RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable
(BAR)

Patch 16 Addendum

Version 1.8 Patch 16
March 2010

Office of Information Technology (OIT)
Division of Information Resource Management
Albuquerque, New Mexico
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1.0 Summary of Changes

1.1 Modifications

- A 12-month Office of Management and Budget (OMB) report will be generated automatically upon installation at federal locations. See patch notes for details.

- A field was added for the TDN/IPAC/Deposit Date to Collection Batches. This is a required field for federal locations.

- Modified the TDN/IPAC and TDN/IPAC Amount fields so that they are required fields for federal locations when doing Collections Entry.

- During Collections Entry, when a check number is entered, the system will look for duplicates in the A/R Collection Batch file. If duplicates are found, they will be displayed and the user will be given the opportunity to correct the entry.

- Modified the Collections Reports to display the TDN/IPAC and TDN/IPAC/Deposit data on the report headers.

- The Comments field was moved on the Collections Reports so that it’s displayed after each batch item to the far left.

- Moved the TSR option from BRM menu to FRM menu.

- Added a new report to the FRM menu called the Days in AR Report (DAYS).

- The TDN/IPAC/Deposit Date and the Collection Batch creation date will be added to every transaction that’s being exported to Unified Financial Management System (UFMS). These dates can be found at the end of the UFMS export file.

1.2 Resolutions to Help Desk Calls

- HEAT 8163. Correction made for <SYNTAX>EN+21^BARPTR error. This was occurring in the PUC option when a payment was posted to an A/R Account that pointed to the New Person file.

- HEAT 8727. Correction made for <UNDEFINED>EN+7^DIC *DINDEX("#") error. This was occurring when a POS claim was created under an individual site rather than the parent facility.
2.0 Patch 1 Details

2.1 Modifications to Collection Batches (AR - COL - EN)

The changes described in the following section are mandatory for Indian Health Service (IHS) federal locations because they are directly related to UFMS reporting requirements. Tribal/638/Urban/Non-IHS facilities may also use this functionality if desired. This will be explained in more detail at the end of this section.

2.1.1 Mandatory Field Added for TDN/IPAC/Deposit Date

A field was added to the A/R Collection Batch file to store the TDN/IPAC/Deposit Date. This field will be displayed after the Enter TDN/IPAC field.

It will be mandatory for federal locations to populate this field during Collections Entry. If a date is not entered or is not entered in the accepted format, the following message will be displayed.

Enter TDN/IPAC/Deposit Date: ??
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
  T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year assumes no more than 20 years in the future, or 80 years in the past.
Enter the date that the check or payment was deposited according to your financial system, or the IPAC date.

Enter TDN/IPAC/Deposit Date:
The Enter TDN/IPAC/Deposit Date field cannot be bypassed. The system will not allow the user to exit Collections Entry if this field isn't properly populated.

Enter TDN/IPAC/Deposit Date: ^
EXIT NOT ALLOWED ??
Enter TDN/IPAC/Deposit Date:

2.1.2 TDN/IPAC and TDN/IPAC Amount Fields Are Now Mandatory

The TDN/IPAC and TDN/IPAC Amount fields were modified so that they are now required fields during Collections Entry.

ENTERING GINAS MCD DENTAL-02/19/2010-2TYPE: ALL TYPES BATCH TOTAL: 0
You will now be prompted for the Treasury Deposit/IPAC and an amount.
The Treasury Deposit/IPAC will be used for all items in this batch.
The total of all the items entered must equal the amount entered here or the batch will not finalize.

Enter TDN/IPAC: ??
Enter a 6-20 character Treasury Deposit Number/IPAC, PRE-UFMS_COLLECTIONS, or NONPAYMENT
Enter TDN/IPAC: EFT000532258
Enter TDN/IPAC/Deposit Date: ??

Examples of Valid Dates:
JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year assumes no more than 20 years in the future, or 80 years in the past.
Enter the date that the check or payment was deposited according to your financial system, or the IPAC date.

Enter TDN/IPAC/Deposit Date: T-2  (FEB 17, 2010)
Enter TDN/IPAC Dollar Amount for this Batch: ??

Type a Dollar amount between 0 and 999999999, 2 Decimal Digits
Enter TDN/IPAC Dollar Amount for this Batch: 3522.00

Exiting from Collections Entry will not be allowed until these three fields are properly populated. If the user tries to exit by typing a caret (^) in any of these fields, the following message will be displayed and the user will be taken back to the unpopulated field(s).

Enter TDN/IPAC Dollar Amount for this Batch: ^
EXIT NOT ALLOWED ??
Enter TDN/IPAC Dollar Amount for this Batch:
2.1.3 System Check Added for Duplicate Check Numbers

During Collections Entry, the system will look to see if the check number being entered has been used previously in other Collection Batches. If no duplicates are found, the system will proceed as usual with Collections Entry. However, if duplicates are found, the system will display a list similar to the one shown below.

```
ENTERING GINAS MEDICARE-02/19/2010-1
TYPE: ALL TYPES
BATCH TOTAL: 0
TDN/IPAC: EFT000446831 TDN/IPAC AMOUNT: 6,812.34
TDN/IPAC/Deposit Date: FEB 17, 2010

ITEM 1            MEDICARE
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 12345

TREASURY DEPOSIT/IPAC: EFT000446831

Potential duplicates found in the following batches:
1. SHONDAS AETNA-03/13/2008-1 2  AETNA US HEALTHCARE         500.00
2. GINAS WORK COMP-04/04/2008-1 1  LIGHTENING INSURANCE CO     500.00
3. TINA-08/18/2009-1          1  BCBS OF NEW MEXICO          200.00
4. TINA-10/28/2009-1          1  BCBS OF NEW MEXICO (FEP)     1,673.00
5. TINA-01/25/2010-1          1  NEW MEXICO BC/BS INC        45.00
6. GINAS MEDICARE-02/03/2010-1 1  MEDICARE                   100.00
7. GINAS MEDICARE-02/03/2010-2 1  MEDICARE                   4,000.00

Duplicates have been found.
```

The following prompt will then be displayed. If it is determined that the check number entered is correct, type Yes at this prompt and Collections Entry will proceed as usual.

```
Are you sure you wish to use this check number?? No// Yes
```

```
CREDIT:
```

However, if it is determined that the check number needs to be corrected, simply press the Enter key at this prompt to accept the default answer of No. The system will return to the “Check/EFT #” prompt where the check number can be corrected. The system will check for duplicates every time the check number is edited.

```
ITEM 1            BCBS OF NEW MEXICO (FEP)
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 12345
TREASURY DEPOSIT/IPAC: EFT000446831

Potential duplicates found in the following batches:
1. SHONDAS AETNA-03/13/2008-1 2  AETNA US HEALTHCARE         500.00
2. GINAS WORK COMP-04/04/2008-1 1  LIGHTENING INSURANCE CO     500.00
3. TINA-08/18/2009-1          1  BCBS OF NEW MEXICO          200.00
4. TINA-10/28/2009-1          1  BCBS OF NEW MEXICO (FEP)     1,673.00
5. TINA-01/25/2010-1          1  NEW MEXICO BC/BS INC        45.00
```

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6. GINAS MEDICARE-02/03/2010-1  1 MEDICARE  100.00
7. GINAS MEDICARE-02/03/2010-2  1 MEDICARE  4,000.00
8. GINAS MEDICARE-02/19/2010-1  1 MEDICARE  0.00

Duplicates have been found.

Are you sure you wish to use this check number?? No// NO

ENTERING GINAS PVT OPV-02/19/2010-2 TYPE: ALL TYPES
TDN/IPAC: EFT000446831  TDN/IPAC AMOUNT: 350.00
TDN/IPAC/Deposit Date: FEB 17, 2010

ITEM 1  BCBS OF NEW MEXICO (FEP)
^ at Check Number to ask Payor
^ at Payor to exit entry

Check/EFT #: 12345// 36885
TREASURY DEPOSIT/IPAC: EFT000446831

CREDIT:

2.1.4 Tribal/638/Urban/Non-IHS Facilities

Tribal/638/Urban/Non-IHS facilities may use the functionality described in this section if desired; however, it will not be mandatory to populate these fields. In order to use these fields, the Ask Treasury Deposit Number field must be set to Yes for the Collection Points that will be utilizing this functionality. The Ask Treasury Deposit Number field can be found in the Collection Point Edit option (AR - MAN - CPE).
The Collections Entry will look a bit different at the beginning. The first difference is the help text that is displayed after the Collection Batch name. This text is intended for federal locations. It does not apply to non-IHS facilities.

The next three fields are being displayed because the “Ask Treasury Deposit Number” prompt is set to Yes for the Collection Point in the example. It is not mandatory for all of these fields to be populated. However, if any of these fields are used, the data must be entered in the required format for each field. After the Batch Dollar Amount is entered, Collections Entry will proceed as usual.

Enter TDN/IPAC: ?
Enter TDN/IPAC: ? Enter a 6-20 character Treasury Deposit Number/IPAC, PRE-UFMS_COLLECTIONS, or NONPAYMENT
Enter TDN/IPAC: ?
Enter TDN/IPAC/Deposit Date: FEB 21, 2010// ?

Examples of Valid Dates:
- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year assumes no more than 20 years in the future, or 80 years in the past.
Enter the date that the check or payment was deposited according to your financial system, or the IPAC date.

Enter TDN/IPAC/Deposit Date: FEB 21, 2010//
2.2 Collection Report Changes (AR - COL - CR - DT, FL, EX/RFL)

2.2.1 New Fields Displayed on Collection Reports

Modifications were made to the Collection Report headers so that the TDN/IPAC and the TDN/IPAC/Deposit Date are displayed. The TDN/IPAC will no longer be displayed after each Collection Batch Item in the body of the report.

Example of Collection Report Final

2.2.2 Comments Field Realigned

The Comments field was moved so that it is aligned underneath each Collection Batch Item and to the far left of the report. The Comments field will only be displayed if comments have been entered on a Collection Batch Item.
2.3 General Report Changes

2.3.1 TSR Report Moved to FRM Menu (AR - RPT - FRM)

The Transaction Statistical Report was moved from the Batch Report Menu to the Financial Reports Menu. No changes were made to the report itself.

2.3.2 New Financial Report Added - Days in AR (AR - RPT - FRM - DAYS)

This is a new report that was added to the Financial Reports for tracking life cycle averages for all visits that fall within a user-specified date range. The averages are based on the amount of time it takes for visits to be created and reviewed in PCC, then for the amount of time it takes for those visits to be approved and exported from 3PB, and finally for the amount of time it takes for payments to be posted to those visits.

There are several inclusion parameters that may be utilized when running this report. The only parameter that is required is the Date Range parameter. If a date range is not specified, a warning message will be displayed as shown below and the user will be taken back to the “Select ONE or MORE of the above INCLUSION PARAMETERS” prompt.
NOTE: This report will contain data for VISIT location(s) regardless of BILLING location.

INCLUSION PARAMETERS in Effect for Days in AR:
=====================================================================  
Select one of the following:
1  LOCATION
2  BILLING ENTITY
3  DATE RANGE
4  PROVIDER

Select ONE or MORE of the above INCLUSION PARAMETERS:

The 'Days in AR' report requires you to enter a Visit date range.

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

INCLUSION PARAMETERS in Effect for Days in AR:
=====================================================================  
Select one of the following:
1  LOCATION
2  BILLING ENTITY
3  DATE RANGE
4  PROVIDER

Select ONE or MORE of the above INCLUSION PARAMETERS:

The DAYS report must be printed on 132 column paper or on a printer that is set up for condensed print. If such a printer is not available, the report can be exported and opened up with Notepad. Please see your supervisor or site manager if you need instructions on exporting reports.

The following is an example of a DAYS report that was run for calendar year 2009.
WARNING: Confidential Patient Information, Privacy Act Applies

for ALL BILLING SOURCE(S)
at ALL Visit location regardless of Billing Location with VISIT DATES
from 01/01/2009 to 12/31/2009

<table>
<thead>
<tr>
<th>Month of DOS</th>
<th># Visits</th>
<th>Avg Visits</th>
<th>Avg Bills</th>
<th>Avg Bills with</th>
<th>Avg Amount</th>
<th>Avg Check to PCC</th>
<th>Avg Created</th>
<th>Avg Days to PCC</th>
<th>Avg Days to 3p Bill</th>
<th>Avg Date Approved</th>
<th>Avg Exported</th>
<th>Avg Payment Posted</th>
<th>Avg Posting Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN 2009</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>223.00</td>
<td>0.00</td>
<td>135.83</td>
<td>158.83</td>
<td>219.50</td>
<td>327.00</td>
<td>418.00</td>
<td>272.00</td>
<td>68.75</td>
<td>5.00</td>
</tr>
<tr>
<td>FEB 2009</td>
<td>8</td>
<td>4</td>
<td>5</td>
<td>1649.00</td>
<td>0.00</td>
<td>193.38</td>
<td>193.38</td>
<td>272.60</td>
<td>305.00</td>
<td>384.00</td>
<td>230.00</td>
<td>119.00</td>
<td>48.00</td>
</tr>
<tr>
<td>MAR 2009</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>7615.00</td>
<td>0.00</td>
<td>69.20</td>
<td>69.20</td>
<td>62.75</td>
<td>62.75</td>
<td>332.00</td>
<td>290.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>APR 2009</td>
<td>10</td>
<td>3</td>
<td>4</td>
<td>4134.00</td>
<td>0.00</td>
<td>56.90</td>
<td>56.90</td>
<td>21.50</td>
<td>99.25</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>MAY 2009</td>
<td>10</td>
<td>7</td>
<td>11</td>
<td>3636.00</td>
<td>0.00</td>
<td>49.50</td>
<td>49.50</td>
<td>80.27</td>
<td>193.45</td>
<td>295.50</td>
<td>108.50</td>
<td>471.00</td>
<td>0.00</td>
</tr>
<tr>
<td>JUN 2009</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td>818.00</td>
<td>0.00</td>
<td>23.75</td>
<td>24.50</td>
<td>81.75</td>
<td>198.75</td>
<td>259.50</td>
<td>27.00</td>
<td>503.00</td>
<td>0.00</td>
</tr>
<tr>
<td>JUL 2009</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>303.00</td>
<td>0.00</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>135.50</td>
<td>231.00</td>
<td>62.50</td>
<td>152.00</td>
<td>0.00</td>
</tr>
<tr>
<td>AUG 2009</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>253.00</td>
<td>0.00</td>
<td>38.00</td>
<td>38.00</td>
<td>197.00</td>
<td>197.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SEP 2009</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>628.00</td>
<td>0.00</td>
<td>35.75</td>
<td>35.75</td>
<td>38.00</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OCT 2009</td>
<td>21</td>
<td>11</td>
<td>11</td>
<td>2768.00</td>
<td>0.00</td>
<td>33.19</td>
<td>33.19</td>
<td>28.09</td>
<td>43.27</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NOV 2009</td>
<td>10</td>
<td>4</td>
<td>4</td>
<td>607.00</td>
<td>0.00</td>
<td>21.40</td>
<td>21.40</td>
<td>15.00</td>
<td>29.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DEC 2009</td>
<td>7</td>
<td>4</td>
<td>6</td>
<td>976.00</td>
<td>0.00</td>
<td>32.14</td>
<td>32.14</td>
<td>38.33</td>
<td>65.00</td>
<td>70.00</td>
<td>40.00</td>
<td>119.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

GRAND TOTAL: 94 47 57 23610.00 0.00 57.80 59.33 76.12 130.56 315.50 121.57 77.75 1398.00

TOTAL BILLS WITH NO EXPORT: 15
2.4 New Data Being Exported to UFMS

The TDN/IPAC/Deposit Date and the Collection Batch creation date will be added to every transaction that is exported to UFMS. These dates can currently be found only at the end of the UFMS export file itself. The View Records in a UFMS file on Host File Report (CSH - SUP - RPT - VF) will be modified in an upcoming patch to display these fields.
3.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT User Support (IHS) by:

**Phone**: (505) 248-4371 or (888) 830-7280

**Fax**: (505) 248-4363

**Web**: [http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm](http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm)

**Email**: support@ihs.gov