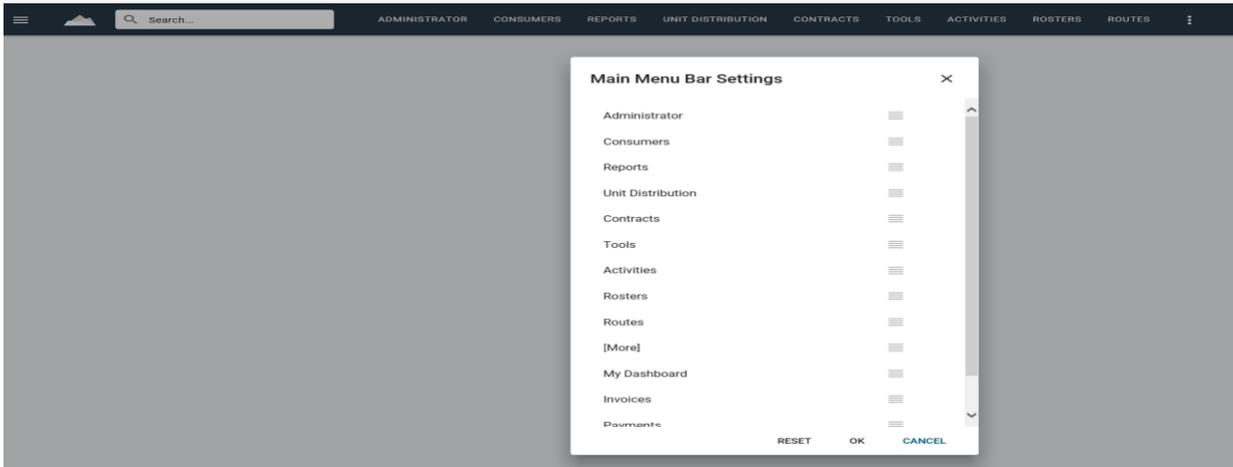


How to Enter Billing with Service Delivery in WellSky

Get to the Main Menu in WellSky

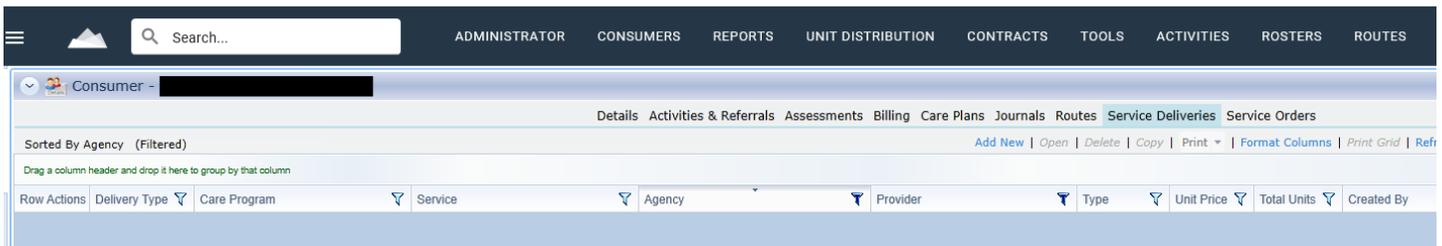


Use drop down to rearrange Main Menu if needed.



In Search Box enter name or WellSky Client number.

Click on Service Deliveries



Click on Add New

Consumer - [Redacted]

Details Activities & Referrals Assessments Billing Care Plans Journals Routes **Service Deliveries** Service Or

Service Delivery - Congregate Meals, 1 Units X

Save | Save and Close | Close | Add Next | Make a Copy | Print | Open Audits | Add New

Subservices or Fund IDs cannot be added against this service for this provider based on the active service contract.

Care Program: Traditional OAA - 12/16/2021 - (No End Date)...

Agency: 1_Council on Aging of Southwestern Ohio

Provider: [Redacted]

Site: [Redacted]

Service Category: Cluster 2

Service: Congregate Meals

Fund Identifier: Title III-C1

Service Month/Year: 03/2024

Units: 1.00

Unit Price: [Redacted]

Total Cost: [Redacted]

Place Of Service: [Redacted]

Diagnosis Code: [Redacted]

Service Order No: Order No : (None)

Type: 1 Meal

Specify units by day in the calendar below:

March, 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Topics

Topic	Category	Date	Default Time	Follow-up	Completed	Outcome	Comments
-------	----------	------	--------------	-----------	-----------	---------	----------

Format Property List

Enter Items needed, Save and Close

Done

Next time for this client

Consumer - [Redacted]

Details Activities & Referrals Assessments Billing Care Plans Journals Routes **Service Deliveries** Service Orders

Sorted By Agency (Filtered)

Drag a column header and drop it here to group by that column

Row Actions	Delivery Type	Care Program	Service	Agency	Provider	Type	Unit Price	Total Units	Created By
[Icon]	Standard	Traditional OAA	Congregate Meals	1_Council on Aging of Southwestern Ohio	[Redacted]	1 Meal	[Redacted]	1.00	Charles Swope COA

Highlight the service delivery and click Copy

Copy Service Delivery X

Enter New Service Period: 04/2024

OK Cancel

Choose correct service to be billed

ADMINISTRATOR CONSUMERS REPORTS UNIT DISTRIBUTION CONTRACTS TOOLS ACTIVITIES ROS

Consumer - [Redacted]

Service Delivery - Congregate Meals, 1 Units

Save | Save and Close | Close | Add Next | Make a Copy | Print | Open Audits | Add New

Subservices or Fund IDs cannot be added against this service for this provider based on the active service contract.

Care Program: Traditional OAA - 12/16/2021 - (No End Date)...

Agency: 1_Council on Aging of Southwestern Ohio

Provider: [Redacted]

Site: [Redacted]

Service Category: Cluster 2

Service: Congregate Meals

Fund Identifier: Title III-C1

Service Month/Year: 03/2024

Units: 1.00

Unit Price: [Redacted]

Total Cost: [Redacted]

Place Of Service: [Redacted]

Diagnosis Code: [Redacted]

Service Order No: Order No : (None)

Type: 1 Meal

Format Property List

Specify units by day in the calendar below:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Topics

Topic	Category	Date	Default Time	Follow-up	Completed	Outcome	Comments
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Enter Items needed, Save and Close

Done