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
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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

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**Figure 2-1: Example of Patient Residence field**

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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
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] :
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

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3
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]:
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.
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
CHAMPSUS 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.

Select Insurer File Menu Option: IINS
Select INSURER: TURQ
( TURQ/TURQUOISE )

TURQUOISE TRIBAL - 300 TRAILWAYS AVE
ALBUQUERQUE, NM 88888
OK? Y/

*** INSURER FILE INQUIRY ***

===========================================================================
2.6 Insurer Type Display on Insurance Page 4

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

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
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.

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

<table>
<thead>
<tr>
<th>10. STREET ADDRESS [LINE 1]</th>
<th>38111 PATHWAY STREET</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. STREET ADDRESS [LINE 2]</td>
<td></td>
</tr>
<tr>
<td>12. STREET ADDRESS [LINE 3]</td>
<td></td>
</tr>
<tr>
<td>13. CITY</td>
<td>ALBUQUERQUE</td>
</tr>
<tr>
<td>14. ST</td>
<td>NM</td>
</tr>
<tr>
<td>15. ZIP+4</td>
<td>88811-1234</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Term Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHS</td>
<td>Indian Health Service</td>
</tr>
<tr>
<td>RPMS</td>
<td>Resource and Patient Management System</td>
</tr>
</tbody>
</table>
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