



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable (BAR)

Addendum to User Manual

Version 1.8 Patch 7
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1.0 Introduction

This addendum contains only those changes made in the patch that are relevant to the user. Please review these changes and add a copy of them to any printed documents that your site may be using for BAR version 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 version release. To see a list of all changes, please refer to the patch notes for each of the respective patches.

1.1 Summary of Changes

- Fields added to transaction file for storing UFMS transmission data.
- Format allowed for TDN/IPACs has been revised to comply with UFMS format requirements for IPAC numbers.
- Unbilled Reimbursement category has been removed from the Post Unallocated Cash option.
- View Session Files report (aka Grand Totals Report) has been reformatted to aid in UFMS reconciliation.
- New Age Summary Report has been added that allows running the report by fiscal year.

1.2 Resolutions to Service Center Calls

- IM29892 - Internal file names were modified to meet SAC requirements for the use of XTMP.
- IM30201 - Revised the format allowed for TDN/IPAC numbers, to comply with UFMS format requirements for IPAC numbers. This change allows IPACs to be entered in RPMS in the following format: a valid 6-20 digit alpha numeric schedule number; in some cases, this number may be preceded by an upper-case letter and a dash (e.g., I-123ABC).
- IM30227 - Corrected the ADJ and PUC posting options so that totals are calculated correctly, when using the Edit option to change a dollar amount
- IM30321 - A routine was created to prevent the text in the Age Day Cover Letter from being overridden back to the default text, when new patches are installed

- IM30386 - Removed pre-fiscal year 2005 date-check when uploading new ERA files. Patch 6 included a modification that prevented ERA files that were older than 10/1/2005 to be loaded. If the system found that a new ERA file that had the same name as an ERA file that was loaded prior to 10/1/05, the system date-check would not allow the new ERA file to be loaded. The date-check has been removed from this part of the import process. The message that the file was previously loaded will still display, but the file can now be loaded.
- IM30562 - Added a lock to cashiering sessions to prevent duplicate transactions from being sent to UFMS. Fields were added to the A/R Transaction File for the UFMS filename, the transmission date, the cashier, and the unique transaction id number.
- IM30514 - Resolution of error <SUBSCRIPT>LOOP+42^BARUFCNR that was causing the TDN report to fail.
- IM30525 - Resolution of error <UNDEFINED>PRNTLINE+14^BARRATS that was causing the ATS report to fail.
- IM30586 - Resolution of <SUBSCRIPT> ERROR--MISSING ALLOCATION INFO. A routine was modified to prevent the user from being kicked out of RPMS when the allocation field is not populated in the A/R Transaction file. Instead, the user will receive an error message.

2.0 BAR Version 1.8 Patch 7 Details

2.1 Reloading ERA Files

After the release of patch 6, it was reported that some ERA files were still causing negative balances. In some cases, this happened as a result of posting ERA files that had been loaded into RPMS before patches 5 and/or 6 were installed. Part of the programming routine that checks for negative balances runs only during the Load New Import process.

If you have any ERA files that were loaded *before* patch 5 or 6 was installed and there are no payments posted from that file, you *must re-load the ERA file* in order for all of the routines to run.

2.2 Fields Added to Transaction File for Storing UFMS Transmission Data

During UFMS testing, it was discovered that duplicate transactions were appearing in some of the UFMS files. To prevent this from happening, a “lock” was placed on cashiering sessions to prevent duplicate transactions from being captured and transmitted to UFMS. In addition, fields were added to the A/R transaction file to store the

- UFMS filename
- transmission
- cashier
- unique transaction ID number

This information will be seen in the View Cashiering Sessions option will now display this information; for example,

```

                                SUPERVISOR MODE
                                CASHIERING DISPLAY FOR CASHIER LASTNAME,FIRST
                                WITH SESSION ID 3080922.141235      SESSION STATUS: TRANSMITTED

Cashiering Function - Payments
Count          -      0          $      0.00

Cashiering Function - Adjustments
CO-PAY         -      0          $      0.00
DEDUCTIBLE     -      0          $      0.00
GROUPER ALLOWANCE -      0          $      0.00
NON PAYMENT    -      1          $     100.00
PAYMENT CREDIT -      0          $      0.00
PENALTY        -      0          $      0.00
WRITE OFF      -      0          $      0.00
Total Adjustments =      1          $     100.00

Cashiering Function - Refunds
Count          -      1          $    -100.00

TRANSMITTED ON: SEP 22, 2008@14:14:45 BY LASTNAME,FIRST
                                IHS_AR_RPMS_RCV_2096_707610_20080922_141437_1.08.07.DAT
V/view Transactions S/Status History
Enter Action: V

VIEWING TRANSACTIONS FOR SESSION ID 3080922.141235 OF LASTNAME,FIRST
A/R TRANSACTION DATE      CREDIT      DEBIT      TYPE      CATEGORY
A/R BILL
-----
1.  SEP 22,2008@14:13:53      0.00     100.00     REFUND     REFUND
    934529A-YAK
    [741959]                TRANSMITTED BY: LASTNAME,FIRST on SEP 22,
008@14:14:37
2.  SEP 22,2008@14:13:54     100.00      0.00     ADJUST ACCOUNT  NON PAYMENT
    934529A-YAK
    [741959]                TRANSMITTED BY: LASTNAME,FIRST on SEP 22,
2008@14:14:37
Enter RETURN to continue or '^' to exit:

```

Figure 2-1: Display of UFMS filename, Transmission, cashier, and unique transaction ID number in View Cashiering Sessions

2.3 Treasury Deposit Number/IPAC Format Revised

In order to comply with the United Financial Management System's required format for IPAC numbers, the format was revised in RPMS, to allow IPAC numbers to be entered in RPMS in following format:

a valid 6-20 digit alpha numeric schedule number, which in some cases may be preceded by an upper-case letter and a dash, for example, I-123ABC.

2.4 Unbilled Reimbursement Removed from Post Unallocated Cash

The ability to place money into the Unbilled Reimbursement bucket has been removed from the Post Unallocated Cash option; for example,

#	Credit	Account	Batch	Item	
		TRANS DATE	ALLOW CAT	TDN	STATUS

328.00		BLUE CROSS BLUE SHIELD FEP	PNC	PI-02/13/2008-1	
Action (1=Post to an A/R Bill, 2=Refund, 3=Transfer to another facility, 4=Exit):					

2.5 View Session File Report (aka Grand Totals Report)

Menu Path: AR > CSH > SUP > RPT > VSF

Formatting changes have been made to the VSF Report to aid the UFMS reconciliation process. Also referred to as the Grand Totals Report, this report is available under the Supervisory Functions of the Cashiering Options and breaks down cashiering session totals by type of transaction (payments, adjustments, refunds, etc) and by allowance category within each type of transaction.

Besides providing a grand total of transactions transmitted to UFMS, this report can also be run by a variety of inclusion parameters, if desired.

```
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          View Session File                             +
|          INDIAN HEALTH HOSPITAL                        |
|          ** LOGGED INTO CASHIERING MODE **             |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: LASTNAME,FIRST          BUSINESS OFFICE          26-AUG-2008 11:28 AM

Select beginning export file date:  082608 <Enter>  (AUG 01, 2008)
Select ending export file date:    T <Enter>  (AUG 26, 2008)

  Select one of the following:

      SS      FILE TOTALS BY SESSION
      SC      FILE TOTALS BY CASHIER
      SF      FILE TOTALS
      D       DETAIL
      F       FILE DATE & FILE NAMES
      G       GRAND TOTAL ALL FILES BY TRANSMISSION DATE

Enter response: GRAND TOTAL ALL FILES BY TRANSMISSION DATE// <Enter>  GRAND TOTAL ALL
FILES BY TRANSMISSION DATE
DEVICE: HOME//   Virtual   Right Margin: 80//
```


GRAND TOTAL ALL FILES REPORT						PAGE 1		
REPORT DATE: AUG 26,2008@11:29								
PRINTED BY : LASTNAME,FIRST								
DATE RANGE FROM : AUG 26,2008 TO AUG 26,2008								
FILE: IHS_AR_RPMS_RCV_835_202401_20080826_112036_1.08.01.DAT								

TRANSMISSIONS:								
08/26/2008@11:20:39								

SESSION TOTALS			DS TOTALS		NS TOTALS		TRANS. TOTALS	

Cashiering Function								
- Payments								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	1 \$	100.00	0 \$	0.00	1 \$	100.00	0 \$	0.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	1 \$	53.00	0 \$	0.00	1 \$	53.00	0 \$	0.00

TOTAL	2 \$	153.00	0 \$	0.00	2 \$	153.00	0 \$	0.00
Cashiering Function								
- Zero Pay								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00

TOTAL	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
Cashiering Function								
- Adjustments								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	3 \$	294.00	0 \$	0.00	2 \$	101.00	1 \$	193.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	2 \$	153.00	0 \$	0.00	2 \$	153.00	0 \$	0.00

TOTAL	5 \$	447.00	0 \$	0.00	4 \$	254.00	1 \$	193.00
Cashiering Function								
- Zero Adjustments								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00

TOTAL	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
Cashiering Function								
- Remark Codes								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00

TOTAL	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
Cashiering Function								
- Refunds								
MCD	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
MCR	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
OTH	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
PVT	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00

TOTAL	0 \$	0.00	0 \$	0.00	0 \$	0.00	0 \$	0.00
TOTALS SENT						1	-\$193.00	

Figure 2-2: Example of View Session File Report (aka Grand Totals Report)

The four columns displayed represent the following totals:

- Cashiering Session Totals
- Delayed Sent (DS) Totals
- Not Sent (NS) Totals
- Totals Transmitted to UFMS (Trans. Totals)

Note: Adjustments are subtracted from payments when calculating the dollar amount for the "TOTALS SENT" at the bottom of the report.

2.6 UFMS Age Summary Report Added for Reporting by Fiscal Year

Menu Path: AR > RPT > ARM > USM

A report was added to the Age Reports Menu that is in the same format as the old Age Summary Report but allows for reporting by fiscal year, so that aged claims in RPMS can be verified against aged claims in the UFMS general ledger.

Note: This report option is available *only* to those who have been assigned the Manager's key.

The default answer for the “Enter FISCAL YEAR” prompt is BULK, which will run the report for billed dates prior to and including 9/30/2008. Because the parameters for each fiscal year have been predefined, specified date ranges will not be accepted at this prompt. For example, to request a report for fiscal year 2008, simply enter FY08 at the “Enter FISCAL YEAR” prompt; for example,

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
+          UFMS Age Summary Report          +
|          INDIAN HEALTH HOSPITAL          |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User:  LASTNAME,FIRST          BUSINESS OFFICE          12-SEP-2008 9:26 AM

Enter BULK for Billed Date prior to 10/1/2008
Enter FYnn for specific Fiscal Year e.g. FY08

Enter FISCAL YEAR for the Report: BULK//  FY08 <Enter>

```

The remaining prompts and the report itself are identical to the old Age Summary Report. The new report can be run for all the same inclusion parameters and sorted the same way as the old report.

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.

Select Visit LOCATION: INDIAN HEALTH HOSPITAL

Select one of the following:

1	A/R ACCOUNT
2	CLINIC TYPE
3	VISIT TYPE
4	DISCHARGE SERVICE
5	ALLOWANCE CATEGORY
6	BILLING ENTITY
7	INSURER TYPE

Select criteria for sorting: 5 <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: 2 <Enter> MEDICAID (INS TYPES D K)

Select one of the following:

1	Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
2	Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
3	Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Select REPORT TYPE: 1// 2 <Enter> Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Output DEVICE: HOME// <Enter> Virtual

WARNING: Confidential Patient Information, Privacy Act Applies

=====

UFMS Age Summary Report for FY 2008 SEP 12,2008@09:27 Page 1
for ALL ALLOWANCE CATEGORY(S)
at INDIAN HEALTH HOSPITAL Visit location(s) under INDIAN HEALTH HOSPITAL Billing Location

=====

ALLOWANCE CATEGORY	CURRENT	31-60	61-90	91-120	120+	BALANCE
=====						
MEDICAID						
KIDSCARE	0.00	0.00	0.00	5887.01	0.00	5887.01
MEDICAID	0.00	0.00	0.00	50883.25	0.00	50883.25
MEDICAID MCC/LOVEL	246.00	0.00	0.00	0.00	7226.28	7472.28
NEW MEXICO MEDICAI	15001.00	0.00	0.00	28103.00	3000.00	46104.00
OKLAHOMA MEDICAID	0.00	0.00	0.00	253.00	0.00	253.00
PRESBYTERIAN SALUD	0.00	0.00	0.00	0.00	98.75	98.75
UFMS MEDICAID	0.00	0.00	0.00	0.00	1200.00	1200.00

ALLOW CAT TOTAL	15247.00	0.00	0.00	85126.26	11525.03	111898.29

Figure 2-3: Example of UFMS Age Summary Report Added for Reporting by Fiscal Year

3.0 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) 248-4363

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

Email: support@ihs.gov