



## FACT SHEET



... from Ujima Consultants

### **Billing Management Control**

**BillMe2000** maintains records on staff and service to clients that is billable to varying funding or revenue sources, allowing billing to one or several sources. The application provides an online, integrated billing system in three (3) modules, each with specific functions. One module is for direct client billing, one is for program service billing and the last provides grant and fund tracking. BillMe2000 can categorize services by labor categories or service dates, and provides trend analysis of deliverable services.

#### **Client Listing**

BillMe2000 also allows for selection of one or more clients for assignment of hours of service. The persons rendering the services to the client can go online and identify hours and service type, or it can be done at a central location. This module is allows client-billing control in six profile screens:

- 1) Client information entry that allows for personal, source account and enrollment categories;
- 2) The client evaluation profile screen that allows for documentation of services received;
- 3) The therapy profile screen that allows for specific therapist services billing;
- 4) The disability profile screen for specific Handicap or Disability program services billing;
- 5) The school profile screen that allows for specific therapist services billing to school district; and
- 6) Other organization-specific designed billing types.

The **Program Tracking and Billing** module enables program-specific, detailed categories of billable services to be setup for an organization's programs. Program categories can define each program and related billing information, such as dates, services rendered and billing type. User screens have quick access forms to input hours, units, unit type and value that is all calculated with a mouse click. Service descriptions or comments can also be entered on each item billed.

The Billing Source profiles allow critical details on billable service to be linked to the grants and contracts that pay for services. These source profiles handle basic contact information, plus service typing and date-linked comments. Several other data fields help to make billing sources standard for review and entry. Each billing source can be quickly selected for viewing or printing. A comment field tracks the date as default for last comments or concerns entered. Data is maintained on both the payor and a contact with multiple phone numbers. The source profile has an integrated field from the billing charge sheet that shows the last billing date.

**Funding Sources** — This module enables an work with specific funding sources and detailed categories of funds for client services. Other features allow the ability to setup monitoring schedules for grant applications with reminders. The fund billing-tracking sheet allows billing to specific funds and maintains accurate records. The Funding Source Profiles allow user to enter detailed contact information, and offers the control of both billable services and grant processing milestone information. In addition, the Fund Profile has multiple data fields to help develop a service catalog for personalizing requirements for each funding source. The charging sheet lets user select from multiple lists and completes calculations after entries. Multiple reports are available on all billing services under the Reports Menu.

Also, this module makes pursuit of multiple grant sources over several years much easier. Grant schedule related information is maintained and helps organize requirements for multiple grants with recurring award potential. All service dollar values can be mapped and controlled by the fee schedule of the agency.

## Forms and Reports

Standard forms and reports are included for many government agencies. Billing Profile details are easily accessible from the user-input screens. **BillMe2000** has an extensive group database that allows for multiple service or client entry records related to billing sources. Related paperwork and length of client service records can be logged with easy scrolling for selection of service type.

## Administration and Reports

System Administrators can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set. Specific reports are available by logged activity or general reporting dates (i.e., by branch or person), and multiple-user reporting and executive graphs are built-in. **BillMe2000** can be accessed over a network or from a remote site, and is compatible with NetMeeting®.

**BillMe2000** is also recommended for agencies' program billing tracking. Agencies can track billing source profiles and associate clients with profile listing for service payments. Staff billing activity reports can be compiled for management.

## UjimaSuites Integration

**BillMe2000** application is part of the Ujima SuperSuite that also includes **DonoVol**, **Occupational and ProjectTrek** applications. This application integrates with other UjimaSuites packages such as the **HR2000** application for managing human resources and personnel activities, and **AIMS2000** for billing management. It also integrates with Ujima Suites' **ShelterMe** application for registering clients and taking background information on temporary housing clients, **DeToxMe** for documenting drug and alcohol treatment and counseling, and, **FSTA** (Food Service Tracking Application) for documenting client services for food distribution agencies. All the applications in the Client Tracking and Case Management Versions can be enhanced by the use of **BillMe2000**, as it follows "best management practices, along with **AIMS2000**.

**BillMe2000** is a Ujima Consultants copyright application available as on CD-ROM, and is recommended for organizations that need to track service billing and management of client invoice activities to service categories. Such agencies may also have boards and various funding sources to account to. **BillMe2000** can be used for agencies with senior centers, daycare and housing facilities and crisis centers.

## Support

**BillMe2000** is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. **FORUM** members review applications and provide input on task requirements and sample data.



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