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
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> 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.
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> 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.

Running the Billing Report

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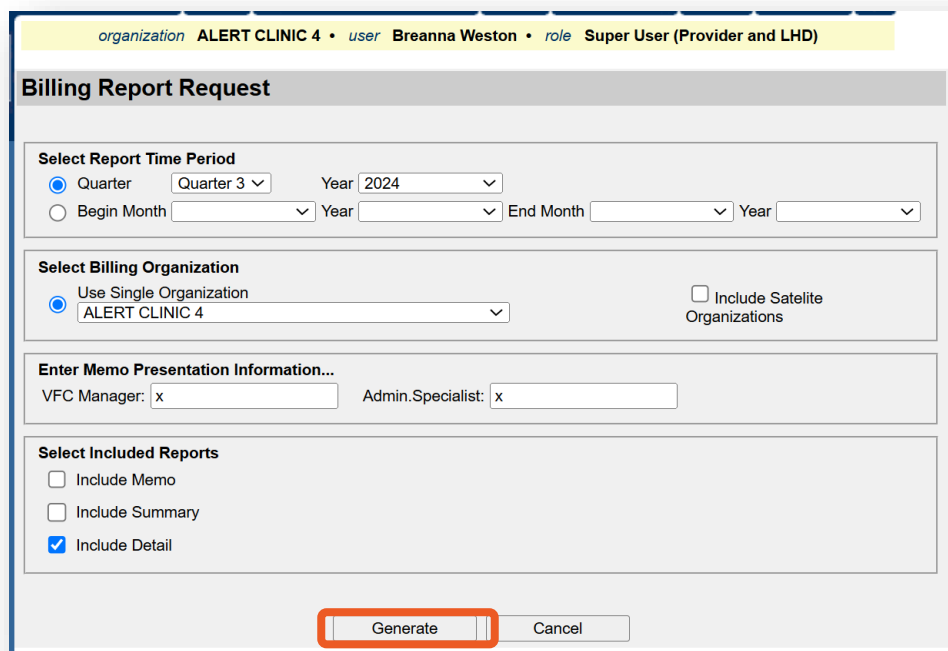
2. Configure report.

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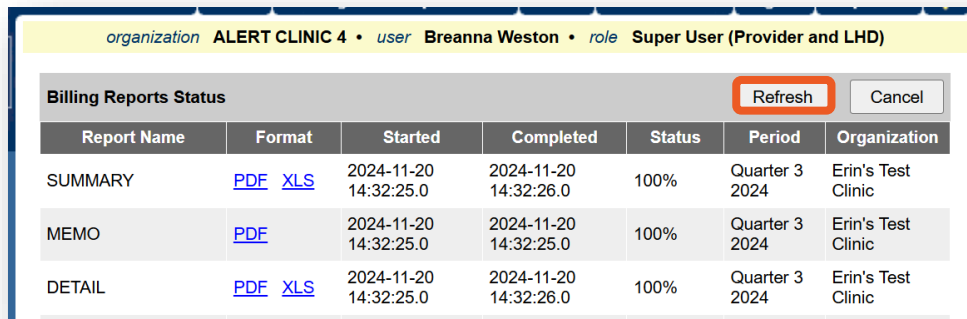
3. Click **"Refresh"** until status reaches 100% or come back later by clicking on the **"check billing report"** option in the left navigation bar.

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 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 or 1-800-980-9431. We accept all relay calls.

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