Billing Report

The purpose of the billing report is to easily identify, bill and track charges for current services.

Billing Team Workflow

1. Confirm the appropriate Prescribing MD is listed.
2. If the Prescribing MD is not accurate, click the comment bubble icon and input appropriate Prescribing MD. Vector staff will update records for all reporting going forward.
3. Enter claim and select in the “Submitted” box so you see a check mark populate.
4. Select the paper clip to the left hand side of the “Submitted” column to download the report for printing. The attachment will appear as a .pdf in a dialog box.
5. Save your changes by clicking on the floppy disk icon in the upper left corner of the spreadsheet.
6. The next time this page is refreshed all submitted rows will fall off the spreadsheet to show only charges that still need to be billed.

TIP: Shortcut: To check “Submitted” for multiple rows at once, follow these instructions:

1. Select the cell of the top line item
2. Press and hold down the shift and the control key
3. Select the cell of last line item
4. Once all cells are highlighted, click the “Submitted” checkbox.