RESOURCE AND PATIENT MANAGEMENT SYSTEM

Pharmacy Point of Sale

(ABSP)

Addendum to User Manual

Version 1.0 Patch 57
December 2025

Office of Information Technology
Division of Information Resource Management

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1.0 Introduction

This document provides information for the user pertaining to software enhancements and minor corrections included in Pharmacy Point of Sale (ABSP) v1.0 p57. Please distribute this addendum to your pharmacy billing staff upon installation of the patch.

1.1 Summary of Changes

FID74084–A prompt was added to **Resubmit a Claim** option (**RES**) in the **Claims Data Entry Screen** (**U**) to allow for exiting the **RES** option without completing the resubmission.

FID105714–A programming error was corrected that generated a status of **Waiting to Process Response** in the **Claims Data Entry Screen** (**U**), stopped claims processing, and dropped all claims onto the List Possibly Stranded Claims report (STR). The programming error being corrected is <UNDEFINED>PARSETN+56^ABSPOSH4 and was caused by OTHER COVERAGE CODE being misinterpreted in the payer response.

FID114910–The **Private Ins Eligibility Check** option (**PRIV**) was updated to send the last four digits of the patient's Social Security Number (SSN) first. If the patient's SSN is missing, the MEMBER NUMBER will be sent. If the SSN and the MEMBER NUMBER are missing, the POLICY NUMBER will be sent. This means an eligibility check will be sent to Optum even if there is no insurance entered in Patient Registration.

FID118931–The **Medicare Part D Eligibility Check option** (**ELIG**) was updated to increase the number of times that an eligibility request is sent to Optum from five to eight and to improve the messages that are displayed to the user.

FID125991–A new option was added to the **Claim Results and Status menu** (**CLA**), **Eligibility Found for Unpaid Claims Report** (**ELFC**), to provide a list of unpaid claims for patients that had insurance eligibility added in patient registration after the prescription was processed. This report works in conjunction with a new, taskable option (**ABSP TSK RX ELIG CHECK**) that will automatically resubmit these unpaid claims. After the tasked job is run, a second ELFC report can be run to provide a list of claims that were resubmitted and will include the paid or rejected status. As part of this change request, the **CLA** menu options were rearranged so that they're listed in alphabetical order by menu option mnemonic.

2.0 Patch Details

2.1 Resubmit a Claim

A prompt was added to the **Resubmit a Claim option (RES)** in the **Claims Data Entry Screen (U)** to allow for exiting the **RES** option without completing the resubmission.

Prior to p57, when the **RES** option was selected, there was no way to back out and stop the resubmission.

```
PHARMACY POINT OF SALE        Sep 09, 2025 12:41:58          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 90 da

 #       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** 1 not electronic  *3 payable
 2       IBUPROFEN 800MG TAB    JAN 15@09:33 Payable (1717425.00001)
 3       LISINOPRIL 20MG TAB *  SEP 5@15:39, FILL FEB 7@ Missing Prescriber NPI
 4       PENICILLIN VK 500MG TA FEB 7@12:14 Payable (1717450.00001)
 5       IBUPROFEN 800MG TAB    MAY 27@10:48 Payable (1717528.00001)


          Enter ?? for more actions                                      >>>
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD// RES   Resubmit a claim  Select the line(s) with the claim(s) you
wish to RESUBMIT.

Select item(s):  (1-3): 3
`1717449.00001 will be REVERSED first, then Resubmitted.
```

Figure 2-1: RES option prior to p57

Patch 57 adds a prompt to the **RES** option to allow for exiting without completing the resubmission. When the **RES** option is selected, the selected prescription(s) will be displayed followed by a prompt “ARE YOU SURE? YES/NO” that must be answered. There is no default response populated for this prompt.

Answering **No** will exit the user from the **RES** option without resubmitting the prescription.

```
PHARMACY POINT OF SALE        Sep 09, 2025 12:51:53          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 180 da

 #       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** 1 not electronic  *3 payable
 2       LISINOPRIL 5MG TABLET  JUN 2@14:57 Payable (1717008.00011)
 3       ALBUTEROL 2MG TAB      MAR 27@11:12 Payable (1717047.00011)
 4       CAPTOPRIL 12.5MG TAB   MAY 22@12:30 FILL MAY 21@ Unbillable to ins.; Na
 5       CELECOXIB 100MG CAP    JUN 2@14:57 Payable (1717078.00011)
```

```
          Enter ?? for more actions                                          >>>
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD// RES   Resubmit a claim  Select the line(s) with the claim(s) you
wish to RESUBMIT.

Select item(s):  (14-20): 4

You selected the following for resubmission:
   10000014.00001 CAPTOPRIL 12.5MG TAB
ARE YOU SURE (YES/NO)? NO

Press ENTER to continue:

PHARMACY POINT OF SALE        Sep 09, 2025 14:37:56          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 180 da

#       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** 1 not electronic  *3 payable
 2       LISINOPRIL 5MG TABLET  JUN 2@14:57 Payable (1717008.00011)
 3       ALBUTEROL 2MG TAB      MAR 27@11:12 Payable (1717047.00011)
 4       CAPTOPRIL 12.5MG TAB   MAY 22@12:30 FILL MAY 21@ Unbillable to ins.; Na
 5       CELECOXIB 100MG CAP    JUN 2@14:57 Payable (1717078.00011)


          Enter ?? for more actions                                          >>>
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD//
```

Figure 2-2: Using the new prompt to exit the RES option

If the user presses the Enter key at the new prompt without typing **Yes**, **No**, or a carat (^), a message will be displayed indicating a response is required.

```
Select Action:UD// RES   Resubmit a claim  Select the line(s) with the claim(s) you
wish to RESUBMIT.

Select item(s):  (14-20): 4

You selected the following for resubmission:
   10000014.00001 CAPTOPRIL 12.5MG TAB
ARE YOU SURE (YES/NO)?
This is a required response. Enter '^' to exit

Press ENTER to continue:
```

Figure 2-3: Pressing Enter at the new prompt without typing a response

To resubmit a prescription, type **Yes** and press the Enter key at the new prompt. A message will be displayed indicating the prescription will be resubmitted. The message displayed will depend on the current status of the prescription being resubmitted. These messages were not changed in p57.

```
PHARMACY POINT OF SALE        Sep 09, 2025 14:37:56          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 180 da

#       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** 1 not electronic  *3 payable
 2       LISINOPRIL 5MG TABLET  JUN 2@14:57 Payable (1717008.00011)
 3       ALBUTEROL 2MG TAB      MAR 27@11:12 Payable (1717047.00011)
 4       CAPTOPRIL 12.5MG TAB   MAY 22@12:30 FILL MAY 21@ Unbillable to ins.; Na
 5       CELECOXIB 100MG CAP    JUN 2@14:57 Payable (1717078.00011)


          Enter ?? for more actions                                          >>>
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD// RES   Resubmit a claim  Select the line(s) with the claim(s) you
wish to RESUBMIT.

Select item(s):  (14-20): 19

You selected the following for resubmission:
   10000014.00001 CAPTOPRIL 12.5MG TAB

ARE YOU SURE (YES/NO)? YES
`10000014.00001 will be REVERSED first, then Resubmitted.

Press ENTER to continue:

PHARMACY POINT OF SALE        Sep 09, 2025 14:39:28          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 180 da

#       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** 1 not electronic  *3 payable
 2       LISINOPRIL 5MG TABLET  JUN 2@14:57 Payable (1717008.00011)
 3       ALBUTEROL 2MG TAB      MAR 27@11:12 Payable (1717047.00011)
 4       CAPTOPRIL 12.5MG TAB   MAY 22@12:30 FILL MAY 21@ *REVERSAL* Accepted Re
 5       CELECOXIB 100MG CAP    JUN 2@14:57 Payable (1717078.00011)



          Enter ?? for more actions                                          >>>
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD//
```

Figure 2-4: Using the new prompt to resubmit a prescription

If you select more than one claim to resubmit or a range of claims to resubmit, and any of those claims have been paid, an additional prompt will be displayed indicating that the claim has been paid and asking if you're sure you want to resubmit. The default response will be **NO**. Press the Enter key to accept the default of **NO** or type **YES** and press the Enter key to resubmit.

```
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR
info[J[?25h
Select Action:UD// RES   Resubmit a claim  Select the line(s) with the claim(s) you
wish to RESUBMIT.

Select item(s):  (1-8): 6-8

You selected the following for resubmission:
   1717030.00001 AMOXICILLIN 250MG CAP                      E PAYABLE
   1717031.00001 ACYCLOVIR 400MG TAB                        E PAYABLE
   10000019.00001 DIPHENHYDRAMINE 25MG CAP                  PAPER
ARE YOU SURE (YES/NO)? YES

`1717030.00001 has been paid, do you wish to Resubmit? NO//

`1717031.00001 has been paid, do you wish to Resubmit? NO//
`10000019.00001 will be REVERSED first, then Resubmitted.

Press ENTER to continue:
```

Figure 2-5: Range of claims selected for resubmission

2.2 Medicare Part D Eligibility Check

The **Medicare Part D Eligibility Check** option (**ELIG**) was updated to increase the number of times that an eligibility connection is sent to Optum from five to eight and to improve the messages that are displayed to the user.

Prior to p57, if the **ELIG** option was unable to make a connection to Optum, the messages displayed were geared towards a programmer rather than a user at a site.

```
Select Pharmacy electronic claims reports Option: ELIG  Medicare Part D Eligibility
Check

Generate eligibility chk (Med Part D) for which patient? DEMO,PATIENT
                                       F 02-17-1999 XXX-XX-1234  TST 9999

Please specify the pharmacy: DEMO HOSPITAL//

Accept the default current date of SEP 10, 2025 or
Enter a date between JUN 12, 2025 and DEC 09, 2025

Enter Service Date: SEP 10,2025//   (SEP 10, 2025)

Transmitting eligibility check, please stand by.....

Waiting to make a connection - please stand by.

An unexpected problem has been detected; notify programmer!
     The problem occurred at location ENDJOB99 in routine ABSPOSQ3.

     the likely source of such a problem is:

     A condition the program was unprepared to handle
```

```
     or perhaps an error in the program logic.

A programmer should be notified of this unfortunate event.
my job-defined locked node disappeared!!!  $J=55968290

X is undefined

     Select one of the following:

          I        Ignore the problem and try to continue
          T        Terminate the program (WE RECOMMEND "T:)

Enter response: T//
```

Figure 2-6: ELIG message displayed prior to p57 for a failed connection

In p57, the **ELIG** option will display a message every time a connection attempt is sent to Optum. This will happen up to eight times. After eight attempts, if a connection cannot be made, a message will be displayed suggesting the user try again in a few minutes. If this happens, please contact your site IT for assistance.

```
Select Pharmacy electronic claims reports Option: ELIG  Medicare Part D
Eligibility Check

Generate eligibility chk (Med Part D) for which patient? DEMO,PATIENT
                                        F 02-17-1999 XXX-XX-1234  TST 9999

Please specify the pharmacy: DEMO HOSPITAL//

Accept the default current date of SEP 10, 2025 or
Enter a date between JUN 12, 2025 and DEC 09, 2025

Enter Service Date: SEP 10,2025//   (SEP 10, 2025)

Transmitting eligibility check, please stand by.....


Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

Trying to make a connection - please stand by.

*****************************************************
*  Claims are currently being sent - connection     *
*  required for eligibility check is unavailable.   *
*                                                   *
```

```
*    Please wait a few minutes and try again.       *
*                                                   *
*   If the problem persists, please contact         *
*                 your local helpdesk.              *
*****************************************************

Now recording some error log information to help the programmer...
          ...done.

Send report to device: HOME//   Virtual

On:
Patient Name:     DEMO,PATIENT
Medicare ID:      1A11A11AA11
Status:
Authorization #:
Result:

Generate eligibility chk (Med Part D) for which patient?
```

Figure 2-7: ELIG message displayed in p57 if the Optum connection fails

2.3 Eligibility Found for Unpaid Claims Report

A new option was added to the **Claim Results and Status** menu (**CLA**) called **Eligibility Found for Unpaid Claims Report** (**ELFC**) to provide a list of unpaid claims for patients who had insurance eligibility added in patient registration after the prescription was processed. This report works in conjunction with a new taskable option (**ABSP TSK RX ELIG CHECK**) that will automatically resubmit these claims. This resubmission process will be referred to as "backbilling" and can be set up to run as far back as one year from today.

After the tasked job runs, a second ELFC report can be run to provide a list of claims that were resubmitted and will include the paid or rejected status for each claim.

As part of this change request, the **CLA** menu options were rearranged so that they are listed in alphabetical order by menu option mnemonic.

```
                        ************************************
                        * PHARMACY POINT OF SALE V1.0 P57 *
                        *    2021 DEMO HOSPITAL (INST)    *
                        *    Claim results and status     *
                        ************************************


   CAP    Captured Claims Report
   CLO    Closed Claims Report
   ELFC   Eligibility Found for Unpaid Claims Report
   ERCR   Enhanced Rejected Claims by Reject Code
   PAP    Paper Claims Report
   PAY    Payable Claims Report
   RCR    Rejected Claims by Reject Code
   REC    Recent Transactions
   REJ    Rejected Claims Report
   UN     Uninsured Claims Report
```

```
Select Claim results and status Option:
```

Figure 2-8: CLA options listed in alphabetical order by mnemonic

2.3.1 Prescriptions Needing Backbilling Report (Before Option)

The **ELFC Before** option provides a report called Prescriptions Needing Backbilling. This is a list of claims that were unpaid due to no insurance in patient registration at the time the claim was submitted but after the prescription was filled, patient registration was updated with insurance eligibility that covers the fill date.

The report will look for claims that were denied due to no insurance and will then look at patient registration to see if insurance has been added. If eligibility is found that covers a fill date, the claim will be placed in the report. Insurers that are set to **Billed Point of Sale** will be preceded with **(POS)**. For example, **(POS) CVS Caremark.**

This is an example of what those unpaid claims look like in the **Claims Data Entry Screen** (**U**).

```
PHARMACY POINT OF SALE        Sep 24, 2025 15:16:12          Page:    1 of    1
All prescriptions for patient DEMO,PATIENT
With activity in the past 365 da

 #       PATIENT/PRESCRIPTION   COMMENTS
 1  done DEMO,PATIENT           ** FINISHED ** ALL not electronic  **
 2       ACCU-CHEK AVIVA TEST S FEB 4@17:42 No insurance,Native ben. (1717026.00
 3       LISINOPRIL 20MG TAB    FEB 4@17:42 No insurance,Native ben. (1717027.00
 4       METFORMIN 500MG TAB    FEB 4@17:42 No insurance,Native ben. (1717028.00


          Enter ?? for more actions                                        >>>
NEW  Send new claims      DIS  Dismiss patient      RCA  Request cancellation
CU   Continuous update    SP   Print single patient REV  Reverse a paid claim
CLO  Close Claim          PA   Print all            RES  Resubmit a claim
EV   Edit view screen     LOG  Print claim log      REC  Print receipt/DUR info
Select Action:UD//
```

Figure 2-9: No insurance rejection as shown in the Claims Data Entry Screen

To run the Before report, select **Before Tasked Option Data**, then enter a date range. **Transaction Last Updated** refers to the last time a prescription was processed. This means the last date it was filled, resubmitted, reversed, or updated via a response from Optum, etc.

It is recommended that the initial Before report be run with a date range of **T-365 to Today**. This will give you an idea of how many claims are eligible for resubmission by the automated backbilling process and will be helpful in developing a plan for how to set up the backbilling job. For example, if there are a large number of claims to be resubmitted, you will want to do them in small batches. This will be explained in Section 2.3.2.

The report provides a **Simple Output** and a **Delimited Output**. The **Simple Output** is intended to be viewed on your display screen or sent to a printer.

```
Select Claim results and status Option: ELFC Eligibility Found for Unpaid Claims
Report

                 ********************************************
                 *      PHARMACY POINT OF SALE V1.0 P57       *
                 *         2021 DEMO HOSPITAL (INST)          *
                 * Eligibility Found for Unpaid Claims Report *
                 ********************************************


  This report will display prescriptions that dropped to paper and now
  the patient has active eligibility for the fill date.

  The 'Before' option contains prescriptions that could be resubmitted, either
  manually or via the tasked option.

  The 'After' option contains prescriptions that were resubmitted via the tasked
  option. It will not contain prescriptions that were manually resubmitted.


     Select one of the following:

          B         Before Tasked Option Data
          A         After Tasked Option Data

Select TYPE of DATA: Before Tasked Option Data

 ============ Entry of TRANSACTION LAST UPDATED Range =============

Enter STARTING TRANSACTION LAST UPDATED for Report:  1/1/25  (JAN 01, 2025)

Enter ENDING DATE for Report:  T  (SEP 09, 2025)

     Select one of the following:

          1         Simple Output
          2         Delimited Output

Select TYPE of LISTING: 1  Simple Output
Output DEVICE: HOME//   Virtual

Printing...

WARNING: Confidential Patient Information, Privacy Act Applies

Prescriptions Needing Backbilling Report          SEP 9,2025@11:43:12  Page 1
For Date Range JAN 01, 2025 to SEP 09, 2025
-------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123456.00011
         RX #: 10001201
         Drug: ACCU-CHEK AVIVA TEST STRIP (OTC)
    Fill Date: FEB 04, 2025
  Bill Amount: $92.43
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
```

```
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123459.00091
         RX #: 10001204
         Drug: LISINOPRIL 20MG TAB
    Fill Date: FEB 04, 2025
  Bill Amount: $13.85
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123462.00031
         RX #: 10001207
         Drug: METFORMIN 500MG TAB
    Fill Date: FEB 04, 2025
  Bill Amount: $16.49
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,MISTER
 Chart Number: 1114
       RX IEN: 123576.00031
         RX #: 10001341
         Drug: LOSARTAN 100MG TAB
    Fill Date: MAR 16, 2025
  Bill Amount: $11.94
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) GEHA-123123 MAR 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,MISTER
 Chart Number: 1114
       RX IEN: 123584.00111
         RX #: 10001349
         Drug: COLACE 100MG CAPSULE (OTC)
    Fill Date: MAR 16, 2025
  Bill Amount: $31.16
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) GEHA-123123 MAR 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,MISSUS
 Chart Number: 1118
       RX IEN: 126314.00051
         RX #: 10001627
         Drug: ALBUTEROL 2MG TAB
    Fill Date: APR 23, 2025
  Bill Amount: $25.60
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) GEHA-123123 JAN 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,GRANDPA
 Chart Number: 1146
```

```
       RX IEN: 136819.00021
         RX #: 10001856
         Drug: DASATINIB 100MG TAB
    Fill Date: JUN 10, 2025
  Bill Amount: $15,195.52
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) D-MEDICARE MAY 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,GRANDPA
 Chart Number: 1146
       RX IEN: 136820.00011
         RX #: 10001857
         Drug: DIPHENHYDRAMINE 25MG CAP (OTC)
    Fill Date: JUN 10, 2025
  Bill Amount: $7.51
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) D-MEDICARE MAY 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT JR
 Chart Number: 1112
       RX IEN: 146231.00111
         RX #: 10002084
         Drug: AMOXICILLIN 125MG/5ML SUSP
    Fill Date: AUG 27, 2025
  Bill Amount: $12.63
     Pharmacy: DEMO HOSPITAL
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------

9 Prescriptions for $15,407.13

End of Report
```

Figure 2-10: Prescriptions Needing Backbilling Report, Simple Output

The **Delimited Output** is intended to be exported to your site's Host File Server and imported to Excel. It provides the same information as the **Simple Output** but includes the patient's date of birth.

At the "Path" prompt, type your site's directory path using **forward slashes** (//) or **back slashes** (\\)as appropriate, and press the Enter key. At the "Filename" prompt, type a name for the report and press the Enter key. Do not include spaces in the report name. Use an **underscore** instead (_). For example, ELFC_Before_20250909.

> **Note**: The "Path" displayed in the example may be different for your site. Please verify with your site IT/RPMS administrator for correct path location.

```
     Select one of the following:

          B         Before Tasked Option Data
          A         After Tasked Option Data
```

```
Select TYPE of DATA: Before Tasked Option Data

 ============ Entry of TRANSACTION LAST UPDATED Range =============

Enter STARTING TRANSACTION LAST UPDATED for Report:  1/1/25  (JAN 01, 2025)

Enter ENDING DATE for Report:  T  (SEP 09, 2025)

     Select one of the following:

          1         Simple Output
          2         Delimited Output

Select TYPE of LISTING: 2  Delimited Output
Path: G:\PUB\
Filename: ELFC_BEFORE_20250909
```

Figure 2-11: Prescriptions Needing Backbilling report, Delimited Output fields

Access your site's directory, find your file, and open it with Excel. The data in the file will be delimited with a **carat** (^).

The formatted Excel spreadsheet will look similar to the example shown in Figure 2-12 below.

	A	B	C	D	E	F	G	H	I	J	K
1	WARNING: Confidential Patient Information, Privacy Act Applies										
2											
3	Prescriptions Needing Backbilling Report			SEP 9, 2025@15:26:37							
4	For Date Range JAN 01, 2025 to SEP 09, 2025										
5											
6	Patient	Chart Number	DOB	RX IEN	RX#	Drug	Fill Date	Bill Amount	Pharmacy	Eligibility	
7	DEMO,PATIENT	1111	7/17/1980	123456.00011	10001201	ACCU-CHEK AVIVA TEST STRIP (OTC)	2/4/25	$92.43	DEMO HOSPITAL	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
8	DEMO,PATIENT	1111	7/17/1980	123459.00091	10001204	LISINOPRIL 20MG TAB	2/4/25	$13.85	DEMO HOSPITAL	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
9	DEMO,PATIENT	1111	7/17/1980	123462.00031	10001207	METFORMIN 500MG TAB	2/4/25	$16.49	DEMO HOSPITAL	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
10	DEMO,MISTER	1114	4/8/1976	123576.00031	10001341	LOSARTAN 100MG TAB	3/16/25	$11.94	DEMO HOSPITAL	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
11	DEMO,MISTER	1114	4/8/1976	123584.00111	10001349	COLACE 100MG CAPSULE (OTC)	3/16/25	$31.16	DEMO HOSPITAL	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
12	DEMO,MISSUS	1118	11/24/1979	126316.00051	10001627	ALBUTEROL 2MG TAB	4/23/25	$25.60	DEMO HOSPITAL	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
13	DEMO,GRANDPA	1146	6/30/1961	136816.00021	10001856	DASATINIB 100MG TAB	6/10/25	$15,195.52	DEMO HOSPITAL	(POS) D-MEDICARE MAY 01, 2025 - <NO END DT>	
14	DEMO,GRANDPA	1146	6/30/1961	136820.00011	10001857	DIPHENHYDRAMINE 25MG CAP (OTC)	6/10/25	$7.51	DEMO HOSPITAL	(POS) D-MEDICARE MAY 01, 2025 - <NO END DT>	
15	DEMO,PATIENT JR	1112	2/12/2022	146231.00111	10002084	AMOXICILLIN 125MG/5ML SUSP	8/27/25	$12.63	DEMO HOSPITAL	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
16											
17	E N D O F R E P O R T										

Figure 2-12: Prescriptions Needing Backbilling Report, Delimited Output Imported to Excel

When formatting the file in Excel, if you want the entire RX IEN to be visible (12345.00011), left-click on column **D** and then right-click. From the options menu that displays, click on **Format Cells**.

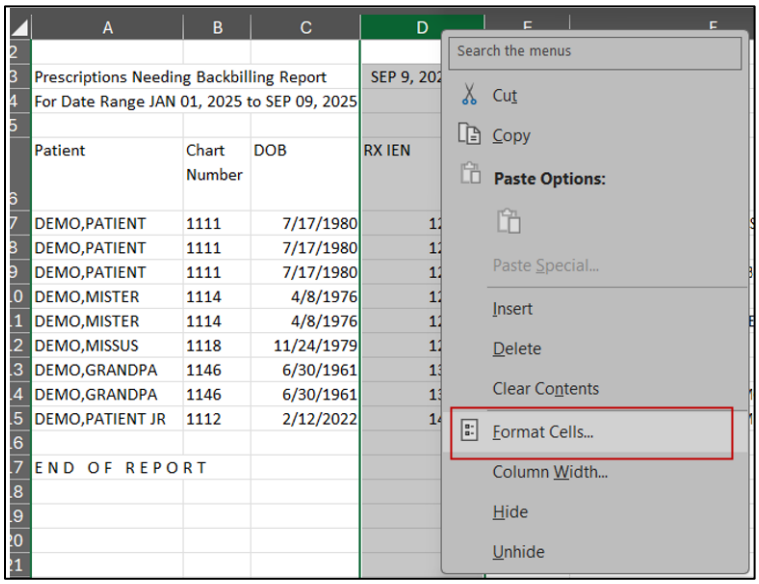

Figure 2-13: Selecting a column to Format Cells in Excel

Click on the **Number** tab, click **Number**, change the **Decimal places** to **5**, then click **OK**.

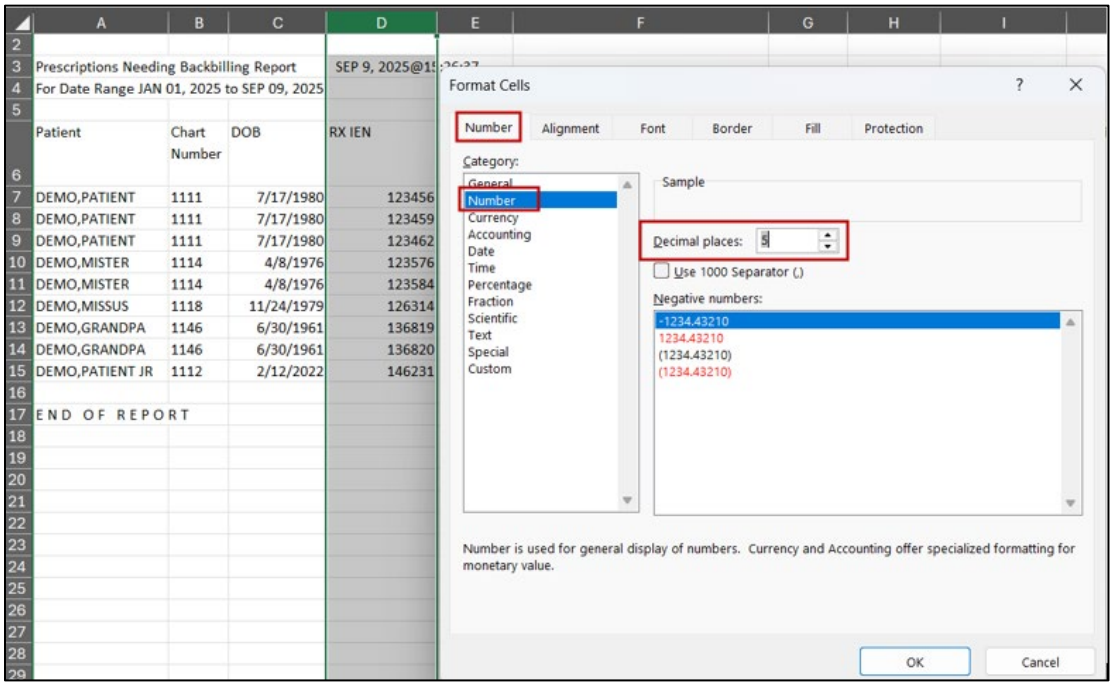

Figure 2-14: Formatting a Number in an Excel column

2.3.2 Setting Up the Automated Backbilling Job

The automatic backbilling job must be set up manually. This is done in two steps: setting up a new field in the **Edit Basic Pharmacy POS Parameters** option and setting up the new Taskman job. Both steps must be completed for the automated job to run.

1. Edit **Basic Pharmacy POS Parameters** (**MGR > SET > BAS**)

> **Note**: The **ABSP Manager** menu is locked with the following security key: ABSPZ MANAGER. This is not new in p57.

Access the **BAS** option and press the Enter key until you get to the ”Number of days to do backbilling check” prompt. This field will be populated with a default value of **90** upon patch installation, meaning the backbilling check will go back 90 days from today to resubmit claims from the **Prescriptions Needing Backing Report**, but it can be changed to any number from 1 to 365.

> **Note**: The recommended process for getting all of your eligible claims resubmitted without overwhelming your system is to set the BAS backbilling parameter to 30 days and then set up the tasked job (see Step 2). After the job runs, go back into the BAS option and set the parameter to 60 days. After that job runs, set the BAS parameter to 90 days. Keep doing this in 30-day increments (120, 150, 180, etc.) until the backbilling has been completed for the past 365 days.

```
Select Pharmacy Point of Sale Setup Menu <TEST ACCOUNT> Option: Edit basic pharmacy
POS parameters

Edit Pharmacy POS configuration

Answer with '?' for help at any question.

How will data be input to Point of Sale?: RPMS RX CALLS POS
         //
What is the default dial-out to send claims to?: HTTP POST
         //
To get an outside line, what number should be dialed?: N
         //
What Accounts Receivable system is used?: IHS 3RD PARTY BILLING
         //
Send POS rejected claims to 3PB/AR?: SEND 3PB REJECT
         //

Now set up the STANDARD Pricing Formula.  (Different pricing
policies for different insurers can be established later.)

Where do we find the UNIT PRICE of a drug?: PRESCRIPTION FILE AWP
         //
Multiply the unit price by what factor (1 = 100%, .95 = 95%, etc.) ?: 1.5
         //
```

```
What is the default DISPENSING FEE?: 5.00//

Number of days to do backbilling check: 90// ?
     Type a number between 1 and 365 for the number of days back from today to
     check for billable prescriptions
Number of days to do backbilling check: 90//
```

Figure 2-15: New backbilling field in the BAS option

2. **Taskman Schedule/Unschedule** (**XUTM MGR > XUTM SCHEDULE**)

   Access the **Taskman Schedule/Unschedule option**, type **ABSP TSK RX ELIG CHECK**, and press the Enter key. Verify that the job displayed is called **Prescriptions w/New Elig Check** and press the Enter key.

   If you don't have Taskman access, contact your site IT/RPMS administrator to assist with this step.

```
Select OPTION NAME: TASKMAN
     1   TASKMAN CURRENT UNCLASSIFIED P  NURAPR-RES-UNCLAS-QUEUE     TaskMan Cur
rent Unclassified Patient Report
     2   TASKMAN ERROR LOG  XUTM ERROR     Taskman Error Log
     3   TASKMAN ERROR LOG  ZTMERROR     Taskman Error Log
     4   TASKMAN MANAGEMENT  XUTM MGR     Taskman Management
     5   TASKMAN MANAGEMENT UTILITIES  ZTMUTIL     Taskman Management Utilities
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4  XUTM MGR     Taskman Management

          Schedule/Unschedule Options
          One-time Option Queue
          Taskman Management Utilities ...
          List Tasks
          Dequeue Tasks
          Requeue Tasks
          Delete Tasks
          Print Options that are Scheduled to run
          Cleanup Task List
          Print Options Recommended for Queueing

Select Taskman Management <TEST ACCOUNT> Option: SCHEDULE/Unschedule Options

Select OPTION to schedule or reschedule: ABSP TSK RX ELIG CHECK    Prescriptions
w/New Elig Check
         ...OK? Yes//
```

Figure 2-16: Accessing the new backbilling job in Taskman

Press the tab key to move to the **QUEUED TO RUN AT WHAT TIME** field. Type a date and time in the format shown below and press the tab key. The job should be tasked to run during off-peak hours. The suggested time is 11pm, or 23:00 hours.

Press the tab key to move to the **QUEUED TO RUN ON VOLUME SET** field. Type your database's namespace acronym and press the tab key. The namespace in the example below is just an example. Your namespace will be different.

You should now be at the **RESCHEDULING FREQUENCY** field. Type **1D** and press the tab key to have the backbilling job run every night. To have it run once a week, type **7D** and press the tab key. To see help text on the accepted responses in this field, type a **question mark** (**?**) and press the Enter key.

```
                          Edit Option Schedule
    Option Name: ABSP TSK RX ELIG CHECK
    Menu Text: Prescriptions w/New Elig CHECK              TASK ID: 4119485
  ____________________________________________________________________________

  QUEUED TO RUN AT WHAT TIME: SEP 23,2025@23:00

DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET: TST

      RESCHEDULING FREQUENCY: 1D

             TASK PARAMETERS:

            SPECIAL QUEUEING:

____________________________________________________________________________


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

Figure 2-17: Setting up the backbilling in TaskMan

When the required fields have been populated as desired, use the tab key to move to the **COMMAND** field. Type **S** and press the Enter key to save, then type **E** and press the Enter key to exit.

```
Exit     Save     Next Page     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.


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

Figure 2-18: Saving the tasked job

In the examples above, the BAS backbilling parameter default value of 90 was selected and the tasked job was set to run every 7 days. This means the automated backbilling job will run every 7 days and will go back 90 days from today to look for unpaid claims that can be resubmitted. The BAS parameter and the tasked job can be changed as often as desired.

2.3.3 Prescriptions Backbilled Report (After Option)

The **ELFC After** option provides the Prescriptions Backbilled Report. This is a list of claims that were automatically resubmitted by the tasked job and provides the same details as the **Before** option but includes each claims paid or rejected status.

To run the After report, select **After Tasked Option Data**, then enter a date range. Again, Transaction Last Updated refers to the last time a prescription was processed. When selecting a date range for the After report, enter a date range that covers the dates that the automated backbilling job was run. For example, if the BAS parameter was set to 30 and the tasked job ran overnight, enter a date range of **T-30 to today**. If the BAS parameter was set to 90 and the tasked job ran overnight, enter a date range of **T-90 to today**.

The report can be run for any date range and provides a **Simple Output** and a **Delimited Output**. The **Simple Output** is intended to be viewed on your display screen or sent to a printer.

```
Select Claim results and status Option: ELFC  Eligibility Found for Unpaid Claims
Report
                ***********************************************
                 *      PHARMACY POINT OF SALE V1.0 P57       *
                 *         2021 DEMO HOSPITAL (INST)          *
                 * Eligibility Found for Unpaid Claims Report *
                 ***********************************************


  This report will display prescriptions that dropped to paper and now
  the patient has active eligibility for the fill date.

  The 'Before' option contains prescriptions that could be resubmitted, either
  manually or via the tasked option.

  The 'After' option contains prescriptions that were resubmitted via the tasked
  option. It will not contain prescriptions that were manually resubmitted.


     Select one of the following:

          B         Before Tasked Option Data
          A         After Tasked Option Data

Select TYPE of DATA: After Tasked Option Data

 ============ Entry of TRANSACTION LAST UPDATED Range =============

Enter STARTING TRANSACTION LAST UPDATED for Report:  1/1/25  (JAN 01, 2025)

Enter ENDING DATE for Report:  T  (SEP 26, 2025)

     Select one of the following:

          1         Simple Output
          2         Delimited Output

Select TYPE of LISTING: 1  Simple Output
Output DEVICE: HOME//  Virtual

Printing...
WARNING: Confidential Patient Information, Privacy Act Applies

Prescriptions Backbilled Report                  SEP 26,2025@08:52:41  Page 1
For Date Range JAN 01, 2025 to SEP 26, 2025
```

```
--------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123456.00011
         RX #: 10001201
         Drug: ACCU-CHEK AVIVA TEST STRIP (OTC)
    Fill Date: FEB 04, 2025
  Amount Paid: $0.00
     Pharmacy: DEMO HOSPITAL
       Result: PAPER
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123459.00091
         RX #: 10001204
         Drug: LISINOPRIL 20MG TAB
    Fill Date: FEB 04, 2025
  Amount Paid: $13.85
     Pharmacy: DEMO HOSPITAL
       Result: E PAYABLE
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT
 Chart Number: 1111
       RX IEN: 123462.00031
         RX #: 10001207
         Drug: METFORMIN 500MG TAB
    Fill Date: FEB 04, 2025
  Amount Paid: $16.49
     Pharmacy: DEMO HOSPITAL
       Result: E PAYABLE
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,MISTER
 Chart Number: 1114
       RX IEN: 123576.00031
         RX #: 10001341
         Drug: LOSARTAN 100MG TAB
    Fill Date: MAR 16, 2025
  Amount Paid: $11.94
     Pharmacy: DEMO HOSPITAL
       Result: E PAYABLE
  Eligibility: (POS) GEHA-123123 MAR 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,MISTER
 Chart Number: 1114
       RX IEN: 123584.00111
         RX #: 10001349
         Drug: COLACE 100MG CAPSULE (OTC)
    Fill Date: MAR 16, 2025
  Amount Paid: $0.00
     Pharmacy: DEMO HOSPITAL
       Result: PAPER
  Eligibility: (POS) GEHA-123123 MAR 01, 2025 - <NO END DT>
```

```
--------------------------------------------------
      Patient: DEMO,MISSUS
 Chart Number: 1118
       RX IEN: 126314.00051
         RX #: 10001627
         Drug: ALBUTEROL 2MG TAB
    Fill Date: APR 23, 2025
  Amount Paid: $0.00
     Pharmacy: DEMO HOSPITAL
       Result: E REJECTED
 Reject codes: NN
  Eligibility: (POS) GEHA-123123 JAN 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,GRANDPA
 Chart Number: 1146
       RX IEN: 136819.00021
         RX #: 10001856
         Drug: DASATINIB 100MG TAB
    Fill Date: JUN 10, 2025
  Amount Paid: $15,195.52
     Pharmacy: DEMO HOSPITAL
       Result: E PAYABLE
  Eligibility: (POS) D-MEDICARE MAY 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,GRANDPA
 Chart Number: 1146
       RX IEN: 136820.00011
         RX #: 10001857
         Drug: DIPHENHYDRAMINE 25MG CAP (OTC)
    Fill Date: JUN 10, 2025
  Amount Paid: $0.00
     Pharmacy: DEMO HOSPITAL
       Result: PAPER
  Eligibility: (POS) D-MEDICARE MAY 01, 2025 - <NO END DT>

--------------------------------------------------
      Patient: DEMO,PATIENT JR
 Chart Number: 1112
       RX IEN: 146231.00111
         RX #: 10002084
         Drug: AMOXICILLIN 125MG/5ML SUSP
    Fill Date: AUG 27, 2025
  Amount Paid: $12.63
     Pharmacy: DEMO HOSPITAL
       Result: E PAYABLE
  Eligibility: (POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>
               BC/BS OF NM JAN 01, 20225 - <NO END DT>

--------------------------------------------------

5 E-PAYABLE Prescriptions for $15,250.43

E N D   O F   R E P O R T
```

Figure 2-19: Prescriptions Backbilled Report, Simple Output

The **Delimited Output** is intended to be exported to your site's Host File Server and imported to Excel. It provides the same information as the **Simple Output** but includes the patient's date of birth.

At the "Path" prompt, type your site's directory path using **forward slashes** (//) or **back slashes** (\\) as appropriate, and press the Enter key. At the "Filename" prompt, type a name for the report and press the Enter key. Do not include spaces in the report name. Use an **underscore** (_) instead. For example, ELFC_After_20250909.

> **Note**: The "Path" displayed in the example may be different for your site. Please verify with your site IT/RPMS administrator for correct path location.

```
Select TYPE of DATA: After Tasked Option Data

 ============ Entry of TRANSACTION LAST UPDATED Range =============

Enter STARTING TRANSACTION LAST UPDATED for Report:  T-30  (AUG 27, 2025)

Enter ENDING DATE for Report:  T  (SEP 26, 2025)

     Select one of the following:

          1         Simple Output
          2         Delimited Output

Select TYPE of LISTING: 2  Delimited Output
Path: G:\PUB\
Filename: ELFC_AFTER_20250926
```

Figure 2-20: Prescriptions Backbilled Report, Delimited Output fields

Access your site's directory, find your file, and open it with Excel. The data in the file will be delimited with a **carat** (^).

The formatted Excel spreadsheet will look similar to the example in Figure 2-21 below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WARNING: Confidential Patient Information, Privacy Act Applies												
2													
3	Prescriptions Backbilled Report		SEP 26, 2025@08:26:37										
4	For Date Range JAN 01, 2025 to SEP 26, 2025												
5													
6	Patient	Chart Number	DOB	RX IEN	RX#	Drug	Fill Date	Amount Paid	Pharmacy	Result	Reject Codes	Eligibility	
7	DEMO,PATIENT	1111	7/17/1980	123456.00011	10001201	ACCU-CHEK AVIVA TEST STRIP (OTC)	2/4/25	$0.00	DEMO HOSPITAL	PAPER	NONE	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
8	DEMO,PATIENT	1111	7/17/1980	123459.00091	10001204	LISINOPRIL 20MG TAB	2/4/25	$13.85	DEMO HOSPITAL	E-PAYABLE	NONE	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
9	DEMO,PATIENT	1111	7/17/1980	123462.00031	10001207	METFORMIN 500MG TAB	2/4/25	$16.49	DEMO HOSPITAL	E-PAYABLE	NONE	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
10	DEMO,MISTER	1114	4/8/1976	123576.00031	10001341	LOSARTAN 100MG TAB	3/16/25	$11.94	DEMO HOSPITAL	E-PAYABLE	NONE	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
11	DEMO,MISTER	1114	4/8/1976	123584.00111	10001349	COLACE 100MG CAPSULE (OTC)	3/16/25	$0.00	DEMO HOSPITAL	PAPER	NONE	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
12	DEMO,MISSUS	1118	#########	126314.00051	10001627	ALBUTEROL 2MG TAB	4/23/25	$0.00	DEMO HOSPITAL	E-REJECTED	NN	(POS) GEHA-123123 MAR 01, 2025 - <NO END DT>	
13	DEMO,GRANDPA	1146	6/30/1961	136819.00021	10001856	DASATINIB 100MG TAB	6/10/25	$15,195.52	DEMO HOSPITAL	E-PAYABLE	NONE	(POS) D-MEDICARE MAY 01, 2025 - <NO END DT>	
14	DEMO,GRANDPA	1146	6/30/1961	136820.00011	10001857	DIPHENHYDRAMINE 25MG CAP (OTC	6/10/25	$0.00	DEMO HOSPITAL	PAPER	NONE	(POS) D-MEDICARE MAY 01, 2025 - <NO END DT>	
15	DEMO,PATIENT JR	1112	2/12/2022	146231.00111	10002084	AMOXICILLIN 125MG/5ML SUSP	8/27/25	$12.63	DEMO HOSPITAL	E-PAYABLE	NONE	(POS) CVS CAREMARK JAN 01, 2025 - <NO END DT>	BC/BS OF MARYLAND INC JAN 01, 2025 - <NO END DT>
16													
17	E N D O F R E P O R T												

Figure 2-21: Prescriptions Backbilled Report, Delimited Output Imported to Excel

As with the Before report, when formatting the file in Excel, if you want the entire RX IEN to be visible (12345.00011), left-click on column **D** and then right-click. From the menu that displays, click on **Format Cells**.

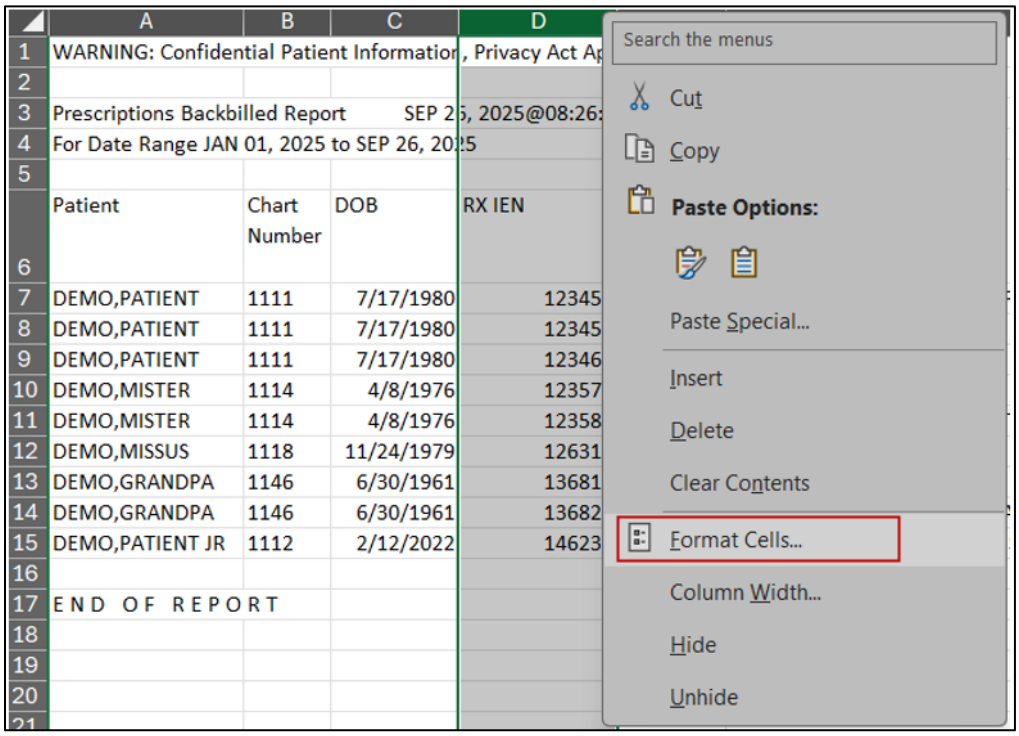

Figure 2-22: Selecting a column to Format Cells in Excel

Click on the **Number** tab, click **Number**, change the **Decimal places** to 5, then click **OK**.

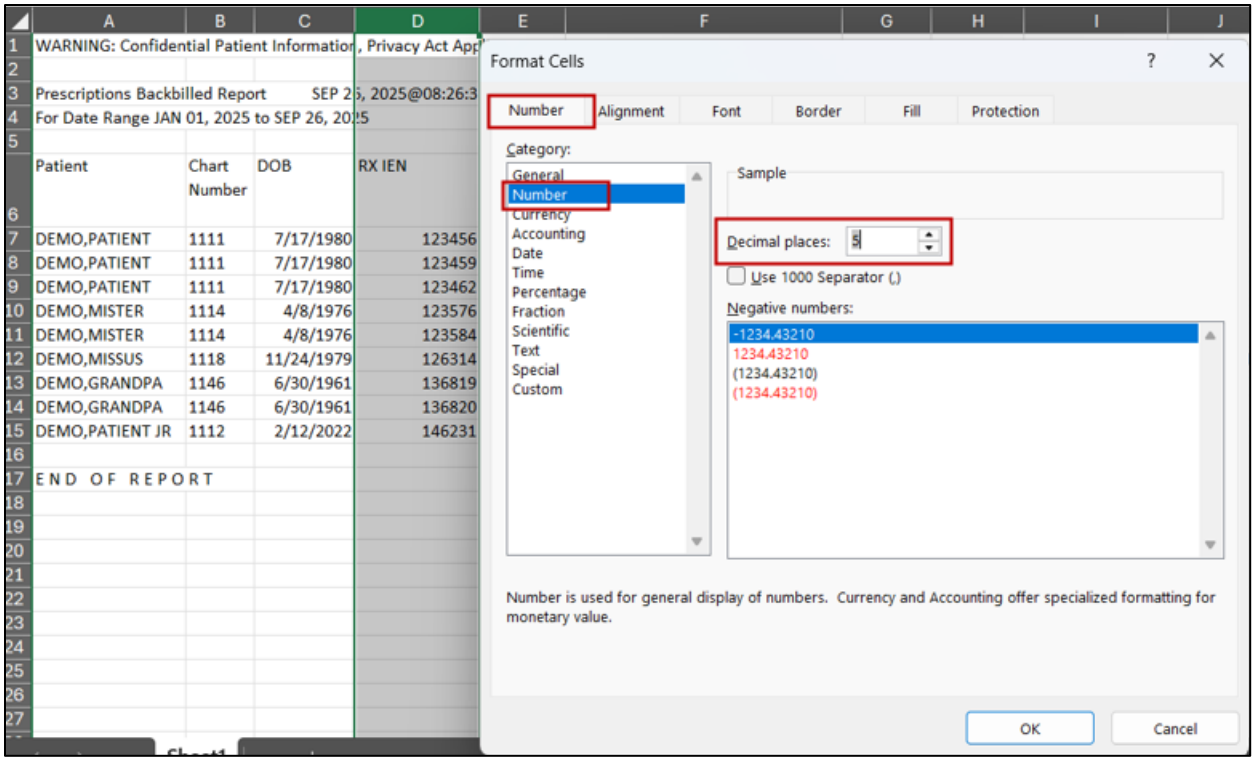

Figure 2-23: Formatting a Number in an Excel column

Acronym List

Acronym	Term Meaning
ABSP	Acronym assigned to the Pharmacy Point of Sale application
CLA	Acronym assigned to the Claim Results and Status menu
ELFC	Acronym assigned to the Eligibility Found for Unpaid Claims Report option
ELIG	Acronym assigned to the Medicare Part D Eligibility Check option
IEN	Internal Entry Number – a unique number assigned to an individual data file in RPMS
IHS	Indian Health Service
INS	Abbreviation for Insurance
FID	Feature Identification – a number assigned to a software change request
IHS	Indian Health Service
IT	Information Technology
POS	Informal abbreviation for the Pharmacy Point of Sale application
PRIV	Acronym assigned to the Private Ins Eligibility Check option
RES	Acronym assigned to the Resubmit a Claim option
RPMS	Resource and Patient Management System
SSN	Abbreviation for Social Security Number
STR	Acronym assigned to the List Possibly Stranded Claims option
U	Acronym assigned to the Claims Data Entry Screen option

Contact Information

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

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