

Providers:
How to Enter a
New Bill in MEC² PRO

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From the Home Page, select **Enter** under the New column for the Provider whose bill you are to enter.

New Bill List Window
Identify the case and period you wish to bill for and select **Create**.

New Bill: View Bill Window
Select **Edit** in the row of the appropriate child.

New Bill: Edit Child Window
Enter the billing information and select **Save**.

New Bill: View Bill Window
Select **Edit** to edit the next bill, **Back** to save the information and quit, or **Submit** to go to next window and confirm submission of the bill.