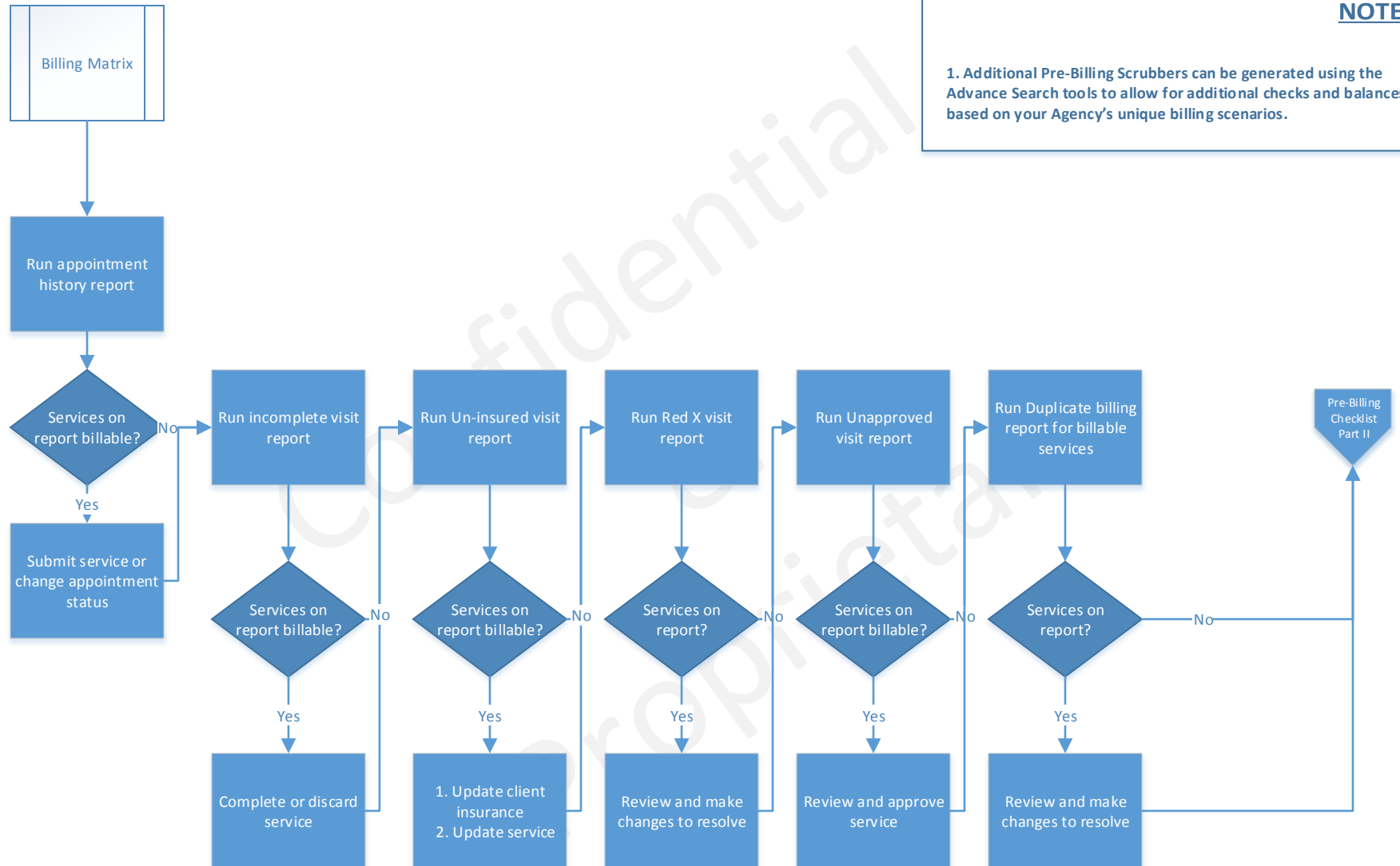# Billing: Pre-Billing Process Part I

CREDIBLE

Security Matrix Role: Billing/Billing Supervisor

NOTES

1. Additional Pre-Billing Scrubbers can be generated using the Advance Search tools to allow for additional checks and balances based on your Agency's unique billing scenarios.

```
Billing Matrix
     │
     ▼
Run appointment history report
     │
     ▼
Services on report billable?  ──No──►  Run incomplete visit report  ──►  Run Un-insured visit report  ──►  Run Red X visit report  ──►  Run Unapproved visit report  ──►  Run Duplicate billing report for billable services  ──►  Pre-Billing Checklist Part II
     │ Yes                                    │                              │                              │                           │                                  │
     ▼                                        ▼                              ▼                              ▼                           ▼                                  ▼
Submit service or change appointment status   Services on report billable?   Services on report billable?   Services on report?        Services on report billable?       Services on report?  ──No──►
                                              │ No──►                         │ No──►                         │ No──►                     │ No──►                            │ No──►
                                              │ Yes                           │ Yes                           │ Yes                       │ Yes                              │ Yes
                                              ▼                              ▼                              ▼                           ▼                                  ▼
                                          Complete or discard service    1. Update client insurance      Review and make            Review and approve                 Review and make
                                                                         2. Update service              changes to resolve         service                             changes to resolve
```

Legend

Process	Decision	Subprocess	Start/End	Optional Process	Alert	Documents