TERMS USED IN SAMS INVOICING

CHARGE RECORD – A record which represents a service, treatment, screening or assessment in SAMS for the purpose of being used on an invoice.

CHARGE STATUS - A code that describes the current status of a charge record. Charge Statuses (In order that they are processed in SAMS Invoicing):

UNVAL – Initial status of a charge record. Un-validated Record, awaiting validation via pre-invoicing process.

INVC - Ready to be Invoiced. This is that status given to a charge record that has passed invoice validation and would only be used on records designated as for an Original Invoice.

INSPND - Ready for application of insurance funds and further processing. Charge records designated for a Supplemental Invoice would be assigned this status as a precursor to having Insurance Funds applied to it and then invoiced.

NONINVC - Cannot be Invoiced due to one or more conflicts with large quantity of established business rules. NON-INVOICEABLE, not able to be invoiced. Charge records that have failed invoice validation are given this status. The source records must be adjusted and/or more information must be entered to enable further processing. Further processing can only occur:

1. After the described corrective actions have been completed.
2. After a non-invoice able charge record has been reset to the non-validated/initial Status (UNVAL).
3. After the record has passed the Invoice Validation process.
4. After the record has been given a status of INVC for an charge record for an Original Invoice or INSPND if the charge record is for a SUPPLEMENTAL Invoice.

INSPRC - Insurance Processed. Can be invoiced on a supplemental bill. The prior status would be INSPND and there will be a positive or zero dollar amount in the "Total of All Insurance Paid" item in the SAMS3030F – Manage Funds Paid (Insurance and Other) module. The Insurance Paid amount must be entered, the "Process Funds" button pressed and the "All Insurance Entered, Ready to be invoiced" button must be pressed. Only after these steps can the status of INSPRC be assigned to a charge record.

INVCD - Previously Invoiced - Charge records with this status will have already been through the Invoicing process. No further changes can occur to the charge record or source treatment, assessment or screening record. These source records will be locked from changes being allowed by the SAMS application.

TERMS USED IN SAMS INVOICING

INVOICE TYPE CODE – Two character abbreviation for each invoice type.   Every service code is assigned a single Invoice Type, which designates in which invoice a service code may be invoiced. Invoice type code values are:

> AS - Ancillary Services
>
> CB - Community Based Residential
>
> CO   - Co-Occurring Services
>
> DT - Day Treatment
>
> IR - Inpatient Residential
>
> OT - Outpatient Treatment
>
> SC - Shelter Care (Not an invoice that is part of the SAMS Invoicing Process.)
>
> NO - No Invoice Assigned

INVOICE STATUS - A code that describes the current status of an Invoice. The possible Invoice Statuses are (Displayed in order of Use in SAMS Invoicing):

> **GENERATED** - Invoice has been generated by the PROVIDER and has not been sent to AMDD for Audit and other processing. This is the initial status of an invoice. Possible next statuses are PRE-AUDIT and DELETED.
>
> **PRE-AUDIT** - Invoice has been sent to AMDD for Audit and Other Processing, but the AUDIT has not been completed. Possible next statuses are AUDIT-APPR and AUDIT-REJ.
>
> **AUDIT-REJ** - Invoice Audit Process Completed - Invoice has been Rejected by AMDD Audit Process and is returned to the Provider for probable deletion and regeneration. Only invoices returned to the provider will have this status. The provider staff that sent the invoice to AMDD will be emailed a message that describes that the invoice has been rejected and why. The user will also be advised that the next course of action should be to delete the invoice and take corrective measures to avoid rejection when the invoice is generated again. Possible next status is DELETED.
>
> **AUDIT-APPR** - Invoice Audit Process Completed and Invoice has been Approved. Processing of the invoice continues. Invoice has been transferred to FISCAL for approval and possible payment (FINALIZED). Possible next statuses are FINALIZED, RTEC-FINAL or FISCAL-REJ.
>
> **FISCAL-REJ** - Fiscal Processing of Invoice has been rejected. More information will be in the FISCAL comments area. The invoice will be returned to the Audit group and then in turn returned to the Provider for eventual deletion.   Next Status in the process would be AUDIT-REJ.

TERMS USED IN SAMS INVOICING

INVOICE STATUS (continued):

FINALIZED - INVOICE has completed processing. Invoice has been entered into the CONTRACT SUBSYSTEM (CSS) which is a part of AWACS. No further action on this invoice can take place in SAMS. Only invoices containing non-RTEC services can be processed in this manner.

RTEC-FINAL - Invoice has completed processing. Invoice has been finalized and no further action can occur on this invoice. This is the only Invoice Status that is FINALIZED and <u>NOT</u> entered into CSS. Only invoices consisting entirely of RTEC services (RTEC1, RTEC2) can be processed in this manner.

DELETED - INVOICE has been deleted. The invoice header record will remain after deletion but the invoice details, invoice log records and requests will have been removed. This is the only possible next status for an invoice that has a status of AUDIT-REJ. Invoices with a status of GENERATED may also be deleted.