RECAP

The Billing and Payroll Process

Check the Visits page for Scheduled Visits for the date range and update them to cancelled, closed, or on hold as appropriate

Add billing adjustments or payroll adjustments as needed

Pull the preferred exports from the Billing Report and Payroll Report pages

Manage all Needs Action visits for the date range on the VAD using the Approval Assistant, then individually review remaining Needs Action visits

Calculate Billing, then Calculate Payroll (rec'd: set to complete, remember to set Payroll Date for reference)

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Next Generation Home Care Management

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