## How to Enter Billing with Service Delivery in WellSky

Get to the Main Menu in WellSky

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		Main M	Menu Bar Setti	ngs		×			
		Admin	istrator		-	^			
		Consu	mers		-	- 88			
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Use drop down to rearrange Main Menu if needed.

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Consumer -															
3			Details Activitie	es & Referrals	Assessments Billing Care	Plans Journals R	outes Servio	e Deliveries Ser	vice Orders						
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Open Basic Informa	ation	Care	Care Enrollments												
Name		🕞 🤉	🚔 🗙 Senior Farmers Market												
2 Date Registered			Active												
Consumer Details Last	t Reviewed 03/01/2024	🗁 🤉													
Gender	Female		Active												
DOB															
Information Release A	Authorized No														
Default Agency	1_Council on Aging of Southwe	stern Ohio	Directions To Home												

In Search Box enter name or WellSky Client number.

Click on Service Deliveries

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## Click on Add New

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Day Rec	Save   Save and Close   C	Close   Add Next   Make a Copy   Print 🔻	Open Audit:	s   Add New	•									
	Subservices or Fund IDs c	annot be added against this service for this	s provider base	d on the acti	ve service cont	ract.								
OLKIOW	Care Program	Traditional OAA - 12/16/2021 - (No End D	ate) 🔻	Specify unit	s by day in the	calendar bel	ow:							
8	Agency	1_Council on Aging of Southwestern Ohio	•			Mar	ch, 2	024						
	Provider	•				-			·					
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	Service Category	Cluster 2 🔹							1	2				
	Service	Congregate Meals 🔹			3 4	5	6	7	8	9				
	Fund Identifier	Title III-C1 🔹			10 11	12	13	14	15	16				
	Service Month/Year	03/2024												
	Units	1.00			17 18	19	20	21	22	23				
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		Format	Property List											

## Enter Items needed, Save and Close

Done

Next time for this client

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2	🕒 🗯 🔋	Standard		Traditional OAA		Congregate Meals		1_Council on Aging	of Southwestern Ohio			1 Me	al		1.0	0	Charles Swope	COA

Highlight the service delivery and click Copy

Conv Service D	elivery		x
Enter New Ser	04/2024	=	
	ок	Cancel	

Choose correct service to be billed

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	Subservices or Fund IDs c	annot be added against this service for this	s provider based	on the acti	ve service cont	ract.								
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	Site			Sun	Mon	Tue	wea	Inu	FN	Sat				
	Service Category	Cluster 2 🔹							1	2				
	Service	Congregate Meals 🔹			3 4	5	6	7	8	9				
	Fund Identifier	Title III-C1 👻				10	10		15					
	Service Month/Year	03/2024			10 11	12	13	14	15	16				
	Units	1.00			17 18	19	20	21	22	23				
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	Total Cost													
	Place Of Service	•			31									
	Diagnosis Code													
	Service Order No:	Order No : (None)		Topics										
	Туре	1 Meal 👻		Topic 🍸	Category 🏹	Date	V Defaul	t Time 🍸	Follow-up	Completed	V Outcome	Comment	.s	
		Format	Property List											

## Enter Items needed, Save and Close

Done