



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable (BAR)

Addendum to User Manual

Version 1.8 Patch 6
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Office of Information Technology (OIT)
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1.0 Introduction

Please review these changes, and add a copy of them to any printed documents that your site may be using for BAR 1.8. These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next release. This addendum contains those patch changes that are relevant to the user. To see a list of all changes, please refer to the patch notes for each of the respective patches.

1.1 Service Call Resolutions

Service Center Call resolutions include the following:

- a. IM29637: Nonpayment ERA claims (e.g. denials) were being included in the matching processes that are meant for payment claims only.
- b. IM29724: Fix for <UNDEFINED>INRPMS+52^BAREDEP
- c. IM29774: ERA processing: fix made so user can set the status of a 'MATCHED' claim to 'NOT TO POST' so the ERA claim doesn't post.
- d. IM29892: Routines modified to meet SAC requirements regarding the use of ^XTMP (for temporary files).
- e. IM29168: Modification to make TDN/dollar amount to display consistently.
- f. IM28960: Modifications made to correct error when using the Edit option to change the adjustment code and not the dollar amount during posting.
- g. IM29616: Modifications made to correct the re-sending of exports to UFMS causing duplications.
- h. IM29571: Modifications made to correct the checking of matched Payments and Reversals in the Not Sent bucket and to allow duplicate claims to be ignored by using an Ignore flag in the A/R Transaction file.
- i. IM29956: <SUBSCRIPT>PRINT+33^BARUFRPT fixed
- j. IM29966: <UNDEFINED>ONEAC+8^BARBL fixed

- k. IM30075: The TAR report was not including all transactions when the sort fields were all the same. Added the transactions date/time to ensure the sort field was unique for each transaction and would include all transactions.
- l. IM30170: Fixed Refund Letter lookup to print location name instead of pointer number.

1.2 Summary of Changes

Patch 6 provides corrections and enhancements to version 1.8 of the Accounts Receivable system. It is inclusive of modifications implemented by previous patches (1 through 5) and contains the following functional and report changes.

Modifications made to the **Electronic Remittance Advice (ERA)** may have an affect on ERA files uploaded but not yet posted. Files must be re-reviewed and the Auto-Review option must be run. However, it is *not* necessary to reload the ERA file.

1.2.1 Functional Changes

- The UFMS Booking Date field will be populated automatically with the UFMS "go-live" date of 10/1/08 via a tasked job.
- Bulk invoice number was modified to reflect the correct fiscal year.
- Treasury Deposit Number/IPAC was modified for Collection Batches created prior to 10/1/2008.
- Collection Batches created prior to 10/1/2005 can no longer be used or edited.
- Negative bill balances and/or negative Collection Batch balances are no longer allowed in Flat Rate Posting and Post Unallocated Cash options.
- Fields were added to the Post Unallocated Cash option to provide more information about the Collection Batches listed for posting.
- Requirements added for posting payment reversals manually.
- A command was added to ERA Review Postable Claims option for running the automated claim review.
- Matched ERA claims can be changed manually to Not to Post.

1.2.2 Report Changes

- The allowance categories were modified to be four categories instead of five and include the following changes:
 - CHIP has been removed as an allowance category; KidsCare will be reported with Medicaid.
 - Medicare Part D and Medicare HMO will be reported with Medicare.
 - Third Party Liability will be reported with Private Insurance.
 - Guarantor will be reported with Other.
- A column was added to Collection Batch Validation Report for the check number.
- The following fields were added to the Treasury Deposit # Reconciliation Report:
 - Apply To field
 - Date Transmitted to UFMS
- A new Negative Balance Report was created to replace the old Negative Balance Report.
- Two reports were added to the Batch Reports Menu:
 - Treasury Deposit/Batch Statistical Report
 - Transaction Statistical Report

1.3 IHS Federal Locations

The Functional modifications to the Accounts Receivable system in this patch are requirements for all IHS Federal locations, because they are specific to the transmission of data to UFMS. Installation of patches 4 and 5 are prerequisites to the installation of patch 6.

1.4 Non-Federal Locations

There is no setup required after installation of this patch for non-Federal locations that wish to turn off the functional modifications; the setup instructions that were provided in patches 3 and 4 will also apply to this patch.

2.0 Functional Changes

2.1 UFMS "Booking Date" Field to be Populated Automatically

The UFMS "Booking Date" field will be populated automatically with the UFMS "go-live" date of 10/1/2008 via a tasked job that runs after hours on 9/30/2008. There is no preparation or set-up required for this tasked job other than the installation of patch 6. After the job is run, the "Booking Date in UFMS" prompt will display the date, 10/01/2008, as shown in Figure 2-1.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+-----+
|          Site Parameter Edit                          |
+-----+
|          INDIAN HEALTH HOSPITAL                        |
+-----+
User: LASTNAME, FIRSTNAME          BUSINESS OFFICE      2-JUL-2008 10:04 AM

Select A/R SITE PARAMETER/IHS RPMS SITE: INDIAN HEALTH HOSPITAL
ALBUQUERQUE      SANTA FE      01      NM IHS      202810
...OK? Yes// <Enter> (Yes)

UFMS DIRECTORY: c:\ <Enter>
UFMS DISPLAY DATE LIMIT: T-365//<Enter>
BOOKING DATE IN UFMS:10/01/2008

```

Figure 2-1: Example of Booking Date in UFMS date display after tasked job is run

2.2 Bulk Invoice Number Modified to Reflect Correct Fiscal Year

Bulk invoice numbers for all transactions posted prior to 10/1/2008 have been modified to reflect the correct fiscal year. For example, the bulk invoice number for a Medicare bill that was approved at ACL Indian Hospital on 3/1/2008 will be ABQ08MCARE.

For a complete list of bulk invoice numbers, see Appendix A (Section 4.0).

2.3 TDN/IPAC Modified for Collection Batches Created Prior to 10/1/2008

For UFMS reconciliation purposes, the characters “FY8” have been placed in front of Treasury Deposit/IPAC Numbers for all Collection Batches that were created after 10/1/2007 and prior to 10/1/2008. The only TDN/IPACs that will not be affected by this modification are “NONPAYMENT” and “PRE-UFMS_COLLECTIONS.”

For example, TDN/IPAC 404020 has been changed to FY8404020, because it was created after 10/1/2007 and prior to 10/1/2008.

2.4 Collection Batches Created Prior to 10/1/2005 Can No Longer Be Used

Collection Batches created prior to 10/1/2005 will no longer be available for posting payments, editing, or for placing monies into the unallocated bucket. In the Post Unallocated Cash option, collection batches created prior to 10/1/2005 will not even be listed for selection. In the other payment options (Post Payments and Adjustments, Flat Rate Posting, and Post ERA Claims), if a collection batch older than 10/1/2005 is selected, the user receives an error message and is not allowed to make the selection.

```
Select Batch: MEDICAID OPV-05/04/2004-1 <Enter> MEDICAID OPV-05/04/2004-1
INDIAN HEALTH HOSPITAL

CANNOT POST TO A/R COLLECTION BATCH OLDER THAN 10/1/2005

Enter RETURN to continue: <Enter>

Select Batch:
```

Figure 2-2: Example of error received in Post Payments and Adjustments, and Flat Rate Posting

```
Select file: 1007_ERA_11/09/2004 <Enter> eratest1.txt          CHK/EFT #:
303283223

CANNOT SELECT ERA FILE OLDER THAN 10/1/2005

Enter RETURN to continue: <Enter>

Select file:
```

Figure 2-3: Example of error received in Post ERA Claims

2.5 Negative Balances No Longer Allowed in Flat Rate Posting Option

AR > PST > FRP

Restrictions have been added to the Flat Rate Posting option that will prevent negative balances being posted to Collection Batch Items and to bills.

If a dollar amount is entered in the Flat Rate Posting option that exceeds the available dollar amount of the Collection Batch, a warning message appears and the user is returned to the “PAYMENT AMOUNT” prompt. No payment information will be saved.

```
Select Batch Item: 1 <Enter> 1
===> Item Total Posted: $ 500.00      ===> Item Remaining Balance: $ 0.00

Select Visit Location: IH <Enter>  INDIAN HEALTH HOSPITAL      500.00

Select Command (P/A/Q): P <Enter>

PAYMENT AMOUNT: 100 <Enter>
      WARNING: PAYMENT AMOUNT EXCEEDS ITEM BALANCE AMOUNT
                PLEASE ENTER A VALID VALUE

PAYMENT AMOUNT: <Enter>

Select Command (P/A/Q):
```

Figure 2-4: Example of Warning message if Flat Rate Posting amount entered exceeds available amount of the Collection Batch

If a dollar amount entered creates a negative bill balance, the following warning message is displayed to alert the user that the transaction will not be posted.

```
THE TRANSACTION(S) YOU ARE ATTEMPTING TO POST WILL PUT
THE BILL INTO A NEGATIVE BALANCE BY $299
Bill will not be included when posting
```

Figure 2-5: Warning message if amount entered creates a negative bill balance

2.6 Negative Balances No Longer Allowed in Post Unallocated Cash Option

AR > PST > PUC

Restrictions have been added to the Post Unallocated Cash option that will prevent negative balances being posted to Collection Batch Items and to bills.

The amount entered must be equal to or less than the available Payment Amount.

When posting payments, if the dollar amount entered is more than the available balance of a selected Collection Batch Item, a warning message is displayed, and the user is returned to the Payment Amount prompt.

```
Select Command (Line # 2) : P <Enter>
Payment Amount: 500.00// 750.00 <Enter> Must be a valid number!
Payment Amount: 500.00//
```

Figure 2-6: Warning message when posting payments if amount entered is more than the available balance of a selected Collection Batch Item

If the payment amount entered results in a negative bill balance, a warning message is displayed to alert the user. By accepting the default answer “No” at the “Are You Sure” prompt, the user is returned to the “Select Command” prompt. No transactions will be stored, and the user will need to post the correct dollar amount.

```
Warning - Posted amount exceeds the BILL balance by -299 amount
ARE YOU SURE? NO// <Enter>

Claims for GIBSON,JANINE from 03/12/2008 to 03/12/2008 Page: 1
```

Line #	DOS	Claim #	Billed Amount	Current Payments	Current Adjust.	Current Balance
1	03/12/2008	31339A-IH-88923	201.00	0.00	0.00	201.00

```
Select Command (Line # 1) :
```

Figure 2-7: Warning message if payment amount entered results in a negative bill balance

However, if the user attempts to post this and answers “Yes” at the “Are You Sure?” prompt, an error message is displayed and the user is returned to the “Select Action (P/M/C)” prompt. The transaction amount must be corrected or cancelled in order to continue or to exit.

Claims for GIBSON,JANINE from 03/12/2008 to 03/12/2008						Page: 1
Line #	DOS	Claim #	Billed Amount	Current Payments	Current Adjust.	Current Balance
1	03/12/2008	31339A-IH-88923	201.00	500.00	0.00	-299.00
Select Command (Line # 1) : P <Enter>						
Payment Amount: 500.00// <Enter>						
Warning - Posted amount exceeds the BILL balance by -299 amount						
ARE YOU SURE? NO// Y <Enter> YES						
Select Action (P/M/C): P <Enter> POST TO A/R						
Please wait... Posting Transactions.						
THE TRANSACTION(S) YOU ARE ATTEMPTING TO POST WILL PUT						
THE BILL INTO A NEGATIVE BALANCE BY \$299						
PLEASE CANCEL, OR USE 'M' FOR MORE TO EDIT YOUR TRANSACTION						
TO PREVENT THE NEGATIVE BALANCE						
Enter RETURN to continue:						

Figure 2-8: Message displayed if user tries to post a negative balance

2.7 Fields Added to Post Unallocated Cash Option

AR > PST> PUC

Several new fields have been added to the Post Unallocated Cash option to provide more information about the Collection Batch Items available for posting. These fields include the

- Collection Batch Item number
- Date that the dollar amount was placed into the unallocated bucket
- Allowance category
- TDN/IPAC
- Status of the dollar amount in the unallocated bucket

For example, item number 5 in Figure 2-9 displays this new information, where the

- dollar amount came from Collection Batch Item 6
- dollar amount was transferred to Unallocated Cash on May 7, 2008
- allowance category is Private Insurance
- TDN/IPAC for this Collection Batch is FY8050608
- status of "LETTER" indicates that a Finance Letter has been printed

```

Select Posting Menu Option: PUC <Enter> Post Unallocated Cash

Enter your Current Signature Code: SIGNATURE VERIFIED

Roll-over as you post? NO// <Enter>

```

#	Credit	Account TRANS DATE	ALLOW CAT	Batch TDN	Item STATUS
1.	1500.00	NEW MEXICO MEDICAID DEC 11, 2007@11:39:23	MEDICAID	MEDICAID OPV-12/11/2007-1 FY8400012	1
2.	1000.00	MEDICARE DEC 11, 2007@11:57:13	MEDICARE	MEDICARE OPV-12/11/2007-1 FY8400011	1 LETTER
3.	154.77	MEDICARE JAN 04, 2008@15:43:27	MEDICARE	MEDICARE OPV-12/10/2007-1 FY8400001	1 LETTER
4.	5000.00	MEDICARE APR 08, 2008@12:16:19	MEDICARE	MEDICARE IP-04/02/2008-2 FY8456763164	1
5.	342.00	PRUDENTIAL HEALTHCARE MAY 07, 2008@10:17:09	PRIVATE INS	PVT INS OPV-05/06/2008-1 FY8050608	6 LETTER

Enter a number (1-5):

Figure 2-9: Example of new fields added to Post Unallocated Cash option

2.8 Requirements Added for Posting Payment Reversals Manually

AR . PST > PAY

Changes were made to the manual process of posting payment reversals to prevent errors and rejections at UFMS. If the following criteria are not met, the reversal will not be allowed to post and should instead be posted as a payment credit adjustment.

1. The user must be in the same collection batch item from which the original payment was posted.
2. The dollar amount of the reversal must be exactly the same as the original payment.

- There are no payment reversals already linked to the original payment.

Depending on which of these criteria are missing, the user will see one or all of the following error message(s), and the transaction will not be posted.

CANNOT BE LINKED BECAUSE IT IS NOT IN SAME COLLECTION BATCH/ITEM

NO TRANSACTIONS MATCH THE REVERSAL AMOUNT ENTERED!

HAS ALREADY BEEN LINKED TO ANOTHER REVERSAL

2.9 Command Added to ERA Option for Running the Automated Claim Review

AR > PST > ERA > REV

A command was added to the ERA Review Postable Claims option for running the automated claim review process. The auto-review process goes through the entire ERA file and attempts to match ERA claims with RPMS bills.

Note: Modifications made to the **Electronic Remittance Advice (ERA)** may have an affect on ERA files uploaded but not yet posted. Files must be re-reviewed and the Auto-Review option must be run. However, it is *not necessary* to reload the ERA file.

To run the automated claim review, select the Run Auto Review command and press Enter.

Remember: This process must be run every time a correction is made to an RPMS bill so that the bill can be matched with the ERA claim.

```
-----
+          Enter ?? for more actions
-----
1  Edit Status
2  Run Auto Review
Select Action:Next Screen// 2 <Enter>  Run Auto Review
```

Figure 2-10: The Run Auto Review command

2.10 Changing Matched ERA Claims to Not to Post

With the release of patch 5, the option to change the status an ERA claim manually was replaced by an automated claim review process. However, several scenarios were discovered where “Matched” claims need to be set to “Not to Post,” so that certain ERA payments are not be posted electronically. To allow users to do this, the Edit Status command was modified to allow Matched claims to be changed manually to Not to Post.

Select the Edit Status command and then select the desired claim number. A warning message appears, alerting the user that, once the status has been set to Not to Post, it cannot be set back. The user must type YES at the prompt to continue with the status change.

AR Claim Review		Jul 17, 2008 16:26:41		Page: 1 of 0	
HIPAA 835 v4010		File: 1427_ERA_07/11/200		Chk/EFT #: 445548178	
#	Claim	Date	Patient	AR Account	Status
1	936099A-YAK	FEB 06, 2008	FIFE,BARNEY		MATCHED
	936099A-YAK	FEB 06, 2008	FIFE,BARNEY	MEDICARE	
2	935186A-YAK	DEC 18, 2007	DOE,JOSEPHINE		MATCHED
	935186A-YAK	DEC 18, 2007	DOE,JOSEPHINE	MEDICARE	
3	936025A-YAK	DEC 11, 2007	DOE,JOSEPHINE		MATCHED
	936025A-YAK	DEC 11, 2007	DOE,JOSEPHINE	MEDICARE	
4	936124A-YAK	FEB 11, 2008	PATIENT,DEMO		MATCHED
	936124A-YAK	FEB 11, 2008	PATIENT,DEMO	MEDICARE	
5	936063A-YAK	DEC 19, 2007	COYOTE,WILEY		MATCHED
	936063A-YAK	DEC 19, 2007	COYOTE,WILEY	MEDICARE	

+ Enter ?? for more actions					

1 Edit Status					
2 Run Auto Review					
Select Action:Next Screen//1 <Enter>					
Select (s): (1-25): 1 <Enter>					
***** WARNING *****					
If you set this claim to 'NOT TO POST', you CAN NOT set it back!!!					
Do You Really Want to change status of 936099A-YAK to 'NOT TO POST'? YES					
<Enter>					

Figure 2-11: Example of setting Matched claim to “Not to Post”

The claim status is updated immediately and flagged, as shown in Figure 2-12.

BAR Claim Review		Jul 17, 2008 16:32:47		Page: 1 of 6	
HIPAA 835 v4010		File: 1427_ERA_07/11/200		Chk/EFT #: 445548178	
#	Claim	Date	Patient	AR Account	Status
1	936099A-YAK	FEB 06, 2008	FIFE, BARNEY		NOT TO POST
*****REASONS NOT TO POST*****					
USER HAS OVERRIDDEN AUTO-REVIEW AND SET STATUS TO 'NOT TO POST'					

Figure 2-12: Example of Auto-Review override reason “Not to Post”

To exit the Edit Status command without making any changes, type NO or just press Enter at the prompt.

```

-----
+      Enter ?? for more actions
-----
1  Edit Status
2  Run Auto Review
Select Action:Next Screen//1 <Enter>
Select (s): (1-25): 1 <Enter>
***** WARNING *****
If you set this claim to 'NOT TO POST', you CAN NOT set it back!!!
Do You Really Want to change status of 936099A-YAK to 'NOT TO POST'? NO <Enter>
NO CHANGE IN STATUS MADE!!

```

Figure 2-13: Example of exiting Edit Status without making changes

It is important to remember that Matched claims are the only claims that will be available for manual editing. If a claim is selected with a status of anything other than Matched, the following message appears:

```

CLAIM MUST HAVE A STATUS OF 'MATCHED'!!
BEFORE THE USER CAN SET IT TO 'NOT TO POST'!!

```

Press Enter to continue or type a caret (^) to exit.

3.0 Report Changes

3.1 Allowance Categories Modified to Four Categories

The allowance categories have been modified to be four categories instead of five. Besides the CHIP allowance category being eliminated, the following modifications were also made:

- KidsCare will be reported with Medicaid
- Medicare Part D and Medicare HMO will be reported with Medicare
- Third Party Liability will be reported with Private Insurance
- Guarantor will be reported with Other

This change will affect all of the A/R reports that allow sorting by allowance category. Those reports include the following, which are listed by RPMS Menu Option:

- Account Management Reports Menu (AMRM)
 - Large Balance List (LBL)
 - Negative Balance List (NEG)
 - Small Balance List (SBL)
- Aging Reports Menu (ARM)
 - Age Summary Report (ASM)
- Financial Reports Menu (FRM)
 - Inpatient Primary Diagnosis Report (IPDR)
 - Period Summary Report (PSR)

3.2 Check Number Added to Collection Batch Validation Report

AR > RPT > BRM > TDN

A field was added to the Collection Batch Validation Report for Collection Batch Item check numbers. Note that the Credit-Debit column has been renamed to Check Amount.

COLLECTION BATCH	STATUS	FACILITY	A/R ACCOUNT	ITEM	SCHEDULE#	CHECK#	CHECK AMOUNT
MEDICARE-10/04/2007-1	POSTABLE	TEST HOSPITAL	MEDICARE	1	BAD TDN:	3820116	\$ 10,000.00
MEDICARE-12/07/2007-1	POSTABLE	TEST HOSPITAL	MEDICARE	1	NONPAYMENT	88044521	\$ 25,000.00
MEDICAID-12/07/2007-1	POSTABLE	TEST HOSPITAL	NM MEDICAID	1	BAD TDN: 456	75369	\$ 26,884.56
PRIVATE-12/07/2007-1	POSTABLE	TEST HOSPITAL	BCBS OF NM	1	PRE-UFMS_COLLECTIONS	4567896	\$ 12,186.23
MEDICARE IP-05/16/2008-1	POSTABLE	INDIAN HEALTH HOSPITAL	MEDICARE	1	FY8123456	8569856	\$ 250.00
MEDICARE OPV-12/02/2007-1	POSTABLE	INDIAN HEALTH HOSPITAL	MEDICARE	1	FY86095521	EFT9602	\$ 263.00

Figure 3-1: Example of updated Collection Batch Validation Report

3.3 New Fields Added to Treasury Deposit # Reconciliation Report

AR > RPT > BRM > TDR

Two new fields were added to the Treasury Deposit # Reconciliation Report to reflect the Apply To value and the date that a transaction was transmitted to UFMS.

LOCATION	A/R BILL	COLLECTION BATCH	COLLECTION ITEM	TDN	DOLLAR AMOUNT	TRANS-MITTED ?	REASON NOT SENT	APPLY TO	DT TX'ED TO UFMS
INDIAN HOSP	29159	MEDICAID OPV-01/07/2008-1	6	551423	\$ (223.00)	Y		ABQ08MCAID	1/16/2008@17:38:38
INDIAN HOSP	29159	MEDICAID OPV-01/07/2008-1	6	551423	\$ 242.00	Y		ABQ08MCAID	1/16/2008@17:38:38
INDIAN HOSP	29163	MEDICAID OPV-01/07/2008-1	6	551423	\$ (213.00)	Y		ABQ87MCAID	1/16/2008@17:38:38
INDIAN HOSP	29163	MEDICAID OPV-01/07/2008-1	6	551423	\$ 242.00	Y		ABQ08MCAID	1/16/2008@17:38:38

Figure 3-2: Example of updated Treasury Deposit # Reconciliation Report

3.4 New Negative Balance Report Replaces Old Negative Balance Report

AR > RPT > AMRM > NEG

A new Negative Balance Report was created to replace the old Negative Balance Report. This new report provides more detail than the old report, as well as the ability to select from four inclusion parameters - visit location, billing entity, allowance category, and clinic or visit type. The Bill File Error Scan will run automatically as part of this report and will include all negative balances, unless at least one inclusion parameter is selected. Note that the option of selecting a specified date range is no longer available.

The following example (Figure 3-3) displays a Negative Balance Report that was run for the Medicare allowance category and has been sorted by Visit Type.

```

+-----+-----+-----+-----+-----+-----+-----+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8                |
|                (New) Bill Negative Balance List                    |
|                INDIAN HEALTH HOSPITAL                             |
+-----+-----+-----+-----+-----+-----+-----+-----+
User:  LASTNAME,FIRSTNAME                BUSINESS OFFICE                7-JUL-2008 8:50 AM

NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
       a specific VISIT location under this BILLING location.

INCLUSION PARAMETERS in Effect for (New) Bill Negative Balance List:
=====

Select one of the following:

1          LOCATION
2          BILLING ENTITY
3          ALLOWANCE CATEGORY

Select ONE or MORE of the above INCLUSION PARAMETERS: 3 <Enter>  ALLOWANCE CATEGORY

Select one of the following:

1          MEDICARE              (INS TYPES R MD MH)
2          MEDICAID              (INS TYPES D K)
3          PRIVATE INSURANCE    (INS TYPES P H F M T)
4          OTHER                 (INS TYPES W C N I G)

Select TYPE of ALLOWANCE CATEGORY to Display: 1 <Enter>  MEDICARE      (INS TYPES
RMD MH)

INCLUSION PARAMETERS in Effect for (New) Bill Negative Balance List:
=====
- Allowance Category....: MEDICARE              (INS TYPES R MD MH)

```

```

Select one of the following:

1      LOCATION
2      BILLING ENTITY
3      ALLOWANCE CATEGORY

Select ONE or MORE of the above INCLUSION PARAMETERS: <Enter>

INCLUDE CLINIC OR VISIT TYPE? ? N// YES <Enter>

Sort Report by [V]isit Type or [C]linic: V// <Enter>  VISIT TYPE
Select Visit Type: ALL// <Enter>  ALL

Output DEVICE: HOME// <Enter>  Virtual

=====
(New) Bill Negative Balance List                      JUL 7,2008@08:51   Page 1
for MEDICARE ALLOWANCE CATEGORY(S)
at ALL Visit location under INDIAN HEALTH HOSPITAL Billing Location
=====
BILL NUMBER    DOS      DT BILLED  BILLED AMT  PYMTS      ADJS      BALANCE
=====
VISIT LOCATION:  INDIAN HEALTH HOSPITAL
ALLOWANCE CATEGORY:  MEDICARE
VISIT TYPE:  OUTPATIENT
A/R ACCOUNT:  MEDICARE

30054A      05/09/07  06/22/07      193.00      201.00      0.00      -8.00
30194A      04/20/07  06/27/07      193.00      201.00      0.00      -8.00
30418A      04/24/07  07/10/07      193.00      201.00      0.00      -8.00
30414A      04/10/07  07/10/07      193.00      201.00      0.00      -8.00
-----
AR Account Subtotal ($):      772.00      804.00      0.00      -32.00
-----
Visit Type Subtotal ($):      772.00      804.00      0.00      -32.00
-----
All. Cat. Subtotal ($):      772.00      804.00      0.00      -32.00
-----
Visit Loc Subtotal ($):      772.00      804.00      0.00      -32.00

```

Figure 3-3: Example of new Negative Balance Report

3.5 New Reports Added to the Batch Reports Menu

Two reports have been added to the Batch Reports Menu to assist in reconciliation for UFMS.

3.5.1 Treasury Deposit/Batch Statistical Report

AR > BRM > TBSL

This report is similar to the Batch Statistical Report (BSL) but contains more detailed information and breaks that information down by collection batch item. The Treasury Deposit/Batch Statistical (TBSL) report is run for a specified date range and can be sorted by Treasury Deposit/IPAC number or by allowance category. One, all, or any combination of allowance categories can be selected as inclusion parameters.

```

+++++-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
|      Treasury Deposit/Batch Statistical Report          |
|          INDIAN HEALTH HOSPITAL                        |
+++++-----+
User:  LASTNAME, FIRSTNAME      BUSINESS OFFICE      31-JUL-2008 8:33 AM

Enter beginning batch open date: 7/1/08 <Enter>  (JUL 01, 2008)

Enter ending batch open date: T <Enter>  (JUL 31, 2008)

Select one of the following:
1      ALLOWANCE CATEGORY
2      TDN/IPAC NUMBER

Sort Report by:: 1// 1 <Enter>  ALLOWANCE CATEGORY

Select one of the following:
MCR      Medicare
MCD      Medicaid
PVT      Private Insurance
OTH      Other
ALL      ALL CATEGORIES

Include Which Allowance Categories: ALL// MCR <Enter>  Medicare
MCR

Select one of the following:
MCR      Medicare
MCD      Medicaid
PVT      Private Insurance
OTH      Other
ALL      ALL CATEGORIES

Include Which Allowance Categories: MCD <Enter>  Medicaid
MCD
MCR

```

```

Select one of the following:
MCR      Medicare
MCD      Medicaid
PVT      Private Insurance
OTH      Other
ALL      ALL CATEGORIES

Include Which Allowance Categories: <Enter>

DEVICE: HOME// <Enter> Virtual

DATE: JUL 25,2008@17:43:42                                PAGE 4

TREASURY DEPOSIT/BATCH STATISTICS FOR
INDIAN HEALTH HOSPITAL
FROM MAY 1,2008 TO MAY 31,2008
SORTED BY ALLOWANCE CATEGORY
ALLOWANCES CHOSEN: ALL

ITEM      COLLECTIONS      UNALLOCATED      REFUNDED      ITEM
TOTAL     PROCESSED      TRUE      TOTAL      FROM ITEM      TRANSFER      BALANCE
=====
COLLECTION ID: MEDICAID OPV
05/21/2008-1- P      TDN: FY8321654
ITEM 1: FY8321654
512.00      512.00      0.00      0.00      0.00      0.00      0.00
BATCH TOTAL:
-----
512.00      512.00      0.00      0.00      0.00      0.00      0.00

ALLOWANCE TOTAL:
-----
3321.00      498.00      0.00      256.00      0.00      0.00      2823.00

GRAND TOTALS:
=====
58213.00      510.80      0.00      195.00      0.00      0.00      107702.20

```

Figure 3-4: Example of TBSL report sorted by allowance category

3.5.2 Transaction Statistical Report

AR > BRM > TSR

The Transaction Statistical Report (TSR) report provides statistical information on payments or adjustments. There are numerous inclusion parameters to select from, and the data can be sorted by Clinic Type or Visit Type. Any combination of the inclusion parameters can be selected for this report with one exception: Payments and adjustments cannot be requested on the same report. The transaction type default is payment, but the user may choose to run a report for adjustments by selecting "Transaction Type" and then entering "2" for adjustments.

```

+++++-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          Transaction Statistical Report                  +
|          INDIAN HEALTH HOSPITAL                        |
+++++-----+
User: LASTNAME,FIRSTNAME          BUSINESS OFFICE      25-JUL-2008 5:54 PM

NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
       a specific VISIT location under this BILLING location.

INCLUSION PARAMETERS in Effect for Transaction Statistical Report:
=====
- Transaction Type.....: PAYMENT
- Report Type.....: DETAIL

Select one of the following:

1          DATE RANGE
2          BILLING ENTITY
3          COLLECTION BATCH
4          COLLECTION BATCH ITEM
5          POSTING CLERK
6          LOCATION
7          PROVIDER
8          ALLOWANCE CATEGORY
9          TRANSACTION TYPE
10         REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 9 <Enter>  TRANSACTION TYPE

Select one of the following:

1          PAYMENT
2          ADJUSTMENT

Select ONE or MORE of the above INCLUSION PARAMETERS: 2 <Enter>  ADJUSTMENT
Select A/R TABLE TYPE/IHS NAME: REFUND <Enter>          RFND
Select A/R TABLE ENTRY/IHS NAME: <Enter>

```

```

INCLUSION PARAMETERS in Effect for Transaction Statistical Report:
=====
- Transaction Type.....: ADJUST ACCOUNT
  - Adjustment Category...: REFUND
- Report Type.....: DETAIL

Select one of the following:

1      DATE RANGE
2      BILLING ENTITY
3      COLLECTION BATCH
4      COLLECTION BATCH ITEM
5      POSTING CLERK
6      LOCATION
7      PROVIDER
8      ALLOWANCE CATEGORY
9      TRANSACTION TYPE
10     REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: <Enter>

Sort Report by [V]isit Type or [C]linic: V// <Enter> VISIT TYPE
Select Visit Type: ALL// <Enter> ALL
DEVICE: HOME// <Enter> Virtual
      WARNING: Confidential Patient Information, Privacy Act Applies
=====
DETAIL Transaction Statistical Report          JUL 25,2008@17:54   Page 1
for ALL BILLING SOURCE(S)
at ALL Visit location under INDIAN HEALTH HOSPITAL Billing Location
=====
Bill      Transaction      Amount      Transaction      Adjustment
Number      Date      Insurer      Billed      Amount      Type
=====
Visit Location.....: INDIAN HEALTH HOSPITAL
Adjustment Category.....: REFUND
Visit Type.....: INPATIENT

27381A-IH-1522 02/16/2005  MEDICARE      4,536.00      0.00  REFUND
-----
Visit Type Tot:      4,536.00      0.00

Totals by Adjustment Category:      4,536.00      0.00
Location Tot:      4,536.00      0.00
=====
REPORT TOTAL      4,536.00      0.00

```

Figure 3-5: Example of TSR detail report run for all refund adjustments

4.0 Appendix A: Bulk Invoice Numbers

Area	Bulk Invoice Numbers
ALBUQUERQUE	ABQ08MCAID ABQ08MCARE ABQ08PVTIN ABQ08OTHER
ABERDEEN	ABR08MCAID ABR08MCARE ABR08PVTIN ABR08OTHER
BEMIDJI	BEM08MCAID BEM08MCARE BEM08PVTIN BEM08OTHER
BILLINGS	BIL08MCAID BIL08MCARE BIL08PVTIN BIL08OTHER
NASHVILLE	NAS08MCAID NAS08MCARE NAS08PVTIN NAS08OTHER
NAVAJO	NAV08MCAID NAV08MCARE NAV08PVTIN NAV08OTHER
OKLAHOMA	OKC08MCAID OKC08MCARE OKC08PVTIN OKC08OTHER
PHOENIX	PHX08MCAID PHX08MCARE PHX08PVTIN PHX08OTHER
PORTLAND	POR08MCAID POR08MCARE POR08PVTIN POR08OTHER
TUCSON	TUC08MCAID TUC08MCARE TUC08PVTIN TUC08OTHER

5.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

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

Fax: (505) 248-4297

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

Email: support@ihs.gov