



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable (BAR)

Patch Addendum to User Manual

Version 1.8 Patch 3
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Office of Information Technology (OIT)
Division of Information Resource Management
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1.0 Summary of Changes: Patch 3

1.1 Service Center Call Resolutions

Service Center call resolutions including the following:

- a. IM17926: ERA Review postable claims erring out when no bills are on file.
- b. IM17362: TAR report erring out - missing collection batch.
- c. IM17271: 16735, 20102 - Duplicate Bills in lookup list.
- d. IM17021: Can't view check detail in ERA claim report.
- e. IM16588: The letter "m" not displaying correctly in front of bill numbers.
- f. IM15887: General Information category affecting balance.
- g. IM15268: ERA check matching - don't allow cancelled/rolled up to display.
- h. IM15027: <SUBSCRIPT>EN+5^VALM2 Error when reviewing checks and there are none to review.
- i. IM14472: Lengthen host file name field.
- j. IM14057: Resolve undefined when no A/R account on bill during flat rate post.
- k. IM13630: Negative balance bills still posting.
- l. IM13589: ERA file listing not working correctly.
- m. IM13518: "+" standard code before lookup in table in case a leading zero is sent.
- n. IM13516: Can't review ERA files.
- o. IM18713: Error on old A/R v1.0 check removed.
- p. IM15742: Fix for <UNDEFINED>BILLS+3^BARNCPDP error.
- q. IM19058: <COMMAND>REVIEW+7^BAREDP00 error.
- r. IM20678: <SUBSCRIPT>DETAIL+5^BARRASM ASM and PSRA reports erred out because a VP INSURER TYPE (c): THIRD PARTY LIABILITY was not accounted for. A modification was made to resolve the error.
- s. IM21585: <SUBSCRIPT>DETAIL+6^BARRASM – Similar to the item above. The VP INSURER TYPE was not accounting for GUARANTOR nor MEDICARE HMO type of insurer.
- t. IM14262,IM22087: At certain prompts (e.g. Posting Adjustment option, “Select Command (Line # 1)”) if the user entered a string greater than 255 characters the application would error. If the user does this now it will present the help screen and allow the user to try again.

- u. IM21683,IM23712 - An entry in the A/R EDI STND CLAIM ADJ
 - i. REASONS: File was found to have a corrupt entry in the RPMS
 - ii. ADJUSTMENT CATEGORY: Field (14;27) should have been 14. The .04 field was not populated and should have been 27. This is corrected as part of the post install process.
- v. IM23858: Auto Sync Report errored when the user entered a Visit Location and the A/R SITE PARAMETER field for "Location Type for Reports" was set to "BILLING".
- w. IM19044: <SUBSCRIPT>IDENT+13^BAREDP01 Error caused by payer sending more than one ISA/IEA pair in one 835 file. This is not HIPAA compliant. During Stage 1 of loading the file a message will display informing the user to request a new file from the payer that is HIPAA compliant.
- x. IM24235: <UNDEFINED>EN+7^DIC Error resulted from a user trying to post adjustments to a site that was not set up as an A/R site. All warning messages were ignored. The user was allowed to continue through the system until finally the error occurred because there were no bills for the site. Now a message will appear and the user will be exited out.
- y. IM24570: It was reported the Auto Write-off released in patch 1 wrote off transactions which belonged to *non-ben* accounts. After review of the screen for non-bens, it was found that the "stands for" string for non-bens was changed in the INSURER file by the AUPN developer. The A/R was not aware of this change and did not properly screen out non-ben accounts. This was corrected by using the code for non-bens not the description string.
- z. IM23238: It was found that when printing certain A/R reports to an HFS device (a file on the host system) that the user could not override the default file (C:\TMP\TMP.HFS). This has been fixed.
- aa. IM25704: <UNDEFINED>LETTER+11^BARBL Variable undefined when printing Age Day Letter and List, this was fixed by adding a \$G.
- bb. IM25783: <UNDEFINED>BILL2+31^BARRSYNC Variable undefined when running the sync report. Added \$GET when accessing the variable.
- cc. IM25865: ERA "POSTED STATUS" section was displaying **BILL NOT MATCHED TO A/R** message when in fact the bill did match.

Additions/Modifications to Files

The new DNS for the Transworld Debt Collection module will be placed into the DCM entries in the ZISH SEND PARAMETER file.

- Change AWO EXPIRATION DATE to allow UFMS write-off.
- Add new write off entry in the A/R TABLE ENTRY file for the UFMS write-off.

1.2 NPI Modifications

This Patch 3 contains additional functionality for NPI. Changes to the ERA download were made so NPI data will be imported during the ERA file download process and placed into the A/R EDI CHECK and A/R TRANSACTION files.

1.3 Additions/Modifications to Files

This patch contains modifications and additional functionality as requested in "IHS Accounts Receivable Software Requirements Specification (SRS) For Version 1.8 patch 1 Addendum," and as further articulated in IHS Accounts Receivable Version 1.8 Patch 1 SRS Addendum (BAR) Design Document.

In general they are as follows:

- Changes related to the importing of the HIPAA 835 v4010 A/R EDI TRANSPORT file
- Changes specific to the data structure of the A/R EDI STND CLAIM ADJ REASONS file as requested by Third Party Billing package.

A cross reference was added to the A/R EDI STND CLAIM ADJ REASONS file was added to assist in lookup. This was requested by the Third Party Developer.

- The availability of the Write-off option has been extended to May 29, 2007
- A new option "REVN Auto Write-off (2007) Non-Ben Reversal" has been added to reverse the write-off for non-ben transactions mistakenly written off by the write-off released in Patch 1. Use this *only* if you used the AWO released in Patch 1.

1.4 UFMS Session Logging and File Transfer

This patch includes new functionality which enables sites to conform to HHS requirements to move receipt (collection), and adjustment transactions to the UFMS Accounts Receivable module. This will enable the UFMS Receivables to be used for reporting purposes (such as aging) and for the automated transfer of RPMS A/R transaction data.

2.0 Patch 3 Details

UFMS

Patch 3 includes changes to the Accounts Receivable system which are required to transmit financial data to the Unified Financial Management System (UFMS). UFMS is the federal financial system adopted by the Department of Health and Human Services. The UFMS will be replacing the CORE financial system and Indian Health Service will be going live for all of its financial data in October of 2007. To feed the UFMS Accounts Receivable module with the financial data from RPMS, an interface was developed in which files will be sent from each federal facility RPMS server to the OIT integration engine and directly to UFMS on a nightly basis.

Note: Non-IHS federal sites will not be sending data to UFMS and the Accounts Receivable system uses an API in 3P Billing to determine transactions that will be sent or not. At the end of this manual is guidance on other features that these sites might want to consider turning off.

General

This guide has been structured by 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. In addition, various sections are available based on the roles of the person accessing the A/R system.

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

2.1 IHS Federal Facilities

Changes in Patch 3 allow payments and transactions to be transferred from the RPMS system to UFMS. These transactions are grouped into sessions that are tracked by each user. Session data is then batched into a file that is automatically sent to the OIT Integration Engine, also referred to as the *hub*. Each site is responsible for reviewing, reconciling and transmitting files on a daily basis.

The following provides instructions based on your role in account reconciliation. The first section titled Posting Staff is for staff responsible for posting payments and/or adjustments into the Accounts Receivable module. There is also a section on Posting Unallocated Cash which has been modified in this patch.

The second section titled Finance Staff is used by the collection staff responsible for batching checks. Depending on your procedures for batching, the responsibility of

this task can be done locally or at the Area level by either Business Office or Finance staff.

The third section is used by staff such as Accounts Receivable Supervisors, the Business Office Manager or someone who will be designated as a “back up” manager for sending files to the financial system.

2.1.1 A/R Posting Staff

Patch 3 introduces a new function called Cashiering. This allows the A/R Poster to open a session that records activity such as payment posting, posting adjustments and posting refunds from bills. Once the A/R Poster has completed his or her posting activity for the day, the Poster must reconcile the amounts that they posted with the screens that display in the A/R system. They will then close out their session. Closed sessions are sent to the A/R Supervisor for reconciling of all sessions created at the site by all staff so that the file can be transmitted to the UFMS financial system.

2.1.1.1 Opening a Cashiering Session

All A/R posting staff must sign in to Cashiering mode prior to posting payments, adjustments or refunds. If the A/R Poster tries to post without logging in, a prompt will display telling them they must log in. Notice the following screen example.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Posting Menu                                   |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          6-AUG-2007 8:26 AM

PAY   Post Payments and Adjustments
ADJ   Post Adjustments
FRP   Flat Rate Posting
FBL   View Flat Rate Bills
PUC   Post Unallocated Cash
REF   Post Refunds
RMK   Post Remark Codes
RX    Post NCPDP Reject/Payment Codes
BPS   Bill Posting Summary
PRT   Adjustment Categories & Types
IADJ  Standard Adjustment Reason Inquiry
IRMK  Remittance Advice Remark Code Inquiry
BEN   Auto Post Beneficiary
ERA   ERA Posting ...

Select Posting Menu Option: PAY   Post Payments and Adjustments

* * YOU MUST SIGN IN TO BE ABLE TO PERFORM POSTING/COLLECTION FUNCTIONS! * *

Enter RETURN to continue or '^' to exit:   Enter RETURN to continue or '^' to
exit:

**> Sorry, access to this option has been denied by the application.

The variable XQUIT was encountered at the option
'Post Payments and Adjustments'.
You are being returned to:
'Posting Menu'

Hit the "Enter" or "Return" Key to Continue

```

Figure 2-1: Sample of opening a cashiering session

To log in, access the Cashiering Options menu from the Main menu as shown following,


```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Cashiering Options                             |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          11-JUL-2007 8:45 AM

CIO    Cashiering Sign In/Sign Out
SUP    Supervisory Functions...
UVCH   View Your Cashier Session

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

```

Figure 2-2: Sample of main menu for cashiering options

The system will notify you that you are “signing in for cashiering.” When entering cashiering mode, the system requires that you enter your *electronic signature code*.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Cashiering Sign In/Sign Out                   |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          11-JUL-2007 8:46 AM

YOU ARE SIGNING *IN* FOR CASHIERING

Enter your Current Signature Code:      SIGNATURE VERIFIED

```

Figure 2-3: Example of screen shown when electronic signature is verified

After signing in, the system will display your current posting activity. The initial Cashiering Display will display activity with zero counts and zero dollars since the A/R Poster has not completed any activity yet.

Note: If the user has previously signed in and posted payments or adjustments, the system will display activity with counts and dollars that were previously entered by the user.

CASHIERING DISPLAY FOR CASHIER POSTER,JOSIE				
WITH SESSION ID 3070711.084635			SESSION STATUS: OPEN	
Cashiering Function - Payments				
Count	-	0	\$	0.00
Cashiering Function - Adjustments				
CO-PAY	-	0	\$	0.00
DEDUCTIBLE	-	0	\$	0.00
GROUPE ALLOWANCE	-	0	\$	0.00
NON PAYMENT	-	0	\$	0.00
PAYMENT CREDIT	-	0	\$	0.00
PENALTY	-	0	\$	0.00
WRITE OFF	-	0	\$	0.00
Total Adjustments	=	0	\$	0.00
Cashiering Function - Refunds				
Count	-	0	\$	0.00
Enter RETURN to continue or '^' to exit:				

Figure 2-4: Sample of screen showing current posting activity

Once the cashiering session has been opened, the RPMS system will assign a session number to your open session. This number is in a VA FileMan date/time format of **XYMMDD.HHMMSS** and can be used as a reference for the session. The following example provides guidance on reading this number.

```
SESSION ID NUMBER: 3070803.155759

3 = X
07 = Year
08 = Month
03 = Day
1557 = military time (3:57 PM)
59 = second
```

Figure 2-5: Example of session number

Once you have logged into the session, you can now <return> through the options and enter the Posting menu options to perform your daily activities.

2.1.1.2 Continuing an Opened Cashiering Session

There may be instances when a *poster* will leave their workstation for breaks or lunch or unexpectedly during the day. When this occurs, you manually log out of RPMS and you will still be assigned to your same session when logging back in. The A/R system is modified to allow the poster to continue their existing Open Cashiering Session until they have completed all of the posting for the day before logging out for the day.

In addition, as you access other A/R menu options, the system will display your status of being logged into a session.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Cashiering Options                             |
|          INDIAN HEALTH HOSPITAL                         |
|          ** LOGGED INTO CASHIERING MODE **              |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          6-AUG-2007 8:54 AM

CIO    Cashiering Sign In/Sign Out
SUP    Supervisory Functions ...
UVCH   View Your Cashier Session

Select Cashiering Options Option:

```

Figure 2-6: Sample of screen displaying log-in status

If you have previously logged into a cashiering session and attempt to sign in again by accessing the CIO menu, the system will display the session in which you are currently logged into. In addition, a question will display asking if you want to sign out.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Cashiering Sign In/Sign Out                   |
|          INDIAN HEALTH HOSPITAL                         |
|          ** LOGGED INTO CASHIERING MODE **              |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          11-JUL-2007 8:58 AM

You are still logged in to
'Cashiering Mode' function with
session id 3070711.084635

Do you wish to sign out of 'Cashiering Mode' and reconcile for the day?? NO//

CIO    Cashiering Sign In/Sign Out
SUP    Supervisory Functions ...
UVCH   View Your Cashier Session

Select Cashiering Options Option:

```

Figure 2-7: Sample of screen prompting poster for sign-out

Type **No** at the prompt and return to continue your session. You can now continue the posting activities.

2.1.1.3 Selecting the View Cashiering Option

Users that wish to view their activity may choose to access the option above or they can access the View Cashiering Session option directly.

At the bottom of the screen there is a prompt to Press <RETURN> to change statuses being displayed or, Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:. Enter the corresponding Session Number to view the session.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Cashiering Options                            |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          6-AUG-2007 8:41 AM

CIO   Cashiering Sign In/Sign Out
SUP   Supervisory Functions ...
UVCH  View Your Cashier Session

Select Cashiering Options Option: UVCH  View Your Cashier Session

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Your Cashier Session                    |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          6-AUG-2007 8:41 AM

UFMS DISPLAY DATE LIMIT: JUL 30,2007  (T-1W)

The following SESSIONS are currently OPEN =>
  SESSION ID    CASHIER          DATE OPENED          ERA\PST
-----
1. 3070803.155759  LAKE,SAM M    AUG 03, 2007@15:57:59      *  \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:

```

Figure 2-8: Sample of View Cashiering Option

2.1.1.4 Closing an Open Session

After the posting staff has completed their posting of payments and adjustments for the day, they must logoff of their session. The system will display their posting activity for the day and the posting staff should reconcile the amounts they posted for the day with the information displayed on the screen.

To do this, enter the CIO option and the following display will be prompted.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Cashiering Sign In/Sign Out                   +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          6-AUG-2007 8:46 AM

You are still logged in to
'Cashiering Mode' function with
session id 3070806.172248

Do you wish to sign out of 'Cashiering Mode' and reconcile for the day?? NO// Y
Enter RETURN to continue or '^' to exit:

                                CASHIERING MODE
                                CASHIERING DISPLAY FOR CASHIER POSTER,JOSIE
                                WITH SESSION ID 3070803.155759          SESSION STATUS: OPEN

Cashiering Function - Payments
Count          -          5                      $    5016.00

Cashiering Function - Adjustments
CO-PAY          -          10                      $    1937.00
DEDUCTIBLE       -           8                      $     10.00
GROUPEE ALLOWANCE -           0                      $      0.00
NON PAYMENT      -           4                      $     15.00
PAYMENT CREDIT   -           0                      $      0.00
PENALTY          -           0                      $      0.00
WRITE OFF        -           0                      $      0.00
Total Adjustments =           0                      $      0.00

Cashiering Function - Refunds
Count          -           0                      $      0.00

Do you wish to log out now?? Yes//

By logging out, you are confirming the system balances. Are you sure you wish to
log out?? Yes//    YES

Fine, the session 3070806.172248 will be sent to your manager for processing.
Status for Session 3070806.172248 has been set to RECONCILED

Enter RETURN to continue or '^' to exit:

CIO    Cashiering Sign In/Sign Out
SUP    Supervisory Functions ...
UVCH   View Your Cashier Session

Select Cashiering Options Option:

```

Figure 2-9: Sample of screens seen when logging out of a session

The information in your session with the assigned session number has now been sent to the supervisor for the Review/Approve step.

2.1.2 Posting Unallocated Cash

The Post Unallocated Cash has been modified to be used for transfers and unbilled reimbursements. Because UFMS requires an invoice to apply receipts and adjustments, there are some instances when there is not a corresponding third party bill created or an account in RPMS A/R to post again, such as a HPSA payment or an interest payment that may be received from the third party insurer. To post these in UFMS, the finance staff will need to manually create the entries on the UFMS software.

The Business Office staff will need to post the balances of these transactions in Unallocated Cash after the completion of posting items in A/R batches. To notify Finance of these transactions, the A/R poster will post these amounts out of Unallocated Cash, print the corresponding letters and submit the supporting documentation to Finance. Finance will make the manual entries into UFMS.

The other major modification was that the Post Unallocated Cash option is now a locked key and the supervisor will need to determine who will be handling this step so that the key can be assigned.

2.1.2.1 Posting Unallocated Cash and Cashiering

The system has been modified so that if you try to post Unallocated Cash, you must sign into a session first. Note the following example.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|                   Posting Menu                          |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 12:14 PM

PAY    Post Payments and Adjustments
ADJ    Post Adjustments
FRP    Flat Rate Posting
FBL    View Flat Rate Bills
PUC    Post Unallocated Cash
REF    Post Refunds
RMK    Post Remark Codes
RX     Post NCPDP Reject/Payment Codes
BPS    Bill Posting Summary
PRT    Adjustment Categories & Types
IADJ   Standard Adjustment Reason Inquiry
IRMK   Remittance Advice Remark Code Inquiry
BEN    Auto Post Beneficiary
ERA    ERA Posting ...

Select Posting Menu Option: PUC  Post Unallocated Cash

* * YOU MUST SIGN IN TO BE ABLE TO PERFORM POSTING/COLLECTION FUNCTIONS! * *

Enter RETURN to continue or '^' to exit:

```

Figure 2-10: Sample of signing into a session

2.1.2.2 Posting Unallocated Cash for Unbilled Reimbursements

Once logged into a session, the A/R posting staff will post these Unallocated Cash items to the new category of Unbilled Reimbursements. After the user selects the Unbilled Reimbursements and verifies the amount, the user will then select an Unbilled Reimbursement type to further define the transaction. Once these items are selected, the user will have an option of either posting the amounts (removing the amounts from the Unallocated bucket) or printing the letter only (leaving the amounts in the Unallocated bucket).

Note: It is recommended that the user print the letter first, send it to Finance with supporting documentation, get verification that the money was posted in UFMS, and then *post* the Unallocated Cash.

Once these selections are made, a letter will be printed. The system will only allow the user to queue the letter to a printer.

PAY Post Payments and Adjustments
 ADJ Post Adjustments
 FRP Flat Rate Posting
 FBL View Flat Rate Bills
 PUC Post Unallocated Cash
 REF Post Refunds
 RMK Post Remark Codes
 RX Post NCPDP Reject/Payment Codes
 BPS Bill Posting Summary
 PRT Adjustment Categories & Types
 IADJ Standard Adjustment Reason Inquiry
 IRMK Remittance Advice Remark Code Inquiry
 BEN Auto Post Beneficiary
 ERA ERA Posting ...

Select Posting Menu Option: **PUC**

Enter your Current Signature Code: SIGNATURE VERIFIED

Roll-over as you post? NO//

#	Credit	Account	Batch
1.	55.20	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
2.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
3.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
4.	483.28	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
5.	24.73	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
6.	55.20	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/05/1999-1
7.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/05/1999-1
8.	42.00	SNOW BIRD INSURANCE GROUP	USER27-07/17/2003-3

Enter a number (1-76): 8

#	Credit	Account	Batch
	42.00	SNOW BIRD INSURANCE GROUP	USER27-07/17/2003-3

Action (1=Post to an A/R Bill, 2=Refund, 3=Unbilled Reimbursement, 4=Transfer to another facility, 5=Exit): 3

Unbilled Reimbursement Amount: : (.01-42): 42//

Unbilled Reimbursement Type: ??

Choose from:

550 HPSA Payments
 551 Incentive Payments
 552 FMCRA/TPL Payments
 553 Interest Payments
 554 Early Payment Allowance
 555 Rebate
 556 Bad Debt Collections
 557 Bonus
 558 Capitation Payment
 559 Medical Record Copying

Unbilled Reimbursement Type: 550 HPSA Payments


```
Select one of the following:

      P      POST IT
      L      PRINT FINANCE LETTER

You have entered 42 as an Unbilled Reimbursement to HPSA Payments.
Would you like to Post this or Print the Finance Letter: L// L PRINT FINANCE LE
TTER

DEVICE:   Virtual      Right Margin: 80//

CAN'T PRINT LETTER TO THE SCREEN!!

Select device to print Finance letter...
DEVICE:
```

Figure 2-11: Sample of posting menu screens

It is important for the finance letter be queued to a printer for a hard copy of the letter to be printed. The system will not save a copy of this letter so the system requires you to print the letter to a device only.

Following is a display of the Unbilled Reimbursement Letter. Various fields in bold are populated based on the A/R transaction identified in the Post Unallocated Cash option. The remaining items on the letter are provided for Finance to use when creating the manual entries in UFMS.

UNBILLED REIMBURSEMENTS LETTER	
DATE:	AUG 8, 2007
FROM:	POSTER, JOSIE INDIAN HEALTH HOSPITAL
TO:	Finance Office
RE:	Credit Balance in RPMS Unallocated for SNOW BIRD INSURANCE GROUP for the total of 42.00
COLLECTION BATCH NAME: USER27-07/17/2003-3	
CHECK NUMBER: 00040126	
DEPOSIT TICKET SCHEDULE NUMBER: 1000101	
<p>The above information is provided as a notification of a third party payer balance posted from the RPMS Unallocated bucket in which there is no corresponding account. This letter is to notify Finance to process the payment in UFMS by manually entering the data.</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">UFMS Manual Entry:</p> <p style="text-align: center;">ENTER INVOICE DATA</p> <p>UFMS Transaction number: _____</p> <p>Source: _____</p> <p>Bill to Customer: _____</p> <p>Bill to IEN: _____</p> <p>Description: _____</p> <p>Quantity: _____</p> <p>Unit Price: _____</p> <p>Distributions: CAN: _____</p> <p> Object Class: _____</p> <p> HHS T-Code: _____</p> <p> GL Account: _____</p> <p style="text-align: center;">APPLY AN UNAPPLIED RECEIPT</p> <p>Apply to Invoice: _____</p> <p>Unapplied field: _____</p> <p style="text-align: center;">-----</p> <p>Received by: _____ Date: _____</p>	

Figure 2-12: Sample of Unbilled Reimbursement letter

2.1.2.3 Posting Unallocated Cash for Transfers

When a facility receives checks that do not belong to their facility but belong to another facility in their Area, the poster will leave the balance in the batch and post the balance to Unallocated Cash. The next step is to post the unallocated cash and credit the dollars to a specific facility. A corresponding letter will be printed notifying Finance to make the transfer within the Area.

Once logged into a session, the A/R posting staff will post these Unallocated Cash items to the new category of Transfers. After the user selects the transfers and verifies the amount, the user will then select an A/R Account and/or facility to further define the transaction.

For more information on downloading A/R Accounts, please reference the Supervisory section which provides detailed information.

Once these items are selected, the user will have an option of either posting the amounts (removing the amounts from the Unallocated bucket) or printing the letter only (leaving the amounts in the Unallocated bucket).

<p>Note: It is recommended that the user print the letter first, send it to Finance with supporting documentation, get verification that the money was transferred in UFMS and then post the Unallocated Cash.</p>

Once these selections are made, a letter will be printed. The system will only allow the user to queue the letter to a printer.

The A/R posting staff will post these unallocated cash items to Transfers based on the example shown on the following pages.

```

PAY      Post Payments and Adjustments
ADJ      Post Adjustments
FRP      Flat Rate Posting
FBL      View Flat Rate Bills
PUC      Post Unallocated Cash
REF      Post Refunds
RMK      Post Remark Codes
RX       Post NCPDP Reject/Payment Codes
BPS      Bill Posting Summary
PRT      Adjustment Categories & Types
IADJ     Standard Adjustment Reason Inquiry
IRMK     Remittance Advice Remark Code Inquiry
BEN      Auto Post Beneficiary
ERA      ERA Posting ...

```

Select Posting Menu Option: PUC Post Unallocated Cash

Enter your Current Signature Code: SIGNATURE VERIFIED

Roll-over as you post? NO//

#	Credit	Account	Batch
1.	55.20	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
2.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
3.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
4.	483.28	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
5.	24.73	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/03/1999-2
6.	55.20	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/05/1999-1
7.	27.60	BCBS OF NEW MEXICO (FEP)	PVT INS OPV-08/05/1999-1
8.	279.94	PRESBYTERIAN HEALTH PLAN	PVT INS OPV-10/04/2001-1
9.	12.00	FIRST AMERICAN ADMINISTRATORS	USER08-07/18/2002-1
10.	16.40	FIRST AMERICAN ADMINISTRATORS	USER02-07/18/2002-1
11.	38.40	FIRST AMERICAN ADMINISTRATORS	USER14-11/08/2002-1
12.	1000.00	MEDICARE	MEDICARE OPV-07/18/2002-1
13.	42.00	PRUDENTIAL HEALTHCARE	USER01-07/17/2003-3
14.	42.00	LIGHTING INSURANCE COMPANY	USER02-07/17/2003-3
15.	42.00	STAR INSURANCE CO	USER19-07/17/2003-4
16.	42.00	SNOWFLAKE INSURANCE	USER20-07/17/2003-3
17.	42.00	GOLDEN DESERT GROUP	USER24-07/17/2003-3
18.	42.00	FAMILY INSURANCE PLAN	USER13-07/17/2003-3
19.	42.00	CARPENTERS UNION	USER04-07/17/2003-3
20.	42.00	BEWARE INSURANCE	USER18-07/17/2003-3
Enter RETURN to continue or '^' to exit:			
21.	42.00	OLD REPUBLIC INS GRP	USER15-07/17/2003-5
22.	42.00	TIME BOMB INSURANCE	USER15-06/17/2004-3
23.	42.00	CRESCENT MUTUAL LIFE	USER14-06/17/2004-2

Enter a number (1-23): 23

#	Credit	Account	Batch
---	--------	---------	-------

```
42.00      CRESCENT MUTUAL LIFE      PVT INS OPV-03/22/2006-16

Action (1=Post to an A/R Bill, 2=Refund, 3=Unbilled Reimbursement, 4=Transfer to
another facility, 5=Exit):  4 Transfers

Transfer Amount: :  (.01-42): 42//

Select A/R ACCOUNTS/IHS: LL.SANTA FE

      Searching for a GL LOCATION FROM LOCATION FILE, (pointed-to by ACCOUNT)
SANTA FE HOSPITAL      ALBUQUERQUE      SANTA FE      11

      ...OK? Yes//

      Select one of the following:

          P      POST IT
          L      PRINT FINANCE LETTER

You are transferring 42 to SANTA FE HOSPITAL.
Would you like to Post this or Print Finance Letter: L//

Select device to print Finance letter...
DEVICE:      Virtual      Right Margin: 80//

CAN'T PRINT LETTER TO THE SCREEN!!
```

Figure 2-13: Sample of the posting of unallocated cash items to transfers

It is important for the finance letter to be queued to a printer for a hard copy of the letter to be printed. The system will not save a copy of this letter so the system requires you to print the letter to a device only.

Following is a display of the Transfer Letter. Various fields in bold are populated based on the A/R transaction identified in the Post Unallocated Cash option.

TRANSFER LETTER	
DATE:	AUG 2, 2007
FROM:	POSTER, JOSIE NOT-A-REAL FACILITY
TO:	Finance Office
RE:	Transfer for DEMO FACILITY for the total of 1.00
COLLECTION BATCH NAME: DEMO FACILITY HEALTH CENTER-07/18/2007-2	
CHECK NUMBER: 12345	
DEPOSIT TICKET SCHEDULE NUMBER: 3234	
<p>The above information is provided as a notification of a third party payer balance posted from the RPMS Unallocated bucket in which there is no corresponding account. The check amount belongs to another facility. This letter is to notify Finance to transfer the funds accordingly.</p>	

Received by:	_____ Date:_____

Figure 2-14: Sample of transfer letter

2.1.3 Supervisory Staff

Supervisory staff serves two important roles in support of the UFMS Adjustments and Receipt files as follows:

- Reconciliation of all the sessions created by the Accounts Receivable posting staff and transmitting the files to UFMS on a nightly basis.
- Setting up and maintaining the A/R system to include the display defaults and the RPMS directory.

2.1.3.1 End-Of Day Activities

The sessions that have been created by the posting staff will need to be reviewed and processed into a UFMS file to be transmitted to UFMS on a daily basis. UFMS will post the transactions to corresponding RPMS invoices that were sent previously from the RPMS third party billing system.

Note: It is important for the supervisory staff to allow for time at the end of each day to reconcile and send these files because UFMS cannot credit the location with third party revenue via the UFMS General Ledger without this information.

2.1.3.2 Supervisory Functions Menu Options

To perform these duties, the supervisor will access the Supervisory Function option.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Cashiering Options                             |
+-----+
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-JUL-2007 6:48 AM

CIO   Cashiering Sign In/Sign Out
SUP   Supervisory Functions ...
UVCH  View Your Cashier Session

Select Cashiering Options Option:  SUP

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Supervisory Functions                         |
+-----+
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-JUL-2007 6:46 AM

VON   View Cashiering Sessions
RSN   Resend a UFMS File
CLR   Clear 'Already Assigned' Message
LKP   Lookup Transactions Using 'APPLY TO' Field
RPT   UFMS Reports Menu ...

Select Supervisory Functions Option:

```

Figure 2-15: Sample of supervisory functions menu

2.1.3.3 View Cashiering Sessions Menu Option

Within this menu option, the supervisor will be given the option of viewing cashiering sessions. Each cashiering session has different statuses which are listed and defined in the following table.

O	OPEN	Sessions that a cashier has opened and has not logged off.
RC	RECONCILED	Sessions that a cashier has logged off and reconciled.
RV	REVIEWED/APPROVED	Sessions in which a supervisor has reviewed and approved and is ready to be sent to UFMS.
T	TRANSMITTED	Sessions that were included in UFMS files and have already been transmitted.
RT	RETRANSMITTED	Sessions that were resent to UFMS for a specific reason.

2.1.3.4 Reviewing and Approving Sessions

To review and approve the sessions, the supervisor will use the VON option.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+-----+
|          Supervisory Functions                          |
|          INDIAN HEALTH HOSPITAL                        |
+-----+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-JUL-2007 6:46 AM

VON  View Cashiering Sessions
RSN  Resend a UFMS File
CLR  Clear 'Already Assigned' Message
LKP  Lookup Transactions Using 'APPLY TO' Field
RPT  UFMS Reports Menu ...

Select Supervisory Functions Option:  VON

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+-----+
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+-----+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 8:43 AM

UFMS DISPLAY DATE LIMIT: JUL 31,2007  (T-1W)

The following SESSIONS are currently OPEN =>
  SESSION ID    CASHIER          DATE OPENED          ERA\PST
-----
1. 3070807.084333 POSTER,JOSIE    AUG 07, 2007@08:43:33      \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:

```

Figure 2-16: Sample of using the VON option

The system gives the supervisor the option of Selecting a Session Number to View, Reconciling all listed sessions (RC) or Quit to exit the system (Q).

2.1.3.5 Selecting a Session Number to View

The following display shows the view of Session #1. As noted there is no activity on this session so the supervisor will have the option of leaving it open or deleting the session. To leave the session open, hit **Return** at the D/Delete prompt. If you choose to delete, type in **D** at this prompt, as shown in the following example.

```

                                SUPERVISOR MODE
                                CASHIERING DISPLAY FOR CASHIER POSTER,JOSIE
                                WITH SESSION ID 3070807.084333      SESSION STATUS: OPEN

Cashiering Function - Payments
Count          -      0                      $      0.00

Cashiering Function - Adjustments
CO-PAY         -      0                      $      0.00
DEDUCTIBLE     -      0                      $      0.00
GROUPER ALLOWANCE -      0                  $      0.00
NON PAYMENT    -      0                      $      0.00
PAYMENT CREDIT -      0                      $      0.00
PENALTY        -      0                      $      0.00
WRITE OFF      -      0                      $      0.00
Total Adjustments =      0                  $      0.00

Cashiering Function - Refunds
Count          -      0                      $      0.00

There is no posting activity. You may delete this session or leave it open.
If you leave it open the cashier will be reassigned this session when they
log back in.
D/Delete:
```

Figure 2-17: Sample of session number 1

Also of note is the ERA/PST column. If a poster has an open session and is performing either ERA posting or manual posting, there will be a corresponding **Y** beside their name and under the appropriate column heading. Note that the “*” indicates that the user is logged into the RPMS system. See the next example.

```

UFMS DISPLAY DATE LIMIT: JUL 31,2007  (T-1W)

The following SESSIONS are currently OPEN =>
SESSION ID    CASHIER                DATE OPENED                ERA\PST
-----
1. 3070806.091523 POSTER,JOSIE      AUG 06, 2007@09:15:23      *    Y\
2. 3070806.120831 WORKER,ADRIAN M   AUG 06, 2007@12:08:31      *    \Y
3. 3070807.084442 COWORKER,TIM      AUG 07, 2007@08:44:42      \

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit: RC
```

Figure 2-18: Sample of screen showing ERA/PST column information

2.1.3.6 Selecting the Reconcile All Listed Sessions Option

When reconciling, two options can occur. The first one is when there is no activity in the session. If this occurs, the A/R system will default and display all *open* sessions on the system.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 10:19 AM

UFMS DISPLAY DATE LIMIT: JUL 31,2007  (T-1W)

The following SESSIONS are currently OPEN =>
  SESSION ID    CASHIER          DATE OPENED                      ERA\PST
-----
1. 3070807.084333 POSTER,JOSIE      AUG 07, 2007@08:43:33          \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:

```

Figure 2-19: Sample of the Reconcile All Listed Sessions option

If the supervisor wants to *reconcile all listed sessions*, the system will review the file and will not allow the supervisor to reconcile if there is no activity in the session. The system will display a screen with information similar to that in the following example.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 10:19 AM

UFMS DISPLAY DATE LIMIT: JUL 31,2007  (T-1W)

The following SESSIONS are currently OPEN =>
  SESSION ID    CASHIER          DATE OPENED                      ERA\PST
-----
1. 3070807.084333 POSTER,JOSIE      AUG 07, 2007@08:43:33          \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit: RC

CANNOT RECONCILE SESSION 3070807.084333
THE SESSION HAS NO POSTING ACTIVITY

Enter RETURN to continue or '^' to exit:

```

Figure 2-20: Sample of screen used to reconcile all listed sessions

When there are sessions in the file that are open but the supervisor wants to access the reconciled files to Review/Approve, the user must hit the **return** key (or the enter key) at the prompt to be able to select the reconciled files in the system.

When you reconcile sessions, the system will check to make sure the user is logged in. It will also check whether or not they are performing any posting activity. If they are, a warning message will appear similar to the one near the bottom of the example screen following.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                       |
|          ** LOGGED INTO CASHIERING MODE **            |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 10:19 AM

UFMS DISPLAY DATE LIMIT: JUL 31,2007  (T-1W)

The following SESSIONS are currently OPEN =>
  SESSION ID    CASHIER          DATE OPENED          ERA\PST
-----
1. 3070803.14435 POSTER,JOSIE    AUG 07, 2007@08:43:33    *  \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit: RC

Enter RETURN to continue or '^' to exit:

RECONCILING SESSION 3070803.14435
THE CASHIER IS LOGGED IN BUT NOT CURRENTLY IN A/R MENUS
Continue Anyway?? Y// ES

```

```

RECONCILING SESSION 3070803.155759
THE CASHIER IS LOGGED IN BUT NOT CURRENTLY IN A/R MENUS
Continue Anyway?? Y// ES

RECONCILING SESSION 3070806.091523
THE CASHIER IS LOGGED IN BUT NOT CURRENTLY IN A/R MENUS
Continue Anyway?? Y// ES

UFMS DISPLAY DATE LIMIT: JUL 17,2007 (T-3W)

The following SESSIONS are currently OPEN =>

```

SESSION ID	CASHIER	DATE OPENED	ERA\PST
1. 3070806.120831	WORKER,ADAM	AUG 06, 2007@12:08:31	\
2. 3070807.084442	COWORKER,TIM	AUG 07, 2007@08:44:42	\

```

-----
Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:
<return>

Select one of the following:

O      OPEN      (2)
RC     RECONCILED (3)
RV     REVIEWED/APPROVED (3)
T      TRANSMITTED (6)
RT     RETRANSMITTED (6)
ALL    ALL STATUSES (20)
Q      QUIT

View which session status: RC

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE      BUSINESS OFFICE      7-AUG-2007 10:30 AM

UFMS DISPLAY DATE LIMIT: JUL 31,2007 (T-1W)

The following SESSIONS are currently RECONCILED =>

```

SESSION ID	CASHIER	DATE RECONCILED	ERA\PST
1. 3070806.172248	POSTER,JOSIE	AUG 07, 2007@06:00:05	\
2. 3070807.072211	POSTER,JOSIE	AUG 07, 2007@08:28:41	\
3. 3070807.084333	POSTER,JOSIE	AUG 07, 2007@10:29:55	\

```

-----
Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RV/Review/approve all listed sessions or Q/Quit
:1

```

Figure 2-21: Sample of accessing reconciled files

At the *view which session status* prompt, type in **RC**. The system will then display all sessions in reconciled status. The user will enter a corresponding number to reconcile individual sessions or enter **RV** to review/approve all sessions.

The following example shows the Session Review of Item 1.

```

                                SUPERVISOR MODE
                                CASHIERING DISPLAY FOR CASHIER POSTER,JOSIE
                                WITH SESSION ID 3070806.172248      SESSION STATUS: RECONCILED

Cashiering Function - Payments
Count          -      0                      $      0.00

Cashiering Function - Adjustments
CO-PAY         -      0                      $      0.00
DEDUCTIBLE     -      0                      $      0.00
GROUPER ALLOWANCE -      0                      $      0.00
NON PAYMENT    -      0                      $      0.00
PAYMENT CREDIT -      1                      $    -152.00
PENALTY        -      0                      $      0.00
WRITE OFF      -      0                      $      0.00
Total Adjustments =      1                      $    -152.00

Cashiering Function - Refunds
Count          -      0                      $      0.00

RV/Review/Approve V/iew Transactions S/Status History
Enter Action:

```

Figure 2-22: Example of a session review

The supervisor would enter RV to review and approve the session.

If the supervisor wanted to Review/Approve all sessions at once, a screen like the one on the following pages will display.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
|                View Cashiering Sessions                            |
|                INDIAN HEALTH HOSPITAL                             |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,JOSIE      BUSINESS OFFICE      7-AUG-2007 1:37 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007 (T-3W)

The following SESSIONS are currently RECONCILED =>
  SESSION ID    CASHIER      DATE RECONCILED      ERA\PST
-----
1. 3070803.14435 POSTER,JOSIE  AUG 03, 2007@15:11:27  *\
2. 3070803.155759 POSTER,JOSIE  AUG 06, 2007@09:15:19  *\
3. 3070806.091523 POSTER,JOSIE  AUG 07, 2007@12:26:16  *\
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RV/Review/approve all listed sessions or Q/Quit
: RV

```

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                       |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 1:43 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007  (T-3W)

The following SESSIONS are currently RECONCILED =>
  SESSION ID    CASHIER          DATE RECONCILED          ERA\PST
-----
THERE ARE NO RECONCILED CASHIER SESSIONS

  Select one of the following:

    O          OPEN              (2)
    RC         RECONCILED
    RV         REVIEWED/APPROVED (6)
    T          TRANSMITTED       (6)
    RT         RETRANSMITTED     (6)
    ALL        ALL STATUSES      (20)
    Q          QUIT

View which session status:

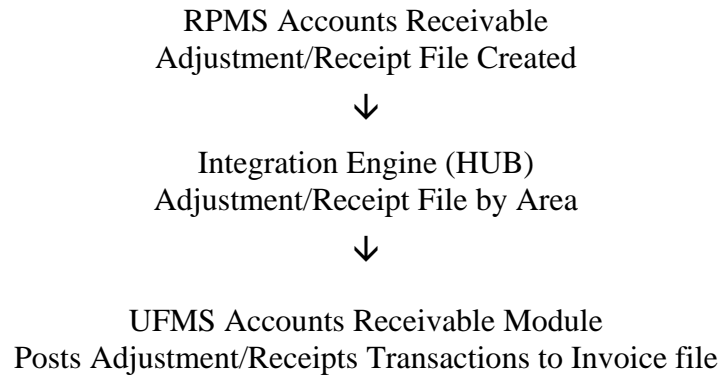
```

Figure 2-23: Sample of screen used to Review/Approve all sessions at once

2.1.3.7 Sending Files from RPMS to UFMS via the Interface

The following diagram illustrates how the file is created, submitted to the Integration Engine, then set to UFMS.

It is the responsibility of the Accounts Receivable supervisor or his/her designee to ensure that Receipt/Adjustment files have been reviewed/approved and transmitted to the Integration Engine on a daily basis. Sending files daily ensures that the UFMS financial system contains current information and that all third party collections will be credited back to the facility via the UFMS General Ledger.



2.1.3.8 Transmitting the Files

The next step in the process is for the supervisor to transmit the files to UFMS, as shown in the next example.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 1:43 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007  (T-3W)

The following SESSIONS are currently RECONCILED =>
  SESSION ID    CASHIER          DATE RECONCILED          ERA\PST
-----
THERE ARE NO RECONCILED CASHIER SESSIONS

Select one of the following:

O          OPEN          (2)
RC         RECONCILED
RV         REVIEWED/APPROVED (6)
T          TRANSMITTED (6)
RT         RETRANSMITTED (6)
ALL        ALL STATUSES (20)
Q          QUIT

View which session status: T

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 1:53 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007  (T-3W)

The following SESSIONS are currently TRANSMITTED =>
  SESSION ID    CASHIER          DATE TRANSMITTED          ERA\PST
-----
1. 3070801.085435 WORKER,ADRIAN M    AUG 01, 2007@09:21:58    \
2. 3070719.162437 COWORKER,TINA      JUL 19, 2007@16:26:26    \
3. 3070720.092011 COWORKER,TINA      JUL 20, 2007@10:56:24    \
4. 3070730.095943 COWORKER,TINA      AUG 06, 2007@11:40:35    \
5. 3070730.131057 COWORKER,TINA      AUG 06, 2007@11:40:35    \
6. 3070731.13591  COWORKER,TINA      AUG 06, 2007@11:40:35    \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RT/Retransmit all listed sessions or Q/Quit:

```

Figure 2-24: Sample of screens used to transmit the files to UFMS

The status of these sessions has now changed to Transmitted with a Date and Time Transmitted added to the display. The user has the option to view individual sessions by typing a corresponding number or retransmitting files, if requested.

2.1.3.9 Retransmitting Files from a Session

When submitting files to UFMS, there may be instances where the site will need to resend the file. To do this, the supervisor will need to know the name of the session ID or file name to enter into the system at the prompt below.

There are two ways in A/R that the user can retransmit files.

The first way is when the system displays the sessions in Transmitted status, there is a prompt to *Retransmit*, as shown in the example on the following pages.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          View Cashiering Sessions                      |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 1:53 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007 (T-3W)

The following SESSIONS are currently TRANSMITTED =>
  SESSION ID    CASHIER          DATE TRANSMITTED          ERA\PST
-----
1. 3070801.085435 WOKER,ADRIAN M    AUG 01, 2007@09:21:58    \
2. 3070719.162437 COWORKER,TINA    JUL 19, 2007@16:26:26    \
3. 3070720.092011 COWORKER,TINA    JUL 20, 2007@10:56:24    \
4. 3070730.095943 COWORKER,TINA    AUG 06, 2007@11:40:35    \
5. 3070730.131057 COWORKER,TINA    AUG 06, 2007@11:40:35    \
6. 3070731.13591  COWORKER,TINA    AUG 06, 2007@11:40:35    \
-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RT/Retransmit all listed sessions or Q/Quit: RT
Enter filename: : IHS_AR_RPMS_RCV_429_202110_20070807_1402.DAT
  Replace
Replace

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

PROCESSING SESSION TRANSACTIONS.....

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

PROCESSING SESSION TRANSACTIONS.....

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

PROCESSING SESSION TRANSACTIONS.....
.....

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

```

```

PROCESSING SESSION TRANSACTIONS....

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

PROCESSING SESSION TRANSACTIONS.....

CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.
FINISHED CHECKING 'NOT SENT' TRANSACTIONS

PROCESSING SESSION TRANSACTIONS....

DOS File Being Created'
Please Standby - Copying Data to DOS File C:\INETPUB\FTPROOT\Pub\UFMS\IHS_AR_RPM
S_RCV_429_202110_20070807_1402.DAT

File was sent successfully

Enter RETURN to continue or '^' to exit:

```

Figure 2-25: Sample of screens used to retransmit files

The second way is from the menu option RSN – Resend a UFMS File. To do this, the supervisor will need to know the name of the file to enter into the system at the prompt as shown in the next example. In order to obtain a list of files in the directory, type an asterisk (*).

```

VON   View Cashiering Sessions
RSN   Resend a UFMS File
CLR   Clear 'Already Assigned' Message
LKP   Lookup Transactions Using 'APPLY TO' Field
RPT   UFMS Reports Menu ...

Select Supervisory Functions Option: RSN

      +-----+
      |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
      |                      Resend a UFMS File                      |
      |          INDIAN HEALTH HOSPITAL                          |
      +-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 2:44 PM

CURRENT UFMS DIRECTORY IS C:\INETPUB\FTPROOT\Pub\UFMS
Enter filename to be resent: : ??
Enter a file name e.g. IHS_AR_RPMS_RCV_398_113510_20070806_0847.DAT,
or a partial filename IHS_AR_RPMS_RCV_398*, the * is a wildcard,
or * to list all UFMS files on file in the sessioning log

Enter a UFMS File name: : *
1. IHS_AR_RPMS_RCV_429_202110_20070807_1402.DAT
2. IHS_AR_RPMS_RCV_429_202110_20070807_1442.DAT
3. IHS_AR_RPMS_RCV_719_202110_20070801_0921.DAT
4. IHS_AR_RPMS_RCV_719_202110_20070806_1140.DAT
5. IHS_AR_RPMS_RCV_749_202110_20070726_0944.DAT
6. IHS_AR_RPMS_RCV_749_202110_20070726_1058.DAT

```

```

7. IHS_AR_RPMS_RCV_749_202110_20070803_0755.DAT
8. IHS_AR_RPMS_RCV_749_202110_20070803_0800.DAT
9. IHS_AR_RPMS_RCV_749_202110_20070803_0823.DAT
10. IHS_AR_RPMS_RCV_749_202110_20070803_0826.DAT

```

```
Enter a number (1-10): 10
```

Figure 2-26: Sample of another way to retransmit files

2.1.3.10 Viewing the Status of All Sessions

In the View Open Sessions menu option, the supervisor has an option of viewing all sessions in the database. By selecting the ALL option, as shown in the next example, a display of all sessions with the different statuses will display. The limit as to how many will display is set up in the A/R Site parameter field described in a different section.

```
UFMS DISPLAY DATE LIMIT: JUL 17,2007 (T-3W)
```

```
The following SESSIONS are currently OPEN =>
```

SESSION ID	CASHIER	DATE OPENED	ERA\PST
1. 3070806.120831	WOKER,ADRIAN M	AUG 06, 2007@12:08:31	\
2. 3070807.084442	COWORKER,TIM	AUG 07, 2007@08:44:42	\

```
Press <RETURN> to change statuses being displayed or,
Select Session Number to View or RC/Reconcile all listed sessions or Q/Quit:
```

```
Select one of the following:
```

O	OPEN	(2)
RC	RECONCILED	
RV	REVIEWED/APPROVED	
T	TRANSMITTED	(6)
RT	RETRANSMITTED	(12)
ALL	ALL STATUSES	(20)
Q	QUIT	

```
View which session status: A
```

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
|                View Cashiering Sessions                            |
|                INDIAN HEALTH HOSPITAL                            |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,JOSIE                BUSINESS OFFICE                7-AUG-2007 3:51 PM

UFMS DISPLAY DATE LIMIT: JUL 17,2007 (T-3W)

The following SESSIONS are currently ALL STATUSES =>
  SESSION ID    CASHIER            DATE STATUS CHANGED        STATUS        ERA\PST
-----
1. 3070806.120831 WORKER,ADRIAN M    AUG 06, 2007@12:08:31 OPEN          \
2. 3070807.084442 COWORKER,TIM          AUG 07, 2007@08:44:42 OPEN          \
3. 3070801.085435 WORKER,ADRIAN M    AUG 07, 2007@14:03:15(1)RETRANSMITTED \
4. 3070718.140616 COWORKER,TINA        JUL 19, 2007@16:36:27(3)RETRANSMITTED \
5. 3070719.122759 COWORKER,TINA        JUL 20, 2007@07:06:21(9)RETRANSMITTED \
6. 3070719.162437 COWORKER,TINA        AUG 07, 2007@14:03:15(1)RETRANSMITTED \
7. 3070726.070613 COWORKER,TINA        JUL 26, 2007@09:44:49(3)RETRANSMITTED \
8. 3070726.104736 COWORKER,TINA        JUL 26, 2007@10:58:24(1)RETRANSMITTED \
9. 3070730.095943 COWORKER,TINA        AUG 07, 2007@14:03:15(1)RETRANSMITTED \
10. 3070730.131057 COWORKER,TINA        AUG 07, 2007@14:03:15(1)RETRANSMITTED \
11. 3070731.13591 COWORKER,TINA        AUG 07, 2007@14:03:15(1)RETRANSMITTED \
12. 3070803.14435 POSTER,JOSIE          AUG 07, 2007@14:42:38 TRANSMITTED      \
13. 3070803.155759 POSTER,JOSIE          AUG 07, 2007@14:42:38 TRANSMITTED      \
14. 3070806.091523 POSTER,JOSIE          AUG 07, 2007@14:42:38 TRANSMITTED      \

-----

Press <RETURN> to change statuses being displayed or,
Select Session Number to View or Q/Quit:

```

Figure 2-27: Sample of screens used to display of all the sessions with the different statuses

2.1.3.11 Selecting the Clear “Already Assigned” Message

There may be instances where a user is logged out of the session, but when he/she tries to log in to create a new session, the system notifies them that they already have a session open. This can occur during one of the following reasons:

- When the user does not log out of RPMS properly
- The user closes a window without logging out
- The user is disconnected from the RPMS system,
- The user encounters an error in RPMS
- The RPMS system crashes. If this occurs, the user will try to log in and the following display will occur.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Cashiering Sign In/Sign Out                   +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 1:48 PM

YOU HAVE ANOTHER RPMS SESSION WHICH WAS
ALREADY ASSIGNED A CASHIERING SESSION. YOU CAN
HAVE ONLY ONE 'OPEN' CASHIERING SESSION AT A TIME.

Enter RETURN to continue or '^' to exit:

CIO    Cashiering Sign In/Sign Out
SUP    Supervisory Functions ...
UVCH   View Your Cashier Session

Select Cashiering Options:

```

Figure 2-28: Sample of screen with Already Assigned message

If this occurs, the supervisor will use the CLR option to clear the message. The system will display users who have this *flag set* and the supervisor can enter the corresponding number of the user to clear their status.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Supervisory Functions                         +
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 3:08 PM

VON    View Cashiering Sessions
RSN    Resend a UFMS File
CLR    Clear 'Already Assigned' Message
LKP    Lookup Transactions Using 'APPLY TO' Field
RPT    UFMS Reports Menu ...

Select Supervisory Functions Option:  CLR

          CLEAR 'SESSION ID ALREADY ASSIGNED' FLAG

          THE FOLLOWING USERS HAVE THIS FLAG SET

1. POSTER,JOSIE

Select cashier(s) to clear:  (1-1):  1

CASHIER POSTER,JOSIE HAS BEEN CLEARED

```

Figure 2-29: Sample of CLR option

After the user has been cleared, the user can log into a session and the system will reassign the user with the same session number they were in before the incident happened.

2.1.3.12 Selecting the Lookup Transactions Using “APPLY TO” Field

This option is available for users to lookup specific invoices or transactions in which an error was reported from the UFMS software.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Supervisory Functions                          |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          7-AUG-2007 3:35 PM

VON  View Cashiering Sessions
RSN  Resend a UFMS File
CLR  Clear 'Already Assigned' Message
LKP  Lookup Transactions Using 'APPLY TO' Field
RPT  UFMS Reports Menu ...

Select Supervisory Functions Option:      LKP

          TRANSACTION LOOKUP BY 'APPLY TO' FIELD

Enter an 'APPLY TO' value: : ??

Enter an 'APPLY TO' value. This corresponds to the 3P invoice #,
or Enter a partial 'APPLY TO' value,
or enter a '*' to get a list of all 'APPLY TO' values on file

Enter an 'APPLY TO' value: :

```

Figure 2-30: Sample of working with the Apply To field

2.1.3.13 UFMS Reports Menu Options

To research specific types of transactions that were sent to UFMS, different reports are provided to assist the managers.

```

VON    View Cashiering Sessions
RSN    Resend a UFMS File
CLR    Clear 'Already Assigned' Message
LKP    Lookup Transactions Using 'APPLY TO' Field
RPT    UFMS Reports Menu ...

Select Supervisory Functions Option:          RPT

      +-----+
      |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
      |          UFMS Reports Menu                             |
      |          INDIAN HEALTH HOSPITAL                         |
      +-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 3:50 PM

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST    List Transactions by File Name
VBT     View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option:

```

Figure 2-31: Sample of Reports Menu options

2.1.3.14 Transactions Not Sent Report

This report will provide the user with a listing of transactions that have not been sent to UFMS from the Accounts Receivable system, because the associated invoice has not been sent from the Third Party Billing system. (The A/R system uses an API to determine whether or not the associated invoice has not been sent to UFMS.) If the A/R System finds an adjustment or a payment (receipt) in which the 3PB bill (invoice) has not been sent, the A/R system will not allow the transaction to be sent.

The intent of this functionality is to minimize the errors that can occur on the UFMS software. The UFMS software will send the A/R transactions back to the local facility as an error if it cannot find a corresponding invoice number to post the transactions to.

Note: It is important that the person who is responsible for sending 3PB and A/R files to UFMS understand this functionality and that 3PB files be sent as quickly and often as possible to avoid any transactions showing up on this report.

The report can be printed by transaction date that the payments or adjustments were posted in the A/R system.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|               ACCOUNTS RECEIVABLE SYSTEM - VER 1.8               |
+               UFMS Reports Menu               +
|               INDIAN HEALTH HOSPITAL               |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,JOSIE                BUSINESS OFFICE                8-AUG-2007 3:50 PM

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST    List Transactions by File Name
VBT     View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option:  NS

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|               ACCOUNTS RECEIVABLE SYSTEM - VER 1.8               |
+               Transactions Not Sent Report               +
|               INDIAN HEALTH HOSPITAL               |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,JOSIE                BUSINESS OFFICE                8-AUG-2007 3:52 PM

Enter beginning transaction date: T-30  (JUL 09, 2007)
Enter ending transaction date: T  (AUG 08, 2007)
DEVICE: HOME//

      TRANSACTIONS NOT SENT BECAUSE THE 3P BILL HAS NOT BEEN SENT
      REPORT DATE: AUG 8,2007@15:54:10
      PRINTED BY : POSTER,JOSIE

A/R BILL      TRAN. DATE      CREDIT      DEBIT      TRANTYPE      ADJCAT
ENTRY BY
-----
29772B-IC-45613  JUL 30,2007@10:03:17  ABQ07MCAID
COWORKER,TINA      100.00      0.00  PAYMENT

30711A-IH-3644   AUG 6,2007@11:31:40   2021102021107762
WORKER,ADRIAN M      50.00      0.00  ADJUST ACCOUNT  WRITE OFF

30711A-IH-3644   AUG 6,2007@11:31:41   2021102021107762
WORKER,ADRIAN M     125.00      0.00  ADJUST ACCOUNT  DEDUCTIBLE

Enter RETURN to continue or '^' to exit:

```

Figure 2-32: Sample of Transactions Not Sent report

2.1.3.15 Transactions Sent in Delayed Mode

This report will provide the user with a listing of transactions that have been sent to UFMS from the Accounts Receivable system, because the associated invoice has been sent from the Third Party Billing system, but were not sent at the time the initial

attempt to transmit the A/R transactions. (The A/R system uses an API to determine whether or not the associated invoice has been sent.) If the A/R System finds an adjustment or a payment (receipt) in which the 3PB bill (invoice) has been sent, the A/R system will allow the transaction to be sent.

The report can be printed by date range and it will provide the user with a listing by the 3P Billing bill number, the UFMS Invoice number and the transaction type and amount.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          UFMS Reports Menu                             |
+-----+
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 3:50 PM

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST    List Transactions by File Name
VBT     View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option:   DS

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Transactions Sent in Delayed Mode              |
+-----+
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 4:16 PM

Enter beginning transaction date: T-30  (JUL 09, 2007)
Enter ending transaction date: T  (AUG 08, 2007)
DEVICE: HOME//

      A/R BILL      TRAN. DATE      CREDIT      DEBIT      TRANTYPE      ADJCAT
      ENTRY BY
-----
30405B-IH-4569      JUL 19,2007@06:35:45  2021102021107644
      COWORKER,TINA          40.00          0.00  PAYMENT

      SENT ON 07/20/2007 AT 07:06
      IN FILE IHS_AR_RPMS_RCV_805_202110_20070720_0706.DAT

30406B-IH-4570      JUL 19,2007@06:35:59  2021102021107645
      COWORKER,TINA          40.00          0.00  PAYMENT

```

```

SENT ON 07/20/2007 AT 07:06
IN FILE IHS_AR_RPMS_RCV_805_202110_20070720_0706.DAT

30447B-IC-4576      JUL 19,2007@07:37:45  202110202132355
COWORKER,TINA      133.00      0.00  PAYMENT

SENT ON 07/20/2007 AT 07:06
IN FILE IHS_AR_RPMS_RCV_805_202110_20070720_0706.DAT

Enter RETURN to continue or '^' to exit:

```

Figure 2-33: Sample of transactions sent in delayed mode

2.1.3.16 List Transactions by File Name

This report provides the user with a listing of all transactions that were included in any one specific file. To print this report, the user will need to know the file name. If they want to search for existing files, they can type in a “*” at the Enter a UFMS File name prompt to view all existing files.

Upon selecting a file, the listing will display information of all transactions including 3P billing bill numbers, UFMS Invoice numbers (apply to column), A/R batch names, schedule numbers and dollar amounts.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                UFMS Reports Menu                                    |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                INDIAN HEALTH HOSPITAL                              |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,JOSIE      BUSINESS OFFICE      8-AUG-2007 3:50 PM

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST   List Transactions by File Name
VBT     View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option:  FLST

                        List Transactions by File Name

Enter a UFMS File name:  : ??

Enter a file name e.g. IHS_AR_RPMS_RCV_398_113510_20070806_0847.DAT,
or a partial filename IHS_AR_RPMS_RCV_398*, the * is a wildcard,
or * to list all UFMS files on file in the sessioning log

Enter a UFMS File name:  : *
1. IHS_AR_RPMS_RCV_429_202110_20070807_1402.DAT
2. IHS_AR_RPMS_RCV_429_202110_20070807_1442.DAT
3. IHS_AR_RPMS_RCV_719_202110_20070801_0921.DAT
4. IHS_AR_RPMS_RCV_719_202110_20070806_1140.DAT
5. IHS_AR_RPMS_RCV_749_202110_20070726_0944.DAT
6. IHS_AR_RPMS_RCV_749_202110_20070726_1058.DAT
7. IHS_AR_RPMS_RCV_749_202110_20070803_0755.DAT
8. IHS_AR_RPMS_RCV_749_202110_20070803_0800.DAT

```

```

9. IHS_AR_RPMS_RCV_749_202110_20070803_0823.DAT
10. IHS_AR_RPMS_RCV_749_202110_20070803_0826.DAT

Enter a number (1-10): 10

VIEWING SESSIONS ASSOCIATED WITH FILE                                PAGE 1
IHS_AR_RPMS_RCV_749_202110_20070803_0826.DAT
' * ' DENOTES 'DELAYED SEND'

SESSION ID      CASHIER
TRANSACTION      3P BILL      COL/BATCH
                                SCHED #
                                APPLY TO
                                AMT
-----
3070725.070358 COWORKER,TINA
3070725.071[R]  30576A  MEDICARE OPV-07/25/2007-1      100.00
                                886      2021102021107711
3070725.07101[R] 30579A  MEDICARE OPV-07/25/2007-1      100.00
                                886      2021102021107712
3070725.071425[R] 30569A  MEDICAID OPV-07/25/2007-1      200.00
                                147      2021102021107713
3070725.071437[R] 30542A  MEDICAID OPV-07/25/2007-1      200.00
                                147      2021102021107714
3070725.071709[R] 30584A  PVT INS OPV-07/25/2007-1      200.00
                                5020     2021102021107715
3070725.071725[R] 30585A  PVT INS OPV-07/25/2007-1      200.00
                                5021     2021102021107716
Enter RETURN to continue or '^' to exit:

```

Figure 2-34: Sample of screen used to list transactions by file name

2.1.3.17 View Batch/File

This option provides the user with different sort options on batch/files depending on the user's preferences. A sample of menu options with corresponding sample reports follows.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          UFMS Reports Menu          +
|          INDIAN HEALTH HOSPITAL          |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 3:50 PM

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST    List Transactions by File Name
VBT    View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option:   VBT

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          View Batch/File          +
|          INDIAN HEALTH HOSPITAL          |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 4:27 PM

Select beginning export batch date:  T-30  (JUL 09, 2007)

Select ending export batch date::    T   (AUG 08, 2007)

    Select one of the following:

        SS      BATCH TOTALS BY SESSION
        SC      BATCH TOTALS BY CASHIER
        SB      BATCH TOTALS
        D       DETAIL
        B       BATCH & FILES NAMES
        G       GRAND TOTAL ALL BATCHES

Enter response: SUMMARY SESSION TOTALS//

```

Figure 2-35: Sample of menu options screen

BATCH TOTALS BY SESSION REPORT			PAGE 1
REPORT DATE: AUG 8,2007@16:28:12			
PRINTED BY : POSTER,JOSIE			
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007			

BATCH: 3070710.09484		CASHIER: COWORKER,TINA SESSION ID: 3070709.061938	
Cashiering Function - Payments			
Count	- 35	\$	8758.69
Cashiering Function - Adjustments			
CO-PAY	- 2	\$	103.00
DEDUCTIBLE	- 4	\$	280.00
GROUPE ALLOWANCE	- 3	\$	-658.00
NON PAYMENT	- 0	\$	0.00
PAYMENT CREDIT	- 0	\$	0.00
PENALTY	- 4	\$	-20.00
WRITE OFF	- 6	\$	-151.69
Total Adjustments	= 19	\$	-446.69
Cashiering Function - Refunds			
Count	- 3	\$	-493.00
Enter RETURN to continue or '^' to exit:			

Figure 2-36: Sample of Batch Totals by Session report

BATCH TOTALS BY CASHIER REPORT		PAGE 1
REPORT DATE: AUG 8,2007@16:32:23		
PRINTED BY : POSTER,JOSIE		
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007		

BATCH: 3070710.09484	CASHIER: COWORKER,TINA SESSION ID: 3070709.061938	
Cashiering Function - Payments		
Count	- 35	\$ 8758.69
Cashiering Function - Adjustments		
CO-PAY	- 2	\$ 103.00
DEDUCTIBLE	- 4	\$ 280.00
GROUPE ALLOWANCE	- 3	\$ -658.00
NON PAYMENT	- 0	\$ 0.00
PAYMENT CREDIT	- 0	\$ 0.00
PENALTY	- 4	\$ -20.00
WRITE OFF	- 6	\$ -151.69
Total Adjustments	= 19	\$ -446.69
Cashiering Function - Refunds		
Count	- 3	\$ -493.00
Enter RETURN to continue or '^' to exit:		

Figure 2-37: Sample of Batch Totals by Cashier report

BATCH TOTALS REPORT				PAGE 1
REPORT DATE: AUG 8,2007@16:33:58				
PRINTED BY : POSTER,JOSIE				
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007				

BATCH: 3070710.09484 CASHIER: COWORKER,TINA SESSION ID: 3070709.061938				
Cashiering Function - Payments				
Count	-	35	\$	8758.69
Cashiering Function - Adjustments				
CO-PAY	-	2	\$	103.00
DEDUCTIBLE	-	4	\$	280.00
GROUPE ALLOWANCE	-	3	\$	-658.00
NON PAYMENT	-	0	\$	0.00
PAYMENT CREDIT	-	0	\$	0.00
PENALTY	-	4	\$	-20.00
WRITE OFF	-	6	\$	-151.69
Total Adjustments	=	19	\$	-446.69
Cashiering Function - Refunds				
Count	-	3	\$	-493.00
Enter RETURN to continue or '^' to exit:				

Figure 2-38: Sample of Batch Totals report

DETAIL REPORT				PAGE 1
REPORT DATE: AUG 8,2007@16:35:13				
PRINTED BY : POSTER,JOSIE				
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007				

A/R BILL	TRANSACTION DATE/TIME			
CASHIER	CREDIT - DEBIT	TRAN TYPE	ADJ CAT	

BATCH: 3070710.09484				
30367A-IH-4561	JUL 9,2007@06:32:05			
COWORKER,TINA	100	PAYMENT		
TRANSMISSION FILES:				
IHS_AR_RPMS_RCV_805_202110_20070710_0948.DAT				
30368A-IH-4562	JUL 9,2007@06:32:19			
COWORKER,TINA	100	PAYMENT		
TRANSMISSION FILES:				
IHS_AR_RPMS_RCV_805_202110_20070710_0948.DAT				
Enter RETURN to continue or '^' to exit:				

Figure 2-39: Sample of Detail Report

BATCH & FILE NAME REPORT		PAGE 1
REPORT DATE: AUG 8,2007@16:36:19		
PRINTED BY : POSTER,JOSIE		
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007		
BATCH	TRANSMISSION FILES	
3070710.09484	IHS_AR_RPMS_RCV_805_202110_20070710_0948.DAT	
3070713.073223	IHS_AR_RPMS_RCV_805_202110_20070629_0903.DAT IHS_AR_RPMS_RCV_749_202110_20070713_0732.DAT	
3070713.073406	IHS_AR_RPMS_RCV_805_202110_20070629_0904.DAT IHS_AR_RPMS_RCV_749_202110_20070713_0734.DAT	
3070713.073709	IHS_AR_RPMS_RCV_805_202110_20070629_0903.DAT IHS_AR_RPMS_RCV_749_202110_20070713_0737.DAT	
3070719.080906	IHS_AR_RPMS_RCV_805_202110_20070719_0808.DAT IHS_AR_RPMS_RCV_805_202110_20070719_0910.DAT	
Enter RETURN to continue or '^' to exit:		

Figure 2-40: Sample of Batch & File Name report

GRAND TOTAL ALL BATCHES REPORT		PAGE 1
REPORT DATE: AUG 13,2007@11:22:19		
PRINTED BY : FRAZIER,TIM		
DATE RANGE FROM : JUL 9,2007 TO AUG 8,2007		
BATCH: 3070807.140315		
BATCH: 3070807.144238		
Cashiering Function - Payments		
Count - 1519		\$ 354361.09
Cashiering Function - Adjustments		
CO-PAY - 112		\$ 4203.00
DEDUCTIBLE - 189		\$ 13307.00
GROUPE ALLOWANCE - 81		\$ -28690.00
NON PAYMENT - 146		\$ 1988.00
PAYMENT CREDIT - 67		\$ -8804.38
PENALTY - 126		\$ -1862.00
WRITE OFF - 274		\$ 564.29
Total Adjustments = 995		\$ -19294.09
Cashiering Function - Refunds		
Count - 48		\$ -6923.00
Select beginning export batch date:		

Figure 2-41: Sample of Grand Total All Batches report

2.1.3.18 View Records in a UFMS File on Host System

This report provides the user with the ability to view UFMS files on the RPMS Host system. The user will need to know the name of the file but if unknown, they can type in a “*” at the Select UFMS Reports Menu Option to display all files in the known directory.

The report can be printed in two ways: File Layout or Captioned Layout. Samples are provided on the following pages for reference.

```

NS      Transactions Not Sent Report
DS      Transactions Sent in Delayed Mode
FLST    List Transactions by File Name
VBT     View Batch/File
VF      View records in a UFMS file on Host System

Select UFMS Reports Menu Option: VF  View records in a UFMS file on Host System

CURRENT UFMS DIRECTORY IS C:\INETPUB\FTPROOT\PUB\UFMS

FILES FOUND:
1.  IHS_AR_RPMS_RCV_429_202110_20070807_1402.DAT
2.  IHS_AR_RPMS_RCV_429_202110_20070807_1442.DAT
3.  IHS_AR_RPMS_RCV_719_202110_20070801_0921.DAT
4.  IHS_AR_RPMS_RCV_719_202110_20070806_1140.DAT
5.  IHS_AR_RPMS_RCV_749_202110_20070726_0944.DAT
6.  IHS_AR_RPMS_RCV_749_202110_20070726_1058.DAT
7.  IHS_AR_RPMS_RCV_749_202110_20070803_0826.DAT
8.  IHS_AR_RPMS_RCV_805_202110_20070719_1539.DAT
9.  IHS_AR_RPMS_RCV_805_202110_20070719_1615.DAT
10. IHS_AR_RPMS_RCV_805_202110_20070719_1626.DAT
Enter item number: : (1-10):

    Select one of the following:

            F          FILE LAYOUT
            C          CAPTIONED

Enter response:

```

Figure 2-42: Sample-1 of viewing UFMS records

UFMS FILE VIEW					PAGE 1
FILE: IHS_AR_RPMS_RCV_805_202110_20070719_1626.DAT					
REC #	RECORD TYPE	AMOUNT	BATCH APPLY TO	SCHED #	TR DATE
1	A				
9/2007+000000000000000019300			202110202132350PRE-UFMS-COLLECTIONS		07/1
2	A				
9/2007+000000000000000020000			202110202132351PRE-UFMS-COLLECTIONS		07/1
3	T000000000020000000000000039300				
Enter RETURN to continue or '^' to exit:					

Figure 2-43: Sample-2, UFMS File View – File Layout screen

UFMS FILE VIEW					PAGE 1
FILE: IHS_AR_RPMS_RCV_805_202110_20070719_1626.DAT					
CAPTIONED LAYOUT					

RECORD #: 1					
RECORD TYPE: A					
BATCH:					
TRANSACTION DATE: 07/19/2007					
AMOUNT SIGN: +					
AMOUNT: 193.00					
APPLY TO: 202110202132350					
SCHEDULE #: PRE-UFMS-COLLECTIONS					
RECORD #: 2					
RECORD TYPE: A					
BATCH:					
TRANSACTION DATE: 07/19/2007					
AMOUNT SIGN: +					
AMOUNT: 200.00					
APPLY TO: 202110202132351					
SCHEDULE #: PRE-UFMS-COLLECTIONS					
Enter RETURN to continue or '^' to exit:					

Figure 2-44: Sample-3 of viewing UFMS records, file view

2.1.4 Finance Staff

The Unified Financial Management System is used to track financial data for federal health systems. When creating a batch, a new field is added for the person responsible for creating the batches. The new field is called the *Treasury Deposit Number*, sometimes referred to as a Schedule Number. This field is a required field.

```

Select A/R COLLECTION POINT/IHS NAME: PRVT INS OPV

ENTERING PVT INS OPV-06/30/2007-1          TYPE: EOB ONLY    BATCH TOTAL: 0

ITEM 1
PAYOR:          NOT A REAL MEDICAID
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 10011
TREASURY DEPOSIT NUMBER: 12222
CHECK BANK NUMBER: 20001
CREDIT: 100
INPAT/OUTPAT:      HEADQUARTERS WEST      ALBUQUERQUE      10      NM      IHS      202810

```

Figure 2-45: Sample of financial data

NOTE FOR FEDERAL LOCATIONS:

For collections received BEFORE 10-1-2007 in which batches are created. The, staff that is creating batches must enter into this field the following: **PRE-UFMS_COLLECTIONS**. This information will provide the UFMS software the identifying information for Finance to reconcile to FY 2007 collections.

For collections received AFTER 10-1-2007, the staff will retrieve this number from the PNC bank Cash-link system. The number must be entered exactly as it is listed in the Cash-link system. Finance staff will use this number to reconcile with actual deposits made in the UFMS system.

2.1.5 Set Up

The system is set up to send files to UFMS based on a Parent-Satellite relationship that the RPMS Accounts Receivable system currently uses.

There may be instances at an I/T/U location in which a tribe is using the RPMS system to bill and post account activity. For UFMS purposes, the RPMS third party billing system allows for the manager to select any combination of location/insurer type/clinic to exclude data from the UFMS export files. An example would be if the dental clinic were tribal, this table would allow the rest of the facility data to be included in the UFMS files but would remove the dental data from the export. The RPMS Accounts Receivable system uses this third party billing status attached to each approved bill to determine the statuses of whether or not A/R will send corresponding posting transactions to UFMS.

Because of this behind the scenes functionality, the manager only needs to setup two items in A/R. These include the directory in which the files will be stored. The manager will need to work with their local Site-manager to find a secure location for these files. The other is the option of how many sessions to display on the screen. The A/R system allows for a date limit in which the example, T-1W will display transactions one week older than today's date.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
+                Site Parameter Edit                                +
|                INDIAN HEALTH HOSPITAL                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,JOSIE                BUSINESS OFFICE                7-JUL-2007 6:23 AM

Select A/R SITE PARAMETER/IHS RPMS SITE:      INDIAN HEALTH HOSPITAL
MULTIPLE 3P EOB LOCATIONS: NO//
MULTIPLE FISCAL EOB LOCATIONS: NO//
USABLE: USABLE//
ACCEPT 3P BILLS: ACCEPT//
ROLL OVER DURING POSTING: ASK//
SMALL BALANCE: 10//
Location Type For Reports: VISIT//
Default Path: c:\rpms\//
EISS System: C:/RPMS///
EISS Username: bardata//
EISS Password: lbardat//
EISS (local) path: C:\RPMS\EISS FILES\//
Select EDI PAYER: NOT A REAL DENTAL OF NEW MEXICO INC//
  EDI PAYER: NOT A REAL DENTAL OF NEW MEXICO INC//
  EFFECTIVE DATE: JAN 1,1999//
  END DATE:
Select EDI PAYER:
UFMS DIRECTORY: C:\INETPUB\FTPROOT\PUB\UFMS\ Replace
UFMS DISPLAY DATE LIMIT: T-1W//

Select A/R SITE PARAMETER/IHS RPMS SITE:

```

Figure 2-46: Sample of transactions

2.1.5.1 Entering A/R Account Locations

When posting Unallocated Cash to Transfers, the supervisor must enter locations to which there is the potential of transferring funds. An example is one location in an Area who receives a third party check for another location in the same Area. To add to the finance letter the location in which the check should be transferred, the supervisor must enter these locations. The following screenshot provides an example of this step.

```

+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
|                A/R MASTER MENU                                      |
|                INDIAN HEALTH HOSPITAL                              |
+-----+-----+
User: POSTER,JOSIE                BUSINESS OFFICE                8-AUG-2007 3:33 PM

ACM   Account Management Menu ...
COL   Collection Menu ...
DCM   Debt Collection Menu ...
MAN   Manager ...
PAS   Patient Account Statement Menu ...
PST   Posting Menu ...
ROL   Rollback Bills to 3-Party
RPT   Report Menu ...
SVC   Switch Service/Section
UA    User Assistance
UPL   Upload from Third Party Bill File
-----
CSH   Cashiering Options ...

Select A/R MASTER MENU Option: MAN

PFS   Parent Facility Selection
PFA   Parent Facility Addition
PSE   Parent/Satellite Edit
SPE   Site Parameter Edit
ACE   A/R Account Entry
CPE   Collection Point Edit
UPAP  Upload Third Party Bills by Approval Date(s)
LET   Insurer Age Cover Letter Edit
FM    Fileman reports ...
PFK   Parent Facility Kill
RPT   Management Reports ...
STE   Standard Table Edits
VHF   View Host File
IG    IG REPORT
FRD   Delete Flat Rate Posting Batch
AWO   Automatic Write-off
BES   Bill File Error Scan
ERAD  ERA Import Delete
REV   Auto Write-off (2000) Reversal
EISS  Manual Resend of Unsent Files
REVN  Auto Write-off (2007) Non-Ben Reversal

Select Manager Option: ACE

Select A/R ACCOUNTS/IHS: LL. NOT A REAL SANTA FE
ACCOUNT: NOT A REAL SANTA FE HOSPITAL//
Select A/R ACCOUNTS/IHS: LL. NOT A REAL TAOS FACILITY                ACCOUNT:
NOT A REAL TAOS FACILITY HEALTH CENTER//

```

Figure 2-47: Sample of posting unallocated cash to transfers

At the Select A/R Accounts/IHS prompt, you must type in an **LL** plus a period (**LL.**) before you type in the name of the facility. If the system recognizes the facility, you will see the next line display as above. You can then go to the next line and type in the next facility in your Area to which you may be transferring funds.

The installation will default these fields to YES (turned off).

Note: It is recommended that you do not use this option to transfer funds to another location that is outside your Area. Follow local Finance procedures to handle these types of transfer transactions.

2.2 Tribal, 638, Urban, Non-IHS Facilities

For tribal, 638, Urban or other Non-Federal facilities, there may be fields that the user will not need to populate since this information is not being sent to UFMS. There are three major areas that the Non-Federal facilities will want to consider for the set up of this patch. This includes the sending of the files to UFMS, the ability to turn off the cashiering options, and the turning off of the mandatory field for the Ask Treasury Deposit Number prompt during the batch creation process.

Note: The first two setup options are located within the Site Parameter option but will only be displayed if the affiliation of the facility is identified as anything other than IHS.

1. Not sending the files to UFMS and/or turning off sessioning.

This option is located in the Site Parameter Edit option. See the example on the following pages.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+-----+-----+-----+-----+-----+-----+
|          A/R MASTER MENU                               |
+-----+-----+-----+-----+-----+-----+-----+
|          INDIAN HEALTH HOSPITAL                         |
+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 4:52 PM

ACM   Account Management Menu ...
COL   Collection Menu ...
DCM   Debt Collection Menu ...
MAN Manager ...
PAS   Patient Account Statement Menu ...
PST   Posting Menu ...
ROL   Rollback Bills to 3-Party
RPT   Report Menu ...

PFS   Parent Facility Selection
PFA   Parent Facility Addition
PSE   Parent/Satellite Edit
SPE Site Parameter Edit
ACE   A/R Account Entry
CPE   Collection Point Edit
UPAP  Upload Third Party Bills by Approval Date(s)
LET   Insurer Age Cover Letter Edit
FM    Fileman reports ...
PFK   Parent Facility Kill
RPT   Management Reports ...
STE   Standard Table Edits

```

VHF	View Host File
IG	IG REPORT
FRD	Delete Flat Rate Posting Batch
AWO	Automatic Write-off
BES	Bill File Error Scan
ERAD	ERA Import Delete
REV	Auto Write-off (2000) Reversal
EISS	Manual Resend of Unsent Files
REVN	Auto Write-off (2007) Non-Ben Reversal

Figure 2-48: Sample-1 of screens used to *not send* the files to UFMS and/or turning off sessioning

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
|                Site Parameter Edit                                |
|                TRIBAL HEALTH CENTER                                |
+-----+
User: POSTER,JOSIE                BUSINESS OFFICE                13-AUG-2007 2:17 PM

Select A/R SITE PARAMETER/IHS RPMS SITE: TRIBAL HEALTH CENTER        ALBUQUERQUE
      NON SVC UNIT                98      NM
      ...OK? Yes//      (Yes)

MULTIPLE 3P EOB LOCATIONS: NO//
MULTIPLE FISCAL EOB LOCATIONS: NO//
USABLE: USABLE//
ACCEPT 3P BILLS: ACCEPT//
ROLL OVER DURING POSTING: ASK//
SMALL BALANCE: 5.00//
Location Type For Reports: BILLING//
Default Path: c:\rpms\//
EISS System: 161.223.90.5//
EISS Username:      Choose from://
EISS Password: lbardat//
EISS (local) path:
Select EDI PAYER:
UFMS DIRECTORY:
UFMS DISPLAY DATE LIMIT: T-1W//
UFMS DAYS TO KEEP: 30"//
UFMS SHUTDOWN FILE TRANSFER: Y//
UFMS SHUTDOWN SESSION LOGGING: YES//

Select A/R SITE PARAMETER/IHS RPMS SITE:

```

Figure 2-49: Sample-2 of screens used to *not send* the files to UFMS and/or turning off sessioning

2. Turning off the Ask Treasury Deposit Number Option.

To ensure the Adjustment and Payment (Receipt) transactions for these facility types are not sent to UFMS, the A/R system references the statuses of bills in the 3P Billing application to determine the status.

If the facility wishes to turn off the mandatory feature of entering at the Ask Treasury Deposit Number in the A/R Batch creation process, you can use the Collection Point Edit to do so. Below is a display of this options with the specific area highlighted that can be set to *No*. This will set the system to not allow this field to be required.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          A/R MASTER MENU                                |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 4:52 PM

ACM  Account Management Menu ...
COL  Collection Menu ...
DCM  Debt Collection Menu ...
MAN  Manager ...
PAS  Patient Account Statement Menu ...
PST  Posting Menu ...
ROL  Rollback Bills to 3-Party
RPT  Report Menu ...
SVC  Switch Service/Section
UA   User Assistance
UPL  Upload from Third Party Bill File
-----
CSH  Cashiering Options ...

Select A/R MASTER MENU Option: MAN

PFS  Parent Facility Selection
PFA  Parent Facility Addition
PSE  Parent/Satellite Edit
SPE  Site Parameter Edit
ACE  A/R Account Entry
CPE  Collection Point Edit
UPAP Upload Third Party Bills by Approval Date(s)
LET  Insurer Age Cover Letter Edit
FM   Fileman reports ...
PFK  Parent Facility Kill
RPT  Management Reports ...
STE  Standard Table Edits
VHF  View Host File
IG   IG REPORT
FRD  Delete Flat Rate Posting Batch
AWO  Automatic Write-off
BES  Bill File Error Scan
ERAD ERA Import Delete
REV  Auto Write-off (2000) Reversal
EISS Manual Resend of Unsent Files
REVN Auto Write-off (2007) Non-Ben Reversal

Select Manager Option: CPE

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Collection Point Edit                          |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: POSTER,JOSIE          BUSINESS OFFICE          8-AUG-2007 4:53 PM

Select A/R COLLECTION POINT/IHS NAME: MEDICAID OPV

          COLLECTION BATCH IDENTIFICATION
NAME:          MEDICAID OPV
LAST COLLECTION BATCH DATE: JUL 30,2007
LAST SEQUENCE NUMBER: 1
CURRENT COLLECTION BATCH: MEDICAID OPV-07/30/2007-1

```

LOCATION:	INDIAN HEALTH HOSPITAL		
A/R SECTION:	BUSINESS OFFICE		
BATCH TYPE:	EOB ONLY		
AUTO PRINT CASH RECEIPT: NO	RECEIPT PRINTER:		
Select USERS:	COWORKER,TINA		
Select SUPERVISOR(S):	ADAM,ADAM		
ASK CHECK BANK NUMBER:	NO	ASK INPATIENT/OUTPATIENT:	NO
ASK TREASURY DEPOSIT NUMBER: YES			
CC ask Patient Name on Bill:	YES	CC ask Patient Name:	YES
CA ask Patient Name on Bill:	YES	CA ask Patient Name:	YES
CK ask Patient Name on Bill:	YES	CK ask Patient Name:	YES
NON EOB DATA REVIEW/EDIT:	YES	EOB DATA REVIEW/EDIT:	YES

Exit Save Refresh

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

COMMAND: E Press <PF1>H for help Insert

Figure 2-50: Sample of screens used to turn off the mandatory feature of entering at the Ask Treasury Deposit Number

3.0 Contact Information

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

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

Fax: (505) 248-4297

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

Email: support@ihs.gov