



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Registration

(AG)

Addendum to User Manual

Version 7.1 Patch 12
September 2017

Office of Information Technology
Division of Information Resource Management
Albuquerque, New Mexico

Table of Contents

1.0	Introduction.....	1
1.1	Summary of Changes	1
2.0	Patch 12 Changes.....	2
2.1	New Patient Residence Field.....	2
2.2	Changing Patient Residence in the Registration Editor, Page 1	3
2.3	New Insurer Types.....	4
2.4	Using the New Insurer Type	4
2.5	Insurer Inquiry.....	5
2.6	Insurer Type Display on Insurance Page 4.....	6
2.7	Merge Options Placed Out of Order	6
2.8	Zip Code Plus Four.....	7
	Acronym List	8
	Contact Information	9

1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Patient Registration (AG) v7.1. These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next release.

The addendum only 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, please refer to the patch notes of each of the respective patches.

1.1 Summary of Changes

Patch 12 provides enhancements and software fixes to V7.1 of the Patient Registration application.

- New functionality to collect Patient Residence for Medicare Part D Pharmacy Point of Sale billing.
- Incorporating new insurer type file to be used during new insurer setup in patient registration table maintenance. New insurer types added (FPL 133, MCR Managed Care, MCR Part C, State Exchange Plan, Tribal Self Insured, Veterans Administration)
- Merge options placed out of order – to be re-activated in a future patch.
 - Merge Duplicate Insurers
 - Merge Duplicate Employers
 - Merge Duplicate Group Plans
 - Merge Duplicate Insurance Policies
- Update to zip code field to allow zip code plus four. Field will allow both five-digit and nine-digit zip codes.

2.0 Patch 12 Changes

2.1 New Patient Residence Field

A new field to collect patient residence for Medicare Part D recipients has been added to the patient registration editor page one. If no patient residence is defined, the system will default to 1 for HOME on all Medicare Part D claims.

The following are the options for patient residence:

- **0** - Not Specified
- **1** - Home
- **2** - Skilled Nursing Facility
- **3** - Nursing Facility
- **4** - Assisted Living Facility
- **5** - Custodial Care Facility
- **6** - Group Home
- **9** - Intermediate Care Facility
- **11** - Hospice
- **15** - Correctional Institution

```

IHS REGISTRATION EDITOR (page 1)                                2013 DEMO HOSPITAL
=====
DEMO,PATIENT (upd:AUG 22, 2017)                                HRN:999106
=====
1. ELIGIBILITY STATUS : DIRECT ONLY
2. DATE OF BIRTH : 08/20/1935
3. PLACE OF BIRTH [CITY] : ALBUQUERQUE 4.ST : NM
5. SEX : FEMALE
6. SOCIAL SECURITY NUMBER : 107082035P(Not yet verified by the SSA)
7. MARITAL STATUS : MARRIED
8. CURRENT COMMUNITY : ALBUQUERQUE
9. PATIENT RESIDENCE : HOME
-----
10.STREET ADDRESS [LINE 1] : 83 Round Circle Drive
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13. CITY : ALBUQUERQUE 14.ST : NM 15.ZIP+4 : 81234
16. LOCATION OF HOME :
-----
17.PHONE NUMBER [RESIDENCE] : (505)888-9871 18.WORK PHONE :
19. OTHER PHONE :
-----
CHANGE which item? (1-19) NONE//:

```

Figure 2-1: Example of Patient Residence field

2.2 Changing Patient Residence in the Registration Editor, Page 1

Medicare Part D recipients may have another place of residence besides home. The user has the ability to enter the patient in the registration editor, page 1. Once the patient residence field is changed, this is transmitted on Pharmacy Point of Sale Medicare Part D claims.

```

IHS REGISTRATION EDITOR (page 1)                                2013 DEMO HOSPITAL
=====
DEMO,PATIENT                (upd:AUG 22, 2017)                HRN:999106
=====
 1.    ELIGIBILITY STATUS : DIRECT ONLY
 2.    DATE OF BIRTH      : 08/20/1935
 3.    PLACE OF BIRTH [CITY] : ALBUQUERQUE          4.ST : NM
 5.    SEX                 : FEMALE
 6.    SOCIAL SECURITY NUMBER : 107082035P(Not yet verified by the SSA)
 7.    MARITAL STATUS     : MARRIED
 8.    CURRENT COMMUNITY  : ALBUQUERQUE
 9.    PATIENT RESIDENCE : HOME
-----
10.STREET ADDRESS [LINE 1] : 83 Round Circle Drive
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13.    CITY               : ALBUQUERQUE          14.ST : NM 15.ZIP+4 : 81234
16.    LOCATION OF HOME  :
-----
17.PHONE NUMBER [RESIDENCE] : (505)888-9871 18.WORK PHONE :
19.    OTHER PHONE      :
-----
CHANGE which item? (1-19) NONE//: 9

PATIENT RESIDENCE: HOME// ??
    The Patient Residence (required for Medicare Part D)
    Choose from:
    ASSISTED LIVING FACILITY          4
    CORRECTIONAL INSTITUTION        15
    CUSTODIAL CARE FACILITY          5
    GROUP HOME                        6
    HOME                              1
    HOSPICE                          11
    INTERMEDIATE CARE FACILITY        9
    NOT SPECIFIED                     0
    NURSING FACILITY                  3
    SKILLED NURSING FACILITY          2

PATIENT RESIDENCE: HOME// 2

```

Figure 2-2: Example to edit patient residence

```

IHS REGISTRATION EDITOR (page 1)                                2013 DEMO HOSPITAL
=====
DEMO,PATIENT                (upd:AUG 22, 2017)                HRN:999106
=====
 1.    ELIGIBILITY STATUS : DIRECT ONLY
 2.    DATE OF BIRTH      : 08/20/1935
 3.    PLACE OF BIRTH [CITY] : ALBUQUERQUE          4.ST : NM

```

```

5.                SEX : FEMALE
6. SOCIAL SECURITY NUMBER : 107082035P(Not yet verified by the SSA)
7.                MARITAL STATUS : MARRIED
8.                CURRENT COMMUNITY : ALBUQUERQUE
9.                PATIENT RESIDENCE : SKILLED NURSING FACILITY
-----
10.STREET ADDRESS [LINE 1] : 83 Round Circle Drive
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13.                CITY : ALBUQUERQUE          14.ST : NM 15.ZIP+4 : 81234
16.                LOCATION OF HOME :
-----
17.PHONE NUMBER [RESIDENCE] : (505)888-9871 18.WORK PHONE :
19.                OTHER PHONE :
-----
=====
CHANGE which item? (1-19) NONE//:

```

Figure 2-3: Example of change of patient residence

2.3 New Insurer Types

The new insurer type file has been implemented in patient registration table maintenance for new insurer setup. The new file includes 6 new insurer types.

Note: These new insurer types will fall under Private Insurance.

The following are the new insurer types:

- **FPL:** FPL 133 PERCENT
- **MMC:** MCR MANAGED CARE
- **MC:** MCR PART C
- **SEP:** STATE EXCHANGE PLAN
- **TSI:** TRIBAL SELF INSURED
- **V:** VETERANS ADMINISTRATION

2.4 Using the New Insurer Type

The new insurer type is used when a new insurer has been created in the patient registration table maintenance menu.

```

EINS  Add/Edit an Insurer
LINS  Insurer Listing
RINS  Replacement Text for Insurer Lookups
IINS  Display Insurer Record (Inquire)
MINS  Merge Duplicate Insurers
      **> Out of order:  DEACTIVATED LEGACY CODE
TINS  PRINT LISTING OF TOP 20 INSURERS

Select Insurer File Menu Option: EINS

```

```

Select INSURER: TURQUOISE TRIBAL
( TURQUOISE TRIBAL )
Search was unsuccessful.

Since the KEYWORD LOOKUP failed lets try a NON-KEYWORD LOOKUP...

Are you adding 'TURQUOISE TRIBAL' as a new INSURER? No// Y (Yes)
INSURER STATE: NM NEW MEXICO NM
INSURER ZIP: 88888

NAME: TURQUOISE TRIBAL Replace
INSURER TYPE: ??
Choose from:
3P LIABILITY T
CHAMPUS C
CHIP (KIDSCARE) K
FPL 133 PERCENT FPL
FRATERNAL ORG F
GUARANTOR G
HMO H
INDIAN PATIENT I
MCR MANAGED CARE MMC
MCR PART C MC
MCR PART D MD
MEDICAID FI D
MEDICARE FI R
MEDICARE HMO MH
MEDICARE SUPPL M
NON-BEN (NON-INDIAN) N
PRIVATE P
STATE EXCHANGE PLAN SEP
TRIBAL SELF INSURED TSI
VETERANS ADMINISTRATION V
WORKMEN'S COMP W

```

Figure 2-4: Example of adding new insurer type to a new insurer entry

2.5 Insurer Inquiry

Use the insurer inquiry to display the insurer type assigned to the insurer.

```

EINS Add/Edit an Insurer
LINS Insurer Listing
RINS Replacement Text for Insurer Lookups
IINS Display Insurer Record (Inquire)
MINS Merge Duplicate Insurers
    **> Out of order: DEACTIVATED LEGACY CODE
TINS PRINT LISTING OF TOP 20 INSURERS

Select Insurer File Menu Option: IINS
Select INSURER: TURQ
( TURQ/TURQUOISE )
.
TURQUOISE TRIBAL - 300 TRAILWAYS AVE
ALBUQUERQUE, NM 88888

OK? Y//

*** INSURER FILE INQUIRY ***
=====

```

```

NAME: TURQUOISE TRIBAL          STREET: 300 TRAILWAYS AVE
CITY: ALBUQUERQUE              STATE: NEW MEXICO
ZIP: 88888                     PHONE: (505)555-4567
STATUS: BILLABLE                RX BILLING STATUS: OUTPATIENT DRUGS
ONLY
BACKBILLING LIMIT (MONTHS): 12  INSURER TYPE: TRIBAL SELF INSURED
LONG NAME: TURQUOISE TRIBAL
=====

```

Figure 2-5: Inquiry of insurer entry with new insurer type

2.6 Insurer Type Display on Insurance Page 4

The new insurer type will display on the Private Insurance page.

```

IHS REGISTRATION EDITOR          Private Insurance  2013 DEMO HOSPITAL
=====
DEMO,PATIENT                    (upd:AUG 16, 2017) HRN#:99107    (DIRECT ONLY)
=====
1) Policy Holder.: DEMO,PATIENT  |5) Gender: FEMALE
2) Policy or SSN.: X123331       |6) Date of Birth: 2/13/1975
3) Effective Date: FEB 01, 2017  |7) PCP:
4) Expire Date...:              |8) CD Name.....:
-HOLDER'S EMPLOYER INFO-----
9) Status.....: FULL-TIME       |10) Employer: IHS AREA OFFICE
-INSURER INFORMATION-----
TURQUOISE TRIBAL                |11) Grp Name:
    300 TRAILWAYS AVE           |    Grp Number:
    ALBUQUERQUE, NEW MEXICO 88888 |12) Coverage:
    (505)555-4567              Ins. Type: TRIBAL SELF INSURED|13) CCopy:
----Policy Members----PC-----Member #-----HRN-----Rel-----From/Thru--
14) DEMO,PATIENT              X123331          99107    SELF      2/1/2017
-----
***WARNING 017: Coverage Type(s) not defined for the policy X123331|TURQUOISE
TRIBAL)
***WARNING 021: Group number/Plan Number incomplete
Last edited by: TOWNSEND,GAIL on Aug 16, 2017
=====
ENTER ACTION (<E>dit Data,<A>dd Member,<D>elete Member,<V>iew/Edit PH Addr):

```

Figure 2-6: Private insurance display for new insurer type

2.7 Merge Options Placed Out of Order

The following merge options have been temporarily disabled until the logic can accommodate the **INSURER TYPE** field. Until these options are updated, they will be placed out of order.

```

MINS  Merge Duplicate Insurers
      **> Out of order:  DEACTIVATED LEGACY CODE

MEMP  Merge Duplicate Employers
      **> Out of order:  DEACTIVATED LEGACY CODE

MGRP  Merge Duplicate Group Plans
      **> Out of order:  DEACTIVATED LEGACY CODE

MPOL  Merge Duplicate Insurance Policies

```



```
**> Out of order: DEACTIVATED LEGACY CODE
```

Figure 2-7: Merge options placed out of order

2.8 Zip Code Plus Four

The patient address zip code field on page 1 of the registration editor has been modified to allow the zip code plus four digits. The user is able to add the zip code plus four in field 15 of the registration editor, page 1.

```
IHS REGISTRATION EDITOR (page 1)                2013 DEMO HOSPITAL
=====
DEMO,PATIENT                (upd:AUG 25, 2017)        HRN:99107
=====
 1. ELIGIBILITY STATUS : DIRECT ONLY
 2. DATE OF BIRTH : 02/13/1975
 3. PLACE OF BIRTH [CITY] : ALBUQUERQUE          4.ST : NM
 5. SEX : FEMALE
 6. SOCIAL SECURITY NUMBER : 207021375P(Not yet verified by the SSA)
 7. MARITAL STATUS : SINGLE
 8. CURRENT COMMUNITY : ALBUQUERQUE
 9. PATIENT RESIDENCE : HOME

-----
10.STREET ADDRESS [LINE 1] : 38111 PATHWAY STREET
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13. CITY : ALBUQUERQUE          14.ST : NM 15.ZIP+4 : 88811
16. LOCATION OF HOME :

-----
17.PHONE NUMBER [RESIDENCE] :          18.WORK PHONE :
19. OTHER PHONE :

=====
CHANGE which item? (1-19) NONE//: 15
ZIP+4: 88811// ??
      Answer with either the 5 digit format (e.g. 12345) or the nine digit
      format (e.g. 12345-6789 or 123456789)
ZIP+4: 88811// 88811-1234
```

Figure 2-8: Entry of zip code plus four digits

```
-----
10.STREET ADDRESS [LINE 1] : 38111 PATHWAY STREET
11.STREET ADDRESS [LINE 2] :
12.STREET ADDRESS [LINE 3] :
13. CITY : ALBUQUERQUE          14.ST : NM 15.ZIP+4 : 88811-1234
16. LOCATION OF HOME :

-----
```

Figure 2-9: Display of zip code plus four in the address section of page 1

Acronym List

Acronym	Term Meaning
IHS	Indian Health Service
RPMS	Resource and Patient Management System

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (888) 830-7280 (toll free)

Web: <https://www.ihs.gov/helpdesk/>

Email: support@ihs.gov