

LSBHIDEI - Submitting Anonymous Encounters

Access the Anonymous Encounter Submission page at:

<https://billing24.lsbhidei.org:444/newsecurephp/anonymous.php>

Use the same **username and password** that you use for **LS e-Billing**.

If you need login assistance, contact **Patty Rude** at LSBHIDEI.

The screenshot shows a web browser window with the address bar displaying `billing24.lsbhidei.org:444/newsecurephp/anonymous.php`. The page features the **LS e-billing** logo in the top left. A navigation menu in orange contains links for **home**, **login**, **logout**, **register**, **contact us**, and **help**. The main heading is **Anonymous Encounters Log In**. Below this, a welcome message states: "Welcome to the Lackawanna and Susquehanna Counties' 2026 secure Anonymous Encounters submissions website. This website is only to be used by registered LSBHIDEI providers." A paragraph follows: "If you are not a Registered Provider, please contact rudep@lsbhidei.org or click on the registration button in the above menu. LSBHIDEI Information Systems personnel will verify and provide you with your userid and password within two business days." Below this is the instruction: "Please enter your User ID and Password." The login form consists of two input fields: "User ID:" and "Password:", each followed by a text box. A "Submit" button is positioned below the password field. The footer of the page, in an orange bar, reads "Copyright 2025 - PME Associates".

Step 1: Select Reporting Period and Service

After logging in:

1. Select the appropriate **Month** and **Year**.
2. Choose the applicable **Site Code/Service**.
3. Click **Select SiteCode Service**.

Once selected, the system will generate:

- An Anonymous Encounter submission form
- An Encounter Summary
- A Recent Submissions history

Changing the Billing Month

To submit encounters for a different month:

1. Change the reporting **Month** and/or **Year**.
2. Click **Select SiteCode Service** again.

The form and summary information will refresh based on the selected reporting period.

The screenshot shows a web browser window with the URL `billing24.lsbhidei.org:444/newsecurephp/anonymous_main.php`. The page features the **LS ebilling** logo and a navigation bar with links: [home](#), [login](#), [logoff](#), [register](#), [contact us](#), and [help](#). Below the navigation bar, the **Reporting Month:** is set to `2026-05-01 -> 2026-05-31`. The **Registered Provider:** field is redacted with a black bar. The **Site Code:** dropdown menu is open, showing the selected option `ADMINISTRATIVE MANAGEMENT - T1016`. A red rectangular box highlights the **Select SiteCode Service** button located below the dropdown. The footer of the page displays `Copyright 2025 - PME Associates`.

County Selection

Select the appropriate **County** from the available dropdown list before entering encounter information.

Entering Units and Counts

- Units and counts must be entered as **positive or negative whole numbers (integers)**.
 - Decimal values are not allowed.
 - Leaving a field blank is acceptable and will be treated as **0**.
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Verification Requirement

Before submitting, you must check the confirmation box verifying that:

- The service is correct.
- The procedure code is correct.
- The modifier is correct.
- The location is correct.

Anonymous Encounters Submission for aates

Billing Month:	2026-05
County:	Lackawanna
Units of Service:	50
Male above 21:	3
Male under 21:	6
Female above 21:	9
Female under 21:	12
Unassigned:	15

☒ I verify the above encounters are for the service: testing new codes - H0004\HE - Loc0001 -- aates, and there is an active enrollment with PROMISe for this service code and location code.

To change billing month, change reporting Month and Click “Select SiteCode Service” button again

Reporting Month: 2026-05-01 -> 2026-05-31 ▾
Registered Provider: [REDACTED]
Site Code: ADMINISTRATIVE MANAGEMENT - T1016 ▾
Select SiteCode Service

You can select a county:

Anonymous Encounters Submission for aates

Billing Month: 2026-05
County: Lackawanna ▾
Units of Service: Lackawanna []
Male above 21: Susquehanna []
Male under 21: Other []
Female above 21: []
Female under 21: []
Unassigned: []

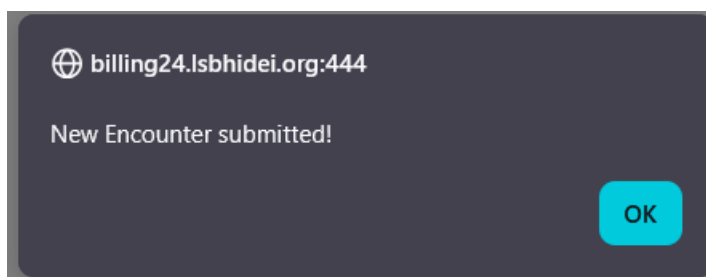
☐ I verify the above encounters are for the service: testing new codes - H0004|HE - Loc0001 -- aates, and there is an active enrollment with PROMISE for this service code and location code.

Submit Anonymous Encounters

Submissions cannot be completed until this verification is acknowledged.

Submission Confirmation

After submitting the encounter information, a confirmation message will appear indicating that the submission was successful.



The following sections will automatically update for the selected Site Code:

- Encounter Summary

Encounter Summary for aates

YearMonth	County	Units of Service	Male above 21	Male under 21	Female above 21	Female under 21	Unassigned
2026-05	Lackawanna	50	3	6	9	12	15

- Recent Transaction History

Recent Submissions: aates

User	Submitted	YearMonth	County	Units of Service	Male above 21	Male under 21	Female above 21	Female under 21	Unassigned
test123	2026-06-25 11:57:29	2026-05	Lackawanna	-5	0	0	0	0	-5
test123	2026-06-25 11:55:31	2026-05	Lackawanna	50	3	6	9	12	15

Need Assistance?

If you experience any issues with submitting anonymous encounters, please contact the **LS Fiscal Office** for support.