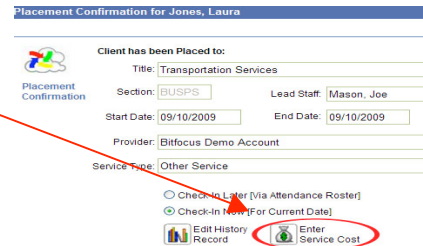


Adding a Cost to Services

Within HMIS, you have the ability to add and track individual service costs.

NOTE: Individual services can be set to automatically add a standard cost to each placement. If your agency offers fixed cost services, contact Bitfocus Administration for automatic cost association. If the cost associated with a service fluctuates, follow the instructions below.

After placing a Client with a service, click **“Enter Service Cost”** from the Placement Confirmation screen.



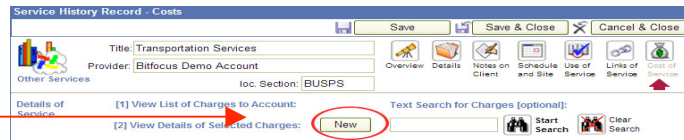
Placement Confirmation for Jones, Laura

Client has been Placed to:

Title: Transportation Services
 Section: BUSPS Lead Staff: Mason, Joe
 Start Date: 09/10/2009 End Date: 09/10/2009
 Provider: Bitfocus Demo Account
 Service Type: Other Service

Check-In Later (Via Attendance Roster)
 Check-In Now (For Current Date)

From the Costs screen select **“New”**.



Service History Record - Costs

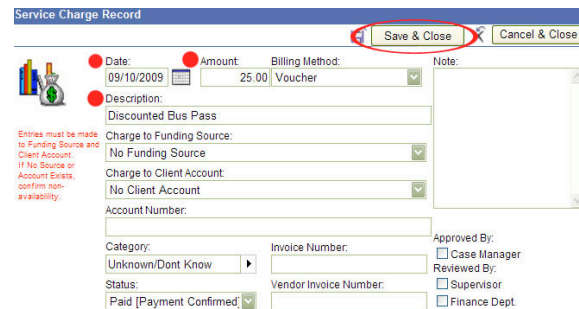
Title: Transportation Services
 Provider: Bitfocus Demo Account
 Other Services: loc. Section: BUSPS

Complete all applicable information in the Service Charge Record.

Date, Amount & Description are required fields.

Then click **Save & Close**.

The added cost will now be listed. Click **Save & Close** to return to the Placement screen.



Service Charge Record

Date: 09/10/2009 Amount: 25.00 Billing Method: Voucher Note:
 Description: Discounted Bus Pass
 Entries must be made to Funding Source and Client Account. If No Source or Account Exists, confirm role availability.
 Charge to Funding Source: No Funding Source
 Charge to Client Account: No Client Account
 Account Number:
 Category: Unknown/Dont Know Invoice Number:
 Status: Paid [Payment Confirmed] Vendor Invoice Number:
 Approved By: Case Manager Reviewed By:
 Supervisor Finance Dept

Service Charges [Click Column Titles to Sort] 1 Records found.

Date	Description of Charge	Amount
09/10/2009	Discounted Bus Pass	25.00



NOTE: Access to the Cost screen is also available by opening any service in the Client's history and clicking on the **“Cost of Service”** button.

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