

Billing – Processing ATMS Batches Job Aid

Overview

This job aid provides an overview of how to process ATMS Batches in the Modivcare Portal.

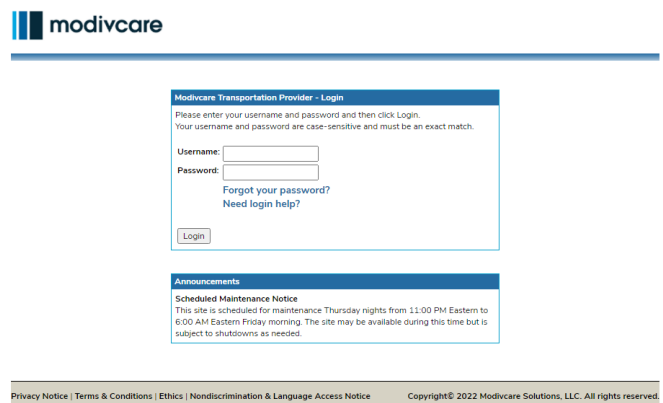
NOTE:

- Complete billing submission in WellRyde prior to processing ATMS batches in the Transportation Provider Web Portal.
- The Transportation Provider Web Portal requires either Microsoft's Internet Explorer or Mozilla Firefox web browser.

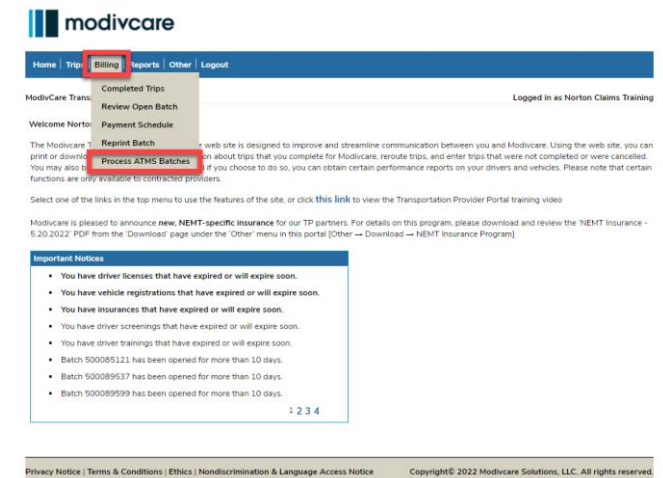
Processing ATMS Batches Process

1. Log into:

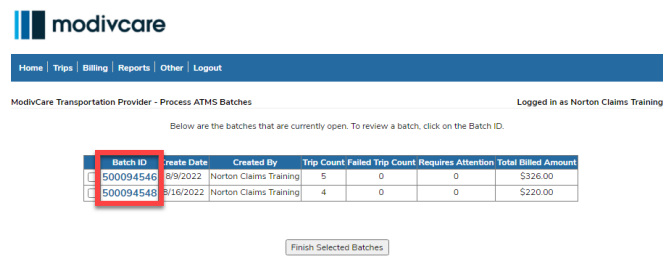
<https://transportationco.logisticare.com/>



2. Hover your mouse over **Billing** tab. Select **Process ATMS Batches**.



3. Click on a **Batch ID number** to review it for errors.



Billing – Processing ATMS Batches Job Aid

- After selecting a specific batch ID, the details for that batch displays. Review the batch details carefully to identify any errors. You will be able to easily identify trips with errors because they will appear in red. To correct the trip details, click on the **Trip ID number**.

Note: the portal contains a checkbox that permits the provider to filter through their batch to see only the trips which have been Verified Denied. Leaving this checkbox unchecked gives you the “standard” view with both approved and denied trips.

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ModivCare Transportation Provider - Process ATMS Batches

Logged in as Norton Claims Training

Below are the batches that are currently open. To review a batch, click on the Batch ID.

Batch ID	Create Date	Created By	Trip Count	Failed Trip Count	Requires Attention	Total Billed Amount
<input type="checkbox"/> 500094546	8/9/2022	Norton Claims Training	5	0	0	\$326.00
<input type="checkbox"/> 500094548	8/16/2022	Norton Claims Training	4	0	0	\$220.00

Finish Selected Batches

Please review the trips currently assigned to batch 500094546. To modify a trip, click on the Trip ID. If the trip is marked in red, it is Verified-Denied. Click on the Trip ID to make corrections.

Trip sorted by: Verified Denied

Display Verified Denied Trips Only

Trip ID	Driver	PU Time	DO Time	Rider Call Time	Vehicle	Signature Received	Copy	Billed Amount	Requires Attention
8/1/2022-100918-A	GLENN, MICHELLE	05:30	06:12		126750	Rider Signature Received	\$0.00	\$106.00	No
Billing Notes: Valid Submission-Training									
8/1/2022-128722-A	DRIVER, DEFAULT	05:30	06:12		11223344	Rider Signature Received	\$0.00	\$55.00	No
Billing Notes: Valid Submission-Training									
8/1/2022-128722-B	DRIVER, DEFAULT	13:15	14:00		100761	Rider Signature Received	\$0.00	\$55.00	No
Billing Notes: Valid Submission-Training									
8/3/2022-128966-A	DRIVER, DEFAULT	09:15	10:00		11223344	Rider Signature Received	\$0.00	\$55.00	No
Billing Notes: Valid Submission-Training									
8/3/2022-128966-B	DRIVER, DEFAULT	13:15	14:00		11223344	Rider Signature Received	\$0.00	\$55.00	No
Billing Notes: Valid Submission-Training									

- Correct all errors, then click submit to save your corrections.

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ModivCare Transportation Provider - Trip Actuals

Logged in as Norton Claims Training

ERROR: You may have errors in your trip leg data. Review the trip actuals and submit with your corrections.
 Trip leg was submitted late, more than the number of days allowed by contract after the trip date. Contact the ModivCare billing department.

Enter the actual information about the completed trip. Remember, this information will be verified by ModivCare.

Trip ID: 8/1/2022 100918-A
 Rider Name: QUISORA, WENEFREDO E
 Pickup Location: 108 Greycloud Ave Ponca City, OK
 Vehicle: 126750
 Driver: GLENN, MICHELLE
 Signature Received: Rider Signature Received
 Pickup Time: 05:30
 Drop Off Time: 06:12
 Drop Off Next Day:
 Billed Amount: 106.00 (DD.CC for dollars and cents)
 Billing Notes: Valid Submission-Training

Submit Back

Note: If the vehicle or driver is not available as a selection please contact your ModivCare operations department. Be sure to include the transportation company name, state of service, date of service of the trip, the driver name as listed on the driver license, and the last six digits of the VIN of the vehicle.

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- After reviewing and submitting your corrections for each batch, check the boxes next to the Batch ID numbers. Then, click Finish Selected Batches to submit.

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ModivCare Transportation Provider - Process ATMS Batches

Logged in as Norton Claims Training

Below are the batches that are currently open. To review a batch, click on the Batch ID.

Batch ID	Create Date	Created By	Trip Count	Failed Trip Count	Requires Attention	Total Billed Amount
<input checked="" type="checkbox"/> 500094546	8/9/2022	Norton Claims Training	5	0	0	\$326.00
<input checked="" type="checkbox"/> 500094548	8/16/2022	Norton Claims Training	4	0	0	\$220.00

Finish Selected Batches

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<p>7. ATMS batch attestation screen will display. Click Accept to attest to the accuracy of the submitted data.</p>																												
<p>8. Upon accepting the attestation, a message signifies that your batches have been processed.</p> <p>To download the trip log, select and highlight the batch number from the list below and then click Download Trip Log.</p>																												
<p>9. Save the Trip log after you download it.</p> <p>The information on the Trip Log is grouped by driver and vehicle.</p>	<table border="1"> <thead> <tr> <th>Date of Service</th> <th>Job #</th> <th>Rider</th> <th>LOS</th> <th>Pick-up Time</th> <th>Drop-off Time</th> <th>Total Trip Mileage</th> <th>Per Trip Billed Amount</th> <th>Recipient's Signature</th> </tr> </thead> <tbody> <tr> <td>04/03/2014</td> <td>1-5417-A</td> <td>CHRISTON, SABRINA A</td> <td>W</td> <td>04:15</td> <td>05:40</td> <td>33</td> <td>\$10.00</td> <td><i>[Signature]</i></td> </tr> <tr> <td>04/03/2014</td> <td>1-5417-B</td> <td>CHRISTON, SABRINA A</td> <td>W</td> <td>10:15</td> <td>11:55</td> <td>33</td> <td>\$10.00</td> <td><i>[Signature]</i></td> </tr> </tbody> </table>	Date of Service	Job #	Rider	LOS	Pick-up Time	Drop-off Time	Total Trip Mileage	Per Trip Billed Amount	Recipient's Signature	04/03/2014	1-5417-A	CHRISTON, SABRINA A	W	04:15	05:40	33	\$10.00	<i>[Signature]</i>	04/03/2014	1-5417-B	CHRISTON, SABRINA A	W	10:15	11:55	33	\$10.00	<i>[Signature]</i>
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