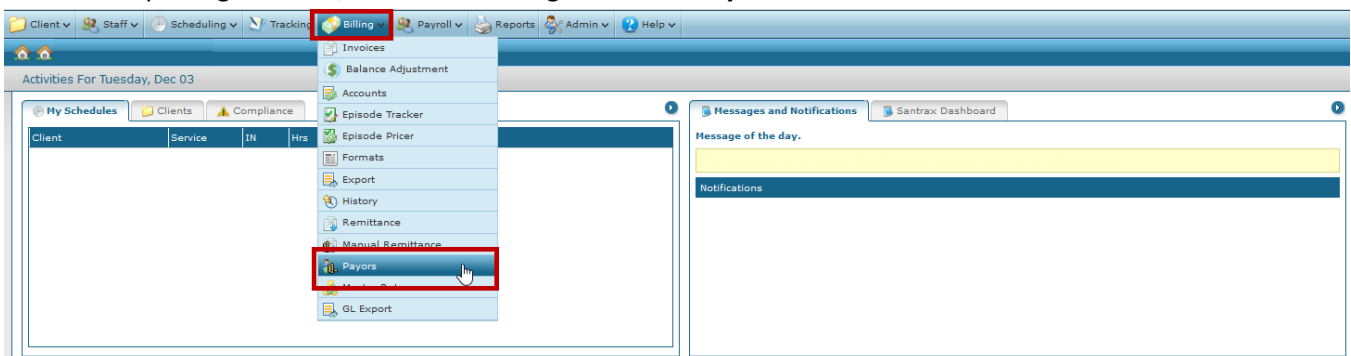


## Introduction

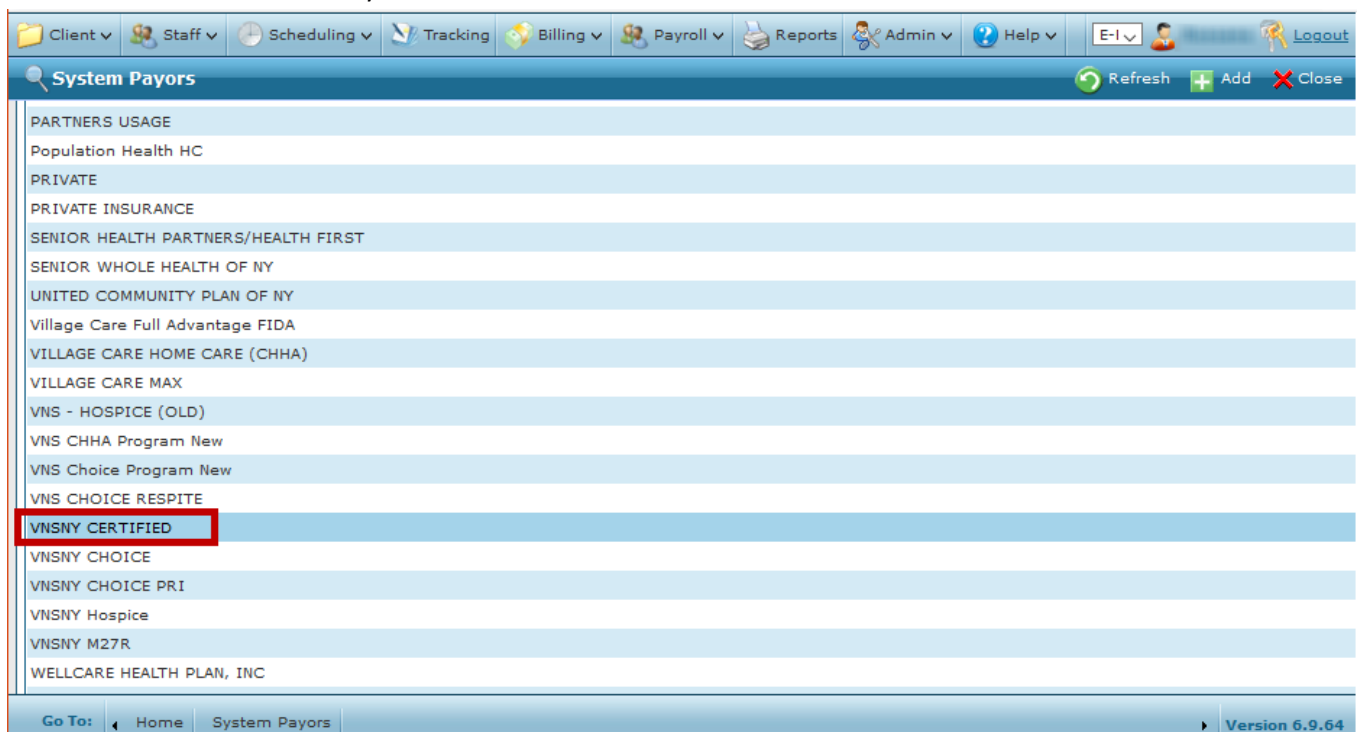
This document contains instructions on entering and removing staff exclusions for a specific payor. Agencies will use this procedure when the payor has indicated that a staff should not be working with any of the payor’s patients. Once an exclusion has been entered, the system will prevent the staff from being scheduled for any cases corresponding to the selected payor.

## Entering Staff Exclusions for a Contract

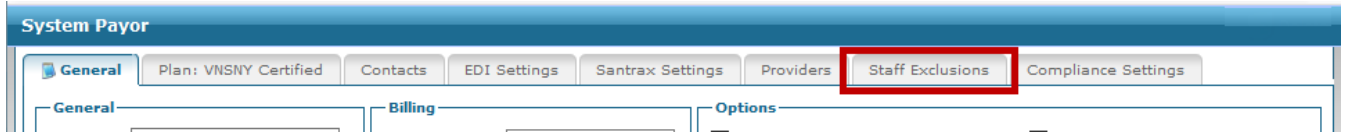
1. From the top navigation bar, hover over Billing and select **Payor** from the menu.



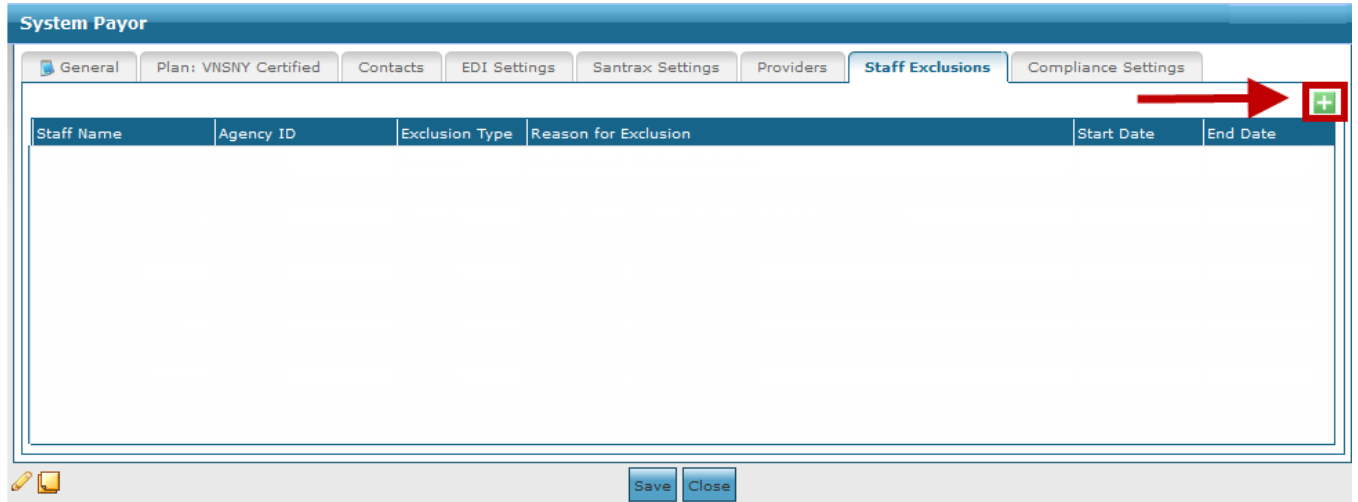
2. Locate the contract for which you will enter the exclusion and double click on its name.



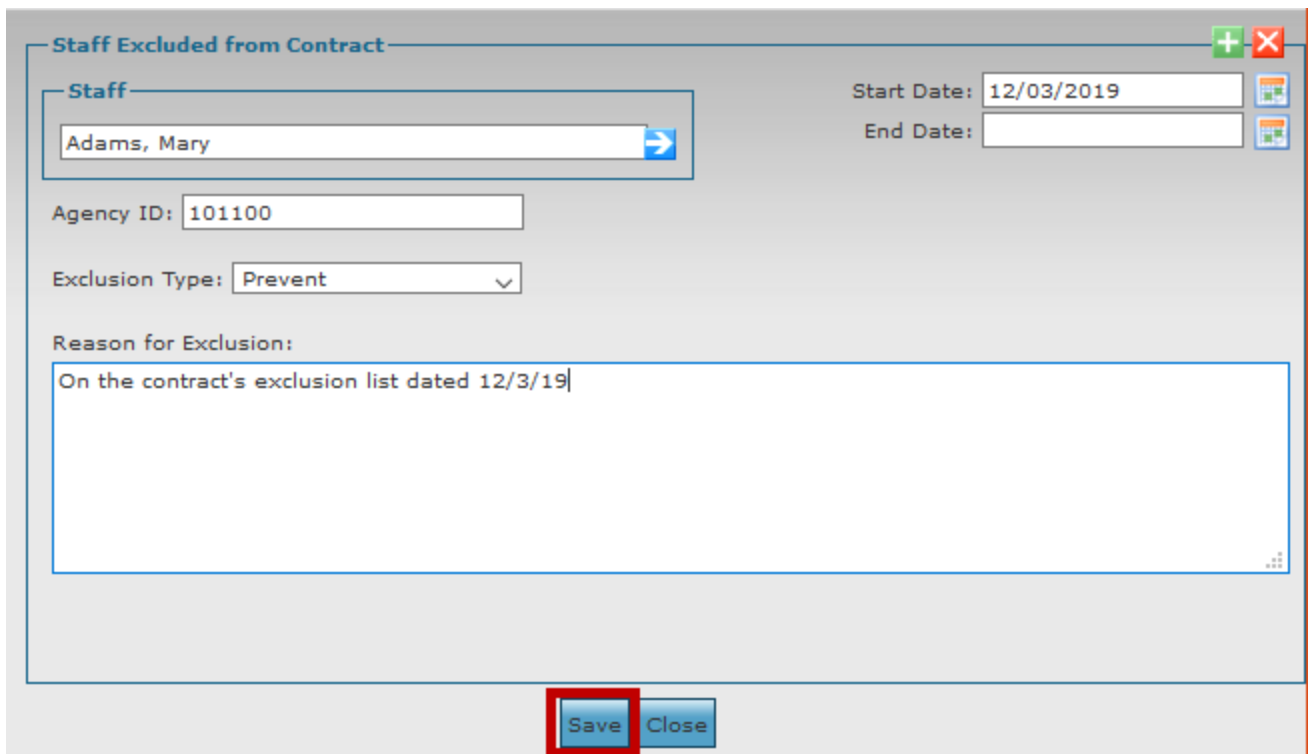
3. From the System Payor screen, click on the **Staff Exclusions** tab.



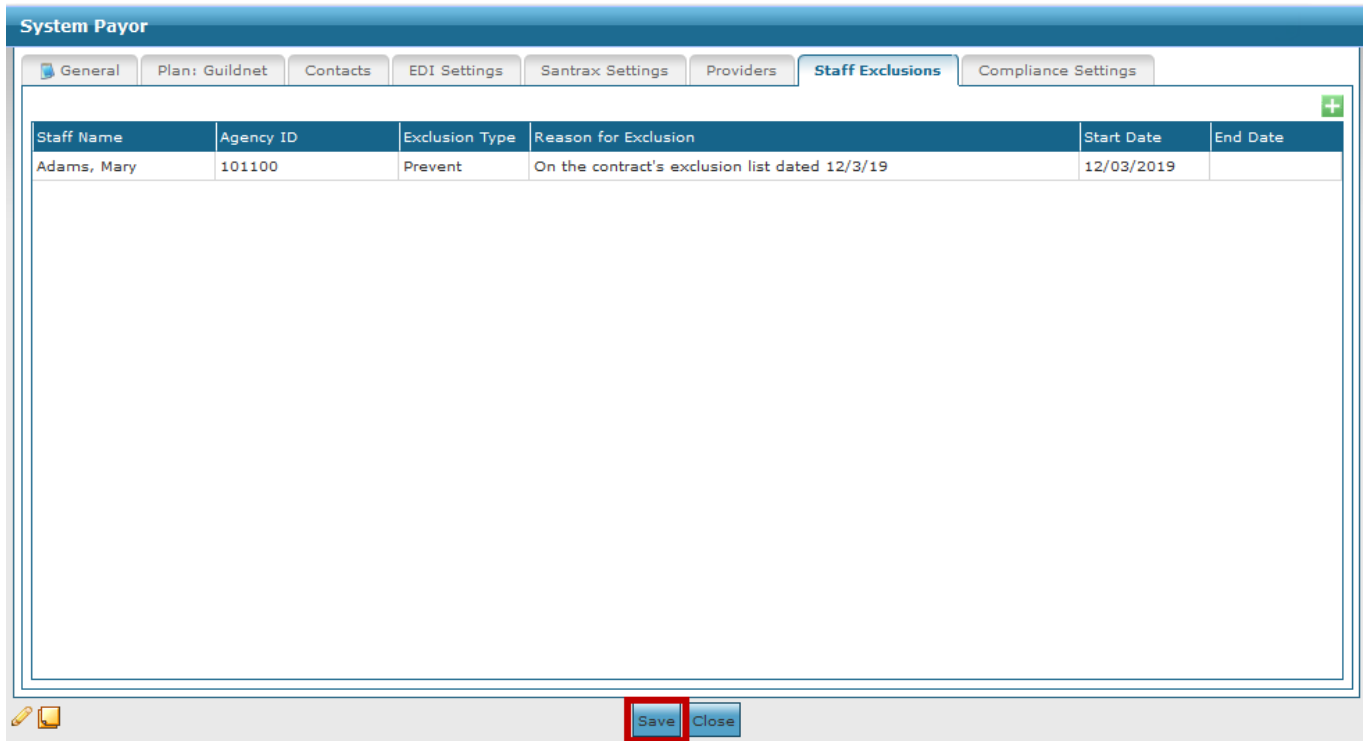
4. Click on the **Add** button (green square with plus sign) to enter a new exclusion



5. Enter the details of the exclusion and click **Save** once finished.



6. The excluded staff will now be listed. Click on **Save** to exit the System Payor screen.



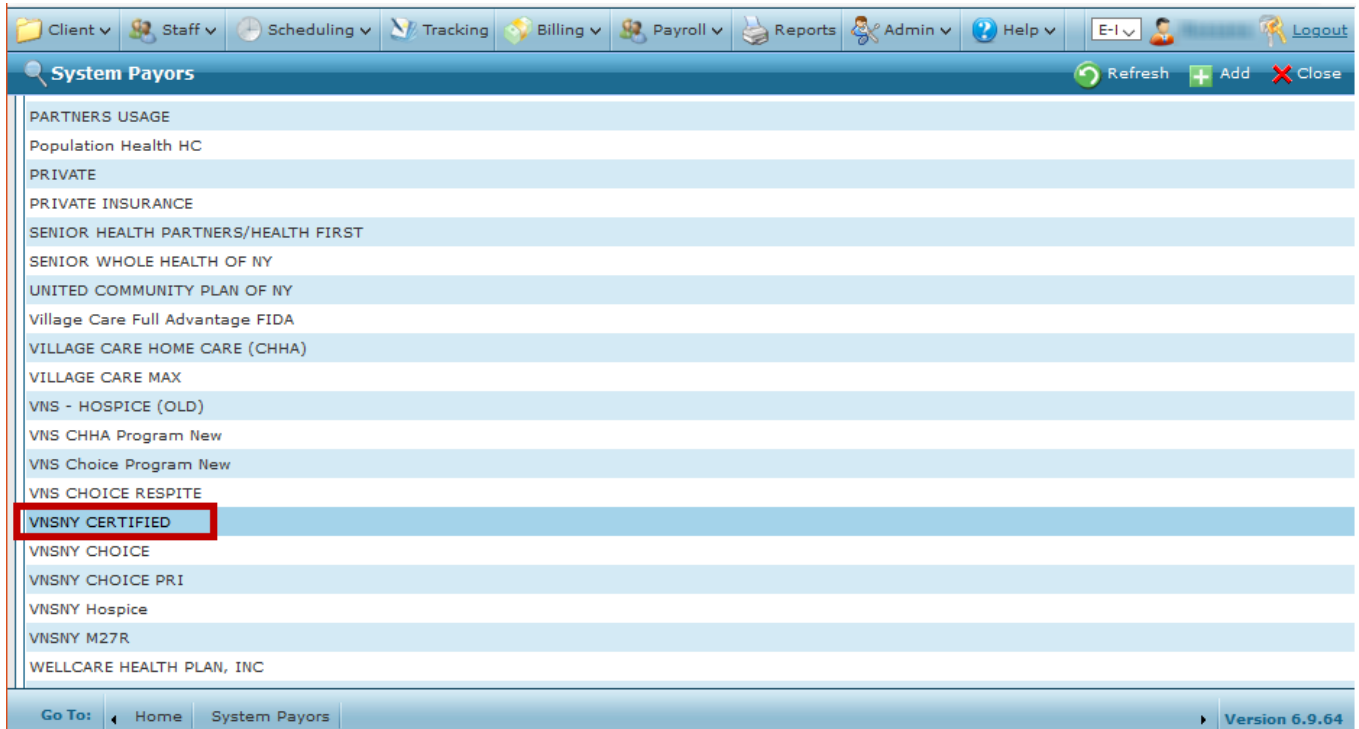
The screenshot shows the 'System Payor' interface with the 'Staff Exclusions' tab selected. A table lists one excluded staff member: Mary Adams, Agency ID 101100, with a 'Prevent' exclusion type and a reason 'On the contract's exclusion list dated 12/3/19'. The start date is 12/03/2019. At the bottom, the 'Save' button is highlighted with a red box.

Staff Name	Agency ID	Exclusion Type	Reason for Exclusion	Start Date	End Date
Adams, Mary	101100	Prevent	On the contract's exclusion list dated 12/3/19	12/03/2019	

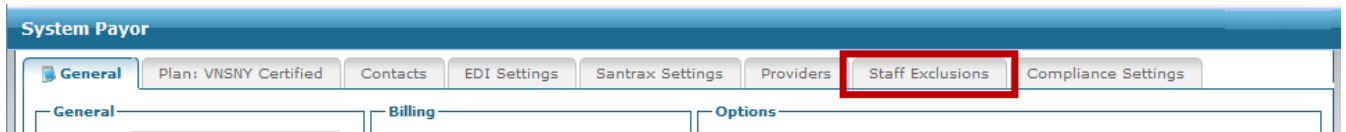
## Removing an Exclusion

If you receive notification that the staff should no longer be excluded from the payor, you will need to remove the exclusion to allow scheduling the staff to the payor's cases. Follow these steps:

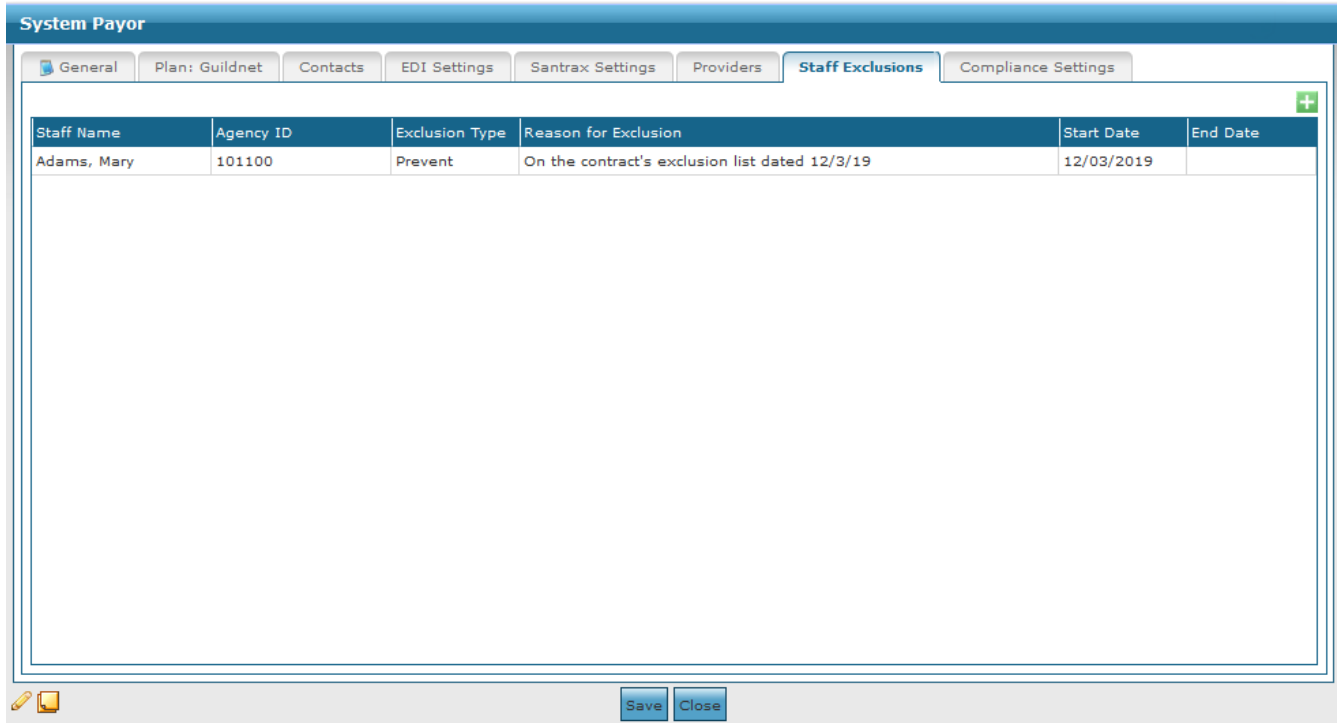
1. Locate the contract for which you will enter the exclusion and double click on its name.



2. From the System Payor screen, click on the **Staff Exclusions** tab.



- All excluded staff for the contract will be listed. Double click on the staff that will be removed from the exclusions list.



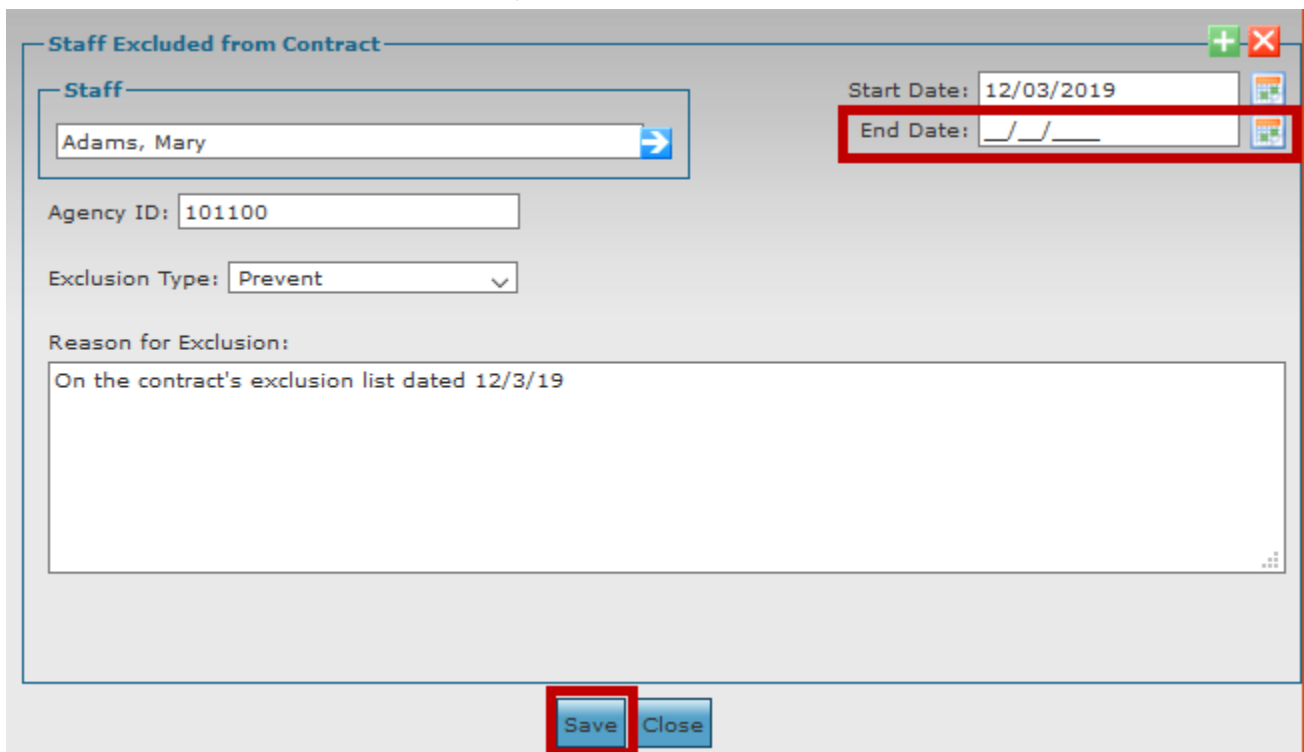
**System Payor**

General | Plan: Guildnet | Contacts | EDI Settings | Santrax Settings | Providers | **Staff Exclusions** | Compliance Settings

Staff Name	Agency ID	Exclusion Type	Reason for Exclusion	Start Date	End Date
Adams, Mary	101100	Prevent	On the contract's exclusion list dated 12/3/19	12/03/2019	

Save Close

- Enter and End Date for the exclusion. Then, click on **Save** to exit this screen.



**Staff Excluded from Contract**

Staff: Adams, Mary

Agency ID: 101100

Exclusion Type: Prevent

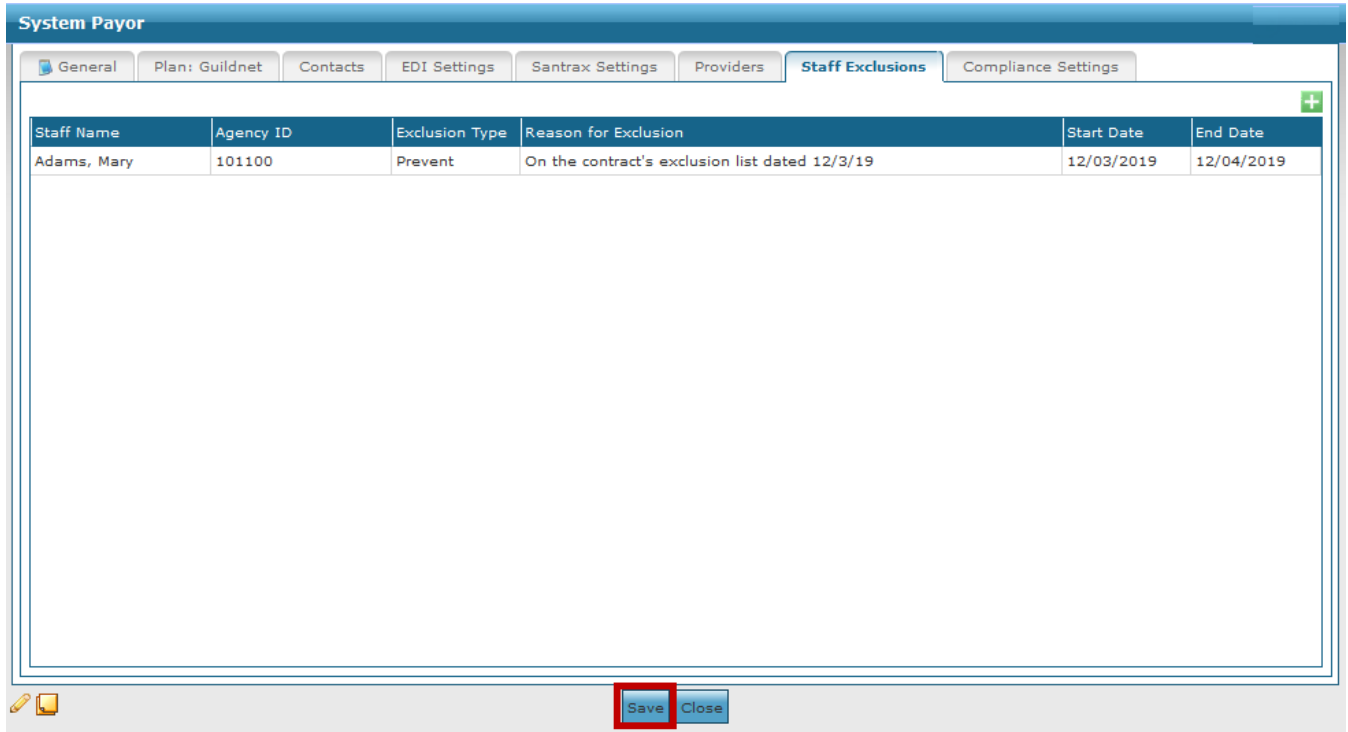
Reason for Exclusion: On the contract's exclusion list dated 12/3/19

Start Date: 12/03/2019

End Date: / /

Save Close

5. The employee will continue to be listed and the End Date will be displayed. Click on **Save** to exit this screen.



The screenshot shows the 'System Payor' interface with the 'Staff Exclusions' tab selected. The table below contains one entry:

Staff Name	Agency ID	Exclusion Type	Reason for Exclusion	Start Date	End Date
Adams, Mary	101100	Prevent	On the contract's exclusion list dated 12/3/19	12/03/2019	12/04/2019

At the bottom of the interface, there are 'Save' and 'Close' buttons. The 'Save' button is highlighted with a red box.