

4. Creating Payment Batches

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4.1 Procedure for Creating a Payment Batch

4.1.1 Step 1: Create a Batch

1. Log on to RPMS Accounts Receivable application.
2. Select the **Collection Menu** (COL) and press Enter.
3. At the prompt, type **EN** (Collections Entry) and press Enter.
4. At the prompt, enter your electronic **signature code** and press Enter.
5. Enter the following information:

Collections Name	Create a zero pay collection point
Payment Type	51 (EOB Checks)
Payer's Name	(e.g., Blue Cross and Blue Shield) – if more than one find the correct address
Check Number	Type ZP (Zero Pay) and issue date of document Example: ZP05232005
Check Amount	type the number 0 (zero)
Location	If applicable, enter the facility location

Press Enter.

6.

If . . .	Type . . .
your entry is correct	C for Continue
There is an error on the check number or check name	E for Edit
you duplicated an entry, or want to start over for that item	D for Delete.
7. Continue to enter all checks for each batch (change the check name, if necessary).
8. When finished, type **Q** (Quit).

4.1.2 Step 2: Print a Report

1. Go to **CR** (Collections Report).
2. At the prompt, type **DT** (Collections Report Detail).
 - Enter the batch name.
 - Review and type **Yes**.

Press Enter two (2) times (print to screen or print hard copy).

3. Validate the lister tape, deposit ticket, and batch totals to reconcile. If the totals do not reconcile, see section 4.2, "Editing Batches before Finalizing," on page 4-3.
4. Go back to **DT, Collections Report Detail**.
 - Type the batch name again and press Enter.
5. Type the device number to print.
6. Go to **FL** (Collections Report Final).
 - Type batch name again and press Enter.
7. Type **Yes** to finalize this batch and print.
8. Go to **FL** (Collections Report Final).
 - Type batch name and the date.
 - Print final copy.

Continue generating all batches for remaining deposit.

4.2 Editing Batches before Finalizing

4.2.1 Step 1: Edit the Batch

If you need to edit a batch item,

2. Go to the **Collection Menu** (COL) and press Enter.
3. At the prompt, type **EN** (Collections Entry) and press Enter.
4. At the prompt, type your electronic **signature code** and press Enter.
5. At the prompt, enter the **collection point name** and press Enter.

6. At the next prompt (Payer or Payment Type), press Shift/6 (^).
7. At the next prompt, type **E** (Edit) and press Enter.
7. At the Edit/Cancel an Item with Auditing prompt, type **??** to display the list of items.
8. Select the item you want to edit and press Enter.
9. At the Edit with Audit, Cancel, or Quit prompt, type **E** (Edit).
 - Under Comments, enter **Yes**.
 - Enter message for error comments.
 - If comment is correct, enter **Yes**.

Note: When you select Edit with Audit, the original item number is replaced with the next available item number.
The Exceptions report (Collections Report menu) allows you to view canceled or edited items.

The Edit menu allows you to change the following:

- Payer's Name
 - Check Number
 - Check Amount
 - Location
10. At the prompt, type **C** (Continue).
 11. A detail screen appears. Verify the information displayed.
 - If it is correct, type **Yes**.
 - If still incorrect, type **No** to re-edit the item.
 12. The system prompts for another item. If you have completed editing this batch, press Enter.
 13. Type **Q** (Quit).

4.2.2 Step 2: Print the Collections Report Detail

1. Go back to the Collection Menu (COL) and at the prompt, type **DT** (Collections Report Detail).
2. Enter the batch name again and press Enter.

3. Type the device number to print.
4. Review the batch and press Enter.
5. Review the detailed report to verify that the information entered is correct.
6. If the data on the detailed report is accurate, go to **FL** (Collections Report Final).
7. At the prompt, type batch name again and press Enter.
8. At the prompt, type **Yes** to *finalize* this batch and print the report.
9. Go to **FL** (Collections Report Final).
 - Type batch name and date.
 - Print final copy.

4.3 Processing the Batches for Posting

To prepare the batches for posting:

1. Sort the reports.
2. Attach the Collections Report Final to Remittance Advice and zero pay documents for posting.
3. Submit to the Business Office for posting.

4.4 Logging New Batches in the RA Log

The RA log is an Excel spreadsheet that consists of all payers, check numbers, check amounts, date deposits were made, date batch was completed, and number of days it took to complete a batch.

Each tab represents deposits made by allowance category. In some cases facilities with satellites may have separate tabs by allowance category and location.

These spreadsheets will allow the A/R technician to provide accurate information about each payer and track every cent received from PNC for your facility. To view sample RA logs, see Part 5, Appendix B.

To log new batches in the RA log:

1. Open the Excel RA Log file.
2. Click on the worksheet tab for the type of deposits you want to log: Medicare Part B, Medicare Railroad, Private Insurance.

To enter deposits for . . .	You need . . .
Medicare Part B,	<ul style="list-style-type: none"> • date received • initials • amount received • provider number
Medicare/Railroad	<ul style="list-style-type: none"> • date received • initials • amount paid
Private Insurance	<ul style="list-style-type: none"> • date received • initials • date paid • amount received

3. Date-stamp with the date of receipt on all cover sheets of final batches.
4. Select the worksheet tab for the correct Third Party payer.
5. Assign the batches with numbers including date received, batch date, batch amount, R/A date, and R/A number.
6. Assign numbers to the batches located on the lower right of the Collections Report Detailed.
7. Once the batch has been identified, go to the R/A Log and click on the worksheet tab.
8. Match each check number, payer, and amount on the Previous Day Summary and Detail Report with what has been batched.
9. Enter the information accurately to include check number, check amount, date paid and date received in the appropriate payers, which is listed on the worksheet tab.
10. When finished, place batches in the file room for posting.

4.5 Logging Posted Batches in the RA Log

After batches have been posted in the RPMS Accounts Receivable application, log these batches in the Excel RA Log file.

To log posted batches in the RA log:

1. Open the Excel RA Log file. Click on the tab containing the appropriate allowance category.
2. Identify the completed batch by matching the batch name, batch date, and batch amounts.
3. Complete all columns with required information.
4. When finished, put the posted and logged batches in the area designated for completed batches at your facility.