
Rental Edit Check Process:

Error Code	Description / Action Required
FUTURE	<p>Error Message: Billing period submitted is in the future. This is a rejection, ignore edit check</p> <p>The system checks the rental line item start and end date.</p> <ul style="list-style-type: none">➤ If the edit check is set to reject, both the start must be in the past and the end date can be in the future.➤ If the edit check is set to ignore, the start and end date may be in the future.
REFERR	<p>Error Message: Billing Reference Number not found in CHRIS This is a rejection edit check</p> <p>Every billing line item must include a Billing Reference Number (BRN) that is associated to an admitted Home Care, School or CTN referral. If this error is received, the BRN does not exist in CHRIS.</p> <ul style="list-style-type: none">➤ The provider must re-submit the correct BRN in a new billing file.➤ If the provider does not know the correct BRN, communication is required with CCAC staff to determine the correct BRN.➤ The CCAC staff will search for the client in CHRIS and select the proper BRN from the appropriate referral.
DUPBRN	<p>Error message: Billing Reference Number has resolved to more than one referral This is a rejection edit check</p> <p>The BRN must resolve to 1 admitted client Home Care, School, or CTN referral. The system will compare the BRN in the billing file to the BRN in CHRIS. If more than one referral is returned, the system will display a DUPBRN error. With this error, the duplicated BRN may be for a single client having the same BRN on different referrals, or multiple clients having the same BRN number on a referral.</p> <ul style="list-style-type: none">➤ The CCAC staff will do a search on the BRN within CHRIS to identify the multiple referrals that are returned.➤ The CCAC staff will create an SMA requesting that a new BRN number be applied to the appropriate referral.➤ Once this is complete, the CCAC will communicate with the provider and ask that the line item be re-submitted in a new billing file with the proper BRN.
LINERR	<p>Error message: Line number is not found in CHRIS. This is a rejection edit check</p> <p>Every billing line item must have a line number that exists in CHRIS. If the line number received in the billing file does not exist in CHRIS, the vendor must correct the line number.</p> <ul style="list-style-type: none">➤ If the vendor does not know the correct line number, the vendor must communicate with the CCAC.➤ Once the correct line item is known, the vendor must re-submit the billing line item.
DUPLN	<p>Error Message: PO, VCC or VIC is duplicated for the BRN submitted in CHRIS. This is a rejection edit check that will only occur if the line number cannot be found.</p> <p>Every billing line item must have a unique purchase order, vendor contract code, vendor item code and line number that belongs to the BRN submitted.</p> <ul style="list-style-type: none">➤ If the PO, VCC or VIC submitted is duplicated under the same BRN number in CHRIS, the vendor must correct the purchase order number and re-submit the line item in a new billing file.➤ If the PO, VCC or VIC number is duplicated within the client's referral,

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	<p>communication with the CCAC is required to determine the correct PO number. If the record does not exist in CHRIS, the CCAC must create and send the order to the vendor.</p> <ul style="list-style-type: none"> ➤ Once this is complete, the vendor may re-submit the line item.
<p>ORGERR</p>	<p>Error Message: The organization code associated with the line item does not match the organization code on the billing file.</p> <p>This is a rejection edit check</p> <p>If the invoice is submitted with the incorrect organization code, the line item will reject. The vendor will be required to re-submit the line item with the corrected organization code on the billing file.</p>
<p>CANCEL</p>	<p>Error message: This item is cancelled.</p> <p>This is a rejection edit check</p> <p>Once a line item is cancelled, a billing file on that line item will not be accepted.</p> <ul style="list-style-type: none"> ➤ If the PO or the line item <i>under the PO</i> is in the cancelled state the vendor is no longer eligible to bill against that item. ➤ If the line item was cancelled in error, the CCAC must undo the cancellation and the vendor must re-submit the line item under a new billing file.
<p>CAPPED</p>	<p>Error message: This item has reached the capped amount.</p> <p>This is a reject or suspend edit check</p> <p>Every billing line item must not exceed the capped amount specified in CHRIS.</p> <p>If the line number submitted has reached the capped amount, the system will either reject or suspend the line item.</p> <ul style="list-style-type: none"> ➤ If the line item is rejected, the vendor must re-submit the line item in a new billing file matching the remaining capped amount in CHRIS. ➤ If the line item is suspended, CCAC will have the ability to pay the vendor submitted, pay CHRIS calculated, reprocess, or reject the invoiced line item. <p>Business Rules: In the case of suspend: The CAPPED Error will be checked before the COSERR. If the invoiced amount is greater than the remaining capped amount, the system will suspend the item and display the available capped amount to be paid in the CHRIS calculated field. If the item being invoiced was previously CAPPED and paid, the system will still suspend on CAPPED and display a zero dollar, or negative dollar amount. In the suspended line item screen the user will have the ability to pay the vendor submitted amount which will put the available capped amount in a negative situation.</p>
<p>QTYERR</p>	<p>Error message: Quantity invoiced is not equal to 1</p> <p>This is a rejection edit check</p> <p>A quantity of 1 rental item may be billed on each line item.</p> <ul style="list-style-type: none"> ➤ If the line number submitted has quantity not equal to 1, the vendor must correct the line number and re-submit the line item on a new billing file.

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NOAMT	<p>Error message: Amount invoiced = \$0</p> <p>This is a rejection edit check</p> <p>Every billing line item invoiced must be greater than or equal to \$0.00 (or cannot be empty).</p> <p>If the amount calculated by CCAC = \$0, the CCAC will reject the line item unless if it is a ccac-owned equipment. If the amount billed is \$0.00, the vendor must correct the line item amount and re-submit the line item in a new billing file.</p>
TOOLD	<p>Error Message: This item has been invoiced too late.</p> <p>This is a reject, suspend or ignore edit check</p> <p>The system will subtract the number of days from the current date to the submitted billing period start date. If this number is greater than the Max Billing Days, the system will reject, suspend, or ignore the edit check.</p> <ul style="list-style-type: none"> ➤ If the edit check results in a rejection, the vendor cannot re-submit the line item unless the Max Billing Days is increased in CHRIS. ➤ If the edit check results in a suspension, the CCAC must increase the Max Billing Days to accommodate for the late billing and re-process the line item. ➤ If the edit check results in an ignore, the line item will pass the edit check and proceed to the next edit check.
PAID	<p>Error message: The vendor has already been paid for the billing period invoiced.</p> <p>This is a rejection edit check</p> <p>Every rental billing line item has a billing period start date and end date which is defined as a billing period. The billing period submitted has been paid.</p> <p>If the billing period for a rental item has already been paid, the system will reject this line item. If the vendor believes the line item has not been previously paid, communication with the CCAC is required. If the CCAC believes the line item has not been paid, the CCAC staff must complete a reversal transaction in CHRIS.</p> <p>If the line item has been reversed, it cannot be invoiced again.</p>
STARTD	<p>Error Message: Billing period start date does not match the rental start date on the line item order</p> <p>This is a reject, suspend or ignore edit check</p> <p>This error will occur if the submitted rental start date does not match the rental start date in CHRIS on the initial order.</p> <ul style="list-style-type: none"> ➤ If the edit check results in a rejection, the vendor must re-submit the line item in a new billing file using the correct rental start date as defined in CHRIS.

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	<ul style="list-style-type: none"> ➤ If the edit check results in a suspension, the system will update the rental start date in CHRIS to the submitted initial billing period start date if it is after the rental start date in CHRIS and within the number of available days set by the CCAC in the edit check area. ➤ If this edit check is set to ignore, CHRIS will pay the line item if the submitted billing period is on or after the rental start date on the order without updating the rental start date. CHRIS will automatically reject the line item on the ignore option if the submitted start date is before the rental start date on the order.

GAP **Error message: Billing period start date > Last billing end date on the order line item + 1 day.**

Two billing period date ranges must be contiguous.

Each line item submitted will have a defined billing period date range. The date range is identified by the start and end date. For daily billing, the start date of the 2nd billing period must be one day after the end date of the 1st billing period. If there is more than one day separating billing periods, there is a gap in the time line and the line item will reject. For nightly billing, the start date of the 2nd billing period must be the same day as the end date of the 1st billing period. The vendor must correct the billing period and re-submit the line item. Billing periods must be paid in sequential order from earliest to latest.

OVRLAP **Error message: Billing period start date =< Last billing end date on the system.**

This is a rejection edit check

Two billing period date ranges cannot overlap.

The billing period end date from the previous billing period must not overlap with the billing period start date from the current billing period. The vendor must correct the billing period and re-submit the line item. Billing periods must be paid in sequential order from earliest to latest.

ESTEDT **Error Message: Submitted end date is after item estimated end date**

This is a reject, suspend, ignore edit check

This error will occur if the submitted billing period end date does not match the estimated end date on the final billing period invoice.

- If the edit check results in a rejection, the vendor must re-submit the line item in a new billing file using the correct rental estimated end date.
- If the edit check results in a suspension, the user will have the ability to update the estimated end date to billing period End Date to the submitted in the invoice file or reject the line item.
- If the edit check results in an ignore, CHRIS will ignore the edit check completely. The estimated end date will remain as it is.

NORATE **Error Message No rate record in table for billing start date**

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	<p data-bbox="474 304 846 333">This is a reject or suspend edit check</p> <p data-bbox="474 363 1388 447">This error will occur if there is no rate for the line item submitted in the CHRIS maintenance area. Every rental item must have a rental cost associated with it for CHRIS to accept the line item invoice.</p> <ul data-bbox="526 476 1373 621" style="list-style-type: none"> <li data-bbox="526 476 1373 560">➤ If the edit check results in a rejection, the vendor cannot submit an invoice for this line item unless CHRIS is updated to include a rental rate when the line item is active. <li data-bbox="526 562 1373 621">➤ If the edit check results in a suspension, the rental item in CHRIS must be updated to include a rate. Once this is done, the line item can be re-processed.
ENDED	<p data-bbox="474 663 1159 693">Error message: Submitted end date is after item end date.</p> <p data-bbox="474 720 875 749">This is a rejection or suspend edit check</p> <p data-bbox="474 762 1360 825">If the end date submitted by the vendor exceeds the actual end date on the order, the system will reject or suspend the line.</p> <ul data-bbox="526 846 1388 1014" style="list-style-type: none"> <li data-bbox="526 846 1388 909">➤ If the line item is rejected, the vendor must re-submit the line item in a new billing file matching the CHRIS actual end date. <li data-bbox="526 930 1388 1014">➤ If the line item is suspended and the CCAC accepts the duration, the Actual End Date will be extended to the end date submitted in the invoice.
BILLPD	<p data-bbox="474 1045 1076 1075">Error Message: Billing Period must be between 28 – 31 days</p> <p data-bbox="474 1102 875 1131">This is a rejection or suspend edit check</p> <p data-bbox="474 1159 1388 1222">This error will occur when the line item is associated with a monthly rental contract and the vendor has submitted an on-going invoice which is not within 28 – 31 days.</p> <ul data-bbox="526 1222 1388 1360" style="list-style-type: none"> <li data-bbox="526 1222 1388 1276">➤ If the line item is rejected, the vendor must resubmit the line item in a 28-31 day period. <li data-bbox="526 1276 1388 1360">➤ If the line item has been suspended and the CCAC accepts the duration, it will be considered the final billing period and the Actual End Date on the order will be updated to the end date on the invoice.
COSERR	<p data-bbox="474 1392 1081 1421">Error Message: Invoiced cost does not match calculated cost</p> <p data-bbox="474 1449 1352 1503">This is a reject, suspend, pay CHRIS calculated cost and taxes, or pay vendor submitted cost and taxes edit check.</p> <p data-bbox="474 1533 1300 1587">This error will occur if the submitted cost by the vendor does not match the CHRIS calculated cost.</p> <ul data-bbox="474 1629 1352 1755" style="list-style-type: none"> <li data-bbox="474 1629 1352 1692">➤ If the edit check results in a rejection, the vendor must re-submit the line item with the cost that matches the CHRIS calculated cost. <li data-bbox="474 1692 1352 1755">➤ If the edit check results in a suspension, the line item will suspend and the CCAC will have the option of rejecting the line item, paying the CHRIS

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	calculated cost and taxes, or paying the vendor submitted cost and taxes. <ul style="list-style-type: none">➤ Pay CHRIS calculated cost and taxes. CHRIS will pay the CHRIS calculated cost and taxes for every billing file received by any vendor.➤ Pay Vendor submitted cost and taxes. CHRIS will pay the Vendor submitted cost and taxes for every billing file received by any vendor.
