



## Top Ten Things You Must Do in the County Mental Health Database, InSyst, to Get Paid (collect revenue)

- ❑ Calculate and Update UMDAP
- ❑ Insert and Bill Primary Insurance
- ❑ Post Primary Payor (Insurance & Medicare) Payments or Denials
- ❑ Insert Medi-Cal Eligibility
- ❑ Clear Medi-Cal Share of Cost
- ❑ Correct Medi-Cal Error Correction Report (ECR)
- ❑ Correct InSyst Reports
- ❑ Notify & Coordinate with other providers re: Medi-Cal & Other Insurance
- ❑ Work through reports in the “Sequential Matrix for Billing/Monitoring Processes” to find and resolve issues
- ❑ Document billing processes for future appeals of denied claims

FOR FURTHER DETAIL ON THESE PROCESSES, PLEASE CONSULT THE “EPSDT TASK FORCE SEQUENTIAL MATRIX FOR BILLING/MONITORING PROCESSES” and the “PROGRAM MONITORING TOOLS MATRIX”.