



CCMS Provider: Billing Interim Process – Client Financial Interest

When submitting a bill you will be asked if the client has a financial interest in the case, and if they do, has the bill been sent out to them for review and have you allowed 21 days for the client to respond.

At the moment you will see this question before the bill has been created, there is a pending system enhancement which will move this question to the end of the billing process. Until this enhancement is implemented there is an interim process for where the client does have a financial interest in the case.

This process is detailed below.

1

If the client does not have a financial interest in the case you can answer **No** to this question and click **Next** to create your bill.

If the client does have a financial interest in the case then CCMS will force a yes answer.

The interim process is to answer **Yes** to this question, even if that is incorrect, then click **Next**.

[Cancel and return to Bill Details](#)

Client Has A Financial Interest

* indicates required field

* Have you sent this claim to your client and allowed 21 days for a response?

Yes No

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2

[Cancel and return to Bill Details](#)

Client Response

* indicates required field

* What date was this claim sent to your client?

* The client response

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You then have to give a false answer to the subsequent client response question and specify a date that the claim was sent out to the client. (You can use any date apart from a future date.)

This allows you to continue creating a draft bill you can print out and send to the client for review.

Once the required time for the client to review the bill has passed, you can go back into the draft bill and return to this question where you will be able to give the correct answer to the client response question.

Click **Next** to continue creating the bill.

3

There is a pending system enhancement which will be implemented to remove this interim process and will move this question to the end of the billing process. This will allow you to create a draft bill, print out a bill summary for the client to review without entering any incorrect information.

Once the client has responded you will be able to go back into the draft bill and answer the client response questions.



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NOTE:

Submitting a bill against an Emergency Certificate

CCMS will prevent providers from submitting a bill against an Emergency Certificate where the Substantive amendment has not yet been considered. A bill should not be submitted before an assessment of the client’s means has been completed.

The error message below will appear if a provider attempts to submit the bill against a live Emergency Certificate in error: “The emergency certificate in this case is live. Please arrange for this to be discharged/revoked or converted to a substantive before you submit your bill”.

This page contains one or more errors or warnings

▲ The emergency certificate in this case is Live. Please arrange for this to be discharged/revoked or converted to a substantive before you submit your bill.

Create a Bill - Bill Details

Please click '**Bill Details**' to enter the line details for the Bill. Once complete click '**Submit**' to send the information to LAA.

[Cancel and return to Financials Summary](#)

Billing	Status
Bill Details	In Progress

The screen below will be presented in relation to bulk upload claims.

```
<?xml version="1.0" encoding="UTF-8" ?>
<CLAIM_BATCH_REPORT xmlns="http://legaid.gov.uk/CCMS/ClaimManagement/Claim/1.0/ClaimUpload">
  <BATCH_NAME>2993</BATCH_NAME>
  <DATE_SUBMITTED>03 July 2019</DATE_SUBMITTED>
  <SUBMITTED_BY>DANGRAY</SUBMITTED_BY>
  <PROCESSED_COUNT>1</PROCESSED_COUNT>
  <ACCEPTED_COUNT>0</ACCEPTED_COUNT>
  <REJECTED_COUNT>1</REJECTED_COUNT>
  <CLAIM_LIST>
    <CLAIM>
      <IMPORT_STATUS>REJECT</IMPORT_STATUS>
      <LAA_ACCOUNT_NUMBER>0X39SU</LAA_ACCOUNT_NUMBER>
      <PROVIDER_CLAIM_REF>FIXED FEE LIVE EMERGENCY 030717</PROVIDER_CLAIM_REF>
      <IMPORT_ERROR_LIST>
        <IMPORT_ERROR>
          <PROV_LINE_REF />
          <ATTN_NAME />
          <ERROR_CODE>2001</ERROR_CODE>
          <ERROR_MESSAGE>The emergency certificate in this case is Live. Please arrange for this to be discharged/revoked or converted to a substantive before you submit your bill.</ERROR_MESSAGE>
          <ERROR_DATA />
        </IMPORT_ERROR>
      </IMPORT_ERROR_LIST>
      <IMPORT_ERROR>
          <PROV_LINE_REF />
          <ATTN_NAME />
          <ERROR_CODE>4002</ERROR_CODE>
          <ERROR_MESSAGE>Error Occurred with generating decision report</ERROR_MESSAGE>
          <ERROR_DATA>User Defined Exception:The emergency certificate in this case is Live. Please arrange for this to be discharged/revoked or converted to a substantive before you submit your bill.</ERROR_DATA>
        </IMPORT_ERROR>
      </IMPORT_ERROR_LIST>
    </CLAIM>
  </CLAIM_LIST>
</CLAIM_BATCH_REPORT>
```



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NOTE:

Claiming for an aspect of work that falls outside the scope of the certificate

Previously CCMS did not prevent the user to bill for work that falls outside the scope of the certificate resulting in rejection, assessment or request for further information. A bill will no longer be accepted if the aspect claimed does not match the proceedings granted in the case.

A provider or advocate entering a claim for an aspect of work not included in the scope of the certificate will receive an error message confirming that they have selected one or more categories of work that does not match any of the proceedings granted in this case.

The user is able to amend the aspect of work and continue with their bill.

This page contains one or more errors or warnings

⚠ You have selected one or more categories of work that do not match any of the proceedings granted in this case. Please ensure that any categories of work selected match one or more proceedings granted in this case.

Aspect of Work

* indicates required field

[Cancel and return to Bill Details](#)

* Are you claiming for work in relation to Finance?

Yes No

* Are you claiming for work in relation to Private Law Children? **⚠**

Yes No

* Are you claiming for work in relation to Public Law Children?

Yes No