RESOURCE AND PATIENT MANAGEMENT SYSTEM

# Accounts Receivable
## (BAR)

## Patch 16 Addendum

Version 1.8 Patch 16
March 2010

Office of Information Technology (OIT)
Division of Information Resource Management
Albuquerque, New Mexico

# Table of Contents

# 1.0  Summary of Changes

## 1.1  Modifications

- A 12-month Office of Management and Budget (OMB) report will be generated automatically upon installation at federal locations. See patch notes for details.

- A field was added for the TDN/IPAC/Deposit Date to Collection Batches. This is a required field for federal locations.

- Modified the TDN/IPAC and TDN/IPAC Amount fields so that they are required fields for federal locations when doing Collections Entry.

- During Collections Entry, when a check number is entered, the system will look for duplicates in the A/R Collection Batch file. If duplicates are found, they will be displayed and the user will be given the opportunity to correct the entry.

- Modified the Collections Reports to display the TDN/IPAC and TDN/IPAC/Deposit data on the report headers.

- The Comments field was moved on the Collections Reports so that it's displayed after each batch item to the far left.

- Moved the TSR option from BRM menu to FRM menu.

- Added a new report to the FRM menu called the Days in AR Report (DAYS).

- The TDN/IPAC/Deposit Date and the Collection Batch creation date will be added to every transaction that's being exported to Unified Financial Management System (UFMS). These dates can be found at the end of the UFMS export file.

## 1.2  Resolutions to Help Desk Calls

- HEAT 8163. Correction made for <SYNTAX>EN+21^BARPTR error. This was occurring in the PUC option when a payment was posted to an A/R Account that pointed to the New Person file.

- HEAT 8727. Correction made for <UNDEFINED>EN+7^DIC *DINDEX("#") error. This was occurring when a POS claim was created under an individual site rather than the parent facility.

# 2.0  Patch 1 Details

## 2.1  Modifications to Collection Batches (AR - COL - EN)

The changes described in the following section are mandatory for Indian Health Service (IHS) federal locations because they are directly related to UFMS reporting requirements. Tribal/638/Urban/Non-IHS facilities may also use this functionality if desired. This will be explained in more detail at the end of this section.

### 2.1.1 Mandatory Field Added for TDN/IPAC/Deposit Date

A field was added to the A/R Collection Batch file to store the TDN/IPAC/Deposit Date. This field will be displayed after the Enter TDN/IPAC field.

```
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.8        |
          +                   Collections Entry                   +
          |                 INDIAN HEALTH HOSPITAL                |
          |              ** LOGGED INTO CASHIERING MODE **        |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: SISNEROS,GINA           BUSINESS OFFICE    10-FEB-2010 12:10 PM


Enter your Current Signature Code:   SIGNATURE VERIFIED


ENTERING GINAS MEDICARE-02/10/2010-1TYPE: 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 total of all the items entered must equal the amount entered here or
the batch will not finalize.


Enter TDN/IPAC: IHS0004455
Enter TDN/IPAC/Deposit Date:
```

It will be mandatory for federal locations to populate this field during Collections Entry. If a date is not entered or is not entered in the accepted format, the following message will be displayed.

```
Enter TDN/IPAC/Deposit Date: ??
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T  (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
       assumes no more than 20 years in the future, or 80 years in the past.
     Enter the date that the check or payment was deposited according to your
     financial system, or the IPAC date.
Enter TDN/IPAC/Deposit Date:
```

The Enter TDN/IPAC/Deposit Date field cannot be bypassed. The system will not allow the user to exit Collections Entry if this field isn't properly populated.

```
Enter TDN/IPAC/Deposit Date: ^

   EXIT NOT ALLOWED ??

Enter TDN/IPAC/Deposit Date:
```

## 2.1.2 TDN/IPAC and TDN/IPAC Amount Fields Are Now Mandatory

The TDN/IPAC and TDN/IPAC Amount fields were modified so that they are now required fields during Collections Entry.

```
ENTERING GINAS MCD DENTAL-02/19/2010-2TYPE: 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: ??
     Enter a 6-20 character Treasury Deposit Number/IPAC, PRE-UFMS_COLLECTIONS,
     or NONPAYMENT
Enter TDN/IPAC: EFT000532258

Enter TDN/IPAC/Deposit Date: ??

     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
       assumes no more than 20 years in the future, or 80 years in the past.
     Enter the date that the check or payment was deposited according to your
     financial system, or the IPAC date.

Enter TDN/IPAC/Deposit Date: T-2  (FEB 17, 2010)

Enter TDN/IPAC Dollar Amount for this Batch: ??

     Type a Dollar amount between 0 and 999999999, 2 Decimal Digits

Enter TDN/IPAC Dollar Amount for this Batch: 3522.00
```

Exiting from Collections Entry will not be allowed until these three fields are properly populated. If the user tries to exit by typing a caret (^) in any of these fields, the following message will be displayed and the user will be taken back to the unpopulated field(s).

```
Enter TDN/IPAC Dollar Amount for this Batch: ^

   EXIT NOT ALLOWED ??

Enter TDN/IPAC Dollar Amount for this Batch:
```

## 2.1.3 System Check Added for Duplicate Check Numbers

During Collections Entry, the system will look to see if the check number being entered has been used previously in other Collection Batches. If no duplicates are found, the system will proceed as usual with Collections Entry. However, if duplicates are found, the system will display a list similar to the one shown below.

```
ENTERING GINAS MEDICARE-02/19/2010-1TYPE: ALL TYPESBATCH TOTAL: 0
TDN/IPAC: EFT000446831            TDN/IPAC AMOUNT: 6,812.34
TDN/IPAC/Deposit Date: FEB 17, 2010

ITEM 1              MEDICARE
 ^ at Check Number to ask Payor
 ^ at Payor to exit entry
Check/EFT #: 12345

TREASURY DEPOSIT/IPAC: EFT000446831

Potential duplicates found in the following batches:

1. SHONDAS AETNA-03/13/2008-1    2  AETNA US HEALTHCARE              500.00
2. GINAS WORK COMP-04/04/2008-1  1  LIGHTENING INSURANCE CO         500.00
3. TINA-08/18/2009-1             1  BCBS OF NEW MEXICO              200.00
4. TINA-10/28/2009-1             1  BCBS OF NEW MEXICO (FEP)      1,673.00
5. TINA-01/25/2010-1             1  NEW MEXICO BC/BS INC             45.00
6. GINAS MEDICARE-02/03/2010-1   1  MEDICARE                        100.00
7. GINAS MEDICARE-02/03/2010-2   1  MEDICARE                      4,000.00


Duplicates have been found.
```

The following prompt will then be displayed. If it is determined that the check number entered is correct, type **Yes** at this prompt and Collections Entry will proceed as usual.

```
Are you sure you wish to use this check number?? No// Yes

CREDIT:
```

However, if it is determined that the check number needs to be corrected, simply press the Enter key at this prompt to accept the default answer of No. The system will return to the "Check/EFT #" prompt where the check number can be corrected. The system will check for duplicates every time the check number is edited.

```
ITEM 1              BCBS OF NEW MEXICO (FEP)
 ^ at Check Number to ask Payor
 ^ at Payor to exit entry
Check/EFT #: 12345
TREASURY DEPOSIT/IPAC: EFT000446831

Potential duplicates found in the following batches:

1. SHONDAS AETNA-03/13/2008-1    2  AETNA US HEALTHCARE              500.00
2. GINAS WORK COMP-04/04/2008-1  1  LIGHTENING INSURANCE CO         500.00
3. TINA-08/18/2009-1             1  BCBS OF NEW MEXICO              200.00
4. TINA-10/28/2009-1             1  BCBS OF NEW MEXICO (FEP)      1,673.00
5. TINA-01/25/2010-1             1  NEW MEXICO BC/BS INC             45.00
```

```
6. GINAS MEDICARE-02/03/2010-1    1  MEDICARE                          100.00
7. GINAS MEDICARE-02/03/2010-2    1  MEDICARE                        4,000.00
8. GINAS MEDICARE-02/19/2010-1    1  MEDICARE                            0.00


Duplicates have been found.
Are you sure you wish to use this check number?? No// NO


ENTERING GINAS PVT OPV-02/19/2010-2TYPE: ALL TYPESBATCH TOTAL: 0
TDN/IPAC: EFT000446831             TDN/IPAC AMOUNT: 350.00
TDN/IPAC/Deposit Date: FEB 17, 2010

ITEM 1              BCBS OF NEW MEXICO (FEP)
 ^ at Check Number to ask Payor
 ^ at Payor to exit entry

Check/EFT #: 12345// 36885
TREASURY DEPOSIT/IPAC: EFT000446831


CREDIT:
```

## 2.1.4 Tribal/638/Urban/Non-IHS Facilities

Tribal/638/Urban/Non-IHS facilities may use the functionality described in this section if desired; however, it will not be mandatory to populate these fields. In order to use these fields, the Ask Treasury Deposit Number field must be set to Yes for the Collection Points that will be utilizing this functionality. The Ask Treasury Deposit Number field can be found in the Collection Point Edit option (AR - MAN - CPE).

```
                    COLLECTION BATCH IDENTIFICATION
        NAME:                       GINAS MEDICAID
        LAST COLLECTION BATCH DATE:  FEB 2,2010
        LAST SEQUENCE NUMBER:        3
        CURRENT COLLECTION BATCH:    GINAS MEDICAID-02/02/2010-3
        LOCATION:                    TRIBAL HEALTH CENTER
        A/R SECTION:                 BUSINESS OFFICE
     BATCH TYPE:                     ALL TYPES
AUTO PRINT CASH RECEIPT: NO     RECEIPT PRINTER:
     Select USERS:                   SISNEROS,GINA
     Select SUPERVISOR(S):           SISNEROS,GINA
ASK CHECK BANK NUMBER:       NO       ASK INPATIENT/OUTPATIENT:    NO
ASK TREASURY DEPOSIT NUMBER: YES      Allowance Category:
CC ask Patient Name on Bill: NO       CC ask Patient Name:         NO
CA ask Patient Name on Bill: NO       CA ask Patient Name:         NO
CK ask Patient Name on Bill: NO       CK ask Patient Name:         NO
NON EOB DATA REVIEW/EDIT:    NO       EOB DATA REVIEW/EDIT:        NO
_____




    COMMAND:                              Press <PF1>H for help    Insert
```

The Collections Entry will look a bit different at the beginning. The first difference is the help text that is displayed after the Collection Batch name. This text is intended for federal locations. It does not apply to non-IHS facilities.

The next three fields are being displayed because the "Ask Treasury Deposit Number" prompt is set to Yes for the Collection Point in the example. It is not mandatory for all of these fields to be populated. However, if any of these fields are used, the data must be entered in the required format for each field. After the Batch Dollar Amount is entered, Collections Entry will proceed as usual.

```
ENTERING GINAS MEDICAID-02/23/2010-1TYPE: 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:
Enter TDN/IPAC/Deposit Date: T-2  (FEB 21, 2010)
Enter TDN/IPAC Dollar Amount for this Batch: 1326.84

ITEM 1
Up-Arrow at Transaction Type to exit loop and KILL New Entry

PAYMENT TYPE:
```

Note: If you're unsure what the required format is for a certain field, type a question mark (**?**) after the prompt for a description.

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

Enter TDN/IPAC:

Enter TDN/IPAC/Deposit Date: FEB 21,2010// ?

     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T  (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
       assumes no more than 20 years in the future, or 80 years in the past.
     Enter the date that the check or payment was deposited according to your
     financial system, or the IPAC date.

Enter TDN/IPAC/Deposit Date: FEB 21,2010//
```

## 2.2   Collection Report Changes (AR - COL - CR - DT, FL, EX/RFL)

### 2.2.1 New Fields Displayed on Collection Reports

Modifications were made to the Collection Report headers so that the TDN/IPAC and the TDN/IPAC/Deposit Date are displayed. The TDN/IPAC will no longer be displayed after each Collection Batch Item in the body of the report.

```
              BATCH:  GINAS PVT OPV-02/22/2010-1
         TDN/IPAC #:  UHC000115896
CHK/IPAC DEPOSIT DATE:  FEB 20,2010
              TOTAL:    1,216.00

ITEM  RECEIVED    CHECK #        A/R ACCOUNT        DISTRIBUTION       AMOUNT
===============================================================================


        EOB CHECK
1   02/22/10  022587446           UNITED HEALTH CARE                   1216.00

                                  INDIAN HEALTH H      1216.00

                                                               -------------
SUBTOTAL                                                          1216.00
                                                               -------------
TOTAL                                                             1216.00
```

Example of Collection Report Final

### 2.2.2 Comments Field Realigned

The Comments field was moved so that it is aligned underneath each Collection Batch Item and to the far left of the report. The Comments field will only be displayed if comments have been entered on a Collection Batch Item.

```
              BATCH:  GINAS PVT OPV-02/22/2010-1
         TDN/IPAC #:  UHC000115896
CHK/IPAC DEPOSIT DATE:  FEB 20,2010
              TOTAL:    1,216.00

ITEM  RECEIVED    CHECK #        A/R ACCOUNT        DISTRIBUTION       AMOUNT
===============================================================================


        EOB CHECK
1   02/22/10  022587446           UNITED HEALTH CARE                   1216.00

        TREASURY DEPOSIT/IPAC # TDN0001234
                                  INDIAN HEALTH H      1216.00

   Comments:
   THIS IS A COMMENT. GCS
```

```
                                                     -------------
SUBTOTAL                                                 1216.00
                                                     -------------
TOTAL                                                    1216.00
```

## 2.3  General Report Changes

### 2.3.1 TSR Report Moved to FRM Menu (AR - RPT - FRM)

The Transaction Statistical Report was moved from the Batch Report Menu to the Financial Reports Menu. No changes were made to the report itself.

```
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
      |             ACCOUNTS RECEIVABLE SYSTEM - VER 1.8         |
      +                    Financial Reports Menu               +
      |                    INDIAN HEALTH HOSPITAL               |
      |                ** LOGGED INTO CASHIERING MODE **        |
      +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
    User: SISNEROS,GINA          BUSINESS OFFICE     22-FEB-2010 10:27 AM


  ADA    Advise of Allowance RPT
  IPDR   Inpatient Primary Diagnosis Report
  PRP    Payment Summary Report by Collection Batch
  PSR    Period Summary Report
  STA    A/R Statistical Report
  TAR    Transaction Report
  TSR    Transaction Statistical Report
  DAYS   Days in AR
  ADJ    Adjustment & Refund Report
  AWOR   Automatic Write-Off Report

Select Financial Reports Menu Option:
```

### 2.3.2 New Financial Report Added - Days in AR (AR - RPT - FRM - DAYS)

This is a new report that was added to the Financial Reports for tracking life cycle averages for all visits that fall within a user-specified date range. The averages are based on the amount of time it takes for visits to be created and reviewed in PCC, then for the amount of time it takes for those visits to be approved and exported from 3PB, and finally for the amount of time it takes for payments to be posted to those visits.

There are several inclusion parameters that may be utilized when running this report. The only parameter that is required is the Date Range parameter. If a date range is not specified, a warning message will be displayed as shown below and the user will be taken back to the "Select ONE or MORE of the above INCLUSION PARAMETERS" prompt.

```
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.8          |
          +                       Days in AR                        +
          |                   INDIAN HEALTH HOSPITAL                 |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: SISNEROS,GINA            BUSINESS OFFICE     24-FEB-2010 3:42 PM

NOTE:  This report will contain data for VISIT location(s) regardless of
       BILLING location.

   INCLUSION PARAMETERS in Effect for Days in AR:
   ====================================================================

     Select one of the following:

          1             LOCATION
          2             BILLING ENTITY
          3             DATE RANGE
          4             PROVIDER

Select ONE or MORE of the above INCLUSION PARAMETERS:
The 'Days in AR' report requires you to enter
a Visit date range.




NOTE:  This report will contain data for VISIT location(s) regardless of
       BILLING location.

   INCLUSION PARAMETERS in Effect for Days in AR:
   ====================================================================

     Select one of the following:

          1             LOCATION
          2             BILLING ENTITY
          3             DATE RANGE
          4             PROVIDER

Select ONE or MORE of the above INCLUSION PARAMETERS:
```

The DAYS report must be printed on 132 column paper or on a printer that is set up for condensed print. If such a printer is not available, the report can be exported and opened up with Notepad. Please see your supervisor or site manager if you need instructions on exporting reports.

The following is an example of a DAYS report that was run for calendar year 2009.

```
                                   WARNING: Confidential Patient Information, Privacy Act Applies
========================================================================================================================
 for ALL BILLING SOURCE(S)                                                                      FEB 25,2010@15:35  Page 1
at ALL Visit location regardless of Billing Location with VISIT DATES
from 01/01/2009 to 12/31/2009

========================================================================================================================
                #                      AVG    AVG      AVG       AVG       AVG       AVG       AVG       AVG
Month     #     Visits #               Visits Days     Days      Days      Date      Days      Days      Days      Total
of        of    with   of     Billed   Checked to PCC   to        3p Bill   Export    to        First     Last      Posted
DOS       Visits Bills  Bills  Amount   in     CREATED  Reviewed  APPROVED  EXPORTED  Payment   Posting   Posting   Amounts
JAN 2009   6     2      2       223.00  0.00   135.83   158.83    219.50    327.00    418.00    272.00    68.75       5.00
FEB 2009   8     4      5      1649.00  0.00   193.38   193.38    272.60    305.00    384.00    230.00   119.00      48.00
MAR 2009   5     4      4      7615.00  0.00    69.20    69.20     62.75     62.75    332.00    290.00              100.00
APR 2009  10     3      4      4134.00  0.00    56.90    56.90     21.50     99.25                                    0.00
MAY 2009  10     7     11      3636.00  0.00    49.50    49.50     80.27    193.45    295.50    108.50              471.00
JUN 2009   8     3      4       818.00  0.00    23.75    24.50     81.75    198.75    259.50     27.00    21.00     503.00
JUL 2009   1     1      2       303.00  0.00    40.00    40.00     40.00    135.50    231.00     62.50    88.00     152.00
AUG 2009   4     1      1       253.00  0.00    38.00    38.00    197.00    197.00                                    0.00
SEP 2009   4     3      3       628.00  0.00    35.75    35.75     38.00     80.00                                    0.00
OCT 2009  21    11     11      2768.00  0.00    33.19    33.19     28.09     43.27                                    0.00
NOV 2009  10     4      4       607.00  0.00    21.40    21.40     15.00     29.50                                    0.00
DEC 2009   7     4      6       976.00  0.00    32.14    32.14     38.33     65.00     70.00     40.00              119.00
========================================================================================================================
GRAND TOTAL: 94  47     57     23610.00 0.00    57.80    59.33     76.12    130.56    315.50    121.57    77.75    1398.00
TOTAL BILLS WITH NO EXPORT: 15
```

## 2.4 New Data Being Exported to UFMS

The TDN/IPAC/Deposit Date and the Collection Batch creation date will be added to every transaction that is exported to UFMS. These dates can currently be found only at the end of the UFMS export file itself. The View Records in a UFMS file on Host File Report (CSH - SUP - RPT - VF) will be modified in an upcoming patch to display these fields.

# 3.0  Contact Information

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

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

**Fax**:     (505) 248-4363

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

**Email**:  support@ihs.gov