RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable

(BAR)

Addendum to User Manual

Version 1.8 Patch 31
May 2021

Office of Information Technology
Division of Information Technology

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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 file released with this patch for all other technical documentation.

1.0   Introduction

Patch 31 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

Change Request 6156 (ADO 59948)

Modified the following posting options to allow for filtering a list of patient bills by Clinic or by Visit Type, if desired: Post Payments and Adjustments (PAY), Post Adjustments (ADJ), Post Refunds (REF), and Post Status Change (PSC).

Change Request 6369 (ADO 59949)

An option called Tasked Reports (RTSK) was added to the A/R Manager menu to allow for scheduling the following four reports to be automatically generated and exported from RPMS to a site's local server: Aged Summary Report (ASM), UFMS Aged Summary Report (USM), Period Summary Report (PSR), and the Batch Statistical Listing (BSL). The date, time, and frequency of when these reports are generated is determined by information that is populated in TaskMan.

Change Request 6984 (ADO 59941)

Modifications were made to some of the messages and prompts that display in the ERA Posting options to provide clarification or to allow users to decide how much detail to display when processing an 835 file.

Change Request 8938 (ADO 59952)

Modified the Transaction Statistical Report (TSR) to allow for exporting the Detail report as an XML document. In addition, the Detail report will include the Primary Provider for each bill when the report is exported using the Text-Delimited option or the new XML option.

Change Request 9729 (ADO 60080)

Modified the Check Posting Summary (CPS) to ensure that duplicate check numbers within the same collection batch are recognized and reported separately. The batch item status was added to the list of checks displayed for the user to select from and to the header of the Check Posting Summary.

Change Request 10412 (ADO 59953)

Corrected the Standard Adjustment Reason Inquiry option (IADJ) to ensure that the option displays the one RPMS entry that corresponds to the Standard Adjustment Reason (SAR) code entered by the user, rather than displaying a list of potential matches.

2.0   Patch 31 Details

2.1   Check Posting Summary (COL > CPS)

The Check Posting Summary was modified to ensure that duplicate check numbers within the same collection batch are recognized and reported separately. In addition, when a check number is entered in the CPS option, the status of each collection batch item will display in the list that is generated. The CPS report will display the batch item status as well. This was added to assist the user in determining which batch items are postable (EOB WITH SUBS) and which batch items have been edited and are not postable (ROLLED UP).

```
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
        |      ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p31      |
        +               Check Posting Summary               +
        |                 2017 DEMO HOSPITAL                |
        +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: POSTER,SUPER          BUSINESS OFFICE    12-MAR-2021 8:33 AM


Select Check Number: THISISACHECKNUMBER

1:  THISISACHECKNUMBER:  PRIVATE-03/03/2021-1 ITEM 1 EOB WITH SUBS
2:  THISISACHECKNUMBER:  PRIVATE-03/03/2021-1 ITEM 2 EOB WITH SUBS
3:  THISISACHECKNUMBER:  MEDICARE-03/11/2021-1 ITEM 1 ROLLED UP
4:  THISISACHECKNUMBER:  MEDICARE-03/11/2021-1 ITEM 2 EOB WITH SUBS

Press <RETURN> or '^' to exit this list, OR
CHOOSE 1 - 4: 3   THISISACHECKNUMBER  MEDICARE-03/11/2021-1  MEDICARE  TDN03112021

Check No: THISISACHECKNUMBER
From: MEDICARE                        For:    5200.00

  CORRECT ? YES//


    Select one of the following:

        P          PRINT Output
        B          BROWSE Output on Screen

Do you wish to : P// RINT Output
DEVICE: HOME//   VT    Right Margin: 80//


                      Check Posting Summary
    MAR 12, 2021@08:35:10                                   PAGE: 1
------------------------------------------------------------------------------
    Collection Batch: MEDICARE-03/11/2021-1     Item Number: 1   Status: ROL
Check Number: THISISACHECKNUMBERIssued By: MEDICARE
Check Amount:    5200.00   Amount Posted :      0.00  Balance :    5200.00
Un-Allocated:       0.00                             Refunded:       0.00

Patient Name   Bill DT  Bill Name        DOS              Paid Amt   Adjust


                      Bill Count: 0        TOTALS:       0.00       0.00
```

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

Figure 2-1: Collection Batch Item and Item Status Displayed in CPS Check Number Search and within the Report

2.2   Filtering Bill Lists by Clinic or Visit Type (PST > PAY/ADJ/REF) (ACM > PSC)

Several posting options were modified to allow for filtering by Clinic or by Visit Type when using the patient's name and a date range to search for bills. This new functionality allows for selecting one or more clinics or visit types, or for selecting all clinics or visit types. There is also the option not to filter. The following options are affected by this change:

- Post Payments and Adjustments (**PST** > **PAY**)

- Post Adjustments (**PST** > **ADJ**)

- Post Refunds (**PST** > **REF**)

- Post Status Change (**ACM** > **PSC**)

To filter patient bills by Clinic, access one of the above posting options and follow the prompts to 'Select PATIENT NAME'. Enter a beginning date and an ending date, then type **C** or **Clinic** to filter the list of bills by Clinic. Select one or more clinics, or press Enter to include all clinics. The list of bills that generates will include only those bills that contain the user-specified clinic(s). The selected clinics display at the top of the list and the clinic number for each bill display within the list.

```
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: PATIENT,PRIVATE

Select Beginning Date: 1/1/21  (JAN 01,2021)
Select Ending Date: 1 JAN 2021//T  (MAR 11, 2021)
Do you wish to display by Clinic(C) or Visit(V) Type? N// Clinic Type
Select Clinic Types? All// OPTOMETRY      18
Select Another Clinic:


Claims for PATIENT,PRIVATE  from 01/01/2021 to 03/11/2021       Page: 1


                                 Cln Billed     Current  Current  Current
LN#  DOS      Claim #            Typ Amount     Payments Adjust.  Balance
------------------------------------------------------------------------------
CLINIC(S):  OPTOMETRY(18)
  1 01/12/21 111111A-DH-12345     18  500.00      0.00     0.00    500.00
  2 03/08/21 m222222A-DH-12345    18  468.00      0.00     0.00    468.00


Line #:
```

Figure 2-2: Bill List Filtered by Clinic

To filter by Visit Type, enter a beginning date and an ending date, then type **V** or **Visit** to filter the list of bills by Visit Type. Select one or more visit types, or press Enter to include all visit types. The list of bills that generates will include only those bills that contain the user-specified visit types(s). The selected visit types display at the top of the list and the visit type number for each bill display within the list.

```
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: PATIENT,PRIVATE

Select Beginning Date: 1/1/21  (JAN 01,2021)
Select Ending Date: 1 JAN 2021//T  (MAR 11, 2021)
Do you wish to display by Clinic(C) or Visit(V) Type? N// Visit Type
Select Visit Types? All// OUTPATIENT
Select Another Visit Type: INPATIENT
Select Another Visit Type:


Claims for PATIENT,PRIVATE  from 01/01/2021 to 03/11/2021       Page: 1


                                   Vis Billed     Current   Current   Current
LN#  DOS       Claim #             Typ Amount     Payments  Adjust.   Balance
-----------------------------------------------------------------------------
VISIT TYPE(S):   INPATIENT(111), OUTPATIENT(131)
  1 01/12/21 111111A-DH-12345      131   500.00       0.00      0.00    500.00
  2 01/24/21 m222222A-DH-12345     131   468.00       0.00      0.00    468.00
  3 03/02/21 555555A-DH-12345*     111  1849.07       0.00      0.00      0.00
  4 03/02/21 555555B-DH-12345      111  1849.07       0.00      0.00   1849.07

Line #:
```

Figure 2-3: Bill List Filtered by Visit Type

To display all bills regardless of Clinic or Visit Type, press Enter to accept the default response of **No** at the new prompt that allows for filtering. The bill list that generates will include all bills within the selected date range.

```
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: PATIENT,PRIVATE

Select Beginning Date: 1/1/21  (JAN 01,2021)
Select Ending Date: 1 JAN 2021//T  (MAR 11, 2021)
Do you wish to display by Clinic(C) or Visit(V) Type? N// O - do not filter by C
linic or Visit Type


Claims for PATIENT,PRIVATE  from 01/01/2021 to 03/11/2021       Page: 1


                                 Billed     Current   Current   Current
LN#  DOS       Claim #           Amount     Payments  Adjust.   Balance
-----------------------------------------------------------------------
  1 01/12/21 111111A-DH-12345      500.00       0.00      0.00    500.00
  2 01/24/21 m222222A-DH-12345     468.00       0.00      0.00    468.00
  3 02/12/21 333333A-DH-12345      500.00       0.00      0.00    500.00
  4 02/23/21 444444A-DH-12345      500.00       0.00      0.00    500.00
  5 03/02/21 555555A-DH-12345*    1849.07       0.00      0.00      0.00
  6 03/02/21 555555B-DH-12345     1849.07       0.00      0.00   1849.07
```

```
Line #:
```

Figure 2-4: Unfiltered Bill List

2.3 ERA Processing Messages

Modifications were made to some of the messages and prompts that display in the ERA Posting options to provide clarification or to allow users to decide how much detail to display when processing an 835 file.

2.3.1 Load New Import (PST > ERA > NEW)

In the Load New Import option, the user generates a list of files by typing an asterisk (*****) at the "File Name" prompt. A message then displays that allows the user to display more files or exit the list. Patch 31 changes this message from 'Hit ENTER to continue' to 'Enter RETURN to continue or '^' to exit list'.

```
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |         ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p31         |
          +                     Load New Import                     +
          |                   2017 DEMO HOSPITAL                    |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: POSTER,SUPER              BUSINESS OFFICE    11-MAR-2021 12:51 PM

Enter your Current Signature Code:    SIGNATURE VERIFIED
Enter the directory path for the transport file: g:\pub\//
File Name : *
     3    835BCBSOFNM02012021
     4    835BCBSOFNM02122021
     5    835BCBSOFNM02142021
     6    835BCBSOFNM02232021
     7    835BCBSOFMI03022021
     8    835BCBSOFMI03072021
     9    835MEDICAREPARTB01142021
    10    835MEDICAREPARTB01242021
    11    835MEDICAREPARTB02032021
    12    835MEDICAREPARTB02072021
    13    835MEDICAREPARTB02112021
    14    835UNITEDHEALTH01122021
    15    835UNITEDHEALTH01172021
    16    835UNITEDHEALTH02072021
    17    835UNITEDHEALTH02232021
    18    835UNITEDHEALTH03012021
    19    835UNITEDHEALTH03042021
    20    835UNITEDHEALTH03092021
Enter RETURN to continue or '^' to exit: ^
File Name :
```

Figure 2-5: Load New Import prompt name change

2.3.2   A/R Bill Matching (PST > ERA > BLMT)

A prompt was added to the A/R Bill Matching option that allows users to decide whether or not to display bill matching details. The details pertaining to this portion of the matching process can be viewed in a user-friendly format in the matching report at the end of the BLMT process or in the Review Postable Claims option (REV). In addition, the default response that allows for printing a report of the matching process was changed from Yes to No.

After an ERA file is selected for matching, the following new prompt displays: "Display Bill Matching Details?". To display the bill matching details, press Enter to accept the default response of **Yes**. To hide the bill matching details, type **No** and press Enter. The process will look similar to Figure 2-6.

```
Select ERA Posting <TEST ACCOUNT> Option: BLMT  A/R Bill Matching

Select file: 1004_ERA_03/17/2021 835BCBS03112021.txtCHK/EFT #:123456789

Display Bill Matching Details? YES// NO
I will begin bill matching...
Matching E-Claims to A/R Bills and Reason Codes

Processing Claim Status
PERFORMING TRADITIONAL HIPAA CHECKS...(5010)
PROCESSING ENTRIES:.......Done!

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

Figure 2-6: A/R Bill Matching prompt changes

2.3.3   Post ERA Claims (PST > ERA > PST)

Corrections were made to some of the messages that display while auto-posting an 835 file in the Post ERA claims option. During the ERA auto-posting process, each transaction set that is posted displays. The ERA bill number and the corresponding RPMS A/R bill number have always displayed with the posted transaction set but were removed in error by previous patch changes. Patch 31 adds the ERA bill number and the corresponding RPMS A/R bill number back to the posted transaction set.

```
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
      |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p31        |
      +                     Post ERA Claims                     +
      |                    2017 DEMO HOSPITAL                   |
      |            ** LOGGED INTO CASHIERING MODE **            |
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: POSTER,SUPER              BUSINESS OFFICE   11-MAR-2021 1:39 PM

Select file: 1004_ERA_03/17/2021 835BCBS03112021.txtCHK/EFT #:123456789


 1) CHECK #: 123456789        BATCH: PRIVATE-03/11/2021-1          ITEM:   1
      A/R ACCOUNT: NEW MEXICO BC/B BATCHED AMT:     320.00  BALANCE:    320.00
```

```
Please enter the LINE # of the check you wish to POST: 1//

Do you want to post ERA Claims for Chk/EFT 123456789 now? N// YES

Enter RETURN to continue:

  Matched Unposted Bills:    1 for $      100.00
    Matched Posted Bills:    3 for $      220.00
     Total Matched Bills:    4 for $      320.00


     ERA BILL 123456A MATCHED TO A/R BILL 123456A-DH-11111
     Billed: 20.00     Payment: 20.00
     ADJ: 0          CO-PAY             Co-payment
     STND REAS: 3 | Co-payment Amount
     ADJ: 0          WRITE OFF          Dispensing Fee Adjustment
     STND REAS: 91 | Dispensing fee adjustment
     ADJ: -0         NON PAYMENT        Ingredient Cost Adjustment
     STND REAS: 90 | Ingredient cost adjustment
```

Figure 2-7: ERA Bill and RPMS A/R Bill displayed with Posted Transaction Set

Also displaying during the auto-posting process are summary totals that are intended to provide the user with a sense of where the system is with posting a file. Prior to Patch 31, the names of these fields were Matched Bills, Unmatched Bills, and Total Bills. Patch 31 changes these field names to Matched Unposted Bills, Matched Posted Bills, and Total Matched Bills. The calculations that are made within these fields, however, are incorrect but will be fixed in a future A/R patch.

```
Do you want to post ERA Claims for Chk/EFT 123456789 now? N// YES

Enter RETURN to continue:

  Matched Unposted Bills:     1 for $      100.00
    Matched Posted Bills:     3 for $      220.00
     Total Matched Bills:     4 for $      320.00


      ERA BILL 123456A MATCHED TO A/R BILL 123456A-DH-11111
      Billed: 20.00    Payment: 20.00
      ADJ: 0            CO-PAY              Co-payment
      STND REAS: 3 | Co-payment Amount
      ADJ: 0            WRITE OFF           Dispensing Fee Adjustment
      STND REAS: 91 | Dispensing fee adjustment
      ADJ: -0           NON PAYMENT         Ingredient Cost Adjustment
      STND REAS: 90 | Ingredient cost adjustment

  Matched Unposted Bills:     3 for $      220.00
    Matched Posted Bills:     1 for $      100.00
     Total Matched Bills:     4 for $      320.00


  Matched Unposted Bills:     3 for $      220.00
    Matched Posted Bills:     1 for $      100.00
     Total Matched Bills:     4 for $      320.00


2 Bill(s) posted to AR.
1 Bill(s) matched but not posted to AR.
1 Bill(s) unmatched and not posted to AR.


Bills were matched but did not post for various reasons.
See the RPT option for more details.


Do you want to rollback to 3P the bills that just posted? N//
```

Figure 2-8: Posting ERA Claims to a Check

2.4   Transaction Statistical Report (RPT > FRM > TSR)

The Transaction Statistical Report was modified to allow for exporting the Detail report as an XML document. In addition, the Detail report will include the Primary Provider for each bill when the report is exported using the Text-Delimited option or the new XML option.

To generate a TSR report that includes the Primary Provider for each bill, select any desired parameters except Provider, and ensure that the Report Type is set to Detail. Keep in mind that if a specific provider is selected, your report will be limited to the provider chosen in the parameter selections.

When the desired parameters have been selected, a new screen will display that allows for selecting a Text-Delimited report, an XML report, or a Print report. To choose the new XML option, type **X** or **XML** at the report type prompt and press Enter.

```
            +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
            |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p31         |
            +            Transaction Statistical Report              +
            |                   2017 DEMO HOSPITAL                    |
            +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
       User: POSTER,SUPER           BUSINESS OFFICE      21-MAR-2021 10:09 AM

NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
       a specific VISIT location under this BILLING location.

   INCLUSION PARAMETERS in Effect for Transaction Statistical Report:
   ====================================================================
   - Data Source........: BOTH
   - Transaction Type.....: PAYMENT
   - Report Type..........: DETAIL

      Select one of the following:

           1           DATE RANGE
           2           BILLING ENTITY
           3           COLLECTION BATCH
           4           COLLECTION BATCH ITEM
           5           POSTING CLERK
           6           LOCATION
           7           PROVIDER
           8           ALLOWANCE CATEGORY
           9           TRANSACTION TYPE
           10          REPORT TYPE
           11          DATA SOURCE

Select ONE or MORE of the above INCLUSION PARAMETERS: 1  DATE RANGE

      Select one of the following:

           1           Visit Date
           2           Approval Date
           3           Export Date
           4           Transaction Date
           5           Batch Date

Select TYPE of DATE Desired: 4  Transaction Date

 ============ Entry of TRANSACTION DATE Range =============

Enter STARTING TRANSACTION DATE for the Report:  1/1/21

Enter ENDING DATE for the Report:  1/31/21

   INCLUSION PARAMETERS in Effect for Transaction Statistical Report:
   ====================================================================
   - Data Source........: BOTH
   - Transaction Type.....: PAYMENT
   - Transaction Dates from..: 01/01/2021  to: 01/31/2021
   - Report Type..........: DETAIL
```

```
      Select one of the following:

            1           DATE RANGE
            2           BILLING ENTITY
            3           COLLECTION BATCH
            4           COLLECTION BATCH ITEM
            5           POSTING CLERK
            6           LOCATION
            7           PROVIDER
            8           ALLOWANCE CATEGORY
            9           TRANSACTION TYPE
            10          REPORT TYPE
            11          DATA SOURCE

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

      Select one of the following:

            D           Text-Delimited
            X           XML
            P           Print

Select Text-Delimited, Spreadsheet XML file or Print: Print// XML
```

Figure 2-9: Export Parameters available for Detail Report

> Type **HFS** at the "Device" prompt to export the report to your Host File Server, then type your directory path and a report name at the "Host File Name" prompt. Be sure that your report name ends with **.XML** (dot XML) in order for the exported report to be formatted an XML document. Contact your local IT staff if you need assistance with identifying your export directory path.

```
Select Text-Delimited, Spreadsheet XML file or Print: Print// XML

NOTE: the Delimited and XML Format should be written to a HFS host file.
The report is in spreadsheet XML format so please use an xml
suffix on the file name.
i.e. 'c:\temp\daysreport.xml'


DEVICE: HOME// HFS  HOST FILE SERVER
HOST FILE NAME: C:\TEMP\//G:\PUB\TSR DETAIL 03212021.XML ADDRESS/PARAMETERS: "W
NS"//


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

Figure 2-10: Exporting the TSR XML Report

> Access your server and retrieve the TSR XML report. The report will automatically open in an XML format. Make any desired formatting changes, such as column width or filtering, and save as an Excel document. The XML report will look similar to Figure 2-11.

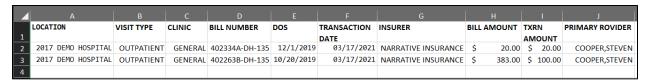|	A	B	C	D	E	F	G	H	I	J
1	LOCATION	VISIT TYPE	CLINIC	BILL NUMBER	DOS	TRANSACTION DATE	INSURER	BILL AMOUNT	TXRN AMOUNT	PRIMARY ROVIDER
2	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	402334A-DH-135	12/1/2019	03/17/2021	NARRATIVE INSURANCE	$ 20.00	$ 20.00	COOPER,STEVEN
3	2017 DEMO HOSPITAL	OUTPATIENT	GENERAL	402263B-DH-135	10/20/2019	03/17/2021	NARRATIVE INSURANCE	$ 383.00	$ 100.00	COOPER,STEVEN
4										

Figure 2-11: TSR XML Detail Report with columns formatted by user

2.5 Tasked Reports (MAN > RTSK)

A new option called Tasked Reports (RTSK) was added to the A/R Manager Menu that allows for setting up certain A/R reports to run automatically and export to your local server. This functionality works in conjunction with TaskMan, which will be discussed later. The four reports available for tasking in the RTSK option are listed below and the menu paths to these reports have been provided as a reference. Use the RTSK option to have them generate automatically.

- Age Summary Report (**RPT** > **ARM** > **ASM**)

- UFMS Age Summary Report (**RPT** > **ARM** > **USM**)

- Batch Statistical Report (**RPT** > **BRM** > **BSL**)

- Period Summary Report (**RPT** > **FRM** > **PSR**)

TaskMan will generate the reports behind the scenes and will use the parameters listed below based on your site's affiliation (IHS/Federal vs. non-IHS/non-Federal). Future patch development will allow for user-specified parameters to be selected in the RTSK option.

Report Parameters Used for IHS/Federal Facilities
Age Summary Report

- Select Visit Location: All

- Select Criteria for Sorting: Allowance Category

- Select Type of Allowance Category to Display: All

- Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

UFMS Aged Summary Report

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

> **Note**: The ending fiscal year in the USM report automatically changes on October 1st of every year.

- Select Visit Location: All

- Select Criteria for Sorting: Allowance Category

- Select Type of Allowance Category to Display: All

- Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

Batch Statistical Report

- If TaskMan is set up to generate reports on the first day of the month:
    - Select Beginning Date: First day of previous month
    - Select Ending Date: Last day of previous month
- If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
    - Select Beginning Date: First day of current month
    - Select Ending Date: Last day of current month

Period Summary Report

- Select Visit Location: All
- Select Criteria for Sorting: Allowance Category
- Select Type of Allowance Category to Display: All
- Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
- Transaction Date Range
    - If TaskMan is set up to generate reports on the first day of the month:
        - Select Beginning Date: First day of previous month
        - Select Ending Date: Last day of previous month
    - If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
        - Select Beginning Date: First day of current month
        - Select Ending Date: Last day of current month

Report Parameters Used for non-IHS/non-Federal Facilities (Tribal/Urban)

Age Summary Report

- Select Visit Location: All
- Select Criteria for Sorting: A/R Account
- Select A/R Account: All

UFMS Aged Summary Report

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

> **Note**: The ending fiscal year in the USM report automatically changes on October 1st of every year.

- Select Visit Location: All

- Select Criteria for Sorting: Allowance Category

- Select Type of Allowance Category to Display: All

- Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

Batch Statistical Report

- If TaskMan is set up to generate reports on the first day of the month:

  – Select Beginning Date: First day of previous month

  – Select Ending Date: Last day of previous month

- If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:

  – Select Beginning Date: First day of current month

  – Select Ending Date: Last day of current month

Period Summary Report

- Select Visit Location: All

- Select Criteria for Sorting: A/R Account

- Select A/R Account: All

- Transaction Date Range

  – If TaskMan is set up to generate reports on the first day of the month:

    - Select Beginning Date: First day of previous month

    - Select Ending Date: Last day of previous month

  – If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:

    - Select Beginning Date: First day of current month

    - Select Ending Date: Last day of current month

To task one or more of these reports, access the RTSK option in the A/R Manager menu. Notice that none of the reports will be set to generate, as indicated by the Schedule column. You must choose each report that you want to task. You will also need to know what the directory path is to your local server. Contact your local IT staff if you need assistance.

```
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
      |         ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p31          |
      +                    Tasked Reports                        +
      |                   2017 DEMO HOSPITAL                     |
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
   User: POSTER,SUPER              BUSINESS OFFICE    26-MAR-2021 11:55 AM


Scheduled Option Display                    MAR 26,2021  11:55    PAGE 1
OPTION NAME                RUN TIME             RESCHEDULING FREQUENCY
```

```
     MENU TEXT
     OUTPUT DEVICE                  Vol Set    Task ID
----------------------------------------------------------------------------

         NUMBER: 59
BAR RPTS MONTHLY TASKED    MAR 30,2021  23:00  1M(L)
     Monthly Reports Scheduled with Task Manager
                                        ** No Task **


Tasked Reports:
LINE REPORT                              Schedule  File Name
  1  PERIOD SUMMARY REPORT                  No
  2  AGED SUMMARY REPORT                    No
  3  UFMS AGED SUMMARY REPORT               No
  4  BATCH STATISTICAL LISTING              No

Line #:
```

Figure 2-12: RTSK option before any reports have been tasked

At the "Line #" prompt, type the line number that corresponds to the report you wish to task. Type a name for your report, up to 25 characters, and then type **Y** to schedule the report. You will be taken back to the "Line #" prompt.

```
Tasked Reports:
LINE REPORT                              Schedule   File Name
  1  PERIOD SUMMARY REPORT                  No
  2  AGED SUMMARY REPORT                    No
  3  UFMS AGED SUMMARY REPORT               No
  4  BATCH STATISTICAL LISTING              No

Line #: 1
FILE REPORT NAME: PSR TASKED REPORT
SCHEDULE REPORT: ??

     Choose from:
       Y        YES
       N        NO
SCHEDULE REPORT: Y  YES
```

Figure 2-13: Tasking the PSR report

Select any other reports that you wish to task and press Enter at the "Line #" prompt to display the "TASKMAN REPORT DIRECTORY" prompt. This field tells the system where to send your exported report(s). Contact your local IT staff if you need assistance with identifying your export directory path or with retrieving the exported reports from your server.

```
Tasked Reports:
LINE REPORT                              Schedule   File Name
  1  PERIOD SUMMARY REPORT                  Yes     PSR TASKED REPORT
  2  AGED SUMMARY REPORT                    No
  3  UFMS AGED SUMMARY REPORT               No
  4  BATCH STATISTICAL LISTING              No

Line #:
```

```
TASKMAN REPORT DIRECTORY: G:\PUB\
```

Figure 2-14: RTSK option completed with one report tasked

If a directory path is not entered, a message will display indicating that the report(s) will not be created and you will be taken out of the RTSK option. To complete this field, go back into the RTSK option and press Enter until the TASKMAN REPORT DIRECTORY field displays. Populate the directory path and press Enter.

```
Tasked Reports:
LINE REPORT                              Schedule   File Name
  1  PERIOD SUMMARY REPORT                 Yes     PSR TASKED REPORT
  2  AGED SUMMARY REPORT                   No
  3  UFMS AGED SUMMARY REPORT              No
  4  BATCH STATISTICAL LISTING             No

Line #:
TASKMAN REPORT DIRECTORY:

A Directory has not been specified for the Tasked reports.
The reports will not be created until a directory has been entered.
```

Figure 2-15: Message displayed if a directory path is not entered

As mentioned earlier, the RTSK option works in conjunction with TaskMan. Upon Patch 31 installation, a job will be created in TaskMan that will generate the reports on the last day of every month at 11:00pm local time, provided the reports have been set up in the RTSK option. It is important that you review the report parameters above and determine what day of the month works best for your reporting needs, as well as the frequency that the reports are generated.

The header of the RTSK report will display the details of the TaskMan job that was set up during the Patch 31 installation. In Figure 2-16, the TaskMan job is scheduled to run on the last day of the month at 23:00 hours (11:00pm) and is set to run every month.

```
Scheduled Option Display                        MAR 29,2021  08:15    PAGE 1
OPTION NAME               RUN TIME              RESCHEDULING FREQUENCY
    MENU TEXT
    OUTPUT DEVICE              Vol Set   Task ID
---------------------------------------------------------------------------

        NUMBER: 59
BAR RPTS MONTHLY TASKED    APR 30,2021  23:00  1M(L)
   Monthly Reports Scheduled with Task Manager
                                    ** No Task **




Tasked Reports:
LINE REPORT                              Schedule   File Name
  1  PERIOD SUMMARY REPORT                 Yes     PSR TASKED REPORT
  2  AGED SUMMARY REPORT                   No
  3  UFMS AGED SUMMARY REPORT              No
```

```
   4  BATCH STATISTICAL LISTING        No

Line #:
TASKMAN REPORT DIRECTORY: G:\PUB\
```

Figure 2-16: Example of RTSK header displaying the TaskMan job details

Any changes to the TaskMan job must be done using the Schedule/Unschedule Option in the TaskMan Management Menu (XUTM MGR). Contact your local IT for assistance with any changes to TaskMan.
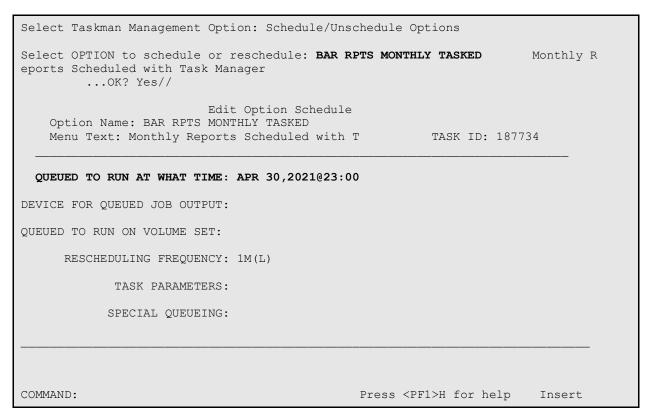
```
Select Taskman Management Option: Schedule/Unschedule Options

Select OPTION to schedule or reschedule: BAR RPTS MONTHLY TASKED       Monthly R
eports Scheduled with Task Manager
        ...OK? Yes//

                        Edit Option Schedule
   Option Name: BAR RPTS MONTHLY TASKED
   Menu Text: Monthly Reports Scheduled with T          TASK ID: 187734
  _____

  QUEUED TO RUN AT WHAT TIME: APR 30,2021@23:00

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET:

     RESCHEDULING FREQUENCY: 1M(L)

          TASK PARAMETERS:

          SPECIAL QUEUEING:

  _____



  COMMAND:                                 Press <PF1>H for help    Insert
```

Figure 2-17: Schedule/Unschedule Option in the TaskMan Management menu

Acronym List

Acronym	Meaning
ACM	Account Management Menu
ADO	Azure DevOps
A/R	Accounts Receivable
ARM	Account Management Reports Menu
ASM	Aged Summary Report
BSL	Batch Statistical Listing
COL	Collection Menu
CPS	Check Posting Summary
EOB	Explanation of Benefits
ERA	Electronic Remittance Advice
FRM	Financial Reports Menu
HPS	Host File Server
IHS	Indian Health Service
IT	Information Technology
PSC	Post Status Change
PSR	Period Summary Report
PST	Posting Menu
RPMS	Resource and Patient Management System
RPT	Report Menu
RTSK	Tasked Reports
SAR	Standard Adjustment Reason
UFMS	United Financial Management System
XML	Extensible Markup Language

Contact Information

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