

## DMC ODS Claim Generation instructions

Step 1. Run Report named "620\_DrugMediCal\_billableservice\_check"

Step 2. Work this report. The end result should be all services going to G15 by inserting G15 and G5000 (if needed).

Run client ledger after G15 has been inserted (otherwise, this report will NOT be updated).

Step 3. Compare the total UOS matching with Invoiced units

Step 4. Create a batch for ADP 2018 01

Programs to include are: ZADP CHS Methadone Clinic  
ZADP Door To Hope Outpatient, IOT  
ZADP Valley Health Narcotic  
ZADP SSC OP (Marina, Soledad, Alisal Salinas, Sun Salinas, Seaside), IOT  
Residential CHS, SSC, DTH  
WM SSC

(Programs to be updated following set-up of ODS programs)

Step 5: Update liability and close charges

Step 6: Run 620\_DrugMediCal\_billableservice\_check again...for those still showing G15, zero out share of cost

Step 7: close charges and run step 6 again...until all services are "Closed status"

Step 8: Electronic claim for the batch created by Step 4  
file description "ADP 837P 2018 01"

Step 9: when there is no error, create a claim

Step 10: run reports and compare the units billed

UOS summary report for each program vs.

650\_Claim\_837\_ADp\_1982\_FIX\_2.rpt

Step 11: create a file to server

Locate the file and rename as ADP-27-837P-01312018-001.DAT

Step 12: create a zip file with password protected with CNTY27.ADPKEY

Step 13: submit to ITWS AOD system