

## EVV - Import Visits to Mark as Ready for Billing

(HHAeXchange and CareBridge)

Import Visit Charges: [Article](#)

Video: [Importing EVV Visits for Billing and Payroll - YouTube](#)

This step will take the EVV Visit and add a “charge” to the system for billing. After this process is complete you will be able to create claims and generate the EVV Visit file to import to HHAeXchange and CareBridge.

1. Employee Activity > Import Visit Charges.
2. Select the From and Thru dates to match the service dates ready to bill.
3. (Optional) Select the Import Just One Chart# (use this if you already did the main import but found another visit to import). You can also check the box for MCO Only.
4. **Make sure bullet for “Round .25” is selected.**
5. Click the **View Visits** button. Review the data that appears to see if any issues are noted. Make changes before proceeding.
6. Click **Create Visit Charges** to complete this task. We recommend saving this report for your records.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51641.aspx>