NEW AGENCY-READY WORKFORCE SOLUTIONS

CLIENT AND STAFF SCHEDULES

- Organize schedules for clients and/or staff
- Use in day, residential or supported living program
- One software, two solutions

TASK SCHEDULER

- Include "to-do" instructions for staff to complete during their shift
- Optionally require staff to mark their to-do list complete

DOOR CLOCK

- Use tablets to track client attendance at day programs
- Organize clients by bus

CLIENT TIMESHEETS FOR TABLETS

- Eliminate client timesheets
- Track piece work
- Use any web-enabled tablet to track client production by job, activity, date, time, and units

ACTIVITY SERVICE DOCUMENTATION

- Capture payroll, billing, and service documentation all in one system
- Use PC, tablet, smartphone, cell, or landline phone
- Create user-defined scripts for each client
- Request Y/N or numeric responses from employees
- Generate reports by client documenting services provided
- Track services for as long as provided
- Comply with audit requests quickly and minimize risk

TELEPHONE ACTIVITY DOCUMENTATION

- Confirm location with Caller-ID or GPS
- Capture goals and outcomes
- Create user-defined scripts for each client
- Provide editing access to managers and employees
- Track incomplete or missing documentation
- Track manual adjustments
- Add text narrative if required

BILLING, AUTHORIZATIONS, UTILIZATION

Gain greater visibility into what is really going on in the agency with Billing Preparation and Group Billing. Includes numerous reports such as revenue, overtime, utilization, profitability (revenue vs. payroll), and authorized & unauthorized services.

- Capture attendance electronically
- Eliminate paper forms

MEDICAID BILLING

MITC's Medicaid Service Billing works with MITC Individual Service and Group Billing to generate billing directly from real-time client attendance and service records.

- Generate 837s from MITC Time and Attendance
- Receive 835s (where available from state)
- Automatically post and reconcile 835 with 837
- Quick, intuitive manual procedure if 835 not available
- Track and document denied claim status
- Generate aging and other receivable reports
- No extra data set up
- Adds new clients and updates existing clients
- Automatically validates 837 prior to submission
- Handles replacement or resubmitted claims
- Eliminate the "one claim at a time" process — all claims are uploaded electronically at one time

MITC

www.mitcsoftware.com
email: info@mitcsoftware.com