HOW TO GUIDE

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Reviewed Date: 06/07/2019

How To: Provider Deletion Request Form

Purpose: To assist providers in correctly filling out the Provider Deletion Request form and ensure the appropriate deletion of requested services.

Procedure:

- 1. Log on to Avatar and access the corresponding form (SUD DMC Invoice/SUD Non DMC Invoice/SUD Minor Consent Invoice/SUD Room and Board Invoice/SUD Perinatal 3701 Invoice)
 - A. Select the program that contains the services that require deletion.
 - B. Enter Start Date (1st date of the month for the Date of Service)
 - C. Enter End Date (Last date of the month for the Date of Service)
 - D. Enter Entry Start Date (Date service was entered into Avatar)
 - E. Enter Entry End Date (Date service was entered into Avatar/current date)
 - F. Click "Process" to submit form

Process	10035-3-1-Feeno County Hispanic Comm 101003-07X-AUS5 Detex 101003-07X-AUS5 Detex 101003-07X-AUS5 Detex 10102-07X-AUS5 Network HIX 10102-07X-AUS5 Settex 10102-10-10-AUS5 Settem 10102-10-10-AUS5 Settem 10102-10-10-AUS5 Settem 10103-10-AUS4 Systems JJC 10104-1-2-Primesa 101050-10-AUS4 Systems HIBro 101050-10-AUS4 Systems Settex	
	Start Date 03.01/2019	End Date 03/31/2019

G. Crystal Report will automatically appear

SUD Invoice For Program	(s) 101003-OTP									
Guarantor 3700										
Services Performed From	4/1/2019 to 4/30/2019									
Data Entry From 4/23/201	9 to 6/6/2019									
Program_EP# Service Date Entry Date	Entry User PATID Name	Service	ModsICD-10	Provider	Duration Units	#in Grp	<u>Grp Units</u>	Rate	Cost	Status
101003-O 2 4/24/2019 5/2/2019	WILLA	F00209000C-C	F11.20	700317-L/	1	1		13.54	13.54	Open
101003-O 2 4/25/2019 5/2/2019	VVILLA	F00209000C-C	F11.20	700317-L/	1	1		13.54	13.54	Open
101003-O 2 4/30/2019 5/1/2019	VVILLA	F00209000C-C	F11.20	700317-Li	1	1		13.54	13.54	Open

2. Export Crystal Report data

A. Click the Export button to transfer data to an Excel spreadsheet



- B. In the Export Format window: Select "Microsoft Excel 97-2000 Data Only (XLS)"
- C. Click "OK"

Export	8
Format:	
Microsoft Excel 97-2000 - Data only (XLS)	ОК
Destination:	Cancel
Disk file	
Description Microsoft Excel - Data only is a record-based format that is us data transfer but retains less formatting information that the Excel format does. Unlike the Microsoft Excel format, Microso Data only format does not merge cells. This format can also	seful for Microsoft oft Excel - export V

D. In the Excel Format Options window: Click "OK"

Excel Format Options		23
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 Custom: Data is exported according to selected option 		
Options Column width Golumn width based on objects in the : Constant column width (in points) :	Details 💽	
Export object formatting	Maintain column alignment	
Export images	Export page header and page foote	r
Use worksheet functions for summaries	Simplify page headers	
Maintain relative object position	Show group outlines	

E. Save Excel worksheet on desktop

- 3. Open saved Excel worksheet
 - A. Select cell "A1"
 - B. Right-click mouse and select "Delete"
 - C. Select "Shift cells left" from Delete menu (this will shift cells in Row 1 to the left)
 - D. Click OK

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E. Highlight and delete columns "D & E" (Entry Date & Entry User) a. Right-click mouse and select "Delete"

	A	В	С	DI	-	F G
1	Program	EP#	Service	Entry D Ent	Ж.	Cut
2	101003-	2	#######	###### VV	En.	Copy
3	101003-	2	#######	###### VV	- A	P to O the second
4	101003-	2	#######	###### VV	B	Paste Options:
5	SUD Inv	Contrac	Provide	Organiz Acc	2	🖹 🕲 🔂 –
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7	DATE:	BILLING	ORIGIN	INVOICE #:		Paste Special
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9	Provider	Reviewe	Division	Manager Ap	0	
10						Delete
11						Clear Contents
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14						Column Width
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16						
17						<u>U</u> nhide

F. Insert a column between "H" and "I": a. Highlight column "I" and right-click and select "Insert



G. Highlight data from columns "A" to "P" for all of the services that require deletion. a.Change font size to "14"

	A	В	С	D	E		F	G	Н	1	J	K	L	М	N	0	Р	Q	R 🔺
1	Program	EP#	Service Date	PATID	Name	Service		Mods	ICD-10		Provide	Duration	Units	#inGrp	Grp Uni	Rate	Cost	Status	
2	101003	2	4/24/2019	-		00209000C-0	Courtesy Dosing,	NTP,	F11.2	20	7003	17-LA	1	1		13.54	13.54	Open	
3	101003	2	4/25/2019			00209000C-0	Courtesy Dosing,	NTP,	NTP-L	ос	7003	17-LA	1	1		13.54	13.54	Open	
4	101003-OTF	2	4/30/2019			0209000C-Courtesy	/ Dosing,NTP,NTP-Loc		F11.20		700317	LASHEF	1	1		13.54	13.54	Open	
5	SUD Invoice	Contr	Provider Name:																
6	TO:Fresno (REM	IT TO:																
7	DATE:	BILLI	ORIGINAL, SUPP	PLEMEN	TAL, O	R REPLACEMENT:													
8	Count of Se	Sum	Count of Unique (Sum of	Cost of	Service: \$40.62													
9	Provider App	Revie	Division Manager	Approval	/ Date														
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b.Select "All Borders"

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c. Copy highlighted columns to paste onto the Deletion Request Form

4. Complete Deletion Request Form

A. Paste the copied services to the Deletion Request Form <u>starting at cell B6</u>. Leave column "A" blank.

1 2 3	Prov	/ider	De	letion F	Reque	est Form	¢	н	I	J	к	L	м	N	0	P	C	n	8	Ŧ	
4	Bate Deletion Requested	Program	Episode Number	Service Date	Client ID	Client Name First three initials of last, First three initials of first	Service Code	Mods	ICD-10 Dit	Diagnosis Description	Provider ID & Name	Duration	Units	FinGrp	Grp Units	Rate	Cost	Number of services to be deleted	Total Amount of services being deleted	Reason For Deletion	
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B. Verify all information corresponds to the correct columns.

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3	101003-012-	1	4/24/2019			101209000-00	ounesy Dosing.	F11.20		700317-LASHER,MARC					13.54	13.54		5 -	ſ
	101003-0TP-	1	4/25/2019			F00209000C-C/	sanesy Dosing.	NTP NTP-L	9C	700317-LASHER MARC		1	1		13.54	13.54	-	s .	ľ
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5. Rename file

- A. In the File tab select "Save As" and save Deletion Request Form to desired location.
- B. File name format: 10XXXX-X.X Program Name Deletions Requested MMDDYYY Part 1

 a. 10XXXX-X.X = Program Number

Example: 101020-3.1 WestCare Deletions Requested 04 16 2019 Part 1.XLS

b. Only include "Part 1" if sending multiple Deletion Request forms in a day.

C. The file name will appear at the top of the file once it has been saved.

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1					
Sheet1					b and

D. In the "Number of Services to be deleted" column, enter the number of services to be deleted that are the same service code

Note: If the client has multiple service codes that need to be deleted, copy the client's information on separate rows for each differing service code, and enter the corresponding count of the service code in the "Number of Services to be deleted" column.

Example:

- Client has (31) HXXXXX service code to be deleted (enter 31 in the "Number of Services to be deleted" column)
- Same client also has (2) FXXXX service codes to be deleted (copy client's information in a separate row, and enter 2 in the "Number of Services to be deleted" column)

	Service Date	Client ID	Client Name First three initials of last, First three initials of first	Service Code	Mods	ICD-10 Dx	Diagnosis Description	Provider ID & Name	Duration	Units	#inGrp	Grp Units	Rate	Cost	Number of services to be deleted	Total Amount of services being deleted
2	4/1/19-4/31/19		CLA,BRA	H00209000C-D	osing,NTP,NTP	F11.20		700317-LASHER,MARC		1	1		13.54	13.54	31	\$ 419.74
2	4/24/19-4/25/19		CLA,BRA	F00209000C-C	ourtesy Dosing,	F11.20		700317-LASHER,MARC		1	1		13.54	13.54	2	\$ 27.08
																s -

E. In the "Reason for the deletion" column, use the drop-down list to select the appropriate reason.

Total of ount of Grp Units services being deleted to be Reason For Deletion Provider ID & Name Duration Units #inGrp Rate Cost Oth 700317-LASHER MARC 13.54 13.54 31 \$ 419.74 700317-LASHER,MARC 13.54 13.54 \$ 27 Cut of C 2

Tip: If the reason for all of the deletions is the same, copy the reason and highlight down to select all corresponding cells and paste deletion reason.



F. Enter today's date in the "Date Deletion Requested" column for each service line.

G. Save changes and exit document.

Example of correctly completed Deletion Request form:

Provider Deletion Request Form																					
Date Deletion Requested	Program	Episode Number	Service Date	Client ID	Client Name First three initials of last, First three initials of first	Service Code	Mods	ICD-10 Dx	Diagnosis Description	Provider ID & Name	Duration	Units	#inGrp	Grp Units	Rate	Cost	Number of services to be deleted	Total Amount of services being deleted	Reason For Deletion	Other Reason Detail	
6/6/2019	101003-0TP-4	2	4/1/19-4/31/19		CLA,BRA	H00209000C-De	osing,NTP,NTP-L	F11.20		700317-LASHER,MARC		,	1		13.54	13.54	31	\$ 419.74	Wrong Date of Service		
6/6/2019	101003-0TP-4	2	4/24/19-4/25/19		CLA,BRA	F00209000C-Co	ourtesy Dosing N	F11.20		700317-LASHER,MARC		,	1		13.54	13.54	2	\$ 27.08	Wrong Date of Service		
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