## How to Enter Billing with Roster in WellSky

## Get to the Main Menu in WellSky

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

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e Delivery	Specified Service	1_Council on Aging of Southwestern OI MOW of SW O	H & NKY	Traditional OAA	Home Delivered Meals - Rate 3
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Choose service period

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	03/202	24 🔳   Refresh   Show/Hide Colu	nns	Hide Weekend   Totals On	ly   C	Group By Service	<ul> <li>Find Consur</li> </ul>	mer									Sav	re   Save	e and Clo	se   Close	Add Co	ons
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Grouped by: Service																						
		Client	Y	Service	Y	Fund Identifier V	Subservice Y	Place of Service V	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	τι
		Congregate Meals	•		•	,	,															
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				Congregate Meals		Title III-C1				2.00	1.00							1.00			í l	

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	ОК
Please enter search criteria in one of the following fields	Info
	Add New
	Clear
Search for: Search	Cancel
Phone: Search	
Location: Search	
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