



Electronic Billing Solutions for Intellectual & Developmental Disabilities Services

Therap Demonstration Provider
Alyssa Gomez, Direct Support Professional
Logout

Dashboard | Quick Links

Manage

Service Authorizations
With Various Notifications:
• Alerts before Expiry
• Reminders of Units Remaining
Set Daily, Weekly and Monthly
Maximum Units

Attendance
New | Search | Summary | Archive

Professional Claim
New | Search | Summary | Detail Report | ISP Billing | Archive

Automate

Unit Calculations
From Documentation:
• Service Logs
• Time-In, Time-Out
• Attendance
Bill for Quarter-Hour or Other Periods

Submit & Track

Electronic Claims
837 Claims, 835 ERA or Electronic Remittance Advice, with Adjustments & EOBs

Reports

- ▶ Utilization Report
- ▶ Reconciliation Report
- ▶ Denied Claim Report
- ▶ Billing Data Summary

HIPAA 5010 Compliant

- ✓ Configurable Claim Templates for All Service Types
- ✓ Automatic Billing Units for All Service Types including Day Habilitation, Community-Based and Residential
- ✓ Effective Tool for Finance Departments, Executives, Program Managers and Case Managers

- ✓ **Secure**
- ✓ **Web Based**
- ✓ **User Friendly**

About Therap

Therap is the industry leader in providing electronic records and documentation in long-term care services for people with Intellectual or Developmental Disabilities. Utilizing cloud technology, the Therap system dramatically improves the quality of service within an organization. Daily communication and reporting between the staff, administrators, health care professionals, case managers, quality assurance teams and families becomes seamless.

Therap is a comprehensive system designed to provide solutions for developing and maintaining your participant database, progress notes, individualized service plans, goal tracking, incident reporting, health-care information, billing, management reports, attendance and more.

For a modest annual fee Therap users have a mature, automated system that can be implemented using a web-browser and commercially available electronic devices with Internet access.

System Features

Multilevel-Access Privilege

With Therap's multi-level access mechanism, administrators, provider staff and family members of individuals can effectively share information from the same source securely.

Electronic Signatures and Audit Trails

All actions performed on Therap electronic forms and records bear the electronic signature of the user. Audit trails can be tracked by administrators for all electronic documents with just a few clicks.

Comprehensive Reports

Comprehensive reporting features are available for all modules and forms.

Alerts and Notifications

Automatic updates/alerts are sent to users as records are created and updated.

Secure Communications

Encrypted messages can be shared between agency users such as case managers, administrators and supervisors at different locations in a HIPAA compliant way.

Support for Customers

Therap provides User Guides, FAQs, interactive training videos and also hosts numerous webinars, user group meetings and conferences throughout the year, to help users best utilize the applications.



Help & Support



Feedback



Ideas



Live Help

Therap Applications

• Individual Support

- Diagnoses
- Support Plans
- ISP Templates
- Goal Tracking
- Daily Notes
- Demographic Information
- Incident Reports

• Electronic Health Records

- Health Assessments
- Nursing Notes
- MAR & Medication History
- Vital Signs, Infections & Lab Tests
- Health Care Reports
- Appointments

• Secure Communications

• Training Management System

• Personal Finance • Case Management

• Billing • Individual Home Page

Android Mobile Apps

MAR

- Daily View
- Shared Contacts
- First DataBank Reference
- Drug Images
- Administer & Record Scheduled & PRN Medications
- Administration Status
- Reduced Medication Errors

ISP Data

- Remotely Collect Service Data
- Verify Visits Using GPS Location
- Collect Signatures to Verify Service Delivery
- Take Photographs As Part of Documentation
- Progress Towards Valued Outcomes
- Specify Duration of Contact



(203) 596-7553



www.TherapServices.net

A Comprehensive Billing System

Therap's Billing solution for Intellectual and Developmental Disabilities service providers has been developed with careful consideration to the needs of the industry. With this system, an agency of any size can automate their billing process and make sure they can efficiently:

- Track Service Delivery
- Provide up-to-date Utilization Results
- Calculate Billing Units Accurately
- Submit Claims Electronically & Manually
- Retrieve Adjudicated Claim/Remittance Advice
- Submit Void, Replacement Claims & Resubmit Corrected Denied Claims
- Calculate Billing Units automatically from Attendance Data & ISP Service Data
- Direct Billing Data Input

The system provides extensive variations of units (per sessions, bundle by session, per day, per month), date span methods, rounding algorithms, and automatic calculation of billing units from service or attendance data.

Claim Submission and Reports

Therap has Trading Partner Agreements with MMIS vendors, ACS/ Xerox, EDS/HP and CSC for Medicaid Claim submission in several states. Based on these billing records, users are able to create professional and institutional claims that can be submitted with 837 files electronically to the State Medicaid, Clearinghouses and Commercial Insurance Payers; or manually to private payers. Once submitted to Medicaid or to other Payers, the system updates claim status based on information received from Medicaid and from uploaded 835 remittance advice reports.

The screenshot displays the Therap Billing System interface. The top navigation bar includes the Therap logo and links to Dashboard and Quick Links. A sidebar menu on the left lists various modules: Profile, To Do, Individual, Health, Agency, Billing (highlighted), Admin, Individual Home Page, and Settings. The main content area is divided into several sections: Attendance, Professional Claim, Billing Data, Service Authorization, Professional Claim, Report, Claim Submission, Remittance 835, and Institutional. A blue overlay on the right side of the interface lists the system's features in a numbered list.

Page

- Service Authorizations
- Administrative Features
- Electronic Billing
- Billing Reports
- Automated Billing Records
- Attendance Records
- Service Logs & Progress Tracking

Service Authorization

Features Unique to the Service Authorization module:

- Record services provided such as Day/Residential Habilitation, In-Home Supports, Personal Care and many more
- Authorize number of units per period (Daily, Weekly, Monthly, Quarterly, Half Yearly, Yearly) for Billing
- Automatic Notifications of Low Balance and Expiration dates
- Utilization Report showing month, date range, remaining units and percentages
- Record Third Party Liability information for Services
- Methods of Data Collection: ISP Data, Attendance Data and Direct Billing Data input
- Unit Rate History Tracking

For each authorized service the Funding Source, Authorization Period, Type of Unit, Unit Rates, Procedure Codes, Unit Limits per period and Authorized amounts are specified. The system provides you the flexibility to set weekly and monthly maximum units. With service authorizations in place, you are ready to track billing units from billable service records, attendance logs and ISP goal tracking data.

Capable of
Submitting
ICD-10 Codes
with Claims
as of October 1, 2014

Administrative Features

Therap Billing Support is setup with billing, pay-to and rendering providers that are necessary for billing, a master record of the Services (e.g. Adult Day Training, Res Hab Supervised IRA, PREVOC, ICF, etc.), Service Descriptions/Codes along with Procedure Modifiers, Unit Rate structures and date ranges, and Funding Sources or payer information (e.g. Florida Medicaid, KMAP, eMedNY, MNITS, DMAP, etc.) including whether it can receive electronic claims or manual.

The information stored in Administrative sections are used in the process to create both Institutional and Professional Claims.

E-Billing

Generate and Submit your Electronic Claims to Medicaid

With Therap's electronic billing, agencies can create Professional and Institutional Claims in ANSI X12 837 format and submit claims electronically to State Medicaid, ensuring compliance with HIPAA 5010 Electronic Billing Standard. Claims, generated in a printable PDF format, can be submitted manually to private payers. For submitted claims, Therap automatically updates status with information received from Medicaid and from uploaded X12 835 remittance reports.

- Submit claims on daily, weekly, semi-monthly, and monthly cycles, with bundled or individual claims for each service line
- Create recurring claim templates with billing, pay-to and rendering provider, service code and prior authorization numbers
- Resubmit denied or rejected claims
- Send Void and Replacement claims with associated TCN/ICN numbers
- Track unclaimed billing data that result from administrative errors
- Produce Remittance Advice (RA), Claim Status, EOB- Adjustments
- Validate Medicaid Data requirements with Name, DOB, Medicaid No., Sex, Address
- Generate Reconciliation Reports to view paid amount, payer name, check number, etc
- Track service units utilized and remaining over a period of time with the Utilization Report

Trading Partners

Therap has Trading Partner Agreements with MMIS vendors, ACS/Xerox, EDS/HP and CSC for Medicaid Claim submission in several states. Therap acts as a Billing Agent for providers throughout the US for professional and institutional claims.

Delete	Billing Data ID	Date of Service	Service Code	Service Description	Procedure	Unit Rate	Billable Units	Unit of Measure	Amount Billed	Patient Responsibility
<input type="checkbox"/>	1	08/01/2013	12021	Day Hab PS Tier 3	US-TH-HQ-	\$7.00	22	Quarter Hour	\$154.00	
<input type="checkbox"/>	2	08/02/2013	12021	Day Hab PS Tier 3	US-TH-HQ-	\$7.00	22	Quarter Hour	\$154.00	
<input type="checkbox"/>	3	08/04/2013	12021	Day Hab PS Tier 3	US-TH-HQ-	\$7.00	24	Quarter Hour	\$168.00	

Generate 837 Professional and Institutional Claims

Billing Reports

Therap Billing Support provides a number of reports for users to chart percentage utilization from total units of service, view TCN/ICN numbers, billing provider, total amount paid, and even an overall summary. Billing reports can be used for A/R Revenue Report and Cash management Statements.

- Billing Summary Report
- Utilization Report
- Denied Claim Report
- Reconciliation Report
- Attendance Summary

Yearly Utilization Report

Program (Site): Pre Voc & Supported Employment Services (Pre-Voc & Supported Employment)
Service Date From: 1/1/2013
Service Date To: 3/15/2013

Service Description: Adult Day Habilitation - Facility Based/ S5102

Individual Name	Medicaid No.	Authorization ID	Prior Auth Number	Begin Date	End Date	Remaining Days	Expire Status	Unit Cost	Total Auth Units	Total Used Units	Total Amount	Remaining Units	Utilization (%)
Jones, Sydney		SA-0EMODC-A413LTAC93		1/1/2013	12/31/2013	291	Active	8	2000	16	128	1984	0.8
									18.00	128.00			

Service Description: Supported Employment-Job Training/ H2023

Individual Name	Medicaid No.	Authorization ID	Prior Auth Number	Begin Date	End Date	Remaining Days	Expire Status	Unit Cost	Total Auth Units	Total Used Units	Total Amount	Remaining Units	Utilization (%)
Jones, Sydney		SA-0EMODC-66Y3G5JPCP		1/1/2013	12/31/2013	291	Active	10	800	9.5	95	790.5	1.19
									9.50	95.00			

Service Description: WORK SUPPORT(supported employment) (Maine)/ H2023

Individual Name	Medicaid No.	Authorization ID	Prior Auth Number	Begin Date	End Date	Remaining Days	Expire Status	Unit Cost	Total Auth Units	Total Used Units	Total Amount	Remaining Units	Utilization (%)
Jones, Sydney		SA-0EMODC-9CL3PC3LVA		9/30/2011	12/31/2013	291	Active	12	1200	302.8	3630	897.2	0.75

Track Units utilized over a given period of time

Automated Billing Records

Billing Records

Attendance Data

Service Logs



Claim Submission

Medicaid

Attendance Records

- Time Calculation of Units for Billing Data (5 min, 7.5 min, 15 min, 30 min, 60 min, 120 min)
- Per Diem, Hourly, Monthly Units
- Calculate Units for Transportation
- Track Billable/ Non-Billable Units (Present, Absent, Hospital, Training Days)
- Per Diem/ Bundling Monthly
- Rounding Algorithms: Half up, None, Round up, Round down
- Multiple Time in/Time out Entries per Day

The screenshot shows the 'Attendance' module interface. At the top, it displays 'Attendance' and 'Program Date: Kansas City Job Center (Kansas City County)'. Below this, there are tabs for 'In Progress', 'Approved', 'Submitted for Billing', and 'New'. A 'Generate Billing Date' button is visible. The main area is a grid where users can record attendance for various individuals (e.g., Active, Mary; Baker, Ella; Smith, John; Young, Ella; Taylor, Ava) across days of the week (1-7). Each cell in the grid contains a dropdown menu for selecting the attendance status (e.g., Present, Absent, Hospital, Training). At the bottom, there are buttons for 'Attendance Report', 'Statistics Report', and 'Daily Billing Report'.

Record, Update and Approve Attendance to Generate Billing Data

The Attendance module allows comprehensive recording of attendance data for Individuals receiving services. The attendance page shows the name and title of the service provider, type of attendance, time in/time out, and tags to check present/absent and whether the service is billable.

The Attendance module allows users to update, approve and generate billing units for the recorded Attendance data. Attendance data can be recorded and updated for multiple Individuals receiving multiple services using the Attendance grid. The page view can be either minimal with attendance data only or detailed with comments, which are tracked separately from the time in/time out counts. Search feature in the Attendance module is equipped with automatic filtering mechanism which helps generate a variety of attendance related reports including Attendance Record Report, Attendance Statistics Report, and Attendance Summary.

Authorized users will be able to view printable versions of attendance data to use for official purposes.

1 Attendance Record Statistics Report					
2 Kansas Medicaid Assistance Program					
3 P.O. Box 3571					
4 Topeka, KS, 66601-3571					
5 Program(Site)			Roxbury Day Habilitation(Roxbury Center)		
6 Service Description(Code)			Day Habilitation(T2021)		
7 Month			Jul, 2013		
8 Service Date From			7/1/2013		
9 Service Date To			7/31/2013		
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

Attendance Options					
Individual Name	P	A	NS	C	Total
Madison White	22	0	1	0	23
Jayden Harris	20	2	1	0	23
Abigail Martin	22	0	0	1	23
Elijah Johnson	19		2		21
Taylor Williams	22	1	0	0	23
Total	64	2	2	1	113

Attendance Options					
P: Present					
A: Absent					
NS: Not Scheduled					
C: Closed					
C: Closed					
Generated from Therap Services by Christian Jones, Program Manager					
Provider Therap Demonstration Provider on 08/28/13 03:29 AM					



All Therap modules, including Attendance, have powerful search mechanisms and report generation capability. Reports are exportable to PDF format or Excel spreadsheets for further analysis.



- Generate billable units automatically from Attendance data or ISP data
- Experience hassle free unit rate change tracking
- View total authorized units, unit of measurement, unit rate, rounding algorithms, increment sizes and the amount of Non-Billable units for a service

Service Logs & Progress Tracking

- Document the Plan Building Process for Individual Based Services
- Create Individualized Goals and Objectives
- Track Services and Goals on a Daily Basis
- Regularly Track Progress using Service Data Collection
- Generate Billing Information Directly from Service Logs
- Track Service Utilization
- Generate Progress Reports, Graphs and Time Logs for Review & Analysis

Individual Name	Program Name	Service Authorization ID	Unit Rate	ISP Program Name	ISP Date
John, Mary	Community Rehabilitation Services	SA-2010-SEP-30-10118	14.85	Community Rehabilitation Documentation	View

Billing Units can be calculated from ISP Data

Service Data can be collected for a corresponding ISP Program through the ISP Data module by Grid and Non-Grid methods. For billable data, billing units are calculated automatically from ISP Data accurately. The user may use collected data for billing per session or bundle by day. The billing data collected from service records is linked to prior authorization and 837 claims can be submitted efficiently. The introduction of **ISP Data Android App** allows users to collect service notes while ensuring visit verification with GPS location. Features including voice to text, image attachment, and digital signature are available.

ISP Programs are used to design and document teaching programs that track training goals and objectives of an individual.

Individual Support Plans provide enhanced and detailed information that facilitates methodical and concise individual plan-building. The ISP toolkit includes program definition, data collection of billable and non-billable units and, report generation.

ISP Agenda stores an account of the previous year's progress of an individual that ISP team members use to assess what factors worked well and made sense to implement for the individual.

Personal Focus Worksheet (PFW) gathers pertinent information about the current state of the individual in the form of a questionnaire.



Once a meeting with the information from the individual's PFW and ISP reports are concluded, the decisions are recorded as minutes within the approved agenda and used in creating future plans.

Billing

HIPAA 5010 Compliant

Therap's Electronic Billing complies with federally mandated ASC X12 v5010 requirements.

Finance



Therap's **Billing Support** offers a collection of tools, designed to help with service authorization management, service tracking, electronic claim creation and related functions.

DSPs

Managers

Supervisors



Billing amounts are calculated directly from service and attendance logs. The system matches billing records against valid service authorizations.

Finance

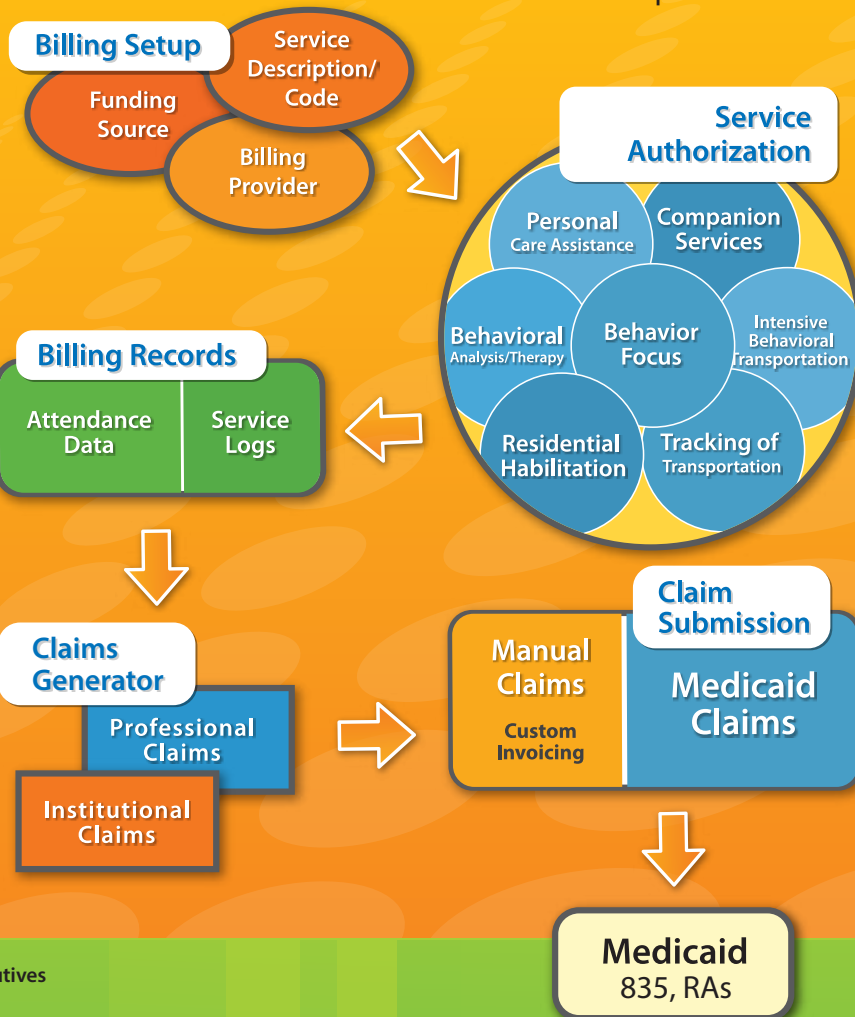


Professional and Institutional Claims created with claim templates can be submitted electronically to Medicaid. The system will also track the status of these claims.

Finance



Flexible options are provided for tracking service authorizations, remaining balance and expiration dates.



Reports

- ▶ Utilization Report
- ▶ Reconciliation Report
- ▶ Denied Claim Report
- ▶ Billing Data Summary

Finance

Executives



The system provides efficient ways of tracking service authorizations. Service records can be traced back to Individuals' ISPs. In addition, Therap's Utilization Reports can be generated to track average usage and remaining balance.

