



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Third Party Billing System (ABM)**

## **Patch Addendum to User Manual**

Version 2.5 Patch 12  
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Office of Information Technology (OIT)  
Divisions of Information Resource Management  
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## 1.0 Introduction

### 1.1 Summary of Changes

Patch 12 introduces new functionality in addition to the following changes:

1. UFMS functionality including cashiering sessions to reconcile daily activity as well as UFMS nightly export.
2. A new EMC option to recreate batches of claims by insurer that have ICD procedure codes.
3. Fix to add DTP segment for Initial Treatment Date (454).
4. IM23474-Added warning on page3 of Claim Editor if clinic is ER and there is no admitting Dx.
5. IM23560-Made change for referring lab CLIA qualifier not showing up in 837P file.
6. IM23734-Change for Alaska Medicaid to remove boxes 9 and 11.
7. IM24096-Page 8C of Claim Editor not displaying line items correctly when inpatient.
8. IM24099-Extra line feeds printing on UB92 format (box 63).
9. IM24245-Removed ICD9s for NM Medicaid 837 files. They will deny if ICD9s are included.
10. IM24299/IM24506-Fix for Lab revenue codes disappearing when claim is split.
11. IM24799/IM25191-Fix for <UNDEF>K24N+9^ABMDFUTL error when printing HCFA-1500 (08/05) forms.
12. IM24093-Added description of J-code on UB92 format (not just PHARMACY).
13. IM24277-Added 2nd and 3rd modifiers for anesthesia charges.
14. IM24829-Changed block 24a on CMS-1500 (08/05) format to 2-digit year per specs. Also added space after TO in header.
15. IM24844-Fix for <UNDEF>BODY+78^ABMDF4 error when printing ADA-90 forms.
16. IM24862-Changes to populate NPI correctly for satellite. It was looking at the DUZ(2) parameter, not the visit location.
17. IM24880-Correction to number of line items printing per page on HCFA-1500B and HCFA-1500 Y2K.
18. IM24881-UB04 alignment changes.
19. IM24898-Change default qualifier for supervising provider to 1G on 837 format.
20. IM24901-Correction to page number calculation (wasn't figuring total number of pages for claim correctly).

21. IM24975-Changes for Value Options to be billed on 837 format.
22. IM25013-Fix for <UNDEF>XIT+2^ABMPPAD1 error that occurs on COB page of Claim Editor when quitting out of page for a satellite claim.
23. IM25017-Changes for line 1 of block 24J of HCFA-1500 (08/05) format to print provider number correctly.
24. IM25033-Changes for NM Medicaid to make UB04 FL39 and 40 one digit.
25. IM25136-Moved FL4 on UB04 one character to the left.
26. IM25183/IM25226-Fix for <UNDEF>INS+13^ABMDF29A error that occurs when printing ADA-2006 forms without secondary insurer.
27. IM25207-Added prompt under Add/Edit Insurer for RX# in FL44 for UB04 and fixed printing of RX number (it wasn't always printing correct number).
28. IM25247-Added REF segment for TIN if NPI ONLY for insurer.
29. IM25331-Made changes to HCFA-1500 (08/05) to put taxonomy code if NPI ONLY.
30. IM25352-Added spaces to HCFA-1500 (08/05) anesthesia lines for readability.
31. IM25430-Fix for <SUBSCR>EDIT2+3^ABMPPAD1 when trying to edit insurer on COB page of Claim Editor that doesn't have any transactions.
32. IM25440-Change to make clinic Pharmacy (39) for all POS bills generated in TPB.

## 2.0 Patch 12

Patch 12 includes changes to the Third Party Billing system needed to incorporate the Unified Financial Management System (UFMS), the new federal financial system adopted by the Department of Health and Human Services. The UFMS will be replacing the CORE financial system. All federal agencies under DHHS will be converting as of October 1, 2007.

This patch adds the ability to sign into a Cashiering Session. Cashiering sessions are used to track user activity. Regardless of your locations status, the Cashiering option is available for use.

This guide has been structured by your facility type. If you are an IHS Federal facility, please follow instructions under that section. If you are a non-IHS federal site, then follow instructions for the Non-IHS related information.

Regardless of your location status, there will be some set up involved. Please follow the section under Set Up to properly implement these changes.

### 2.1 IHS Federal Facilities

The idea behind changes stem from sending billing data from the RPMS to UFMS. Each site is responsible for sending daily files.

The following provides instructions based on your role in the Business Office. The first section is for billing staff that bill using the Third Party Billing system.

The second section is used by staff considered Billing Supervisors, Business Office Managers, or someone who will be designated as a “back up” user for sending files to the financial system. This user will also be responsible for ensuring sessions have been closed and reconciled prior to sending to the financial system.

#### 2.1.1 Billing Staff

Patch 12 introduces a new function called Cashiering. This allows the billing clerk to open a session that records billing functions such as claim approving, claim cancellation, and bill cancellation. Once the billing clerk has completed the activity for the day, the user must then close out his or her session. This session is sent to the billing supervisor for transmission to the financial system.

After Patch 12 has been installed and prior to billing, please ensure that the Set Up option has been completed. Notify your Billing Supervisor if you have any questions.

##### **Setting up Your Electronic Signature Code**

Prior to signing in, the system will require you to enter a signature code. If you use a signature code to access the Accounts Receivable posting options, you may use the same code to sign in.

If you forgot your signature code, please notify your RPMS Administrator to have your signature code cleared.

Users that need to set up a new signature code will need to access their User Toolbox. From any menu option, type **TBOX** to access the toolbox.

```
Select Cashiering Options Option: TBOX User's Toolbox

Change my Division
Clear Electronic signature code
Display User Characteristics
Edit User Characteristics
Electronic Signature code Edit
Menu Templates ...
Spooler Menu ...
Switch UCI
TaskMan User
User Help

Select User's Toolbox Option: ELEctronic Signature code Edit
This option is designed to permit you to enter or change your
Initials,Signature Block Information, Office Phone number, and
Voice and Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic
Signature Code or to change an existing code.

INITIAL: AL//
SIGNATURE BLOCK PRINTED NAME: BILLER, ADAM//
SIGNATURE BLOCK TITLE:
OFFICE PHONE: 505 248 4349//
VOICE PAGER:
DIGITAL PAGER:

Enter New Signature Code:
```

Figure 1-1: Accessing the user tool box

Type **ELECTRONIC SIGNATURE CODE EDIT** to add your signature code. Proceed to the prompt that allows you to enter a new code. You will need to enter your code twice for verification purposes. Once it has been entered, you may proceed to signing in.

If you see "Enter your Current Signature Code," that indicates that you already have a code on file.

### Opening a Cashiering Session

All billing staff must sign in prior to approving claims. Only one billing session per user may be open. This is to avoid confusion in the number of open sessions a user may have. Billing staff who bill under multiple locations will need to have only one session opened. Billing activity performed under each of the satellite locations will

display in one session. It is best to open your session under your primary billing location.

To log in, access the Cashiering Options menu.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Cashiering Options                             |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: BILLER,ADAM                                     12-JUL-2007 7:46 PM

CIO    Cashiering Sign In/Sign Out
UVCH   View Cashiering Session
RPTS   UFMS Reports ...

Select Cashiering Options Option: CIO Cashiering Sign In/Sign Out

```

Figure 1-2: Accessing the cashiering options menu

When entering Cashiering mode, the system will require that you enter your Electronic Signature Code. Once entered, the system will notify you that you are “Signing in for Billing.” The system will also display your current billing activity such as Cancelled Claims, Approved Bills, and Cancelled Bills. Users signing in for the first time will see their totals display as zero counts and zero dollar amounts.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Cashiering Sign In/Sign Out                   |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: BILLER,ADAM                                     18-JUL-2007 3:05 PM

Enter your Current Signature Code:    SIGNATURE VERIFIED

YOU ARE SIGNING *IN* FOR BILLING

      Billing Activity                COUNT      TOTAL
      - Cancelled Claims              0
      - Approved Bills                0          $    0
      - Cancelled Bills                0          $    0

Assigned Session number: 3070718.150518

Enter RETURN to Continue:

```

Figure 1-3: New user display

A session number is also assigned to your open session. This number is in a VA FileMan format of XYYMMDD.HHMMSS where YY is the two-digit year, MM is the two-digit month, and DD is the two-digit day. The data to the right of the period indicates Hours, Minutes, and Seconds. This number is used as a reference for your session and will change each time a new session is opened.

If you have previously signed in (opened a Cashiering session) and attempt to sign in again by accessing the CIO menu, the system will display your activity and ask if you wish to sign out. To continue in Cashiering Mode, type **No** at the “Do You Wish to Sign Out” prompt. The system will then ask if you wish to print a detail of your activity. If you choose to display your activity, you will see detailed bill data.

UFMS VIEW CASHIERING SESSION DETAIL							Page: 1
SESSION ID: 3070713.145254							
BILLER: BILLER,A							
MEDICAID FI							
-CANCELLED CLAIMS - 1							
	22176	99091	STEELE, TYCOON	07/16/2007			
-APPROVED BILLS - 5 \$ 463.00							
IH	29760B	101099	DEMO, PA	07/16/2007	12/23/2006	34.00	
IH	29168A	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
IH	29168B	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
IH	30030B	99093	STICK, PENCIL	07/19/2007	06/13/2007	223.00	
IH	29931A	1072	DEMO, PHOEBE	08/01/2007	06/05/2007	108.00	
-CANCELLED BILLS - 1 \$ 49.00							
IH	29168A	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
MEDICARE SUPPL.							
-CANCELLED CLAIMS - 2							
	30049	2262	DEMO, TONYA	07/27/2007			
	30050	2262	DEMO, TONYA	07/27/2007			
Enter RETURN to continue or '^' to exit:							

Figure 1-4: Detailed display of session activity

You will also be prompted to print a productivity report. Typing **Yes** will re-direct you to the Productivity Report. You may print the report to compare billed amounts to your cashiering session. To verify your cancelled claim totals, run the Cancelled Claims Report under the Third Party Billing Reports menu. To verify your overall cancelled bills, run the Cancelled Bills Report located under the Management Reports option in the Accounts Receivable Manager menu.

Once your session has been open, you may access the claim editor, etc. Your session will remain open until you choose to close it.

There may be instances where a user will exit the 3<sup>rd</sup> Party Billing system while still logged into a cashiering session. The system will notify the user of this open session. The following example displays the message from the system when a user attempts to log off or exit the 3<sup>rd</sup> Party Billing system with an open cashiering session.

**Note:** You are still logged into your cashiering session. To close your session select Cashiering Options (UCSH), then Cashiering Sign In/Sign Out (CIO).



At this time the user can either return to the 3<sup>rd</sup> Party Billing system and log out of the cashiering session or acknowledge the message and continue any follow up in progress.

### Error 225 – Insurer Missing TIN Number

A new error has been added to the claim editor to notify billing staff that a payer is missing a Tax Identification Number in the Insurer File. If you come across this error, notify your Billing Supervisor to have the Tax Identification Number added. You will not be able to approve this claim unless the Tax Identification Number for that payer has been entered.

```

~~~~~ PAGE 2 ~~~~~
Patient: DEMO,PA [HRN:101099] Claim Number: 29761
..... (INSURERS) .....

To: MEDICAL SERVICES,STATE CAPITAL Bill Type...: 131
    600 E BOULEVARD AVE Proc. Code...: CPT4
    BISMARCK, ND 58505-0250 Export Mode...: 837 PROF(HCFA)
                                Flat Rate...: N/A
.....

          BILLING ENTITY          STATUS          POLICY HOLDER
          =====          =====          =====
[1] MEDICARE                     COMPLETED    DEMO,PA
[2] NORTH DAKOTA MEDICAID        ACTIVE        DEMO,PA
-----
      ERROR:225 - Insurer missing TIN number (2)
-----

Desired ACTION (Del/Pick/View/Next/Jump/Back/Quit): N//

```

Figure 1-5: Example of 225 error screen

### Warning 226 – Insurer has pseudo TIN number

A new warning has been added to the claim editor to notify the user that the active insurer being billed contains a pseudo Tax Identification Number. Pseudo Tax Identification Numbers are used when a payer's Tax Identification Number has not been obtained. Every effort should be made to obtain the correct Tax Identification Number. If one has been received, notify your billing supervisor to make the appropriate changes in the Insurer File.

```

~~~~~ PAGE 2 ~~~~~
Patient: MEGABUCKS,SYLVIA [HRN:1122] Claim Number: 28665
..... (INSURERS) .....

To: NM BC/BS DENTAL CLASSIC Bill Type...: 998
    POB 27630 Proc. Code...: ADA
    ALBUQUERQUE, NM 87125-7630 Export Mode.: ADA-94
    (800)325-8334 Flat Rate...: N/A
.....

      BILLING ENTITY          STATUS          POLICY HOLDER
=====
[1] NM BC/BS DENTAL CLASSIC  ACTIVE      GARCIA,CHRIS
[2] NON-BENEFICIARY PATIENT  PENDING     MEGABUCKS,SYLVIA
-----
WARNING:226 - Insurer has pseudo TIN number (1)
-----
Desired ACTION (Del/Pick/View/Next/Jump/Back/Quit): N//

```

Figure 1-6: Example of 226 error screen

**Error 227 – ASUFAC Missing for Parent Facility**

A new error has been added to the claim editor to notify the user if an ASUFAC entry is missing from the parent facility in the location file. The parent facility is determined by the A/R Parent/Satellite parameters in A/R.

Sites that are seeing this error will need to verify that they have the correct ASUFAC on file in the Location File. Contact your Site Manager to get this populated via VA fileman.

**Error 228 – ASUFAC Missing for Visit Location**

A new error has been added to the claim editor to notify the user if an ASUFAC entry is missing from the visit location in the location file for the claim the user is billing.

Sites that are seeing this error will need to verify that they have the correct ASUFAC on file in the Location File. Contact your Site Manager to get this populated via VA fileman.

**Viewing Your Sessions**

Users that wish to view their activity may choose the View Cashiering Session option.

UVCH View Cashiering Session
------------------------------

When viewing your session, the system will display open sessions first. You will have the ability to see only your session. Users that are Supervisors can see the sessions of all users. The system will display your Session ID, the name of the Cashier, and the Date the Session was opened. If your session contains no data (approved or cancelled bills, cancelled claims) the system will display an asterisk (\*) next to the session. Select the number that corresponds to the entry you wish to view.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|               THIRD PARTY BILLING SYSTEM - VER 2.5               |
+               View Cashiering Session                           +
|               INDIAN HEALTH HOSPITAL                             |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: BILLER,ADAM                                           7-AUG-2007 1:19 PM

The following SESSIONS are currently OPEN =>

(*) Indicates no activity in session.

SESSION ID          CASHIER          DATE OPENED
-----
1.  3070807.104934  BILLER,ADAM          08/07/2007@10:49

Select Session Number to View: :  (1-1):

```

Figure 1-7: View cashiering session screen

The system will display your session detail. The information in this session detail lists productivity by Insurer Type.

```

Session detail for Session ID: 3070807.104934  Date opened:
08/07/2007@10:49
Cashier: BILLER,ADAM
-----
MEDICAID FI
- Cancelled Claims      1
- Approved Bills        1      $    256.00
- Cancelled Bills        0      $      0.00
NON-BENEFICIARY
- Cancelled Claims      0
- Approved Bills        3      $   1,317.25
- Cancelled Bills        1      $    973.25
PRIVATE
- Cancelled Claims      0
- Approved Bills        2      $   1,036.00
- Cancelled Bills        0      $      0.00
MEDICARE FI
- Cancelled Claims      0
- Approved Bills        1      $    201.00
- Cancelled Bills        0      $      0.00

View detail?

```

Figure 1-8: Screenshot of session detail by insurer type

If you wish to view further detail of the session, type **Yes** at the “View Detail” prompt. This will display bill or claim information for the session.

```

Enter DEVICE: HOME//    Virtual

                                UFMS VIEW CASHIERING SESSION DETAIL                                Page: 1
SESSION ID: 3070807.104934
BILLER: BILLER,A

LOC  BILL#  HRN  PATIENT                                APPROVE DT  DOS  BILL AMT
-----
MEDICAID FI
  -CANCELLED CLAIMS - 1
    23490  99103  HOUR,HAPPY                                08/07/2007
  -APPROVED BILLS - 1      $ 256.00
IH  30059A 1072  DEMO,PHOEBE                                08/07/2007 07/08/2007 256.00

NON-BENEFICIARY
  -APPROVED BILLS - 3      $ 1,317.25
IH  23826B 5055  DEMO,SUSAN                                08/07/2007 02/14/2004 172.00
IH  23830B 5061  EMO,BONELLA                                08/07/2007 02/14/2004 172.00
IH  23831B 5060  DEMO,MIKE                                08/07/2007 02/14/2004 973.25
  -CANCELLED BILLS - 1      $ 973.25
IH  23831B 5060  DEMO,MIKE                                08/07/2007 02/14/2004 973.25

PRIVATE
  -APPROVED BILLS - 2      $ 1,036.00
IH  30056A 6039  DEMO,PENNY                                08/07/2007 07/08/2007 108.00
IH  29552A 41023 DEMO,JOYCE                                08/07/2007 09/09/2003 928.00

MEDICARE FI
  -APPROVED BILLS - 1      $ 201.00
IH  30057A 12719 DEMO,LUCAS                                08/07/2007 07/08/2007 201.00

Enter RETURN to Continue:

```

Figure 1-9: Viewing further detail of a session

You will have the option of sending this detail to the printer by typing in a printer device at the “Device” prompt.

If you press the Enter key at “Select Session Number to View,” the system will provide other session statuses for viewing.

```

Select Session Number to View: :

Other session statuses available for viewing
Enter list of session statuses to view or "^" to quit.

C - CLOSED
T - TRANSMITTED
B - BOTH

Session statuses to view:

```

Figure 1-10: Sessions statuses available for viewing

Select session statuses to view at the prompt for viewing.

### Closing an Open Session

Upon completion of your billing activity, your session must be closed. Closing a session not only ensures your complete activity is captured and accurate, it also ensures the data is ready to be transmitted to the financial system.

To close your session or sign out, access the Cashiering Sign In/Sign Out option from the Cashiering Options menu.

CIO	Cashiering Sign In/Sign Out
-----	-----------------------------

After selecting the option, the system will display your complete activity.

+-----+   THIRD PARTY BILLING SYSTEM - VER 2.5   + Cashiering Sign In/Sign Out +   INDIAN HEALTH HOSPITAL   +-----+ User: BILLER,ADAM 7-AUG-2007 1:39 PM			
YOU ARE SIGNING *OUT* FOR BILLING			
Billing Activity	COUNT	TOTAL	
MEDICAID FI			
- Cancelled Claims	1		
- Approved Bills	1	\$	256.00
- Cancelled Bills	0	\$	0.00
NON-BENEFICIARY			
- Cancelled Claims	0		
- Approved Bills	3	\$	1,317.25
- Cancelled Bills	1	\$	973.25
PRIVATE			
- Cancelled Claims	0		
- Approved Bills	2	\$	1,036.00
- Cancelled Bills	0	\$	0.00
MEDICARE FI			
- Cancelled Claims	0		
- Approved Bills	1	\$	201.00
- Cancelled Bills	0	\$	0.00
-----			
TOTAL CANCELLED CLAIMS:	1		
TOTAL CANCELLED BILLS:	1	\$	973.25
TOTAL APPROVED:	7	\$	2,810.25
TOTAL EXCLUDED:	0	\$	0.00
Do you wish to sign out now? No//			

Figure 1-11: Session sign out screen

This is your opportunity to verify that your totals are correct. To verify your totals, you can run the Employee Productivity Listing in the Third Party Billing

Reports menu. This should allow you to verify your approved amounts. To verify your cancelled claims total, run the Cancelled Claims Report under the Third Party Billing Reports menu. To verify your overall cancelled bills, run the Cancelled Bills Report located under the Management Reports option in the Accounts Receivable Manager menu. The Sign Out option will also display total excluded bills. These are bills that will not be sent to the financial system. The excluded bills are based on the set up information entered in the exclude data option. See Supervisor Staff Set Up (1.1.2.1).

Once you have verified your entries, type **Yes** to sign out. The system will require you to re-verify that you wish to sign out. Type **Yes** at the prompt to continue signing out.

```
Do you wish to sign out now? No// YES
```

```
By signing out you are confirming the system balances.  
Are you sure you wish to sign out?
```

If you type **Yes**, the system will sign you out of Cashiering and change the session status to Closed. This Closed session will be submitted to your supervisor for processing.

```
Done...  
the session 3070807.104934 will be sent to your manager for  
processing.  
  
Signing out of session 3070807.104934  
  
View detail?
```

You will also be prompted to view your session detail once more. Type **Yes** to view your detail. The detail screen will appear and you will have the chance to print a copy.

If you select **No** at any of the sign out prompts, you will be taken back to the Cashiering Options menu.

Following these instructions will ensure you are signed out of your session.

### **Re-Opening a Closed Session**

There may be instances where you need to have a session re-opened. Re-opening a session requires the Supervisor key. You will need to request your designated supervisor to re-open the session.

For more information, please refer to the section under the Supervisory Staff section regarding Re-Opening a Closed Session.

## 2.1.2 Supervisory Staff

The Unified Financial System is used to track financial data for federal health systems. Facilities that utilize the RPMS Third Party Billing System can bill for a variety of services. The total amount billed for these services will be recorded in the financial system on a semi-real time basis.

Supervisory staff play an important role in setting up the system. Supervisory staff must also ensure that files are sent to the financial system. Prior to the installation of this patch, it is helpful to identify your Supervisory users. These users may not be the Business Office manager, per se, but may be more like the Billing Supervisor, a super user, etc. Either way, a Supervisor and an alternate must be identified.

The user can also control the type of and how much data is set to the financial system. Users that have been identified as Supervisors will need to have their RPMS Administrator assign them the ABMDZ UFMS SUPERVISOR key. This key allows the user to access the Supervisor options as well as accessing the Set Up option.

In the Supervisor Menu, the user has access to the following:

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Supervisory Functions                          |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER,ADAM                                     7-AUG-2007 9:29 AM

OPN   Re-Open a Closed Session
REC   Reconcile All Sessions
-----
VEF   View UFMS Export File
RSE   Resend UFMS Export File
RST   Resend Transaction Record
-----
SET   UFMS Setup

Select Supervisory Functions Option:

```

Figure 1-12: Screenshot of supervisory functions

### 2.1.2.1 Set Up

The system has been set up to send files to the financial system based on a Parent-Satellite relationship – much like the RPMS Accounts Receivable system.

SET	UFMS Setup
-----	------------

The UFMS Setup option (SET), located in the Supervisory Options menu, will need to be completed immediately after patch installation. The Parent Location and each of its satellites will need to have the Set Up option completed.

The user will be prompted for the following:

- **UFMS Directory** is used as the location to place a copy of the UFMS Export File. These files are exported to the UFMS via the Integration Engine, but a copy is placed in this directory for troubleshooting errors. Consult with your RPMS Administrator to get the name of the RPMS directory where these files will be stored.
- **UFMS Display Default Number** is used to in the View Cashiering Session option and allows the user to enter the number of days to view open or closed sessions. It is helpful to set this up to the number of days you wish to view open or closed sessions. Patch 12 defaults the view to five days.
- **Use ASUFAC Of** is used for satellite locations only. Some locations, such as HOME, SCHOOL, OFFICE, etc., may not have an ASUFAC or the location may not have been set up with a CAN or BACS entry. Use this option to substitute the ASUFAC with the Parent location's ASUFAC. If you are in the Parent Location, do not complete this prompt.

```
UFMS DIRECTORY: C:\INETPUB\FTPROOT\PUB\UFMS  Replace
UFMS DISPLAY DEFAULT NUMBER: 5//
USE ASUFAC OF: INDIAN HEALTH HOSPITAL//
```

- **Exclude Data** is used if a clinic within the facility is non-IHS and that clinic is not to be counted in the financial system. This option will allow the user to select any combination of location/insurer type/clinic to exclude from the UFMS exports. For example, if a facility's dental program holds a tribal or 638 status, this table would allow the rest of the facility data to create an entry in UFMS, but remove the dental data from the UFMS Export File. Use extra care with this option since any bill/invoice marked to be excluded will have their Receipts and Adjustments excluded in the Accounts Receivable package as well. If you have no information to enter, leave this entry completely blank.
- To begin entering exclude data, the system will display a WARNING message followed by a note to RETURN to continue. Once the user returns to continue the system defaults to the facility into which the user is logged. At this time the user will confirm the location being display and enter an effective date of the desired exclusions criteria. An effective date is the date you would like to *exclude* financial information from UFMS exports. A clinic code or an insurer type or both prompts will need to be specified to complete the process. The last prompt is an END DATE prompt. End dates are dates you would like to *include* financial information to the UFMS exports. Previously entered exclusion data can be reinstated to the financial reporting process by using this prompt. If **no** exclusion data is required, then the user can enter through all prompts.



```

WARNING: Entries into the following file will prohibit data from
being sent to UFMS.
          Use EXTREME caution when creating entries.

Enter RETURN to Continue:
Select Location: INDIAN HEALTH HOSPITAL// ALBUQUERQUE ALBUQUERQUE
                10                      NM  IHS      202810
                ...OK? Yes//   (Yes)

Existing entries for INDIAN HEALTH HOSPITAL:
  Eff. Date   End Date   Clinic                               Insurer Type
-----
    01/01/2007                56 DENTAL                      MEDICAID FI

Select EFFECTIVE DATE:
CLINIC:
INSURER TYPE:
END DATE:

```

Figure 1-13: Exclude data screen

### Setting up the Insurer File

Prior to installing Patch 12, supervisory staff must ensure that the Federal Tax Identification number has been entered. Bill (invoice) entries that are transmitted to the financial system contain the Tax ID. After implementation of UFMS, any new Tax IDs will need to be reported to the UFMS helpdesk.

To enter the Tax Identification Number, select the Add/Edit Insurer File (EDIN) option in the Table Maintenance Menu.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          Add/Edit Insurer                             +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER, ADAM                                     7-AUG-2007 9:29 PM

WARNING: Before ADDING a new INSURER you should ensure that it
         does not already exist!

        Select one of the following:
            1          EDIT EXISTING INSURER
            2          ADD NEW INSURER

Select DESIRED ACTION: 1//    EDIT EXISTING INSURER

Screen-out Insurers with status of Unselectable? Y// ES

Select INSURER: NEVERPAY
( NEVERPAY )
.
NEVERPAY INSURANCE                                - PO BOX 38738
                                                    JERSEY CITY, NJ 84728

OK? Y//
<----- MAILING ADDRESS ----->
Street...: PO BOX 38738//
City.....: JERSEY CITY//
State....: NEW JERSEY//
Zip Code.: 84728//

<----- BILLING ADDRESS ----->
        (if Different than Mailing Address)
Billing Office.:

Phone Number.....:
Contact Person.....:
Federal Tax ID#....: 123456789

```

Figure 1-14: Entering the tax identification number

Failure to enter the Tax Identification Number will result in file transmission errors which may cause a delay in payment reimbursement.

Users can enter a Pseudo Tax Identification number if a number has not been obtained. Do not enter a pseudo number unless it has been provided to you by your UFMS technical lead. Pseudo Tax Identification numbers end with a letter. A report may be obtained to display these numbers.

### 2.1.2.2 Viewing Session Activity

Each user has the ability to view his or her session. Billing staff who hold the Supervisor key will have the ability to view all session activity for every user. This may be helpful to the Billing Supervisor to keep track of user productivity or to see if session data contains information.

Select the View Cashiering Session option from the Cashiering Options to view all session data.

UVCH View Cashiering Session

When viewing your session, the system will display open sessions first. You will have the ability to only see your session. Users that are Supervisors can see the sessions of all users. The system will display your Session ID, the name of the Cashier, and the Date the Session was opened. If your session contains no data (approved or cancelled bills, cancelled claims) the system will display an asterisk (\*) next to the session. Select the number that corresponds to the entry you wish to view.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          View Cashiering Session                       +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER,ADAM                                     7-AUG-2007 1:19 PM

The following SESSIONS are currently OPEN =>

      (*) Indicates no activity in session.

      SESSION ID      CASHIER                        DATE OPENED
-----
1.  3070803.163707    BILLER,FLORA                    08/03/2007@16:37
2.  3070807.092601    POS CLAIMS                      08/07/2007@09:26
3.  3070807.104934    BILLER,ADAM                      08/07/2007@10:49

Select Session Number to View: : (1-3):

```

Figure 1-15: View cashiering session screen

The system will display your session detail. The information in this session detail lists productivity by Insurer Type.

Session detail for Session ID: 3070807.104934    Date opened:			
08/07/2007@10:49			
Cashier: BILLER,ADAM			
-----			
MEDICAID FI			
- Cancelled Claims	1		
- Approved Bills	1	\$	256.00
- Cancelled Bills	0	\$	0.00
NON-BENEFICIARY			
- Cancelled Claims	0		
- Approved Bills	3	\$	1,317.25
- Cancelled Bills	1	\$	973.25
PRIVATE			
- Cancelled Claims	0		
- Approved Bills	2	\$	1,036.00
- Cancelled Bills	0	\$	0.00
MEDICARE FI			
- Cancelled Claims	0		
- Approved Bills	1	\$	201.00
- Cancelled Bills	0	\$	0.00
View detail?			

Figure 1-16: Screenshot of session detail by insurer type

If you wish to view further detail of the session, type **Yes** at the “View Detail” prompt. This will display bill or claim information for the session.

```

Enter DEVICE: HOME//    Virtual

                                UFMS VIEW CASHIERING SESSION DETAIL                                Page: 1
SESSION ID: 3070807.104934
BILLER: BILLER,A

LOC  BILL#  HRN  PATIENT                APPROVE DT    DOS    BILL AMT
-----
MEDICAID FI
  -CANCELLED CLAIMS - 1
    23490  99103  HOUR,HAPPY                08/07/2007
  -APPROVED BILLS - 1      $    256.00
IH  30059A 1072  DEMO,PHOEBE                08/07/2007 07/08/2007 256.00

NON-BENEFICIARY
  -APPROVED BILLS - 3      $    1,317.25
IH  23826B 5055  DEMO,SUSAN                08/07/2007 02/14/2004 172.00
IH  23830B 5061  DEMO,BONELLA                08/07/2007 02/14/2004 172.00
IH  23831B 5060  DEMO,MIKE                08/07/2007 02/14/2004 973.25
  -CANCELLED BILLS - 1      $    973.25
IH  23831B 5060  DEMO,MIKE                08/07/2007 02/14/2004 973.25

PRIVATE
  -APPROVED BILLS - 2      $    1,036.00
IH  30056A 6039  DEMO,PENNY                08/07/2007 07/08/2007 108.00
IH  29552A 41023 DEMO,JOYCE                08/07/2007 09/09/2003 928.00

MEDICARE FI
  -APPROVED BILLS - 1      $    201.00
IH  30057A 2719  DEMO,LUCAS                08/07/2007 07/08/2007 201.00

Enter RETURN to Continue:

```

Figure 1-17: Viewing further detail of a session

You will have the option of sending this detail to the printer by typing in a printer device at the “Device” prompt.

If you press the Enter key at “Select Session Number to View,” the system will provide other session statuses for viewing.

```

Select Session Number to View: :

Other session statuses available for viewing
Enter list of session statuses to view or "^" to quit.

C - CLOSED
T - TRANSMITTED
B - BOTH

Session statuses to view:

```

Figure 1-18: Sessions statuses available for viewing

Select session statuses to view at the prompt for viewing.

By selecting the B-Both session status, the following screen will display and you will have the ability to view all session details for each user's closed session. Sessions that contain a Transmitted status have already been sent to UFMS. Sessions that are closed will be transmitted when you send your next files.

The following SESSIONS are currently CLOSED =>		
(*) Indicates no activity in session.		
STATUS	SESSION ID CASHIER	DATE CLOSED
1. TRANSMITTED	3070730.082804 BILLER, ADAM	08/06/2007@16:57
2. TRANSMITTED*	3070730.083808 BILLER, BONNIE	07/30/2007@15:19
3. TRANSMITTED	3070730.081927 BILLER, CHRIS	07/30/2007@16:25
4. TRANSMITTED	3070730.081252 BILLER, DONNA	07/30/2007@16:18
5. TRANSMITTED	3070801.084706 BILLER, ADAM	08/01/2007@08:53
6. CLOSED	3070806.101554 BILLER, DONNA	08/06/2007@10:39
Select Session Number to View: : (1-6):		

Figure 1-19: Screenshot of closed sessions

Remember that your view is limited based on the parameters in the Set Up option. To view more days, proceed to Set Up and modify the default days to display.

### 2.1.2.3 End-Of Day Activities

The sessions that have been created and closed by the billing staff will need to be reviewed and processed in to a batch file. Batch files are created by the system and are used to submit all billing data to the Financial System.

As a Supervisor or designee, you are responsible for ensuring that the data captured in each session is submitted on a daily basis. Facilities that do not submit on a daily basis will receive messages from the UFMS Integration Engine as a reminder that files need to be submitted.

Keep in mind that when you are working with sessions, there are different status' that can be assigned. For example, opened sessions are labeled as Open and indicate that the billing staff is performing their billing functions. Sessions closed by the billing staff received a Closed status. Sessions that have been closed and transmitted to the financial system will have a status of Transmitted.

Parent/satellite relationships are included in the sessions that are created. Billing staff who bill in separate satellite locations will have their billing information captured in the session they opened under the Parent location.

### Closing the Day

Closing the day ensures that each billing session has been reviewed and transmitted to the financial system. To close the day, you will need to access the Supervisor Menu. In the Supervisor Menu, select the Reconcile All Sessions option.

REC      Reconcile All Sessions
---------------------------------

Upon entering the Reconcile option, the user will see all closed sessions. This is to notify you that sessions have been closed and are ready to be reviewed. The system allows you to select certain sessions to close. To close one session, select the number that corresponds to that entry and press the Enter key. To retrieve all closed entries, select the number that corresponds to the CLOSE ALL SESSIONS option. Selecting this option will group all session data for transfer to the financial system.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+-----+
|          Reconcile All Sessions                        |
+-----+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+-----+
User: BILLER,ADAM                                     7-AUG-2007 3:03 PM

The following SESSIONS are currently CLOSED =>

  SESSION ID      CASHIER      DATE CLOSED      STATUS
  -----
1. 3070803.163707  BILLER,FAST    08/03/2007@16:37  CLOSED
2. 3070807.104934  BILLER,ADAM    08/07/2007@10:49  CLOSED

3.      RECONCILE ALL SESSIONS
Session number or "^" to not select any sessions:  3// 3

```

Figure 1-20: Viewing closed sessions

Once you have reviewed the closed sessions, the system will display open sessions. Open sessions will display if the billing staff did not close their session. Sites that utilize the Pharmacy Point of Sale application will have one POS CLAIMS user display. Only one session for POS will display, regardless of the number of Pharmacists a facility has. POS sessions should be closed out since the session contains billing data. It is okay to close a session even if the pharmacy is still filling scripts. A new session will automatically open with the next POS claim.

If a user has kept a session open, please ensure that the user has completed his or her billing activities prior to closing the session. You do have the option of keeping the session open by typing a caret (^) at the prompt.

The following SESSIONS are currently OPEN =>

	SESSION ID	CASHIER	DATE OPENED
1.	3070807.092601	POS CLAIMS	08/07/2007@09:26

Session number or "^" to not select any sessions: 1// 1

If the closed sessions have been reviewed and all biller sessions have been closed, the system will notify you that no open sessions exist. Press the Enter key to proceed.

The following SESSIONS are currently OPEN =>

	SESSION ID	CASHIER	DATE OPENED
--	------------	---------	-------------

There are no OPEN sessions.

Enter RETURN to Continue:

Sessions that have been selected for reconciliation will display. Type **Yes** to proceed to the next screen. If you wish to re-review the sessions for reconciliation, type **No**. The system will resume where you left off next time you enter this option.

The following SESSIONS have been selected for Reconciliation =>

	SESSION ID	CASHIER	DATE OPENED
1.	3070803.163707	BILLER,FAST	08/03/2007@16:37
	CLOSED		
2.	3070807.104934	BILLER,ADAM	08/07/2007@10:49
	CLOSED		
1.	3070807.092601	POS CLAIMS	08/07/2007@09:26

Do you wish to proceed ("^" to exit)? YES// YES

After typing **Yes** to proceed, the system will display messages notifying you that pseudo Tax Identification Numbers exist or Tax Identification Numbers are missing for insurers. This is to inform you that you will be sending pseudo Tax Identification Numbers in your UFMS invoice file.

Pseudo Tax Identification Numbers will need to be researched, corrected, and updated with your area office and reported to the UFMS oracle. Please note POS claims are also screened for this information.



IMPORTANT!! IMPORTANT!! Pseudo TINs will be sent in this export!

Insurers' with missing Tax Identification Numbers will need to be researched, corrected, and updated with your area office and reported to the UFMS oracle. Please note POS claims are also screened for this information. The system will notify the user that an export file *will not* be created. The insurer missing the Tax Identification Number will be identified by the session ID and insurer name.

An export file can be created by *excluding* the session identified by the system until all research is done and updated.

IMPORTANT!! IMPORTANT!! TINs are missing in this export!

DUE TO MISSING TAX IDs, EXPORT FILE WILL NOT BE CREATED. Insurers missing TINs will be listed. Please record the name(s) of the Insurer for correction.

Enter RETURN to Continue:

Insurers missing Tax IDs in this export selection:  
CIGNA CORPORATION in session ID 3070830.121604

Figure 1-21: System message identifying any insurers with missing TIN

Next, the system will provide a summary of the billing detail that will be submitted to the financial system. This screen is sorted by the users and their sessions. The screen displays the following:

- **Approved Bills** will be counted and submitted to the financial system. Even if a bill was cancelled, it will still file an entry in the financial system.
- **Excluded Bills** are bills that have been excluded. Bills can be excluded by Location, Clinic Stop, and/or Insurer Type. See Set Up to review entries selected to exclude.
- **Cancelled Bills** are counted and displayed. Cancelled bills are not submitted to the financial system.
- **Cxl'd Claims** is used to indicate cancelled claims. Cancelled claims are not submitted to the financial system.
- **Ben Bills** is used to display bills where the Beneficiary (Indian) Patient is listed as the active insurer. Beneficiary (Indian) Patients are not submitted to the financial system.

The system will display any Re-queued Bills or Exports. These are Bill (invoices) or prior files that have been selected by the Supervisor to resend to the financial system. Usually, entries will be re-queued if they have created an error while being transmitted to the financial system. This example shows that no re-queued bills or exports will be sent. Type **Yes** to export the data.

```

=====
Export Summary Print                                AUG 7,2007    Page 1
=====
Please ensure the following information is correct:

```

Session/User	Approved Bills	Excluded Bills	Cancelled Bills	Cxl'd Claims	Ben Bills
3070803.163707/BILLER,F 2	545.00	0	0.00	0	0.00
3070807.092601/POS CLAIMS1	63.98				
3070807.104934/BILLER,A 7	2,810.25	0	0.00	1	973.25
TOTAL APPROVED:		10	3,419.23		

```

=====
REQUEUED BILLS/EXPORTS: <NO BILLS/EXPORTS WERE REQUEUED FOR
TRANSMISSION>

Do you want to SEND export now? <yes/no>?

```

Figure 1-22: Export summary

If re-queued bills or exports had been queued, the user would see the following message:

```

REQUEUED BILLS/EXPORTS:
  1 BILL REQUEUED
  1 EXPORT REQUEUED

Do you want to SEND export now? <yes/no>?

```

Typing **No** will not send the export, but will allow you to print a summary screen. After printing the summary screen, the user is returned to the Supervisor Menu.

```

Do you want to SEND export now? <yes/no>? NO
EXITING Reconcile sessions option...NOTE: NOTHING IS BEING
EXPORTED AT THIS TIME
Print summary screen? YES

Output DEVICE: HOME//

```

If you select to send the export file to UFMS, the system will display a default Filename. **Do not change** this filename unless you are notified to change it. The filename contains information about your facility and must never be changed. Changing the filename may result in the financial system being out of balance.

The system will also notify you that a copy of the file is being created in an RPMS directory. This directory is established in the Set Up option. A file is also being sent to the Integration Engine (UFMS Hub). The properties for sending the file are set up when the installation of Patch 12 completes.

You will also have the ability to print a summary of what was transmitted as well as the filename.

```

Do you want to SEND export now? <yes/no>? YES
Enter filename: : IHS_TPB_RPMS_INV_202410_20070807_1511.DAT
Replace

DOS File Being Created'
Please Standby - Copying Data to DOS File
C:/RPMS\IHS_TPB_RPMS_INV_202410_200708
07_1511.DAT

File was sent successfully
Print summary screen?

```

A copy of the Export Summary should be printed and kept for storage.

```

Output DEVICE: HOME//   Virtual

=====
Export Summary Print                                AUG 7,2007   Page 1
=====
Please ensure the following information is correct:

```

Session/User	Approved Bills	Excluded Bills	Cancelled Bills	Cxl'd Claims	Ben Bills
3070803.163707/BILLER,F 2	545.00	0 0.00	0 0.00	2	0
3070807.092601/POS CLAIMS1	63.98				
3070807.104934/BILLER,A 7	2,810.25	0 0.00	1 973.25	1	0
TOTAL APPROVED:		10	3,419.23		

```

=====
REQUEUED BILLS/EXPORTS: <NO BILLS/EXPORTS WERE REQUEUED FOR
TRANSMISSION>

EXPORTED IN FILE IHS_TPB_RPMS_INV_202410_20070807_1511.DAT

(REPORT COMPLETE):

```

Figure 1-23: Export summary print screen

### Re-Opening a Closed Session

A billing clerk may request his or her session to be re-opened after it has been closed. Reasons for this may include forgetting to approve a claim, not cancelling a claim prior to closing out the session, etc. Rather than opening a new session, the

Supervisor may elect to re-open the session. Do this by accessing the Re-Open a Closed Session option located in the Supervisor menu.

OPN Re-Open a Closed Session

Selecting the option will display all closed sessions. Sessions that have been previously transmitted will not display. Select the session that you wish to re-open. Once you have re-opened the session, notify the billing clerk. The user would need to close the session once his or her activity was completed. You also have the option of closing the user's session for them in the Reconciliation option.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          Re-Open a Closed Session                      +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER, ADAM                                     7-AUG-2007 3:08 PM

The following sessions are available for re-opening =>

The following SESSIONS are currently CLOSED =>

SESSION ID      CASHIER      DATE OPENED      DATE CLOSED      STATUS
-----
1. 3070806.101554 BILLER,ADAM 08/06/2007@10:15
08/06/2007@10:39 CLOSED
2. 3070807.094754 FASTEST,MARY 08/07/2007@09:47 08/07/2007@15:08
CLOSED

Select Session Number to Re-open: (1-2): 2

Are you sure you want to re-open session 3070807.094754? N// YES

Ok, session 3070807.094754 has been re-opened and will begin
tracking bills again.

```

Figure 1-24: Re-opening a closed session

#### 2.1.2.4 File Submission

Files are created and submitted in the Reconcile All Sessions option. The supervisor has the responsibility of ensuring that files are sent on a daily basis.

##### **Sending Files**

The following diagram illustrates how the file is created, submitted to the Integration Engine. Files are then sent to the Financial system (UFMS).

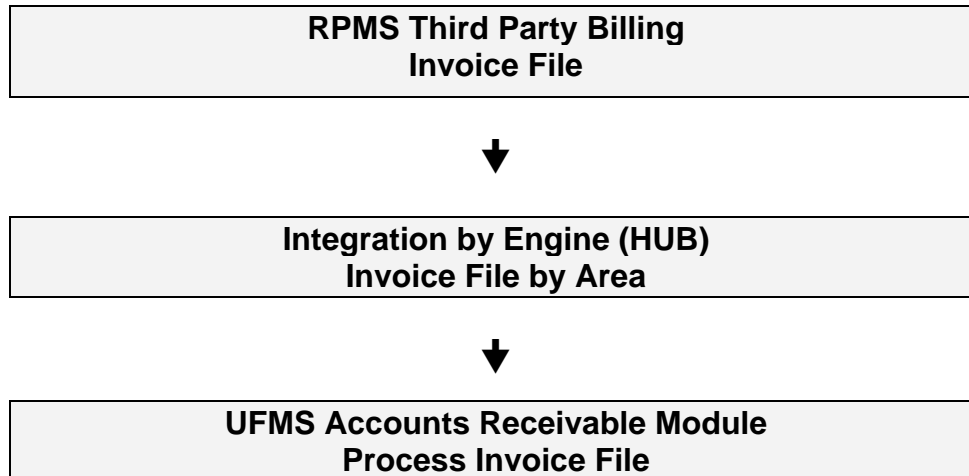


Figure 1-25: Diagram of file submission

It is the responsibility of the billing supervisor or his/her designee to ensure that the UFMS Files have been created, sent to, and received by the Integration Engine on a daily basis. Sending files daily ensures that the financial system contains current information.

Files that are sent to UFMS contain your bill information. This bill is also referred to as an Invoice. The entries in these files are used to post to the Accounts Receivable receipts and invoice entries.

### **Error Processing/Troubleshooting**

Staff identified as super users will receive a notification if the UFMS file contained errors. It is important to follow up and resubmit bill/invoice numbers or files that contained errors. The most common errors may result from the following:

- Missing or Invalid Tax Identification Numbers
- Duplicate bill numbers (invoices)
- Duplicate invoice files

Bills or invoices containing errors will need to be corrected and resubmitted to UFMS.

### **Resending Files**

There are two ways of resending data to the financial system. Users may elect to resend an Export File or resend a Transaction record.

RSE	Resend UFMS Export File
RST	Resend Transaction Record

Resend UFMS Export File is used when an export file needs to be re-transmitted to the financial system. A file may need to be re-transmitted if the network went down and the financial system was not able to receive it. Another reason for resubmitting is if the entire file rejects with errors and needs to be resent.

You will need to have an open session to be able to use this option. You will also have the option of entering the date the file export took place. Enter the date and a list of entries matching that date will display. Select the correct entry and press the Enter key.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          Resend UFMS Export File          +
|          INDIAN HEALTH HOSPITAL          |
+-----+
User: BILLER,ADAM                                8-AUG-2007 10:01 AM

Select export date: T-1  AUG 07, 2007
      1  8-7-2007@15:03:19          BILLER,ADAM
      2  8-7-2007@15:11:39          BILLER,ADAM
CHOOSE 1-2: 2  8-7-2007@15:11:39 BILLER,ADAM

```

Once selected, the system will display the export summary of the data you will be sending along with your session data. This is just to allow you to see what will be transmitted.

```

                                UFMS EXPORT SUMMARY

EXPORT DATE: 08/07/2007@15:11
FILE NAME: IHS_TPB_RPMS_INV_202410_20070807_1511.DAT

      BUDGET ACTIVITY              BILL COUNT      AMOUNT
-----
SESSION ID: 3070803.163707    BILLER: BILLER,FAST

      NON-BENEFICIARY              1 bill          172.00
      PRIVATE                      1 bill          373.00
SESSION ID: 3070807.092601    BILLER: POS CLAIMS

      MEDICARE PART D              1 bill           63.98
SESSION ID: 3070807.104934    BILLER: BILLER,ADAM

      MEDICAID FI                  1 bill          256.00
      NON-BENEFICIARY              3 bills         1317.25
      PRIVATE                      2 bills         1036.00
      MEDICARE FI                  1 bill          201.00

TOTAL BILLS FOR THIS SESSION:  10 BILLS          3419.23

Would you like to continue and add these bills to the next export
file?? N// YES
Enter RETURN to continue or '^' to exit:

```

Figure 1-26: Export summary

You can view your open session using the View Cashing option to notify you that a batch file has been re-queued.

Session detail for Session ID: 3070808.100049			Date opened:	
08/08/2007@10:00				
Cashier: BILLER,ADAM				
-----				
PRIVATE				
	- Cancelled Claims	0		
	- Approved Bills	2	\$	507.00 (EXCL.
1 @ 122.00)				
	- Cancelled Bills	0	\$	0.00
1 BATCHES have been requeued				
View detail?				

To view the batch file detail, type **Yes** at the “View Detail” prompt.

### Resend Transaction Record

Your open session (View Cashing option) will notify you that a bill/invoice transaction has been re-queued.

Session detail for Session ID: 3070808.100049			Date opened:	
08/08/2007@10:00				
Cashier: BILLER,ADAM				
-----				
PRIVATE				
	- Cancelled Claims	0		
	- Approved Bills	2	\$	507.00 (EXCL.
1 @ 122.00)				
	- Cancelled Bills	0	\$	0.00
1 BILLS have been requeued				
View detail?				

To view the bill detail, type **Yes** at the “View Detail” prompt.

### 2.1.2.5 Error Messages

The billing supervisor or his designee is responsible for ensuring sessions are closed and submitted to the financial system.

```
+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|                      Main Menu                      |
+-----+
|          INDIAN HEALTH HOSPITAL          |
+-----+
User: BILLER, ADAM                                5-AUG-2007 9:05 PM

WARNING: Open cashiering sessions exist that should be reconciled
for UFMS
WARNING: Cashiering sessions are closed and awaiting export to
UFMS

EDTP   Add/Edit Claim Menu ...
MGTP   Claim/Bill Management Menu ...
```

The following messages are used to notify the user that action needs to be taken to keep the financial system current. Failure to keep a current financial system may result in delayed revenue for your facility.

- **Open cashiering sessions exist that should be reconciled for UFMS** is used to indicate that a cashiering session has been open for more than one day. Closing the open session will remove this message from the Main menu.
- **Cashiering sessions are closed and awaiting export to UFMS** is used to indicate that billing sessions have been closed for more than one day but not “batched” into a UFMS batch file. Transmitting the closed file will remove this message from the Main menu.

Keeping an eye on these messages will ensure that your data is being sent in a timely manner.

### 2.1.3 Printing Reports

The system contains reports that will assist you in setting up the system. The Reports menu is located in the Cashiering Options.



```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
|          Cashiering Options                            |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER, ADAM                                     8-AUG-2007 4:44 PM

CIO   Cashiering Sign In/Sign Out
UVCH  View Cashiering Session
SUP   Supervisory Functions ...
RPTS  UFMS Reports ...

Select Cashiering Options Option:

```

Figure 1-27: Cashiering options menu

Within the reports menu, the following options are available for printing:

```

PTIN   Pseudo TIN Listing
ITIN   Insurer TIN Listing
CANV   View/Print CAN crosswalk

```

Pseudo TIN Listing is used to print a listing of Insurers in the insurer file that contain a pseudo-tax identification number. These numbers are entered by the holders of Table Maintenance. A pseudo-number is also identified as having an alpha suffix.

You may print the report by Billing Address or Mailing Address. Keep in mind that the Billing Address may not always be populated.

```

Select one of the following:

      B      Billing Address
      M      Mailing Address

Which address would you like to see on the report:

```

The report will print complete with contact information.

```

=====
===== INSURER LISTING WITH PSEUDO TINS =====  AUG 8,2007   Page 1
at INDIAN HEALTH HOSPITAL
=====
INSURER                MAILING ADDRESS                TIN
  Address                City                ST Zip                Phone
-----
GOV EMPLOYEES HOSPITAL ASSOC                99999991X
  POB 4665                INDEPENDENCE        MO 64051-4665
  CONCORD GENERAL GRP                99999994X
  FOUR BOUTON ST        CONCORD                NH 03301
  PRESBYTERIAN HEALTH PLAN                99999992X
  P.O. BOX 27489        ALBUQUERQUE        NM 87125-7489
  NM BC/BS DENTAL CLASSIC                99999995X
  POB 27630                ALBUQUERQUE        NM 87125-7630
  UNITED HEALTHCARE [ATL]                99999993X
  PO BOX 36055        SALT LAKE CITY    UT 84130

                                TOTAL INSURERS WITH PSEUDO TIN:   5

(REPORT COMPLETE) :

```

Figure 1-28: Mailing address report

Insurer TIN Listing is a report that will provide data on Insurers that contain a Tax Identification Number, that are missing the Tax Identification Number, or a complete listing of insures regardless of whether a TIN is entered or not.

```

Select one of the following:

1          Insurers with TIN
2          Insurers without TIN
3          Both

Which insurers would you like to see:

```

You may print the report by Billing Address or Mailing Address. Keep in mind that the Billing Address may not always be populated.

```

Select one of the following:

B          Billing Address
M          Mailing Address

Which address would you like to see on the report:

```

The report will allow you to print insurers that are active by a user-defined date range. Active insurers are insurers that have been billed in the timeline that the user defines. The system will default back to one year's worth of data.

This report prints insurers that have been billed back to a user-selected date.  
Please select date for report:(8/9/2002 - 8/8/2007): 08/08/2006//

The report will print data sorted by Insurer Type complete with contact information. The following example lists insurers missing a TIN. The report will also print the Internal Entry number (IEN) of the insurer next to the name of the payer. You can use this report to get an idea of insurers that are lacking a Tax Identification Number.

Insurers without TIN				AUG 8,2007	Page 1
INSURER (IEN)	TIN				
Address	City	ST	Zip		Phone
-----					
MEDICAID FI					
COLORADO MEDICAID(415)					
PO BOX 24008	DENVER	CO	80224-4008	(800)237-0757	
LOUISIANA MEDICAID(427)					
1201 CAPITAL ACCESS ROAD	BATON ROUGE	LA	70821-0629	(225)342-9500	
NORTH DAKOTA MEDICAID(441)					
600 E BOULEVARD AVE	BISMARCK	ND	58505-0250		
OKLAHOMA MEDICAID(443)					
PO BOX 18430	OKLAHOMA CITY	OK	73154	(405)416-6801	
PRESBYTERIAN SALUD(869)					
P.O. BOX 92085	ALBUQUERQUE	NM	87199-2085	(800)977-4222	
VALUE OPTIONS(1005)					
PO BOX 30670	ALBUQUERQUE	NM	87190-0670	(505)346-9520	

Figure 1-29: List of insurers with TIN

The report will also provide totals for insurers missing a Tax Identification Number as well as a complete insurer count.

Insurers without TIN				AUG 8,2007	Page 5
=====					
(cont)					
TOTAL INSURERS WITHOUT TIN:					28
TOTAL INSURER COUNT:					46
(REPORT COMPLETE):					

## 2.2 Tribal, 638, Urban, Non-IHS Facilities

Changes in Patch 12 allow the Federal Indian Health Service facilities to capture and send their billing information to the financial system maintained by the Department of Health and Human Services.

Since Non-IHS, tribal, urban, and 638 sites are exempt from sending their financial data to DHHS, much of the functionality released in Patch 12 will not apply to these facilities.

There are changes that will be incorporated regardless of the status of the facility. These changes are outlined below.

### 2.2.1 Billing Staff

Patch 12 introduces a new function called Cashiering. This allows the billing clerk to open a session that records billing functions such as claim approving, claim cancellation, and bill cancellation. Once the billing clerk has completed the activity for the day, the user must then close out his or her session. This session is sent to the billing supervisor for reconciliation.

After Patch 12 has been installed and prior to billing, please ensure that the Set Up option has been completed. Notify your Billing Supervisor if you have any questions.

#### **Setting up Your Electronic Signature Code**

Prior to signing in, the system will require you to enter a signature code. If you use a signature code to access the Accounts Receivable posting options, you may use the same code to sign in.

If you forgot your signature code, please notify your RPMS Administrator to have your signature code cleared.

Users that need to set up a new signature code will need to access their User Toolbox. From any menu option, type **TBOX** to access the toolbox.

```
Select Cashiering Options Option: TBOX User's Toolbox

Change my Division
Clear Electronic signature code
Display User Characteristics
Edit User Characteristics
Electronic Signature code Edit
Menu Templates ...
Spooler Menu ...
Switch UCI
TaskMan User
User Help

Select User's Toolbox Option: ELEctronic Signature code Edit
This option is designed to permit you to enter or change your
Initials,
Signature Block Information, Office Phone number, and Voice and
Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic
Signature Code
or to change an existing code.

INITIAL: AL//
SIGNATURE BLOCK PRINTED NAME: BILLER, ADAM//
SIGNATURE BLOCK TITLE:
OFFICE PHONE: 505 248 4349//
VOICE PAGER:
DIGITAL PAGER:

Enter New Signature Code:
```

Figure 1-30: Accessing the user tool box

Type **ELECTRONIC SIGNATURE CODE EDIT** to add your signature code. Proceed to the prompt that allows you to enter a new code. You will need to enter your code twice for verification purposes. Once it has been entered, you may proceed to signing in.

If you see “Enter your Current Signature Code,” that indicates that you already have a code on file.

### Opening a Cashiering Session

All billing staff must sign in prior to approving claims. Only one billing session per user may be open. This is to avoid confusion in the number of open sessions a user may have. Billing staff who bill under multiple locations will need to have only one session opened. Billing activity performed under each of the satellite locations will display in one session. It is best to open your session under your primary billing location.

To log in, access the Cashiering Options menu.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Cashiering Options                            |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER,ADAM                                     12-JUL-2007 7:46 PM

CIO    Cashiering Sign In/Sign Out
UVCH   View Cashiering Session
RPTS   UFMS Reports ...

Select Cashiering Options Option: CIO  Cashiering Sign In/Sign
Out

```

Figure 1-31: Accessing the cashiering options menu

When entering Cashiering mode, the system will require that you enter your Electronic Signature Code. Once entered, the system will notify you that you are “Signing in for Billing.” The system will also display your current billing activity such as Cancelled Claims, Approved Bills, and Cancelled Bills. Users signing in for the first time will see their totals display as zero counts and zero dollar amounts.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Cashiering Sign In/Sign Out                  |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: BILLER,ADAM                                     18-JUL-2007 3:05 PM

Enter your Current Signature Code:    SIGNATURE VERIFIED

YOU ARE SIGNING *IN* FOR BILLING

          Billing Activity                COUNT          TOTAL

          - Cancelled Claims             0
          - Approved Bills               0                $    0
          - Cancelled Bills              0                $    0

Assigned Session number: 3070718.150518

Enter RETURN to Continue:

```

Figure 1-32: New user display

A session number is also assigned to your open session. This number is in a VA FileMan format of XYYMMDD.HHMMSS where YY is the two-digit year, MM is the two-digit month, and DD is the two-digit day. The data to the right of the period indicates Hours, Minutes, and Seconds. This number is used as a reference for your session and will change each time a new session is opened.

If you have previously signed in (opened a Cashiering session) and attempt to sign in again by accessing the CIO menu, the system will display your activity and ask if you wish to sign out. To continue in Cashiering Mode, type No at the “Do You Wish to

Sign Out” prompt. The system will then ask if you wish to print a detail of your activity. If you choose to display your activity, you will see detailed bill data.

UFMS VIEW CASHIERING SESSION DETAIL							Page: 1
SESSION ID: 3070713.145254							
BILLER: BILLER,A							
MEDICAID FI							
-CANCELLED CLAIMS - 1							
22176	99091	STEELE, TYCOON	07/16/2007				
-APPROVED BILLS - 5 \$ 463.00							
IH	29760B	101099	DEMO, PA	07/16/2007	12/23/2006	34.00	
IH	29168A	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
IH	29168B	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
IH	30030B	99093	STICK, PENCIL	07/19/2007	06/13/2007	223.00	
IH	29931A	1072	DEMO, PHOEBE	08/01/2007	06/05/2007	108.00	
-CANCELLED BILLS - 1 \$ 49.00							
IH	29168A	34182	DEMO, LISA	07/16/2007	01/08/2006	49.00	
MEDICARE SUPPL.							
-CANCELLED CLAIMS - 2							
30049	2262	DEMO, TONYA	07/27/2007				
30050	2262	DEMO, TONYA	07/27/2007				
Enter RETURN to continue or '^' to exit:							

Figure 1-33: Detailed display of session activity

You will also be prompted to print a productivity report. Typing **Yes** will re-direct you to the Productivity Report. You may print the report to compare billed amounts to your cashiering session.

Once your session has been open, you may access the claim editor, etc. Your session will remain open until you choose to close it.

### Viewing Your Sessions

Users that wish to view their activity may choose the View Cashiering Session option.

UVCH	View Cashiering Session
------	-------------------------

When viewing your session, the system will display open sessions first. You will have the ability to see only your session. Users that are Supervisors can see the sessions of all users. The system will display your Session ID, the name of the Cashier, and the Date the session was opened. If your session contains no data (approved or cancelled bills, cancelled claims) the system will display an asterisk (\*) next to the session. Select the number that corresponds to the entry you wish to view.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          View Cashiering Session                      +
|          INDIAN HEALTH HOSPITAL                      |
+-----+
User: BILLER,ADAM                                     7-AUG-2007 1:19 PM

The following SESSIONS are currently OPEN =>

(*) Indicates no activity in session.

      SESSION ID    CASHIER                                DATE OPENED
-----
1.   3070807.104934 BILLER,ADAM                            08/07/2007@10:49

Select Session Number to View: :   (1-1):

```

Figure 1-34: View cashiering session screen

The system will display your session detail. The information in this session detail lists productivity by Insurer Type.

```

Session detail for Session ID: 3070807.104934    Date opened:
08/07/2007@10:49
Cashier: BILLER,ADAM
-----
      MEDICAID FI
      - Cancelled Claims          1
      - Approved Bills            1          $    256.00
      - Cancelled Bills           0          $      0.00
      NON-BENEFICIARY
      - Cancelled Claims          0
      - Approved Bills            3          $   1,317.25
      - Cancelled Bills           1          $    973.25
      PRIVATE
      - Cancelled Claims          0
      - Approved Bills            2          $   1,036.00
      - Cancelled Bills           0          $      0.00
      MEDICARE FI
      - Cancelled Claims          0
      - Approved Bills            1          $    201.00
      - Cancelled Bills           0          $      0.00

View detail?

```

Figure 1-35: Screenshot of session detail by insurer type

If you wish to view further detail of the session, type **Yes** at the “View Detail” prompt. This will display bill or claim information for the session.



```

Enter DEVICE: HOME//    Virtual

                                UFMS VIEW CASHIERING SESSION DETAIL                                Page: 1
SESSION ID: 3070807.104934
BILLER: BILLER,A

LOC  BILL#  HRN      PATIENT      APPROVE DT  DOS  BILL AMT
-----
MEDICAID FI
  -CANCELLED CLAIMS - 1
    23490  99103  HOUR,HAPPY      08/07/2007
  -APPROVED BILLS - 1      $    256.00
IH   30059A 1072   DEMO,PHOEBE      08/07/2007 07/08/2007    256.00

NON-BENEFICIARY
  -APPROVED BILLS - 3      $    1,317.25
IH   23826B 5055   DEMO,SUSAN      08/07/2007 02/14/2004    172.00
IH   23830B 5061   DEMO,BONELLA    08/07/2007 02/14/2004    172.00
IH   23831B 5060   DEMO,MIKE      08/07/2007 02/14/2004    973.25
  -CANCELLED BILLS - 1      $    973.25
IH   23831B 5060   DEMO,MIKE      08/07/2007 02/14/2004    973.25

PRIVATE
  -APPROVED BILLS - 2      $    1,036.00
IH   30056A 6039   DEMO,PENNY      08/07/2007 07/08/2007    108.00
IH   29552A 41023 DEMO,JOYCE      08/07/2007 09/09/2003    928.00

MEDICARE FI
  -APPROVED BILLS - 1      $    201.00
IH   30057A 12719 DEMO,LUCAS      08/07/2007 07/08/2007    201.00

Enter RETURN to Continue:

```

Figure 1-36: Viewing further detail of a session

You will have the option of sending this detail to the printer by typing in a printer device at the “Device” prompt.

If you press the Enter key at “Select Session Number to View,” the system will provide other session statuses for viewing.

```

Select Session Number to View: : (1-3):

Other session statuses available for viewing
Enter list of session statuses to view or "^" to quit.

C - CLOSED
T - TRANSMITTED
B - BOTH

Session statuses to view:

```

Figure 1-37: Sessions statuses available for viewing

Select session statuses to view at the prompt for viewing.

**Closing an Open Session**

Upon completion of your billing activity, your session must be closed. Closing a session helps you to balance at the end of the day to ensure that your activity is captured and accurate.

To close your session or sign out, access the Cashiering Sign In/Sign Out option from the Cashiering Options menu.

CIO	Cashiering Sign In/Sign Out
-----	-----------------------------

After selecting the option, the system will display your complete activity.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+          Cashiering Sign In/Sign Out          +
|          INDIAN HEALTH HOSPITAL          |
+-----+
User: BILLER,ADAM                                7-AUG-2007 1:39 PM

YOU ARE SIGNING *OUT* FOR BILLING

      Billing Activity      COUNT      TOTAL

MEDICAID FI
- Cancelled Claims      1
- Approved Bills      1      $    256.00
- Cancelled Bills      0      $      0.00
NON-BENEFICIARY
- Cancelled Claims      0
- Approved Bills      3      $  1,317.25
- Cancelled Bills      1      $    973.25
PRIVATE
- Cancelled Claims      0
- Approved Bills      2      $  1,036.00
- Cancelled Bills      0      $      0.00
MEDICARE FI
- Cancelled Claims      0
- Approved Bills      1      $    201.00
- Cancelled Bills      0      $      0.00
BENEFICIARY
- Cancelled Claims      0
- Approved Bills      3      $    598.00
- Cancelled Bills      0      $      0.00
-----
TOTAL CANCELLED CLAIMS:      1
TOTAL CANCELLED BILLS:      1      $    973.25
TOTAL APPROVED:      10      $  3,408.25

      There are 3 claims/bills for beneficiary patients in this
      session that
      will not be included in the export.

      Do you wish to sign out now? No//

```

Figure 1-38: Session sign out screen

This is your opportunity to verify that your totals are correct. To verify your totals, you can run the Employee Productivity Listing in the Third Party Billing Reports menu. This should allow you to verify your approved amounts. To verify your cancelled claims total, run the Cancelled Claims Report under the Third Party Billing Reports menu. To verify your overall cancelled bills, run the Cancelled Bills Report located under the Management Reports option in the Accounts Receivable Manager menu.

**Note:** If Beneficiary claims are being approved this billing activity will be captured and included in your count. The system will notify the user of these beneficiary patient claims/bills.

There are 3 claims/bills for beneficiary patients in this session that will not be included in the export.

Once you have verified your entries, type **Yes** to sign out. The system will require you to re-verify that you wish to sign out. Type **Yes** at the prompt to continue signing out.

Do you wish to sign out now? No// YES

By signing out you are confirming the system balances.  
Are you sure you wish to sign out?

If you type **Yes**, the system will sign you out of Cashiering and change the session status to Closed. This Closed session will be submitted to your supervisor for processing.

Done...  
the session 3070807.104934 will be sent to your manager for processing.

Signing out of session 3070807.104934

View detail?

You will also be prompted to view your session detail once more. Type **Yes** to view your detail. The detail screen will appear and you will have the chance to print a copy.

If you select **No** at any of the sign out prompts, you will be taken back to the Cashiering Options menu.

Following these instructions will ensure you are signed out of your session.

### **Re-Opening a Closed Session**

There may be instances where you need to have a session re-opened. Re-opening a session requires the Supervisor key. You will need to request your designated supervisor to re-open the session.

For more information, please refer to the section under the Supervisory Staff section regarding Re-Opening a Closed Session.

## 2.2.2 Supervisory Staff

If they are a non-IHS facility they will get two additional prompts in the SET option. One is to turn off the export (keeping the cashiering option) and the other to turn off the cashiering option (completely turn off UFMS).

### 2.2.2.1 Set Up

The Billing Supervisor will need to set up the following prompts in the Set Up menu:

- **UFMS Export** is used to allow the site to utilize the UFMS exporting process. If your facility is a tribal location that uses the federal financial system, then you will need to set this to **Yes** and follow the instructions under the IHS FEDERAL LOCATIONS section. This prompt defaults to **No**.
- **UFMS Cashiering** is used to allow the site to take advantage of the Cashiering sessions. Sites that do not wish to perform cashiering functions will need to set this prompt to **No**.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|                      UFMS Setup                      |
+-----+
|                      SIX THREE EIGHT HC                |
+-----+
User: BILLER, ADAM                                     7-AUG-2007 3:36 PM
UFMS EXPORT: NO (DON'T EXPORT)// ??

      Choose from:
        1          YES (EXPORT)
        0          NO (DON'T EXPORT)
UFMS EXPORT: NO (DON'T EXPORT)//
UFMS CASHIERING: NO (Don't do Cashiering Sessions)
              // ??

      Choose from:
        1          YES (Do Cashiering Sessions)
        0          NO (Don't do Cashiering Sessions)

```

Figure 1-39: UFMS setup screen

### 2.2.2.2 Viewing Session Activity

Each user has the ability to view his or her session. Billing staff who hold the Supervisor key will have the ability to view all session activity for every user. This may be helpful to the Billing Supervisor to keep track of user productivity, or to see if session data contains information.

Select the View Cashiering Session option from the Cashiering Options to view all session data.

UVCH View Cashiering Session

When viewing your session, the system will display open sessions first. You will have the ability to see only your session. Users that are Supervisors can see the sessions of all users. The system will display your Session ID, the name of the Cashier, and the Date the Session was opened. If your session contains no data (approved or cancelled bills, cancelled claims) the system will display an asterisk (\*) next to the session. Select the number that corresponds to the entry you wish to view.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          View Cashiering Session                      |
+-----+
|          TRIBAL HEALTH CENTER                        |
+-----+
User: BILLER,ADAM                                     7-AUG-2007 1:19 PM

The following SESSIONS are currently OPEN =>

      (*) Indicates no activity in session.

      SESSION ID    CASHIER                                DATE OPENED
      -----
1.   3070803.163707 BILLER,FLORA                          08/03/2007@16:37
2.   3070807.092601 POS CLAIMS                            08/07/2007@09:26
3.   3070807.104934 BILLER,ADAM                          08/07/2007@10:49

Select Session Number to View: : (1-3):

```

Figure 1-40: View cashiering session screen

The system will display your session detail. The information in this session detail lists productivity by Insurer Type.

Session detail for Session ID: 3070807.104934    Date opened:			
08/07/2007@10:49			
Cashier: BILLER,ADAM			
-----			
MEDICAID FI			
- Cancelled Claims	1		
- Approved Bills	1	\$	256.00
- Cancelled Bills	0	\$	0.00
NON-BENEFICIARY			
- Cancelled Claims	0		
- Approved Bills	3	\$	1,317.25
- Cancelled Bills	1	\$	973.25
PRIVATE			
- Cancelled Claims	0		
- Approved Bills	2	\$	1,036.00
- Cancelled Bills	0	\$	0.00
MEDICARE FI			
- Cancelled Claims	0		
- Approved Bills	1	\$	201.00
- Cancelled Bills	0	\$	0.00
View detail?			

Figure 1-41: Session detail by insurer type

If you wish to view further detail of the session, type **Yes** at the “View Detail” prompt. This will display bill or claim information for the session.

```

Enter DEVICE: HOME//    Virtual

          UFMS VIEW CASHIERING SESSION DETAIL                      Page: 1
SESSION ID: 3070807.104934
BILLER: BILLER,A

LOC  BILL#    HRN      PATIENT          APPROVE DT    DOS      BILL AMT
-----
MEDICAID FI
  -CANCELLED CLAIMS - 1
    23490  99103 HOUR,HAPPY          08/07/2007
  -APPROVED BILLS - 1      $    256.00
TH   30059A  072 DEMO,PHOEBE          08/07/2007 07/08/2007 256.00

NON-BENEFICIARY
  -APPROVED BILLS - 3      $  1,317.25
TH   23826B  5055 DEMO,SUSAN          08/07/2007 02/14/2004 172.00
TH   23830B  5061 DEMO,BONELLA        08/07/2007 02/14/2004 172.00
TH   23831B  5060 DEMO,MIKE          08/07/2007 02/14/2004 973.25
  -CANCELLED BILLS - 1      $    973.25
TH   23831B  5060 DEMO,MIKE          08/07/2007 02/14/2004 973.25

PRIVATE
  -APPROVED BILLS - 2      $  1,036.00
TH   30056A  6039 DEMO,PENNY          08/07/2007 07/08/2007 108.00
TH   29552A  41023 DEMO,JOYCE         08/07/2007 09/09/2003 928.00

MEDICARE FI
  -APPROVED BILLS - 1      $    201.00
TH   30057A  12719 DEMO,LUCAS          08/07/2007 07/08/2007 201.00

Enter RETURN to Continue:

```

Figure 1-42: Viewing further detail of a session screen

You will have the option of sending this detail to the printer by typing in a printer device at the “Device” prompt.

If you press the Enter key at “Select Session Number to View,” the system will provide other session statuses for viewing.

```

Select Session Number to View: :

Other session statuses available for viewing
Enter list of session statuses to view or "^" to quit.

C - CLOSED
T - TRANSMITTED
B - BOTH

Session statuses to view:

```

Figure 1-43: Sessions statuses available for viewing



Select session statuses to view at the prompt for viewing.

By selecting the B-Both session status the following screen will display and you will have the ability to view all session details for each user's closed session. Sessions that contain a Transmitted status have already been sent to UFMS. Sessions that are closed will be transmitted when you send your next files.

```

The following SESSIONS are currently CLOSED =>

    (*) Indicates no activity in session.

```

SESSION ID	CASHIER	DATE CLOSED	STATUS
1. 3070730.082804	BILLER, ADAM	08/06/2007@16:57	TRANSMITTED
2. 3070730.083808	BILLER, BONNIE	07/30/2007@15:19	TRANSMITTED*
3. 3070730.081927	BILLER, CHRIS	07/30/2007@16:25	TRANSMITTED
4. 3070730.081252	BILLER, DONNA	07/30/2007@16:18	TRANSMITTED
5. 3070801.084706	BILLER, ADAM	08/01/2007@08:53	TRANSMITTED
6. 3070806.101554	BILLER, DONNA	08/06/2007@10:39	CLOSED

```

Select Session Number to View: : (1-6):

```

Figure 1-44: Screenshot of closed sessions

Remember that your view is limited based on the parameters in the Set Up option. To view more days, proceed to Set Up and modify the default days to display.

### 2.2.2.3 End-Of Day Activities

The sessions that have been created and closed by the billing staff will need to be reviewed and reconciled. As a Supervisor or designee, you are responsible for ensuring that the data balances at the end of each day.

Keep in mind that when you are working with sessions, there are different status' that can be assigned. For example, opened sessions are labeled as Open and indicate that the billing staff is performing their billing functions. Sessions closed by the billing staff received a Closed status. Sessions that have been closed and reviewed by Supervisory staff will have a status of Reconciled.

Parent/satellite relationships are included in the sessions that are created. Billing staff that bill in separate satellite locations will have their billing information captured in the session they opened under the Parent location.

#### Closing the Day

Closing the day ensures that each billing session has been reviewed and reconciled. To close the day, you will need to access the Supervisor Menu. In the Supervisor Menu, select the Reconcile All Sessions option.

REC      Reconcile All Sessions
---------------------------------

Upon entering the Reconcile option, the user will see all closed sessions. This is to notify you that sessions have been closed and are ready to be reviewed. Press the Enter key to proceed.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Reconcile All Sessions                        |
+-----+
|          TRIBAL HEALTH CENTER                        |
+-----+
User: BILLER,ADAM                                     7-AUG-2007 3:03 PM

The following SESSIONS are currently CLOSED =>

SESSION ID          CASHIER          DATE CLOSED          STATUS
-----
1.    3070803.163707  BILLER,FAST          08/03/2007@16:37      CLOSED
2.    3070807.104934  BILLER,ADAM          08/07/2007@10:49      CLOSED

3.    RECONCILE ALL SESSIONS
Session number or "^" to not select any sessions:  3// 3

```

Figure 1-45: Viewing closed sessions

Once you have reviewed the closed sessions, the system will display open sessions. Open sessions will display if the billing staff did not close their sessions. Sites that utilize the Pharmacy Point of Sale application will have one POS CLAIMS user display. Only one session for POS will display regardless of the number of Pharmacists a facility has. POS sessions should be closed out since the sessions contain billing data. It is okay to close a session even if the pharmacy is still filling scripts. A new session will automatically open with the next POS claim.

If a user has kept a session open, please ensure that the user has completed his or her billing activities prior to closing the session. You do have the option of keeping the session open by typing a carat (^) at the prompt.

```

The following SESSIONS are currently OPEN =>

SESSION ID  CASHIER          DATE OPENED
-----
1.    3070807.092601  POS CLAIMS          08/07/2007@09:26

Session number or "^" to not select any sessions:  1// 1

```

If the closed sessions have been reviewed and all biller sessions have been closed, the system will notify you that no open sessions exist. Press the Enter key to proceed.

The following SESSIONS are currently OPEN =>

SESSION ID	CASHIER	DATE OPENED
-----		
There are no OPEN sessions.		
Enter RETURN to Continue:		

Sessions that have been selected for reconciliation will display. Type **Yes** to proceed to the next screen. If you wish to re-review the sessions for reconciliation, type **No**. The system will resume where you left off next time you enter this option.

The following SESSIONS have been selected for Reconciliation =>

SESSION ID	CASHIER	DATE OPENED	
-----			
1. 3070803.163707	BILLER,FAST	08/03/2007@16:37	CLOSED
2. 3070807.104934	BILLER,ADAM	08/07/2007@10:49	CLOSED
-----			
1. 3070807.092601	POS CLAIMS	08/07/2007@09:26	

Do you wish to proceed ("^" to exit)? YES// YES

After typing **Yes** to proceed, the system will provide a summary of the billing detail. This screen is sorted by the users and their sessions. The screen displays the following:

- **Approved Bills** will be counted and displayed.
- **Cancelled Bills** are counted and displayed.
- **Cxl'd Claims** is used to indicate cancelled claims.
- **Ben Bills** is used to display bills where the Beneficiary (Indian) Patient is listed as the active insurer.

The system will then mark each session as being reconciled. You will also have the choice of printing the Summary Screen.

```
=====
Export Summary Print                                AUG 7,2007   Page 1
=====
Please ensure the following information is correct:
```

Session/User	Approved Bills	Cancelled Bills	Cxl'd Claims
3070803.163707/BILLER,F 2	545.00	0	0.00 2
3070807.092601/POS CLAIMS1	63.98		
3070807.104934/BILLER,A 7	2,810.25	1	973.25 1
-----			
TOTAL APPROVED:	10 3,419.23		

```

Sessions will be marked as reconciled...
Print summary screen? yes YES
=====
```

Figure 1-46: Export summary

Printing the summary screen will prompt for a device. A copy of the Export Summary should be printed and kept for storage.

```
Output DEVICE: HOME//   Virtual

=====
Export Summary Print                                AUG 7,2007   Page 1
=====
Please ensure the following information is correct:
```

Session/User	Approved Bills	Cancelled Bills	Cxl'd Claims
3070803.163707/BILLER,F 2	545.00	0	0.00 2
3070807.092601/POS CLAIMS1	63.98		
3070807.104934/BILLER,A 7	2,810.25	1	973.25 1
-----			
TOTAL APPROVED:	10 3,419.23		

```

(REPORT COMPLETE):
EXITING Reconcile sessions option...
=====
```

After printing the summary screen, the user is returned to the Supervisor Menu.

### Re-Opening a Closed Session

A billing clerk may request that his or her session be re-opened after it has been closed. Reasons for this may include forgetting to approve a claim, not cancelling a claim prior to closing out the session, etc. Rather than opening a new session, the Supervisor may elect to re-open their session. Do this by accessing the Re-Open a Closed Session option located in the Supervisor menu.

OPN      Re-Open a Closed Session
-----------------------------------

Selecting the option will display all closed sessions. Sessions that have been previously reconciled will not display. Select the session that you wish to re-open. Once you have re-opened the session, notify the billing clerk. The user would need to close the session once his or her activity is completed. You also have the option of closing the user's session for them in the Reconciliation option.

```

+-----+
|          THIRD PARTY BILLING SYSTEM - VER 2.5          |
+-----+
|          Re-Open a Closed Session                      |
+-----+
|          TRIBAL HEALTH CENTER                          |
+-----+
User: BILLER, ADAM                                     7-AUG-2007 3:08 PM

The following sessions are available for re-opening =>

The following SESSIONS are currently CLOSED =>

SESSION ID      CASHIER      DATE OPENED      DATE CLOSED      STATUS
-----
1. 3070806.101554  BILLER,ADAM  08/06/2007@10:15 08/06/2007@10:39
CLOSED
2. 3070807.094754  FASTEST,MARY 08/07/2007@09:47 08/07/2007@15:08
CLOSED

Select Session Number to Re-open:  (1-2): 2

Are you sure you want to re-open session 3070807.094754? N// YES

Ok, session 3070807.094754 has been re-opened and will begin
tracking bills again.

```

Figure 1-47: Re-opening a closed session

## 2.3 Warning 230 – Clinic is ER and Admitting Dx is Missing

A new warning has been added to Page 3 of the claim editor to notify the user that the clinic code of Emergency Services has been added in the PCC visit or on the Clinic prompt of Page 1 in the claim editor.

```

~~~~~ PAGE 3 ~~~~~
Patient: BONES,GARY [HRN:6429] Claim Number: 30065
..... (QUESTIONS) .....

[1] Release of Information...: YES From: 07/09/2007
[2] Assignment of Benefits...: YES From: 07/09/2007
[3] Accident Related.....: NO
[4] Employment Related.....: NO
[5] Emergency Room Required.: YES
[6] Special Program.....: NO
[7] Blood Furnished.(pints): NO
[8] PRO Approval Number.....:
[9] Type of Admission.....: 2 URGENT
[10] Source of Admission.....: 1 PHYSICIAN REFERRAL
[11] Discharge Status.....: 01 DISCHARGE TO HOME
[12] Admitting Diagnosis.....:
-----
WARNING:230 - Clinic is ER and Admitting Dx is missing
-----
Desired ACTION (Edit/Next/View/Jump/Back/Quit): N//

```

Figure 1-48: Example of 230 warning screen

Billing staff who see this message are notified that they will need to enter an Admitting Diagnosis for the visit. Many payers require this information. For additional information, refer to the billing guidelines for the payer you are billing.

```

Desired ACTION (Edit/Next/View/Jump/Back/Quit): N// E

Desired FIELDS: (1-12): 1-12// 12
[12] Admitting DX:

```

## 2.4 “J” HCPCS codes description will print on UB-04

A change has been made to the printing of the UB-04 to allow the “J” HCPCS codes to print the CPT description rather than the description of the Revenue Code. The description of the “J” code will only print if the Itemized UB prompt has been set to Yes in the Insurer File.

### 3.0 Patch 12 Checklist – Federal Locations

Before installing Patch 12:

1. Determine Supervisor staff and list below:

---

The supervisor will need to be assigned the ABMDZ UFMS SUPERVISOR key once the patch has been installed.

2. List your Parent (primary) billing facility in the table below.
3. List any Satellite locations. Be sure to include Home, School, or any outside billing locations.

	Facility Location	Type (IHS, Home, School)	Use of ASUFAC	ASUFAC
Parent				
Satellite				
Satellite				
Satellite				
Satellite				
Satellite				

4. Add Tax Identification Numbers into RPMS using VA Fileman for your most common payers. Once Patch 12 has been installed, a prompt will be added to the Insurer File in Table Maintenance. However, prior to installing patch 12, enter the TIN in the following format:

```
Select VA FileMan Option: ENTER or Edit File Entries
```

```
INPUT TO WHAT FILE: INSURER
EDIT WHICH FIELD: ALL// FEDERAL TAX ID #
THEN EDIT FIELD:
```

```
Select INSURER NAME: RAILROAD RETIREMENT
( RAILROAD RETIREMENT )
```

```
RAILROAD RETIREMENT
```

```
- PO BOX 310
DENNISON, TX 87021-0310
```

```
OK? Y//
```

```
FEDERAL TAX ID #:
```

Remember that once the Patch is installed and the Tax Identification number is not entered, your billing staff may not be able to bill due to claim editor errors that will display.



## 4.0 Appendix A

The following table contains UFMS terms that are equivalent to the current RPMS terms:

RPMS		UFMS Oracle
3P Bills	=	Invoices
A/R Payments	=	Receipts
Adjustments	=	Adjustments
Insurance	=	Customer
Clinic Codes	=	Cost Centers
Type Insurer	=	Budget Activity Code
ASUFAC#s	=	Location Codes

Figure 3-1: Table of UFMS terminology

## 5.0 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) 248-4297

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

**Email:** [support@ihs.gov](mailto:support@ihs.gov)