

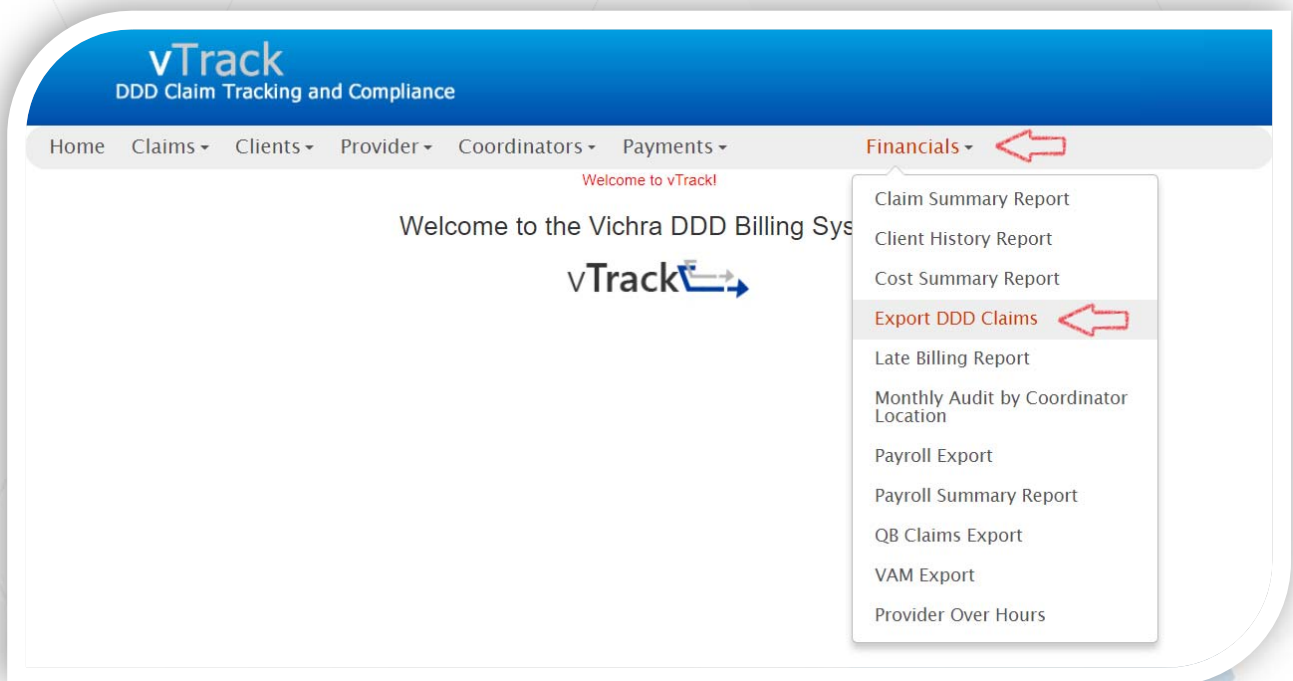
## How to Export The DDD Bill

**\*\*There are 2 options to extract your DDD Bill\*\***

- Option # 1 Export by Month Range
- Option # 2 Export by Date Range

### 1. Export DDD Claims

- Navigate to the Financials drop-down menu
- Click-> Export DDD Claims



The screenshot displays the vTrack web application interface. At the top, the header reads "vTrack DDD Claim Tracking and Compliance". Below the header is a navigation bar with the following menu items: Home, Claims, Clients, Provider, Coordinators, Payments, and Financials. A red arrow points to the "Financials" menu item. Below the navigation bar, the main content area displays "Welcome to vTrack!" and "Welcome to the Vichra DDD Billing System". The vTrack logo is also present. A dropdown menu is open under "Financials", listing several options: Claim Summary Report, Client History Report, Cost Summary Report, Export DDD Claims (highlighted with a red arrow), Late Billing Report, Monthly Audit by Coordinator Location, Payroll Export, Payroll Summary Report, QB Claims Export, VAM Export, and Provider Over Hours.



### 1. Option # 1: Select Range for Export

- Select-> Month-> Year
- Click Box-> Includes claims from prior months for rebill? If any
- Select auth type-> DDD
- Verify-> Select AHCCCS ID field displays the correct ID
- Select File Mode-> Text
- Click-> Export Month

Select the range for the report

Month: Feb

Year: 2019

Include claims from prior months for rebill?

Select auth type: DDD

Select AHCCCS ID: Demo 2 Company - 56432

File Mode: Text

**Export Month**

**\*\*Please note: If the "Include claims from prior months for rebill?" box is not checked only the month selected will export\*\***



## 2. Option # 2: Select Date Range for Export

- Enter-> Start Date (required)
- Enter-> End Date (required)
- Click Box-> Includes claims from prior months for rebill? If any
- Select auth type-> DDD
- Verify-> Select AHCCCS ID field displays the correct ID
- Select File Mode-> Text
- Click-> Export by Date Range

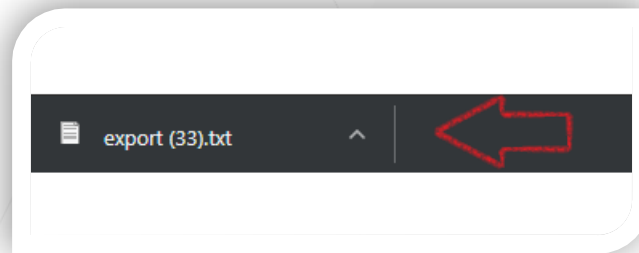
Or, select a date range for the export

Start Date:	<input type="text" value="02/01/2019"/>		
End Date:	<input type="text" value="02/28/2019"/>		
Include claims from prior months for rebill?	<input checked="" type="checkbox"/>		
Select auth type:	<input type="text" value="DDD"/>		
Select AHCCCS ID:	<input type="text" value="Demo 2 Company - 56432"/>		
File Mode	<input type="text" value="Text"/>		

**\*\*Please note: If the "Include claims from prior months for rebill?" box is not checked only the dates selected will export\*\***



- After clicking Export your DDD bill will appear on the bottom left of your screen
- Click-> to open file



- Save your file using the “DDD Naming Scheme”
- ❖ *Directions for naming and submitting your DDD file can be found on page 5-6 of this document or on the Division’s website in the provider’s claim submission guide on pages 11-14, by clicking this link: <https://des.az.gov/sites/default/files/media/Claims-Submission-GuideV2.pdf>*

**\*\*For additional support, please contact us at [vTrack@Vichra.com](mailto:vTrack@Vichra.com)\*\***



## DDD Naming Scheme for FTP site Upload

### New Changes for Automated Billing Process Effective April 1, 2014

- The FOCUS system will now accept .xlsx billing files in addition to the current .xls and .txt files. The Excel billing file no longer has a 10,000 claim line limit. This change will alleviate having to submit multiple claim files.
- The automated billing process is scheduled to run once a day at 2 p.m. All billing files received after 2 p.m. will be scheduled to process the next business day.
- The CLAIMSIN folder must contain one correctly named cover sheet and one correctly named billing file utilizing any combination from the examples below: (ABCD = provider 4-digit code, YY = fiscal year, MM = month, 001 = 1st file submitted in month, 002 = 2nd file submitted in month, etc.) Cover Sheet Billing File ABCDYMM001.pdf  
ABCDYYMM001.xlsx ABCDYMM001.doc (or .docx)  
ABCDYYMM001.xls ABCDYMM001.jpg (or .jpeg)  
ABCDYYMM001.txt If the billing files are not named correctly, the files will deny processing.
- **Any alterations to the folder names, CLAIMSIN and CLAIMSOUT, in the SFTP site will not be recognized and will cause files to be bypassed for processing.**
- After Billing files have processed, all notifications will be conveniently located in the CLAIMSOUT box. These notification types include:
  - Billing File Successfully Processed, and
  - Billing Detail Report (this will still be available in QVADS), or
  - Billing File Denial Notice with specific claim line errors
  - A second billing file containing rejected claim lines may only be submitted after the 15th of the month. The second file name will need to be named, ABCDYMM002 for both the cover sheet and billing file. Any repeated file names will cause the file to deny processing.
- Please direct any questions you have about these changes to DDD-Claims@azdes.gov. Thank You!



## Uploading the Billing Files to your SFTP site

**\*\*\*Any alterations to the folder names, CLAIMSIN and CLAIMSOUT, in the SFTP site will not be recognized and will cause files to be bypassed for processing.**

Before uploading your billing file, fill in, print and sign a Monthly Invoice Cover Sheet. The cover sheet must contain a hard signature.

Multiple AHCCCS ID files will need to be named as follows:

o AHCCCS ID 1 ABCDYMM001 both cover sheet and billing file

o AHCCCS ID 2 ABCDYMM002 both cover sheet and billing file

Log onto your SFTP site. (If you do not have this information please email [DDD-Claims@azdes.gov](mailto:DDD-Claims@azdes.gov))

Open the CLAIMSIN folder.

Browse your computer to find your billing file.

Select file, click on 'OK'.

Browse your computer to find your cover sheet.

Select file, click on 'OK'.

Confirm the CLAIMSIN folder contains one correctly named cover sheet and one correctly named billing file.

Log out.

