



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable

(BAR)

Addendum to User Manual

Version 1.8 Patch 39
September 2025

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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 (BAR) v1.8 p 39. Please distribute this addendum to your Accounts Receivable staff upon installation of the patch.

1.1 Summary of Changes

FID106244: A new option called Group Payment Report was added to the Financial Reports Menu (RPT > FRM > GRP) to provide a list of A/R Bills that have a payment posted based on user-specified selections by Insurer, Insurer Type, Group Name/Group Number, Tribe of Membership, or Employer. The report can be run by Visit Date, Bill Approval Date, or Transaction date and allows for running a Detail (Printer) report or a Delimited Detail report.

FID106475: The following changes were made to the Treasury Deposit/Batch Statistical Report option (RPT > BRM > TBSL) when sorting by Allowance Category or by TDN/IPAC Number: added a field for Check# and for A/R Account. In addition, a Brief Listing report and a Delimited Detail report was added when sorting by TDN/IPAC Number.

FID109078/109260: The following changes were made to the Age Day Letter & List option (RPT > ARM > ADL): added prompts for running the Summary, Letters, or Bill Detail separately. If Bill Detail is selected, a prompt will be displayed that allows for running a Brief Listing report or a Delimited Detail report.

FID111585: The following changes were made to the Post Unallocated Cash option (PST > PUC): added a field for Check#, removed the Allowance Category field, and added a prompt to allow for sending the list to a printer or exporting to a Host File Server.

FID111593: A new option called Letter Status Inquire was added to the Debt Management Menu (ACM > DBT > DMIQ) to allow for viewing or printing the history of a debt management bill.

2.0 Patch Details

This section includes some instructions for exporting reports from Accounts Receivable to a Host File Server. When naming the reports for export, do not include spaces in the report name. You may include punctuation, though, such as an underscore (_). Examples for naming reports are provided in the screenshots below.

The export process can look a bit different for each site. This isn't specific to the changes in this patch but is dependent on the type of server being used (AIX versus Windows) and the length of your site's directory path name. For example, if your site's directory path name exceeds a certain number of characters, the directory path name will be displayed followed by 'Replace'. In this scenario, type three periods and <enter>. At the 'With' prompt, type the directory path name and a report name, then <enter>. If there's a separate prompt for the report name, you will only type the directory path name. When the 'Replace' prompt is displayed again, and if everything looks good, press <enter>.

```
Default Path: g:\pub\arexports\reports\ Replace ... With
G:\PUB\AREXPORTS\REPORTS\PUC08212025
Replace
G:\PUB\AREXPORTS\REPORTS\PUC08212025
```

Figure 2-1: Default Path example for a long directory path name

If you need help with the export process, please work with your site IT staff.

2.1 Post Unallocated Cash

The following changes were made to the Post Unallocated Cash option (PST > PUC): added a field for Check#, removed the Allowance Category field, and added a prompt to allow for sending the list to a printer or exporting to a Host File Server.

At the bottom of the PUC batch listing, a prompt will be displayed to allow for sending the list to a printer. To print the list, type Yes and <enter>, then type your site's printer name and <enter>. After the list prints, you will be prompted to select an unallocated batch item.

The printer name used for the Device in the example below is just an example. Your site's printer name will be different.

```
Select Posting Menu <TEST ACCOUNT> Option: Post Unallocated Cash

Enter your Current Signature Code: SIGNATURE VERIFIED

Roll-over as you post? NO// Y YES
```

Post Unallocated Transaction List						
#	Credit	Account	Check#	Item		
	TRANS DATE	Batch	TDN	STATUS		

1.	5.00	GEHA	343679912	1		
MAR 31, 2025	016:29:32:550	FY25 PVT-03/28/2025-1	731005			
2.	25455.00	OPTUMRX	121000243647686	1		
MAR 31, 2025	016:30:09:551	FY25 PVT-03/31/2025-2	841749	LTR		
3.	539.33	OPTUMRX	1210002436740518	2		
MAR 31, 2025	016:32:43:552	FY25 PVT-03/31/2025-2	841749	LTR		
Would you like to print this list? (Y/N)? YES						
Print to Device: HOME// RPMS PRINTER						
Requested Start Time: NOW// (MAY 21, 2025@15:18:25)						
Task # 46195 queued.						
Enter a number (1-3):						

Figure 2-2: Updated PUC display with new printer prompt

You can also export the PUC list to your Host File Server. At the Device prompt, type HFS and <enter>. At the Host File Name prompt, type your site's directory path and type a file name, using forward slashes or back slashes as appropriate, then <enter>. After the report has been exported, you will be prompted to select an unallocated batch item.

Post Unallocated Transaction List						
#	Credit	Account	Check#	Item		
	TRANS DATE	Batch	TDN	STATUS		

1.	5.00	GEHA	343679912	1		
MAR 31, 2025	016:29:32:550	FY25 PVT-03/28/2025-1	731005			
2.	25455.00	OPTUMRX	121000243647686	1		
MAR 31, 2025	016:30:09:551	FY25 PVT-03/31/2025-2	841749	LTR		
3.	539.33	OPTUMRX	1210002436740518	2		
MAR 31, 2025	016:32:43:552	FY25 PVT-03/31/2025-2	841749	LTR		
Would you like to print this list? (Y/N)? YES						
Print to Device: HOME// HFS HOST FILE SERVER						
HOST FILE NAME: G:\PUB\//G:\PUB\PUC_LIST ADDRESS/PARAMETERS: "WNS"//						
Requested Start Time: NOW// (MAY 21, 2025@12:02:34)						
Task # 46099 queued.						
Enter a number (1-3):						

Figure 2-3: Exporting the PUC list to the Host File Server

The exported list can be opened with Notepad or with Word and will look similar to the example below.

Post Unallocated Transaction List					05/21/2025@12:21	Page 1
#	Credit	Account	Check#		Item	
	TRANS DATE	Batch		TDN	STATUS	

1.	5.00	GEHA	343679912		1	
MAR 31,	2025@16:29:32:550	FY25 PVT-03/28/2025-1		731005		
2.	25455.00	OPTUMRX	121000243647686		1	
MAR 31,	2025@16:30:09:551	FY25 PVT-03/31/2025-2		841749	LTR	
3.	539.33	OPTUMRX	1210002436740518		2	
MAR 31,	2025@16:32:43:552	FY25 PVT-03/31/2025-2		841749	LTR	
E N D O F R E P O R T						

Figure 2-4: Exported PUC list, viewed using Notepad

2.2 Treasury Deposit/Batch Statistical Report

The following changes were made to the Treasury Deposit/Batch Statistical Report option (RPT > BRM > TBSL) when sorting by Allowance Category or by TDN/IPAC Number: added a field for Check# and for A/R Account. In addition, a Brief Listing report and a Delimited Detail report was added when sorting by TDN/IPAC Number.

When the TBSL is sorted by Allowance Category and printed to the display screen, it will look similar to the example below.

```

Select one of the following:

    1      ALLOWANCE CATEGORY
    2      TDN/IPAC NUMBER
    3      BOTH ALLOWANCE CATEGORY AND TDN/IPAC NUMBER SORTED BY ALLOWA
NCE CATEGORY
    4      BOTH TDN/IPAC NUMBER AND ALLOWANCE CATEGORY SORTED BY TDN/IP
AC THEN BY ALLOWANCE CATEGORY, SUBTOTAL BY TDN/IPAC

Sort Report by:: 1//  ALLOWANCE CATEGORY

Select one of the following:

    MCR      Medicare
    MCD      Medicaid
    PVT      Private Insurance
    V        Veterans Medical Benefit
    OTH      Other
    ALL      ALL CATEGORIES

Include Which Allowance Categories: ALL// ALL CATEGORIES

```

DEVICE: HOME//

DATE: JUN 24,2025@14:50:28 PAGE 1

TREASURY DEPOSIT/BATCH STATISTICS FOR
2017 DEMO HOSPITAL
FROM MAR 6,2025 TO MAR 6,2025
SORTED BY ALLOWANCE CATEGORY
ALLOWANCES CHOSEN: ALL

ITEM TOTAL	COLLECTIONS PROCESSED	UNALLOCATED TRUE	TOTAL	REFUNDED FROM ITEM	ITEM TRANSFER	BALANCE
=====						
ALLOWANCE CATEGORY: MCD						
COLLECTION ID: FY25 MCD 03/06/2025-1- P						
ITEM 1: 829214 CHK: 202410023821307 A/R ACCT: ARIZONA MEDICAID						
82861.32	1797.48	0.00	0.00	0.00	0.00	81063.84
ITEM 2: 829214 CHK: 202410023821463 A/R ACCT: ARIZONA MEDICAID						
5033.00	0.00	0.00	0.00	0.00	0.00	5033.00
BATCH TOTAL:						
-----	-----	-----	-----	-----	-----	-----
87894.32	1797.48	0.00	0.00	0.00	0.00	86096.84

Figure 2-5: TBSL Sorted by Allowance Category and viewed on display screen

When the TBSL is sorted by TDN/IPAC, a new prompt will be displayed that allows for selecting a Brief Listing report or a Delimited Detail report. The Brief Listing report is intended to be viewed on your display screen or sent to a printer.

Select one of the following:

- 1 ALLOWANCE CATEGORY
- 2 TDN/IPAC NUMBER
- 3 BOTH ALLOWANCE CATEGORY AND TDN/IPAC NUMBER SORTED BY ALLOWANCE CATEGORY
- 4 BOTH TDN/IPAC NUMBER AND ALLOWANCE CATEGORY SORTED BY TDN/IPAC AC THEN BY ALLOWANCE CATEGORY, SUBTOTAL BY TDN/IPAC

Sort Report by:: 1// 2 TDN/IPAC NUMBER

Select one of the following:

- 1 BRIEF LISTING (80 width)**
- 2 DELIMITED DETAIL (HFS)**

Select TYPE of REPORT desired: 1// BRIEF LISTING (80 width)

DEVICE: HOME//

DATE: JUN 24,2025@15:08:17 PAGE 1

TREASURY DEPOSIT/BATCH STATISTICS FOR
2017 DEMO HOSPITAL

FROM MAR 6,2025 TO MAR 6,2025						
SORTED BY TREASURY DEPOSIT NUMBER/IPAC						
ITEM TOTAL	COLLECTIONS PROCESSED	UNALLOCATED TRUE	TOTAL	REFUNDED FROM ITEM	ITEM TRANSFER	BALANCE
=====						
TDN/IPAC: 730991						
COLLECTION ID: FY25 PVT 03/06/2025-2- P						
ITEM 1: 730991 CHK: 342990875 A/R ACCT: GEHA						
2.11	0.00	0.00	0.00	0.00	0.00	2.11
ITEM 2: 730991 CHK: 21249319 A/R ACCT: GEHA						
363.50	0.00	0.00	0.00	0.00	0.00	363.50
ITEM 3: 730991 CHK: 103443 A/R ACCT: BCBS OF ARIZONA						
135.40	0.00	0.00	0.00	0.00	0.00	135.40
BATCH TOTAL:						
-----	-----	-----	-----	-----	-----	-----
501.01	0.00	0.00	0.00	0.00	0.00	501.01
TDN/IPAC: 826736						
COLLECTION ID: FY25 PVT 03/06/2025-1- P						
ITEM 1: 826736 CHK: 007770684 A/R ACCT: EXPRESS SCRIPTS-RX						
22010.45	0.00	0.00	0.00	0.00	0.00	22010.45
BATCH TOTAL:						
-----	-----	-----	-----	-----	-----	-----
22010.45	0.00	0.00	0.00	0.00	0.00	22010.45
TDN/IPAC: 827428						
COLLECTION ID: FY25 MCR 03/06/2025-1- P						
ITEM 1: 827428 CHK: EFT7201163 A/R ACCT: MEDICARE						
24448.75	0.00	0.00	0.00	0.00	0.00	24448.75
BATCH TOTAL:						
-----	-----	-----	-----	-----	-----	-----
24448.75	0.00	0.00	0.00	0.00	0.00	24448.75
TDN/IPAC: 829214						
COLLECTION ID: FY25 MCD 03/06/2025-1- P						
ITEM 1: 829214 CHK: 202410023821307 A/R ACCT: ARIZONA MEDICAID						
82861.32	1797.48	0.00	0.00	0.00	0.00	81063.84
ITEM 2: 829214 CHK: 202410023821463 A/R ACCT: ARIZONA MEDICAID						
5033.00	0.00	0.00	0.00	0.00	0.00	5033.00
BATCH TOTAL:						
-----	-----	-----	-----	-----	-----	-----
87894.32	1797.48	0.00	0.00	0.00	0.00	86096.84
GRAND TOTALS:						
=====	=====	=====	=====	=====	=====	=====
134854.53	1797.48	0.00	0.00	0.00	0.00	133057.05

Figure 2-6: TBSL sorted by TDN/IPAC Number, Brief Listing report viewed on display screen

The Delimited Detail report is intended to be exported to your site's Host File Server and imported to Excel. At the 'Enter Path' prompt, press <enter> to accept the directory path that's populated, if there is one. If there isn't a directory path populated or if you want to export the report to a different directory, type the name of the desired directory path and <enter>. At the 'Enter File Name' prompt, type a name for the report and <enter>.

The 'Path' shown in the example below is just an example. Your site's directory path will be different.

```

Select one of the following:

1      ALLOWANCE CATEGORY
2      TDN/IPAC NUMBER
3      BOTH ALLOWANCE CATEGORY AND TDN/IPAC NUMBER SORTED BY ALLOWA
NCE CATEGORY
4      BOTH TDN/IPAC NUMBER AND ALLOWANCE CATEGORY SORTED BY TDN/IP
AC THEN BY ALLOWANCE CATEGORY, SUBTOTAL BY TDN/IPAC

Sort Report by:: 1// 2  TDN/IPAC NUMBER

Select one of the following:

1      BRIEF LISTING (80 width)
2      DELIMITED DETAIL (HFS)

Select TYPE of REPORT desired: 1// 2  DELIMITED DETAIL (HFS)
Enter Path: g:\pub\
Enter File Name: TBSL_06242025

Enter date type (Batch/Transaction):

```

Figure 2-7: TBSL sorted by TDN/IPAC Number, Delimited Detail option

Access your site's directory, find your file, and import it into Excel. The data in the file will be delimited with a caret (^). Once the data has been formatted, it will look similar to the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Batch	TDN_IPAC	Location	Collection	Collection Batch	Item	A/R Account	Check#	Item Total	Collections	Unallocated	Unallocated	Refunded	Item	Balance
1	Date			Point						Processed	True	Total	From Item	Transfer	
2	3/6/2025	730991	2017 DEMO HOSPITAL	FY25 PVT	FY25 PVT-03/06/2025-2	1	GEHA	342990875	\$2.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.11
3	3/6/2025	730991	2017 DEMO HOSPITAL	FY25 PVT	FY25 PVT-03/06/2025-2	2	GEHA	21249319	\$363.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$363.50
4	3/6/2025	730991	2017 DEMO HOSPITAL	FY25 PVT	FY25 PVT-03/06/2025-2	3	BCBS OF ARIZONA	103443	\$135.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.40
5	3/6/2025	826736	2017 DEMO HOSPITAL	FY25 PVT	FY25 PVT-03/06/2025-1	1	EXPRESS SCRIPTS-RX	7770684	\$22,010.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,010.45
6	3/6/2025	827428	2017 DEMO HOSPITAL	FY25 MCR	FY25 MCR-03/06/2025-1	1	MEDICARE	EFT7201163	\$24,448.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,448.75
7	3/6/2025	829214	2017 DEMO HOSPITAL	FY25 MCD	FY25 MCD-03/06/2025-1	1	ARIZONA MEDICAID	202410023821307	\$82,861.32	\$1,797.48	\$0.00	\$0.00	\$0.00	\$0.00	\$81,063.84
8	3/6/2025	829214	2017 DEMO HOSPITAL	FY25 MCD	FY25 MCD-03/06/2025-1	2	ARIZONA MEDICAID	202410023821307	\$5,033.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,033.00

Figure 2-8: TBSL sorted by TDN/IPAC Number, Delimited Detail option imported into Excel

2.3 Group Payment Report

A new option called Group Payment Report was added to the Financial Reports Menu (RPT > FRM > GRP) to provide a list of A/R Bills that have a payment posted based on user-specified selections by Insurer, Insurer Type, Group Name/Group Number, Tribe of Membership, or Employer. The report can be run by Visit Date, Bill Approval Date, or Transaction date and allows for running a Detail (Printer) report or a Delimited Detail report. If desired, the report can be run for all bills even if a payment has not been posted.

The first prompt allows for selecting one or more (or all) facilities that are set up in your Accounts Receivable application. Next, you will select Insurer, Insurer Type, Group Name/Group Number, Tribe of Membership, or Employer. Within each of those categories, you can select one entry, multiple entries or all entries. In the example below, the report was run by insurer Group Name/Group Number with two entries selected.

Next, select a Type of Date and enter a date range.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+          Group Payment Report                             +
|          2017 DEMO HOSPITAL                               |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,SUPER          BUSINESS OFFICE          27-JUN-2025  9:13 AM

Select one of the following:

1          DEMO HOSPITAL
2          DEMO CLINIC
4          DEMO SATELLITE
5          All facilities

Select one or more facilities: 1 DEMO HOSPITAL

Select one of the following:

1          INSURER
2          INSURER TYPE
3          GROUP NAME/GROUP NUMBER
4          TRIBE OF MEMBERSHIP
5          EMPLOYER

Sort by INSURER, INSURER TYPE, GROUP, TRIBE OF MEMBERSHIP or EMPLOYER: 3  GROUP
NAME/GROUP NUMBER

Select Group Name/Number: ALL// 10203045  INTELRR1234
Select Group Name/Number: ABC12345  MHBP1234
Select Group Name/Number:

```

```

Selected groups:
INTELRR1234
MHBP1234

Select one of the following:

1      VISIT DATE
2      APPROVAL DATE
3      TRANSACTION DATE

Select TYPE of DATE Desired: 1  VISIT DATE

===== Entry of VISIT DATE Range =====

Enter STARTING VISIT DATE for the Report:  1/1/25  (JAN 01, 2025)

Enter ENDING DATE for the Report:  6/30/25  (JUN 30, 2025)

```

Figure 2-9: GRP report parameters up to date range entry

After a date range has been entered, you will be prompted to select all bills or posted bills with payments. Sort the report by Visit Type or by Clinic and then choose a Type of Report.

The Detail (Printer) report is intended to be viewed on your display screen or sent to a printer and, depending on the parameters you chose, will look similar to the example below.

```

Select one of the following:

A      ALL bills
P      POSTED bills w/payments

All bills, or just bills with payments posted?: ALL// POSTED

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

Select one of the following:

1      Detail (Printer)
2      Delimited Detail

Select TYPE of REPORT desired: 1//  Detail (Printer)

DEVICE: HOME//  VT

Group Name/Number Payment Report          JUN 27,2025@09:14:11    Page 1
for Visit Dates from 01/01/2025 to 06/30/2025
Billing Location: DEMO HOSPITAL
=====
PATIENT                BILL#      DOS      AMOUNT BILLED AMOUNT PAID

```

=====				
Location: DEMO HOSPITAL				
Group Name/Number: INTELRR1234/10203045				
Visit Type: OUTPATIENT				
DEMO, PATIENT	123456A	01/07/2025	413.00	324.00
DEMO, PATIENT	123463A	04/10/2025	206.00	200.00
			=====	=====
Visit Type Totals			619.00	524.00
Visit Type: DENTAL				
DEMO, MISTER	123459A	01/12/2025	200.00	128.00
DEMO, DAUGHTER	123478A	05/11/2025	153.25	45.00
Group Name/Number: MHBPl234/ABC12345				
Visit Type: DENTAL				
DEMO, MISTER	123483A	05/27/2025	200.00	128.00
			=====	=====
Visit Type Totals			553.25	301.00
			=====	=====
Report Totals			1,172.25	825.00

Figure 2-10: GRP Detail (Printer) report for posted bills w/payments viewed on the display screen

The Delimited Detail provides detailed information for all transactions posted to the bills that fall within the selected parameters. It is intended to be exported to your site's Host File Server and imported to Excel. At the Device prompt, type HFS and <enter>. At the Host File Name prompt, type your site's directory path and type a file name, using forward slashes or back slashes as appropriate, then <enter>.

The 'Path' shown in the example below is just an example. Your site's directory path will be different.

```

Select one of the following:

1      Detail (Printer)
2      Delimited Detail

Select TYPE of REPORT desired: 1// 2 Delimited Detail

DEVICE: HOME// HFS  HOST FILE SERVER
HOST FILE NAME: C:\TEMP\//G:\PUB\GRP06272025  ADDRESS/PARAMETERS: "WNS"//

```

Figure 2-11: Exporting the GRP Delimited Detail report

Access your site's directory, find your file, and import it into Excel. The data in the file will be delimited with a carat (^). Once the data has been formatted, it will look similar to the examples below. The first example is for columns A through K. The second example is for columns L through V.

	A	B	C	D	E	F	G	H	I	J	K
	VISIT LOCATION	BILL NUMBER	PATIENT	VISIT TYPE	CLINIC	INSURER	INSURER TYPE	TRIBE	GROUP NAME	GROUP NUMBER	EMPLOYER
1	DEMO HOSPITAL	123456A	DEMO,PATIENT	(131) OUTPATIENT	(13) INTERNAL MEDICINE	(870) DEMO INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	INTELR1234	10203045	INTEL
2	DEMO HOSPITAL	123456A	DEMO,PATIENT	(131) OUTPATIENT	(13) INTERNAL MEDICINE	(870) DEMO INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	INTELR1234	10203045	INTEL
3	DEMO HOSPITAL	123463A	DEMO,PATIENT	(131) OUTPATIENT	(01) GENERAL	(870) DEMO INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	INTELR1234	10203045	INTEL
4	DEMO HOSPITAL	123463A	DEMO,PATIENT	(131) OUTPATIENT	(01) GENERAL	(870) DEMO INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	INTELR1234	10203045	INTEL
5	DEMO HOSPITAL	123459A	DEMO,MISTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
6	DEMO HOSPITAL	123459A	DEMO,MISTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
7	DEMO HOSPITAL	123478A	DEMO,DAUGHTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
8	DEMO HOSPITAL	123478A	DEMO,DAUGHTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
9	DEMO HOSPITAL	123483A	DEMO,MISTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
10	DEMO HOSPITAL	123483A	DEMO,MISTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST
11	DEMO HOSPITAL	123483A	DEMO,MISTER	(998) DENTAL	(56) DENTAL	(261) DENTAL INSURANCE	PRIVATE	PUEBLO OF ACOMA, NM	MHBP1234	ABC12345	CASINO WEST

Figure 2-12: GRP Delimited Detail report for posted bills formatted in Excel, columns A through K

L	M	N	O	P	Q	R	S	T	U	V
SERVICE DATE	AMOUNT BILLED	BILL STATUS	TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION AMOUNT	BATCH NAME	ITEM NUMBER	TDN	ADJUSTMENT CATEGORY	ADJUSTMENT TYPE
1/7/25	\$413.00	COMPLETE	03/12/2025@14:50	PAYMENT	\$324.00	FY25 PVT-03/06/2025-1	1	829214		
1/7/25	\$413.00	COMPLETE	03/12/2025@14:50	ADJUSTMENT	\$89.00	FY25 PVT-03/06/2025-1	1	829214	(4) NON PAYMENT	(21) Chrgs Excd Max Allowable Amt
4/10/25	\$206.00	COMPLETE	05/04/2025@12:32	PAYMENT	\$200.00	FY25 PVT-04/30/2025-1	1	4022568		
4/10/25	\$206.00	COMPLETE	05/04/2025@12:32	ADJUSTMENT	\$6.00	FY25 PVT-04/30/2025-1	1	4022568	(4) NON PAYMENT	(21) Chrgs Excd Max Allowable Amt
1/12/25	\$200.00	COMPLETE	03/16/2025@09:14	PAYMENT	\$128.00	FY25 PVT-03/12/2025-1	1	I-48610223		
1/12/25	\$200.00	COMPLETE	03/16/2025@09:14	ADJUSTMENT	\$72.00	FY25 PVT-03/12/2025-1	1	I-48610223	(4) NON PAYMENT	(21) Chrgs Excd Max Allowable Amt
1/12/25	\$153.25	COMPLETE	04/12/2025@15:43	PAYMENT	\$45.00	FY25 PVT-03/24/2025-1	1	I-45202278		
1/12/25	\$153.25	COMPLETE	04/12/2025@15:43	ADJUSTMENT	\$108.25	FY25 PVT-03/24/2025-1	1	I-45202278	(4) NON PAYMENT	(21) Chrgs Excd Max Allowable Amt
5/11/25	\$200.00	COMPLETE	06/24/2025@10:26	PAYMENT	\$128.00	FY25 PVT-06/21/2025-1	1	3671048		
5/11/25	\$200.00	COMPLETE	06/24/2025@10:26	ADJUSTMENT	\$72.00	FY25 PVT-06/21/2025-1	1	3671048	(4) NON PAYMENT	(21) Chrgs Excd Max Allowable Amt

Figure 2-13: GRP Delimited Detail report for posted bills formatted in Excel, columns L through V

2.4 Age Day Letter & List

The following changes were made to the Age Day Letter & List option (RPT > ARM > ADL): added prompts for running the Summary, Letters, or Bill Detail separately. If Bill Detail is selected, a prompt will be displayed that allows for running a Brief Listing report or a Delimited Detail report.

The Summary option provides the total dollar amount of bills based on the aging value entered and the A/R Account(s) selected.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+-----+
|          Age Day Letter & List                             |
+-----+
|          2017 DEMO HOSPITAL                               |
+-----+
User: POSTER,SUPER          BUSINESS OFFICE          19-JUN-2025 11:12 AM

Enter the minimum age (in days) of bills to be itemized.
Enter a number (0-9000): 90
Select individual A/R accounts or hit RETURN for ALL accounts.
Select A/R ACCOUNTS/IHS: DEMO INSURANCE
Select A/R ACCOUNTS/IHS:

DEMO INSURANCE

Selected Account(s) Correct? YES//

Select one of the following:

```

```

      S      Summary
      L      Letters
      D      Bill Detail

Enter response: Summary
Print to Device: HOME//

      WARNING: Confidential Patient Information, Privacy Act Applies

Age Day Letter Bill Detail Report
Summary of bills/accounts over 90 days                06/19/2025    PAGE: 1
=====
-----
DEMO INSURANCE                                48,018.50
TOTAL ALL ACCOUNTS:                          48,018.50

      E N D   O F   R E P O R T

```

Figure 2-14: ADL Summary option viewed on display screen

The Letters option allows for printing letters based on the aging value entered and the A/R Account(s) selected.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+          Age Day Letter & List                             +
|          2017 DEMO HOSPITAL                                |
+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,SUPER          BUSINESS OFFICE    19-JUN-2025 11:12 AM

Enter the minimum age (in days) of bills to be itemized.
Enter a number (0-9000): 90
Select individual A/R accounts or hit RETURN for ALL accounts.
Select A/R ACCOUNTS/IHS: DEMO INSURANCE
Select A/R ACCOUNTS/IHS:

DEMO INSURANCE

Selected Account(s) Correct? YES//

      Select one of the following:

      S      Summary
      L      Letters
      D      Bill Detail

Enter response: Letters
Print to Device: HOME//

      Department of Health and Human Services

```

Indian Health Service
Demo Hospital

DATE: 19 JUN 2025

TO: DEMO INSURANCE
PO BOX 1234
DALLAS
TEXAS
75021
(404)444-4444
PRIVATE

FROM: BUSINESS OFFICE address for payments
PO BOX 123
ALBUQUERQUE
NEW MEXICO
87120-0918

Regarding Past due bills over 90 days totaling \$ 48,018.50

The above past due has been calculated as of this date. A detailed listing of claims is attached for your reference and information. Please review and advise us as to the status of the past due claims.

If you have questions or concerns, please call the Business Office at 505-555-5555. We appreciate your cooperation.

Sincerely

MARY MANAGER
Business Office Manager

Figure 2-15: ADL Letters option viewed on the display screen

The Bill Detail option allows for printing the bill detail based on the aging value entered and the A/R Account(s) selected. It also provides two report types: a Brief Listing and a Delimited Detail.

The Brief Listing is intended to be run to the display screen or sent to a printer.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+          Age Day Letter & List          +
|          2017 DEMO HOSPITAL          |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,SUPER          BUSINESS OFFICE          19-JUN-2025 12:27 PM

Enter the minimum age (in days) of bills to be itemized.
Enter a number (0-9000): 90

```

Select individual A/R accounts or hit RETURN for ALL accounts.

Select A/R ACCOUNTS/IHS: DEMO INSURANCE

Select A/R ACCOUNTS/IHS:

DEMO INSURANCE

Selected Account(s) Correct? YES//

Select one of the following:

S	Summary
L	Letters
D	Bill Detail

Enter response: D Bill Detail

Select one of the following:

1	BRIEF LISTING (80 width)
2	DELIMITED DETAIL (HFS)

Select TYPE of REPORT desired: 1// BRIEF LISTING (80 width)

Select one of the following:

1	POLICY HOLDER
2	POLICY NUMBER
3	PATIENT
4	DATE OF SERVICE

Within Account Sort By: 1// 3 PATIENT

Print to Device: HOME//

WARNING: Confidential Patient Information, Privacy Act Applies

Age Day Letter Bill Detail Report

DEMO INSURANCE over 90 days

06/19/2025 PAGE: 1

Policy Holder PT. SS #	Policy #	Claim #	DOS DOB	Amt Bld	Balance
---------------------------	----------	---------	------------	---------	---------

DEMO, PATIENT	PRI123456789	123456A	11/03/2024	6248.50	6248.50
Pat: DEMO, PATIENT		DH-1234	01/01/1970		
123456789	Comment:				

DEMO, PATIENT	PRI123456789	234567A	11/12/2024	15100.00	15100.00
Pat: DEMO, PATIENT		DH-1234	01/01/1970		
123456789	Comment:				

DEMO, PATIENT	PRI123456789	345678A	11/12/2024	26670.00	26670.00
Pat: DEMO, PATIENT		DH-1234	01/01/1970		
123456789	Comment:				

TOTAL:	\$48,018.50
--------	-------------

Figure 2-16: ADL Bill Detail, Brief Listing report viewed on display screen

The Delimited Detail is intended to be exported to your site's Host File Server and imported to Excel. At the 'Enter Path' prompt, press <enter> to accept the directory path that's populated, if there is one. If there isn't a directory path populated or if you want to export the report to a different directory, type the name of the desired directory path and <enter>. At the 'Enter File Name' prompt, type a name for the report and <enter>.

The 'Path' shown in the example below is just an example. Your site's directory path will likely be different.

```

Enter response: D  Bill Detail

      Select one of the following:

          1          BRIEF LISTING (80 width)
          2          DELIMITED DETAIL (HFS)

Select TYPE of REPORT desired: 1// 2  DELIMITED DETAIL (HFS)
Enter Path: g:\pub\//
Enter File Name: ADL20250619
Calculating...

Hold on please, the file is writing...

```

Figure 2-17: ADL Bill Detail, Delimited Detail option

Access your site's directory, find your file, and import it into Excel. The data in the file will be delimited with a carat (^). Once the data has been formatted, it will look similar to the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Visit Location	Insurer Type	A/R Account	A/R Account Address	A/R Account City	A/R Account State	A/R Account Zip	A/R Account Phone	Policy Holder	Policy #	Patient	PT. SS #	DOB	Claim #	DOS	Amt Bld	Balance	Comments
1	DEMO HOSPITAL	PRIVATE	DEMO INSURANCE	PO BOX 1234	DALLAS	TEXAS	75021	(404)444-4444	DEMO,PATIENT	NAR12345678	DEMO,PATIENT	123456789	1/1/1970	123456A-DH-1234	11/3/24	\$6,248.50	\$6,248.50	
2	DEMO HOSPITAL	PRIVATE	DEMO INSURANCE	PO BOX 1234	DALLAS	TEXAS	75021	(404)444-4444	DEMO,PATIENT	NAR12345678	DEMO,PATIENT	123456789	1/1/1970	234567A-DH-1234	11/12/24	\$15,100.00	\$15,100.00	
3	DEMO HOSPITAL	PRIVATE	DEMO INSURANCE	PO BOX 1234	DALLAS	TEXAS	75021	(404)444-4444	DEMO,PATIENT	NAR12345678	DEMO,PATIENT	123456789	1/1/1970	345678A-DH-1234	11/12/24	\$26,670.00	\$26,670.00	
4	DEMO HOSPITAL	PRIVATE	DEMO INSURANCE	PO BOX 1234	DALLAS	TEXAS	75021	(404)444-4444	DEMO,PATIENT	NAR12345678	DEMO,PATIENT	123456789	1/1/1970	345678A-DH-1234	11/12/24	\$26,670.00	\$26,670.00	

Figure 2-18: ADL Bill Detail, Delimited Detail option imported into Excel

2.5 Letter Status Inquire

A new option called Letter Status Inquire was added to the Debt Management Menu (ACM > DBT > DMIQ) to allow for viewing or printing the history of a debt management bill.

In the example below, the A/R Debt Management Bill was dropped into the debt letter queue on May 14, 2025 and is in an Active status with the debt management cycle. The Cycle 1 and Cycle 2 letters have been printed, and the Cycle 3 letter is in the queue to be printed.

```

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+                   Debt Management Menu                   +
|                   2017 DEMO HOSPITAL                     |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,SUPER          BUSINESS OFFICE          30-JUN-2025 11:22 AM

DMPS  Debt Management Parameters
DLPA  Debt Letter Insurer Type/Accounts
DMPL  Debt Letter Signature/Address parameters
DMEL  Edit Letters
DMPI  Inquire to Debt Management Parameters
-----
DMVQ  Letters in the Queue
DMER  Letters that Contain Errors
DMTP  Print Test Letter for Alignment
DMLP  Print Letter
DMLR  Reprint Letter or Batch
DMED  Edit the Debt Management Bill Status
DMCP  Print the Debt Management Bill Status Comments
DMRP  Print Report of Printed Debt letters
DMIQ Letter Status Inquire

Select Debt Management Menu <TEST ACCOUNT> Option: DMIQ Letter Status Inquire

+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p39          |
+                   Letter Status Inquire                   +
|                   2017 DEMO HOSPITAL                     |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
User: POSTER,SUPER          BUSINESS OFFICE          30-JUN-2025 11:22 AM

Select A/R DEBT MANAGEMENT BILLS A/R BILL/IHS: 123456A

Output DEVICE: HOME//

Printing...

*** A/R DEBT MANAGEMENT LETTER FILE INQUIRY ***

A/R BILL/IHS: 123456A-DH-1111          BILL STATUS: ACTIVE

BILL STATUS COMMENT DATE: MAY 14, 2025  REVIEWER: POSTER,SUPER
BILL STATUS: ACTIVE

```

LETTER CYCLE: CYCLE 1	LETTER: DEBT MANAGEMENT LETTER 1
LETTER STATUS: PRINTED	USER: POSTER,SUPER
DATE PRINTED: MAY 16, 2025	BILL AMOUNT: 100
LETTER CYCLE: CYCLE 2	LETTER: DEBT MANAGEMENT LETTER 2
LETTER STATUS: PRINTED	USER: POSTER,SUPER
DATE PRINTED: JUN 24, 2025	BILL AMOUNT: 100
LETTER CYCLE: CYCLE 3	LETTER: DEBT MANAGEMENT LETTER 3
LETTER STATUS: QUEUED	BILL AMOUNT: 100

Figure 2-19: Letter Status Inquire example

If the status of a debt management bill is changed using Edit the Debit Management Bill Status option (ACM > DBT > DMED), the DMIQ option will include the status change details, including the comment that was entered.

In the example below, the A/R Debt Management Bill was placed into the debt letter queue on May 12, 2025 and was in an Active status with the debt management cycle at that time. The Cycle 1 letter was printed on May 14, 2025. On June 3, 2025, the bill's status was changed to Suspended when the patient called to make payment arrangements. This status prevents the bill from being included in the next cycle.

Select A/R DEBT MANAGEMENT BILLS A/R BILL/IHS: 123483A	
Output DEVICE: HOME// VT	
Printing...	
*** A/R DEBT MANAGEMENT LETTER FILE INQUIRY ***	
A/R BILL/IHS: 123483A-DH-1154	BILL STATUS: SUSPENDED
BILL STATUS COMMENT DATE: MAY 12, 2025	REVIEWER: POSTER,SUPER
BILL STATUS: ACTIVE	
BILL STATUS COMMENT DATE: JUN 03, 2025@14:50:50	
REVIEWER: POSTER,SUPER	BILL STATUS: SUSPENDED
COMMENTS: PATIENT CALLED TO MAKE PYMT ARRANGEMENTS - \$200/MONTH ON THE 15TH.	
CHANGED DEBT MGMT BILL STATUS TO SUSPENDED TO PREVENT LETTERS FROM PRINTING.	
6.19.2025 SJP	
LETTER CYCLE: CYCLE 1	LETTER: DEBT MANAGEMENT LETTER 1
LETTER STATUS: PRINTED	USER: POSTER,SUPER
DATE PRINTED: MAY 14, 2025	BILL AMOUNT: 4050
LETTER CYCLE: CYCLE 2	LETTER: DEBT MANAGEMENT LETTER 2
LETTER STATUS: NOT QUEUED	BILL AMOUNT: 4050

Figure 2-20: DMIQ option for a bill that has been placed into a "Suspended" status

For complete instructions on the A/R Debt Management functionality, please refer to the Accounts Receivable v1.8 p22 User Manual Addendum located on the IHS RPMS Administrative Applications website:

<https://www.ihs.gov/rpms/applications/administrative/>.

Acronym List

Acronym	Term Meaning
ACM	Acronym for RPMS A/R Account Management Menu
AIX	Advanced Interactive eXecutive – a type of server
A/R	Accounts Receivable
ARM	Acronym for RPMS A/R Aging Reports Menu
BRM	Acronym for RPMS A/R Batch Reports Menu
DBT	Acronym for RPMS A/R Debt Management Menu
FID	Feature Identification—a number assigned to a software change request
FRM	Acronym for RPMS A/R Financial Reports Menu
HFS	Host File Server
IHS	Indian Health Service
IPAC	Intra-Governmental Payment and Collection—a method of transferring funds from one agency to another
IT	Information Technology
PST	Acronym for RPMS A/R Posting Menu
RPMS	Resource and Patient Management System
RPT	Acronym for RPMS A/R Reports Menu
TDN	Treasury Deposit Number

Contact Information

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

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