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Preface

The purpose of this addendum is to provide information about the Accounts Receivable (BAR) package. The system is designed to automate the management of accounts receivable in the Resource and Patient Management System (RPMS).

Please review and distribute this addendum to your Accounts Receivable staff prior to installation of this patch. Refer to the notes file released with this patch for all other technical documentation.
1.0 **Introduction**

Patch 31 provides enhancements and minor corrections to version 1.8 of the Accounts Receivable application. Please review the changes in this addendum and add a copy to any printed documentation your site may be using for Accounts Receivable. These changes will be integrated into future versions of the software and future versions of the user manual and will no longer be considered a patch or an addendum at the time of the next version release.

Please note that the addendum provides guidance on changes made in the patch that are relevant to the user. To see a list of all changes made in a patch, refer to the patch notes for each of the respective patches.

1.1 **Summary of Changes**

**Change Request 6156 (ADO 59948)**

Modified the following posting options to allow for filtering a list of patient bills by Clinic or by Visit Type, if desired: Post Payments and Adjustments (PAY), Post Adjustments (ADJ), Post Refunds (REF), and Post Status Change (PSC).

**Change Request 6369 (ADO 59949)**

An option called Tasked Reports (RTSK) was added to the A/R Manager menu to allow for scheduling the following four reports to be automatically generated and exported from RPMS to a site’s local server: Aged Summary Report (ASM), UFMS Aged Summary Report (USM), Period Summary Report (PSR), and the Batch Statistical Listing (BSL). The date, time, and frequency of when these reports are generated is determined by information that is populated in TaskMan.

**Change Request 6984 (ADO 59941)**

Modifications were made to some of the messages and prompts that display in the ERA Posting options to provide clarification or to allow users to decide how much detail to display when processing an 835 file.

**Change Request 8938 (ADO 59952)**

Modified the Transaction Statistical Report (TSR) to allow for exporting the Detail report as an XML document. In addition, the Detail report will include the Primary Provider for each bill when the report is exported using the Text-Delimited option or the new XML option.
Change Request 9729 (ADO 60080)

Modified the Check Posting Summary (CPS) to ensure that duplicate check numbers within the same collection batch are recognized and reported separately. The batch item status was added to the list of checks displayed for the user to select from and to the header of the Check Posting Summary.

Change Request 10412 (ADO 59953)

Corrected the Standard Adjustment Reason Inquiry option (IADJ) to ensure that the option displays the one RPMS entry that corresponds to the Standard Adjustment Reason (SAR) code entered by the user, rather than displaying a list of potential matches.
2.0 Patch 31 Details

2.1 Check Posting Summary (COL > CPS)

The Check Posting Summary was modified to ensure that duplicate check numbers within the same collection batch are recognized and reported separately. In addition, when a check number is entered in the CPS option, the status of each collection batch item will display in the list that is generated. The CPS report will display the batch item status as well. This was added to assist the user in determining which batch items are postable (EOB WITH SUBS) and which batch items have been edited and are not postable (ROLLED UP).
2.2 Filtering Bill Lists by Clinic or Visit Type (PST > PAY/ADJ/REF) (ACM > PSC)

Several posting options were modified to allow for filtering by Clinic or by Visit Type when using the patient’s name and a date range to search for bills. This new functionality allows for selecting one or more clinics or visit types, or for selecting all clinics or visit types. There is also the option not to filter. The following options are affected by this change:

- Post Payments and Adjustments (PST > PAY)
- Post Adjustments (PST > ADJ)
- Post Refunds (PST > REF)
- Post Status Change (ACM > PSC)

To filter patient bills by Clinic, access one of the above posting options and follow the prompts to ‘Select PATIENT NAME’. Enter a beginning date and an ending date, then type C or Clinic to filter the list of bills by Clinic. Select one or more clinics, or press Enter to include all clinics. The list of bills that generates will include only those bills that contain the user-specified clinic(s). The selected clinics display at the top of the list and the clinic number for each bill display within the list.

```
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: PATIENT,PRIVATE
Select Beginning Date: 1/1/21  (JAN 01, 2021)
Select Ending Date:  1 JAN 2021/T  (MAR 11, 2021)
Do you wish to display by Clinic(C) or Visit(V) Type? N// Clinic Type
Select Clinic Types? All// OPTOMETRY  18
Select Another Clinic:

Claims for PATIENT,PRIVATE from 01/01/2021 to 03/11/2021 Page: 1

<table>
<thead>
<tr>
<th>LN#</th>
<th>DOS</th>
<th>Claim #</th>
<th>Clin Typ</th>
<th>Billed Amount</th>
<th>Current Payments</th>
<th>Current Adjust.</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINIC(S): OPTOMETRY(18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01/12/21</td>
<td>111111A-DH-12345</td>
<td>18</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
</tr>
<tr>
<td>2</td>
<td>03/08/21</td>
<td>m222222A-DH-12345</td>
<td>18</td>
<td>468.00</td>
<td>0.00</td>
<td>0.00</td>
<td>468.00</td>
</tr>
</tbody>
</table>

Line #: 
```

Figure 2-2: Bill List Filtered by Clinic
To filter by Visit Type, enter a beginning date and an ending date, then type **V** or **Visit** to filter the list of bills by Visit Type. Select one or more visit types, or press Enter to include all visit types. The list of bills that generates will include only those bills that contain the user-specified visit types(s). The selected visit types display at the top of the list and the visit type number for each bill display within the list.

Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: PATIENT,PRIVATE

Select Beginning Date: 1/1/21 (JAN 01, 2021)
Select Ending Date: 1 JAN 2021/T (MAR 11, 2021)
Do you wish to display by Clinic(C) or Visit(V) Type? N // Visit Type
Select Clinic Types? All // OUTPATIENT
Select Another Visit Type: INPATIENT
Select Another Visit Type:

Figure 2-3: Bill List Filtered by Visit Type

To display all bills regardless of Clinic or Visit Type, press Enter to accept the default response of **No** at the new prompt that allows for filtering. The bill list that generates will include all bills within the selected date range.
2.3 ERA Processing Messages

Modifications were made to some of the messages and prompts that display in the ERA Posting options to provide clarification or to allow users to decide how much detail to display when processing an 835 file.

2.3.1 Load New Import (PST > ERA > NEW)

In the Load New Import option, the user generates a list of files by typing an asterisk (*) at the “File Name” prompt. A message then displays that allows the user to display more files or exit the list. Patch 31 changes this message from ‘Hit ENTER to continue’ to ‘Enter RETURN to continue or ‘^’ to exit list’.
2.3.2  A/R Bill Matching (PST > ERA > BLMT)

A prompt was added to the A/R Bill Matching option that allows users to decide whether or not to display bill matching details. The details pertaining to this portion of the matching process can be viewed in a user-friendly format in the matching report at the end of the BLMT process or in the Review Postable Claims option (REV). In addition, the default response that allows for printing a report of the matching process was changed from Yes to No.

After an ERA file is selected for matching, the following new prompt displays: “Display Bill Matching Details?” To display the bill matching details, press Enter to accept the default response of Yes. To hide the bill matching details, type No and press Enter. The process will look similar to Figure 2-6.

Figure 2-6: A/R Bill Matching prompt changes

2.3.3  Post ERA Claims (PST > ERA > PST)

Corrections were made to some of the messages that display while auto-posting an 835 file in the Post ERA claims option. During the ERA auto-posting process, each transaction set that is posted displays. The ERA bill number and the corresponding RPMS A/R bill number have always displayed with the posted transaction set but were removed in error by previous patch changes. Patch 31 adds the ERA bill number and the corresponding RPMS A/R bill number back to the posted transaction set.
Please enter the LINE # of the check you wish to POST: 1/

Do you want to post ERA Claims for Chk/EFT 123456789 now? N/ YES

Enter RETURN to continue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matched Unposted Bills:</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Matched Posted Bills:</td>
<td>3</td>
<td>$220.00</td>
</tr>
<tr>
<td>Total Matched Bills:</td>
<td>4</td>
<td>$320.00</td>
</tr>
</tbody>
</table>

**ERA BILL 123456A MATCHED TO A/R BILL 123456A-DH-11111**

- **Billed:** 20.00
- **Payment:** 20.00
- **ADJ:** 0
- **STND REAS:** 3 | Co-payment Amount
- **STND REAS:** 91 | Dispensing Fee Adjustment
- **STND REAS:** 90 | Ingredient Cost Adjustment

Figure 2-7: ERA Bill and RPMS A/R Bill displayed with Posted Transaction Set

Also displaying during the auto-posting process are summary totals that are intended to provide the user with a sense of where the system is with posting a file. Prior to Patch 31, the names of these fields were Matched Bills, Unmatched Bills, and Total Bills. Patch 31 changes these field names to Matched Unposted Bills, Matched Posted Bills, and Total Matched Bills. The calculations that are made within these fields, however, are incorrect but will be fixed in a future A/R patch.
Do you want to post ERA Claims for Chk/EFT 123456789 now? N// YES

Enter RETURN to continue:

Matched Unposted Bills:  1 for $ 100.00
Matched Posted Bills:    3 for $ 220.00
Total Matched Bills:     4 for $ 320.00

ERA BILL 123456A MATCHED TO A/R BILL 123456A-DH-11111
Billed: 20.00     Payment: 20.00
ADJ: 0             CD-PAY  Co-payment
STND REAS: 3 | Co-payment Amount
ADJ: 0             WRITE OFF  Dispensing Fee Adjustment
STND REAS: 91 | Dispensing fee adjustment
ADJ: -0            NON PAYMENT  Ingredient Cost Adjustment
STND REAS: 90 | Ingredient cost adjustment

Matched Unposted Bills:  3 for $ 220.00
Matched Posted Bills:    1 for $ 100.00
Total Matched Bills:     4 for $ 320.00

Matched Unposted Bills:  3 for $ 220.00
Matched Posted Bills:    1 for $ 100.00
Total Matched Bills:     4 for $ 320.00

2 Bill(s) posted to AR.
1 Bill(s) matched but not posted to AR.
1 Bill(s) unmatched and not posted to AR.

Bills were matched but did not post for various reasons.
See the RPT option for more details.

Do you want to rollback to 3P the bills that just posted? N//

Figure 2-8: Posting ERA Claims to a Check

2.4 Transaction Statistical Report (RPT > FRM > TSR)

The Transaction Statistical Report was modified to allow for exporting the Detail report as an XML document. In addition, the Detail report will include the Primary Provider for each bill when the report is exported using the Text-Delimited option or the new XML option.

To generate a TSR report that includes the Primary Provider for each bill, select any desired parameters except Provider, and ensure that the Report Type is set to Detail. Keep in mind that if a specific provider is selected, your report will be limited to the provider chosen in the parameter selections.
When the desired parameters have been selected, a new screen will display that allows for selecting a Text-Delimited report, an XML report, or a Print report. To choose the new XML option, type **X** or **XML** at the report type prompt and press Enter.

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:
=====================================================================  
- Data Source........: BOTH  
- 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  
11. DATA SOURCE

Select ONE or MORE of the above INCLUSION PARAMETERS: 1 DATE RANGE

Select one of the following:
1. Visit Date  
2. Approval Date  
3. Export Date  
4. Transaction Date  
5. Batch Date

Select TYPE of DATE Desired: 4 Transaction Date

========== Entry of TRANSACTION DATE Range ==========

Enter STARTING TRANSACTION DATE for the Report: 1/1/21

Enter ENDING DATE for the Report: 1/31/21

INCLUSION PARAMETERS in Effect for Transaction Statistical Report:
=====================================================================  
- Data Source........: BOTH  
- Transaction Type....: PAYMENT  
- Transaction Dates from..: 01/01/2021 to: 01/31/2021  
- 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
11. DATA SOURCE

Select ONE or MORE of the above INCLUSION PARAMETERS:

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

Select one of the following:

D. Text-Delimited
X. XML
P. Print

Select Text-Delimited, Spreadsheet XML file or Print: Print// XML

Figure 2-9: Export Parameters available for Detail Report

Type HFS at the “Device” prompt to export the report to your Host File Server, then type your directory path and a report name at the “Host File Name” prompt. Be sure that your report name ends with .XML (dot XML) in order for the exported report to be formatted an XML document. Contact your local IT staff if you need assistance with identifying your export directory path.

Select Text-Delimited, Spreadsheet XML file or Print: Print// XML

NOTE: the Delimited and XML Format should be written to a HFS host file. The report is in spreadsheet XML format so please use an xml suffix on the file name.
i.e. 'c:\temp\daysreport.xml'

DEVICE: HOME// HFS  HOST FILE SERVER
HOST FILE NAME: C:\TEMP\//G:\PUB\TSR DETAIL 03212021.XML ADDRESS/PARAMETERS: "W NS"/

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

Figure 2-10: Exporting the TSR XML Report

Access your server and retrieve the TSR XML report. The report will automatically open in an XML format. Make any desired formatting changes, such as column width or filtering, and save as an Excel document. The XML report will look similar to Figure 2-11.
2.5 Tasked Reports (MAN > RTSK)

A new option called Tasked Reports (RTSK) was added to the A/R Manager Menu that allows for setting up certain A/R reports to run automatically and export to your local server. This functionality works in conjunction with TaskMan, which will be discussed later. The four reports available for tasking in the RTSK option are listed below and the menu paths to these reports have been provided as a reference. Use the RTSK option to have them generate automatically.

- Age Summary Report (RPT > ARM > ASM)
- UFMS Age Summary Report (RPT > ARM > USM)
- Batch Statistical Report (RPT > BRM > BSL)
- Period Summary Report (RPT > FRM > PSR)

TaskMan will generate the reports behind the scenes and will use the parameters listed below based on your site’s affiliation (IHS/Federal vs. non-IHS/non-Federal). Future patch development will allow for user-specified parameters to be selected in the RTSK option.

### Report Parameters Used for IHS/Federal Facilities

#### Age Summary Report
- Select Visit Location: All
- Select Criteria for Sorting: Allowance Category
- Select Type of Allowance Category to Display: All
- Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

#### UFMS Aged Summary Report
- Enter FISCAL YEAR for the Report: FY08-FY21// All

**Note:** The ending fiscal year in the USM report automatically changes on October 1st of every year.

- Select Visit Location: All
- Select Criteria for Sorting: Allowance Category
- Select Type of Allowance Category to Display: All
• Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

**Batch Statistical Report**

• If TaskMan is set up to generate reports on the first day of the month:
  – Select Beginning Date: First day of previous month
  – Select Ending Date: Last day of previous month
• If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
  – Select Beginning Date: First day of current month
  – Select Ending Date: Last day of current month

**Period Summary Report**

• Select Visit Location: All
• Select Criteria for Sorting: Allowance Category
• Select Type of Allowance Category to Display: All
• Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
• Transaction Date Range
  – If TaskMan is set up to generate reports on the first day of the month:
    • Select Beginning Date: First day of previous month
    • Select Ending Date: Last day of previous month
  – If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
    • Select Beginning Date: First day of current month
    • Select Ending Date: Last day of current month

**Report Parameters Used for non-IHS/non-Federal Facilities (Tribal/Urban)**

**Age Summary Report**

• Select Visit Location: All
• Select Criteria for Sorting: A/R Account
• Select A/R Account: All

**UFMS Aged Summary Report**

• Enter FISCAL YEAR for the Report: FY08-FY21// All

**Note:** The ending fiscal year in the USM report automatically changes on October 1st of every year.

• Select Visit Location: All
• Select Criteria for Sorting: Allowance Category
• Select Type of Allowance Category to Display: All
• Select Report Type: Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

Batch Statistical Report

• If TaskMan is set up to generate reports on the first day of the month:
  – Select Beginning Date: First day of previous month
  – Select Ending Date: Last day of previous month
• If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
  – Select Beginning Date: First day of current month
  – Select Ending Date: Last day of current month

Period Summary Report

• Select Visit Location: All
• Select Criteria for Sorting: A/R Account
• Select A/R Account: All
• Transaction Date Range
  – If TaskMan is set up to generate reports on the first day of the month:
    • Select Beginning Date: First day of previous month
    • Select Ending Date: Last day of previous month
  – If TaskMan is set up to generate reports on any day other than the first day of the month, such as the last day of the month:
    • Select Beginning Date: First day of current month
    • Select Ending Date: Last day of current month

To task one or more of these reports, access the RTSK option in the A/R Manager menu. Notice that none of the reports will be set to generate, as indicated by the Schedule column. You must choose each report that you want to task. You will also need to know what the directory path is to your local server. Contact your local IT staff if you need assistance.
### Tasked Reports:

<table>
<thead>
<tr>
<th>LINE REPORT</th>
<th>Schedule</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERIOD SUMMARY REPORT</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>AGED SUMMARY REPORT</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>UFMS AGED SUMMARY REPORT</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>BATCH STATISTICAL LISTING</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 2-12: RTSK option before any reports have been tasked**

At the “Line #” prompt, type the line number that corresponds to the report you wish to task. Type a name for your report, up to 25 characters, and then type Y to schedule the report. You will be taken back to the “Line #” prompt.

**Figure 2-13: Tasking the PSR report**

Select any other reports that you wish to task and press Enter at the “Line #” prompt to display the “TASKMAN REPORT DIRECTORY” prompt. This field tells the system where to send your exported report(s). Contact your local IT staff if you need assistance with identifying your export directory path or with retrieving the exported reports from your server.
If a directory path is not entered, a message will display indicating that the report(s) will not be created and you will be taken out of the RTSK option. To complete this field, go back into the RTSK option and press Enter until the TASKMAN REPORT DIRECTORY field displays. Populate the directory path and press Enter.

As mentioned earlier, the RTSK option works in conjunction with TaskMan. Upon Patch 31 installation, a job will be created in TaskMan that will generate the reports on the last day of every month at 11:00pm local time, provided the reports have been set up in the RTSK option. It is important that you review the report parameters above and determine what day of the month works best for your reporting needs, as well as the frequency that the reports are generated.

The header of the RTSK report will display the details of the TaskMan job that was set up during the Patch 31 installation. In Figure 2-16, the TaskMan job is scheduled to run on the last day of the month at 23:00 hours (11:00pm) and is set to run every month.

---

** Figure 2-14: RTSK option completed with one report tasked **

---

** Figure 2-15: Message displayed if a directory path is not entered **

---

** Figure 2-16: Message displayed if a directory path is not entered **

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** Addendum to User Manual Patch 31 Details **

May 2021
Any changes to the TaskMan job must be done using the Schedule/Unschedule Option in the TaskMan Management Menu (XUTM MGR). Contact your local IT for assistance with any changes to TaskMan.

Figure 2-17: Schedule/Unschedule Option in the TaskMan Management menu
## Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Account Management Menu</td>
</tr>
<tr>
<td>ADO</td>
<td>Azure DevOps</td>
</tr>
<tr>
<td>A/R</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>ARM</td>
<td>Account Management Reports Menu</td>
</tr>
<tr>
<td>ASM</td>
<td>Aged Summary Report</td>
</tr>
<tr>
<td>BSL</td>
<td>Batch Statistical Listing</td>
</tr>
<tr>
<td>COL</td>
<td>Collection Menu</td>
</tr>
<tr>
<td>CPS</td>
<td>Check Posting Summary</td>
</tr>
<tr>
<td>EOB</td>
<td>Explanation of Benefits</td>
</tr>
<tr>
<td>ERA</td>
<td>Electronic Remittance Advice</td>
</tr>
<tr>
<td>FRM</td>
<td>Financial Reports Menu</td>
</tr>
<tr>
<td>HPS</td>
<td>Host File Server</td>
</tr>
<tr>
<td>IHS</td>
<td>Indian Health Service</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>PSC</td>
<td>Post Status Change</td>
</tr>
<tr>
<td>PSR</td>
<td>Period Summary Report</td>
</tr>
<tr>
<td>PST</td>
<td>Posting Menu</td>
</tr>
<tr>
<td>RPMS</td>
<td>Resource and Patient Management System</td>
</tr>
<tr>
<td>RPT</td>
<td>Report Menu</td>
</tr>
<tr>
<td>RTSK</td>
<td>Tasked Reports</td>
</tr>
<tr>
<td>SAR</td>
<td>Standard Adjustment Reason</td>
</tr>
<tr>
<td>UFMS</td>
<td>United Financial Management System</td>
</tr>
<tr>
<td>XML</td>
<td>Extensible Markup Language</td>
</tr>
</tbody>
</table>
Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

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