issue Date From MM/DD/YYYY 0 To MM/DD/YYYY 0 Dutput Columns Available Search Q Add AB Search Q			
To 09/19/2024 Check / EFT issue Date From MM/DD/YYYY C To MM/DD/YYYY C Nutput Columns Available Search Q Add All Search Q			
Check / EFT issue Date From MM/DD/YYYY D To MM/DD/YYYY D Dutput Columns Available Search Q Add All Search Q			
To MM/DD/YYYY D Dutput Columns Available Search Q Add AB Search Q			
Available Selected Select Q			
Available Selected Selected Search Q.			
Search Q Add All Search Q			
	Remove	All	
Program Name	-	-	
Program Cost Center Number	-		
Site Name	-		
Site Cost Center Number	100		
Authorization Number	-	*	
Clear Selection			

- 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.