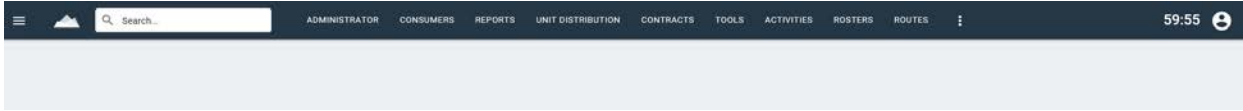
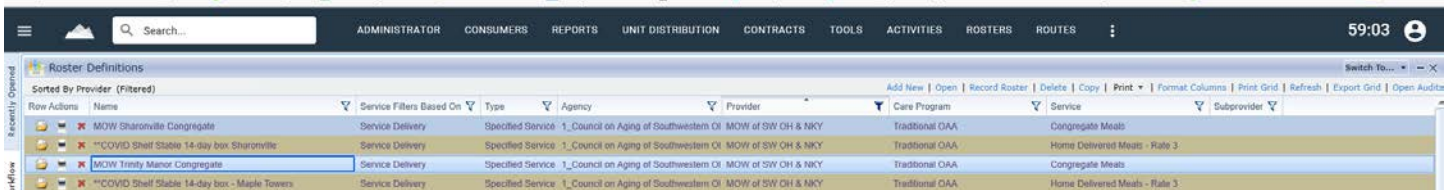


How to Enter Billing with Roster in WellSky

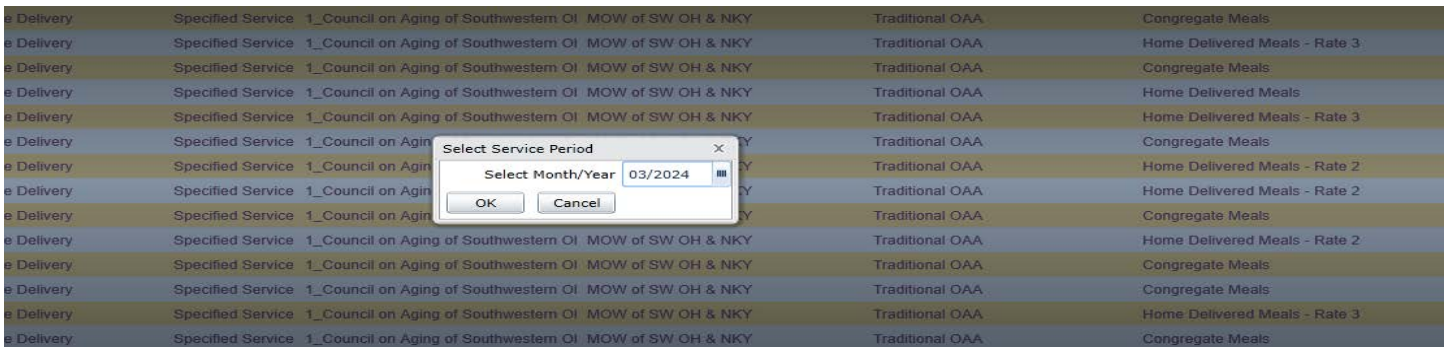
Get to the Main Menu in WellSky



Click on Roster



Highlight your desired Roster and click on Record Roster. To find your roster use filter icon such as “Agency and Provider.



Choose service period

Roster Record - [REDACTED]

03/2024

Refresh

Show/Hide Columns

Hide Weekend

Totals Only

Group By

Service

Find Consumer

Agency 1_Council on Aging of Southwestern Ohio | Provider [REDACTED] | Type Specified Service | Site [REDACTED] | Care Program Traditional OAA | Default Service Congregate Meals

Grouped by: Service

Client	Service	Fund Identifier	Subservice	Place of Service	Unit Price	Total Units	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Tu
Congregate Meals							118.00	59.00	0.00	0.00	0.00	0.00	0.00	59.00	0.00	0.00	0.00	0.00
List of client names	Congregate Meals	Title III-C1																
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1																
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1																
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1																
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				1.00	1.00								1.00			
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				1.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				
	Congregate Meals	Title III-C1				2.00	1.00							1.00				

Roster includes clients who have had service in the last six (6) months or how you setup in Roster Definitions.

Enter number of meals per day for each Client.

Print you roster as entered

Clients not on list will have to be add to this roster, only from entered NAPIS Date.

Click Add Consumer and search.

Search for Consumer

Global Search

Advanced Search

Please enter search criteria in one of the following fields

Search for:

Search

Phone:

Search

Location:

Search

OK

Info

Add New

Clear

Cancel