

ATR4



ACCESS TO
RECOVERY

CIMOR Recovery Support (RS) Billing Manual

Missouri Department of Mental Health
Division of Alcohol and Drug Abuse

Last update June 2015

CIMOR ATR4 Recovery Support Services Billing

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ATR4 Recovery Support Services

Documentation Guidelines

Recovery Support (RS) vouchers authorize a *specific amount of funding* for a *specific service* at a *specific recovery support provider* organization. The authorized RS service is provided to the specific consumer after the voucher has been issued.

The Customer Information Management, Outcomes, and Reporting (CIMOR) Recovery Support Billing System allows services to be *documented* and *billed* at the same time. RS service documentation and billing information is maintained in the CIMOR system for review and/or audit by Department of Mental Health (DMH) personnel.

Important Things to Know:

- Always use Internet Explorer with CIMOR.
- Do not have two Internet Explorer windows open to CIMOR on the same computer at the same time.
- **Do not use your browser's back button; use the navigation links in the CIMOR/RS Billing System.**
- CIMOR Access will only be granted to ATR approved staff who complete the ATR RS Billing training.
- Individualized User ID and Password
- **Do Not** share CIMOR User IDs and Passwords
- **At a minimum**, a client signature is required on a daily sign-in log to document the consumer was present each day a service was billed for that consumer.
- Enter actual time spent delivering the service, **do not round up or down**

For questions or additional information contact:

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For password resets and other technical issues, please call the DMH Customer Support Center at 573-526-5888 or toll free at **1-888-601-4779** during standard operating hours 7:00 a.m. to 5:30 p.m., Monday thru Friday.

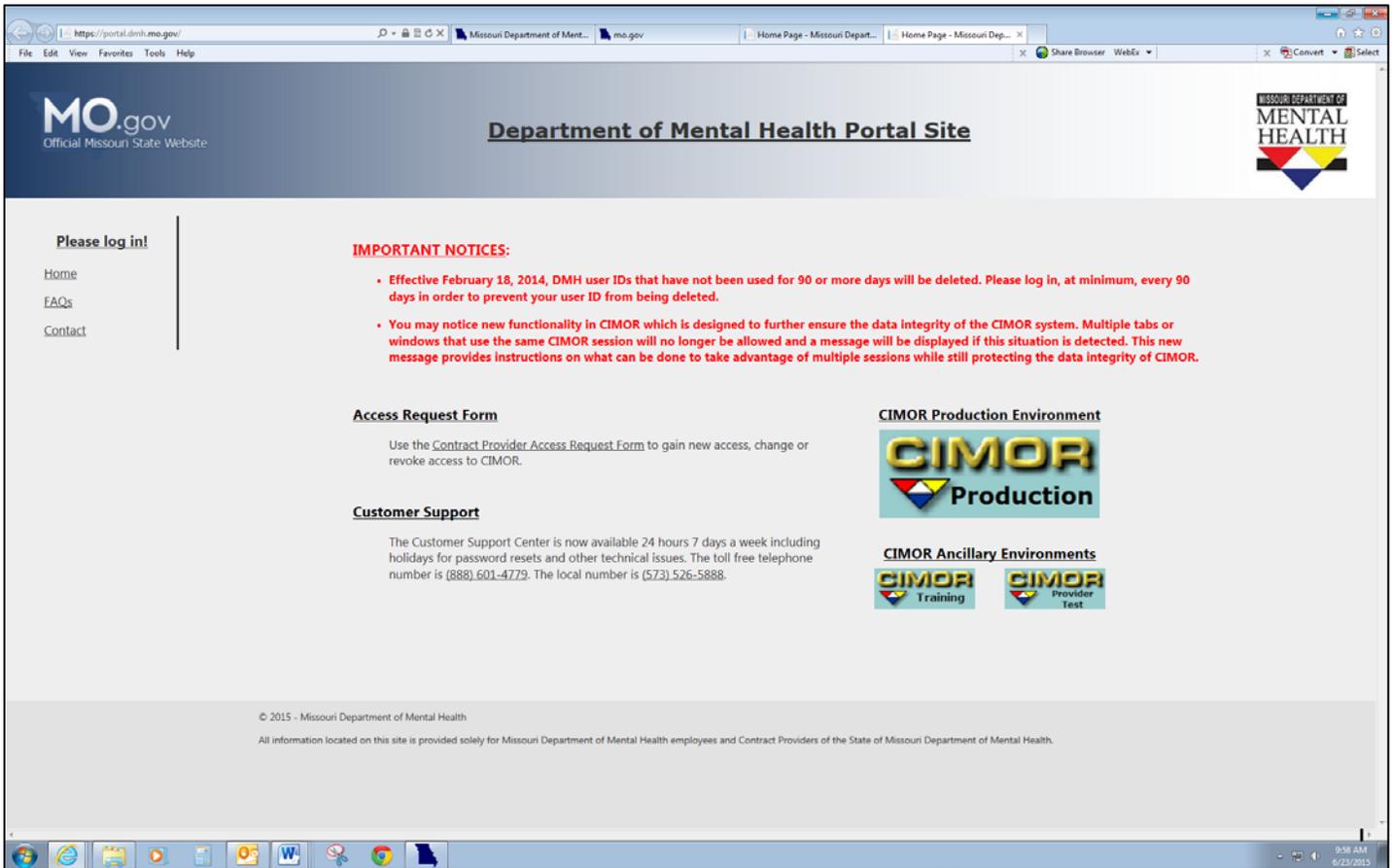
ATR4 Services Billed and Documented through the CIMOR Recovery Support Billing System

Name	Code	Unit	Staff Qualification
ATR4 Recovery Support Services			
Care Coordination	ATRCC	15 minute	ATR Approved
Peer Recovery Drop-in Center	ATRDIC	Month	ATR Approved, MRSS-P
Recovery Coaching	ATRRC	15 minute	MRSS, MRSS-P
Recovery Counseling	ATRC	15 minute	QSAP in Certified Treatment
Counseling Intern	ATRCI	15 minute	RASAC I or RASAC II in Certified Treatment Program
Spiritual Counseling	ATRSC	15 minute	Qualified Clergy
Group	ATRG	15 minute	MRSS, MRSS-P Qualified Clergy, QSAP ATR -Approved
Transportation	ATRTM	/mile/person	ATR Approved with class E or CDL license
Transportation-Public	ATRTP	\$1.00/unit Cost of public transportation pass	ATR Approved
Recovery Housing	ATRRH	Day	ATR Approved, MRSS-P

ATR4 Access Program Services			
Assessment	ATRA	Event	QSAP
Assessment Update	ATRAU	Event	QSAP
Recovery Coordination	ATRRCR	Month	ATR Approved + GPRA/DCI
Recovery Plan Follow-up	ATRRPF	Event	ATR Approved + GPRA/DCI

CIMOR PORTAL

<https://portal.dmh.mo.gov/>



Click on the CIMOR Production icon and enter your CIMOR User ID and Password to access CIMOR.

Do not use the **Contract Provider Access Request Form** on the CIMOR portal. Use the ATR provider CIMOR billing system access request form provided during your CIMOR Recovery Support Billing System training.

**Department of Mental Health
Contract Provider Access Request Form**
Updated: 4/10/2012

 New **ATR3 RECOVERY SUPPORT SERVICES UPDATE**

PART 1: User Information (please print clearly)

**Fields marked with an asterisk (*) must be completed.*

	*Last Name _____		*First Name _____	
	*SSN _____	User ID _____		(User ID Required for Change or Revoke)
	*Email Address _____			
	*Provider Name _____			
	*Phone # _____			
	*Provider Number(s) _____ (Primary Provider)			

Division (check all that apply) ADA

PART 2: Confidentiality Statement

I, the undersigned, a designated representative of the provider named above, understand that the approval and assignment of the requested ID or change enables me to access the Department of Mental Health Information Systems. I understand that Federal and State laws require confidentiality of the Department of Mental Health information and provide penalties for unauthorized access, use, or disclosure of this information. I agree to keep confidential all information made available to me through this access. I also agree not to divulge or share my password with anyone.

I agree to use the information obtained through these systems for purposes directly connected with the administration of a federal/state assisted program which provides assistance in cash or in kind, or services, directly to individuals on the basis of need. I further agree to comply with the policies and procedures established by the Department of Mental Health further governing the access and use of this information.

Violations or disclosures on my part may result in loss of access to the information systems, civil court action, or cancellation of the provider contract with the Missouri Department of Mental Health.

	User Signature _____	Date _____
	Supervisor/ Security Coordinator _____	Date _____
	DMH Central Office Use Only	
	Request Completed by _____	Date _____

Fax completed form to Mark Shields at (573) 522-8475

Fax completed form to Mark Shields at (573) 522-8475

The **Access Request Form** will be completed at the time of the training. This form will be used to issue your CIMOR User ID and Password.

Make sure your name, email address, and phone number is clear and legible. Your User ID and Password will be emailed directly to you.

The name of the security role you will be issued is: **ATR3 RECOVERY SUPPORT SERVICES UPDATE**



Login Page

Enter your User ID, Password, and Domain to access the CIMOR system.

User ID

Password

Domain

EXTLCL



Login

[Need Help?](#)

Important Note - If you get a message asking
Do you want Windows to remember this password,
so that you don't have to type it in again the next time you visit this page?
You should answer no!
Allowing the browser to remember your password
will cause problems when your password is changed.

Enter your **User ID** exactly as it is written. Usually something like: **mydoejo**.

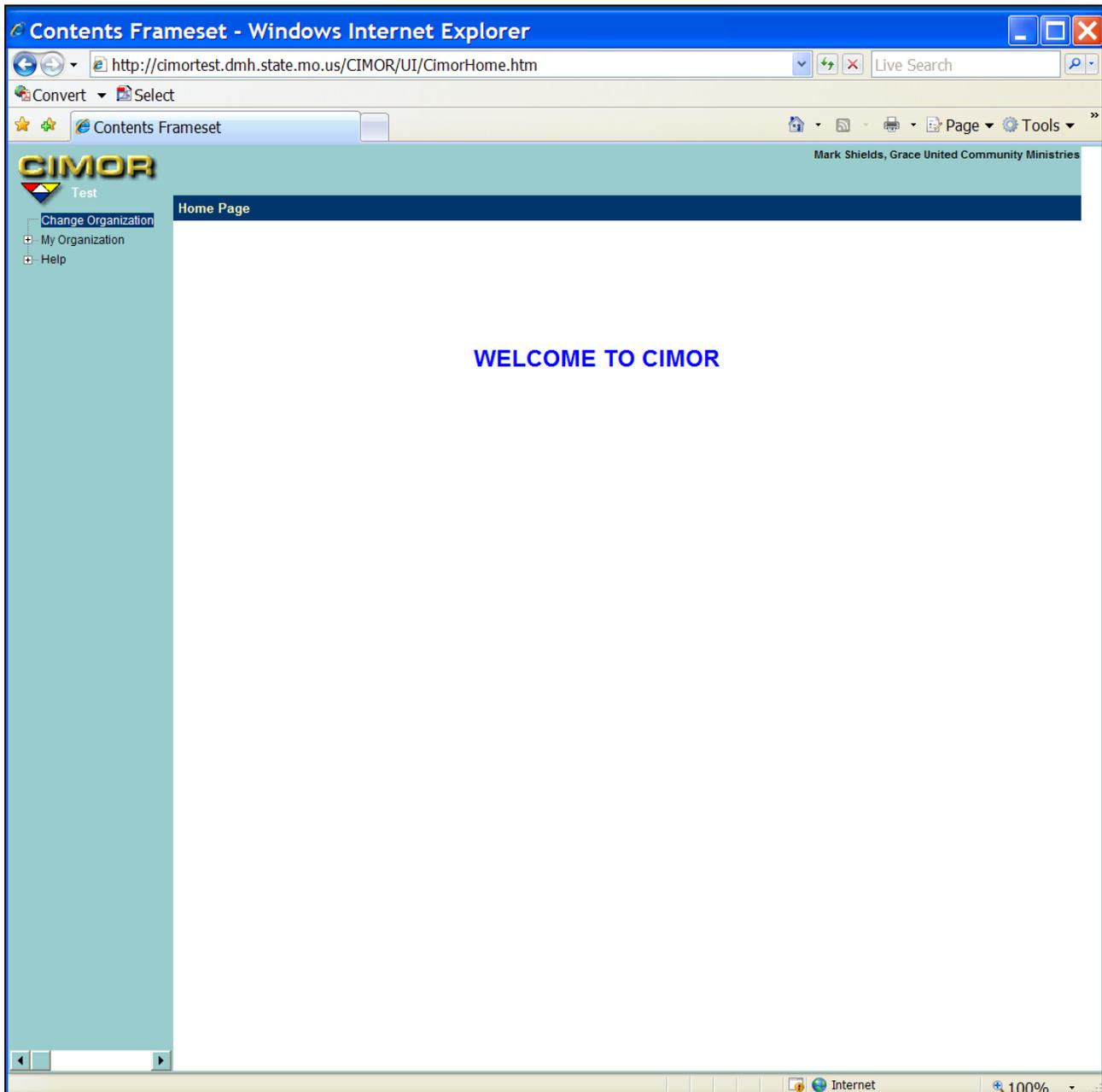
Enter your **Password** exactly as it is written. Passwords are “case” sensitive. Usually 8 digits and a combination of letters, numbers, and special characters like: **F5#usnx7**.

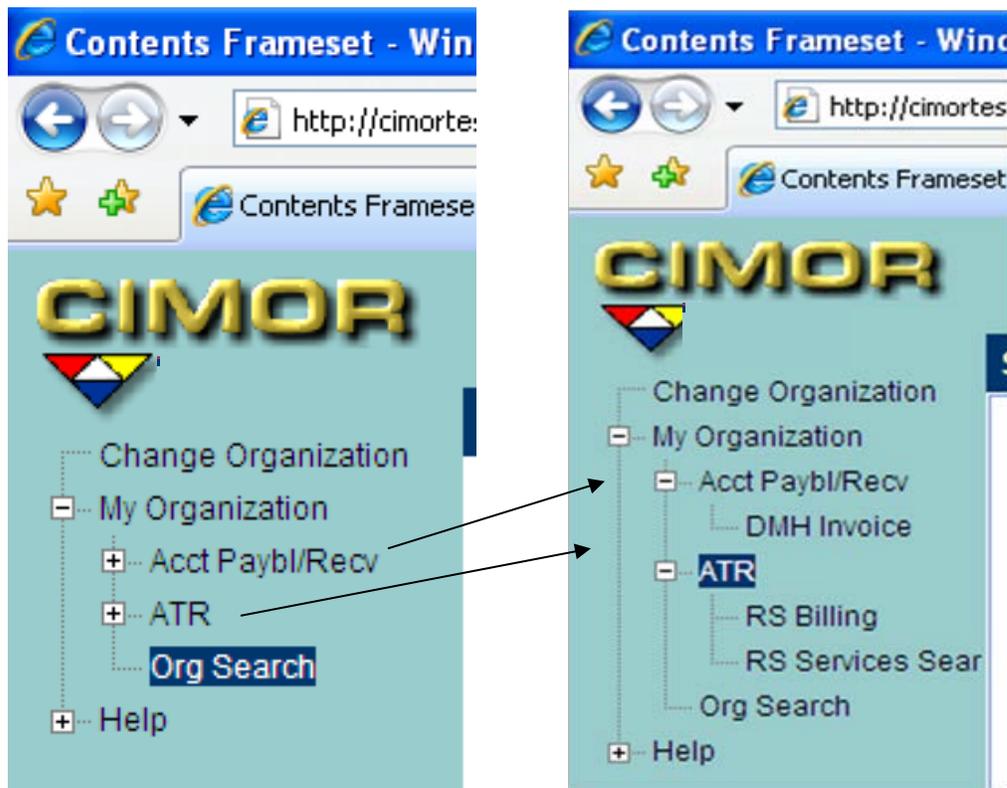
Make sure the Domain Is “EXTLCL”

Do not allow Windows to save your Password.

You will want to set up a reminder to change your Password every 60 days or it will expire. If it expires, follow the instructions on the CIMOR Portal for getting it reset.

When you successfully log on to CIMOR, your screen will look like this:





The **navigation panel** is located on the left. Click on the “+” to expand that section.

The CIMOR ATR 3 RS billing system will give you access to the following links/pages:

My Organization – This section is “read only” and contains information about your organization. **If any information in this section is not correct, please complete and submit an Organization Information Change Request Form. Available on the ADA/ATR web site**

DMH Invoice – This section gives you access to all the invoices paid to your organization.

RS Billing – This collection of screens will allow you to search for your consumers with ATR vouchers and enter documentation and services your organization has provided to those consumers.

RS Services Search – Allows you to search encounters (services billed) that have been entered into the CIMOR system. You can use multiple criteria to search for service encounters (explained later in this document).

Org Search – This page allows you to search and obtain contact information for any DMH contracted organization.

Help – Collection of documents and contact information. At this time, the new CIMOR ATR 3 RS billing screens are not listed in this Help section. It is recommended you utilize the Help section on the CIMOR Internet Portal page instead of this section.

CIMOR Recovery Support Voucher Services

If you click on the **RS Billing** link you will bring up the “**Search ATR4 Recovery Support Voucher Services**” page:

The screenshot shows the CIMOR web application interface. At the top right, it says "Mark Shields, Dismas House of Kansas City" and has a "Logout" link. The main header is "Search ATR4 Recovery Support Voucher Services". The left sidebar contains a tree view with "Change Organization" at the top, followed by "My Organization", "Acct Paybl/Recv", "ATR" (with "RS Billing" selected), "RS Services Sea", "Org Search", and "Help". The main form area includes a "Federal Grant" dropdown menu with "ATR-4" selected. Below it is the "Recovery Supports Provider" dropdown with "ATR-4 Kansas City" selected. There is a "Voucher Service" dropdown menu. To the right of these are "Search" and "Clear" buttons. Below the dropdowns are two radio button options: "Voucher Active on Date:" and "Voucher Active during Date Range:". The "Voucher Active during Date Range:" option is selected, and it has "From Date" and "To Date" input fields. At the bottom of the form are input fields for "Consumer Last Name", "First Name", and "DMH ID". There are also two checkboxes: "Remaining Days > 0" and "Remaining \$ > 0", both of which are checked.

You have many **search options** all of which are designed to help you locate ATR RS vouchers issued to consumers for services at your organization:

- **Federal Grant** – Choose the grant **ATR-3** (services end July 8, 2015) or **ATR-4** (services start July 9 2015)
- **Voucher Service** – lists all ATR voucher funded recovery support services
- **Voucher Active on Date** – all vouchers active on that specific date
- **From Date** – to search by all vouchers active during a specific date range
- **To Date** – to search by all vouchers active during a specific date range
- **Consumer Last Name and First Name** – search for all vouchers issued to a specific consumer
- **DMH ID** – search for all vouchers issued to this DMH consumer’s identification number
- **Remaining days >0** – when this box is checked, only RS vouchers with remaining days to bill are displayed (expired vouchers are excluded)
- **Remaining \$ >0** – when this box is checked, only RS vouchers with funds remaining are displayed (vouchers with no available funds are excluded)

RS Voucher Services

All possible ATR funded RS services are listed on the **Voucher Services drop down menu**.

Selecting a RS service and clicking the search button will return all vouchers that have been issued to your organization for that particular service.

If your organization is not approved for a particular service or none of those vouchers have been issued to your organization no results will be returned when you search.

Search ATR4 Recovery Support Voucher Services

Federal Grant: ATR-4

Recovery Supports Provider: Dismas House of Kansas City

Voucher Service: [Dropdown Menu]

Voucher Active on Date:
Or
 Voucher Active during Date Rang

Consumer Last Name: [Input Field]

Remaining Days > 0: [Input Field]

Search [Button] Clear [Button]

Voucher Service List:

- ATRTM Transportation (Mileage) 1 Rolling Mile
- ATRA Full Assessment 1 Session(s)
- ATRRH Recovery Housing 1 Day
- ATRAU Assessment Update 1 Session(s)
- ATRRCR Recovery Coordination 1 Month
- ATRRPF Recovery Plan Follow-up 1 Session(s)
- ATRDIC Peer Recovery Drop-in Center 1 Month
- ATRCI Counseling Intern 15 Minute(s)
- ATRSC Spiritual Counseling 15 Minute(s)
- ATRTP Transportation - Public 1 Unit(s)
- ATRRC Recovery Coaching 15 Minute(s)
- ATRCC Care Coordination 15 Minute(s)
- ATRG Group 15 Minute(s)
- ATRC Recovery Counseling 15 Minute(s)

*Note: You can enter as little or as much search criteria as you like. (At least one search criteria must be used). If vouchers you are expecting to see are not showing up, try limiting your search criteria.

CIMOR Mark Shields, Dismas House of Kansas City Logout

CIMOR Sandbox 1

Consumer
Change Organization
My Organization
+ Acct Paybl/Recv
+ ADA Cap Mgmt/Wait
Allocations
ATR
RS Billing
RS Services Search
Voucher Limits
Authorizations
Bed Assignment
Community Agency
+ Consumer Bank
Consumer Group
Diagnosis Master List
FI Timesheet
Health Inv
Human Res
Individualized Packages
Insurance Plans
Org Search
Prop/Bed Mgmt
Provider Profile
SATOP
SCL Statements
Serv - Consumer
Serv - Multiple Enter

Search ATR4 Recovery Support Voucher Services

Federal Grant:

Recovery Supports Provider:

Voucher Service:

Voucher Active on Date:
Or
 Voucher Active during Date Range: From Date To Date

Consumer Last Name: First Name: DMH ID:

Remaining Days > 0 Remaining \$ > 0

Consumer Name	DMH ID	Voucher Service	From Date	To Date	Remaining Days to Enter Services	Remaining Units	Remaining \$	Spent Units	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRRCR	06/15/2015 12:00 AM	02/15/2016 11:59 PM	327	7	\$140.00	0	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRA	06/16/2015 12:00 AM	06/16/2015 11:59 PM	83	1	\$143.30	0	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRTM	06/15/2015 12:00 AM	06/30/2015 11:59 PM	82	2	\$1.00	0	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRTP	06/15/2015 12:00 AM	06/30/2015 11:59 PM	82	9	\$9.00	0	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRRH	06/15/2015 12:00 AM	06/30/2015 11:59 PM	82	10	\$200.00	0	Enter Service	List Services
Consumerd, Atrtest D	4394578	ATRDIC	06/15/2015 12:00 AM	06/30/2015 11:59 PM	82	2	\$100.00	0	Enter Service	List Services

Entering the consumer first and last name and clicking **search** will return a list of RS vouchers issued to that consumer for services at your organization. In this example, the remaining days and remaining \$ boxes were checked thereby returning only vouchers with currently billable services.

The vouchers will display in a table with Consumer Name, DMH ID #, Voucher Dates, Days Remaining to Enter Services, Units Remaining, Funding Remaining, and two hyperlinks.

The **Enter Service** hyper link will open up the RS service billing page.

The **List Service** hyperlink will bring up the list of all services that have been billed against this voucher.

Add ATR4 Recovery Support Voucher Services

The **Add ATR 4 Recovery Support Voucher Service** entry screen will contain the following information:

- Name of consumer
- Consumer’s DMH ID number
- Recovery Support provider name
- Recovery Support provider DMH contract number
- Name of provider that issued the voucher
- Voucher from and to date
- Name and procedure code of service
- Dollar amount of voucher, unit rate, authorized units, remaining units
- Spent amount
- Spent units
- Remaining amount

Add ATR4 Recovery Support Voucher Services

Consumer	Consumerd, Atrtest D	DMH ID	4394578
Service Provider	Dismas House of Kansas City	Contract Number	ADA-ER210110112
Issuing Provider	Dismas House of Kansas City	Voucher From Date	06/15/2015 12:00AM
ATR Package	Recovery support	Voucher To Date	06/30/2015 11:59PM
Proc Code/ Modifier	ATRCC Care Coordination 15 Minute(s)	Voucher Amount	\$50.00
Unit Rate	\$5.00	Authorized Units	10
Spent Amount	\$0.00	Spent Units	0
		Remaining Units	10
		Remaining Amount	\$50.00

Date of Service * Time Start* Time End*

Units * Total Dollars

Rendering Practitioner *

Service Notes*

Data must be entered in the following fields:

- Date of service
- Start and end time of service
- Service note Documentation
- Rendering practitioner (staff person who provided the service)

Add ATR4 Recovery Support Voucher Services

Consumer	Consumerd, Atrtest D	DMH ID	4394578		
Service Provider	Dismas House of Kansas City	Contract Number	ADA-ER210110112		
Issuing Provider	Dismas House of Kansas City	Voucher From Date	06/15/2015 12:00AM		
ATR Package	Recovery support	Voucher To Date	06/30/2015 11:59PM		
Proc Code/ Modifier	ATRCC Care Coordination 15 Minute(s)	Voucher Amount	\$50.00		
Unit Rate	\$5.00	Authorized Units	10	Remaining Units	10
Spent Amount	\$0.00	Spent Units	0	Remaining Amount	\$50.00

Date of Service * Time Start* Time End*

Units * Total Dollars

Rendering Practitioner *

Service Notes*

Button options are:

- Save and Add
- Save
- Cancel

When the **Save** button is clicked, if the service is saved in the system and accepted for payment, you are navigated to this screen:

CIMOR CIMOR Sandb 1
 Mark Shields, Dismas House of Kansas City
 Logout

List ATR4 Voucher Recovery Support Encounters

Consumer	Consumerd, Atrtest D		DMH ID	4394578	
Service Provider	Dismas House of Kansas City		Contract Number	ADA-ER210110112	
Issuing Provider	Dismas House of Kansas City		Voucher From Date	06/15/2015	
ATR Package	Recovery support		Voucher To Date	06/30/2015	
Proc Code/ Modifier	ATRTP Transportation (Mileage) 1 Rolling Mile		Voucher Amount	\$1.00	
Unit Rate	\$0.50	Authorized Units	2	Remaining Units	1
Spent Amount	\$0.50	Spent Units	1	Remaining Amount	\$0.50

List of Services

Service Start Date	Service End Date	Units	Total Dollar Amount	Rendering Practitioner	Status	
06/15/2015	06/15/2015	1	\$0.50	Flowers, Ladell M	Ready to Process	View

When activating the **Save and Add Button**, a RED "Encounter is saved" message will appear and the service entry page is readied for another service of the same type to be entered:

Add ATR4 Recovery Support Voucher Services

Encounter is saved.

Consumer	Consumerd, Atrtest D		DMH ID	4394578	
Service Provider	Dismas House of Kansas City		Contract Number	ADA-ER210110112	
Issuing Provider	Dismas House of Kansas City		Voucher From Date	06/15/2015	
ATR Package	Recovery support		Voucher To Date	06/30/2015	
Proc Code/ Modifier	ATRTP Transportation - Public 1 Unit(s)		Voucher Amount	\$9.00	
Unit Rate	\$1.00	Authorized Units	9	Remaining Units	8
Spent Amount	\$1.00	Spent Units	1	Remaining Amount	\$8.00

Date of Service *

After an encounter is saved, you will be brought to the **List ATR4 Voucher Recovery Support Encounters** page. If you click on the **View** button, you will be brought to a screen showing more information about the encounter, along with the option to **Print** this information.

View ATR4 Recovery Support Encounter

←

Consumer Name [Consumerd, Atrtest D](#)

DMH ID [4394578](#)

Date of Service [06/15/2015](#)

Contract [ADA-ER210110112](#)

Provider/Site [Dismas House of Kansas City](#)

Service Category [ADA Recovery Supports](#)

Procedure Code/ Modifier [ATRTM Transportation \(Mileage\) 1 Rolling Mile](#)

Units Provided [1](#) Dollar Amount [\\$0.50](#)

Service Location [Not Applicable](#)

Rendering Practitioner [Flowers, Ladell M](#)

Status [Ready to Process](#)

Service Notes [test](#)

Error/Information Messages

CIMOR Test

- Change Organization
- My Organization
 - Acct Paybl/Recv
 - DMH Invoice
 - ATR
 - RS Billing**
 - Org Search
- Help

Add ATR-3 Recovery Support Voucher Services

ENCOUNTER DENIED, Consumer's SSN must be in verified status to add services.

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011

CIMOR Test

- Change Organization
- My Organization
 - Acct Paybl/Recv
 - DMH Invoice
 - ATR
 - RS Billing**
 - Org Search
- Help

Add ATR-3 Recovery Support Voucher Services

Date of Service must be within the Voucher Dates

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011

CIMOR Test

- Change Organization
- My Organization
 - Acct Paybl/Recv
 - DMH Invoice
 - ATR
 - RS Billing**
 - Org Search
- Help

Add ATR-3 Recovery Support Voucher Services

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011 12:00AM
ATR Package	Recovery support	Voucher To Date	09/30/2011 11:59PM
Proc Code/ Modifier	FEIATR3 Family Engagement - Ind 15 Minute(s)	Voucher Amount	\$50.00
Unit Rate	\$10.00	Authorized Units	5
Spent Amount	\$40.00	Remaining Units	1
		Spent Units	4
		Remaining Amount	\$10.00

Date of Service * Time Start* Time End*
 Invalid Time (##:## AM)

Units * Total Dollars

CIMOR Test

- Change Organization
- My Organization
 - Acct Paybl/Recv
 - DMH Invoice
 - ATR
 - RS Billing**
 - Org Search
- Help

Add ATR-3 Recovery Support Voucher Services

Can't save: Service already exists for this consumer during time period.

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Grace United Community Ministries	Contract Number	ADA-ER210110011
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	08/25/2011 12:00AM

Entering Billing for Group Services

Search ATR4 Recovery Support Voucher Services

Federal Grant: ATR-4 ➤ Search

Recovery Supports Provider: Dismas House of Kansas City ➤ Search

Voucher Service: ATRG Group 15 Minute(s) ⊗ Clear

Voucher Active on Date: 06/24/2015
 Or
 Voucher Active during Date Range: From Date To Date

Consumer Last Name: First Name: DMH ID:

Remaining Days > 0 Remaining \$ > 0

+ Add group Encounters...

	Consumer Name	DMH ID	Service	From Date	To Date	Enter Services	Units	Remaining \$	Units	Enter Service	List Services
<input type="checkbox"/>	 	 	ATRG	06/15/2015 12:00 AM	06/30/2015 11:59 PM	84	1	\$3.10	9	Enter Service	List Services
<input type="checkbox"/>	 	 	ATRG	06/16/2015 12:00 AM	06/30/2015 11:59 PM	84	39	\$120.90	11	Enter Service	List Services
<input type="checkbox"/>	 	 	ATRG	06/18/2015 12:00 AM	06/30/2015 11:59 PM	84	50	\$155.00	0	Enter Service	List Services
<input type="checkbox"/>	 	 	ATRG	06/15/2015 12:00 AM	06/30/2015 11:59 PM	84	4	\$12.40	11	Enter Service	List Services
<input checked="" type="checkbox"/>	Consumerb, Atrtesy B	4394576	ATRG	06/15/2015 12:00 AM	06/30/2015 11:59 PM	81	10	\$31.00	0	Enter Service	List Services
<input checked="" type="checkbox"/>	Consumerd, Atrtest D	4394578	ATRG	06/15/2015 12:00 AM	06/30/2015 11:59 PM	81	10	\$31.00	0	Enter Service	List Services
<input type="checkbox"/>	 	 	ATRG	06/16/2015 12:00 AM	06/30/2015 11:59 PM	82	50	\$155.00	0	Enter Service	List Services
<input checked="" type="checkbox"/>	Shields, Atrfour	4394579	ATRG	06/15/2015 12:00 AM	06/30/2015 11:59 PM	81	10	\$31.00	0	Enter Service	List Services

To enter group billing from the **Search ATR-4Recovery Support Voucher Services** page you will need to select a voucher service from the drop down list **AND** enter a service date in the **Voucher Active on Date** field.

In this example, the search returned all the consumers that have an active group voucher on 6/24/2015.

Notice how the Add group Encounters button and the Check Boxes to the left of the consumers name appear in the search results with entering group billing is an option. If the button and the check boxes do not appear, then entering group billing is not available and encounters need to be entered individually.

Select the consumers in the group, place a check in the box to the left of their name and then click on the **Add Group Encounters** button.

After clicking on the **Add Group Encounters** button, you will be brought to the **Add ATR-4 Group Recovery Support Encounter Request** page.

Add ATR4 Group Recovery Support Encounter Request

Service Provider	Dismas House of Kansas City	Contract Number	ADA-ER210110112
Proc Code/ Modifier	ATRG Group 15 Minute(s)	Unit Rate	\$3.10

Date of Service *	06/24/2015	Time Start*	<input type="text"/>	Time End*	<input type="text"/>
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Encounter Units Dollar

Rendering Practitioner *

Service Notes*

Consumer Name	DMH ID	Authorized Units	Remaining Units	From Time	To Time	Encounter Units	Dollars		
Consumerb, Atrtesy B	4394576	10	10					Edit	Remove
Consumerd, Atrtest D	4394578	10	10					Edit	Remove
Shields, Atrfour	4394579	10	10					Edit	Remove

Add ATR-4 Group Recovery Support Encounter Request

On the **Add ATR-4 Group Recovery Support Encounter Request** page you will need to enter the follow fields for the group:

- Time Start
- Time End
- Rendering Practitioner (select name from drop down list)
- Service note

After all of the required information is entered into the fields, click on the **Apply to List Below** button.

Add ATR4 Group Recovery Support Encounter Request

Service Provider Dismas House of Kansas City

Proc Code/ Modifier ATRG Group 15 Minute(s)

Contract Number ADA-ER210110112

Unit Rate \$3.10

Date of Service * 06/24/2015

Encounter Units 3

Rendering Practitioner * Flowers, Ladell M

Time Start* 10:31 am

Dollar \$9.30

Time End* 11:14 am

Service Notes*

Documentation; includes the type of group service, the group plan, a description of the group service provided, individual consumer's response to the group service, the rendering practitioner, and the date of the service, beginning and ending time of the service. This documentation is entered in the CIMOR recovery support billing system. Each consumer participating shall sign a group participation log. The provider shall maintain group sign in logs with original consumer signatures.

Consumer Name	DMH ID	Authorized Units	Remaining Units	From Time	To Time	Encounter Units	Dollars		
Consumerb, Atrtesy B	4394576	10	10					Edit	Remove
Consumerd, Atrtest D	4394578	10	10					Edit	Remove
Shields, Atrfour	4394579	10	10					Edit	Remove

After the **Apply to List Below** button is clicked, the information entered will populate in the grid for each consumer in the group being billed:

This page gives you the option to **Edit** or **Remove** the information about a specific consumer in the group.

Add ATR4 Group Recovery Support Encounter Request

Service Provider	Dismas House of Kansas City	Contract Number	ADA-ER210110112
Proc Code/ Modifier	ATRG Group 15 Minute(s)	Unit Rate	\$3.10
Date of Service *	06/24/2015	Time Start*	10:31 am
		Time End*	11:14 am
Encounter Units	3	Dollar	\$9.30
		<input type="button" value="Calculate Units"/>	<input type="button" value="Apply to List below"/>
Rendering Practitioner *	Flowers, Ladell M		
Service Notes*	<div style="border: 1px solid gray; padding: 5px; font-size: small;"> Documentation; includes the type of group service, the group plan, a description of the group service provided, individual consumer's response to the group service, the rendering practitioner, and the date of the service, beginning and ending time of the service. This documentation is entered in the CIMOR recovery support billing system. Each consumer participating shall sign a group participation log. The provider shall maintain group sign in logs with original consumer signatures. </div>		

Consumer Name	DMH ID	Authorized Units	Remaining Units	From Time	To Time	Encounter Units	Dollars		
Consumerb, Atrtesy B	4394576	10	10	10:31 am	11:14 am	3	9.30	Update	Cancel
Consumerd, Atrtest D	4394578	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove
Shields, Atrfour	4394579	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove

For example if one consumer left the group early the "To Time" can be changed by clicking on the **Edit** button. The changes will be saved by clicking **Update**. The start time for the other consumers in the group remain unchanged. (Notice the Encounter Units also updated in the grid)

Consumer Name	DMH ID	Authorized Units	Remaining Units	From Time	To Time	Encounter Units	Dollars		
Consumerb, Atrtesy B	4394576	10	10	10:31 am	11:00 am	2	6.20	Edit	Remove
Consumerd, Atrtest D	4394578	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove
Shields, Atrfour	4394579	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove

If a consumer currently being shown in the group needs to be removed from the grid, you will click the **Remove** button and then **Confirm Remove**.

Add ATR4 Group Recovery Support Encounter Request

Service Provider: Dismas House of Kansas City	Contract Number: ADA-ER210110112
Proc Code/ Modifier: ATRG Group 15 Minute(s)	Unit Rate: \$3.10

Date of Service *: 06/24/2015	Time Start*: 10:31 am	Time End*: 11:14 am
Encounter Units: 3	Dollar: \$9.30	<input type="button" value="Calculate Units"/> <input type="button" value="Apply to List below"/>

Rendering Practitioner *: **Flowers, Ladell M**

Service Notes*
Documentation; includes the type of group service, the group plan, a description of the group service provided, individual consumer's response to the group service, the rendering practitioner, and the date of the service, beginning and ending time of the service. This documentation is entered in the CIMOR recovery support billing system. Each consumer participating shall sign a group participation log. The provider shall maintain group sign in logs with original consumer signatures.

Consumer Name	DMH ID	Authorized Units	Remaining Units	From Time	To Time	Encounter Units	Dollars			
Consumerb, Atrtesy B	4394576	10	10	10:31 am	11:00 am	2	6.20	Edit	Confirm Remove	Cancel Remove
Consumerd, Atrtest D	4394578	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove	
Shields, Atrfour	4394579	10	10	10:31 am	11:14 am	3	9.30	Edit	Remove	

Once all the information in the grid is correct, you will click the *Save* button and the encounters will be sent to the group process cycle that will run every evening. The **red message** will tell you how many encounters have been sent to the group process.

Search ATR4 Recovery Support Voucher Services

3 Group RS Encounter Request records have been saved for the evenings process cycle.

Federal Grant: ATR-4	<input type="button" value="Search"/>
Recovery Supports Provider: Dismas House of Kansas City	<input type="button" value="Clear"/>
Voucher Service: <input type="text"/>	

Voucher Active on Date:

Or

Voucher Active during Date Range: From Date To Date

Consumer Last Name: <input type="text"/>	First Name: <input type="text"/>	DMH ID: <input type="text"/>
--	----------------------------------	------------------------------

Remaining Days > 0 Remaining \$ > 0

From the **RS Services Search** screen, you will be able to see the group encounters that will be sent to the batch process in the evening.

The screenshot shows the 'Search ATR3 Recovery Support Services' interface. The search filters are set as follows:

- Recovery Supports Provider: Sample Contract Provider
- Encounter Service: SLSATR3 Spiritual Life Skills - Group 15 Minute(s)
- From Date: [Empty]
- To Date: [Empty]
- From Time: [Empty]
- To Time: [Empty]
- Encounter Created Date: [Empty]
- Encounter Status: [Empty]
- Consumer Last Name: [Empty]
- First Name: [Empty]
- DMH ID: [Empty]
- Rendering Practitioner: [Empty]

The search results table is as follows:

	Consumer Name	DMH ID	Service	Created Date	From Date	To Date	Rendering Practitioner	Amount	Status
View	Day, Dorris	4237246	SLSATR3	04/04/2012 10:25 AM	04/04/2012 8:00 AM	04/04/2012 8:45 AM	Practitioner, Test	\$6.00	Grp - Request to Process
View	One, Sample	4237328	SLSATR3	04/04/2012 10:25 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Grp - Request to Process
View	Two, Sample	4237329	SLSATR3	04/04/2012 10:25 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Grp - Request to Process

After the nightly batch process (if there are no errors), the encounter will move into **Ready to Process** status and will now go through the same process as encounters entered individually.

The screenshot shows the 'Search ATR3 Recovery Support Services' interface with the same search filters as the previous screenshot. The search results table is updated as follows:

	Consumer Name	DMH ID	Service	Created Date	From Date	To Date	Rendering Practitioner	Amount	Status
View	Day, Dorris	4237246	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 8:45 AM	Practitioner, Test	\$6.00	Ready to Process
View	One, Sample	4237328	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Ready to Process
View	Two, Sample	4237329	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Ready to Process

On the group billing pages, encounters are not checked for errors until they are sent through the batch encounter process. This means that there may be errors in the group encounters that cause them to reject in the batch process. When this is the case, the encounters will be put into **Group – Processed with Error status**.

In this example the encounters were entered on the group screen with the same service date and service time as a group already entered. This causes the group encounters to reject in the nightly batch process and to be placed in **Group – Processed with Error status**.

Search ATR3 Recovery Support Services

Recovery Supports Provider: Sample Contract Provider

Encounter Service: SLSATR3 Spiritual Life Skills - Group 15 Minute(s)

From Date: [] To Date: []

From Time: [] To Time: []

Encounter Created Date: [] Encounter Status: []

Consumer Last Name: [] First Name: [] DMH ID: []

Rendering Practitioner: []

	Consumer Name	DMH ID	Service	Created Date	From Date	To Date	Rendering Practitioner	Amount	Status
View	Day, Dorris	4237246	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 8:45 AM	Practitioner, Test	\$6.00	Open Invoice
View	One, Sample	4237328	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Open Invoice
View	Two, Sample	4237329	SLSATR3	04/04/2012 10:30 AM	04/04/2012 8:00 AM	04/04/2012 9:00 AM	Practitioner, Test	\$8.00	Open Invoice
View	Day, Dorris	4237246	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error
View	One, Sample	4237328	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error
View	Two, Sample	4237329	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error

*If you are using the new group billing screens, we recommend that you frequently search for encounters in the **Grp - Processed with Error** status so that you can get the errors corrected so these encounters will be added to your current invoice. A quick way to find encounters with errors is to search by selected the **Grp – Processed with Error** status from the drop down on the **Search ATR3 Recovery Support Services** page

Search ATR3 Recovery Support Services

Recovery Supports Provider: Sample Contract Provider

Encounter Service: []

From Date: [] To Date: []

From Time: [] To Time: []

Encounter Created Date: [] Encounter Status: Grp - Processed with Error

Consumer Last Name: [] First Name: [] DMH ID: []

Rendering Practitioner: []

	Consumer Name	DMH ID	Service	Created Date	From Date	To Date	Rendering Practitioner	Amount	Status
View	Day, Dorris	4237246	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error
View	One, Sample	4237328	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error
View	Two, Sample	4237329	SLSATR3	04/04/2012 10:45 AM	04/04/2012 8:30 AM	04/04/2012 9:15 AM	Practitioner, Test	\$6.00	Grp - Processed with Error

In order to see the reason why the encounter rejected and to fix the error, click on the **View** link to the left of the consumers name in the results grid.

Test

View ATR-3 Group Recovery Support Encounter Request

Service Provider	Sample Contract Provider	Contract Number	ADA-Er0000test
Proc Code/ Modifier	SLSATR3	Unit Rate	\$2.00
Service Category	ADA ATR Treatment		
Consumer Name	Day, Dorris	DMH ID	4237246
Date of Service	04/04/2012	Time Start	8:30 AM
		Time End	9:15 AM
		Units	3
		Dollars	\$6.00
Rendering Practitioner	Practitioner, Test	Status	Grp - Processed with Error
Service Notes	<input type="text" value="Test Note"/>		
Error Description	<input type="text" value="Service already exists for this consumer during time period."/>		

Date Added: 4/4/2012 10:45:49 AM Added By: CDSIMZMURPBT Date Modified: 4/4/2012 11:00:02 AM Modified By: batch:CDSIMZMURPBT

From this screen you can *Edit* or *Delete* the encounter by clicking on the buttons in the top right corner.

By clicking the *Edit* button, you will be given the option to edit the Date of Service, Time Start, Time End, Rendering Practitioner and Service Notes. Once the corrections have been made, click the save button and the encounter will go through processing again. *(The encounters will not go into the group process again but will go through the same process as encounters entered individually.)*

CIMOR Test

Edit ATR-3 Recovery Support Voucher Service

Consumer	Day, Dorris	DMH ID	4237246
Service Provider	Sample Contract Provider	Contract Number	ADA-Er0000test
Issuing Provider	Pathways Community Behavioral Healthcare, Inc.	Voucher From Date	04/04/2012 12:00AM
ATR Package	Recovery support	Voucher To Date	06/30/2012 11:59PM
Proc Code/ Modifier	SLSATR3 Spiritual Life Skills - Group 15 Minute(s)	Voucher Amount	\$20.00
Unit Rate	\$2.00	Authorized Units	10
		Remaining Units	7
Spent Amount	\$6.00	Spent Units	3
		Remaining Amount	\$14.00

Date of Service * Time Start* Time End*

Units * Total Dollars

Rendering Practitioner *

Service Notes*

Group Billing Status

Group – Request to Process: The encounter was entered using the group billing pages and is waiting to go to the nightly batch process. While an encounter is in this status it can be edited or deleted.

Group – Batch Process: The encounter is currently in the Batch Process. No edits can be made to the encounter while in this status.

Group – Processed with Error: The group encounter was sent to the nightly batch process and contained errors that did not allow the encounter to be processed. When an encounter is in this status, you will either correct the error or delete the encounter. If no action is taken the encounter will remain in this status.

ATR4 Procedure Codes that can be billed with the group billing screens:

Group	ATRG
Recovery Housing	ATRRH

ATR RS CIMOR Group Billing Steps

1. Open RS Billing Page in CIMOR
2. Select a voucher service from the drop down list **AND** enter a service date in the **Voucher Active on Date** field.
3. Click search.
4. Place a check in the box to the left of the consumer name to select the consumers in the group.
5. Click on the **“Add Group Encounters”** button.
6. Enter required fields; Time Start and End, Rendering Practitioner, Service Note.
7. Click on the **“Apply to List Below”** button.
8. Click the **Save** button and the encounters will be sent to the group process cycle.
9. After the nightly group process cycle check the status of the group encounters by going to the RS Services Search page and selecting **Grp-Processed with Error** from the drop down in the Encounter Status field.
10. If you see red group processed with error statuses
11. Click on the view button and correct the errors or delete the encounter.

CIMOR Search ATR 4 Recovery Support Services

When you click on the RS Services Search link this page will be displayed:

The screenshot shows a web browser window titled "Contents Frameset - Windows Internet Explorer" with the address bar containing "http://cimortest.dmh.state.mo.us/CIMOR/UI/CimorHome.htm". The page displays the "CIMOR" logo and a navigation menu on the left. The main content area is titled "Search ATR3 Recovery Support Services" and contains a search form with the following fields:

- Recovery Supports Provider: Sample Contract Provider
- Encounter Service: [Dropdown menu]
- From Date: [Text box]
- To Date: [Text box]
- From Time: [Text box]
- To Time: [Text box]
- Encounter Created Date: [Text box]
- Encounter Status: [Dropdown menu]
- Consumer Last Name: [Text box]
- First Name: [Text box]
- DMH ID: [Text box]
- Rendering Practitioner: [Dropdown menu]

Buttons for "Search" and "Clear" are located on the right side of the form.

You have many search options all designed to help you locate the **encounters** that have already been entered into CIMOR:

- **Encounter Service** – lists only the services that have been billed in CIMOR
- **From Date** - searches for all encounters with that From Date
- **To Date** – searches for all encounters with that To Date
- **From Time** – searches for all encounters with that From Time
- **To Time** – searches for all encounters with that To Time
- **Encounter Created Date** – the date and time the encounter was created (entered in CIMOR)
- **Encounter Status** – searches for encounters in every possible status (status is explained on the last page of this manual)
- **Consumer Last Name and First Name** – searches for all encounters related to a specific consumer
- **DMH ID** – searches for all encounters related to the consumer’s specific DMH identification number
- **Rendering Practitioner** – searches by the staff person who provided the service

***Note:** You can enter as little or as much search criteria as you like (at least one search criteria must be used). If vouchers you are expecting to see are not showing up, try limiting your search criteria.

CIMOR Test

Change Organization
My Organization
Acct Paybl/Recv
DMH Invoice
ATR
RS Billing
RS Services Search
Org Search
Help

Search ATR3 Recovery Support Services

Recovery Supports Provider: Sample Contract Provider

Encounter Service: [Dropdown]
From Date: [Text] To Date: [Text]
From Time: [Text] To Time: [Text]
Encounter Created Date: [Text] Encounter Status: [Dropdown]
Consumer Last Name: Day First Name: Dorris DMH ID: [Text]
Rendering Practitioner: [Dropdown]

Search Clear

	Consumer Name	DMH ID	Service	Created Date	From Date	To Date	Rendering Practitioner	Amount	Status
View	Day, Dorris	4237246	CC0ATR3	11/29/2011 11:43 AM	11/29/2011 6:30 AM	11/29/2011 7:00 AM	Doe, John	\$10.00	Open Invoice
View	Day, Dorris	4237246	SLSATR3	11/29/2011 3:53 PM	11/29/2011 10:00 AM	11/29/2011 11:00 AM	Person, Sample	\$8.00	Open Invoice
View	Day, Dorris	4237246	FEGATR3	11/30/2011 8:18 AM	11/29/2011 12:00 PM	11/29/2011 12:30 PM	Practitioner, Test	\$6.00	Open Invoice
View	Day, Dorris	4237246	TMOATR3	11/30/2011 8:19 AM	11/29/2011 11/29/2011	11/29/2011	Doe, John	\$2.50	Open Invoice
View	Day, Dorris	4237246	REGATR3	11/30/2011 2:30 PM	11/30/2011 7:29 AM	11/30/2011 7:51 AM	Person, Sample	\$2.00	Open Invoice
View	Day, Dorris	4237246	PS0ATR3	12/05/2011 3:58 PM	11/30/2011 8:30 AM	11/30/2011 9:37 AM	Practitioner, Test	\$20.00	Open Invoice

1

Once the search criteria have been entered and the **Search** button has been clicked, the following will be shown for all the encounters that fit the search criteria:

- Consumer Name
- DMH ID
- Service
- Created Date
- From Date
- To Date
- Rendering Practitioner
- Amount
- Status

Additional information pertaining to a specific encounter can be seen by clicking the **View** link to the left of the specific encounter.

The screenshot displays the CIMOR software interface. At the top left is the CIMOR logo with the word 'Test' below it. The top right corner shows the user name 'Brent Murphy, Sample Co'. The main header is a dark blue bar with the text 'View ATR-3 Recovery Support Encounter'. On the left is a navigation menu with options: Change Organization, My Organization, Acct Paybl/Recv, DMH Invoice, ATR, RS Billing, RS Services Seal (highlighted), Org Search, and Help. The main content area contains the following encounter details:

- Consumer Name: Day, Dorris
- DMH ID: 4237246
- From Date: 11/29/2011 6:30 AM
- To Date: 11/29/2011 7:00 AM
- Contract: ADA-Er0000test
- Provider/Site: Sample Contract Provider
- Service Category: ADA Recovery Supports
- Procedure Code/ Modifier: CC0ATR3 Care Coordination 15 Minute(s)
- Units Provided: 2
- Dollar Amount: \$10.00
- Service Location: Not Applicable
- Rendering Practitioner: Doe, John

Buttons for 'Payment History', 'Cancel', and 'Print' are visible. Below the details is a 'Status' dropdown menu set to 'Open Invoice' and a 'Save' button. At the bottom is a 'Service Notes' section with a text area containing 'Test Service Note' and a 'Save' button.

You can also print this information from this screen.

Invoices

To view the invoices (*like you have received by fax in the past*) you will click on the **DMH Invoices** link.

The screenshot shows the CIMOR web application interface. On the left is a navigation menu with the following items: Change Organization, My Organization, Acct Paybl/Recv (with a sub-link for DMH Invoice), ATR, RS Billing, RS Services Sear, Org Search, and Help. The main content area is titled "Search SAM Invoices" and contains a search form with the following fields and controls:

- Division: dropdown menu
- SAM Organization Code: dropdown menu
- Payer Plan: dropdown menu
- SAM Vendor Number: text input
- Status: dropdown menu
- SAM Document Number: text input
- Invoice No: text input
- From Date: text input
- To Date: text input

On the right side of the form are four buttons: Search, Clear, pdf (with a radio button), and Excel (with a radio button). Below the pdf and Excel buttons is a Print button.

You will be able to search for invoices from this screen. You can search by as much or as little criteria as you wish.

For the purpose of the Access to Recovery III grant, the Division will always be **ADA**, the payer plan will always be **ADA Access to Recovery 4**.

You will be able to limit your search by status (statuses are explained on the last page of this manual).

Note: You do not need to enter any search criteria in order for this screen to work; if you do not wish to filter out certain invoices then you can click the **Search** button without entering any criteria.

After a search is executed, you will be shown a list of all invoices that meet the criteria entered. By clicking on the **View** button to the left of the invoice, you will be able to see more information about that specific invoice.

Search SAM Invoices

Division: ADA | SAM Organization Code: | Search

Payer Plan: ADA Access to Recovery 3 | SAM Vendor Number: | Clear

Status: | SAM Document Number: | pdf | Excel

Invoice No: | From Date: | To Date: | Print

	Provider Name	Payer Plan	SAM Vendor No	SAM Org Code	SAM Document No	Invoice No	Net Amount	Status
View	Sample Contract Provider	ADA Access to Recovery 3	1000000001	5329	E2102C00072	DMH112920002	\$54.50	Open Invoice

From the screen below, you will be able to view invoice information from the different tabs. You are able to print information from this screen at any point by clicking on the **Print** button.

View SAM Invoice

Invoice Number: DMH112920002 | Contract Number: ADA-Er0000test | From Date: 11/14/2011 | To Date: 12/04/2011

pdf | Excel | Print | Cancel

Invoice Detail	Adjustments	Services by Site	Services by Category	Services by Procedure	Services by Consumer	Services by Provider Allocation	Invoice Lines
Division		ADA				Contract Number	ADA-Er0000test
Provider Name		Sample Contract Provider				Original Invoice Amount	\$54.50
SAM Vendor Code		1000000001				Adjustments Amount	\$0.00
SAM Document Number		E2102C00072				Net Invoice Amount	\$54.50
SAM Organization Code		5329				Check Number	
Payer Plan		ADA Access to Recovery 3				Check Date	
RA Date						Total Consumers	1

Invoice Status: Open Invoice

Date Added: 11/29/2011 4:30:00 PM | Added By: LoadSAMII Invoice | Date Modified: 12/7/2011 10:00:01 AM | Modified By: LoadSAMII Invoice

In order to get a copy of the printout that Linda has faxed to you in the past, you will click on the **Services by Consumer** tab and then click **Print**.



CIMOR Encounter Statuses

Ready to Process – Initial status when an encounter (keyed online) is saved (*before encounter processing runs*). Encounter processing runs nightly in CIMOR. This nightly process applies business rules and determines payer. The process begins around 5:00 p.m. each evening. **These encounters and encounters in “Ready to Process” status will go to one of the following status types:**

Open Invoice - Encounter is being paid through your DMH allocation. New encounters continue to add to an invoice while the invoice is in Open Invoice status.

Hold Encounter – all processing of the encounter stops.

a. Encounters can be placed on hold from “Ready to Process” or “Open Invoice” status.

b. The encounter can be taken off Hold by moving it back to Ready to Process status

After the CIMOR Invoicing/Payment cycle cutoff date, encounters will progress through various statuses. Once an encounter moves beyond Open, it is no longer available to edit.

Ready to Approve Invoice - The invoice and encounters on the invoice are moved to this status in preparation for payment. **(No editing or deleting)**

Document Sent to SAM - The invoice has been sent to the state’s SAM II accounting system for payment. **(No editing or deleting)**

Paid in Full - After the invoice is processed through the state’s SAM II system and the SAM II confirmation of payment is brought back into CIMOR, the invoice status and its encounters will change to “Paid in Full” status. The Check Number and Check Date will then display on the Invoice Detail tab.

Ready to Void – A previously billed and paid encounter is being reversed.

Voided – “Ready to Void” encounters change to this status after the void process has been run. This will create a negative entry on the building invoice.

Ready to Re-bill – Similar to Ready to Process in that the encounter will go through the processes and some of the statuses described above.