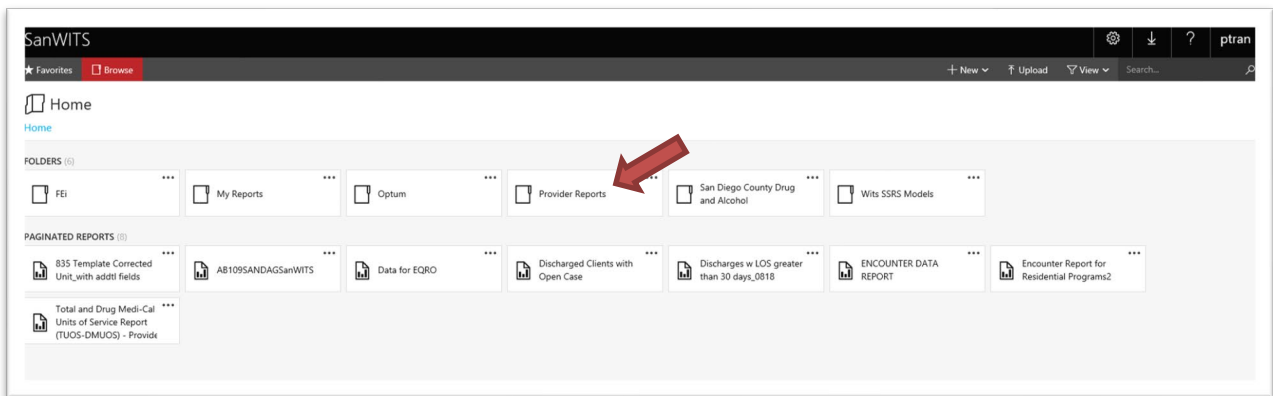


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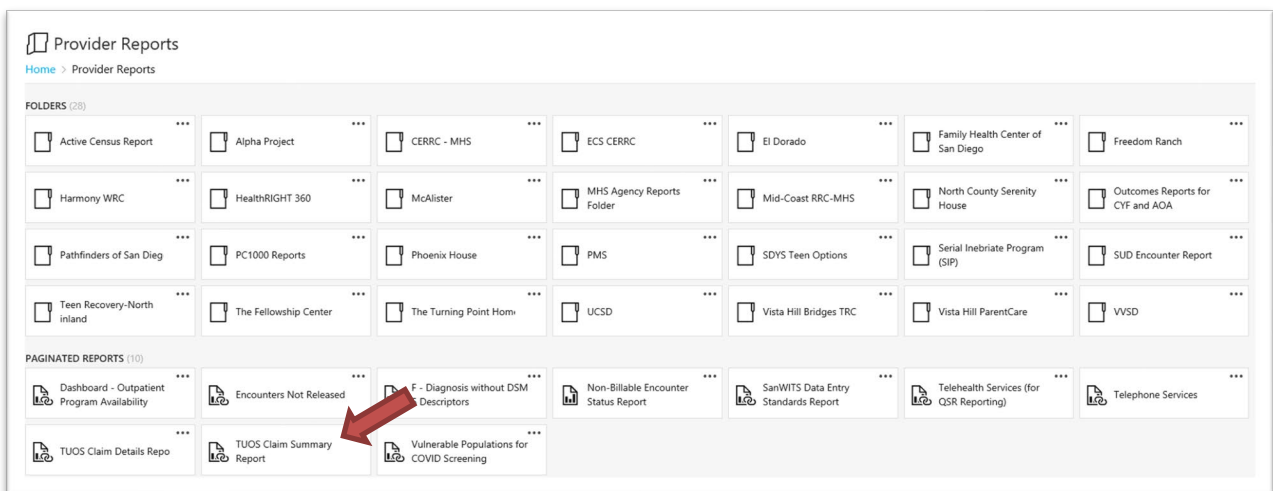
1. Log in to **SanWITS**.
2. Click on **SSRS Reports** on the right (below Username and left of Snapshot).



3. On Home screen, open **Provider Reports** folder.

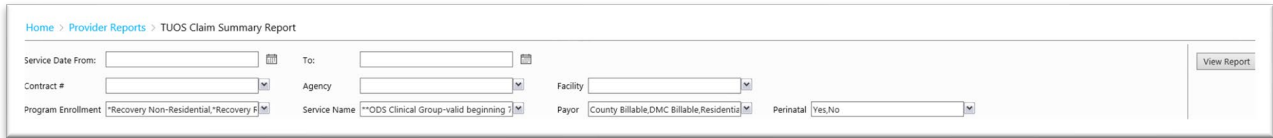


4. In Provider Reports folder, open **TUOS Claim Summary Report**.



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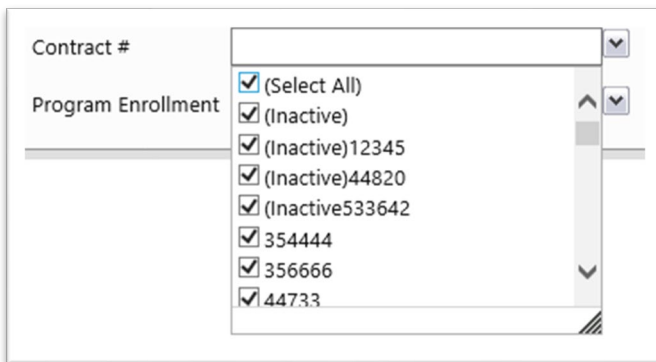
5. Wait for screen to load and a prompt bar will display.



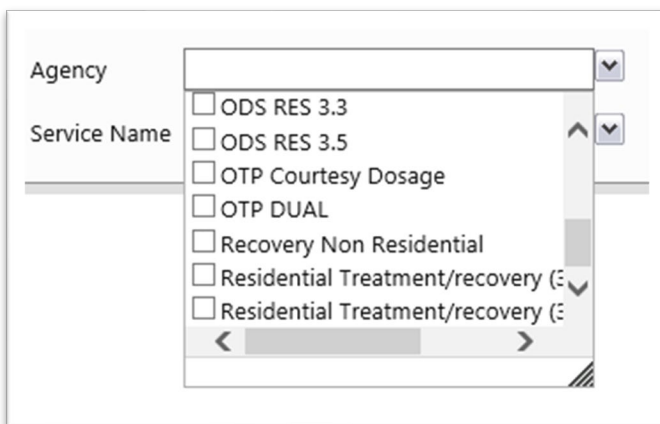
6. Type in **Service Date From** and **To** or click on the Calendar button to choose the date.



7. Select a contract from the **Contract #** dropdown. You can also leave this at default (**Select All**) if you do not know the contract number.

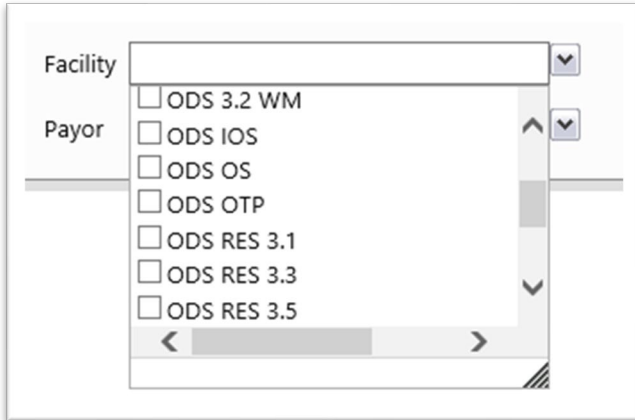


8. Select an agency from the **Agency** dropdown.



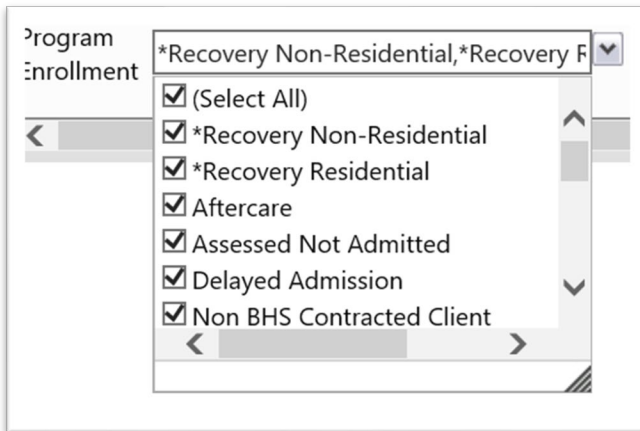
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9. Select a facility from **Facility** dropdown.



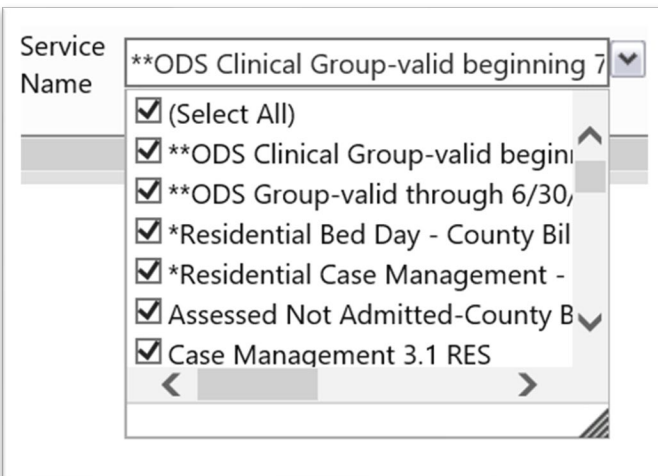
A screenshot of a dropdown menu for the 'Facility' field. The menu is open, showing a list of options with checkboxes to the left of each item. The options are: ODS 3.2 WM, ODS IOS, ODS OS, ODS OTP, ODS RES 3.1, ODS RES 3.3, and ODS RES 3.5. The 'Facility' label is visible at the top left of the dropdown area.

10. Select a program enrollment (modality) from **Program Enrollment** dropdown. You can also leave this at default (**Select All**).



A screenshot of a dropdown menu for the 'Program Enrollment' field. The menu is open, showing a list of options with checkboxes to the left of each item. The options are: (Select All), *Recovery Non-Residential, *Recovery Residential, Aftercare, Assessed Not Admitted, Delayed Admission, and Non BHS Contracted Client. The 'Program Enrollment' label is visible at the top left of the dropdown area.

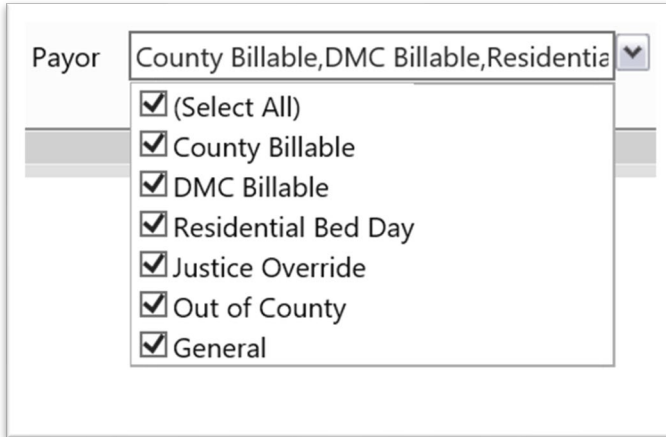
11. Select a service from **Service Name** dropdown. You can also leave this at default (**Select All**).



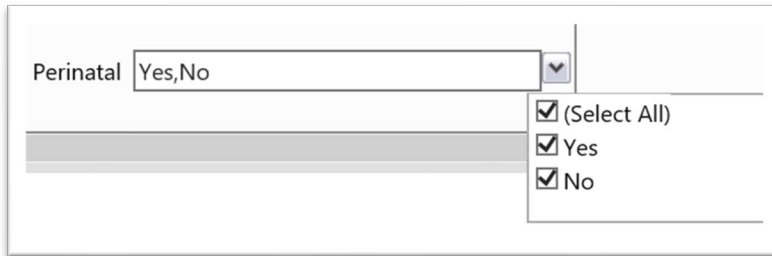
A screenshot of a dropdown menu for the 'Service Name' field. The menu is open, showing a list of options with checkboxes to the left of each item. The options are: (Select All), **ODS Clinical Group-valid beginning 7, **ODS Group-valid through 6/30, *Residential Bed Day - County Bil, *Residential Case Management - , Assessed Not Admitted-County B, and Case Management 3.1 RES. The 'Service Name' label is visible at the top left of the dropdown area.

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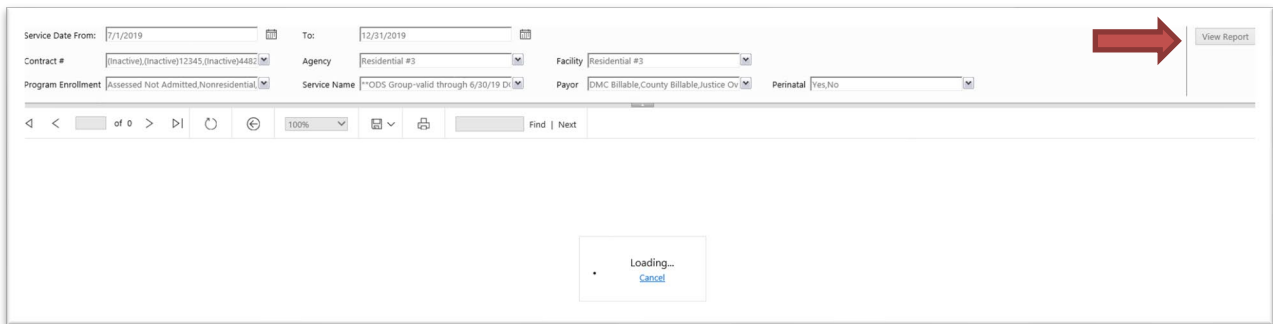
12. Select a payor type from **Payor** dropdown. You can also leave this at default (**Select All**).



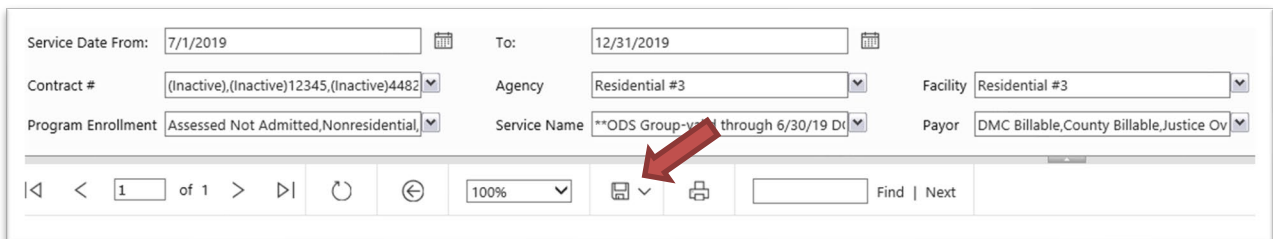
13. Select "Yes" or "No" from **Perinatal** dropdown.



14. Click on **View Report** and wait for report to load (may take a few minutes).



15. After report fully loads, click on **Save** dropdown on the Menu bar (below the Prompt bar)



16. Select save file in **Excel** format.

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