



AHCA BA Provider Data Export – User Guide

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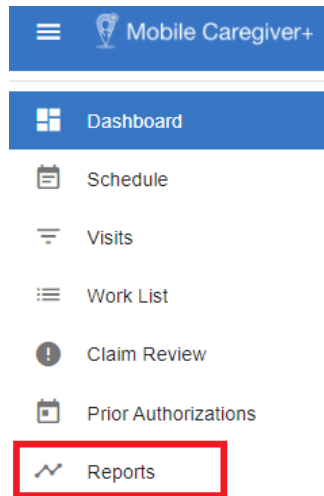
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Prerequisites:

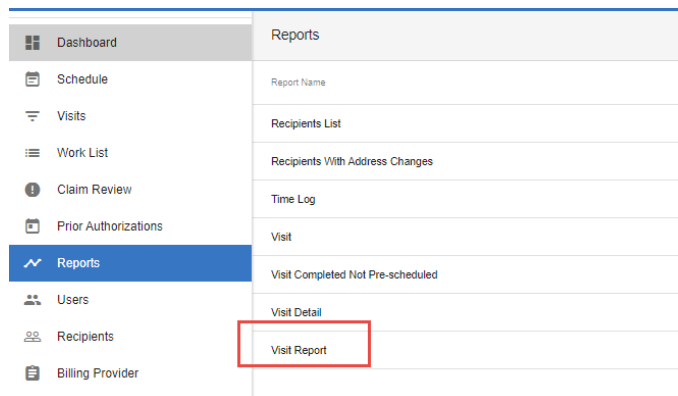
1. User is logged in to the Netsmart EVV Provider Portal
2. User has the “Provider Administrator” user role

Exporting Visit Detail Report

1. Navigate to “Reports” tab.



2. Select “Visit Report” report (Product Description: Visits by Recipient, User, Status or Date Range (ad-hoc)).



3. Use “Start Date”, “End Date”, Select appropriate “Caregiver” and Select “Recipient” fields to filter the report to desired parameters. (if needed).
 - a. **Note: Recommend running report for 30 days at a time.**
4. Select “Apply”.
5. Select “Export”, choose desired export format.

Reports > Visit Report

Start Date

End Date

Export ▼

Zoom in 🔍

Recipient

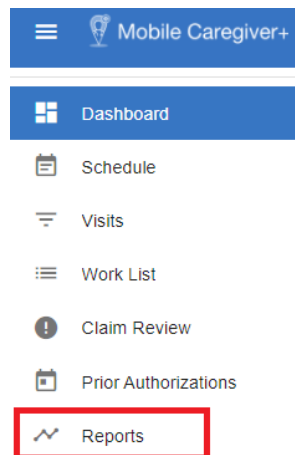
Available: 3 Selected: 0

Search list...

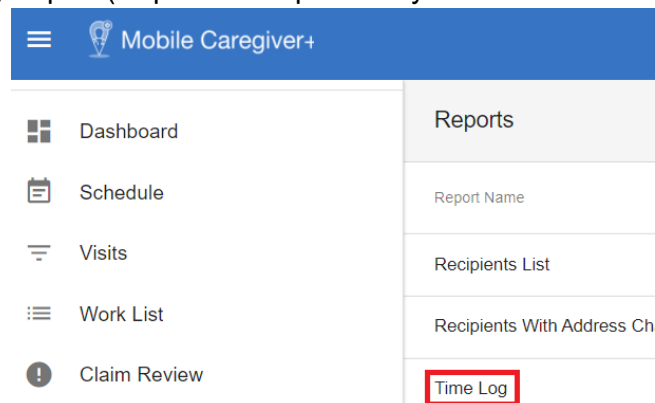
- Report will export in selected format to your browser's downloads folder.
- Save file in a HIPAA safe location for your agency records.

Exporting Time Log

- Navigate to "Reports" tab.



- Select "Time Log" report (Report Description: Payroll Hours Worked Data).

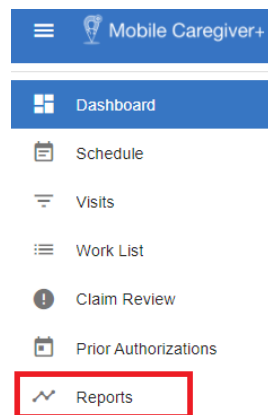


3. Use “Start Date”, “End Date”, “Caregiver” and “Recipient” fields to filter the report to desired parameters.
 - a. **Note: Recommendation to NOT download data for more than 2 weeks at a time.**
4. Select “Apply”.
5. Select “Export”, choose desired export format.

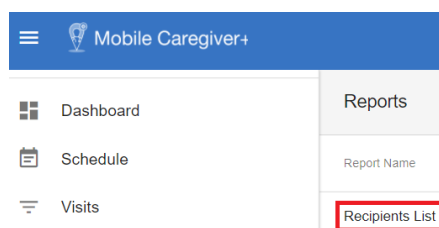
6. Report will export in desired format to browser’s downloads folder.
7. Save file in a HIPAA safe location for your agency records.

Exporting Recipients List

1. Navigate to “Reports” tab.



2. Select “Recipients List” report (Report Description: List of Recipients).



3. Select “Apply”.
4. Select “Export”, choose desired export format.

Reports > Recipients List

Export ▾

Recipient

Available: 6 Selected: 0

Search list...

Cadence Clearly
Della Dubois
Elsa Emerhouse
Iony Iope
Jill Jazzerly
Kelsi Kemp

☐ All ☐ None ☐ Invert

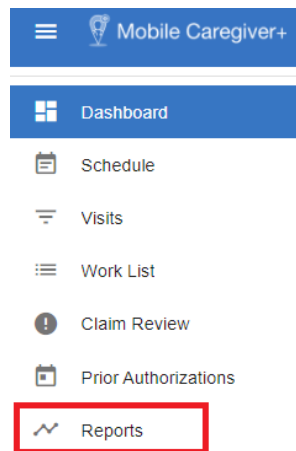
Gender

Apply Reset

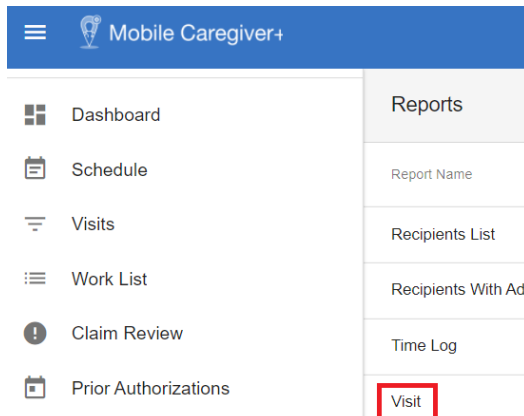
5. Report will export in selected format to browser’s downloads folder.
6. Save file in a HIPAA safe location for your agency records.

Exporting Visit History

1. Navigate to “Reports” tab.



2. Select “Visit” report (Report Description: Standard Visit Detail Report).

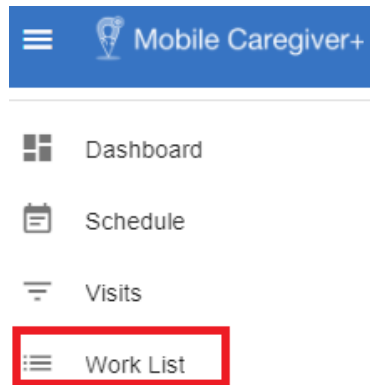


3. Use “Start Date”, “End Date”, “Caregiver” and “Recipient” fields to filter the report to desired parameters.
 - a. **Note: Recommend to not run data for more than 1 week at a time.**
4. Select “Apply”.
5. Select “Export”, choose desired export format.

6. Report will export in desired format to browser’s downloads folder.
7. Save file in a HIPAA safe location for your agency records.

Exporting Historical Claims

1. Navigate to “Claim Review” tab.



2. Select payer from "Payer" dropdown.
3. Select "Row" checkbox to highlight all claims.
4. Select "Export".

Work List

Search Panel

Work List Archive New Claim

Recipient(s) Member Payer ICN(s) Payer Internal Control Number (I... Statuses Status

Procedure Codes Select Procedure Code Visit ID Enter Visit ID Authorization Number(s) Authorization Number

Actual Start Date From Actual End Date To

Search Clear New Claim

Search List

Rematch **Export** Release Archive

☒ Row	Member Last Name	Member First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Bill(able) Amount	Paid Amount (\$)
☒ 1													
☒ 2													

5. Select "OK" to confirm HIPAA Privacy Rule.
6. Claims will download to browser via CSV file.
7. Save file in a HIPAA safe location for your agency records.