RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable

(BAR)

Addendum to User Manual

Version 1.8 Patch 35
March 2024

Office of Information Technology
Division of Information Resource Management

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1.0   Introduction

This document provides information for the user pertaining to software enhancements and minor corrections included in Accounts Receivable v1.8 p35. Please distribute this addendum to your accounts receivable staff prior to patch installation.

> **Note:** This addendum is not intended to be a process guide. Contact your business office manager or area business office coordinator for questions regarding business practices.

1.1   Summary of Changes

FID59950/CR6565–A new report called Posting Productivity Report was added to the Financial Reports Menu to provide user posting activity. Users are free to run this report for their own posting activity but are restricted from selecting the A/R Technician parameter and running the report for other users unless the following security key has been assigned: BARZ EMP PROD RPT. No helpdesk ticket.

FID60910/CR11876–Updated the fields and report parameters that display the Patient Preferred Name, if populated in Patient Registration. This application uses the AUPN DISPLAY PPN parameter functionality and is defaulted to OFF until Patient Preferred Name is available across the enterprise. While this parameter is turned off, the Patient Preferred Name will not display in this application except as a result of the patient lookup function. This allows the Patient Preferred Name to be turned on at once without requiring a coordinated release of all applications. Once all applications support the display of the PPN, instructions will be sent out on how to enable this parameter system-wide. No helpdesk ticket.

FID76095/CR12002–Corrected an issue with the List Transactions by File Name option incorrectly displaying PRE-UFMS COLLECTIONS in the SCHED # field for adjustments that were posted at Federal locations after the date specified in the BOOKING DATE IN UFMS field in A/R Site Parameters. This applies to adjustments that were posted in Post Adjustments option (PST > ADJ) without a collection batch, for example, and therefore don't have a TDN/IPAC associated with them. Patch 35 will display <NONE> in the FLST SCHED # field for these transactions. Reported as a helpdesk ticket by Crow/Northern Cheyenne (INC0066094).

FID76628–The following reports were added to the Tasked Reports option:

- Treasury Deposit/Batch Statistical Report (TBSL)

- Transaction Report (TAR)

- Adjustment & Refund Report by Transaction Date (ADJT)

- A/R Bill and Transaction Synchronization Report (ATS)

No helpdesk ticket. Requested via RPMS Feedback.

FID77760–A new report called Batch Lockdown Report was added to the Batch Reports Menu to provide a list of collection batches that have been locked down for posting at Federal locations or will be locked down for posting at a future date, depending on the date type and date range entered by the user. No helpdesk ticket. Requested via RPMS Feedback.

FID92427–A correction was made to the View Session File option to ensure that transactions are reported in the correct allowance category bucket. This correction was made in response to a helpdesk ticket for a site that reported a Non-Beneficiary transaction on the VSF report in the Medicaid allowance category rather than in the Other allowance category. The developer found that the site posted a Medicaid transaction and then a Non-Beneficiary transaction. For some reason, the system did not populate the allowance category for the Non-Beneficiary transaction. When the VSF report was run, the system applied the allowance category for the Medicaid transaction that was posted right before the Non-Ben transaction. This resulted in the Non-Ben transaction being reported in the Medicaid bucket rather than in the Other bucket. Reported as a helpdesk ticket by Crow/Northern Cheyenne (INC0309300).

2.0   Patch 35 Details

2.1   Batch Lockdown Report (RPT > BRM > BLDR)

A new report called Batch Lockdown Report was added to the Batch Reports Menu to provide a list of collection batches that have been locked down for posting at Federal locations or will be locked down for posting at a future date, depending on the date type and date range entered by the user.

The Accounts Receivable application tracks the date that a collection batch was finalized at Federal locations and locks it for posting when the batch has aged six months from the date it was finalized. Prior to patch 35, there wasn't a report available in A/R that allowed sites to track these batches to ensure they were posted before being locked down. The Batch Lockdown Report was designed to assist with that.

To provide this information, a field was added to the A/R Collection Batch/IHS file called BATCH LOCKDOWN DATE. This field is populated with the date that a batch will be locked down for posting by using the date the batch was finalized and adding six months. The BATCH LOCKDOWN DATE field will be populated for all finalized collection batches during patch 35 installation and can only be viewed in Fileman.

> **Note**: At the time of this release, the BLDR cannot be queued when sending to a printer. It can be printed to the display screen, or exported to a Host File Server, or printed to a printer without being queued. The ability to queue the report to a printer will be released in a future patch.

```
NUMBER: 936                             NAME: PRIVATE-03/31/2023-1
  COLLECTION ID: PRIVATE                BATCH STATUS: POSTABLE
  OPENED DATE/TIME: MAR 31, 2023@15:06:44
  OPENED BY USER: USER,SUPER           LAST RECEIPT NUMBER: 1
  SITE LOCATION: 2017 DEMO HOSPITAL    A/R SECTION: BUSINESS OFFICE
  TRANSACTION STATUS: COMPLETED        DATE/TIME FINALIZED: APR 03, 2023@09:58
  FINALIZED BY USER: USER,SUPER
  TREASURY DEPOSIT NUMBER/IPAC: TDN1234567
  BATCH AMOUNT: 2000                   TDN/IPAC/Deposit Date: MAR 31, 2023
NUMBER: 1                              ITEM NUMBER: 1
  PAYMENT TYPE: EOB CHECK              DATE/TIME STAMP: MAR 31, 2023@15:06:54
  USER: USER,SUPER                     A/R ACCOUNT: DEMO INSURANCE
  VISIT LOCATION: 2017 DEMO HOSPITAL   ITEM STATUS: EOB WITH SUBS
  TREASURY DEPOSIT NUMBER/IPAC: TDN1234567
  CREDIT: 2000                         PAYOR: DEMO INSURANCE
VISIT LOCATION: 2017 DEMO HOSPITAL     PAID AMOUNT: 2000
  SUFIX (c): DH                        SUB EOB POSTING TOTAL (c): 822
  SUB EOB POSTING BALANCE (c): 1178    SUB EOB UNALLOCATED (c): 0
  CHECK NUMBER: CHECKNBR1234567
  SYNONYM OF PAY TYPE (c): EOB         ITEM POSTING TOTAL (c): 822
  ITEM POSTING BALANCE (c): 178        ITEM TOTAL REIMBURSEMENTS (c): 0
```

```
EISS Username:
EISS Password:
EISS (local) path:
Select EDI PAYER:
PAS SORTING ORDER:
UFMS DIRECTORY: G:\PUB\//
UFMS DISPLAY DATE LIMIT: T-1//
BOOKING DATE IN UFMS: OCT 1,2008//
```

Figure 2-27: UFMS Booking Date field in A/R Site Parameter Edit Option

Prior to p35, adjustments that were posted after 10/1/2008 without a collection batch were reflected on the FLST report with a SCHED # of PRE-UFMS COLLECTIONS in error. These adjustments will now be reflected on the FLST with <NONE> in the SCHED # field.

```
                    VIEWING SESSIONS ASSOCIATED WITH FILE          PAGE 1
              IHS_AR_RPMS_RCV_1937_606415_20230427_092300.DAT
                       '*' DENOTES 'DELAYED SEND'

SESSION ID      CASHIER
  TRANSACTION       3P BILL    COL/BATCH                               AMT
                               SCHED #          APPLY TO
---------------------------------------------------------------------------
3230406.081151 POSTER,SUPER
   3210810[A]        222222B   PRIVATE-03/24/2023-1                 299.00
                               TDNIPACDEMO        1000021000026131
   3210814[A]        333333A                                       -300.00
                               <NONE>            1000021000026097
   3210811[R]        111111A   PRIVATE-03/31/2023-1                 800.00
                               TDNIPACDEMO        1000021000026133
   3210812[A]        111111A   PRIVATE-03/31/2023-1                -250.00
                               TDNIPACDEMO        1000021000026133
   3210813[A]        111111A   PRIVATE-03/31/2023-1                 -86.71
                               TDNIPACDEMO        1000021000026133
```

Figure 2-28: FLST report example

2.5   Patient Preferred Name (PPN)

The fields in Accounts Receivable that display a patient's name were updated to allow for displaying a Patient Preferred Name (PPN) if the PPN parameter is turned on and a preferred name is present in Patient Registration. This change was made to accommodate the regulation for Certified Health Information Technology from the Office of the National Coordination for Health Information Technology, which requires all Electronic Health Record systems to allow users to record, change, and access structured data on Sexual Orientation and Gender Identity.

The PPN display parameter is set at the RPMS administrative level and is defaulted to OFF until Patient Preferred Name is available across the enterprise. While this parameter is turned off, the Patient Preferred Name will not be displayed except as a result of the patient lookup function. This allows the Patient Preferred Name to be turned on at once without requiring a coordinated release of all applications. Once all applications support the display of the PPN, instructions will be sent out on how to enable this parameter system-wide.

The Preferred Name field is located on page 7 of Patient Registration and can be utilized immediately, if desired. Until the PPN display parameter is turned on, though, the PPN will only be displayed in patient lookup results. It will not be displayed in the Accounts Receivable menu options.

```
IHS REGISTRATION EDITOR   (page 7)                      2021 DEMO HOSPITAL
==============================================================================
DEMO,PENELOPE-PENNY*                              HRN:1111 CHS & DIRECT
==============================================================================
                       Death Info/Other Names
1.        DATE OF DEATH :
2.       STATE OF DEATH :
3. DEATH CERTIFICATE NO. :
--------------------------- Other Names ----------------------------------
4.        OTHER NAMES :
5.        PREFERRED NAME :  PENNY
--------------------------- Legal Names ----------------------------------
CHANGED TO                    BY     PROOF          DOC. #          DATE
6. <NO LEGAL NAME CHANGES ON FILE>
==============================================================================
Last edited by: USER,ONE on Jan 11, 2024
==============================================================================
CHANGE which item? (1-6) NONE// :
```

Figure 2-29: Preferred Name field on Page 7 of Patient Registration

Once the PPN display parameter is turned on, the patient's name will be displayed in the Accounts Receivable menu options followed by a dash, the preferred name, and an asterisk. The preferred name will not be included on statements, debt letters or reports. It will only be displayed to the user and is intended to be informational so that the patient can be addressed with his/her preferred name.

```
Select Posting Menu <TEST ACCOUNT> Option: PAY  Post Payments and Adjustments

Enter your Current Signature Code:    SIGNATURE VERIFIED

Select Batch:    PRIVATE-03/31/2023-1PRIVATE-03/31/2023-1 2017 DEMO HOSPITAL
     ===> Total Posted: $ 9.00       ===> Remaining Balance: $ 1991.00

Select Batch Item: 1  1
   ===> Item Total Posted: $ 9.00         ===> Item Remaining Balance: $ 1991.00
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: DEMO,PENELOPE        F 01-01-1970 XXX-XX-7777   MHS 1111
-PENNY*

Select Beginning Date: 1/1/22  (JAN 01, 2022)
```

```
Select Ending Date: 1 JAN 2022//T  (APR 06, 2023)
Do you wish to display by Clinic(C) or Visit(V) Type? N// o-do not filter by C
linic or Visit Type


Claims for DEMO,PENELOPE-PENNY*                              Page: 1
  from 01/01/2022 to 04/06/2023

Batch  : PRIVATE             Item   : 1
Amount :  2000.00           Amount :  2000.00
Posted :     9.00           Posted :     9.00
Unalloc:     0.00           Unalloc:     0.00
Balance: 1991.00            Balance: 1991.00


                                    Billed    Current   Current   Current
LN#  DOS      Claim #               Amount    Payments  Adjust.   Balance
-------------------------------------------------------------------------
  1  01/20/22 123456A-DH-1111*       299.00      0.00      0.00      0.00
  2  01/20/22 123456B-DH-1111        299.00      0.00      0.00      0.00
  3  09/12/22 234567A-DH-1111       3221.72      0.00      0.00      0.00
  4  12/12/22 m345678A-DH-1111          5.00      0.00      0.00      0.00
  5  01/03/23 m456789A-DH-1111      2136.71      0.00      0.00   1136.71

Line #:
```

Figure 2-30: Patient Preferred Name displayed in the PAY option with PPN parameter turned on

Acronym List

Acronym	Term Meaning
IHS	Indian Health Service
3P	Third Party
A/R	Accounts Receivable
AUPN	IHS Dictionaries (Patient)
CR	Change Request-a legacy number assigned to a software change request
FID	Feature ID-a number assigned to a software change request
HFS	Host File Server
IHS	Indian Health Service
INC	Incident-a number assigned to a helpdesk ticket
IT	Information Technology
OIT	Office of Information Technology
PPN	Patient Preferred Name
RPMS	Resource and Patient Management System
TDN	Treasury Deposit Number
UFMS	United Financial Management System

Contact Information

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

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