Create Funding Account

For FI and SP

How to Create a Funding Account

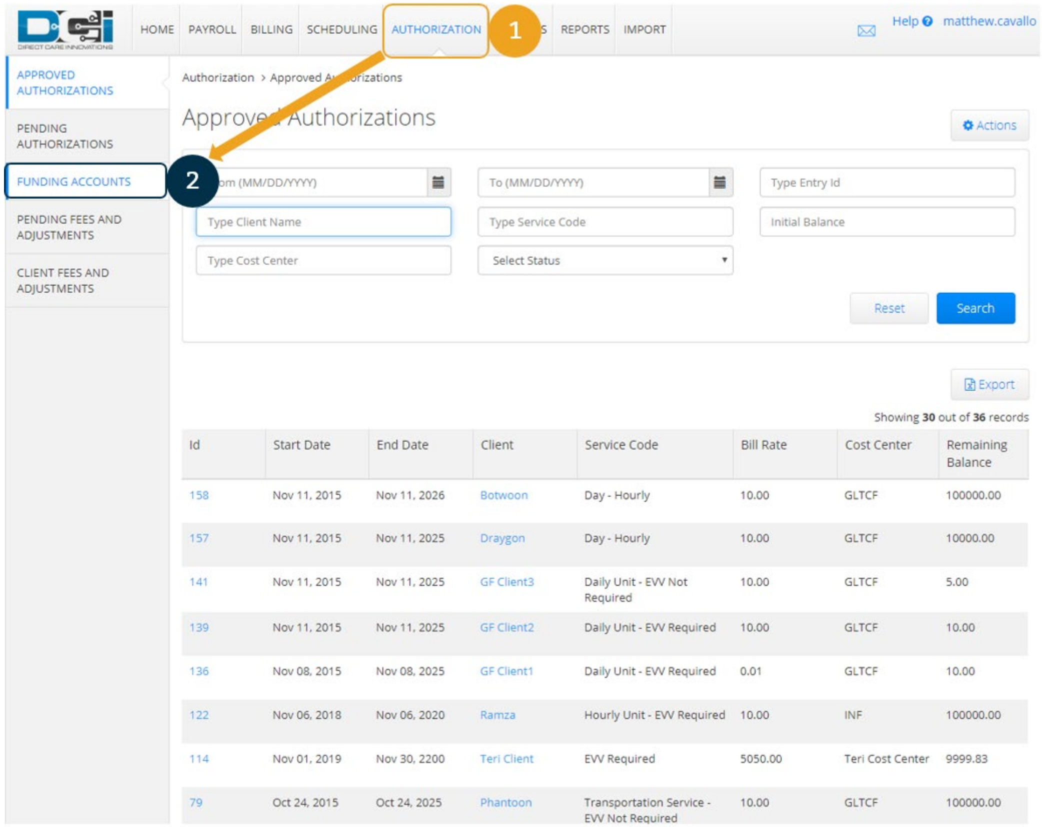
Description: A Funding Account is a ledger, or bucket, where client authorizations are held.

Security Access: SuperUser user, Billing Role, Authorization Role, Or Authorization Admin Permission

Prerequisites
- Cost Center
- Funding Source
- Service Code
- Client Profile

Steps to Create:
Follow this step-by-step guide to create a DCI Funding Account.

1. Select the Authorization Tab
2. Select the Funding Accounts Tab



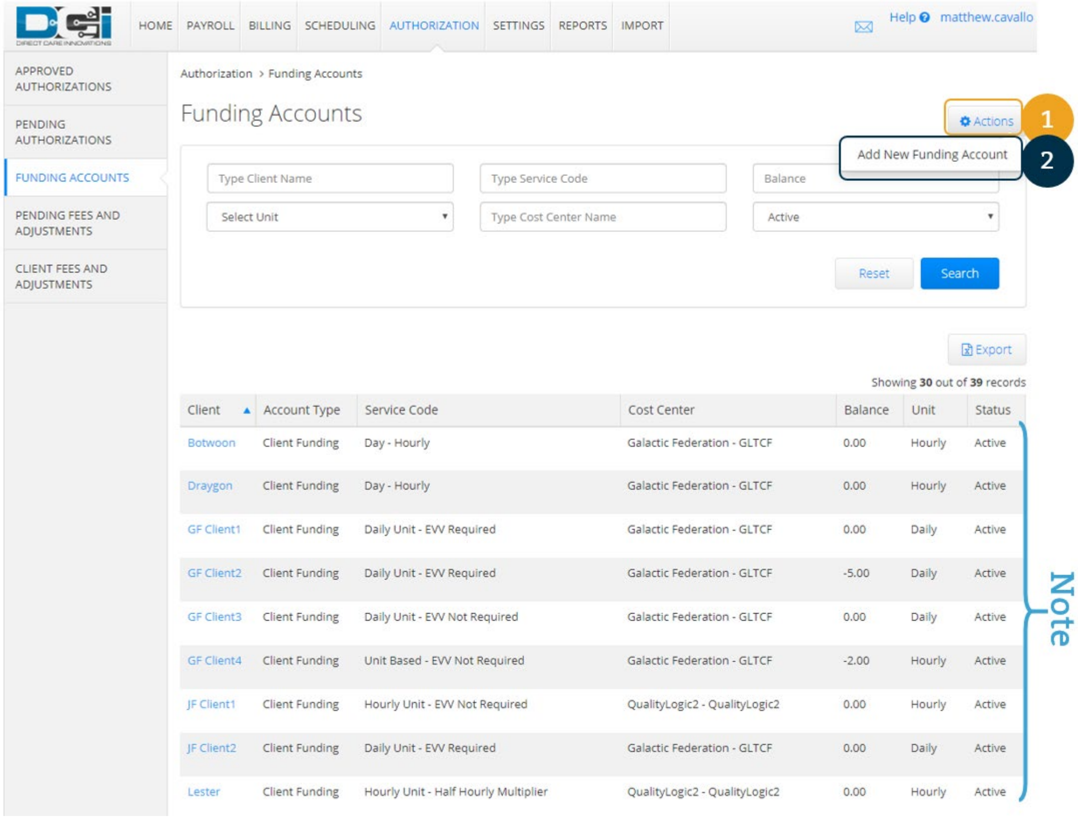
Add New Funding Account

Once the Funding Account Tab has been opened:

1. Select Actions
2. Select Add New Funding Account

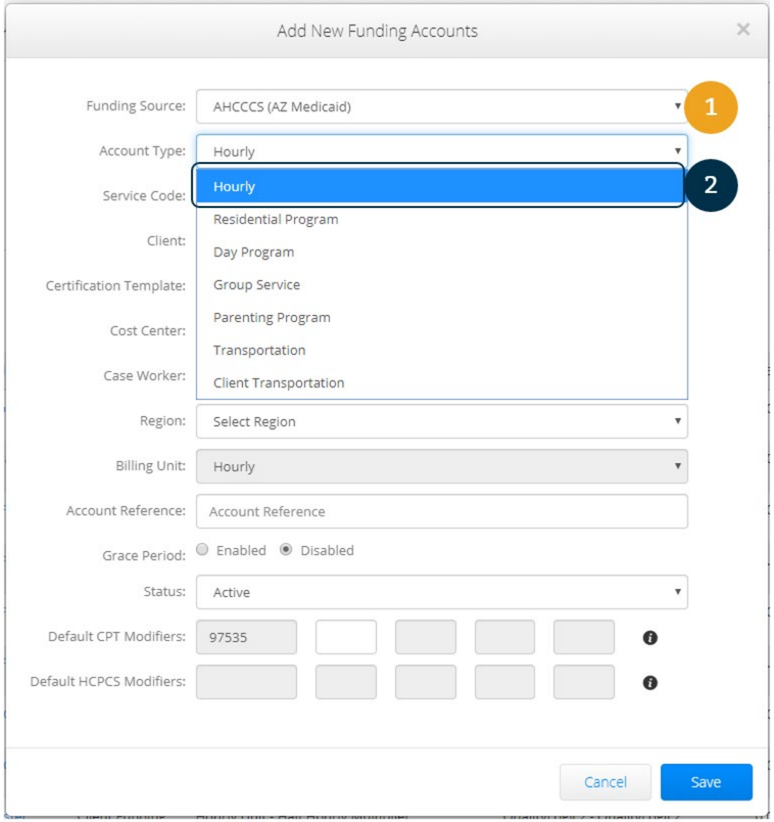
Note:

Existing Funding Accounts display below. To open an existing Funding Account, simply select the Funding Account Name.



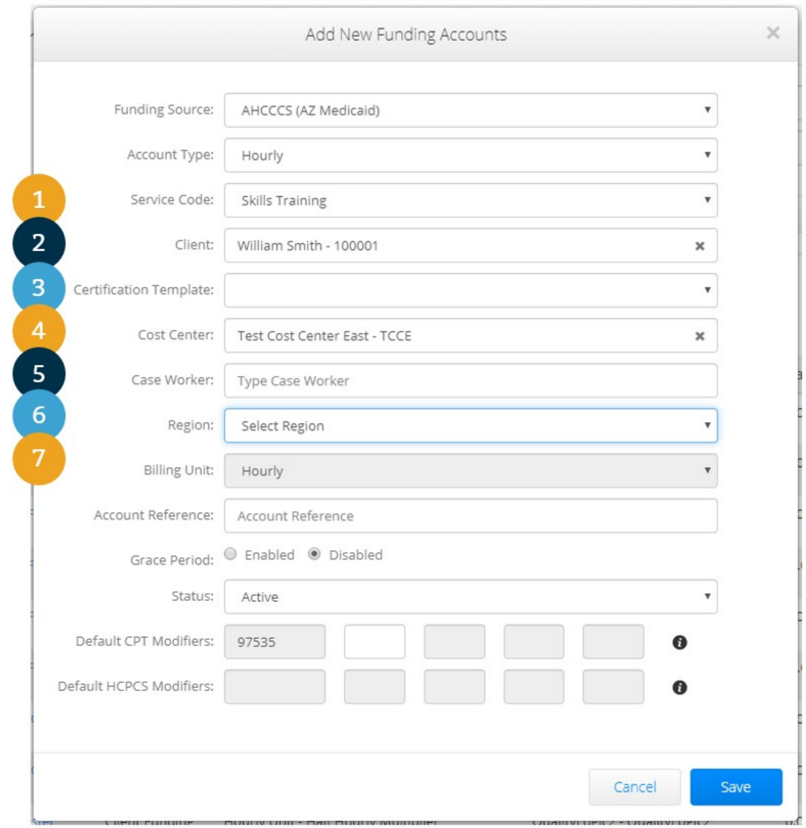
Complete Add New Funding Accounts

1. Funding Source (required)
2. Account Type (required): Select the account type associated with the appropriate service code.
    a. Hourly or Client Transportation:
    b. Residential or Parenting Program:
        i. Start and End Dates (Required): The start and end date for this funding account.
        ii. Unless the duration needs to be restricted, set the end date far in the future to a date that will likely never be reached.
    c. Day Program or Group Service:
        i. Staff Ratio (Required): The minimum staffing ratio required for this funding account.
        ii. Hover over the white “i” for details.



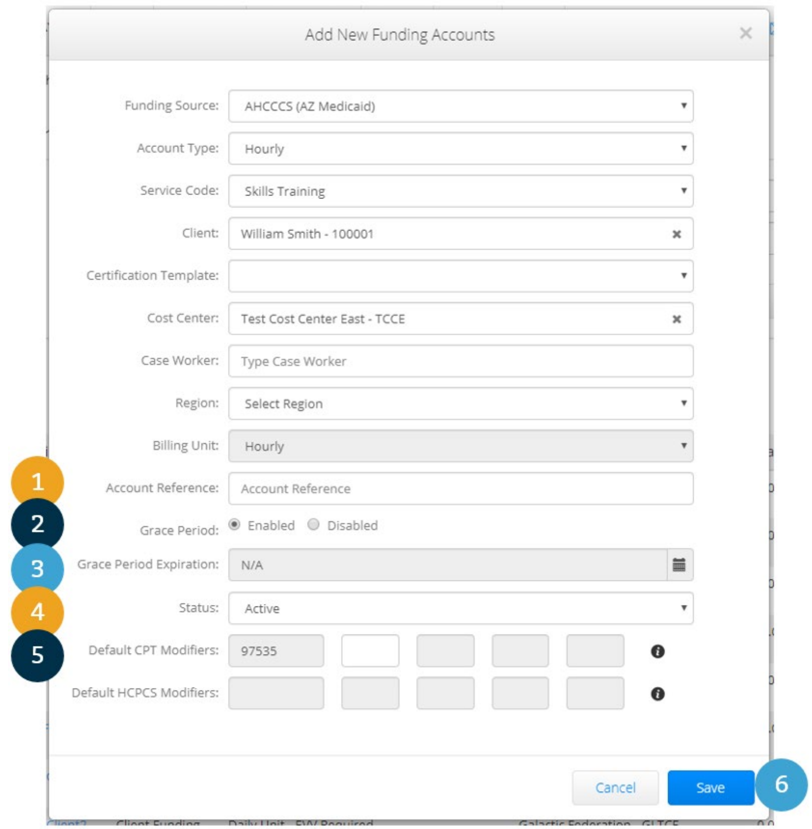
Complete Add New Funding Accounts

1. Service Code (required): All service codes associated with the account type and funding source selected will appear in the dropdown menu.
2. Client (required): The client receiving the service.
3. Certification Template(optional)
4. Cost Center (required): The cost center that should be associated with the billing entries for this client/service.
5. Case Worker (optional)
6. Region (optional): If there are regions associated with this funding source, regions will display in the drop down and this becomes a required field.
7. Billing Unit (required): The field is auto-filled based on the Service Code.
    a. Note - for non-billable service codes, the user completes this field.



Complete Add New Funding Accounts

1. Account Reference (optional)
2. Grace Period: Defaults to disabled. By clicking enabled, the Grace Period for a Certification Template that is linked to this Funding Account will be permitted.
3. Grace Period Expiration: The date the grace period will expire based on the time frame associated with the linked certification template.
4. Status: Defaults to “Active.” Switch to inactive when this is no longer a valid funding account.
5. Default CPT Modifiers and Default HCPCS Modifiers (optional): these fields will be editable if a Default CPT Code or Default HCPCS Code is added on the Service Code. Up to four two-digit modifiers can be added.
6. Select Save to complete the add new funding account form.



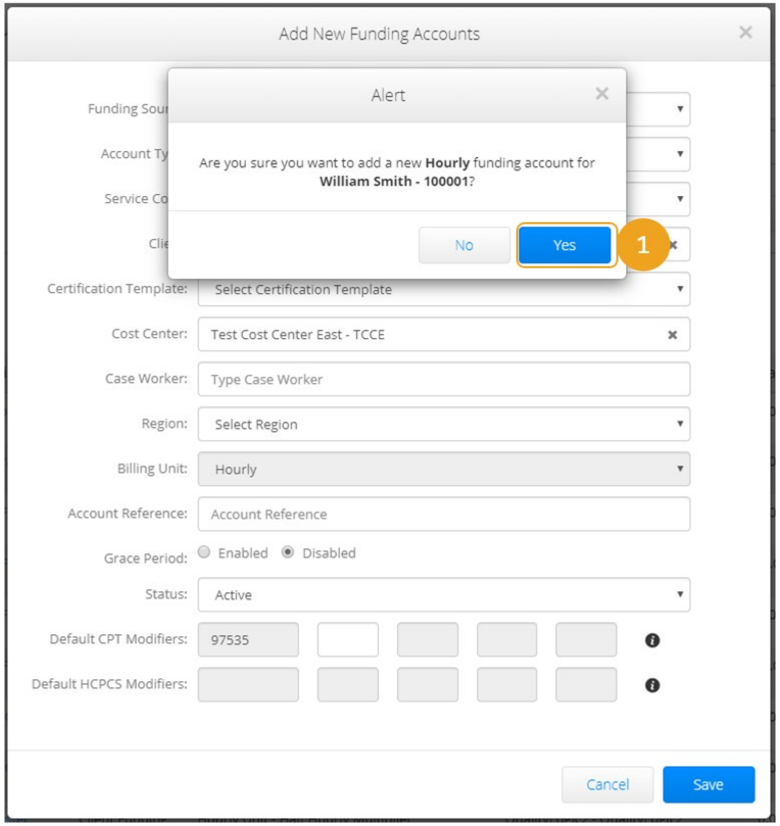
Confirm Add Funding Account

1. Select Yes to confirm the new Funding Account entry.

Note:

Once added to DCI, Funding Accounts cannot be deleted. Inactivate the Funding Account when no longer in use.

To add multiple Funding Accounts, repeat the previous steps.



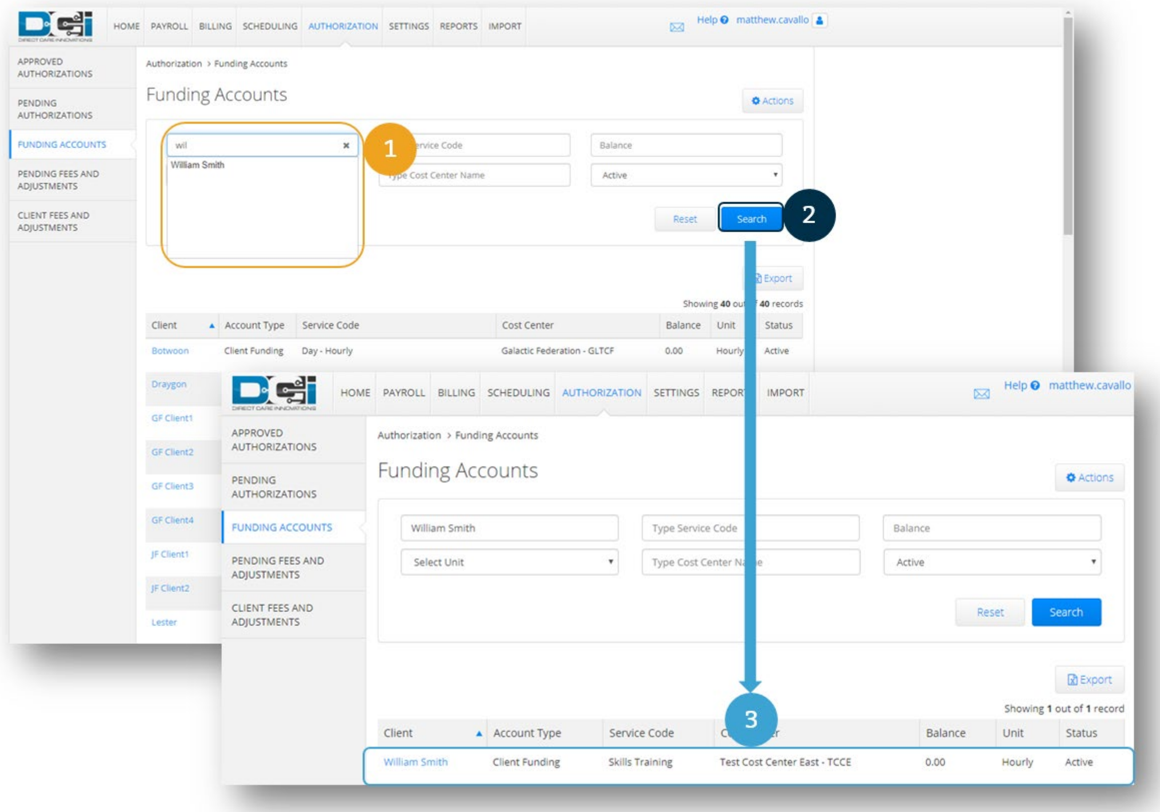
View/Edit Funding Account

How to View/Edit a Funding Account

There can be an unlimited number of funding accounts, so locating one by scrolling can be time consuming.

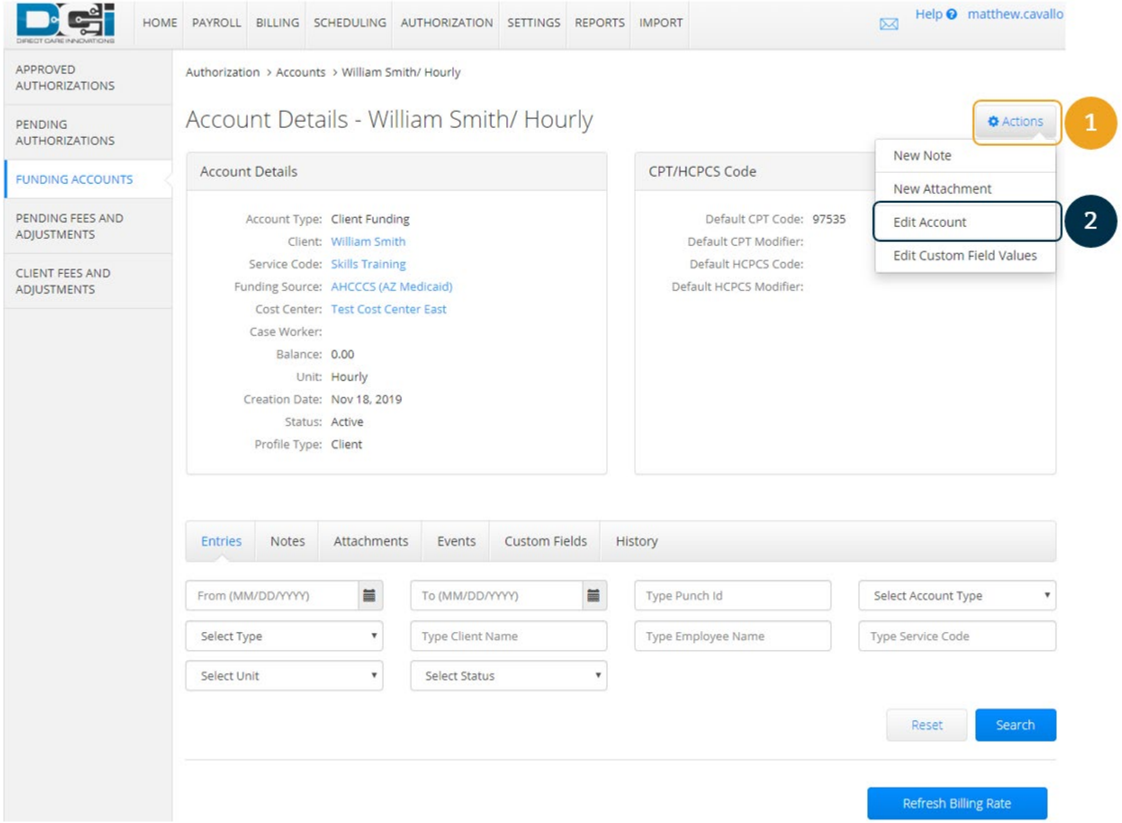
Use the Search functionality to quickly and efficiently locate the funding account.

1. Enter search criteria
2. Select search
3. The output is a refined list based on the search criteria, select the desired funding account to continue



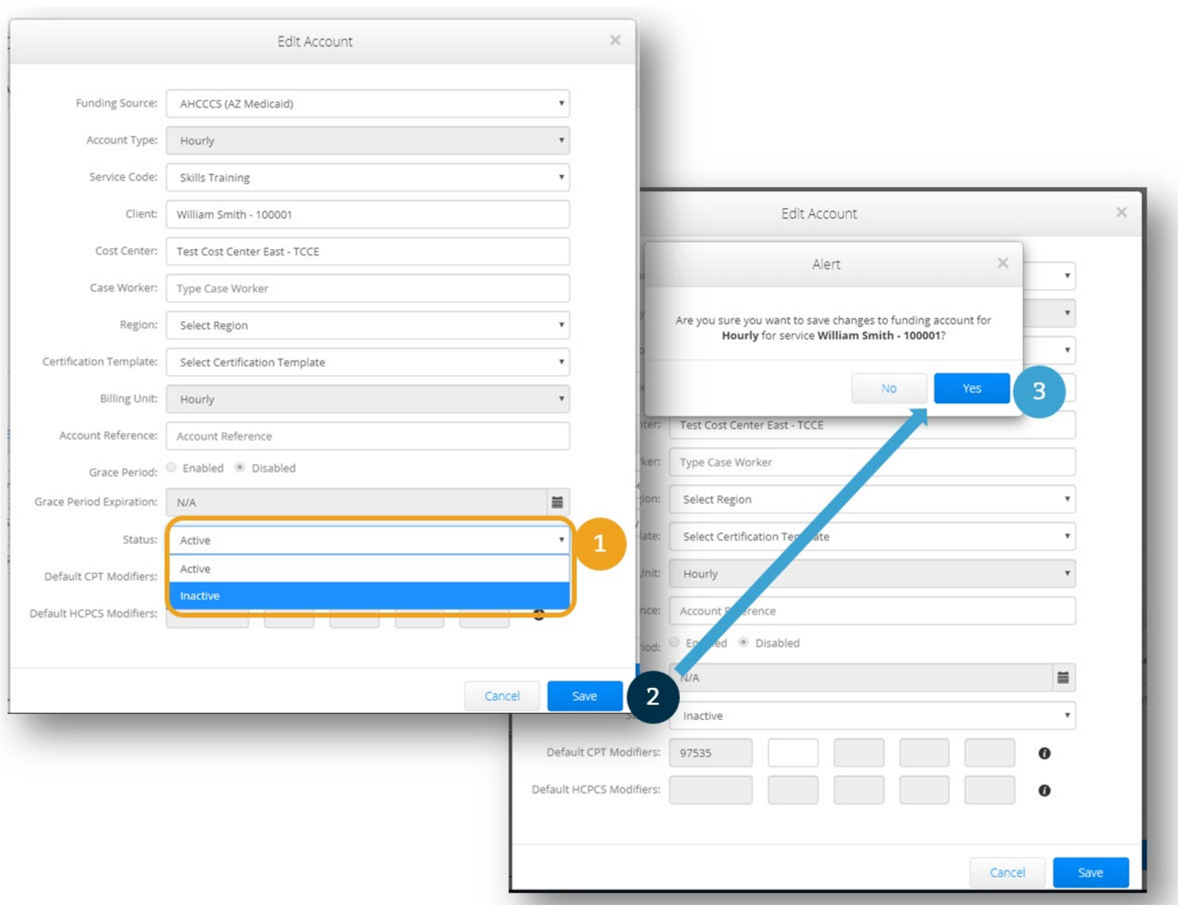
Edit Funding Account

1. Select Actions
2. Select Edit Account



Edit Funding Account

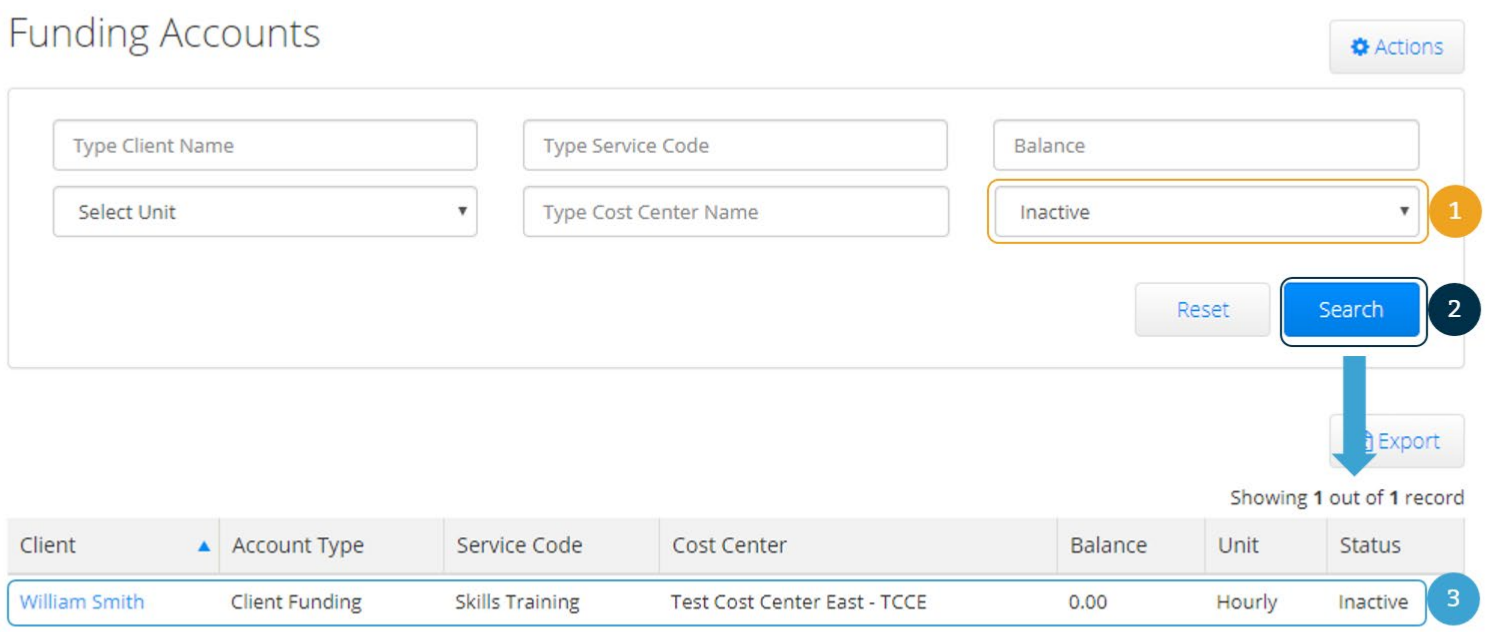
1. Select the entry to edit (*Greyed-out fields are not editable*)
2. Select Save to apply changes
3. Select Yes to confirm the changes



Find Inactive Funding Account

Inactive Funding Accounts are searchable, but do not appear in the general search. To find an inactive Funding Account:

1. Select Inactive
2. Select search
3. The output is a refined list based on the search criteria, select the desired Funding Account



Thank you!

Visit the DCI Help Center to learn more at:
https://directcareinnovations.zendesk.com/hc/en-us

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www.dcisoftware.com