RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable

(BAR)

Addendum to User Manual

Version 1.8 Patch 41
August 2026

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 minor enhancements and corrections included in Accounts Receivable v1.8 p41. Distribute this addendum to the Accounts Receivable staff prior to patch installation.

1.1 Summary of Changes

FID73985–Updated the **Post Unallocated Cash** option (**PST > PUC**) to prevent posting a **Refund** or a **Transfer** if a finance letter has not been printed and to ensure that the LTR status is only applied to batch items that have had a letter printed.

FID106423–Expanded the **ERA A/R Bill Matching** option (**PST > ERA > BLMT**) to look for a date of service that falls within seven days of an A/R Bill's actual date of service. This change is intended to automatically match up prescriptions that were filled by the **Consolidated Mail Outpatient Pharmacy** program (**CMOP**). **CMOP ERA** files often contain a date of service that does not match the A/R Bill's date of service, resulting in unmatched ERA claims.

FID131043–Modified an option name in the routine used by OIT to requeue **A/R Cashiering Sessions** to **UFMS**.

2.0 Patch Details

2.1 Post Unallocated Cash

The **Post Unallocated Cash** option (**PST > PUC**) was updated to prevent a **Refund** or **Transfer** from being posted if a finance letter has not been printed. In addition, the **Batch Item** status was corrected to ensure that the LTR status is only applied to batch items that have had a letter printed. Prior to p41, the **LTR** status was applied to all the items in the same PUC collection batch even if a letter has not been printed.

To ensure that a finance letter is printed before posting a **Refund** or a **Transfer**, the **Print Finance Letter** option was updated to be a required step. An error message will be displayed if the **Post It** option is selected before the finance letter has been printed and the user will be taken back to the **Print Finance Letter** or **Post** option.

The following (Figure 2-1) is the error message displayed when the **Post It** option is selected before a letter is printed.

```
Select Posting Menu Option: PUC  Post Unallocated Cash

Enter your Current Signature Code:    SIGNATURE VERIFIED

Roll-over as you post? NO// YES

Post Unallocated Transaction List

#    Credit    Account                    Check#                            Item
   TRANS DATE             Batch                          TDN           STATUS
-------------------------------------------------------------------------------
1.   300.00    NEW MEXICO BC/BS INC       CHECKNBR98765                       1
DEC 25, 2025@13:25:00:136  PRIVATE-12/14/2025-1          TDN01020345       LTR
2. 23412.19    AETNA US HEALTHCARE PPO    CHECKNBR54321                       4
MAR 19, 2026@09:27:15:176  PRIVATE-03/19/2026-1          TDN123456
3. 18452.96    NARRATIVE INSURANCE        CHECKNBR12345                       2
MAR 19, 2026@09:47:37:178  PRIVATE-03/19/2026-1          TDN123456
4.  5000.00    NARRATIVE INSURANCE        CHECKNBR43215                       1
MAR 19, 2026@10:31:57:180  PRIVATE-03/19/2026-1          TDN123456         LTR


Would you like to print this list? (Y/N)? NO


Post Unallocated Transaction List

#    Credit    Account                    Check#                            Item
   TRANS DATE             Batch                          TDN           STATUS
-------------------------------------------------------------------------------
3. 18452.96    NARRATIVE INSURANCE        GINASCHKNBR2                        2
MAR 19, 2026@09:47:37:178  PRIVATE-03/19/2026-1          TDN123456

Action (1=Post to an A/R Bill, 2=Refund, 3=Transfer to another facility, 4=Add I
tem Message, 5=Exit): 3  Transfers

Enter a number (1-4): 3
```

```
Transfer Amount: :  (.01-18452.96): 18452.96//

Select A/R ACCOUNTS/IHS: DEMO CLINIC

     Select one of the following:

          L         PRINT FINANCE LETTER
          P         POST IT

You are transferring 18452.96 to DEMO CLINIC.
Would you like to Print Finance Letter or Post this: L// POST IT

A letter must be printed before posting can be done.

Press <enter> at the next prompt to Print, or type ^ and <enter> to go back
to the PUC list without printing.

     Select one of the following:

          L         PRINT FINANCE LETTER
          P         POST IT

You are transferring 18452.96 to DEMO CLINIC.
Would you like to Print Finance Letter or Post this: L//
```

Figure 2-1: Error message when Post It option selected before letter is printed example

2.2 A/R Bill Matching (ERA Posting)

The **A/R Bill Matching** option on the **ERA Posting** menu (**PST > ERA > BLMT**) automatically matches up ERA claims to A/R Bills using the bill number/prescription number, date of service, and bill amount. All three data elements must match for an ERA claim to be automatically linked to an A/R Bill and posted electronically.

Patch 41 expands the date of service search to include A/R Bills that fall within seven days of an A/R Bill’s actual date of service. This enhancement only applies to **Pharmacy Point of Sale ERA** files and is designed to match up prescriptions filled by the **CMOP** program (**Consolidated Mail Outpatient Pharmacy**). Broadening the search range will reduce the need for manual matching and manual posting.

The **CMOP** program allows IHS to electronically transfer non-urgent, chronic medication orders to VA-automated facilities, which fill and mail prescriptions directly to patients. When a prescription is filled by **CMOP**, the date of service sent in the payer’s ERA file is often different than the date of service on the A/R Bill, resulting in an unmatched ERA claim. Patch 41 resolves this issue when the date of service in the ERA file is within seven days of the A/R Bill’s date of service.

If the **BLMT** option only finds one A/R Bill associated with an ERA claim, the match will be made automatically without any action required by the user.

If the **BLMT** option finds more than one A/R Bill associated with an ERA claim, the manual matching option will be displayed, allowing the user to select the appropriate A/R Bill, if desired. This functionality has not changed.

In the example below (Figure 2-2), the **BLMT** option found three A/R Bills that had the same prescription number, bill amount, and date of service falling within seven days of the ERA claims' dates of service. As a result, the manual matching option was displayed and utilized to select the appropriate A/R Bill.

```
Select ERA Posting Option: BLMT   A/R Bill Matching

Select file: 1005_ERA_05/14/2026 ERATestFile.txt CHK/EFT #: ERACHECKNUMBER1

Display Bill Matching Details? YES//
I will begin bill matching...
Matching E-Claims to A/R Bills and Reason Codes

Processing Claim Status
PERFORMING TRADITIONAL HIPAA CHECKS...(5010)
PROCESSING ENTRY:      1  CLAIM 1801423

The following ERA item has multiple items that it may match to.
Please match as appropriate.


    BILL #             DOS     PATIENT NAME              BILLED AMT    BALANCE
ERA 1801423         04/16/2026 DEMO,PATIENT                  100.00
 1) 123456A-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 2) 123456B-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 3) 123456D-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
Enter (B)ill Inquire,(H)istory,(M)atch to Item,(N)ot Matched,(Q)uit: Match to It
em
Which Entry: 1
Are you sure?? N// YES
PROCESSING ENTRY:      2  CLAIM 1801423

The following ERA item has multiple items that it may match to.
Please match as appropriate.


    BILL #             DOS     PATIENT NAME              BILLED AMT    BALANCE
ERA 1801423         04/28/2026 DEMO,PATIENT                  100.00
 1) 123456A-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 2) 123456B-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 3) 123456D-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
Enter (B)ill Inquire,(H)istory,(M)atch to Item,(N)ot Matched,(Q)uit: Match to It
em
Which Entry: 2
Are you sure?? N// YES
PROCESSING ENTRY:      3  CLAIM 1801423
PROCESSING ENTRY:      4  CLAIM 1801423

The following ERA item has multiple items that it may match to.
Please match as appropriate.


    BILL #             DOS     PATIENT NAME              BILLED AMT    BALANCE
ERA 1801423         04/24/2026 DEMO,PATIENT                  100.00
 1) 123456A-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 2) 123456B-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
 3) 123456D-DH-111  04/22/2026 DEMO,PATIENT             100.00          100.00
Enter (B)ill Inquire,(H)istory,(M)atch to Item,(N)ot Matched,(Q)uit: Match to It
em
Which Entry: 3
```

```
Are you sure?? N// YES

Now will look for PLBs, Payment Reversals, and Negative Payments...

Looking for PLB Segment... No PLB Segments found

Looking for Payment Reversals... No Payment Reversals found

Looking for Negative Payments... No Negative Payments found
<CR> - Continue:
```

Figure 2-2: Multiple matches found in the BLMT option example

ERA claims are reflected in the **Review Postable Claims** option (**PST > ERA > REV**) (Figure 2-3).

```
BAR Claim Review              May 14, 2026 10:58:51          Page:    1 of    0
HIPAA 835 v5010     File: 1005_ERA_05/14/2026     Chk/EFT#: ERACHECKNUMBER1

 #  Claim              Date         Patient            AR Account  Status
1   1801423           APR 16, 2026 DEMO,PATIENT                   MATCHED
    123456A-DH-111    APR 22, 2026 DEMO,PATIENT      NARRATIVE INSUR

2   1801423           APR 28, 2026 DEMO,PATIENT                   MATCHED
    123456B-DH-111    APR 22, 2026 DEMO,PATIENT      NARRATIVE INSUR

3   1801423           APR 24, 2026 DEMO,PATIENT                   MATCHED
    123456D-DH-111    APR 22, 2026 DEMO,PATIENT      NARRATIVE INSUR


          Enter ?? for more actions
1  Edit Status
2  Run Auto Review
3  View Comment
Select Action:Quit//
```

Figure 2-3: Review Postable Claims option example

Acronym List

Acronym	Meaning
A/R	Accounts Receivable
BAR	Acronym assigned to the Accounts Receivable application
BLMT	Acronym assigned to the A/R Bill Matching option
CMOP	Consolidated Mail Outpatient Pharmacy (a service provided by the VA)
ERA	Electronic Remittance Advice, also an acronym assigned to the ERA Posting menu
FID	Feature Identification (a number assigned to a change request)
IHS	Indian Health Service
OIT	Office of Information Technology
PST	Acronym assigned to the A/R Posting Menu
PUC	Acronym assigned to the Post Unallocated Cash option
RPMS	Resource and Patient Management System
VA	Veterans Administration

Contact Information

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

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