

Overview

This job aid provides an overview of the following information:

- How to edit existing billing contract with new rates
- How to edit surcharges

Note: Any unbilled trips prior to updating billing contract with new rates will need to be manually adjusted in WellRyde. Job aid on how to bill trips manually be can found in the "<u>WellRyde Billing Part 1 - Processing Billing in WellRyde</u>" training course.





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c. Effecti	ive Date: The effective date of the Modivc	are contract or the
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d. Failure	e Message: Not being used at this time	51 7
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Note: Any unbilled	d trips prior to updating billing contract v	vith new rates will need
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Editing Existing Billing Contracts - Overview 8. Click Add Card

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- 11. Fill in the following fields to reflect your new rates:
 - a. End Distance: the maximum distance a tier is valid for
 - i. Example: a tier with an end distance of 3 is valid from 0 to 3 miles
 - ii. For unlimited enter "99999"
 - b. Base Rate: the dollar amount charged for a specific mileage tier
 - c. Free Distance: the number of miles a tier gives for free to avoid charging double for a mileage threshold
 - d. Variable Rate/Distance: a dollar amount charged per mile above and beyond a specific mileage range (for example, 0-10 miles)
 - e. Attendant Rate: a dollar amount charged for members that require a licensed health professional(s) (such as a stretcher assistant) to be transported to their health appointment
 - f. Extra Adult Rate: a dollar amount charged for additional adults (such as a spouse) being transported with the member

Important notes:

- If you need additional rate tiers for the given LOS, click "Add Tier" and enter the appropriate information
- For any questions regarding Modivcare rates, please reach out to your Provider Relations Manager (PRM)

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Selected (1)	v 0	r -Select-	~	Rate Attribute		Service Zone		PU or DO	
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12. Click **Done** in the upper right portion of your screen 2 Mileage Rate(s) Add Mileage Rate ≡ Edit Mileage Rate LOS * LOS Type * Rate Attribute Service Zone Zone Type Service Zone PU or DO Selected (1) Rate Attribute к^и ✓ or -Select-Discount % Add Time Conditions Discount Tier / Conditions (4) ~ End Distance * Variable Rate / Distance Attendant Rate Extra Adult Rate Base Rate Free Distance Description \$ / 0 \$ 0 miles 5.25 \$ 0 miles 0 miles 0 \$ / per person miles 10.25 \$ 0 miles 0 \$ / 0 miles 0 \$ 0 \$ / per person Θ 6 10 15.25 \$ 0 miles \$ / 0 miles \$ 0 Θ miles 0 0 \$ / per person Θ miles 15.25 \$ 10 \$ / 1 \$ 0 99999 miles 2 miles 0 \$ / per person O Add Tier **O** Help 13. Repeat steps 6 through 12 for modivcare any other LOS in need of Home / Contracts / CIRC edits/updates Contract Details Rate Cards Surcharges -2 Mileage Rate(s) E LOS: A Zone Type : PU or DO Rate Attribute : --2 --O Priority : 1 📋 Tier (4) = LOS: s Rate Attribute : <u>e</u> --Zone Type : PU or DO O Priority : 2 📋 Tier (4)



14. Click **Save** in the upper right corner of your screen to save all edits you've made to your rates

Note: Once the new rate card with the new effective date has been saved, the old rate card is replaced with the new one.

Note: Any unbilled trips that were completed prior to updating the billing contract will need to be manually adjusted in WellRyde. A job aid on how to bill trips manually can be found in the <u>WellRyde Billing Part 1 - Processing Billing in</u> <u>WellRyde</u> training course.

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Copyright © 2022 Modivoare	10 miles	15.25	\$ 0 mi	les 0 \$ /	0 miles	0 5	0 \$ / per person	O Help



Editing Surcharges Important note: Surcharge edits should place for the calendar day to avoid inacc	be completed after all rides have taken curate billing transactions
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2. Click Contracts , the third option down on the "Billing" dropdown menu	Incorrection I
 3. Select the contract you'd like to edit by either: a. clicking the three dots and selecting Edit from the popup menu, or b. clicking the blue contract link/name 	Kinge Contracts Contract Code Contract Type Contract Code Contract Type Contract Code Contract Type Contracts Contract Code Contr
4. To edit existing surcharges, click the Surcharges tab in the upper center of the screen	



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Still need help?

We are here for you! This job aid covers standard contract edits. Sometimes, there are more advanced features within a contract that you'll need help with.

In these situations, please don't hesitate to reach out! Simple email <u>support@wellryde.com</u> and we will promptly assist you with any questions or issues.