

# Checklist

## Home care buyer's guide to billing & payroll software





**Software should make all billing and payroll practices far more efficient by slashing manual input in favor of digital solutions that adhere to protocols set by regulators.**

**Here's a list of questions you should ask when looking for billing & payroll software. Does the software...**

- 1.** Integrate directly with your accounting software?
- 2.** Offer flat file integration (a CXV or Excel export) or does data flow automatically?
- 3.** Integrate into a desktop-based or online accounting software or both?
- 4.** Have split-billing capabilities?
- 5.** Have long-term care billing capabilities?
- 6.** Include customizable bill rates and pay codes?
- 7.** Offer one-click upload to clearinghouses?
- 8.** Integrate into a desktop-based or online accounting software or both?
- 9.** Automatically search for potential errors before submission?