

# ALERT IIS Billing Report

Public clinics use the billing report for two main reasons:

1. To review vaccines coded with the eligibility code of “B”
2. To review the amount due for the quarter.

Use the billing report to verify that all your patient’s codes were entered correctly in ALERT IIS & your EHR. Correct your vaccine codes before quarterly invoices are sent.

## The Billables Program

Public clinics belong to the Vaccine Access Program (VAP) which includes the Billables Program. Billable vaccine is supplied by the Oregon Immunization Program (OIP) and can be provided to anyone with private insurance or adults on Medicaid/Medicare. Billable vaccine used by the clinic is paid back to OIP on a quarterly basis. The quarterly invoices calculate the amount due by adding all vaccines with the [eligibility codes of “B”](#) within that quarter. The [Billable Vaccine Invoicing Timeline](#) outlines data entry timelines and invoice issued dates. Two people per clinic will receive the invoice.

[The Immunization Billing and Eligibility Coding Resources](#) webpage has a variety of resources for the Billables Program.

## How to run the billing report

**Who:** Primary/Back Up VAP Coordinator (must be an ALERT IIS Super User)

**When:** After the quarter ends and before the data entry timeline for the quarter.

**Why:** To verify you clinic will be invoiced correctly.

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## Running the Billing Report

1. Click on **“billing report request”** in the left navigation menu.
2. Configure report.

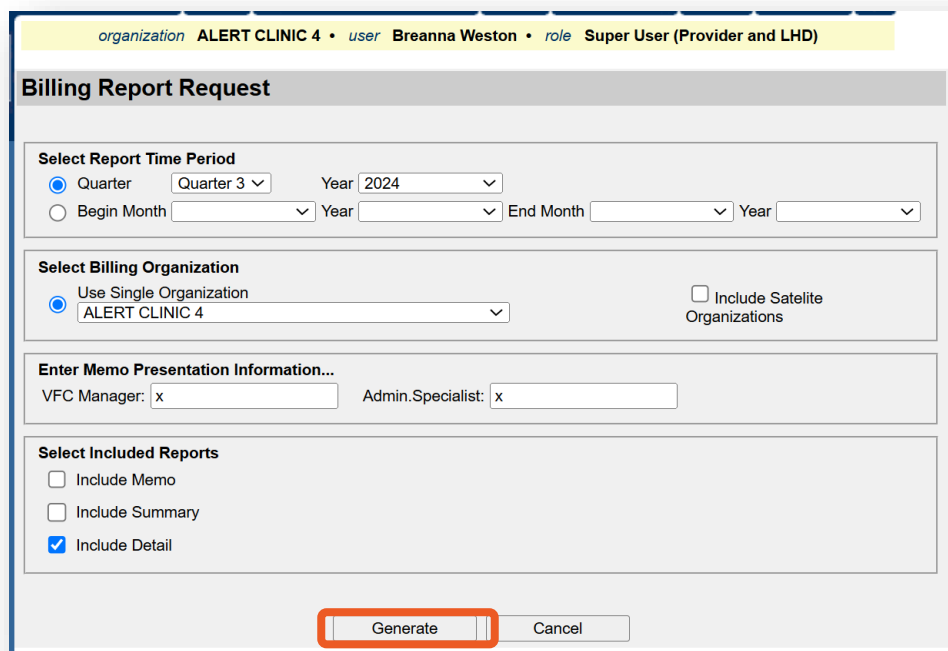
For **“Select Report Time Period”**, select the quarter and year.

For **“Select Billing Organization”**, select the organization, if you have access to multiple. If you have access to a parent organization with satellite organizations, you can enter the parent organization in the drop down and check the **“Include Satellite Organizations”** check box. If organizations are not connected, each organization will need to be run individually.

For **“Enter Memo Presentation Information”**, enter anything into both the VFC Manager and Admin Specialist fields. These fields are required.

For **“Select Included Reports”**, select the **“Detail”** report which is the most versatile.

Click **“Generate.”**



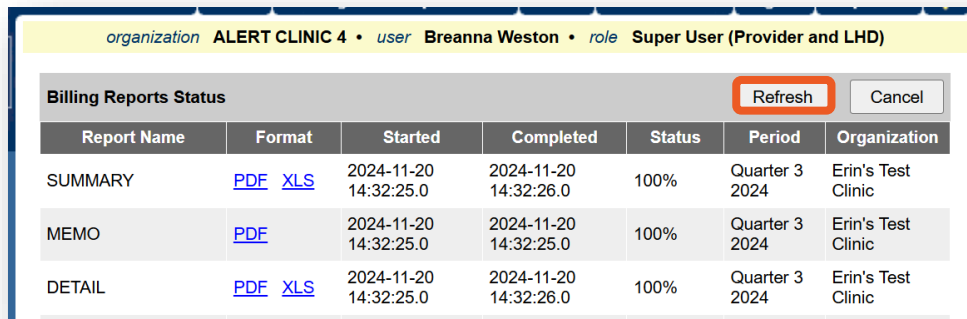
The screenshot shows a web application interface for a "Billing Report Request". At the top, a yellow header bar displays the user's context: "organization ALERT CLINIC 4 • user Breanna Weston • role Super User (Provider and LHD)". Below this, the form is titled "Billing Report Request".

The form is divided into several sections:

- Select Report Time Period:** This section has two radio buttons. The "Quarter" option is selected, with a dropdown menu showing "Quarter 3" and a "Year" dropdown set to "2024". The "Begin Month" option is unselected, with fields for "Begin Month", "Year", "End Month", and "Year".
- Select Billing Organization:** This section has a radio button for "Use Single Organization" which is selected, with a dropdown menu showing "ALERT CLINIC 4". There is also an unchecked checkbox for "Include Satellite Organizations".
- Enter Memo Presentation Information...:** This section has two text input fields: "VFC Manager:" and "Admin.Specialist:", both containing the letter "x".
- Select Included Reports:** This section has three checkboxes: "Include Memo" (unchecked), "Include Summary" (unchecked), and "Include Detail" (checked).

At the bottom of the form, there are two buttons: "Generate" (highlighted with an orange border) and "Cancel".

3. Click “**Refresh**” until status reaches 100% or come back later by clicking on the “**check billing report**” option in the left navigation bar.



organization ALERT CLINIC 4 • user Breanna Weston • role Super User (Provider and LHD)						
Billing Reports Status				<div>Refresh Cancel</div>		
Report Name	Format	Started	Completed	Status	Period	Organization
SUMMARY	<a href="#">PDF</a> <a href="#">XLS</a>	2024-11-20 14:32:25.0	2024-11-20 14:32:26.0	100%	Quarter 3 2024	Erin's Test Clinic
MEMO	<a href="#">PDF</a>	2024-11-20 14:32:25.0	2024-11-20 14:32:25.0	100%	Quarter 3 2024	Erin's Test Clinic
DETAIL	<a href="#">PDF</a> <a href="#">XLS</a>	2024-11-20 14:32:25.0	2024-11-20 14:32:26.0	100%	Quarter 3 2024	Erin's Test Clinic

There are three different billing reports.

The **memo report** is a short letter calculating the total number of doses and the cost within a given time frame.

The **summary report** summarizes the information by vaccine, count, immunization cost and total cost by vaccine. It is available in PDF or XLS file format.

The **detail report** lists the vaccine, date given, clients name, date of birth and the cost. It is available in PDF or XLS file format. This is the most helpful report for verification.

4. Click on the hyperlink and follow your computers instructions on how to open a downloaded file. The XLS files will open the report in Excel allowing for sorting, filtering and other spreadsheet magic.

## How to use the billing report

The XLS file will list all vaccines with eligibility code “B” for that quarter. Your clinic will be invoiced for these vaccines.

1. Verify that all your patient’s codes were entered correctly in ALERT IIS & your EHR. You can use the spreadsheet functionality to sort and filter.

2. Correct your vaccine codes in ALERT IIS and your EHR before quarterly invoices are sent. To see all vaccines and eligibility codes, use the [Ad Hoc Report](#).
3. If you make corrections in ALERT IIS, re-run the ALERT IIS Detail Listing report and check that your changes took place. Make sure the changes to the eligibility code in your EHR (if you use one) were also done. In almost all cases, ALERT IIS will not take changes to eligibility codes sent via electronic data exchange, meaning you must update in both programs.

**This invoice is for all the vaccines coded “B” (Billable all ages).**

If you find corrections **after** the invoices have been sent, make the corrections and follow the correct procedure.

- If vaccines are removed, fill out the [credit request form](#) and you will receive a credit on your next invoice.
- If vaccines are added, email [Imm.invoices@odhsoha.oregon.gov](mailto:Imm.invoices@odhsoha.oregon.gov) and the additional charges will be added to your next invoice.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Oregon Immunization Program at [alertiis@odhsoha.oregon.gov](mailto:alertiis@odhsoha.oregon.gov) or 1-800-980-9431. We accept all relay calls.

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