

Barnestorm Boost: How Do You Track Your Outstanding Claims?

Your Current Processes:

- Handwritten notes
- Sticky Notes
- No process at all

Benefits If You Change Your Process:

- You will maintain a steady flow of revenue
- Missed episodes/claims will be caught sooner, instead of later
- "Timely Filing Expired" denials will be a thing of the past.
- You will be more organized and informed of what claims are pending; what claims have not been billed; and why those claims have not been billed

New Process Details:

- Utilize Barnestorm Reports...We have an array of reports at your fingertips!
- Be more organized in your work practices
- Maintain a close relationship with your clinical staff and your intake dept

One of the key things to consider before you start this process is establishing/maintaining a close relationship with clinical staff and the intake dept, as their data input is key in the billing creation process. Please view this article: [Key Points On Entering Your Referral](#).

You will also need to establish a routine to pull various reports weekly, to keep you up-to-date in what claims are outstanding.

We have several reports (See Related Reports) that allow you to track episode status and claim status.

Suggestion on how to start this process:

- Set a reminder, (using Barnestorm Messaging), to print reports on a certain day of each week, until you get into the habit of pulling reports.
- Review all the suggested reports and see which reports best suit your needs. (See Related Reports)

Checks and Balances:

This report can be used to catch problems after an EOE has been submitted:

[14.16 Visits after EOE](#)

Related Reports:

[04.06 Claims Created Summary](#)

[05.22 30/60/90 by Patient](#)

[05.23 30/60/90 by Payer](#)

[14.03 PPS Tracking Report](#)

[14.33 Claims Sent, But Not Paid](#)

Billing>Other>[Track Unpaid Billing](#): This is a special tracking screen, where you can input notes, enter any follow-up dates, and select a status for the claim.

Other Helpful Resources:

[MEDICAID WEBSITE:](#)

(Claims and Billing, Denials, Forms, Checkwrite Schedule, Monthly Bulletins, and More)

Barnestorm Article: [Important Contact Information For Billing Staff](#)

Contact Information:

Medicaid: 1-800-688-6696

Medicare: 1-866-749-4301

[Medicare Website](#)

Barnestorm Article: [Billing Instructions For Various Payers](#)

Barnestorm Article: [Tips To Prevent Billing Errors And/Or Denials](#)

[Barnestorm Knowledgebase](#)

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50892.aspx>