

ELECTRONIC TRANSACTIONS...

IT'S EASIER THAN YOU THINK

QUICK REFERENCE GUIDE

Working With the 835
Remittance Advice



INDIAN HEALTH SERVICE



Electronic Transactions not only make good business sense; they are also required by law. This Quick Reference Guide is part of a package of training materials to help you successfully meet the requirements for HIPAA electronic 835 transactions and code sets. A companion Quick Reference Guide deals with the 837 transactions and code sets.

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Other Electronic Transactions You Might Use

Healthcare Claims Status / Response

Standard Transaction Form: X12-276/277 -
Health Care Claim Status Request and
Response

Coordination of Benefits

Standard Transaction Form: X12-837 -
Health Care Claim

Referral Certification and Authorization

Standard Transaction Form: X12-278 -
Health Care Services Review - Request for
Review and Response

Enrollment and Disenrollment in a Health Plan

Standard Transaction Form: X12-834

Premium Payments

Standard Transaction Form: X12-820

Eligibility for a Health Plan / Response

Standard Transaction Form: X12-270/271

Other Transactions

Standard Transaction Form: x12-275 –
Claims Attachment – final rule has not been
published

837 and 835 References

[Trailblazers Medicare Part A](#): 837 Testing and
Production

Procedures (sent to all Area Offices)

[Trailblazers Medicare Part B](#): 837 Testing and
Production

Procedures (sent to all Area Offices)

[HIPAA 835 Testing and Production Procedures](#) (sent to
all Area Offices)

See also *Electronic Transactions ... It's Easier Than
You Think* newsletters and PowerPoint presentations at
www.ihs.gov/AdminMngrResources/HIPAA/index.cfm.

Testing and Posting the 835 Remittance Advice

Codes

See Accounts Receivable Version 1.5 Patch 5 User Manual for following:

- Appendix A: Table that maps HIPAA Standard Adjustment Reason Codes to RPMS
- Appendix B: Remittance Advice Remark Codes and their descriptions
- Appendix C: NCPDP Reject/Payment Codes

Set up Log of ERA Files and Steps Completed

See sample log on on line at www.ihs.gov/AdminMngrResources/HIPAA/index.cfm.

Set Up Electronic Process with Insurers

Trailblazer Medicare Part A

To begin testing:

- Contact the Technology Support Center at 1-866-749-4302. Have your submitter ID available when you call.
- Request parallel testing for the ANSI 835 format.
- Complete the Medicare Part A Electronic Remittance Advice Request Form. See RPMS Accounts Receivable (BAR) User Manual, v 1.7, Appendix A.

During testing:

- Trailblazer will post two files to your Trailblazer electronic mailbox.
 - One file will be in the old format.
 - A duplicate will be in the HIPAA 835 format. The HIPAA file will contain a '.TEST' extension on the file name.
- Use extreme caution when pulling down the file. Note which file you are downloading because the extension name will disappear after the download.
- Only download one file at a time since the files will be duplicates of each other.

After testing:

- Make sure that the ERA files are loading properly and that you are satisfied with the accuracy of the posting.
- Contact the Technology Support Center again.
- Request transition to production.
- Once in production, you will only see the HIPAA compliant 835 files when retrieving files from the Trailblazer electronic mailbox.

Trailblazer Medicare Part B

To begin testing:

- Contact Trailblazer EDI Support Department at 1-866-620-3988.
- Request parallel testing for the 835 Electronic Remit Notification (ERN).
- Complete an ERN request form and return to Trailblazer according to the instructions on the form.
 - Obtain the ERN request form at www.trailblazerhealth.com/partb/ihs/ern.asp.

During testing:

- Download an Online 835 Part B test file at www.trailblazerhealth.com/partb/ihs/ern.asp.

After testing

- Make sure that the ERA files are loading properly and that you are satisfied with the accuracy of the posting.
- Contact Trailblazers EDI Support Department again.
- Request transition to production status.

PNC Bank

- Contact Kimberly Germain, PNC EDI commerce group, at 1-800-762-3266.
- PNC will determine what will need to occur next.
- PNC requires testing at least two true files (no dummies).
- PNC will assist IHS sites with the testing process until they have a successful 835 download.

For other insurers, contact your local Area IT support system or IHS OIT to see if those insurers have already been tested with RPMS and what steps should be followed.

Patches Needed

835-Accounts Receivable Claim Replay, (Remittance Advice)	Accounts Receivable, v1.7, p5
835-Accounts Receivable Standard Adjustment/Reason Codes	Accounts Receivable, v1.7, p5

Initial RPMS Set-Up Procedures

1. In Site Parameters Edit option, enter default path field with name of local system directory that will contain downloaded 835 files from insurers.
2. Type **MAN** at "Select A/R Master Menu Option:" prompt.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+   ACCOUNTS RECEIVABLE SYSTEM - VER 1.7                               |
+                               A/R MASTER MENU                         +
|                               DEMO HOSPITAL                           |
+-----+-----+-----+-----+-----+-----+-----+-----+
User: USER, DEMO      BUSINESS OFFICE      4-OCT-2002 1:12 PM

ACM   Account Management Menu ...
ASM   Account Statement Menu ...
COL   Collection Menu ...
MAN   Manager ...
PST   Posting Menu ...
ROL   Rollback Bills to 3-Party
RPT   Report Menu ...
SVC   Switch Service/Section
UA    User Assistance
UPL   Upload from Third Party Bill File

Select A/R MASTER MENU Option: MAN

```

3. Type **SPE** at “Select Manager Option:” prompt.

```

+++++++
+   ACCOUNTS RECEIVABLE SYSTEM - VER 1.7   |
+           A/R MASTER MENU                 +
|           DEMO HOSPITAL                   |
+++++++
User: USER, DEMO      BUSINESS OFFICE      4-OCT-2002 1:12 PM

PFS  Parent Facility Selection
PFA  Parent Facility Addition
PSE  Parent/Satellite Edit
SPE  Site Parameter Edit
ACE  A/R Account Entry
CPE  Collection Point Edit
UPAP Upload Third Party Bills by Approval Date(s)
LET  Insurer Age Cover Letter Edit
TPR  Third Party Bill ReLoad by Date
FM   Fileman reports ...
PFK  Parent Facility Kill
RPT  Management Reports ...
STE  Standard Table Edits
VHF  View Host File
IG   IG REPORT
FRD  Delete Flat Rate Posting Batch
AWO  Automatic Write-off

Select Manager Option: SPE

```

4. Type name of facility you want to edit at “Select A/R Site Parameter/IHS RPMS Site:” prompt or type two question marks (??) for listing of sites.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+   ACCOUNTS RECEIVABLE SYSTEM - VER 1.7   |
+           A/R MASTER MENU                 +
|           DEMO HOSPITAL                   |
+-----+-----+-----+-----+-----+
User: USER, DEMO      BUSINESS OFFICE      4-OCT-2002 1:12 PM

Select A/R SITE PARAMETER/IHS RPMS SITE: ??
      Demo Hospital

You may enter a new A/R SITE PARAMETER/IHS, if you wish

      Remote pointer to the location file through the RPMS Site

      Choose from:
      DEMO HOSPITAL      ANY AREA      WHATTOWN

Select A/R SITE PARAMETER/IHS RPMS SITE:

Select A/R SITE PARAMETER/IHS RPMS SITE: DEMO HOSPITAL      ANY AREA WHATTOWN
10
...OK? Yes// (Yes)

```

5. Press “Enter” through screen until you reach “Default path” prompt.
6. Type location of EDI ERA (Electronic Remittance Advice) file at “Default Path:” prompt. Example: (usr/spool/uucppublic/edi.txt). Contact your Site Manager to determine what default path will be.
7. If default path already exists, “Replace” prompt displays. In this case, type **R** for replace. Enter path.
8. Type **^** (Shift F6) and exit Site Parameter Edit option.

```
Default Path: c:\rload// (usr/spool/uucppublic/edi.txt)
```

```
Select EDI PAYER: // ^ (Please exit, you do not need to select a payer)
```

NOTE : You will not need to select an EDI Payer, as the default path is the same for any payer from whom you receive an 835 ERA file.

Repeat the steps above for EACH facility for which you will receive an 835 ERA file.

Retrieve 835 ERA File from Insurer

Retrieve file, using procedures already established with insurer. File should be downloaded into established secure directory. Set up and name your files to separate your insurers. Examples: MedicareA835, MedicareB835, AHCCC835.

To Retrieve Files from PNC Bank

1. Log into FTP software as ADMINISTRATOR.
2. Enter your password.
3. Click on VIEW (with arrow).
4. Click on TRANSFER (with arrow).
5. Click on "C/E: PNC BANK."
6. Download file to C or R Drive.
 - a. PNC Sterling software will default to C: drive from Remote Host. Drag files from C: drive to R: drive. R: drive goes directly into the PUB.
7. Click on CONNECT> (setting path to RPMS).
 - a. System will connect with appropriate security screening. You will do this in window located at bottom of screen.
 - b. When finished, line in window will say "successful connection."
 - c. Pull down message screen to see your files.
 - d. Once you see your files, write down batch # assigned by PNC.
8. Click on RECEIVE>.
 - a. Once you have successfully received your file, look to see where your file was downloaded.
 - b. If you are lucky and the network does not go down, file will be located in R: drive. If network does go down, then file will have defaulted into C:/ftp/. Drag file from C: drive to R: drive.
9. After download is complete, write down file name EXACTLY. Enter it in log.
10. Click on DISCONNECT>.
11. Click on EXIT>.

To Retrieve Files from Trailblazers

Into your PC:

1. Dial into Trailblazers EDI System Bulletin Board. (803) 788-9860 Use same method used to send claims electronically.
2. Type login and password. (Not the same as when sending files.)
3. Select LIST option.
4. Review list of files to be downloaded. Make sure to stay in sequential order. If you are missing one, contact Jana White via email.
5. Select DOWNLOAD option.
6. Select Z MODEM.
7. "Do you wish to download all the files in the mailbox? (Y/N)". Choose Y.
Files are downloaded one at a time. They are named "ERN00001.ERN, ERN00002.ERN, etc.
8. When finished, message will appear "Transfer COMPLETED SUCCESSFULLY."
9. Exit Trailblazers (hang up).
10. Check to make sure files reside on your PC, e.g., same place as Confirmation of Electronic File Submission.

Load file From PC Into Designated Secure Directory of Service Unit

1. Using File Transfer Protocol (FTP), bring up location for file to be sent to.
2. Transfer file from your PC to established secure directory.
3. Set file structure to ASCII (not binary).
4. Make sure name of file remains in capital letters (including the extension). If it has changed in the designated directory of the location, rename the file to ERN0000#.ERN.

Exit FTP.

Upload 835 ERA File to RPMS Accounts Receivable System

1. Type **PST** to select Posting Menu.
2. Type **ERA** Posting to select menu.

```

+++++
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
+              ERA Posting                               +
|              DEMO HOSPITAL                             |
+++++
User: USER, DEMO          BUSINESS OFFICE          20-FEB-2003 11:59
AM

NEW   Load New Import
VIEW  View Import Header
REV   Review Postable Claims
PST   Post ERA Claims
RPT   Report ERA Claims

```

3. Type **NEW** at “Select ERA Posting Option:” prompt.
4. Type your electronic signature code. System displays choice of transport file names and the “Select A/R EDI Transport Name:” prompt.
5. Type name of transport file or type two question marks (??) to select from list of transport files.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
|          Load New Import                               |
|          UNSPECIFIED  +SERVICE UNIT                   |
+-----+
User: USER, DEMO          BUSINESS OFFICE          17-OCT-2003 9:56 AM

Enter your Current Signature Code:  SIGNATURE VERIFIED

Select A/R EDI TRANSPORT NAME: ??

Choose from:
ACHHHS 835 MODIFIED
AHCCCS
HIPAA 835 v4010
MEDICARE 835 3041.4A
MEDICARE 835 3041.4B

Select A/R EDI TRANSPORT NAME:

```

New transport option

6. Select A/R EDI transport name "HIPAA 835 v4010." System attempts to match claim numbers in import file to accounts receivable bill numbers.
7. At prompt, indicate directory path for transport file. This directory path references where you are pulling file from (e.g., where you stored file when you transferred it from your PC). System defaults to public directory.
8. Press Return key to accept default path, example (/usr/spool/uucppublic) or, at "Replace:" prompt, type full path.
9. At prompt, enter file name from FTP download.
10. Press Return key. System displays filename, directory path, and EDI transport name.

```

Select A/R EDI TRANSPORT NAME: HIPAA 835 v4010
Enter the directory path for the transport file: /usr3/xxx/xxx/hipaa/
Replace
/xxx/xxx/xxxxx/
File Name : testpsr.txt

File          Directory          Transport
testpsr.txt   /xxx/xxx/xxxxx/         HIPAA 835 v4010

Do you want to proceed? N// Y  YES

```

At prompt, indicate if you want to proceed with the import.

- a. To accept and load file, type **Y** (Yes). Press Return key to continue.
- b. At next screen RPMS assigns 4-digit file name. **Write it down. From here on you will use this 4-digit number.**
 - i. File loaded into A/R in 4 stages. **Do not interrupt process or file may be corrupted.** When complete, line count is displayed. Press Return key.

Stage 1: File split into data segments.

Stage 2: Segments parsed into elements and values.

Stage 3: Postable claim is built.

Stage 4: E-Claim matched to A/R bills and Reason Codes.

B (M) = Matched

X = Claim and Reason Unmatched

C = Claim Unmatched (cannot find a claim in A/R to match the claim in E File)

R = Reason Unmatched (Reason Code is not listed in established tables)

11. At prompt, to decline press Return key to get default response of **N** (No). You will be returned to ERA Posting menu.
12. If file being loaded is not HIPAA compliant, error message will display and the file will not load.
 - a. If ERA file contains claim that has been cancelled in RPMS 3P, bill will not be matched and cannot be posted electronically.
 - b. Decide whether to post claim manually or not.

Generate Reports for Batching

Generate and Review Reports

1. At "Select ERA Posting Option:" prompt, type **RPT**.
2. Enter 4-digit file name. Option: Type two question marks (??) to select from list of host files.
3. Select Check(s) for report.
4. At prompt, enter list of Claim Status(s) you want to include in report and sequence in which you want those statuses included.
5. Select the type of report you want:
 - a. D = Detailed (Both ERA and A/R bill files. Detailed information includes payment, deductibles, co-pays, reason codes, outstanding balance, billed amount, etc. This report shows you balance on your A/R claims allowing you to see if there are any duplicate payments.)
 - b. B = Brief (Shows only the payment amount and bill information from ERA file)
 - c. S = Summary (Totals only)
6. Choose whether you want to print or to browse on screen.

```

++-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
+                   ERA Posting                          +
|                   UNSPECIFIED SERVICE UNIT              |
++-----+
User: USER,DEMO          BUSINESS OFFICE          23-OCT-2003 9:42 AM

NEW   Load New Import
VIEW  View Import Header
REV   Review Postable Claims
PST   Post ERA Claims
RPT   Report ERA Claims

Select ERA Posting Option: RPT

Select file: 1006_ERA_10/16/2003          ACL partb dt1008.txtCHK: 881685516

1) CHECK #: 881685516          BATCH: ** no RPMS match **          ITEM:
   A/R ACCOUNT:                BATCHED AMT:          0.00  BALANCE:          0.00

Please enter the LINE # of the check you wish to REPORT: 1// [RET]

Reports for:          1006_ERA_10/16/2003
                   ACL partb dt1008.txt          CHK: 881685516

```

7. At "Enter Response:" prompt, type **in upper case** one or more categories you want included in report by one-letter code. (See example: CRXN.)
8. At prompt, indicate whether you want Detailed (D), Brief - one line (B), or Summary - totals only (S) report.
9. Type letter indicating type of report you want. Press Return key.

```

C - Claim Unmatched      R - Reason Unmatched    N - Not to Post
M - Matched              P - Posted              X - Claim & Reason
Unmatched
A - All Categories
  Example:  CRXN
Enter response: CRXN

Select the type of report: (D/B/S): Summary - Totals Only

  Select one of the following:
    P          PRINT Output
    B          BROWSE Output on Screen
Do you wish to: P// [RET]RINT Output

Output DEVICE: HOME//[RET]

```

Sample Report

WARNING: Confidential Patient Information, Privacy Act Applies

=====

ELECTRONIC CLAIM REPORT - Summary	OCT 20,2003@13:00	Page 1
FOR FILE NAME: ACL partb dt1008.txt	CHECK/EFT TRACE: 881685516	
FOR RPMS FILE: 1006_ERA_10/16/2003 FOR ANY INDIAN HOSPITAL		

BATCH: ** No RPMS match **

ITEM #

MEDICARE PART B
P.O. BOX 1234
Anytown, USA 752660156

MEDICARE PART B
PH: 8665555708

=====

CLAIM STATUS	BILL COUNT	PAYMENTS	COPAY/DEDUCT	ADJUSTMENTS
CLAIM UNMATCHED	99	2,333.83	589.16	5,985.01
GRAND TOTALS	99	2,333.83	589.16	5,985.01

ADJUSTMENT Totals:

CLAIM STATUS	BILL COUNT	PAYMENTS	COPAY/DEDUCT	ADJUSTMENTS
DEDUCTIBLE			6.00	
CO-PAY			583.16	
NON PAYMENT			5,985.01	
			=====	
			6,574.17	

* * E N D O F R E P O R T * *

View File Header Information

1. At "Select ERA Posting Option:" prompt, type **VIEW**.
2. At "Select File:" prompt, type 4-digit file number. You also have option of entering by:
 - a. Date/time of import
 - b. Host file name
 - c. Check number
 - d. Check/EFT trace

```

+++++-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
+                   View Import Header                   +
|          LITTLE BUILDING HEALTH CENTER                 |
+++++-----+
User:      BUSINESS OFFICE      29-JUL-2004 3:16 PM

Select file: ?      Answer with 4-digit file number, or DATE/TIME, or HOST
                   FILE NAME, or CHECK NUMBER, or CHECK/EFT TRACE

Choose from:
1001_ERA_02/13/2004      WWW partb dt1008.txt  CHK/EFT #: 440277960
1002_ERA_03/04/2004      835TEST.txt           CHK/EFT #: R0000000
1003_ERA_03/26/2004      835TEST.txt           CHK/EFT #: R0000000
1004_ERA_05/17/2004      835 4010 Test File.
                               CHK/EFT #: 053900225
                               CHK/EFT #: 21443AA0051SY
1005_ERA_07/22/2004      THP00001F_20040503.txt
                               CHK/EFT #: 036571083
                               CHK/EFT #: 081644675

Select file: 1005_ERA_07/22/2004  THP00001F_20040503.txt
                               CHK/EFT #: 036571083
                               CHK/EFT #: 081644675

```

3. Find the following and print this screen (File is long and there is no need to print it all):
 - a. Total Provided Payment
 - b. Check Issue/EFT Effective (Date)
 - c. Check or EFT Trace Number (Check #)
 - d. Reference Identification (to show proof of the location of the deposit)
 - e. Penalty amounts taken (total amounts only show)

Batching

Note: If an 835 file is downloaded before batching the payment, the ERA Review and ERA Posting options will not allow the EDI file to identify a unique payment batch for posting. In other words, the files will not tie together.

1. Follow pre-defined procedures for creating batches.
2. Enter checks into Accounts Receivable RPMS Collection Point, establishing a Collection Batch and Item #.
3. Please note: the Check/EFT number for the Collection Batch/Items **must match exactly** to the Check/EFT number on the 835 ERA file. If it is not an exact match, the file will not post.
 - Input the numbers exactly as they appear on the 835 ERA file.
 - If necessary, adjust the Check/EFT number in the Collection Batch entry process to match.
4. Send to Finance:
 - Paper Remittance Advice
 - 835 Report (printed RPT and VIEW report)
 - PNC Daily deposit

Process 835 ERA Files in A/R

Receive Batch From Finance

Hint: Go through Pay. Enter the batch name and the particular item number to make sure that the balance available is still outstanding.

Prepare Batch for Auto Posting

1. Go through body part of 835 report and highlight claims you do not wish to post.

If you notice the information you receive from Finance is incorrect, have them fix it before you REV the file in RPMS. There will always be a choice given to pick the correct file. If Finance cannot fix their error, than you should follow local procedures for posting these accounts.

Review Postable Claims

NOTE: Once a status on a claim has been changed to “Not to Post,” it cannot be changed back.

1. At “Select ERA Posting Option:” prompt, type **REV**. “Select File:” prompt is displayed.

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.7                |
+-----+
|                Review Postable Claims                               +-----+
|                UNSPECIFIED SERVICE UNIT                               |
+-----+
User: USER,DEMO                BUSINESS OFFICE                20-OCT-2003 12:22 PM

Select file: 1001_ERA_10/01/2003  OKMCD835.txt
There are 2 check(s) for the file 1001_ERA_10/01/2003
CHK:  1501
CHK:  555000

Now matching check/EFT Trace #'s on ERA to Check # of Collection
Batch/Item..

Check 1501 does not match any existing batch/items.??

Check 55000 previously match to batch ITSC-MEDICAID-09/29/2003-2 Item:  1
A/R Acct: NEW MEXICO MEDICAID      for:      1,000.00 Bal:  915.68

Done matching check/EFT Trace # of ERA to check # of collection Batch/Item.

Enter Return to continue: [RET]

1) CHECK #: 555000                BATCH: ITSC-MEDICAID-09/29/2003                ITEM:  1
A/R ACCOUNT: NEW MEXICO MEDI      BATCHED AMT:  1,000.00 BALANCE:
915.68

Please enter the LINE # of the check you wish to REVIEW: 1//

```

2. Type 4-digit file name or check number that corresponds to an import. You can also type two question marks (??) to select from list of recently imported files.

3. Claim Review screen is displayed for the indicated file (see below).

#	Claim	Date	Patient	AR Account	Status
BAR Claim Review May 22, 2000 13:55:06 Page: 1 of 2					
Transport : MEDICARE 835 3041.4A File name : 1021_ERA_05/10/2000					
1	200353A-CR-0000	OCT 08, 1999	PATIENT, DEMO E		MATCHED
	44082B-ASU-000	JAN 04, 1998	PATIENT, DEMO A	MEDICARE	
2	199338A-CR-000	OCT 01, 1999	PATIENT, DANETTA		MATCHED
	44128A-ASU-0000	FEB 11, 1999	PATIENT, KENNETH	MEDICARE	
3	199634A-CR-0000	OCT 01, 1999	PATIENT2, LAURA		NOT TO POST
	44038A-ASU-000	JAN 28, 1999	PATIENT3, MARIE	MEDICARE	
4	200396A-CR-000	OCT 10, 1999	PATIENT4, JORDY M		MATCHED
	44129A-ASU-0000	MAR 03, 1999	PATIENT5, LAWRENCE	MEDICARE	
+ Enter ?? for more actions					
1 Edit Status					
Select Action:Next Screen//					

4. Scroll through claims to validate accuracy. Matched claims are listed in two lines:
- First line is data from ERA file.
 - Second line is data found in A/R.
5. Make sure files match with what was batched: name, batch date, amount, item # assigned to check # and amount.
6. If there are claims that should not be posted, change claim status to be manually posted later.
- Move through display until claim you want to edit is displayed.
 - Type **1** (for Edit Status) at "Select Action:" prompt. Press Return key.
 - At "Select(s)" prompt, type number of claim you want to edit. Press Return key.
 - At prompt, indicate if you want to change status of indicated claim. Type **Y** (Yes). Press Return key.
 - Change Matched Status to Not to Post and manually enter this claim.
 - Repeat process as needed.
 - Press Quit when done
7. After you complete process for one claim, new status displays. Either move to another screen of display or edit another claim status.

Post Payment Batch to Matching Accounts Receivable Bills

NOTE: Allow ample time for posting. Once it has started, the process cannot be interrupted.

1. At "Select ERA Posting Option:" prompt, type **PST**.
2. At "Select File:" prompt, type 4-digit file name. Option: Type two question marks (??) to select from list of host files.
3. Select Check to be posted. System will only display reviewed checks.
 - a. Make sure files match with what was batched: name, batch date, amount, item # assigned to check # and amount.
4. To post claims in indicated batch, type **Y**. Press Return key.
5. After completing process for one claim, you return to ERA Posting menu.

Note: If system detects that posting to a bill will result in a negative balance in RPMS, warning message will display. At prompt, choose whether or not to post that bill.

- If yes, posting will continue.
 - If no, system skips bill and asks if you want to continue posting process.
6. Press Return key to continue.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
|          +-----+                                     |
|          Post ERA Claims                               |
|          UNSPECIFIED SERVICE UNIT                     |
|          +-----+                                     |
User: USER,DEMO          BUSINESS OFFICE          20-OCT-2003 12:42 PM

Select file: 1001_ERA_10/01/2003 OKMCD835.txt
CHK: 555000

1) CHECK #: 1301      BATCH:          ITEM:
   A/R ACCOUNT:      BATCHED AMOUNT: 0.00  BALANCE: 0.00

2) CHECK # 1501      BATCH:          ITEM:
   A/R ACCOUNT:      BATCHED AMOUNT: 0.00  BALANCE: 0.00

3) CHECK # 55500     BATCH: ITSC-MEDICAID-09/29/2003-2 ITEM: 1
   A/R ACCOUNT: NEW MEXICO MEDI BATCHED AMOUNT: 1,000.00 BALANCE:

Please enter the LINE # of the check you wish to POST: 3

Do you want to post ERA Claims for Check 55500 now? n// YES
Post 45377a-zzz-99089 will result in a negative balance on the bill.
Post this bill? No// YES

Claim: 45377a <> 45377a-zzz-99089
Billed: 70.65 Payment: 50.32
ADJ: 20.32          Pending          Clm/Srvc Lacks Info For Adjud

1 Bills posted to AR

Do you want to roll back to A/R the bills that just posted? N// No

```

New negative balance message.

New rollback message.



Roll Back Bills to a Third Party (ROL)

Note: The date the rollback occurs is the date reflected as the paid date in the Third Party Billing package.

1. Type **ROL** at "Select A/R Master Menu Option:" prompt.

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.7                |
+-----+
|                A/R MASTER MENU                                     +
|                DEMO HOSPITAL                                       |
+-----+
User: USER,DEMO                BUSINESS OFFICE                10-FEB-2003 11:30 AM

ACM   Account Management Menu ...
ASM   Account Statement Menu ...
COL   Collection Menu ...
MAN   Manager ...
PST   Posting Menu ...
ROL   Rollback Bills to 3-Party
RPT   Report Menu ...
SVC   Switch Service/Section
UA    User Assistance
UPL   Upload from Third Party Bill File

Select A/R MASTER MENU Option: ROL Rollback Bills to 3-Party

```

2. Press Return key. System indicates that it is checking for unbilled sources and lists any it finds. Then it displays the "Re-Open Claim for Further Billing? (Y/N)?" prompt.
3. Type **Y** (Yes) to open new claim for unbilled sources or N (No).
4. Press Return key. Process is complete.

5. If there are more bills that need to be rolled back into Third Party Billing, the system prompts you with the message, **50 Bills have been processed for Rollover**.
6. Press Return key to continue or type ^ to exit.”
7. To restart Rollback process, press Return key.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
+          Rollback Bills to 3-Party                      +
|          DEMO HOSPITAL                                  |
+-----+
User: USER, DEMO          BUSINESS OFFICE          10-FEB-2003 12:44 PM

Reviewing Bill 9A-JSU-39659                                4871
BILL          9A-JSU-39659    >PAYMENTS<                >ADJUSTMENTS<
BILLED        4.90           3-P CRD                    0.00      NON-PAY          0.00
PAY TOT       4.90           PAYMENTS                4.90      DED              0.00
ADJ TOT       0.00           PAY CRD           0.00      CO-PAY           0.00
                                     WR OFFS          0.00      PENALTY          0.00
                                     GROUPER          0.00      TOTAL ADJ*       0.00
                                     REFUND           0.00
ROLLOVER      0.00           TOTAL PAY*       4.90

Pat:          PATIENT, DEMO
P: NEW MEXICO BC/BS INC
S:
T:

CHECKING FOR UNBILLED SOURCES.
NONE

50 Bills have been processed for Rollover
Enter RETURN to continue or '^' to exit:

```

8. Delete downloaded file from designated directory.

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