



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable

(BAR)

Addendum to User Manual

Version 1.8 Patch 30
February 2021

Office of Information Technology
Division of Information Resource Management

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Preface

The purpose of this addendum is to provide information about the Accounts Receivable (BAR) package. The system is designed to automate the management of accounts receivable in the Resource and Patient Management System (RPMS).

Please review and distribute this addendum to your Accounts Receivable staff *prior to* installation of this patch.

Refer to the notes files released with this patch for all other technical documentation.

1.0 Introduction

Patch 30 provides enhancements and minor corrections to version 1.8 of the Accounts Receivable application. Please review the changes in this addendum and add a copy to any printed documentation your site may be using for Accounts Receivable. These changes will be integrated into future versions of the software and future versions of the user manual and will no longer be considered a patch or an addendum at the time of the next version release.

Please note that the addendum provides guidance on changes made in the patch that are relevant to the user. To see a list of all changes made in a patch, refer to the patch notes for each of the respective patches.

1.1 Summary of Changes

1.1.1 Patch 30

Change Request 4968

Modified the UFMS Age Summary Report (RPT > ARM > USM) to provide Allowance Category and ASUFAC when run by Allowance Category and Report Type 3. Also added an option to export the report as a comma separated file (csv) when run by Allowance Category and Report Type 3.

Change Request 6210

Corrected the alignment and the line numbering in several posting options to ensure that the A/R Bill Numbers and their corresponding dollar amounts are properly aligned, and to ensure that the bills are listed in correct numerical order according to when each bill was created in A/R.

Change Request 6977

Modified the portion of the ERA A/R Bill Matching option (PST > ERA > BLMT) that displays matched claims and reviews them for potential negative bill balances if ERA payments and adjustments are posted. Prior to patch 30, these entries were numbered (2, 4, 5, etc.). Patch 30 removes the numbering and realigns the entries to the left.

Change Request 9409

Corrected the Post Payments and Adjustments option (PST > PAY) and the Post Adjustments option (PST > ADJ) to ensure that an 'm' is displayed in front of bill numbers that contain a bill message.

Change Request 9476

Corrected the Cancelled Bills Report (MAN > RPT > CXL) to ensure that bills with a zero balance are not displayed when the user specifies that only bills with an open balance be reported. Also added an XML option to allow for exporting the report as an Excel spreadsheet.

Change Request 9568

Corrected the ERA A/R Bill Matching process to ensure that the correct Reason Not to Post is applied to ERA Point of Sale claims that are unmatched due to the date of service.

Change Request 10217

Corrected the ERA Load New Import option (PST > ERA > NEW) to prevent a programming error when an 835 file is loaded that contains one or more PER segments in Loop 2100. This PER segment provides Claim Contact Information for the payer such as a phone number, fax number, or email address.

Change Request 10501

Corrected the UFMS Age Summary Report to prevent a programming error when the user exits the report parameters by typing a caret (^).

Change Request 10550

Increased the fields that allow for adding, editing, and displaying check numbers from 40 characters to 50 characters. This change affects collection batch creation and editing, as well as numerous reports that display check numbers. Some of the reports will display the entire 50-digit check number while others will display an abbreviated check number followed by an asterisk (*).

Change Request 10582

Modified the Age Summary Report (RPT > ARM > ASM) and the UFMS Age Summary Report to include the total number of claims for each user-specified category, such as A/R Account or Billing Entity, as well as a total number of claims for all categories.

Change Request 10620

Corrected the Edit Status command in the ERA Review Postable Claims option (PST > ERA > REV) to prevent a programming error when a bill is selected for manual matching that contains a bill message. A change was also made to ensure that the ERA claim selected for matching is displayed on the same screen as the “Select A/R Bill/IHS Bill Number” prompt.

Change Request 11203

Updated the A/R EDI STND CLM ADJ REASONS file and the A/R EDI REMARK CODES file to include all Standard Adjustment Reason Code updates and all Remittance Advice Remark Code updates as released by the Washington Publishing Company in May of 2020 and July of 2020, respectively. These nationally published code lists can be viewed on the following x12 website: <https://x12.org/codes>.

Change Request 11206

Modified the UFMS Age Summary Report to provide the UFMS Invoice Number when run by Allowance Category and Report Type 3. Also added an option to export the report in an XML format when run by Allowance Category and Report Type 3.

2.0 Patch 30 Details

2.1 Check Number Field Expanded

The fields that allow for adding, editing, and displaying check numbers increased from 40 characters to 50 characters. This change affects collection batch creation and editing, as well as several reports that display check numbers. Some of the reports will display the entire 50-digit check number while others will display an abbreviated check number followed by an asterisk (*). The asterisk indicates that the entire check 50-digit number is not being displayed.

The options affected by this change are:

Collections Menu (COL)

- Collections Entry (EN)
- Collection Report Detailed/Final/Exceptions/Final Reprint (RPT>DT/FL/EX/RFL)
- Check Posting Summary (CPS)

Manager Menu (MAN)

- Edit Treasury Deposit/IPAC Number (ETDN)

Posting Menu (PST)

- Post Payments and Adjustments (PAY)
- Prepayment Collections (PRE)
- Reprint Receipt (RECP)
- Flat Rate Posting (FRP)
- View Flat Rate Bills (FBL)
- Post Unallocated Cash (PUC)
- ERA Posting (ERA)

Batch Reports Menu (RPT > BRM)

- Batch Posted Payments (BPP)

When a new collection batch is created or edited and the user attempts to enter a check number that exceeds 50 characters, a message will be displayed indicating that the response must be 3–50 characters in length, and the entry will not be saved. This message will also display when editing a collection batch item in the Edit Treasury Deposit/IPAC Number option (MAN > ETDN) or when entering or editing patient payments in the Prepayment Collections option (PST > PRE).

```

ENTERING PRIVATE-10/30/2020-1 TYPE: ALL TYPES      BATCH TOTAL: 0
TDN/IPAC: TDNDEMO12345                          TDN/IPAC AMOUNT: 1,000.00
TDN/IPAC/Deposit Date: OCT 30, 2020

ITEM 1          NEW MEXICO BC/BS INC
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 9876543210AAAAAAAAA3333333333BBBBBBBBBB12345678901??
      Answer must be 3-50 characters in length.
Check/EFT #: 9876543210AAAAAAAAA3333333333BBBBBBBBBB1234567890
TREASURY DEPOSIT/IPAC: TDNDEMO12345

CREDIT:
    
```

Figure 2-1: Message received in Collections Entry when a check number exceeds 50 characters

Reports that require the entire check number to display, such as the Collections Reports, were modified to accommodate check numbers that contain up to 50 characters. On the Collection Report Final Reprint, for example, the check number was moved to its own line so that up to 50 characters could display without disrupting the other displayed information.

DATE:	COLLECTIONS REPORT -- FINAL (REPRINT)	PAGE	1		
10/30/20	2017 DEMO HOSPITAL				
	BATCH: PRIVATE-10/30/2020-1				
	TDN/IPAC #: TDNDEMO12345				
CHK/IPAC DEPOSIT DATE:	OCT 30,2020				
	TOTAL: 1,000.00				
ITEM	RECEIVED	CHECK #	A/R ACCOUNT	DISTRIBUTION	AMOUNT
=====					
	EOB CHECK				
1	10/30/20	9876543210AAAAAAAAA3333333333BBBBBBBBBB1234567890	NEW MEXICO BC/BS INC		1000.00
			2017 DEMO HOSPI	1000.00	
SUBTOTAL					----- 1000.00
TOTAL					----- 1000.00

Figure 2-2 :Collection Report Final Reprint containing a 50-digit check number

Other reports that require the entire check number to display were modified in a slightly different way. For example, the ERA Check Amount and Check number for 835 option (PST > ERA > TRN), was modified to display a new field named 'Full Check #' when an ERA file contains a check number greater than 25 characters. In this scenario, the new field displays the entire ERA check number.


```

=====
ERA CHECK NUMBER AND CHECK AMOUNTS REPORT          OCT 30,2020@11:08   Page 1
LOCATION: 2017 DEMO HOSPITAL
FOR FILE NAME: BCBS835 10122020.txt
FOR RPMS FILE: 1044_ERA_10/18/2020
=====
SET          PAYER          CD  PAYMENT          CHECK          CHK DATE
-----
0001  20191104          I      0.00 1111111111CCCCCCCCDDDD*   11/06/19
      Full Check #: 1111111111CCCCCCCCDDDDDDDDDEEEEEEEEEEE
0003  20191104          I  64,155.00 2222222222GGGGGGGGHHHH*   11/06/19
      Full Check #: 2222222222GGGGGGGGHHHHHHHHHHIIIIIIIIJJJJJJJJ
**This 835 ERA File contains 2 BPR segments totaling $64,155.00
**Use the Check Posting Summary (CPS) to confirm checks have been batched
      * * E N D   O F   R E P O R T * *
    
```

Figure 2-3: ERA TRN option displaying a 50-digit check number

2.2 A/R Bill Alignment Display

A correction was made to the alignment and to the line numbering in several posting options to ensure that the data displayed is properly aligned and to ensure that the bills are listed in correct numerical order, according to when each bill was created in Accounts Receivable. Most bills are created in Accounts Receivable upon claim approval in the Third Party Billing application but occasionally, the bill entry is not created in Accounts Receivable, and must be uploaded manually using the Upload from Third Party Bill File option in Accounts Receivable (UPL).

The options affected by this change are:

- Post Status Change (ACM > PSC)
- Post Payments and Adjustments (PST > PAY)
- Post Adjustments (PST > ADJ)
- Flat Rate Posting (PST > FRP)
- Post Refunds (PST > REF)
- Post Remark Codes (PST > RMK)
- Post NCPDP Reject/Payment Codes (PST > RX)

Prior to patch 30, the menu options that display a list of bills based on a user-specified patient name and date range did not list the bills in the order they were created in Accounts Receivable. In addition, the columns were not properly aligned.

```

Claims for DEMO,PATIENT from 01/01/2020 to 10/30/2020 Page: 1

Batch : PRIVATE          Item : 1
Amount : 500.00          Amount : 100.00
Posted : 77.00           Posted : 77.00
Unalloc: 0.00            Unalloc: 0.00
Balance: 423.00          Balance: 23.00
    
```

Line #	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
4	01/04/2020	234567A-DH-13569*	550.00	0.00	0.00	550.00
5	01/04/2020	234567B-DH-13569*	392.81	0.00	0.00	392.81
6	01/04/2020	234567C-DH-13569	392.81	0.00	0.00	392.81
1	01/03/2020	123456A-DH-13569*	226.00	0.00	0.00	226.00
2	01/03/2020	123456B-DH-13569*	63.00	0.00	0.00	63.00
3	01/03/2020	123456C-DH-13569	289.00	0.00	0.00	0.00

Line #:

Figure 2-4: Example of bill list display in patch 29

Patch 30 corrects the column alignment as well as the order in which bills are listed (the date the bill was created in Accounts Receivable). In addition to correcting the display alignment and the order in which the bills display, a correction was made to ensure that an ‘m’ displays in front of bill numbers that contain a bill message. This will be reflected in the menu options listed above for the A/R Bill Alignment Display.

```

Claims for (msg) DEMO,PATIENT from 01/01/2020 to 10/30/2020 Page: 1

Batch : PRIVATE          Item : 1
Amount : 1000.00         Amount : 1000.00
Posted : 0.00            Posted : 0.00
Unalloc: 0.00            Unalloc: 0.00
Balance: 1000.00         Balance: 1000.00
    
```

LN#	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
1	01/02/20	m402455-DH-13577	200.00	0.00	0.00	180.00
2	02/24/20	m402458A-DH-13577*	300.00	0.00	0.00	0.00
3	02/24/20	402458B-DH-13577	300.00	0.00	0.00	300.00
4	09/14/20	402477A-DH-13577	479.00	0.00	0.00	0.00

Line #:

Figure 2-5: Example of bill list display in patch 30 with an ‘m’ indicating a bill message exists

2.3 ERA A/R Bill Matching Display

A change was made to the portion of the ERA A/R Bill Matching option (PST > ERA > BLMT) that displays matched claims and reviews them for potential negative bill balances if ERA payments and adjustments were to auto-post. Negative bill balance checks display for all IHS facilities. They also display for Tribal/Urban facilities that have chosen not to allow reverse ERA payments to be posted or negative ERA bill balances to be created. Tribal/Urban facilities can change this preference in the Site Parameter Edit option (MAN > SPE), if desired; however, sites that are unsure of how this could affect ERA posting, bill balances, and collection batch balances should contact their local IT or open a ticket with the IT Service Desk for support and guidance.

Prior to patch 30, the entries associated with negative bill balance checks were incorrectly numbered (2, 4, 6, etc.).

```

CHECKING FOR NEGATIVE BALANCE IF MATCHED ERA CLAIMS ARE POSTED...

2   ERA BILL: 123456B                CURRENT BILL AMT(RPMS):      126.00
   (123456B-DH-13569)                PYMT:                       -100.00
A/R CAT:NON PAYMENT A/R RSN:Non Covered Days/Room Chrg ADJ:         0.00
A/R CAT:NON PAYMENT A/R RSN:Chrgs pd/adj by another pay ADJ:        0.00
                                   BILL BALANCE IF ERA CLAIM IS POSTED:  226.00

4   ERA BILL: 4567890A              CURRENT BILL AMT(RPMS):      126.00
   (4567890A-DIH-13569)              PYMT:                       100.00
A/R CAT:NON PAYMENT A/R RSN:Non Covered Days/Room Chrg ADJ:         0.00
A/R CAT:NON PAYMENT A/R RSN:Chrgs pd/adj by another pay ADJ:        0.00
                                   BILL BALANCE IF ERA CLAIM IS POSTED:   26.00

   Matched Bills:      2 for $      0.00
   Unmatched Bills:   0 for $      0.00
   Total Bills:       2 for $      0.00

LOOKING FOR NON-MATCHED PAYMENTS AGAINST NONPAYMENT BATCHES

Do you wish to print report of the matching process? Y//

```

Figure 2-6: Example of negative bill balance check displayed in patch 29 ERA BLMT option

Patch 30 removes the numbering and realigns the entries to the left.

```

CHECKING FOR NEGATIVE BALANCE IF MATCHED ERA CLAIMS ARE POSTED...

ERA BILL: 123456A                CURRENT BILL AMT (RPMS) :      881.14
  (123456A-DH-13577)                PYMT:                400.00
                                BILL BALANCE IF ERA CLAIM IS POSTED:      481.14

ERA BILL: 2345678D              CURRENT BILL AMT (RPMS) :      413.00
  (234567D-DH)                PYMT:                100.00
                                BILL BALANCE IF ERA CLAIM IS POSTED:      313.00

ERA BILL: 9876543A              CURRENT BILL AMT (RPMS) :    1,249.07
  (9876543A-DH-13577)                PYMT:                100.00
                                BILL BALANCE IF ERA CLAIM IS POSTED:    1,149.07

    Matched Bills:      3 for $      600.00
    Unmatched Bills:    0 for $       0.00
    Total Bills:       3 for $      600.00

LOOKING FOR NON-MATCHED PAYMENTS AGAINST NONPAYMENT BATCHES

Do you wish to print report of the matching process? Y//
    
```

Figure 2-7: Example of negative bill balance check displayed in patch 30 ERA BLMT option

2.4 ERA REV Edit Status Display

A change was made to the Edit Status display in the ERA Review Postable Claims option (PST > ERA > REV) when manual matching to ensure that the ERA claim selected for matching displays on the same screen as the “Select A/R Bill/IHS Bill Number” prompt.

```

BAR Claim Review                Dec 17, 2020 14:15:17                Page: 1 of 0
HIPAA 835 v5010                File: 1044_ERA_10/18/2020                Chk/EFT#: 2222222222GGGGGGGGGG

# Claim      Date      Patient      AR Account  Status
1  123456A    MAR 7, 2020  DEMO,PATIENT      CLAIM UNMATCHED
*****REASONS NOT TO POST*****
      BILL AMOUNT DOESN'T MATCH RPMS
      DATE OF SERVICE DOESN'T MATCH RPMS

2  2345678    NOV 4, 2020  DEMO,PATIENT      CLAIM UNMATCHED
*****REASONS NOT TO POST*****
      BILL NUMBER/RX NOT FOUND IN RPMS

3  3456789    NOV 4, 2020  DEMO,PATIENT      CLAIM UNMATCHED
*****REASONS NOT TO POST*****
      BILL NUMBER/RX NOT FOUND IN RPMS

4  3456789    NOV 4, 2020  DEMO,PATIENT      CLAIM UNMATCHED

+      Enter ?? for more actions
Select Action:Next Screen// 1  Edit Status
Select (s): (1-600): 1
Do you wish to change the status of claim 123456A (# 1 )
from status 'CLAIM UNMATCHED' to 'MATCHED' or 'EXCEPTION' <M/E>? MATCHED
Are you sure?? N// YES
    
```

Figure 2-8: Example of selecting an ERA claim for manual matching in the ERA REV option

After the selection is made to change an ERA claim status to 'Matched', users are taken to a new screen that displays the ERA claim that was selected. The “Select A/R Bill/IHS Bill Number” prompt will display which allows for entering a bill number, an RX number, or a patient name and date range. Once this information is entered, a list of associated bills will display to choose from.

#	Claim	Date	Patient	AR Account	Status
#1	123456A	MAR 07, 2020	DEMO,PATIENT		CLAIM UNMATCHED
Select A/R BILL/IHS BILL NUMBER:					
Select PATIENT NAME:		DEMO,PATIENT		F 02-12-1970 XXX-XX-1234	MHS 13577
Select Beginning Date: 1/1/20 (JAN 01, 2020)					
Select Ending Date: 1 JAN 2020//T (DEC 17, 2020)					

Figure 2-9: Example of screen displayed once an ERA claim has been selected for matching

Claims for (msg) DEMO,PATIENT from 01/01/2020 to 12/17/2020 Page: 1						
LN#	DOS	Claim #	Billed Amount	Billed To	Current Balance	
1	03/10/20	m123456A-DH-13577*	300.00	NEW MEXICO BC/BS INC	0.00	
2	03/10/20	123456B-DH-13577	300.00	NARRATIVE INSURANCE	300.00	
3	09/14/20	m678901A-DH-13577	479.00	NARRATIVE INSURANCE	0.00	
4	11/08/20	987654A-DH-13577	100.00	NARRATIVE INSURANCE	0.00	
LINE # or 0 to quit: (0-4):						

Figure 2-10: Example of bill list generated based on entries made for bill number or patient name and date range

2.5 Reports

2.5.1 Cancelled Bills Report

A correction was made to the Cancelled Bills Report (MAN > RPT > CXL) to ensure that bills with a zero balance do not display when the user specifies that only bills with an open balance be reported. In addition, an XML option was added to allow for exporting the report as an Excel spreadsheet.

To access the XML option, select **Report Type** and then select option **3** – Detail and Summary (XML). Select any other desired parameters and press Enter until you get to the “Device” prompt. Type **HFS** to export the report to your Host File Server, and then type your local directory path along with a report name and an extension of ‘.xml’. The naming convention should look something like this:
‘c:\pub\CancelledBillsRpt093020.xml’.

Keep in mind that your site’s directory path will likely be different. Contact your local IT department if you need assistance.

```

+++++
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p30          |
+                Management Reports                +
|                2017 DEMO HOSPITAL                |
+++++
User: POSTER,SUPER          BUSINESS OFFICE          30-SEPT-2020 12:31 PM

PSP  Parent/Satellite Print
STP  Standard Table Entry Print
CPP  Collection Point Print
CXL  Cancelled Bills Report
SYNC Auto Sync Report

Select Management Reports <TEST ACCOUNT> Option: CXL  Cancelled Bills Report
Include ONLY bills with an open balance? YES//          ONLY BILLS W/OPEN BALANCE

NOTE: This report will contain data for VISIT location(s) regardless of
      BILLING location.

INCLUSION PARAMETERS in Effect for Cancelled Bills Report:
=====
- Report Type.....: DETAIL

      Select one of the following:

          1      LOCATION
          2      BILLING ENTITY
          3      DATE RANGE
          4      CANCELLING OFFICIAL
          5      PROVIDER
          6      ELIGIBILITY STATUS
          7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 7  REPORT TYPE

      Select one of the following:

          1      Detail
          2      Summary
          3      Detail and Summary (XML)

Select TYPE of REPORT desired: 1// 3  Detail and Summary (XML)

INCLUSION PARAMETERS in Effect for Cancelled Bills Report:
=====
- Report Type.....: Detail and Summary (XML)

      Select one of the following:

          1      LOCATION
          2      BILLING ENTITY
          3      DATE RANGE
          4      CANCELLING OFFICIAL
          5      PROVIDER
          6      ELIGIBILITY STATUS
          7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

```

```
Sort Report by [V]isit Type or [C]linic: V// ISIT TYPE
Select Visit Type: ALL// ALL

NOTE: You have selected to produce a Detail and Summary (XML) Cancelled Bills Report
      For ALL Visit Locations
      containing ONLY bills with an Open Balance.

Proceed? YES//

The report is in spreadsheet XML format so please use the HFS device
and include the '.xml' suffix on the file name.
i.e. 'c:\temp\CXLreport.xml'

Enter RETURN to continue or '^' to exit:

Output DEVICE: HOME// HFS HOST FILE SERVER
HOST FILE NAME: C:\TEMP\\c:\pub\CancelledBillsRpt093020.xml ADDRESS/PARAMETERS: "
WNS"//

Requested Start Time: NOW// (SEPT 30, 2020@12:33:45)
Task # 36095 queued.

Enter RETURN to continue or '^' to exit:
```

Figure 2-11: Exporting the Cancelled Bills Report using the new XML option

Access your site's server and retrieve the exported report. The report will automatically open in an XML format, which can be edited as desired and saved as an Excel document. The XML report will contain two tabs. One tab provides **Detail** information, and another tab provides **Summary** information.

The Detail report will look similar to Figure 2-12.

DETAIL: Cancelled Bills Report as of 09/30/2020 For All Visit Locations containing ONLY bills with an Open Balance.													
WARNING: Confidential Patient Information, Privacy Act Applies													
3	4	5	6	7	8	9	10	11	12	13	14	15	16
Canceling Official	Visit Location	Visit Type	Clinic	Patient	HRN	Active Insurer	Claim Number	Visit Date	Reason Number	Reason	Amount Billed	Balance in A/R	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	DEMO,MEDICAL	143225	NEW MEXICO BC/BS INC	4024688-DH-143225	21-Mar-20	7	INCORRECT CHARGES	\$150.00	\$150.00	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	DEMO,NARRY	13578	NARRATIVE INSURANCE	402262A-DH-13578	14-Oct-18	1	INCORRECT EXPORT MODE	\$1,945.00	\$1,945.00	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	DEMO,NARRY	13578	NARRATIVE INSURANCE	402467B-DH-13578	16-Mar-20	3	TEST CLAIM	\$150.00	\$150.00	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	DEMO,NARRY	13578	NARRATIVE INSURANCE	402467D-DH-13578	16-Mar-20	8	WRONG INSURER SELECTED	\$150.00	\$150.00	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	WEATHERS,STORMY	13577	NARRATIVE INSURANCE	402433A-DH-13577	25-Sep-19	8	WRONG INSURER SELECTED	\$1,799.00	\$1,799.00	
CARLTON,GINA	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	WEATHERS,STORMY	13577	NEW MEXICO BC/BS INC	402440A-DH-13577	1-Jun-19	3	TEST CLAIM	\$125.00	\$125.00	
CARLTON,GINA	2017 DEMO HOSPITAL	DENTAL	DENTAL	DENTAL,PATIENT	14404	DELTA DENTAL OF NEW MEXICO INC	402235A-DH-14404	16-Sep-18	3	TEST CLAIM	\$9,920.00	\$9,920.00	
CARLTON,GINA	2017 DEMO HOSPITAL	DENTAL	DENTAL	DENTAL,PATIENT	14404	DELTA DENTAL OF NEW MEXICO INC	402235B-DH-14404	16-Sep-18	4	INCORRECT CODING	\$9,920.00	\$9,920.00	
CARLTON,GINA	2017 DEMO HOSPITAL	DENTAL	DENTAL	DENTAL,PATIENT	14404	DELTA DENTAL OF NEW MEXICO INC	402306A-DH-14404	21-Dec-18	3	TEST CLAIM	\$63.00	\$63.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	AIRMAN,SHELBY	133552	NEW MEXICO BC/BS INC	402350A-DH-133552	1-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	AIRMAN,SHELBY	133552	NEW MEXICO BC/BS INC	402351A-DH-133552	2-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	AIRMAN,SHELBY	133552	UNITED HEALTH CARE-HMO	402384B-DH-133552	17-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	LOBO,LOUIE	114112	CIGNA HEALTHCARE	402345B-DH-114112	5-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	LOBO,LOUIE	114112	CIGNA HEALTHCARE	402346A-DH-114112	6-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	LOBO,LOUIE	114112	CIGNA HEALTHCARE	402354A-DH-114112	7-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	NO CASH,JOHNNY	189963	GEHA	402411A-DH-189963	24-Jul-19	3	TEST CLAIM	\$612.00	\$612.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	SHIVERS,DUSTY	125112	UNITED HEALTH CARE-HMO	402348A-DH-125112	7-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	SHIVERS,DUSTY	125112	UNITED HEALTH CARE-HMO	402349A-DH-125112	8-Jun-19	3	TEST CLAIM	\$100.00	\$100.00	
PINTO-YAZZIE,ANGELA	2017 DEMO HOSPITAL	OUTPATIENT	INTERNAL MEDICINE	SHIVERS,DUSTY	125112	NEW MEXICO BC/BS INC	402401A-DH-125112	16-Jul-19	3	TEST CLAIM	\$281.00	\$281.00	

Figure 2-12: Example of Detail Cancelled Bills XML Report

The Summary report will look similar to Figure 2-13.

Summary Cancelled Bills Report as of 09/30/2020						
For ALL Visit Locations containing ONLY bills with an Open Balance.						
Cancelling Official						
Visit Location	Count	Total	Count	Total	Count	Total
Visit Type	Count	Total	Count	Total	Count	Total
CARLTON,GINA						
2017 DEMO HOSPITAL						
OUTPATIENT	14	\$ 9,576.00	18	\$ 30,602.30	21	\$ 31,499.30
FAL	1	\$ 1,123.30				
DENTAL	3	\$ 19,903.00				
WASHOE H C						
OUTPATIENT	3	\$ 897.00				
PINTO-YAZZIE,ANGELA						
2017 DEMO HOSPITAL						
OUTPATIENT	11	\$ 2,056.00	14	\$ 2,356.00	14	\$ 2,356.00
DENTAL	3	\$ 300.00				

Figure 2-13: Example of Summary of Cancelled Bills XML report

2.5.2 Claim Count Added to ASM and USM Reports

The Age Summary Report (RPT > ARM > ASM) and the UFMS Age Summary Report (RPT > ASM > USM) were modified to include the total number of claims for each user-specified category, such as A/R Account or Billing Entity, as well as the total number of claims for all categories.


```

WARNING: Confidential Patient Information, Privacy Act Applies
=====
Age Summary Report by A/R ACCOUNT                OCT 30,2020@13:15   Page 1
at ALL Visit location(s) regardless of Billing Location
=====
A/R ACCOUNT          CURRENT      31-60      61-90      91-120      120+      BALANCE
=====
*** VISIT Location: 2017 DEMO HOSPITAL

AETNA US HEALTHCARE      0.00      0.00      0.00      0.00      1079.51      1079.51
# of Claims                3                3
CHAMPVA CENTER           0.00      0.00      0.00      0.00      427.50      427.50
# of Claims                6                6
CIGNA HEALTHCARE         0.00      0.00      0.00      0.00      1683.01      1683.01
# of Claims               14               14
GEHA                     0.00      0.00      0.00      0.00      15445.75     15445.75
# of Claims               14               14
MEDICAID FQHC            0.00      0.00      0.00      0.00      344.00      344.00
# of Claims                2                2
UNITED HEALTH CARE       0.00      0.00      0.00      0.00      755.00      755.00
# of Claims                4                4
UNITED HEALTHCARE O      0.00      0.00      0.00      0.00      206.00      206.00
# of Claims                1                1

*** VISIT loc Total      0.00      0.00      0.00      0.00      19940.77     19940.77
# of Claims              0                0                0                44               44
    
```

Figure 2-14: Example of ASM Report displaying total number of claims

2.5.3 UFMS Data Added to USM Report

The UFMS Age Summary Report (RPT > ARM > USM) was modified to provide Allowance Category, ASUFAC, and UFMS Invoice Number when run by Allowance Category and Report Type 3. In addition, the ability to export a csv or an XML file was added.

To view the new data elements displayed on the USM report, select **Allowance Category** as the sorting parameter. You may select one Allowance Category or press Enter to select all. At the “Report Type” prompt, select option **3** (Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE).

```

+++++
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p30          |
+                UFMS Age Summary Report                +
|                2017 DEMO HOSPITAL                      |
+++++
User: POSTER,SUPER          BUSINESS OFFICE          11-DEC-2020 4:15 PM

BULK for Billed Date prior to 10/1/2008 will run automatically.
Enter FYnn-FYnn for a range of Fiscal Years e.g. FY09-FY12

Enter FISCAL YEAR for the Report: FY08-FY21// FY20

NOTE: This report will contain data for VISIT location(s) regardless of
BILLING location.

Select Visit LOCATION: ALL

      Select one of the following:

      1          A/R ACCOUNT
      2          CLINIC TYPE
      3          VISIT TYPE
      4          DISCHARGE SERVICE
      5          ALLOWANCE CATEGORY
      6          BILLING ENTITY
      7          INSURER TYPE

Select criteria for sorting: 5  ALLOWANCE CATEGORY

      Select one of the following:

      1          MEDICARE          (INS TYPES R MD MH MC MMC)
      2          MEDICAID          (INS TYPES D K FPL)
      3          PRIVATE INSURANCE (INS TYPES P H F M)
      4          VETERANS          (INS TYPES V)
      5          OTHER             (INS TYPES W C N I G T SEP TSI)

Select TYPE of ALLOWANCE CATEGORY to Display: ALL

      Select one of the following:

      1          Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
      2          Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
      3          Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS
TYPE
Select REPORT TYPE: 1// 3  Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTI
TY/INS TYPE

```

Figure 2-15: Example of parameter selections required to access new data elements and new export options

After the Report Type is selected, three new options will display for viewing the report. To display the report on your computer screen or to print it, select option **3** (Print format).

To export a csv or XML file, choose option **1** or **2** as appropriate. At the “Output Device” prompt, type **HFS** for Host File Server. The Host File Name prompt will display, and although there might be a directory path populated in this field, you will need to type your directory path again and give your report a name.

You will also need to append your name with ‘.csv’ or ‘.xml’, depending on which option you chose for exporting. The naming convention will look something like this: ‘c:\pub\USM12112020.xml’.

Keep in mind that your site’s local directory path will likely be different. Contact your local IT department for assistance if needed.

```

This report is designed to be session logged or sent to a
host file server device with no pauses between reports or full
screens of information so please take appropriate steps to
allow viewing of the entire report.

Enter RETURN to continue or '^' to exit:

    Select one of the following:

        1          Comma Separated file (.csv suffix)
        2          Spreadsheet XML (.xml suffix)
        3          Print format

Select REPORT TYPE: 3// 2  Spreadsheet XML (.xml suffix)

Output DEVICE: HOME// HFS  HOST FILE SERVER
HOST FILE NAME: C:\TEMP\\c:\pub\USM12112020.xml  ADDRESS/PARAMETERS: "WNS"//

Requested Start Time: NOW//  (DEC 11, 2020@16:18:54)
Task # 38289 queued.

Enter RETURN to continue or '^' to exit:
    
```

Figure 2-16: Example of new export options available and how to utilize the XML option

Access your site’s server and retrieve the exported report. The report will automatically open in an XML format, which can be edited as desired and saved as an Excel document, and will look similar to Figure 2-17.

1	FISCAL YEAR	ALLOWANCE CATEGORY	VISIT LOCATION	UFMS INVOICE NUMBER	A/R ACCOUNT	BILL NUMBER	CURRENT	30-60	61-90	91-120	120+	BALANCE
2	2020	MEDICAID	2017 DEMO HOSPITAL	6064156064156093	NEW MEXICO MEDICAID	123456D-DH-13578	-	-	-	-	1,600.00	1,600.00
3	2020	MEDICAID	2017 DEMO HOSPITAL	6064156064156065	NEW MEXICO MEDICAID	234567C-DH-13578	-	-	-	-	500.00	500.00
4	2020	PRIVATE INSURANCE	2017 DEMO HOSPITAL	6064156064156118	NARRATIVE INSURANCE	112233A-DH-13577	-	-	-	-	100.00	100.00
5	2020	PRIVATE INSURANCE	2017 DEMO HOSPITAL	6064156064156071	NARRATIVE INSURANCE	223344D-DH-13578	-	-	-	-	691.29	691.29

Figure 2-17: Example of USM XML Report

Acronym List

Acronym	Meaning
A/R	Accounts Receivable
ASUFAC	A 6-digit code that uniquely identifies IHS/Tribal/Urban facilities by Area, Service Unit, Facility
CSV	Comma separated file
ERA	Electronic Remittance Advice
IHS	Indian Health Service
RPMS	Resource and Patient Management System
UFMS	United Financial Management System
XML	Extensible Markup Language

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

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