



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable (BAR)

Installation Guide and Release Notes

Version 1.8
October 2005

Office of Information Technology
Albuquerque, New Mexico

PREFACE

This manual provides the site manager and the Area ISC the tools needed to install the various components of Accounts Receivable (BAR) V 1.8. Included are release notes that should be shared with all users of the system and instructions for installing the package.

TABLE OF CONTENTS

1.0	RELEASE NOTES	1
1.1	Enhanced Reports	1
1.2	New Reports	1
1.3	New Posting Option	1
1.4	EISS Enhancements.....	2
1.5	Debt Collection Module	2
1.6	Resolution of ERA Check Finding Error	3
2.0	INSTALLATION NOTES.....	4
2.1	General Information	4
2.2	Contents of Distribution.....	4
2.3	Required RPMS Resources (Minimum Software)	4
3.0	INSTALLATION	5
3.1	Installation Instructions	5
3.2	Sample Install	6
4.0	CONTACT INFORMATION.....	10

1.0 Release Notes

This section lists the enhancements and changes that have been made to the Accounts Receivable package for V1.8.

Version 1.8 of the A/R package contains patches 1-5 of A/R V 1.7 and 2 enhanced reports, 4 new reports, 1 new posting option, 2 EISS enhancements, and the new Debt Collection Module.

1.1 Enhanced Reports

BAR v1.8 includes two enhanced reports.

1. Aged Open Items Report (AOI) – Report can now be executed for payers or patients.
2. Small Balance List (LBL) – This report is no longer dependent on the Bill File Error Scan (BES).

1.2 New Reports

BAR v1.8 includes four new reports.

1. Cancelled Bills Report (CXL) - Found under Manager Reports, this report shows bills in AR that were cancelled in 3P.
2. Inpatient Primary Diagnosis Report (IPDR) - Found under Financial Reports, this report displays AR data (bill count, covered days, amount billed, amount paid, co-pay/deductible, other adjustments) by Primary Diagnosis Code.
3. Large Balance List (LBL) - Found under Account Management Reports, this report displays bills with an open balance greater than the specified dollar amount.
4. Payment Summary Report by Collection Batch (PRP) - Found under Financial Reports, this report displays a payment summary for AR bills found in Collection Batches spanning a specified date range.

1.3 New Posting Option

Auto Post Beneficiaries (BEN)- After selecting AR Account (must be a beneficiary account), this option will automatically post all bills tied to a specified account to the

Adjustment Category named WRITE OFF (3); Category INDIAN BENEFICIARY (136).

1.4 EISS Enhancements

BAR v1.8 includes two EISS enhancements.

1. Once an EISS file is successfully sent to the central location, it is deleted from the site's local directory.
2. New Manager option called Manually Resend EISS File (EISS) allows user to resend any EISS file that may not have reached its destination.

1.5 Debt Collection Module

BAR v1.8 includes a new Debt Collection Module

1. Debt Collection Process (DCP) - Manually create files to send to Debt Collection Agency by specifying certain parameters.
2. Debt Collection Site Parameters (SPM)- Site parameters that need defined prior to Debt Collection Process, such as minimum balance allowed on bill before sending to a collection agency.
3. Restricted Payers Maintenance (RPM)- Specify payers of which to send to collections.
4. View Debt Collection Parameters (DCI)
5. Debt Collection Reports (REP)
 - a. Debt Collection Log Report (LOG) - List of bills sent in specified transmission
 - b. Debt Collection Payment Report (DCPR)- Same as Log Report only contains payment information as well
 - c. Bill Inquiry (BIR) - List all transmissions for specified bill
6. Debt Collection Auto Process (taskable option) - If tasked via TaskMan, creates and sends files to debt collection on a pre-specified recurring basis following parameters defined in Debt Collection Site Parameters.

1.6 Resolution of ERA Check Finding Error

If you are currently experiencing this issue, the A/R EDI CHECKS file needs to be cleaned. For assistance, please contact the Support Center (see section 4.0 for contact information.).

2.0 Installation Notes

Prefix: BAR

Current Version: Version 1.8

Warning: Read entire notes file prior to attempting any installation.

2.1 General Information

- Make a copy of this distribution for offline storage.
- Print all notes/readme files.
- It is recommended that the terminal output during the installation be captured using an auxport printer attached to the terminal at which you are performing the software installation. This will insure a printed audit trail if any problems should arise.

2.2 Contents of Distribution

- bar_0180.k – Kids Package
- bar_018i.pdf – Installation Guide
- bar_018u.pdf – User Manual
- bar_018t.pdf – Technical Manual

2.3 Required RPMS Resources (Minimum Software)

Package	Minimum Version
Kernel (XU)	v8, patch 1011
FileMan (DI)	v21 or later
Third Party Billing (ABM)	v2.5, patch 1 or later
Accounts Receivable (BAR)	v1.7
Generic Interface System (GIS)	v3.01 patches 2, 6, and 7 if using HIPAA (276/277 Claim Status Request/ Response) components of AR
IHS/VA Utilities (XB)	v3.0 patch 11 or later

3.0 Installation

3.1 Installation Instructions

In all UCI's running Accounts Receivable:

1. Disable logins or ensure all users are off the system, and disable BARZMENU and ABMZMENU.
2. Load KIDS Distribution.
 - a. Select Installation from the Kernel Installation & Distribution System.
 - b. Select Load a Distribution from the Installation Menu.
 - c. Type `bar_0180.k` at the "Enter a Host File:" prompt.
 - d. Answer yes when asked to continue with Load.
3. Install KIDS Distribution.
 - a. Select Installation from the Kernel Installation & Distribution System
 - b. Select Install Package(s) from the Installation Menu.
 - c. Type `BAR 1.8` at the "Select INSTALL NAME:" prompt.
 - d. Reply yes when asked to rebuild menu trees at end of install.
 - e. Answer no when asked if disable scheduled options, menu option, and protocols.
4. Enable logins and/or BARMENU and ABMZMENU.
5. If you are not currently running v1.1, refer to the Required Setup section in the Accounts Receivable User Manual.

3.2 Sample Install

```
Select Kernel Installation & Distribution System Option: installation

1      Load a Distribution
2      Verify Checksums in Transport Global
3      Print Transport Global
4      Compare Transport Global to Current System
5      Backup a Transport Global
6      Install Package(s)
       Restart Install of Package(s)
       Unload a Distribution

Select Installation Option: 1 Load a Distribution
Enter a Host File: bar_0180.k

KIDS Distribution saved on Oct 26, 2005@16:27:29
Comment: Accounts Receivable V1.8

This Distribution contains Transport Globals for the following Package(s):
  BAR 1.8
Distribution OK!

Want to Continue with Load? YES//
Loading Distribution...

Build BAR 1.8 has an Environmental Check Routine
Want to RUN the Environment Check Routine? YES//
  BAR 1.8
Will first run the Environment Check Routine, BAREV18

                Hello, JOHN Q. DOCTOR

                Checking Environment for IHS ACCOUNTS RECEIVABLE V 1.8
                  Need at least XU v8.0 Patch 1011..... Present
                  Need at least DI v 21.0.....DI v 22.0 Present
                  Need at least v3.0 Patch 11..... Present
                  Need at least BAR v 1.7.....BAR v 1.7 Present
                  Need at least ABM v2.5 Patch 1..... Present

                ENVIRONMENT OK.

                This distribution Modifies Accounts Receivable containing previous patch
                modifications and:
                (1) 2 enhanced reports
                (2) 4 new reports
                (3) New posting option - Auto Post Beneficiaries
                (4) 2 EISS enhancements
                (5) Debt Collections Module

Enter RETURN to continue or '^' to exit:
Use INSTALL NAME: BAR 1.8 to install this Distribution.

1      Load a Distribution
2      Verify Checksums in Transport Global
3      Print Transport Global
4      Compare Transport Global to Current System
5      Backup a Transport Global
```

```
6      Install Package(s)
      Restart Install of Package(s)
      Unload a Distribution

Select Installation Option: 6  Install Package(s)
Select INSTALL NAME: bar 1.8      Loaded from Distribution      Loaded from
Distribution 10/26/05@16:00:59
=> Accounts Receivable V1.8 - ;Created on Oct 26, 2005@09:12:12

This Distribution was loaded on Oct 26, 2005@16:00:59 with header of
Accounts Receivable V1.8 - ;Created on Oct 26, 2005@09:12:12
It consisted of the following Install(s):
    BAR 1.8
Checking Install for Package BAR 1.8
Will first run the Environment Check Routine, BAREV18

                Hello, JOHN Q. DOCTOR

                Checking Environment for IHS ACCOUNTS RECEIVABLE V 1.8
                Need at least XU v8.0 Patch 1011..... Present
                Need at least DI v 21.0.....DI v 22.0 Present
                Need at least XB v3.0 Patch 11..... Present
                Need at least BAR v 1.7.....BAR v 1.7 Present
                Need at least ABM v2.5 Patch 1..... Present

                ENVIRONMENT OK.

                This distribution Modifies Accounts Receivable containing previous patch
                modifications and:
                (1) 2 enhanced reports
                (2) 4 new reports
                (3) New posting option - Auto Post Beneficiaries
                (4) 2 EISS enhancements
                (5) Debt Collections Module

                If you run interactively, results will be displayed on your screen,
                and recorded in the entry in the INSTALL file.
                If you queue to TaskMan, remember not to Q to the HOME device.

Enter RETURN to continue or '^' to exit:

Install Questions for BAR 1.8

Incoming Files:

    90050.01 A/R BILL/IHS
Note: You already have the 'A/R BILL/IHS' File.

    90050.02 A/R ACCOUNTS/IHS
Note: You already have the 'A/R ACCOUNTS/IHS' File.

    90050.03 A/R TRANSACTIONS/IHS
Note: You already have the 'A/R TRANSACTIONS/IHS' File.

    90050.04 A/R BILL ERROR
Note: You already have the 'A/R BILL ERROR' File.

    90050.05 A/R DEBT COLLECTION LOG
```

90051.01 A/R COLLECTION BATCH/IHS

Note: You already have the 'A/R COLLECTION BATCH/IHS' File.

90051.02 A/R COLLECTION POINT/IHS

Note: You already have the 'A/R COLLECTION POINT/IHS' File.

90052.01 A/R TABLE TYPE/IHS

Note: You already have the 'A/R TABLE TYPE/IHS' File.

90052.02 A/R TABLE ENTRY/IHS

Note: You already have the 'A/R TABLE ENTRY/IHS' File.

90052.03 A/R LETTERS & TEXT

Note: You already have the 'A/R LETTERS & TEXT' File.

90052.05 A/R PARENT/SATELLITE/IHS

Note: You already have the 'A/R PARENT/SATELLITE/IHS' File.

90052.06 A/R SITE PARAMETER/IHS

Note: You already have the 'A/R SITE PARAMETER/IHS' File.

90052.07 A/R SPECIAL ACCOUNTS

Note: You already have the 'A/R SPECIAL ACCOUNTS' File.

90053.01 A/R FORMS

Note: You already have the 'A/R FORMS' File.

90054.01 A/R FLAT RATE POSTING

Note: You already have the 'A/R FLAT RATE POSTING' File.

90055.06 A/R USER REPORTS

Note: You already have the 'A/R USER REPORTS' File.

90055.5 A/R LINK

Note: You already have the 'A/R LINK' File.

90056.01 A/R EDI TRANSPORT

Note: You already have the 'A/R EDI TRANSPORT' File.

90056.02 A/R EDI IMPORT

Note: You already have the 'A/R EDI IMPORT' File.

90056.03 A/R EDI CLAIMS

Note: You already have the 'A/R EDI CLAIMS' File.

90056.04 A/R EDI TABLES

Note: You already have the 'A/R EDI TABLES' File.

90056.05 A/R EDI 835 DATA TYPES (including data)

Note: You already have the 'A/R EDI 835 DATA TYPES' File.
Data will NOT be added.

90056.06 A/R EDI STND CLAIM ADJ REASONS

Note: You already have the 'A/R EDI STND CLAIM ADJ REASONS' File.

90056.07 A/R EDI 835 HOLDING

Note: You already have the 'A/R EDI 835 HOLDING' File.

90056.08 A/R EDI CLAIM STATUS

Note: You already have the 'A/R EDI CLAIM STATUS' File.

90056.09 A/R EDI CLAIM STATUS CATEGORY CODES

Note: You already have the 'A/R EDI CLAIM STATUS CATEGORY CODES' File.

90056.1 A/R EDI CLAIM STATUS CODES

Note: You already have the 'A/R EDI CLAIM STATUS CODES' File.

90056.11 A/R EDI ENTITY ID CODE

Note: You already have the 'A/R EDI ENTITY ID CODE' File.

90056.21 A/R EDI EDI CLAIM ERROR CODES (including data)

Note: You already have the 'A/R EDI EDI CLAIM ERROR CODES' File.

Data will NOT be added.

90056.22 A/R EDI CHECKS

Note: You already have the 'A/R EDI CHECKS' File.

90056.23 A/R EDI REMARK CODES (including data)

Note: You already have the 'A/R EDI REMARK CODES' File.

I will OVERWRITE your data with mine.

```
Want KIDS to Rebuild Menu Trees Upon Completion of Install? YES//
```

```
Want KIDS to INHIBIT LOGONs during the install? YES// n NO
```

```
Enter the Device you want to print the Install messages.
```

You can queue the install by enter a 'Q' at the device prompt.

```
Enter a '^' to abort the install.
```

```
DEVICE: HOME//    VIRTUAL
```

Rebuilding Menus

```
Collecting primary menus in the New Person file...
```

Primary menus found in the New Person file

OPTION NAME	MENU TEXT	# OF USERS	LAST USED	LAST BUILT
AKMOEVE	IHS Kernel	21	10/14/04	09/29/04
AKMOCORE	IHS CORE	33	10/21/93	09/29/04
AKMOFMAN	FileMAN (General)	1	09/17/04	09/29/04
AMHMENU	Behavioral Health Informa.	1	06/18/98	09/29/04

```
Building secondary menu trees....
```

```
Merging... done.
```

```
Menu Rebuild Complete:  Oct 26, 2005@16:02:02
```

100% 25 50 75

Install Completed

Figure 3-1: Sample installation for BAR 1.8

4.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Service Center by:

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

Fax: (505) 248-4363

Web: <http://www.rpms.ihs.gov/TechSupp.asp>

Email: ITSCHelp@mail.ihs.gov