



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Accounts Receivable (BAR)**

## **Patch 4 Addendum to User Manual**

Version 1.8 Patch 4  
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Office of Information Technology (OIT)  
Division of Information Resource Management  
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## 1.0 Summary of Changes for BAR v1.8, Patch 4

### 1.1 Additions/Modifications to Files

This patch contains the following modifications and additional functionality as requested. This functionality may not apply to non-Federal sites.

- Removed the option in the Cashiers/Supervisors menu that allows the user to resend or retransmit sessions, individual transactions, and files.
- Created a unique ID entry for each receipts and adjustment transaction that is sent to the Hub (Integration Engine) for transfer to UFMS.
- Added a field to the Collection Point to store the allowance category. This field will be used to link allowance categories to types of insurers.
- Added the word “IPAC” (Intra-Governmental Payment and Collection) to the Treasury Deposit Number field.
- A new, mandatory format for Treasury Deposit Numbers (TDN)/IPACs has been implemented.
- Only one TDN/IPAC will be allowed per Collection Batch. The same TDN/IPAC will automatically be applied to all Batch Items within a Collection Batch and is also displayed when creating a Collection Batch.
- Collections Report Detail now displays automatically at the end of Collection Batch Entry.
- The total dollar amount of a Collection Batch must now equal the total dollar amount of the Collection Batch Items.
- Added the ETDN – Edit Treasury Deposit/IPAC # Option to the AR Manager Menu to allow the TDN/IPAC to be edited as well as the Collection Batch dollar amount and/or the Batch Item dollar amount(s).
- Added the ITDN – Transaction TDN Edit Option.
- NONPAYMENT Collection Batches will only be allowed a dollar amount of zero and payment transactions for these types of Collection Batches will only be allowed for a payment amount of \$0.
- POS transactions that are sent to AR as write-offs (returned to stock, reversals, etc.) will now be ignored by AR.
- When posting payments, adjustments, or refunds to a cancelled bill, the user will now receive an alert message. An asterisk (\*) has also been added to easily identify cancelled bills when posting.
- Added a check for negative values in the CURRENT BILL AMOUNT field.

- Posting transactions resulting in a negative balance (Bill, Collection Batch or Collection Batch Item) is no longer allowed.
- A payment must exist on a bill before posting a reversal.
- The TDN/IPAC is now displayed on the Collection Report Detail and Collection Report Final.
- Added two reports to the BRM option: TDN – Collection Batch Validation Report and TDR – Treasury Deposit # Reconciliation Report. These reports were added as tools to ensure that the TDN/IPAC is properly populated and to assist in reconciling all payments posted against a TDN/IPAC for a specified date range.
- The VF report has been enhanced to allow the user to search for data within a UFMS file by specific criteria.
- Added REASON NOT SENT field during the creation of a UFMS file. This field is now displayed when transmitting a cashiering session.
- The REASON NOT SENT and the Visit Type are now displayed on the Transactions Not Sent Report.
- Added the Collection Batch Report (BOB) to the Supervisory Cashiering Report Options. This report lists all payment and payment reversal transactions that were posted within the date range of cashiering sessions being transmitted to UFMS.
- Added the ability to print letters from the Post Unallocated Cash option to a slave device rather than just queuing to a printer.
- Added the Refund letter to the Post Unallocated Cash option and the ability to print it.
- Added the type of Unbilled Reimbursement to the Unbilled Reimbursement letter.
- Added the ability to reprint a letter already printed, RPRT – Reprint Finance Letters.

## 1.2 Service Center Call Resolutions

Please refer to the Patch 4 Installation Notes file for Service Center Call resolutions.

## 2.0 Patch 4 and UFMS

Patch 4 includes additional changes to the Accounts Receivable System that are required to transmit financial data to the **Unified Financial Management System (UFMS)**, the new Federal financial system adopted by the Department of Health and Human Services (HHS).

To send IHS financial data from RPMS to the UFMS Accounts Receivable module, an interface was developed in which files sent from each IHS Federal facility's RPMS server are processed through the **HUB** (OIT integration engine) and then sent to UFMS on a nightly basis.

On initial transmission of data to UFMS, various issues arose and IHS made a decision to redesign the UFMS interface. The modifications in this patch include these new changes. Patch 3 of Accounts Receivable included the initial guidelines for setup of RPMS A/R to send the Receipt and Adjustment data. The same setup applies and the same process occurs with Patch 4.

The existing functional design processes that have been previously released in RPMS A/R are still the same. However, the user will see changes in prompts and the content of displays, given the requirements of the new functionality.

### 2.1 UFMS Changes May Not Apply to Non-Federal Locations

The UFMS changes in this patch are mandates for Federal locations. However, non-Federal locations may choose to turn off this functionality. To turn off UFMS functionality, non-Federal sites will need to access Collection Point Edit (CPE) in the A/R Manager Menu (A/R → MAN → CPE) and answer NO at the "ASK TREASURY DEPOSIT NUMBER" prompt for all Collection Points as shown below in Figure 2-1.

COLLECTION BATCH IDENTIFICATION			
NAME:		MEDICAID OPV	
LAST COLLECTION BATCH DATE:		APR 11, 2008	
LAST SEQUENCE NUMBER:		1	
CURRENT COLLECTION BATCH:		MEDICAID OPV-04/11/2008-1	
LOCATION:		INDIAN HEALTH HOSPITAL	
A/R SECTION:		BUSINESS OFFICE	
BATCH TYPE:		EOB ONLY	
AUTO PRINT CASH RECEIPT: NO		RECEIPT PRINTER:	
Select USERS:		USER,GINA	
Select SUPERVISOR(S):		USER,GINA	
ASK CHECK BANK NUMBER: NO		ASK INPATIENT/OUTPATIENT: NO	
<b>ASK TREASURY DEPOSIT NUMBER: NO</b>		Allowance Category: Medicaid	
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	

Figure 2-1: Answering no to the "ask treasury deposit number" prompt

In addition, Patch 4 will also use the location "affiliation" field to determine if a site is Federal or non-Federal (see Figure 2-2). Please see your site manager if the location "AFFILIATION" needs to be edited in your system.

*** LOCATION FILE INQUIRY ***	
=====	
NAME: TRIBAL HEALTH CENTER	SHORT NAME: TRIBAL HL CT
AREA: ALBUQUERQUE	SERVICE UNIT: NON SVC UNIT
CODE: 98	ABBRV: THC
ASUFAC INDEX: 999999	PHONE: (505)248-4300
MAILING ADDRESS-STREET: PO BOX 87110	MAILING ADDRESS-CITY: ALBUQUERQUE
MAILING ADDRESS-STATE: NEW MEXICO	MAILING ADDRESS-ZIP: 87110
FEDERAL TAX NO.: 850109999	MEDICARE NO.: 310010
STATE: NEW MEXICO	CURRENT TYPE: NON-IHS (638)
PSEUDO PREFIX: QJZ	UNIQUE RPMS DB ID: 19299
BEGIN DATE: 1990	<b>AFFILIATION: NON-IHS (638)</b>
IHS/NON-IHS: NON-IHS FAC	FACILITY TYPE: HEALTH CENTER
ASUFAC CODE: 999999	CLASS: CLINIC/CENTER
=====	

Figure 2-2: Using location affiliation to determine if a site is federal or non-federal

## 2.2 Requirements for Federal Locations

### Prior to Install

1. Prior to installation of Patch 4, all Federal sites must ensure that all RPMS Third Party Billing and Accounts Receivable sessions have been closed and transmitted. The patch will not install if there are any un-transmitted sessions.

In 3PB:        3PB→UCSH→SUP→REC  
 In A/R:        A/R→CSH→SUP→VON

2. Run the Aged Summary Report (ASM) Report and provide the report to UFMS A/R Lead. The amounts on this report will be used by UFMS to populate the Master Invoices in the UFMS software.

### Post-Install Checklist for Federal Sites

The following items will need to be completed by Federal sites as soon as Patch 4 is installed:

- Check all Collection Points to make sure the ASK TREASURY DEPOSIT NUMBER field is populated with YES.

This is to ensure that all Allowance Categories are populated for all Collection Points.

- Review the BOOKING DATE IN UFMS field to ensure it states the date to begin file transmissions to UFMS. This option is located in the Manager Menu, Site Parameters (A/R→MAN→SPE).

***The date must be populated accurately prior to sending files to UFMS. Failure to populate will result in errors at UFMS.***

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Site Parameter Edit                          +
|          INDIAN HEALTH HOSPITAL                      |
+-----+
User: USER,ADRIAN M          BUSINESS OFFICE          9-MAY-2008 3:13 PM

Select A/R SITE PARAMETER/IHS RPMS SITE: INDIAN HEALTH HOSPITAL
HEADQUARTERS WEST          HQW          01          NM IHS          999999
...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: 10//
Location Type For Reports: VISIT//
Default Path: c:\inetpub\ftproot\pub\ Replace
EISS System: C:/RPMS///
EISS Username: bardata//
EISS Password: lbardat//
EISS (local) path: C:\RPMS\EISS FILES\//
Select EDI PAYER:
UFMS DIRECTORY: c:\inetpub\ftproot\pub\rpms\ Replace
UFMS DISPLAY DATE LIMIT: T-197//
BOOKING DATE IN UFMS: MAY 12,2008

```

Figure 2-3: Reviewing the booking date in UFMS field

Upon completing of installation, proceed with your daily activities.



## 3.0 Patch 4 Details

### 3.1 Option to Retransmit Files to UFMS Removed

An issue identified by UFMS was finding duplicate records on file for transactions sent from RPMS. To prevent this from happening in the future, the option to resend or retransmit in the Cashiers and Supervisors menus have been removed.

If a user has a valid reason why a transaction should be resent, the user must notify the Business Office Manager and Finance Office for approval. Once this approval is granted, the RPMS system support process should be followed for each local site and Area.

### 3.2 Added field to the Collection Point to store the allowance category

A field has been added to the A/R Collection Point file to store the Allowance Category. For UFMS, the allowance categories are equivalent to the four Budget Activity Programs shown below. The Budget Activity Programs are also how the UFMS Summary Invoices will be created in UFMS. Each of these four Allowance Categories has at least one type of insurer linked to it. For example, Medicare is linked with type of insurer R-Medicare FI, MD-Medicare Part D, and MH-Medicare HMO.

**UFMS Budget Activity Programs and Mapping from RPMS** [see Type of Insurer table for corresponding acronyms.]

MCR	Medicare (Type of Insurer: R, MH, MD)
MCD	Medicaid (Type of Insurer: D, K)
PVT	Private Insurance (Type of Insurer: H, M, P, F)
OTH	Other (Type of Insurer: W, C, N, I, T, G)

**Type of Insurer:**

H	HMO	N	NON-BEN (NON-INDIAN
M	MEDICARE SUPPL	I	INDIAN PATIENT
D	MEDICAID FI	K	CHIP (KIDSCARE)
R	MEDICARE FI	T	3P LIABILITY
P	PRIVATE	G	GUARANTOR
W	WORKMEN'S COMP	MD	MCR PART D
C	CHAMPUS	MH	MEDICARE HMO
F	FRATERNAL ORG		

The "Allowance Category" field is an optional field for non-Federal locations; however, population of this field is mandatory for Federal locations.

**Note:** This field must be populated as soon as Patch 4 is installed so that Collection Points can be linked to the Types of insurers or BAP. This field will also be used in the future for reporting purposes.

To edit or create a Collection Point in RPMS, the following steps are taken (A/R → MAN → CPE). Enter the name of the Collection Point, or enter a ? for a complete list. Once the desired Collection Point is selected, <Enter> through all fields to get to the "Allowance Category" field. The user will type a ? and <Enter> for a listing below. The User will choose the correct entry, <Enter> through the remaining fields and SAVE the entry.

The following screen output is an example of populating the Medicare OPV collection point with an Allowance Category.

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
+-----+ Collection Point Edit +-----+
|                INDIAN HEALTH HOSPITAL                             |
+-----+
User: USER,GINA      BUSINESS OFFICE      16-APR-2008 1:13 PM

Select A/R COLLECTION POINT/IHS NAME: MEDICARE <enter>
1  MEDICARE IP
2  MEDICARE IP TST
3  MEDICARE OPV
4  MEDICARE PART B
CHOOSE 1-4: 3 <enter>    MEDICARE OPV

      COLLECTION BATCH IDENTIFICATION
NAME:                MEDICARE OPV
LAST COLLECTION BATCH DATE:
LAST SEQUENCE NUMBER:
CURRENT COLLECTION BATCH:
LOCATION:              INDIAN HEALTH HOSPITAL
A/R SECTION:         BUSINESS OFFICE
BATCH TYPE:          ALL TYPES
AUTO PRINT CASH RECEIPT: NO      RECEIPT PRINTER:
Select USERS:
Select SUPERVISOR(S):
ASK CHECK BANK NUMBER:          NO      ASK INPATIENT/OUTPATIENT:          NO
ASK TREASURY DEPOSIT NUMBER: YES      Allowance Category: Medicare <enter>
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:	Press <PF1>H for help	Insert
----------	-----------------------	--------

Figure 3-1: Example of populating the Medicare OPV collection point with an allowance category

### 3.3 Collection Batch Modifications

#### 3.3.1 Format of Treasury Deposit Number (TDN)/ IPAC Field

TDN/IPACs are assigned by Treasury and are recorded by Item number via the Collection Entry process. When daily files are sent to UFMS, the TDN/IPAC entry is linked to the A/R transactions and is used by Finance to reconcile check amounts based on the corresponding TDN/IPAC. This number is also referred to as the Schedule Number.

Patch 3 required all sites to enter a value into this field while creating batches. The field for these TDN/IPACs must be populated and in the correct format for UFMS reconciliation purposes. TDN/IPACs should be actual entries issued by Treasury and only one TDN/IPAC should be entered per batch.

Patch 4 has an edit in the system that will check the field for validity of the TDN format as outlined below:

- A valid 6-20 digit alpha-numeric schedule number.
- “NONPAYMENT” – Used when creating “Zero-Pay” Collection Batches. These types of batches are created with a zero dollar amount and are used to post non-payments.
- “PRE-UFMS\_COLLECTIONS” – All transactions applied before 10/1/2007.

If the format of the entry is not in one of the above formats, the system will respond with question marks and a comment as noted in the figure below. The system will re-prompt the TDN field for entry.

```

ENTERING ITSC-MEDICAID-05/12/2008-1TYPE: ALL TYPES      BATCH TOTAL: 0
You will now be prompted for the Treasury Deposit/IPAC and an amount.
The Treasury Deposit/IPAC will be used for all items in this batch.
The total of all the items entered must equal the amount entered here or
the batch will not finalize.

Enter TDN/IPAC: 121??
      Enter a 6-20 character Treasury Deposit Number/IPAC, PRE-
UFMS_COLLECTIONS,
      or NONPAYMENT
Enter TDN/IPAC:

```

Figure 3-2: Example of using an incorrect format, re-prompted for TDN field entry

### 3.3.2 Only One TDN/IPAC Allowed Per Collection Batch

AR → COL → EN

Only one TDN/IPAC will be allowed per Collection Batch. When creating a Collection Batch, the system will automatically populate each Collection Batch item with the TDN/IPAC that was initially entered when the Collection Batch was created.

A major change with Patch 4 is that the system will now require the total dollar amount of the Collection Batch to equal the total dollar amount of the Collection Batch Items. To prepare for this requirement, the user should sum the total dollar amount of the checks that will be entered for each Collection Batch. It is also important for the user to verify that all checks are deposited with the same TDN/IPAC before entering into the AR system.

Upon entry into the system, the prompt to enter the total dollar amount will appear immediately after the TDN/IPAC is entered as shown below. The following display is an example of a Collection Batch created for Medicare HMO Collection Point with two Batch Items.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Collection Menu                                |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: USER,GINA          BUSINESS OFFICE          17-APR-2008 10:34 AM

EN      Collections Entry
CR      Collections Reports ...
CPS     Check Posting Summary

Select Collection Menu Option: EN <enter>

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Collections Entry                                |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: USER,GINA          BUSINESS OFFICE          17-APR-2008 10:34 AM

Enter your Current Signature Code:      SIGNATURE VERIFIED
Select A/R COLLECTION POINT/IHS NAME: MEDICARE HMO <enter>

ENTERING MEDICARE HMO-04/17/2008-1 TYPE: ALL TYPES      BATCH TOTAL: 0
You will now be prompted for the Treasury Deposit/IPAC and an amount.
The Treasury Deposit/IPAC will be used for all items in this batch.
The total of all the items entered must equal the amount entered here or
the batch will not finalize.

Enter TDN/IPAC: 99568A663 <enter>
Enter TDN/IPAC Dollar Amount for this Batch: 500.00 <enter>

```

```

-----
TDN/IPAC: 99568A663
Amount: 500.00

Correct? ? YES// <enter>

ITEM 1
Up-Arrow at Transaction Type to exit loop and KILL New Entry
PAYMENT TYPE: 51  EOB CHECK <enter>
PAYOR:  MEDICARE <enter>

```

Figure 3-3: Example of a collection batch created for Medicare HMO with two batch items

In the following example, the TDN/IPAC is displayed at the header level and is automatically being populated and applied to Collection Batch Items 1 and 2.

```

ENTERING MEDICARE HMO-04/17/2008-1TYPE: ALL TYPES BATCH TOTAL: 0
TDN/IPAC: 99568A663                      TDN/IPAC AMOUNT: 500.00

ITEM 1                      MEDICARE
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 20202020 <enter>

TREASURY DEPOSIT/IPAC: 99568A663 (Note: TDN autmatically populated here)
CREDIT: 250.00 <enter>

MEDICARE HMO-04/17/2008-1ITEM: 1      TYPE: EOB CHECKBATCH TOTAL: 250
TDN/IPAC: 99568A663                  TDN/IPAC AMOUNT: 500.00
=====
CHECK NUMBER          20202020
AMOUNT PAID           250.00
A/R ACCOUNT           MEDICARE
PAYOR                  MEDICARE
LOCATION OF SERVICE     INDIAN HEALTH HOSPITAL
TREASURY DEPOSIT/IPAC # 99568A663
=====
IH  INDIAN HEALTH HOSPITAL  $  250.00

Select one of the following:

      E          EDIT
      D          DELETE
      C          CONTINUE

Enter response: CONTINUE// <enter>

ENTERING MEDICARE HMO-04/17/2008-1TYPE: ALL TYPES BATCH TOTAL: 250
TDN/IPAC: 99568A663                      TDN/IPAC AMOUNT: 500.00

ITEM 2                      MEDICARE
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: ^ <enter>
TREASURY DEPOSIT/IPAC: 99568A663

```

```

PAYOR: MEDICARE// <enter>

ENTERING MEDICARE HMO-04/17/2008-1TYPE: ALL TYPES BATCH TOTAL: 250
TDN/IPAC: 99568A663                      TDN/IPAC AMOUNT: 500.00

ITEM 2                                MEDICARE A/B
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 669988888 <enter>
TREASURY DEPOSIT/IPAC: 99568A663 (Note: TDN automatically populated here)
CREDIT: 250.00 <enter>

MEDICARE HMO-04/17/2008-1ITEM: 2      TYPE: EOB CHECKBATCH TOTAL: 500
TDN/IPAC: 99568A663                  TDN/IPAC AMOUNT: 500.00
=====
CHECK NUMBER          6699888
AMOUNT PAID           250.00
A/R ACCOUNT           MEDICARE A/B
PAYOR                 MEDICARE A/B
LOCATION OF SERVICE     INDIAN HEALTH HOSPITAL
TREASURY DEPOSIT/IPAC # 99568A663
=====
IH  INDIAN HEALTH HOSPITAL  $  250.00

Select one of the following:

      E          EDIT
      D          DELETE
      C          CONTINUE

Enter response: CONTINUE// <enter>

ENTERING MEDICARE HMO-04/17/2008-1TYPE: ALL TYPES BATCH TOTAL: 500
TDN/IPAC: 99568A663                      TDN/IPAC AMOUNT: 500.00

```

Figure 3-4: Example of TDN/IPAC being displayed and automatically applied to collection batches 1 and 2

### 3.3.3 Detail Collection Report to Display at End of Collection Batch Entry

During the batch creation process, the Detail Collection Report will automatically display after the user has completed batching items in a batch. This will occur as the user enters uphats (^) at the prompts to Exit the batch (see Figure 3-5).

It is recommended that the users take this opportunity to balance the dollar amount(s) entered, to verify that the check numbers are entered accurately, that the dollar amounts are correct, that the Payers are accurate, and that the TDN/IPAC is accurate. Corrections must be made at this time.

**Note:** If the batch is finalized and errors are noted after this time, the user will be required to work with Finance to document and post the erroneous entry in the BSL report.

```

ITEM 3                MEDICARE A/B
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: ^ <enter>
TREASURY DEPOSIT/IPAC: 99568A663
PAYOR: MEDICARE A/B// ^ <enter>

GETTING READY TO RUN DETAIL REPORT.  PLEASE VALIDATE TREASURY DEPOSIT/IPAC
AND AMOUNT FOR ACCURACY
DO YOU WISH TO PUT THIS BATCH IN REVIEW STATUS? NO// <enter>
DEVICE:  Virtual      Right Margin: 80//

DATE:                COLLECTIONS REPORT -- DETAILED                PAGE  1
04/17/08             INDIAN HEALTH HOSPITAL

                        BATCH:  MEDICARE HMO-04/17/2008-1
                        TOTAL:      500.00

ITEM  RECEIVED      CHECK #      A/R ACCOUNT      DISTRIBUTION      AMOUNT
=====
                        PAYMENT TYPE: EOB CHECK
1      04/17/08  20202020      MEDICARE                250.00
                        TREASURY DEPOSIT/IPAC # 99568A663
                        INDIAN HEALTH H                250.00
2      04/17/08  6699888      MEDICARE A/B            250.00
                        TREASURY DEPOSIT/IPAC # 99568A663
                        INDIAN HEALTH H                250.00

SUBTOTAL                                -----
                                           500.00
TOTAL                                  -----
                                           500.00

DO YOU WISH TO PUT THIS BATCH IN REVIEW STATUS? NO//

      Select one of the following:

          A      ADD
          M      MORE
          E      EDIT
          Q      QUIT

A/M/E/Q: ADD// QUIT <enter>

```

Figure 3-5: Sample detailed collections report

### 3.3.4 Edits for Verifying Entries for UFMS Reconciliation

If you accidentally add additional items or amounts that exceed the amount of the batch total, the system will not notify you of the exceeded amount until you attempt to finalize the batch. The following figure shows the message that will prompt.

**Note:** The system will not allow you to finalize the batch until these items are reconciled.

BATCHED AMOUNT OF 1,000.00 DOES NOT MATCH THE TDN/IPAC AMOUNT OF 500.00 FOR TDN/IPAC NMMCAID55866.

PLEASE REVIEW YOUR ENTRIES AND EITHER CORRECT THE AMOUNT OF THE TDN/IPAC, REMOVE ITEMS, OR CORRECT THE BATCH ITEM AMOUNTS.

Figure 3-6: Sample error message upon trying to exit with an item/dollar amount error

A Collection Batch whose amount does not match the total amount of the Batch Items cannot be finalized until the necessary corrections are made. If the user tries to finalize the Batch before making the necessary corrections, the following message will be displayed:

The batch total of \$2,250.00 doesn't equal the items total of \$300.00. Either add item(s) or edit the batch amount to balance. Batch can not be finalized until these balance.

Figure 3-7: Sample error message received if user tries to finalize batch before making necessary corrections

If the Collection Batch total and Batch Item(s) totals match, the user will see the following message when running the Collection Report Final and will be allowed to finalize the Collection Batch.

The batch total and the items total balance at \$1,000.00 for TDN GINASTEST99568.

ARE YOU SURE YOU WANT TO FINALIZE THIS BATCH? NO// YES

Figure 3-8: Finalizing batch

### 3.3.5 Collection Batches with NONPAYMENT TDN/IPACs

Collection Batches that are created with a TDN/IPAC description of NONPAYMENT are used when creating "Zero-Pay" Collection Batches. These types of batches are created with a zero dollar amount and are used to post non-payments. To ensure no dollar amounts are entered for these NONPAYMENT Collection Batches, any dollar amount other than \$0 will not be allowed for NONPAYMENT batches. If a NONPAYMENT Collection Batch is created and a dollar amount other than \$0 is entered, the user will receive an error message (as shown below) and will be taken back to the Collections Entry menu.



```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Collections Entry                             +
|          INDIAN HEALTH HOSPITAL                         |
|          ** LOGGED INTO CASHIERING MODE **              |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: USER,GINA          BUSINESS OFFICE          17-APR-2008 1:56 PM

Enter your Current Signature Code:    SIGNATURE VERIFIED
Select A/R COLLECTION POINT/IHS NAME: MEDICARE HMO <enter>

ENTERING MEDICARE HMO-04/17/2008-2 TYPE: ALL TYPES      BATCH TOTAL: 0
You will now be prompted for the Treasury Deposit/IPAC and an amount.
The Treasury Deposit/IPAC will be used for all items in this batch.
The total of all the items entered must equal the amount entered here or
the batch will not finalize.

Enter TDN/IPAC: NONPAYMENT <enter>
Enter TDN/IPAC Dollar Amount for this Batch: 100.00 <enter>
-----
TDN/IPAC: NONPAYMENT
Amount: 100.00

Cannot batch a dollar amount to a NONPAYMENT TDN/IPAC

```

Figure 3-9: Sample error message received for a nonpayment collection batch with an amount other than \$0

The system will not allow the user to edit the dollar amount for a NONPAYMENT Collection Batch. The "Payor" field is the only field that may be edited.

```

Select one of the following:

E          EDIT
D          DELETE
C          CONTINUE

Enter response: CONTINUE// EDIT <enter>
PAYOR: MEDICARE// <enter>

ENTERING MEDICARE HMO-04/17/2008-2TYPE: ALL TYPES BATCH TOTAL: 0
TDN/IPAC: NONPAYMENT          TDN/IPAC AMOUNT: 0.00

ITEM 1          MEDICARE
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 45389658//
TREASURY DEPOSIT/IPAC: NONPAYMENT

MEDICARE HMO-04/17/2008-2ITEM: 1      TYPE: EOB CHECKBATCH TOTAL: 0
TDN/IPAC: NONPAYMENT          TDN/IPAC AMOUNT: 0.00

```

Figure 3-10: Sample edit of payor field

### 3.3.6 ETDN – Edit Treasury Deposit/IPAC #

AR → MAN → ETDN

This menu option was added as a locked key to allow the user to edit the following fields:

- TDN/IPAC at the Collection Batch level only
- TDN/IPAC dollar amount at the Collection Batch level and/or at the Batch Item level

This option will not be available to all users, but will need to be assigned to users who have been authorized to make these edits. The system will only allow a user to edit a TDN/IPAC field if there has not been any posting to that batch.

Once the desired batch has been selected, follow the prompts to enter the correct TDN/IPAC and/or dollar amounts as shown below:

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Edit Treasury Deposit/IPAC Number          +
|          INDIAN HEALTH HOSPITAL                      |
|          ** LOGGED INTO CASHIERING MODE **            |
+-----+
User: USER,GINA          BUSINESS OFFICE          25-APR-2008 10:09 AM

Note: Collection Batch and Item's that have not been posted may be modified.
      If you entered a TDN/IPAC in error and the batch has been posted, you
      may not edit the TDN/IPAC and must notify your Finance Office to make
      adjustments in the financial system.

Select A/R COLLECTION BATCH/IHS NAME: MEDICAID IPV-04/01/2008-1

*****
Collection Batch: MEDICAID IPV-04/01/2008-1
*****
      TDN/IPAC: ROC852233          TOTAL AMOUNT BATCHED: $500.00
      Batched by: USER,GINA          DATE CREATED: 04/01/2008

Item      Check#          A/R ACCOUNT          TDN/IPAC          Amount
-----
   3  665892          NEW MEXICO MEDICA  ROC852233
500.00
Correct? Y// YES
Now Editing COLLECTION BATCH HEADER data:

Collection Batch TDN/IPAC: ROC852233// 48895523
Total Amount Batched: 500// 1000

You have edited the COLLECTION BATCH HEADER data to reflect:

*****
Collection Batch: MEDICAID IPV-04/01/2008-1

```

```

*****
TDN/IPAC: 48895523          TOTAL AMOUNT BATCHED: $1,000.00
Batched by: USER,GINA      DATE CREATED: 04/01/2008
-----
Is this correct? YES

Now editing Collection Batch Items....
-----
Item      Check#          A/R ACCOUNT          TDN/IPAC          Amount
-----
  3  665892              NEW MEXICO MEDICA  48895523
500.00
-----
Select Collection Batch Item to edit:  (1-3): 3

  3  665892              NEW MEXICO MEDICA  48895523
500.00

Item Amount: 500.00// 1000
Enter RETURN to Continue:

```

Figure 3-11: Entering the correct TDN/IPAC and/or dollar amount

If the TDN/IPAC or the dollar amount entered is not correct, enter **NO** at the "Is this correct?" prompt. The user will be taken back to the "Collection Batch TDN/IPAC" prompt.

```

Is this correct? NO
Now Editing COLLECTION BATCH HEADER data:

Collection Batch TDN/IPAC: 48895523//

```

Figure 3-12: Entering no and being taken back to collection batch TDN/IPAC prompt

If the Collection Batch amount does not match the total of the Collection Batch Items, the user will see an error message and will not be allowed to exit until these dollar amounts match.

```

Is this correct? YES

Now editing Collection Batch Items....
-----
Item      Check#          A/R ACCOUNT          TDN/IPAC          Amount
-----
  1  66589              PRESBYTERIAN HEAL  PRES564410          2,500.00
  2  96325              PRESBYTERIAN HEAL  PRES564410          4,750.00
-----
Select Collection Batch Item to edit:  (1-2): <nothing was selected here>

Batched amount of $7,250.00 does not match TDN/IPAC amount of $7,200.00

```

Figure 3-13: Error message when collection batch amount and total of the collection batch items do not match

Select "BATCH" or "ITEM" to make the appropriate dollar amount correction(s). Once the Collection Batch amount and the total amount of the Collection Batch Items match, the Collection Batch may be finalized for posting.

```

Select one of the following:

      B      BATCH
      I      ITEM

Which would you like to correct: ITEM <enter>

Now editing Collection Batch Items....
-----
Item      Check#      A/R ACCOUNT      TDN/IPAC      Amount
-----
  1  66589      PRESBYTERIAN HEAL  PRES564410      2,500.00
  2  96325      PRESBYTERIAN HEAL  PRES564410      4,750.00
-----
Select Collection Batch Item to edit:  (1-2): 2 <enter>

  2  96325      PRESBYTERIAN HEAL  PRES564410      4,750.00

Item Amount: 4750.00// 4700 <enter>
Enter RETURN to Continue:

```

Figure 3-14: Correcting item amount

### 3.3.7 Systems Edits that Disallow Correction of TDN/IPAC Fields

If a Collection Batch Item has a status of rolled or cancelled, it will not be available for editing.

A Collection Batch that contains items with payments posted to it cannot be edited. If a payment has been posted to a Collection Batch Item, the following message will be displayed and the user will be returned to the "Select A/R COLLECTION BATCH/IHS NAME" prompt (see Figure 3-15). The Finance Office will need to be contacted to coordinate the process to correct the TDN/IPAC entries in UFMS.

```

ITEMS WITHIN THIS COLLECTION BATCH ALREADY HAVE PAYMENTS POSTED AND IS
THEREFORE UNEDITABLE

Select A/R COLLECTION BATCH/IHS NAME:

```

Figure 3-15: Message displayed if a payment has been posted to a collection batch item

## 3.4 General Posting Changes

### 3.4.1 Posting to a Cancelled Bill

AR → PST → PAY, ADJ, or REF

To notify the end user that the Bill has been cancelled, modifications were added to allow for easier identification of the status of these bills. An alert message will display and when listing accounts for posting, an asterisk (\*) displays along side the bill for easier identification.

#### Display of Cancelled Bill Alert Message

When posting payments, adjustments, or refunds to bill that has been cancelled in Third Party Billing, the user will now receive an alert message. These transactions may still be posted, but in order to continue the user will have to respond to the following prompt: "Are you sure you want to post to this invoice? N//." To continue posting activity, enter **Yes** at this prompt as shown in the following example. Normal posting procedures will resume.

Also note that the cancelled bill in the following example has an \* after it; this is intended as a "quick-reference" indicator to the user that the bill has been cancelled in Third Party Billing.

Claims for GIBSON,JANINE from 12/18/2007 to 12/18/2007						Page: 1
Batch :	GINAS MEDICARE		Item :	1		
Amount :	5000.00		Amount :	5000.00		
Posted :	935.80		Posted :	935.80		
Unalloc:	0.00		Unalloc:	0.00		
Balance:	4064.20		Balance:	4064.20		
Line #	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
1	12/18/2007	31101A-IH-88923*	193.00	0.00	0.00	193.00
2	12/18/2007	31102A-IH-88923	200.00	0.00	0.00	200.00
Line #: 1 <enter>						
Select Command (Line # 1) : P <enter>						
<b>STOP! 3P BILL 31101A has been cancelled.</b>						
Are you sure you want to post to this invoice? N// <b>YES</b> <enter>						
Payment Amount:						

Figure 3-16: Sample posting to a cancelled bill

### 3.4.2 Posting Transactions Resulting in a Negative Bill Balance No Longer Allowed (Bill, Collection Batch or Collection Batch Item)

A new safeguard was implemented to **not** allow a posting transaction which will result in a negative balance to a bill, a Collection Batch, or a Collection Batch Item. Any attempt by the user to post a transaction with an end result of a negative dollar amount will first receive a warning message. Depending on whether the posting will result in a negative bill balance or in a negative Collection Batch/Item balance, or a combination of the three, the user will see the following warning message(s).

Batch :	BCBS/NM	Item :	1				
Amount :	100.00	Amount :	100.00				
Posted :	56.00	Posted :	56.00				
Unalloc:	0.00	Unalloc:	0.00				
<b>Balance:</b>	<b>44.00</b>	<b>Balance:</b>	<b>44.00</b>				

  

Line #	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
1	11/28/2007	30837A-IH-99623	193.00	0.00	0.00	98.00

  

Select Command (Line # 1) : P  
 Payment Amount: **100.00**

**Warning - Posted amount exceeds the bill balance by -2 amount**

Enter RETURN to continue:

**Warning - Posted amount exceeds the item balance by -56 amount**

Enter RETURN to continue:

**Warning - Posted amount exceeds the batch balance by -56 amount**

Enter RETURN to continue:

ARE YOU SURE? NO// Y

Figure 3-17: Sample warning messages received if posting transaction results in a negative balance

If the user attempts to post a payment that will result in a negative balance, an error message will display and the user will not be allowed to continue or to exit until the posting is corrected or cancelled.

Select Action (P/M/C): POST TO A/R
Please wait... Posting Transactions.
THE TRANSACTION(S) YOU ARE ATTEMPTING TO POST WILL PUT THE COLLECTION ITEM INTO A NEGATIVE BALANCE BY \$50 PLEASE CANCEL, OR USE 'M' FOR MORE TO EDIT YOUR TRANSACTION TO PREVENT THE NEGATIVE BALANCE
Enter RETURN to continue:
Claims for YELLOWBEAR,JOHN from 11/28/2007 to 11/28/2007
Page: 1

Batch : GINAS BCBS/NM		Item : 1				
Amount : 100.00		Amount : 100.00				
Posted : 156.00		Posted : 156.00				
Unalloc: 0.00		Unalloc: 0.00				
Balance: -56.00		Balance: -56.00				
Line #	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
1	11/28/2007	30837A-IH-99623	193.00	100.00	0.00	-2.00
Select Action (P/M/C): CANCEL						

Figure 3-18: Error message displayed if posting results in negative balance; posting must be corrected or cancelled

### 3.4.3 Payment on a Bill Must Exist Before Posting a Reversal

Due to UFMS financial reconciliation requirements, users will no longer be allowed to post a payment reversal if a prior payment does not exist on the bill posting history.

**Note:** If a payment reversal is available, the user will receive a list of payments to choose from which will have a TDN/IPAC already attached to the specified payment transaction. The **exact** dollar amount will need to be entered in order to receive the list of Original Payments.

Line #	DOS	Claim #	Billed Amount	Current Paymnts	Current Adjust	Current Balance
1	03/11/2008	31204A-IH-1072	201.00	0.00	0.00	201.00
Line #: 1						
Select Command (Line # 1) : P						
Payment Amount: -156.7						
Which Original Payment does this apply to?						
TRANS DATE		TRANS TYPE		AMOUNT		BALANCE
A/R ACCT		BATCH		BATCH ITEM		
<<YOU ARE ATTEMPTING TO POST A REVERSAL WHEN THERE IS NO PAYMENT ON THE BILL PLEASE CHECK YOUR TRANSACTION AND TRY AGAIN						

Figure 3-19: Sample attempt to post a reversal with no payment on the bill

### 3.4.4 Posting Payments for Collection Batches with NONPAYMENT TDN/IPAC

Payment transactions made in Collection Batch Items with a TDN/IPAC of "NONPAYMENT" will only be allowed for a payment amount of \$0. If any amount other than \$0 is entered as the payment, the user will get an error message as shown in the example below and the transaction will not be accepted.

```
Select Command (Line # 1) : P <enter>
Payment Amount: 100.00

You can not post a payment of anything other than $0 if the TDN is NONPAYMENT
```

Figure 3-20: Sample error message received when an amount other than \$0 is entered

## 3.5 Enhancements to Reports

### 3.5.1 TDN/IPAC Displayed on Collection Report Detail and Collection Report Final

AR → COL → DT, FL

The RPMS A/R system now displays the TDN/IPAC on the Collection Report Detail, as shown in Figure 3-21. It is important to verify that this number is correct *before* the batch is finalized.

```
Select Collections Reports Option: DT <enter>
+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          Collection Report Detail                        |
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: USER,GINA          BUSINESS OFFICE          9-APR-2008 1:15 PM

Select A/R COLLECTION BATCH/IHS NAME: MEDICARE IP TST-04/09/2008-2 <enter>
DO YOU WISH TO PUT THIS BATCH IN REVIEW STATUS? NO// Y <enter>
DEVICE: Virtual          Right Margin: 80// <enter>

DATE:          COLLECTIONS REPORT -- DETAILED          PAGE 1
04/09/08          INDIAN HEALTH HOSPITAL

          BATCH: MEDICARE IP TST-04/09/2008-2
          TOTAL:          500.00

ITEM  RECEIVED    CHECK #          A/R ACCOUNT          DISTRIBUTION          AMOUNT
=====
          PAYMENT TYPE: EOB CHECK
1      04/09/08    665544          MEDICARE
500.00
```



<b>TREASURY DEPOSIT/IPAC # IHSMEDICARE12345</b>		
	INDIAN HEALTH H	500.00
SUBTOTAL		500.00
TOTAL		500.00

Figure 3-21: Sample collection report detail

As displayed in Figure 3-22, the TDN/IPAC is also displayed on the Collection Report Final.

DATE:	COLLECTIONS REPORT -- FINAL	PAGE 1
04/09/08	INDIAN HEALTH HOSPITAL	
BATCH: MEDICARE IP TST-04/09/2008-2		
TOTAL: 5,000.00		

  

ITEM	RECEIVED	CHECK #	A/R ACCOUNT	DISTRIBUTION	AMOUNT
=====					
1	04/09/08	66596	MEDICARE		5000.00

  

<b>TREASURY DEPOSIT/IPAC # IHSMCARE12345</b>		
	INDIAN HEALTH H	5000.00
SUBTOTAL		5000.00
TOTAL		5000.00

Enter RETURN to continue:

  

DATE:	COLLECTIONS REPORT -- FINAL	SUMMARY
9 APR 2008		

Collections listed above for Batch: MEDICARE IP TST-04/09/2008-2 totaling: 5,000.00 are transmitted herewith for appropriate action.

USER,GINA  
BUSINESS OFFICE  
INDIAN HEALTH HOSPITAL

RECEIPT FOR \$ \_\_\_\_\_ IS HEREBY ACKNOWLEDGED.

\_\_\_\_\_  
FINANCIAL MANAGEMENT.

Figure 3-22: Sample collection report final

### 3.5.2 BRM Reports, Batch Reports Menu

AR  $\rightarrow$  RPT  $\rightarrow$  BRM

The following two report options have been added to the Batch Reports Menu (BRM) to allow maintenance of the TDN field and for financial reconciliation with UFMS.

- TDN – Collection Batch Validation Report
- TDR – Treasury Deposit # Reconciliation Report

## TDN – Collection Batch Validation Report (formerly Treasury Deposit Number Report)

This report was added as a tool for the user to ensure that the TDN/IPAC is properly populated and that it is in the correct format for UFMS reconciliation purposes. When creating a Batch, one TDN/IPAC is entered and is linked to each item on the Batch. When sites send their daily Payment (receipt) files to UFMS, it is linked to each of the financial transactions that are sent to UFMS. Finance will also use this number to reconcile amounts with both UFMS and Treasury to ensure all checks and deposits are accounted for and reconciled.

The objective of the TDN report is for the sites to print the report and validate the accuracy of the numbers. This report will need to be run periodically because when posting occurs, the TDN/IPAC can change depending on posting transactions and the age of the accounts. The TDN report will need to be reviewed for any inaccurate or invalid entries, which will need to be corrected in RPMS. Correct/valid TDN/IPACs must be 6-20 characters and must match one of the following criteria:

- An actual 6-20 digit schedule number.
- "NONPAYMENT" – used when creating a “Zero-Pay” Collection Batch. These batches are created with a zero dollar amount and are used to post non-payments.
- "PRE-UFMS\_COLLECTIONS" – used for all transactions applied before 10/1/07.

This report will need to be exported to Excel. Each site has their own method of exporting these types of reports. Please see your supervisor or site manager if you need instructions on the local procedures for this process.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Batch Reports Menu          |
|          INDIAN HEALTH HOSPITAL      |
+-----+
User:  USER,GINA          BUSINESS OFFICE          21-MAR-2008 12:12 PM

BPP    Batch Posted Payments
BSL    Batch Statistical Report

```

```

RPRT   Re-Print Finance Letters
TDN    Collection Batch Validation Report
TDR    Treasury Deposit # Reconciliation Report

Select Batch Reports Menu Option: TDN <Enter>

      +-----+
      |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
      |      Collection Batch Validation Report                  |
      |          INDIAN HEALTH HOSPITAL                        |
      +-----+
User:  USER,GINA          BUSINESS OFFICE          21-MAR-2008 12:12 PM

Enter path: C:\

Enter filename: TDN EXAMPLE <Enter>

```

Figure 3-23: Sample TDN report

The report will identify any TDN/IPAC numbers that do not match the criteria listed above. These items will be identified as having a "BAD TDN" and will have to be corrected.

Below is an example of what the exported TDN report will look like in Excel format. When formatting the report into Excel, be sure to use ^ as the delimiter and change the column data format from general to text.

Collection Batch	Status	Facility	A/R Account	Item	Schedule#	Credit-Debit
MEDICARE-10/04/2007-1	POSTABLE	TEST HOSPITAL	MEDICARE	1	BAD TDN: 456	\$ 10,000.00
MEDICARE-12/07/2007-1	POSTABLE	TEST HOSPITAL	MEDICARE	1	234777	\$ 25,000.00
MEDICAID-12/07/2007-1	POSTABLE	TEST HOSPITAL	NM MEDICAID	1	BAD TDN: PRE-UMFS COLLECTIONS	\$ 25,000.00
PRIVATE-12/07/2007-1	POSTABLE	TEST HOSPITAL	BCBS OF NM	1	BAD TDN: PRE-UFMS	\$ 25,000.00
MEDICARE OPV-12/02/2007-1	POSTABLE	INDIAN HEALTH HOSPITAL	MEDICARE	1	BAD TDN:	\$ 263.00
MEDICARE OPV-01/12/2008-1	POSTABLE	INDIAN HEALTH HOSPITAL	MEDICARE	1	230021	\$ 960.00
PVT INS OPV-01/16/2008-1	POSTABLE	INDIAN HEALTH HOSPITAL	BCBS OF NM	1	BAD TDN: NONPAY	\$ 100,000.00
MEDICARE OPV-01/15/2008-1	POSTABLE	INDIAN HEALTH HOSPITAL	MEDICARE	3	234777	\$ 960.00
PVT INS OPV-12/07/2007-1	POSTABLE	INDIAN HEALTH HOSPITAL	SPIDERWEB	1	BAD TDN: NOCHECK	\$ 3,014.00
PVT INS OPV-12/07/2007-2	POSTABLE	INDIAN HEALTH HOSPITAL	CAPITAL INSURANCE	1	BAD TDN: 000000	\$ 68.00

Figure 3-24: Sample exported TDN report in Excel format

### TDR – Treasury Deposit # Reconciliation Report

This report was added as a tool for the user to reconcile all payments posted against a TDN/IPAC for a specified date range. The user will enter the desired date range and the TDN/IPAC.

**Note:** The "Treasury Deposit/IPAC" prompt is not a searchable field; in other words, the user must know which TDN/IPAC to request on this report and it must be entered exactly as it appears in RPMS. For example: 551423, NONPAYMENT, or PRE-UFMS\_COLLECTIONS.

This report will also need to be exported to Excel. Please see your supervisor or site manager if you need instructions.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Batch Reports Menu                             |
|          INDIAN HEALTH HOSPITAL                         |
|          ** LOGGED INTO CASHIERING MODE **              |
+-----+
User: USER,GINA          BUSINESS OFFICE          3-APR-2008 9:07 AM

BPP    Batch Posted Payments
BSL    Batch Statistical Report
RPRT   Re-Print Finance Letters
TDN    Collection Batch Validation Report
TDR    Treasury Deposit # Reconciliation Report

Select Batch Reports Menu Option: TDR <enter>

This report will print all PAYMENT transactions for a selected date
range and treasury deposit/IPAC and whether it has been sent to UFMS,
the Not Sent bucket, or neither.

===== Transaction Date Range =====

Enter STARTING DATE for the Report:  01/01/08 <enter>

Enter ENDING DATE for the Report:    01/31/08 (enter>

Treasury Deposit/IPAC: 551423 <enter>

This report will now look for payment transactions with:

    TREASURY DEPOSIT/IPAC 551423
    in DATE RANGE 01/01/2008 to 01/31/2008

Enter RETURN to Continue:

JUST A MINUTE PLEASE WHILE I LOOK...

Enter path: C:\

Enter filename: TDR REPORT EXAMPLE <Enter>

```

Figure 3-25: Sample treasury deposit # reconciliation report

The report will list all transactions posted for the TDR and date range requested, the bill number, the transaction number, the Collection Batch and Batch Item, the TDN/IPAC, the dollar amount posted, and whether or not the transaction was sent to UFMS. If the transaction was not sent to UFMS, the reason not sent will also be shown.

The following is an example of what the exported TDR report will look like in Excel format. When formatting the report into Excel, be sure to use ^ as the delimiter and change the column data format from general to text.

Location	A/R Bill	Transaction	Collection Batch	Collection Item	Treasury Dep/Ipac	Dollar Amount	Transmitted?	Reason Not Sent
INDIAN HOSP	29159AIH28925	3080116.16373	MEDICAID OPV-01/07/2008-1	6	551423	\$ -223.00	N	7
INDIAN HOSP	29159AIH28925	3080116.163731	MEDICAID OPV-01/07/2008-1	6	551423	\$ 242.00	N	7
INDIAN HOSP	29163AIH34986	3080116.163843	MEDICAID OPV-01/07/2008-1	6	551423	\$ -213.00	Y	
INDIAN HOSP	29163AIH34986	3080116.163845	MEDICAID OPV-01/07/2008-1	6	551423	\$ 242.00	Y	
INDIAN HOSP	29173AIH67161	3080116.16404	MEDICAID OPV-01/07/2008-1	6	551423	\$ -223.00	Y	
INDIAN HOSP	29173AIH67161	3080116.164041	MEDICAID OPV-01/07/2008-1	6	551423	\$ 233.00	Y	
INDIAN HOSP	29656AIH34274	3080116.164156	MEDICAID OPV-01/07/2008-1	6	551423	\$ -203.00	N	1
INDIAN HOSP	29656AIH34274	3080116.164158	MEDICAID OPV-01/07/2008-1	6	551423	\$ 222.00	N	1
TOTAL TRANSACTIONS SENT TO UFMS: 8								
TOTAL DOLLARS SENT TO UFMS: 77								
TOTAL 'NOT SENT' TRANSACTIONS:								
TOTAL 'NOT SENT' DOLLARS:								
TOTAL PAYMENT TRANSACTIONS: 8								
TOTAL PAYMENT DOLLARS: 77								

Figure 3-26: Sample exported TDR report in Excel format

### 3.5.3 Enhancement to the VF Report – View Records in a UFMS file on Host System

CSH → SUP → RPT → VF

The process of searching for specific data elements within a UFMS file has been improved. Searches may now be done by record type, batch name, transaction date, amount sign (positive [+] or negative [-] transaction), amount of receipt or adjustment, "APPLY TO" value, TDN/IPAC, or unique ID. This report is a Supervisory Function within the Cashiering Options menu of AR.

#### Searching by RECORD TYPE

There are two types of transactions: Receipts (R) for payments or Adjustments (A) for all other transactions. To search for transactions labeled as Receipts within a file, type a capital R followed by a space, and press enter. To search for transactions labeled as Adjustments within a file, type a capital A followed by a space, and press enter.

**Note:** If the space is not entered after the R or the A, the data on the report will not be accurate.

The following screen output is an example of a search by Receipt record type being viewed in Captioned Layout, which is easier to read than the File Layout. In this case, only records labeled as Receipts will be displayed on the report.

```

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

Select UFMS Reports Menu Option: VF <Enter>

CURRENT UFMS DIRECTORY IS c:\
Enter filename : IHS_AR_RPMS_RCV_719_202401_20080104_151205_1.08.04t5k.DAT

    Select one of the following:

        F          FILE LAYOUT
        C          CAPTIONED

Enter response: C <Enter>

WOULD YOU LIKE TO SEARCH FOR A STRING?? N// YES <Enter>

ENTER TARGET STRING: R space <enter>

                                UFMS FILE VIEW                                PAGE 1
                                FILE: IHS_AR_RPMS_RCV_719_202401_20080104_151205_1.08.04t5k.DAT
                                CAPTIONED LAYOUT
-----

RECORD #: 1
RECORD TYPE: R
BATCH: MEDICARE OPV-12/06/2007-1
TRANSACTION DATE: 01/04/2008
AMOUNT SIGN: +
AMOUNT: 1121.90
APPLY TO: 2024012024017886
SCHEDULE #: TST987654
UNIQUE ID: 3080104.131650|2024012024017886

RECORD #: 4
RECORD TYPE: R
BATCH: MEDICARE OPV-12/06/2007-1
TRANSACTION DATE: 01/04/2008
AMOUNT SIGN: +
AMOUNT: 193.00
APPLY TO: 2024012024017886
SCHEDULE #: TST987654
UNIQUE ID: 3080104.131651|2024012024017886

```

Figure 3-27: Sample search by receipt record type viewed in caption layout

The following are brief descriptions of the other types of searches now available in the VF option:

**Searching by BATCH**

This is a search by batch name. The batch name must be entered by the user exactly as it appears in the RPMS system; for example, **MEDICARE OPV-12/12/2007-1**. Note that spaces ( ), dashes (-), slashes (/), underscore (\_) and upper/lower case letters are critical when entering the search criteria.

**Searching by TRANSACTION DATE**

This is a search by transaction date. The transaction date corresponds to the RPMS posting date. To search for a string by a transaction date the following format must be used: *MM/DD/YYYY*; for example, 01/04/2008.

**Searching by AMOUNT SIGN**

This is a search by amount sign. There are two types of amount signs for receipts and for adjustments: + (positive sign) and - (negative sign).

Depending on the Record type, a positive sign or a negative sign will apply accordingly:

**“A” Record**

Upward Adjustment: + (positive sign)

Downward Adjustment: - (negative sign)

**“R” Record**

Receipt Application (payment): + (positive sign)

Receipt Reversal: - (negative sign)

To search by an amount sign, the user will type +0 <Enter>, or -0 <Enter> at the ENTER TARGET STRING prompt.

**Searching by AMOUNT**

This is a search by the amount of the RPMS receipt or adjustment applied to a transaction.

**Note:** Decimal points are implied in the UFMS file. Because the decimal point is implied, the search amount is entered without a decimal point. For example, a search for \$154.40 will be entered as 15440.

**Searching by APPLY TO value**

This is a search by APPLY TO value. The APPLY TO value is the naming convention given to approved invoices sent to UFMS from each site. This naming convention is derived from the four summary invoices to be created in UFMS, which are: Medicare, Medicaid, Private Insurance, and Other. There are two types of APPLY TO values – one type for files created prior to 10/1/2007 (also referred to as PRE\_UFMS) and another type for files created after 10/1/2007.

Files created prior to 10/1/2007 will have an APPLY TO value consisting of a three-digit site name acronym (for example, ABQ for Albuquerque), the numbers 07 for 2007, and a five-digit acronym for the type of payer (for example, MCARE for Medicare, PVTIN for Private Insurance, etc.).

The following is an example of different sites' pre-live APPLY TO values.

<b>Location</b>	<b>Medicaid</b>	<b>Medicare</b>	<b>Pvt Ins</b>	<b>Other</b>
Albuquerque	ABQ07MCAID	ABQ07MCARE	ABQ07PVTIN	ABQ07OTHER
Aberdeen	ABR07MCAID	ABR07MCARE	ABR07PVTIN	ABR07OTHER
Oklahoma	OKC07MCAID	OKC07MCARE	OKC07PVTIN	OKC07OTHER
Navajo	NAV07MCAID	NAV07MCARE	NAV07PVTIN	NAV07OTHER
Tucson	TUC07MCAID	TUC07MCARE	TUC07PVTIN	TUC07OTHER
Nashville	NAS07MCAID	NAS07MCARE	NAS07PVTIN	NAS07OTHER
Phoenix	PHX07MCAID	PHX07MCARE	PHX07PVTIN	PHX07OTHER
Bemidji	BEM07MCAID	BEM07MCARE	BEM07PVTIN	BEM07OTHER
Billings	BIL07MCAID	BIL07MCARE	BIL07PVTIN	BIL07OTHER
Portland	POR07MCAID	POR07MCARE	POR07PVTIN	POR07OTHER

Files created after 10/1/2007 will have an APPLY TO value comprised of the parent ASUFAC, the satellite ASUFAC, and the Third Party Billing IEN. It will look similar to this:

2024012024017912  
ASUFACASUFAC3PIEN

**Searching by TDN/IPAC**

This is a search by TDN/IPAC in a UFMS file. At the "ENTER TARGET STRING" prompt, enter the TDN/IPAC exactly as it appears in RPMS.



### Searching by UNIQUE ID

RPMS generates a Unique Identifier for all transactions that will be sent to the HUB (Integration Engine). The elements that make up the UNIQUE ID are the FileMan date and time that the transaction was transmitted, a vertical bar (|), the parent ASUFAC and the satellite ASUFAC, and the Third Party Billing IEN. The Unique ID will look similar to this:

3080104.133406|20220120220187654321  
 YYYYMMDD.HHMMSS|ASUFACASUFAC 3PIEN#

**Hint:** When entering the Unique ID in the ENTER TARGET STRING field, the | key is on the same key as \ (backslash). It can be found on your keyboard underneath the backspace key and above the enter key.

### 3.5.4 Added REASON NOT SENT Field to Transmitting a UFMS File Display and the NS Report (Transactions Not Sent)

As a result of the UFMS testing that continued after the release of patch 3, several issues were identified with the data in AR. The issues identified cannot be accepted by UFMS, so the errors will also prevent these transactions from being sent to UFMS. These transactions will remain in the local A/R system until these entries are corrected.

The REASON NOT SENT field flags accounts with the reasons shown in the table below. Please refer to Appendix A for detailed descriptions and corrective action. Corrective action for each error may also be found in RPMS and is accessed by following these steps: AR → CSH → ERR.

**Note:** The flagging of the errors that were identified will be included in this patch. However, due to the two types of corrective actions (user or system), Patch 4 will not automatically correct these errors, and some errors will require user intervention.

#### Reason Not Sent Errors List

1	NEG	BILL HAS NEGATIVE BALANCE
2	NON	NONPAYMENT TREAS DEP # TRANSACTION
3	ERA REV	ERA PAYMENT NOT FOUND FOR REVERSAL
4	MULT ERA	MULTIPLE PAYMENTS FOR ERA REVERSAL
5	INCOR TD#	INCORRECT FORMATTED TREAS DEP #
6	MAN REV	MANUAL PAYMENT NOT FOUND FOR REVERSAL
7	MULT MAN	MULTIPLE PAYMENTS FOR MANUAL REVERSAL
8	MISS TD#	MANUAL REVERSAL TREAS DEP # NOT FOUND
9	NR1	UN-MATCHED REVERSALS IN COLLECTION BATCH
9.01	WRONG AMT	DIFFERENT AMOUNT FOUND FOR TDN IN BATCH
9.02	WRONG TPN	SAME PAYMENT FOUND IN BATCH WITH DIFFERENT TPN
9.03	NR	UN-MATCHED REVERSALS IN COLLECTION BATCH FOR PAYMENT
10	NO PAT	NO AR PATIENT
11	NO AR INS	A/R POINTER IN A/R BILL/NO RECORD IN A/R ACCOUNT

12	NO AR ACCT	NO A/R ACCOUNT
13	BAD TPB	BAD TPB ENTRY
14	BILL NO MATCH	A/R BILL DOESN'T MATCH TPB BILL FOUND
15	PAT NO MATCH	PATIENTS DON'T MATCH
16	INS NO MATCH	INSURERS DON'T MATCH
17	NO DUZ(2)	NO TPB DUZ(2)
18	PLM	A/R PARENT LOCATION MISSING
19	ASUFAC	A/R ASUFAC MISSING
20	NO TPB3	NO TPB ENTRY
21	TPB NO APPR	TPB BILL NOT APPROVED
22	TPB NOT SENT	TPB BILL NOT SENT TO UFMS
23	NO BATCH	NO COLLECTION BATCH/ITEM IN TX
24	NO BILL/BATCH	PAYMENT TRANSACTION NOT IN BATCH
25	DUP	DUPLICATE A/R BILLS FOUND

Figure 3-28: Sample reason not sent error list

### 3.5.5 Display of Not Sent Transactions during Transmission of a UFMS File

When transmitting a cashiering session, the system now displays the transactions Not Sent with the reasons identified, as shown in the following example:

SUPERVISOR MODE			
CASHIERING DISPLAY FOR CASHIER USER,GINA			
WITH SESSION ID 3080410.125143		SESSION STATUS: REVIEWED/APPROVED	
Cashiering Function - Payments			
Count	- 5	\$	282.20
Cashiering Function - Adjustments			
CO-PAY	- 0	\$	0.00
DEDUCTIBLE	- 0	\$	0.00
GROUPE ALLOWANCE	- 0	\$	0.00
NON PAYMENT	- 2	\$	32.00
PAYMENT CREDIT	- 0	\$	0.00
PENALTY	- 0	\$	0.00
WRITE OFF	- 0	\$	0.00
Total Adjustments	= 2	\$	32.00
Cashiering Function - Refunds			
Count	- 0	\$	0.00
T/Transmit V/iew Transactions S/Status History			
Enter Action: T			
CURRENT STATUS OF SESSION ID: REVIEWED/APPROVED			
File will be created using the following name:			
IHS_AR_RPMS_RCV_835_202401_200804			
11_145238_1.08.04t8k.DAT			
CHECKING PREVIOUSLY 'NOT SENT' TRANSACTIONS.			
TRANSACTION 3080410.110614 HAS NOT BEEN SENT BECAUSE			
INCORRECT FORMATTED TREAS DEP #			

```

FOR A/R BILL 30915A-IC-4571.

TRANSACTION 3080410.110642 HAS NOT BEEN SENT BECAUSE
BILL HAS NEGATIVE BALANCE
FOR A/R BILL 30418A-IC-4571.

TRANSACTION 3080410.124149 HAS NOT BEEN SENT BECAUSE
A/R BILL DOESN'T MATCH TPB BILL FOUND
FOR A/R BILL 30749A-IH-4566.

TRANSACTION 3080410.12415 HAS NOT BEEN SENT BECAUSE
NO TPB ENTRY
FOR A/R BILL 31125A-IH-4566.

PROCESSING SESSION TRANSACTIONS....

TRANSACTION 3080411.092156 HAS NOT BEEN SENT BECAUSE
MULTIPLE PAYMENTS FOR MANUAL REVERSAL
FOR A/R BILL 31137B-IH-78532.

DOS File Being Created'
Please Standby - Copying Data to DOS File
c:\inetpub\ftproot\pub\rpms\IHS_AR_RPMS_RCV_835_202401_20080411_145238_1.08.0
4t8k.DAT

File was sent successfully
Enter RETURN to continue or '^' to exit:

```

Figure 3-29: Example of the display of Reason Not Sent field

### 3.5.6 Display of Not Sent Reasons on Not Sent (NS) Report

The numerical value of the reason Not Sent now prints on the NS Report along with the Visit Type. The user will cross reference the numerical value to the Not Sent table in Appendix A for corrective action.

The following is an example of a NS Report that was exported to an Excel format. When formatting in Excel, use ^ as the delimiter and change the column data format from general to text. Please see your supervisor or site manager if you need instructions on exporting reports.

A/R Bill	Tran. Date	Apply To	Reason Not Sent	Credit-Debit	Trantype	Adjcat	Collection Batch	Collection Item	Treasury Deposit/lpac	Visit Type
2246739A-AC-214	OCT 2,2007@14:33:14	ABQ07MCARE	1	\$ 160.80	PAYMENT		ACLSU_MEDI CARE-09/30/2007-9	1	PRE-UFMS_COLLECTIONS	131
2241328A-AC-4806	OCT 2,2007@14:33:42	ABQ07MCARE	1	\$ 160.80	PAYMENT		ACLSU_MEDI CARE-09/30/2007-9	1	PRE-UFMS_COLLECTIONS	131
2332808A-AC-23	OCT 9,2007@14:53:58	ABQ07MCARE	1	\$ 11.00	PAYMENT		ACLSU_MEDI CARE-09/29/2007-1	2	PRE-UFMS_COLLECTIONS	901
2332808A-AC-23	OCT 9,2007@14:53:59	ABQ07MCARE	1	\$ 3.67	ADJUST ACCOUNT	CO-PAY	ACLSU_MEDI CARE-	2	PRE-UFMS_COLLEC	901

						09/29/2007-1		TIONS	
2090405A -AC-6982	OCT 11,2007@13:12:25	ABQ07MCARE	6	\$ 160.80	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-1	1	335208	131
2096731A -AC-768	OCT 11,2007@13:52:41	ABQ07MCARE	6	\$ (82.30)	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-4	1	330268	131
2096731A -AC-768	OCT 11,2007@13:52:48	ABQ07MCARE	7	\$ 88.70	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-4	1	330268	131
2252883A -AC-2181	OCT 11,2007@14:26:22	ABQ07MCARE	7	\$ 160.80	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-4	1	330268	131
2218533A -AC-3829	OCT 11,2007@14:36:23	ABQ07MCARE	9	\$ 5,220.9	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-2	1	330022	111
2236634A -AC-411	OCT 11,2007@14:36:39	ABQ07MCARE	9	\$ 4,550.6	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-2	1	330022	111
2236630A -AC-6922	OCT 11,2007@14:36:58	ABQ07MCARE	22	\$ 6,203.9	PAYMENT	ACLSU_MEDI CARE- 10/10/2007-2	1	330022	111

Figure 3-30: Sample exported NS report in Excel format

### 3.5.7 Collection Batch Report – BOB Option

AR → CSH → SUP → RPT → BOB

The Collection Batch Report is a new option with Patch 4 located in the Reports menu of the Supervisory Cashiering Option. The Collection Batch Report uses a pairing system to pair up payment reversals with payments and is created during the export of AR cashiering sessions to UFMS. It lists all payment and payment reversal transactions that were posted within the date range of cashiering sessions transmitted. Any unpaired transactions or transactions identified with error(s) that will cause rejection by UFMS will not be sent to UFMS and will be put on the NS Report.

When testing for UFMS, this report assisted in identifying individual transactions that had caused entire Batch Items to fail. Error code 6, for example, looks within the bill **and** within the Collection Batch Item to pair up payment reversals with matching payments. Any payments and/or reversals that cannot be paired within that Collection Batch Item will be flagged with the appropriate error code and will not be sent to UFMS. The Collection Batch Report has a column listing the flag assigned to each transaction, which allows the user to easily identify the transaction(s) that have caused other transactions within a Collection Batch Item to fail. In Figure 3-31, the second Collection Batch Item (MEDICARE PART B-11/26/2007-2) shows two transactions that have been flagged with -6, which have caused the other unpaired transactions to fail. The user need only correct those transactions flagged with -6; the other flagged transactions will be sent to UFMS if no other errors are found.

The following is an example of a Collection Batch Report request.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          UFMS Reports Menu                             |
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+-----+
User: USER,GINA          BUSINESS OFFICE          24-APR-2008 3:26 PM

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

Select UFMS Reports Menu Option: BOB

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|          BOB Collection Batch Report                   |
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+-----+
User: USER,GINA          BUSINESS OFFICE          24-APR-2008 3:26 PM

DEVICE: HOME// HFS  LOCAL
HOST FILE NAME: c:\tmp\tmp.hfs//  ADDRESS/PARAMETERS: "WNS"//

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

Select UFMS Reports Menu Option:

```

Figure 3-31: Sample collection batch report request

The following is an example of a Collection Batch Report that was exported into Excel format. When formatting, use ^ as the field delimiter and change the column data format to text. Please see your supervisor or site manager if you need instructions on exporting reports.

The report is sorted by the following categories:

**PAYMENTS ONLY:** These are Collection Batch Items that contain payments.

**REVERSAL BATCH:** These are Collection Batch Items that contain payment reversals and could also contain payments.

**REVERSAL BATCH WITH MINUS CODE:** These are Collection Batch Items that contain payments and payment reversals. Transactions flagged with a minus code represent transactions that will not be sent to UFMS and therefore will be found on the NS Report.

Collection Batch	Batch Item Number	Transaction	Amount	Tdn/lpac	Bill len	A/R Bill	Pair Flag	Paired Batch
MEDICAID OPV-11/16/2007-1	1	**PAYMENTS ONLY**						
MEDICAID OPV-11/16/2007-1	1	3071116.12202	\$170.00	PRE-UFMS_COLLECTIONS	6486	30748A-IH-4563	0	
MEDICAID OPV-11/16/2007-1	1	3071116.122057	\$170.00	PRE-UFMS_COLLECTIONS	6487	30757A-IH-4563	0	
MEDICAID OPV-11/16/2007-1	1	3071116.12211	\$200.00	PRE-UFMS_COLLECTIONS	6488	30758A-IH-4563	0	
MEDICAID OPV-11/16/2007-1	1	3071116.122126	\$200.00	PRE-UFMS_COLLECTIONS	6489	30809A-IH-4564	0	
MEDICAID OPV-11/16/2007-1	1	3071116.12214	\$200.00	PRE-UFMS_COLLECTIONS	6490	30768A-IH-4564	0	
MEDICAID OPV-11/16/2007-1	1	3071116.122201	\$200.00	PRE-UFMS_COLLECTIONS	6491	30767A-IH-4564	0	
MEDICARE PART B-11/26/2007-2	1	**REVERSAL BATCH WITH MINUS CODE**						
MEDICARE PART B-11/26/2007-2	1	3071127.081718	(\$152.00)	PRE-UFMS_COLLECTIONS	41	14268A-IH-35120	-6	MEDICARE PART B-11/26/2007-2
MEDICARE PART B-11/26/2007-2	1	3071127.081719	\$160.00	PRE-UFMS_COLLECTIONS	41	14268A-IH-35120	-6	
MEDICARE PART B-11/26/2007-2	1	3071127.081804	(\$152.00)	PRE-UFMS_COLLECTIONS	18	14159A-JSU	2	MEDICARE PART B-11/26/2007-2
MEDICARE PART B-11/26/2007-2	1	3071127.081805	\$162.00	PRE-UFMS_COLLECTIONS	18	14159A-JSU	2	
MEDICARE PART B-11/26/2007-2	1	3071127.105257	(\$37.19)	PRE-UFMS_COLLECTIONS	85	14419A-JSU-14884	9.03	MEDICARE PART B-11/26/2007-2
MEDICARE PART B-11/26/2007-2	1	3071127.105258	\$52.61	PRE-UFMS_COLLECTIONS	85	14419A-JSU-14884	9.03	
MEDICARE PART B-11/26/2007-2	1	3071127.105331	(\$152.00)	PRE-UFMS_COLLECTIONS	128	14506A-JSU	9.01	MEDICARE PART B-11/26/2007-2
MEDICARE PART B-11/26/2007-2	1	3071127.105332	\$160.00	PRE-UFMS_COLLECTIONS	128	14506A-JSU	9.01	
MEDICARE PART B-11/26/2007-2	1	3071127.105353	\$225.00	PRE-UFMS_COLLECTIONS	5745	29773B-IH-12770	9.03	

Figure 3-32: Sample exported collection batch report in Excel format

## 3.6 Post Unallocated Cash Option

### 3.6.1 Added the Refund Letter to the Post Unallocated Cash Option

AR → PST → PUC

The release of this patch includes the option to print a Refund letter. The intent is for the site to print the letter and forward the letter to Finance for manual entry of the transaction into the UFMS system. Once this is completed and a refund is processed to the payer by Finance, the letter is completed with the necessary information and a copy is provided back to the Business Office. The user can then complete the second step of posting this transaction from the Post Unallocated Cash bucket. See the following example:

```
Select Posting Menu Option: PUC  Post Unallocated Cash

Enter your Current Signature Code:  SIGNATURE VERIFIED

Roll-over as you post? NO//

#      Credit      Account                      Batch
-----
      483.28      BCBS OF NEW MEXICO (FEP)      PVT INS OPV-08/03/1999-2

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

Refund Amount: 483.28//

A/R Account: BCBS OF NEW MEXICO (FEP)//

Adjustment Type: 111  PAID IN ERROR
```

Figure 3-33: Example of the refund letter added to the post unallocated cash option

### 3.6.2 Ability to Print Finance Letter to a Slave Device

The user will also have the option of printing letters to a slave device. Before the release of this patch, the system only allowed queuing the letter to a printer. At the DEVICE prompt, type **HOME** or the name of the slave printer where you would like the letter to print. To print to the screen, simply hit ENTER.

```
Select one of the following:

      P          POST IT
      L          PRINT FINANCE LETTER

You have entered 483.28 as an Refund to 7.
Would you like to Post this or Print the Finance Letter: L//  PRINT FINANCE
LETTER
```

Select device to print Finance letter...

**DEVICE:** Right Margin: 80//

REFUND LETTER

DATE: APR 25,2008

FROM: USER,GINA  
INDIAN HEALTH HOSPITAL

TO: Finance Office

RE: Refund BCBS OF NEW MEXICO (FEP) for the total of 483.28

COLLECTION BATCH NAME: PVT INS OPV-08/03/1999-2

CHECK NUMBER: 03771874

TREASURY DEPOSIT/IPAC #:

The above information is provided as a notification for Finance to process a refund check to a third party payer due to:

111 PAID IN ERROR

This letter is to notify Finance to refund the funds accordingly and to manually adjust the information in UFMS. Attached is supporting documentation.

The balance is documented in the RPMS Unallocated bucket until this transaction is completed by Finance. Please notify us by this form that the check has been issued.

-----  
Received by:\_\_\_\_\_ Date:\_\_\_\_\_

Check Issued:\_\_\_\_\_ Date:\_\_\_\_\_

Figure 3-34: Sample printing of finance letter

### 3.6.2 Added the Type of Unbilled Reimbursement to Unbilled Reimbursement Letter

When viewing or printing to a hard copy of the Unbilled Reimbursement letter, the type of unbilled reimbursement is now displayed.



```
Select device to print Finance letter...
DEVICE: HOME   Virtual   Right Margin: 80// <Enter>

                                UNBILLED REIMBURSEMENTS LETTER

DATE:      NOV 28,2007

FROM:      Lastname, Firstname
           INDIAN HEALTH HOSPITAL

TO:        Finance Office

TYPE: 550 HPSA Payments

RE:        Credit Balance in RPMS Unallocated for BRASS KEY PLANS for the
           total of 42.00

           COLLECTION BATCH NAME: PVT INS OPV-03/22/2006-19
           CHECK NUMBER: 1390452
           TREASURY DEPOSIT/IPAC #:

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.

-----

                                UFMS Manual Entry:

                                ENTER INVOICE DATA

UFMS Transaction number:_____
Source:_____
Bill to Customer:_____
Bill to IEN:_____
Description:_____
Quantity:_____
Unit Price:_____
Distributions:   CAN:_____
                  Object Class:_____
                  HHS T-Code:_____
                  GL Account:_____

                                APPLY AN UNAPPLIED RECEIPT

Apply to Invoice:_____
Unapplied field:_____

-----

Received by:_____ Date:_____
```

Figure 3-35: Sample unbilled reimbursement letter

### 3.7 Added Ability to Reprint a Letter

AR → RPT → BRM

#### RPRT – Re-Print Finance Letters

This option was added to allow users to reprint letters that were previously printed in the Post Unallocated Cash option for the Finance Office.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Batch Reports Menu                             |
|          ACL HOSPITAL                                   |
+-----+
User: USER,GINA          BUSINESS OFFICE          18-MAR-2008 10:58 AM

BPP    Batch Posted Payments
BSL    Batch Statistical Report
RPRT  Re-Print Finance Letters
CBV    Collection Batch Validation Report
TDR    Treasury Deposit # Reconciliation Report

Select Batch Reports Menu Option: RPRT

```

Figure 3-36: Addition of RPRT – re-print finance letters option

Letters can be requested by the date and time originally printed, the user who originally printed the letter, the Collection Batch, or by TDN/IPAC. This criteria is entered at the "Select A/R PRINTED LETTERS DATE/TIME PRINTED" prompt. To obtain a list of all letters that have previously been printed, type ?? at the prompt.

The following screen output is an example of reprinting a finance letter by batch name.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Re-Print Finance Letters                       |
|          INDIAN HEALTH HOSPITAL                         |
+-----+
User: USER,GINA          BUSINESS OFFICE          18-MAR-2008 1:54 PM

Select A/R PRINTED LETTERS DATE/TIME PRINTED: MEDICARE OPV-12/11/2007-1 <Enter>

      MEDICARE OPV-12/11/2007-1                          SMITH, JOHN M

Select device to print Finance letter...

DEVICE:   Virtual      Right Margin: 80//

                                TRANSFER LETTER

```

DATE: MAR 18, 2008

FROM: USER, GINA  
INDIAN HEALTH HOSPITAL

TO: Finance Office

RE: Transfer for TAOS-PICURIS HEALTH CENTER for the total of 1000.00

COLLECTION BATCH NAME: MEDICARE OPV-12/11/2007-1  
CHECK NUMBER: EFT000329389  
TREASURY DEPOSIT/IPAC #: 400011

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.

-----

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

UFMS Entry by: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 3-37: Sample re-printing a finance letter by batch name

## 4.0 Appendix A: Reason Not Sent Error List with Corrective Action

<b>User Generated Errors.....</b>	<b>42</b>
1.00 NEG .....	42
2.0 NON .....	42
3.00 ERA REV .....	42
4.00 MULT ERA .....	43
5.00 INCOR TD# .....	43
6.00 MAN REV .....	44
7.00 MULT MAN .....	45
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**User Generated Errors****1.00 NEG**

NUMBER: 1 CODE: 1  
 SYNONYM: NEG TYPE OF ERROR: USER  
 DISPLAY MESSAGE: TRANSACTION HAS CREATED NEGATIVE BALANCE ON BILL  
 SHORT DESCRIPTION: BILL HAS NEGATIVE BALANCE  
 CORRECTIVE ACTION: USE THE A/R MASTER MENU PST/ADJ OPTION AND MAKE  
 ADJUSTMENTS TO THE A/R BILL SO IT DOES NOT CREATE A NEGATIVE BALANCE.

**Logic:** Occurs when the Current Bill Amount on the A/R Bill is less than zero.

**Clarification:** A posting action has created a negative balance on the A/R Bill. Correct the posting action that has created the negative balance on the A/R bill by using the appropriate adjustment category.

**2.0 NON**

NUMBER: 2 CODE: 2  
 SYNONYM: NON TYPE OF ERROR: USER  
 DISPLAY MESSAGE: TRANSACTION POSTED W/ NONPAYMENT TREAS DEP #  
 SHORT DESCRIPTION: NONPAYMENT TREAS DEP # TRANSACTION  
 CORRECTIVE ACTION: RESEARCH TRANSACTION AND FIND THE CORRECT TREAS DEP #.  
 ERROR CANNOT BE CORRECTED BY USER AND THERE IS NO AUTOMATED SOLUTION  
 AVAILABLE CURRENTLY. REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.

**L** Occurs if the TDN/IPAC is "NONPAYMENT" and a payment or reversal payment of any amount other than \$0 has been posted. The Transaction Type must be PAYMENT for this error to occur.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
08/20/2007		BILL NEW	242.00	242.00
		WASHINGTON MEDICAID	NO BATCH	0
10/02/2007	AE	NON PAYMENT/Services Not Covered	(242.00)	0.00
		OTHER INSURANCE	BO ADJ-10/02/2007-1	1
		NONPAYMENT		

**3.00 ERA REV**

NUMBER: 3 CODE: 3  
 SYNONYM: ERA REV TYPE OF ERROR: USER  
 DISPLAY MESSAGE: ERA ORIGINAL PAYMENT NOT FOUND FOR PAYMENT REVERSAL  
 SHORT DESCRIPTION: ERA PAYMENT NOT FOUND FOR REVERSAL  
 CORRECTIVE ACTION: RESEARCH TRANSACTION AND FIND THE CORRECT TREAS DEP #.  
 ERROR CANNOT BE CORRECTED BY USER AND THERE IS NO AUTOMATED SOLUTION  
 AVAILABLE CURRENTLY. REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when transaction is an ERA reversal but the original payment can't be found. It starts with a reversal and goes through that bill's transactions prior to the reversal and looks for the payment. The dollar amount of the reversal must match the dollar amount of the payment, it must be a payment transaction type, and the payment must occur before the reversal. If a reversal is posted before a payment this error will occur.

**4.00 MULT ERA**

NUMBER: 4 CODE: 4  
 SYNONYM: MULT ERA TYPE OF ERROR: USER  
 DISPLAY MESSAGE: MULTIPLE PAYMENTS FOR ERA REVERSAL FOUND IN A/R BILL  
 SHORT DESCRIPTION: MULTIPLE PAYMENTS FOR ERA REVERSAL  
 CORRECTIVE ACTION: RESEARCH TRANSACTION AND FIND THE CORRECT TREAS DEP #.  
 ERROR CANNOT BE CORRECTED BY USER AND THERE IS NO AUTOMATED SOLUTION  
 AVAILABLE CURRENTLY. REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when transaction is an ERA reversal and more than one payment with a matching dollar amount is found. This uses the same logic as error 3 to look for the original payment. The difference is that multiple payments for the same dollar amount were found and we don't know which is correct.

The example shows a bill with several payments posted for \$82.30 and the system doesn't know which payment to match up with the reversal.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
06/08/2007		BILL NEW	193.00	193.00
		MEDICARE	NO BATCH	0
07/12/2007	AMC	PAYMENT	(82.30)	110.70
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	CO-PAY/147	(20.57)	90.1
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	PAYMENT	(82.30)	7.83
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	CO-PAY/147	(20.57)	(12.74)
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	DEDUCTIBLE/Deductible Amount	(90.13)	(102.87)
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	PAYMENT	82.30	(20.57)
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	CO-PAY/Co-Payment Amount	20.57	0.00
		MEDICARE	XXXXX_MEDICARE-07/05/2007-4	1
10/11/2007	AMC	e PAYMENT	82.30	82.30
		MEDICARE	XXXXX_MEDICARE-10/10/2007-4	1
		330268		
10/11/2007	AMC	e CO-PAY/Coinsurance Amount	20.57	102.87
		MEDICARE	NO BATCH	0
10/11/2007	AMC	e DEDUCTIBLE/Deductible Amount	90.13	193.00
		MEDICARE	NO BATCH	0
10/11/2007	AMC	e REMARK CODE	0.00	193.00
		MEDICARE	XXXXX_MEDICARE-10/10/2007-4	1

**5.00 INCOR TD#**

NUMBER: 5 CODE: 5  
 SYNONYM: INCOR TD# TYPE OF ERROR: USER  
 DISPLAY MESSAGE: INCORRECT FORMAT ON TREAS DEP #  
 SHORT DESCRIPTION: INCORRECT FORMATTED TREAS DEP #  
 CORRECTIVE ACTION: RESEARCH CORRECT # AND CONTACT SITEMANAGER TO FIX VIA FILEMAN. THE NUMBER CAN ONLY BE IN THE FOLLOWING FORMATS:

A Valid 6-20 digit alpha-numeric schedule number

"NONPAYMENT" - Used when creating "Zero-Pay" collection batches. These types of batches are created with a zero dollar amount and are used to post non-payments.

"PRE-UFMS\_COLLECTIONS" - All transactions applied before 10/01/2007

**Logic:** Occurs when the TDN/IPAC is not in correct format as shown in the example. One of the above formats is expected.

Trans Dt	By	Trans Type A/R Account	Batch	Amount	Balance Item
12/05/2007		BILL NEW MEDICARE		201.00	201.00
			NO BATCH		0
12/05/2007	TVG	PAYMENT MEDICARE <b>4567</b>		(147.15)	53.85
			MEDICARE OPV-11/28/2007-1		1
12/05/2007	TVG	CO-PAY/Coinsurance Amount MEDICARE <b>4567</b>		(50.00)	3.85
			MEDICARE OPV-11/28/2007-1		1
12/16/2007	TVG	NON PAYMENT/Chrgs Excd Max Allowable Amt MEDICARE <b>NONPAY</b>		(3.85)	0.00
			MEDICARE OPV-12/13/2007-1		1

#### 6.00 MAN REV

NUMBER: 6

CODE: 6

SYNONYM: MAN REV

TYPE OF ERROR: USER

DISPLAY MESSAGE: ORIGINAL PAYMENT NOT FOUND FOR MANUAL PAYMENT REVERSAL

SHORT DESCRIPTION: MANUAL PAYMENT NOT FOUND FOR REVERSAL

CORRECTIVE ACTION: RESEARCH TRANSACTION AND FIND THE CORRECT TREAS DEP #.  
ERROR CANNOT BE CORRECTED BY USER AND THERE IS NO AUTOMATED SOLUTION  
AVAILABLE CURRENTLY. REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when transaction is a manual reversal but the original payment can't be found. It starts with a reversal and goes through that bill's transactions prior to the reversal, looking for the payment. The dollar amount of the reversal must match the dollar amount of the payment, it must be a payment transaction type, and the payment must occur before the reversal). If no payment is found this error will occur.

**Clarification:** A payment reversal has been posted against a different dollar amount. The user will need to identify the TDN/IPAC from the regular payment posting action with the same dollar amount as the reversal payment within the A/R bill and apply this TDN/IPAC to the payment reversal. This error will cause any unpaired reversals and payments within a batch item to fail. Correcting the failed transaction(s) that have been flagged with error code 6 will allow the other failed transaction(s) within that collection batch item to be sent if no other errors are found.

In this example, the three highlighted amounts will not be sent to UFMS because the reversal of \$154.40 could not be matched up with any of the payments in the bill or within the collection batch item.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
12/11/2007		BILL NEW	193.00	193.00
		MEDICARE	NO BATCH	0
12/11/2007	AL	e PAYMENT	(160.80)	32.20
		MEDICARE	MEDICARE OPV-12/11/2007-2	1
		400030		
12/11/2007	AL	e NON PAYMENT/Chrgs Excd Contrct Fee Arrngmt	8.00	40.20
		MEDICARE	NO BATCH	0
12/11/2007	AL	e CO-PAY/Coinsurance Amount	(40.20)	0.00
		MEDICARE	NO BATCH	0
12/11/2007	AL	e REMARK CODE	MA13	0.00
		MEDICARE	MEDICARE OPV-12/11/2007-2	1
		400030		
		May be subject penalties if bill patient amounts not reported w/PR group code.		
12/12/2007	TPF	e PAYMENT	154.40	154.40
		MEDICARE	MEDICARE OPV-12/11/2007-2	1
		400030		
12/12/2007	TPF	e CO-PAY/Coinsurance Amount	38.60	193.00
		MEDICARE	NO BATCH	0
01/05/2008	TVG	PAYMENT	(100.00)	93.00
		MEDICARE	NON PAY-01/04/2008-1	1
		NONPAYMENT		

## 7.00 MULT MAN

NUMBER: 7

CODE: 7

SYNONYM: MULT MAN

TYPE OF ERROR: USER

DISPLAY MESSAGE: MULTIPLE PAYMENTS FOR MANUAL REVERSAL

SHORT DESCRIPTION: MULTIPLE PAYMENTS FOR MANUAL REVERSAL

CORRECTIVE ACTION: RESEARCH TRANSACTION AND FIND THE CORRECT TREAS DEP #.  
ERROR CANNOT BE CORRECTED BY USER AND THERE IS NO AUTOMATED SOLUTION

AVAILABLE CURRENTLY. REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when transaction is a manual reversal and more than one payment with a matching dollar amount is found. This uses the same logic as error 6 to look for the original payment. There are two differences: first, multiple payments with the same dollar amount were found and the system doesn't know which is correct; second, this error will only affect transactions within a bill instead of affecting transactions within a bill **and** a collection batch item.

In this example, the five highlighted items will not be sent to UFMS because the system does not know which payments to pair up with the reversals within this bill.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item



---

08/26/2007	BILL NEW	200.00	200.00
	MEDICARE	NO BATCH	0
12/17/2007 tj	PAYMENT	(200.00)	0.00
	MEDICARE	MEDICARE OPV-05/17/2007-3	1
	9995511		
12/18/2007 tj	PAYMENT	(200.00)	(200.00)
	MEDICARE	MEDICARE OPV-05/18/2007-1	1
	999555		
12/18/2007 tj	PAYMENT	200.00	0.00
	MEDICARE	MEDICARE OPV-05/18/2007-1	1
	999555		
12/18/2007 tj	PAYMENT	(200.00)	(200.00)
	MEDICARE	MEDICARE OPV-05/18/2007-1	1
	999555		
12/18/2007 tj	REFUND	200.00	0.00
	MEDICARE	NO BATCH	0
01/07/2008 MRS	PAYMENT	200.00	200.00
	MEDICARE	MEDICARE OPV-12/13/2007-1	1
	2577		

REVERSAL DATE: MAY 17,2007@15:42:13

REV TREASURY DEPOSIT NUMBER/IPAC: 9995511

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#### 9.00 NR 1

NUMBER: 9

CODE: 9

SYNONYM: NR1

TYPE OF ERROR: USER

DISPLAY MESSAGE: COMPLEX REVERSAL - MULTIPLE PYMT AMTS W/DIFFERENT TREAS DEP #S

CORRECTIVE ACTION: PAYMENT TRANSACTION DOES NOT MATCH IN COLLECTION BATCH. IF THIS ERROR APPEARS ON YOUR REPORT, PLEASE REFER THE ERROR TO THE IHS/OIT SUPPORT GROUP FOR RESEARCH AND RESOLUTION.

**Clarification:** this error was developed as a "catch-all" for transactions that do not meet the criteria of the other error codes. This error should not appear on the Not Sent report. If it does, please follow the corrective action shown above.

---

#### 21.00 TPB NO APPR

NUMBER: 21

CODE: 21

SYNONYM: TPB NO APPR

TYPE OF ERROR: USER

DISPLAY MESSAGE: TPB BILL HAS NOT BEEN APPROVED

SHORT DESCRIPTION: TPB BILL NOT APPROVED

CORRECTIVE ACTION: THE TPB BILL ASSOCIATED WITH THIS TRANSACTION MUST BE APPROVED AND TRANSMITTED TO UFMS BEFORE THE A/R TRANSACTION CAN BE TRANSMITTED. APPROVE AND TRANSMIT THE TPB BILL AND THEN THIS TRANSACTION WILL TRANSMIT WITH THE NEXT A/R FILE.

---

#### 22.00 TPB NOT SENT

NUMBER: 22

CODE: 22

SYNONYM: TPB NOT SENT

TYPE OF ERROR: USER

DISPLAY MESSAGE: TPB BILL HAS NOT BEEN SENT TO UFMS  
SHORT DESCRIPTION: TPB BILL NOT SENT TO UFMS  
CORRECTIVE ACTION: THE TPB BILL ASSOCIATED WITH THIS TRANSACTION MUST BE  
TRANSMITTED TO UFMS BEFORE THIS A/R TRANSACTION CAN BE SENT. TRANSMIT THE  
TPB  
BILL TO UFMS THEN THIS TRANSACTION WILL TRANSMIT WITH THE NEXT A/R FILE.

**Clarification:** Occurs when the TPB bill has not been transmitted to UFMS.  
The A/R Transaction can not go because there isn't an invoice (bill) at UFMS  
to post it to.

---

---

**System Generated Errors****8.00 MISS TD#**

NUMBER: 8 CODE: 8  
 SYNONYM: MISS TD# TYPE OF ERROR: SYSTEM  
 DISPLAY MESSAGE: MISSING TREAS DEP # FOR PAYMENT  
 SHORT DESCRIPTION: MANUAL REVERSAL TREAS DEP # NOT FOUND  
 CORRECTIVE ACTION: RESEARCH CORRECT # AND CONTACT SITEMANAGER TO FIX VIA  
 FILEMAN. THE NUMBER CAN ONLY BE IN THE FOLLOWING FORMATS:

A Valid 6-20 digit alpha-numeric schedule number

"NONPAYMENT" - Used when creating "Zero-Pay" collection  
 batches. These types of batches are created with a zero  
 dollar amount and are used to post non-payments.

"PRE-UFMS\_COLLECTIONS" - All transactions applied before  
 10/01/2007

**Logic:** Occurs when the TDN/IPAC is missing for a payment transaction in the  
 A/R Transaction file.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
01/29/2007	AMC	PAYMENT	(242.00)	(242.00)
		LOVELACE(SALUD)	ACLSU_MEDICAID-01/26/2007-2	2
12/07/2007	AMC	PAYMENT	242.00	0.00
		LOVELACE(SALUD)	ACLSU_MEDICAID-01/26/2007-2	2

**9.01 WRONG AMT**

NUMBER: 9 CODE: 9  
 SYNONYM: WRONG AMT TYPE OF ERROR: SYSTEM  
 DISPLAY MESSAGE: TREASURY SCHED # FOUND IN BATCH WITH DIFFERENT AMOUNT  
 SHORT DESCRIPTION: DIFFERENT AMOUNT FOUND FOR TDN IN BATCH  
 CORRECTIVE ACTION: PAYMENT TRANSACTION DOES NOT MATCH IN COLLECTION BATCH.  
 PAYMENT NEEDS TO BE RESEARCHED BY USER BASED ON POTENTIAL SOLUTIONS IN USER  
 ADDENDUM. REPOST THE A/R BILLS ACCORDING TO IHS POSTING STANDARDS (FOR  
 ACCEPTANCE BY UFMS)

**Logic:** Occurs only when looking at reversals, if the TDN/IPAC is the same as  
 the payment but the dollar amount is different.

**Clarification:** An error has occurred within a Collection Batch Item in  
 reference to reversal payments. The Collection Batch Item will need to be  
 researched for these reversal payments within a single A/R bill. The A/R  
 bill shown below has a reversal payment dollar amount that is different from  
 the regular payment posting action but has the TDN/IPAC. The user will need  
 to research the reversal payment and identify the original payment posting  
 action within the A/R bill with the same dollar amount as the reversal  
 payment and apply the original payment's TDN/IPAC to the reversal payments.  
 The next step for the user is to apply an adjustment category for the full  
 amount of the regular payment posting action with the SAME TDN/IPAC as the

reversal payment and repost the dollar amount difference between the reversal payment and the regular payment posting action. example..\$512(regular payment posting action) minus \$484(reversal payment) equals \$28(reposting payment action).

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
02/09/2007		BILL NEW	484.00	484.00
		NEW MEXICO MEDICAID	NO BATCH	0
03/08/2007	AMC	PAYMENT	(484.00)	0.00
		NEW MEXICO MEDICAID	ACLSU_MEDICAID-03/02/2007-3	8
10/01/2007	AMC	PAYMENT	484.00	484.00
		NEW MEXICO MEDICAID	ACLSU_MEDICAID-09/12/2007-2	9
		PRE_UFMS-COLLECTIONS		
REVERSAL DATE: MAR 8,2007				
REV TREASURY DEPOSIT NUMBER/IPAQ: PRE-UFMS_COLLECTIONS				
10/01/2007	AMC	PAYMENT	(512.00)	(28.00)
		NEW MEXICO MEDICAID	ACLSU_MEDICAID-09/12/2007-2	9
		PRE_UFMS-COLLECTIONS		
10/01/2007	AMC	GROUPE ALLOWANCE/Processed in Excess of Charges	28.00	
0.00				
		NEW MEXICO MEDICAID	ACLSU_MEDICAID-09/12/2007-2	9

## 9.02 WRONG TPN

NUMBER: 9.02

CODE: 9.02

SYNONYM: WRONG TPN

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: SAME PAYMENT FOUND IN BATCH WITH DIFFERENT TREAS DEP #

SHORT DESCRIPTION: SAME PAYMENT FOUND IN BATCH WITH DIFFERENT TPN

CORRECTIVE ACTION: PAYMENT TRANSACTION DOES NOT MATCH IN COLLECTION BATCH. PAYMENT NEEDS TO BE RESEARCHED BY USER BASED ON POTENTIAL SOLUTIONS IN USER ADDENDUM. REPOST THE A/R BILLS ACCORDING TO IHS POSTING STANDARDS (FOR ACCEPTANCE BY UFMS).

**Logic:** Occurs when looking at reversals, if the payment amount is the same but the TDN/IPAC is different.

**Clarification:** An error has occurred within a Collection Batch Item in reference to reversal payments. The Collection Batch Item will need to be researched for reversal payments and a regular payment posting action with the same dollar amount BUT with different TDN/IPAC#. Reference the original transaction to correct the TDN/IPAC.

Trans Dt	By	Trans Type	Amount	Balance
		A/R Account	Batch	Item
06/08/2007		BILL NEW	193.00	193.00
		MEDICARE	NO BATCH	0
07/12/2007	AMC	PAYMENT	(154.40)	38.60
		MEDICARE	ACLSU_MEDICARE-07/05/2007-4	1
07/12/2007	AMC	CO-PAY/147	(38.60)	0.00
		MEDICARE	ACLSU_MEDICARE-07/05/2007-4	1

10/11/2007 AMC e PAYMENT	154.40	154.40
MEDICARE	ACLSU_MEDICARE-10/10/2007-4	1
330268		
REVERSAL DATE: JUL 12,2007		
REV TREASURY DEPOSIT NUMBER/IPAQ: PRE-UFMS_COLLECTIONS		
10/11/2007 AMC e CO-PAY/Coinsurance Amount	38.60	193.00
MEDICARE	NO BATCH	0
10/11/2007 AMC e REMARK CODE	MA01	193.00
MEDICARE	ACLSU_MEDICARE-10/10/2007-4	1
330268		
If not agree aprvd srvc, appeal. One who		
not do 1st clm rev. Write w/in 120 day		
10/11/2007 AMC e PAYMENT	(160.80)	32.20
MEDICARE	ACLSU_MEDICARE-10/10/2007-4	1
330268		
10/11/2007 AMC e NON PAYMENT/Chrgs Excd Contrct Fee Arrngmt	8.00	40.20
MEDICARE	NO BATCH	0
10/11/2007 AMC e CO-PAY/Coinsurance Amount	(40.20)	0.00

**9.03 NR**

NUMBER: 9.03

CODE: 9.03

SYNONYM: NR

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: CANNOT MATCH REVERSAL TO PAYMENT IN BATCH W/ REVERSALS

SHORT DESCRIPTION: UN-MATCHED REVERSALS IN COLLECTION BATCH FOR PAYMENT

CORRECTIVE ACTION: TRANSACTIONS DOES NOT MATCH IN COLLECTION BATCH.

PAYMENT

NEEDS TO BE RESEARCHED BY USER BASED ON POTENTIAL SOLUTIONS IN USER

ADDENDUM.

REPOST THE A/R BILLS ACCORDING TO IHS POSTING STANDARDS (FOR ACCEPTANCE BY UFMS).

**Clarification:** An error has occurred within a Collection Batch Item in reference to reversal payments. The Collection Batch Item will need to be researched for reversal payments that are unpaired with a regular payment posting action for the same dollar amount and the same TDN/IPAC#.

**10.00 NO PAT**

NUMBER: 10

CODE: 10

SYNONYM: NO PAT

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: NO A/R PATIENT IN A/R BILL

SHORT DESCRIPTION: NO AR PATIENT

CORRECTIVE ACTION: RESEARCH TRANSACTION, FIND THE CORRECT PATIENT AND CONTACT THE SITEMANAGER TO MAKE THE CORRECTION VIA FILEMAN.

**Logic:** Error occurs when patient is missing from A/R Bill.

**11.00 NO AR INS**

NUMBER: 11

CODE: 11

SYNONYM: NO AR INS

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: FOUND A/R POINTER IN A/R BILL FILE BUT NO RECORD IN A/R  
ACCOU  
NT FILE

SHORT DESCRIPTION: A/R POINTER IN A/R BILL/NO RECORD IN A/R ACCOUNT

CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Error occurs when patient is missing from A/R Bill.

---

#### 12.00 NO AR ACCT

NUMBER: 12

CODE: 12

SYNONYM: NO AR ACCT

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: NO A/R ACCOUNT RECORD FOR PTR FOUND IN A/R BILL

SHORT DESCRIPTION: NO A/R ACCOUNT

CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Error occurs when the A/R Account is missing from the A/R Bill.

---

#### 13.00 BAD TPB

NUMBER: 13

CODE: 13

SYNONYM: BAD TPB

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: CANNOT FIND A TPB ZERO NODE FOR A/R BILL

SHORT DESCRIPTION: BAD TPB ENTRY

CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when all the information to get the TPB bill is there but the  
entry doesn't really exist in TPB. An example would be if the TPB bill was  
deleted; A/R would think the entry was still there and this error would  
occur.

---

#### 14.00 BILL NO MATCH

NUMBER: 14

CODE: 14

SYNONYM: BILL NO MATCH

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: A/R BILL DOESN'T MATCH TPB BILL

SHORT DESCRIPTION: A/R BILL DOESN'T MATCH TPB BILL FOUND

CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs if the A/R Bill number doesn't match the TPB bill number.

---

#### 15.00 PAT NO MATCH

NUMBER: 15

CODE: 15

SYNONYM: PAT NO MATCH

TYPE OF ERROR: SYSTEM

DISPLAY MESSAGE: A/R BILL PATIENT DOESN'T MATCH 3P BILL PATIENT ENTRY

SHORT DESCRIPTION: PATIENTS DON'T MATCH

CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when the patient on the A/R bill doesn't match the patient on  
the TPB

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---

**16.00 INS NO MATCH**

NUMBER: 16 CODE: 16  
SYNONYM: INS NO MATCH TYPE OF ERROR: SYSTEM  
DISPLAY MESSAGE: A/R INSURER DOESN'T MATCH TPB BILL INSURER  
SHORT DESCRIPTION: INSURERS DON'T MATCH  
CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when the insurer on the A/R Bill doesn't match the insurer on the TPB bill.

---

**17.00 NO DUZ(2)**

NUMBER: 17 CODE: 17  
SYNONYM: NO DUZ(2) TYPE OF ERROR: SYSTEM  
DISPLAY MESSAGE: NO TPB DUZ(2) FOUND IN A/R BILL FILE  
SHORT DESCRIPTION: NO TPB DUZ(2)  
CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when the A/R Bill file doesn't have where the TPB bill is located. The program will look through all the locations in the TPB bill file trying to find it but if it doesn't, it gets this error.

---

**18.00 PLM**

NUMBER: 18 CODE: 18  
SYNONYM: PLM TYPE OF ERROR: SYSTEM  
DISPLAY MESSAGE: PARENT LOCATION CANNOT BE FOUND IN A/R PARENT/SATELITE  
SHORT DESCRIPTION: A/R PARENT LOCATION MISSING  
CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Occurs when Parent facility is not on the A/R Bill and one can not be located based on the A/R Visit Location.

---

**19.00 ASUFAC**

NUMBER: 19 CODE: 19  
SYNONYM: ASUFAC TYPE OF ERROR: SYSTEM  
DISPLAY MESSAGE: A/R ASUFAC CANNOT BE DERIVED FROM A/R BILL DATA OR A/R  
PARENT  
/SATELITE FILE SHORT DESCRIPTION: A/R ASUFAC MISSING  
CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** If there isn't an A/R Billing site ASUFAC figure out the parent facility and get the ASUFAC from the location file. If there isn't one and it can't calculate it based on the parent facility, this error will occur.

---

**20.00 NO TPB3**

NUMBER: 20 CODE: 20

SYNONYM: NO TPB3                               TYPE OF ERROR: SYSTEM  
DISPLAY MESSAGE: NO TPB IEN FOUND IN A/R BILL FILE  
SHORT DESCRIPTION: NO TPB ENTRY  
CORRECTIVE ACTION: INCOMPLETE DATA SYSTEM GENERATED ERROR. REPORT ISSUE TO  
SITEMANAGER FOR PROGRAMMER SUPPORT.

**Logic:** Error occurs when the entry number into the 3P Bill file is missing.

23.00 NO BATCH

```
NUMBER: 23                                CODE: 23
SYNONYM: NO BATCH                        TYPE OF ERROR: SYSTEM
DISPLAY MESSAGE: NO COLLECTION BATCH/ITEM INFO IN PAYMENT TRANSACTION
SHORT DESCRIPTION: NO COLLECTION BATCH/ITEM IN TX
CORRECTIVE ACTION:  RESEARCH PAYMENT TRANSACTION TO DETERMINE CORRECT
COLLECTION BATCH/ITEM.  REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.
```

**Logic:** Occurs when there is no collection batch or no collection batch item on a payment transaction.

24.00 NO BILL/BATCH

```
NUMBER: 24                                CODE: 24
SYNONYM: NO BILL/BATCH                    TYPE OF ERROR: SYSTEM
DISPLAY MESSAGE: PAYMENT TRANSACTION NOT IN COLLECTION BATCH/ITEM
SHORT DESCRIPTION: PAYMENT TRANSACTION NOT IN BATCH
CORRECTIVE ACTION:  RESEARCH PAYMENT TRANSACTION TO DETERMINE CORRECT
COLLECTION BATCH/ITEM.  REPORT ISSUE TO SITEMANAGER FOR PROGRAMMER SUPPORT.
```

**Logic:** Occurs when there is a collection batch/item on a payment transaction but the collection batch/item doesn't exist in the A/R Collection Batch file. Also occurs if it can't find itself in the collection batch/item indicated in the payment transaction.

25 DUP

```
NUMBER : 25 CODE: 25
SYNONYM: DUP TYPE OF ERROR: SYSTEM
DISPLAY MESSAGE: DUPLICATE A/R BILLS FOUND
                DUPLICATE A/R BILL NUMBERS HAVE BEEN FOUND.  WHEN THIS ERROR IS
                FOUND, ALL OF THE TRANSACTIONS ON BOTH BILLS WILL BE PLACED IN
                THE NOT SENT FILE.  USER NEEDS TO RESEARCH WHICH BILL IS THE
                INCORRECT OR DUPLICATE ENTRY.
```



## 5.0 Appendix B: Collection Batch Report Pairing Logic

Before anything is paired, all transactions are flagged with 0 as the default value. When the pairing begins, this is what happens:

1. A simple reversal that is paired within a bill is flagged with a 2 and will be sent to UFMS.
2. A reversal that cannot find the original payment within the bill but can be paired within a Batch Item is flagged with a 1 and will be sent to UFMS.
3. All transactions flagged with a 1 or a 2 will be sent to UFMS.
4. If there are no unpaired reversals that do not have a minus flag, the entire Collection Batch Item will go to UFMS.
5. If a transaction is flagged with -4 or -7 (representing error codes 4 or 7), none of the transactions within the same bill will be sent to UFMS. No other transaction within the same Collection Batch Item will be affected unless another error is found.
6. If a payment reversal cannot be paired within the bill or within the Collection Batch Item, it is flagged with -3 or -6 (representing error codes 3 or 6) and will not go to UFMS. Any other unpaired transactions within the same Collection Batch Item will also fail.
7. If there is at least one unpaired reversal in a Batch Item, none of the unpaired transactions will be sent to UFMS.

## 6.0 Contact Information

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

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

**Fax:** (505) 248-4297

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

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