

SERVICES RENDERED COPY FUNCTION

Purpose: DHS- Office of Behavioral Health requires that each date of service is entered for a client receiving services rendered. The copy function enables the provider user to copy the first date of service for a given month. Typically, this should be used for residential types of service only.

- Enter initial services rendered claim for the month (review job aid: CIPS SERVICE RENDERED SUBMISSIONS)
- Click the **Save** button
- Click the **Copy** button

The screenshot shows two sections of a form:

- Eligibility Information:** Contains radio buttons for 'MA Eligible' (Yes, No, In Progress) and 'HC Eligible' (Yes, No, In Progress).
- Diagnosis Information:** Includes a dropdown for 'Diagnostic System Used*' (ICD-9-CM) and a table with columns 'Type', 'ICD Code', and 'Diagnosis'. The first row is highlighted in yellow and contains 'Primary*', '290.0', and 'Senile dementia, uncomplicated'. Below it are rows for 'Secondary 1', 'Secondary 2', and 'Secondary 3', each with empty input fields. A blue lightning bolt icon points to the 'Secondary 1' row.
- Comments:** A text area for entering comments.
- Buttons:** 'New', 'Save', 'Void', 'Copy', 'Accept', 'Reject', 'Cancel'.

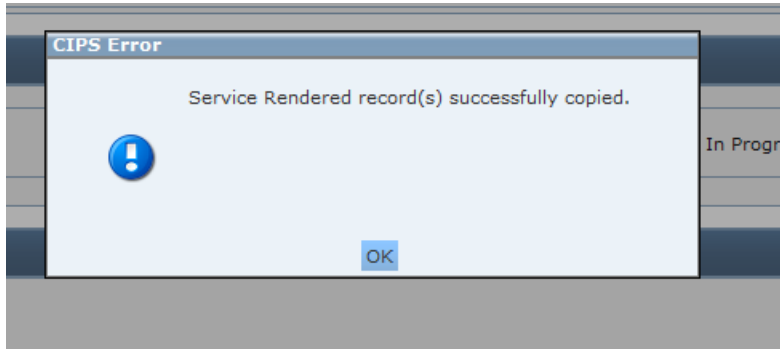
- Enter the date range for the month starting with the *next date (after the initial start date)* - **-From Date--** and ending with the applicable end date—**To Date--**
- Click the Save button

The screenshot shows the 'Copy Service Rendered' dialog box with the following content:

- Original Service Rendered:** A table with columns: Provider, Service, Specialized Service Code, Specialized Service Name, Service Date, Units, Total Amount.

Provider	Service	Specialized Service Code	Specialized Service Name	Service Date	Units	Total Amount
Community Human Services Corporation	Community Residential Services (Non-Family Based)	H0018U3	Personal Care Home (MH)	05/01/2015	1	\$0.00
- Copy New Service Rendered Records:** Includes 'From Date*' (05/02/2015) and 'To Date*' (05/31/2015) dropdown menus.
- Buttons:** 'Save', 'Cancel'.

- Click the OK button



- The services dates entered will show in the grid
- Use the side scroll bar to view the claims in the grid
- Use the sequence numbers to view more dates in the grid

A screenshot of a "Specialized Services List" window. At the top, there are navigation icons and a page indicator "Results 1 - 20 of 31". Below is a table with the following columns: Provider Claim ID, Provider, Specialized Service Code, Specialized Service Name, Service Date, Units, Total Amount, Status, Type, and Eligibility. The table contains 7 rows of data.

Provider Claim ID	Provider	Specialized Service Code	Specialized Service Name	Service Date	Units	Total Amount	Status	Type	Eligibility
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/31/2015	1	\$0.00	Not Processed		
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/30/2015	1	\$0.00	Not Processed		
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/29/2015	1	\$0.00	Not Processed		
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/28/2015	1	\$0.00	Not Processed		
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/27/2015	1	\$0.00	Not Processed		
	Community Human Services Corporation	H0018U3	Personal Care Home (MH)	05/26/2015	1	\$0.00	Not Processed		
	Community Human	H0018U3	Personal Care Home (MH)	05/25/2015	1	\$0.00	Not		