Fee Basis Version 3.5

User Manual



January 1995

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Department of Veterans Affairs

Office of Information and Technology (OI&T)

## Revision History

Initiated on 12/29/04

| **Date** | **Description (Patch # if applicable)** | **Project Manager** | **Technical Writer** |
| --- | --- | --- | --- |
| Oct 2016 | VistA Fee Separation of Duties, Patch FB\*3.5\*154:   * Three new security keys are implemented. * Locks on existing functionality and menu options are revised and software is modified to enforce separation of duties. * An existing problem with the identification of the associated authorization for outpatient payments and inpatient ancillary payments is resolved. * The software is modified to prevent an undefined error when a prescription is deleted. * The software is modified to prevent an undefined error when rejected payments are re-initiated. | VistA Fee Separation of Duties Project Team | VistA Fee Separation of Duties Project Team |
| May 2016 | Fee Basis Patch FB\*3.5\*165  This patch deletes inappropriate reject flags from old payments, removes old payments with payment confirmation or cancellation data from in-process batches, and enhances the Print Rejected Payment Items report option, which is located under the following four (4) menu options:   * Civil Hospital Main Menu   Output Menu   * Community Nursing Home Main Menu   Output Main Menu - CNH   * Medical Fee Main Menu   Outputs Main Menu and the  Supervisor Main Menu | VistA Fee Separation of Duties Project Team | VistA Fee Separation of Duties Project Team |
| Nov 2014 | Fee Basis FB\*3.5\*123  This patch includes enhancements that support the Intra-Governmental Payment and Collection (IPAC) System for making electronic payments to DoD Military Treatment Facilities. | REDACTED | REDACTED |
| Oct 2014 | Fee Basis FB\*3.5\*151, Fee Basis Separation of Duties – Retain historical information enhancement. Documentation updates:   * Updated date on title page and footers. * Added HISTORICAL AUTHORIZATION DATA REPORT to Section 3: MEDICAL FEE MAIN MENU under OUTPUTS MAIN MENU. * Updated DISPLAY UNAUTHORIZED CLAIM Introduction and Example in Section 6: UNAUTHORIZED CLAIM MAIN MENU under Outputs for Unauthorized Claims section.. * Fixed Section 6 header and corrected headers throughout document to remove duplicates from Table of Contents. * Corrected incomplete sentences and typos in multiple chapters. * Updated Index and Table of Contents. | VistA Fee Separation of Duties Project Team | VistA Fee Separation of Duties Project Team |
| Sept 2014 | Fee Basis FB\*3.5\*139  This patch introduces ICD-10 functionality, including Advanced Search Functionality for ICD-10 codes and display of ICD codes.  Modified footers, updated Table of Contents and Index. Modified Example heading to indicate ICD-9 and added ICD-10 examples.  Updated Title page  Updated Revision History pp. iii-vi  Updated Table of Contents pp ix-xvi | REDACTED | REDACTED |
| Sept 2013 | Fee Basis FB\*3.5\*146  This patch supports changes that allow the Electronic Filing of Newborn claims.  Section 1, Notification/Request Menu Legal Entitlement  Added example for Newborn Legal Entitlement  Section 1, Notification/Request Menu Medical Entitlement  Added example for Newborn Medical Entitlement.  Section 3, Enter Authorization  Added example that shows entering a Newborn authorization.  Added Appendix L – Newborn Services Authorizations | REDACTED | REDACTED |
| January 2013 | Fee Basis FB\*3.5\*132  This patch enhances the interface between VistA Fee Basis and Central Fee to improve the consistency of payment line item data between the systems. This will prevent duplicate ICN payments by ensuring that a payment line cannot be reprocessed in VistA Fee Basis unless it has been removed from Central Fee.  Changes to VistA Fee Basis software include:   * New and modified VistA Fee Basis options. * New value, CENTRAL FEE ACCEPTED, added to the STATUS field of the FEE BASIS BATCH file (#161.7). * New interface transaction sent from Central Fee to VistA Fee Basis to automate post release rejects. * Modification to existing options for new batch status to apply the restrictions to batches having the new status value of CENTRAL FEE ACCEPTED. * Restriction of edits to the Batch Status field. * Modification to content of the payment batch message for batch type B3 (outpatient or ancillary) and batch type BT (travel). * Updates to the graphic flow charts in *"Appendix I: Fee Basis Flow Charts and Action Tables."* * New *"Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments."* | REDACTED | REDACTED |
| Sept 2012 | Fee Basis 3.5\*135  Pages 52, 56, 104, 258, 279, 281, 347. Removed highlights from patch review feedback | REDACTED | REDACTED |
| Sept 2012 | Fee Basis 3.5\*124 Invoice Acceptance Date Controls See Appendix J and pages 41, 47, 49, 54, 57, 62, 66, 198, 266, 273, 275, 283, 289, 379, 380 | REDACTED | REDACTED |
| August 2012 | Fee Basis 3.5\*108 | REDACTED | REDACTED |
| Nov. 2011 | Fee Basis 3.5\*122 Fee Basis 3.5\*133 | REDACTED | REDACTED |
| August 2011 | Fee Basis 1358 name change FB\*3.5\*129. | REDACTED | REDACTED |
| May 2011 | Fee Basis 1358 Segregation FB\*3.5\*117. | REDACTED | REDACTED |
| 07/2008 | Updated for NPI patch FB\*3.5\*103 | REDACTED | REDACTED |
| 03/2007 | Updated for the Remove SSN project, patch FB\*35\*101. | REDACTED | REDACTED |
| 02/2007 | Updated for the NPI Project, FB\*3.5\*98 | REDACTED | REDACTED |
| 12/29/04 | Updated to comply with SOP 192-352 Displaying Sensitive Data. |  | REDACTED |
| 12/29/04 | PDF file checked for accessibility to readers with disabilities. |  | REDACTED |

## Preface

The VISTA Fee Basis package provides a range of software supporting the Department of Veterans Affairs fee for service (Fee Basis) program. This is the User Manual for the Fee Basis software package. It is designed to introduce users to the Fee Basis system and provide guidelines and assistance for effective use of the Fee Basis functions.

**Table of Contents**

[Revision History ii](#_Toc462749306)

[Preface vi](#_Toc462749307)

[Introduction 1](#_Toc462749308)

[Orientation 3](#_Toc462749309)

[Package Management 5](#_Toc462749310)

[Package Operation 7](#_Toc462749311)

[Section 1: CIVIL HOSPITAL MAIN MENU 9](#_Toc462749312)

[Overview 9](#_Toc462749313)

[NOTIFICATION/REQUEST MENU 16](#_Toc462749314)

[ENTER A REQUEST/NOTIFICATION 16](#_Toc462749315)

[NOTIFICATION/REQUEST EDIT 20](#_Toc462749316)

[LEGAL ENTITLEMENT 21](#_Toc462749317)

[MEDICAL ENTITLEMENT 24](#_Toc462749318)

[DISPLAY A REQUEST/NOTIFICATION 27](#_Toc462749319)

[CLERK LOOKUP FOR NOTIFICATION/REQUEST 28](#_Toc462749320)

[DELETE NOTIFICATION/REQUEST 29](#_Toc462749321)

[EDIT REPORT OF CONTACT - CH 30](#_Toc462749322)

[PRINT ENTITLEMENT AUDIT 31](#_Toc462749323)

[PRINT REPORT OF CONTACT - CH 32](#_Toc462749324)

[RECONSIDER A DENIED REQUEST 33](#_Toc462749325)

[REQUESTS PENDING ENTITLEMENT 34](#_Toc462749326)

[UPDATE REPORT OF CONTACT - CH 35](#_Toc462749327)

[DISPOSITION MENU 36](#_Toc462749328)

[COMPLETE 7078/AUTHORIZATION 36](#_Toc462749329)

[EDIT COMPLETED 7078 38](#_Toc462749330)

[DISPLAY 7078/AUTHORIZATION 39](#_Toc462749331)

[CANCEL 7078 ENTERED IN ERROR 40](#_Toc462749332)

[PRINT LIST OF CANCELLED 7078 41](#_Toc462749333)

[SET UP A 7078 42](#_Toc462749334)

[PAYMENT PROCESS MENU 44](#_Toc462749335)

[ANCILLARY CONTRACT HOSP/CNH PAYMENT 44](#_Toc462749336)

[COMPLETE A PAYMENT 50](#_Toc462749337)

[DELETE INPATIENT INVOICE 53](#_Toc462749338)

[EDIT ANCILLARY PAYMENT 55](#_Toc462749339)

[ENTER INVOICE/PAYMENT 59](#_Toc462749340)

[INVOICE EDIT 64](#_Toc462749341)

[MULTIPLE ANCILLARY PAYMENTS 68](#_Toc462749342)

[PATIENT REIMBURSEMENT FOR ANCILLARY SERVICES 75](#_Toc462749343)

[REIMBURSEMENT FOR INPATIENT HOSPITAL INVOICE 80](#_Toc462749344)

[BATCH MAIN MENU - CH 84](#_Toc462749345)

[OPEN A BATCH 84](#_Toc462749346)

[EDIT BATCH DATA 85](#_Toc462749347)

[CLOSE-OUT BATCH 86](#_Toc462749348)

[RE-OPEN BATCH 88](#_Toc462749349)

[PRICER BATCH RELEASE 89](#_Toc462749350)

[RE-INITIATE PRICER REJECTED ITEMS 90](#_Toc462749351)

[RELEASE A BATCH 92](#_Toc462749352)

[FINALIZE A BATCH 94](#_Toc462749353)

[RE-INITIATE REJECTED PAYMENT ITEMS 98](#_Toc462749354)

[DELETE REJECT FLAG 101](#_Toc462749355)

[STATUS OF BATCH 105](#_Toc462749356)

[LIST ITEMS IN BATCH 107](#_Toc462749357)

[BATCH DELETE 108](#_Toc462749358)

[LIST BATCHES PENDING RELEASE 109](#_Toc462749359)

[OPEN ANCILLARY PAYMENT BATCH 110](#_Toc462749360)

[OUTPUT MENU 111](#_Toc462749361)

[7078 PRINT 111](#_Toc462749362)

[CHECK DISPLAY 113](#_Toc462749363)

[CIVIL HOSPITAL CENSUS REPORT 114](#_Toc462749364)

[CLERK LOOKUP FOR 7078 AUTHORIZATION 116](#_Toc462749365)

[COST REPORT FOR CIVIL HOSPITAL 117](#_Toc462749366)

[DISPLAY OPEN BATCHES 119](#_Toc462749367)

[INVOICE DISPLAY 120](#_Toc462749368)

[IPAC VENDOR REPORTS MENU 121](#_Toc462749369)

[LIST BATCHES PENDING RELEASE 126](#_Toc462749370)

[NON-VA HOSPITAL ACTIVITY REPORT 127](#_Toc462749371)

[PAYMENT AGING REPORT 129](#_Toc462749372)

[PENDING PRICER REJECTS 130](#_Toc462749373)

[POTENTIAL COST RECOVERY REPORT 131](#_Toc462749374)

[PRINT REJECTED PAYMENT ITEMS 135](#_Toc462749375)

[REQUEST STATISTICS 137](#_Toc462749376)

[UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL 138](#_Toc462749377)

[VENDOR PAYMENTS OUTPUT 140](#_Toc462749378)

[VETERAN PAYMENTS OUTPUT 142](#_Toc462749379)

[QUEUE DATA FOR TRANSMISSION 146](#_Toc462749380)

[Section 2: COMMUNITY NURSING HOME MAIN MENU 149](#_Toc462749381)

[Overview 149](#_Toc462749382)

[ENTER CNH AUTHORIZATION 155](#_Toc462749383)

[EDIT CNH AUTHORIZATION 157](#_Toc462749384)

[CANCEL AUTHORIZATION ENTERED IN ERROR 160](#_Toc462749385)

[CHANGE EXISTING CONTRACT RATE FOR A PATIENT 161](#_Toc462749386)

[DELETE CNH RATE 164](#_Toc462749387)

[DISPLAY 7078/AUTHORIZATION 165](#_Toc462749388)

[ENTER VETERAN RATES UNDER NEW VENDOR CONTRACT 166](#_Toc462749389)

[PRINT LIST OF CANCELLED 7078 167](#_Toc462749390)

[BATCH MAIN MENU - CNH 168](#_Toc462749391)

[BATCH DELETE 168](#_Toc462749392)

[CLOSE-OUT BATCH 169](#_Toc462749393)

[DELETE REJECT FLAG 171](#_Toc462749394)

[DISPLAY OPEN BATCHES 175](#_Toc462749395)

[EDIT BATCH DATA 176](#_Toc462749396)

[FINALIZE A BATCH 177](#_Toc462749397)

[LIST BATCHES PENDING RELEASE 181](#_Toc462749398)

[LIST ITEMS IN BATCH 182](#_Toc462749399)

[OPEN CNH BATCH 183](#_Toc462749400)

[RE-INITIATE REJECTED PAYMENT ITEMS 184](#_Toc462749401)

[RE-OPEN BATCH 186](#_Toc462749402)

[RELEASE A BATCH 187](#_Toc462749403)

[STATUS OF BATCH 189](#_Toc462749404)

[FEE FUND CONTROL MAIN MENU - CNH 191](#_Toc462749405)

[ESTIMATE FUNDS FOR OBLIGATION 191](#_Toc462749406)

[POST COMMITMENTS FOR OBLIGATION 192](#_Toc462749407)

[MOVEMENT MAIN MENU - CNH 197](#_Toc462749408)

[ADMIT TO CNH 197](#_Toc462749409)

[MOVEMENT MAIN MENU - CNH 198](#_Toc462749410)

[DELETE MOVEMENT MENU 199](#_Toc462749411)

[DISCHARGE FROM CNH 202](#_Toc462749412)

[DISPLAY EPISODE OF CARE 205](#_Toc462749413)

[EDIT MOVEMENT MENU 206](#_Toc462749414)

[TRANSFER MOVEMENT 209](#_Toc462749415)

[OUTPUT MAIN MENU - CNH 212](#_Toc462749416)

[7078 PRINT 212](#_Toc462749417)

[ACTIVITY REPORT FOR CNH 214](#_Toc462749418)

[AMIS 349 PRINT 215](#_Toc462749419)

[CHECK DISPLAY 218](#_Toc462749420)

[CLERK LOOKUP FOR 7078 AUTHORIZATION 219](#_Toc462749421)

[CNH CENSUS REPORT 220](#_Toc462749422)

[CONTRACT EXPIRATION LIST 223](#_Toc462749423)

[COST REPORT FOR CONTRACT NURSING HOME 224](#_Toc462749424)

[DISPLAY EPISODE OF CARE 225](#_Toc462749425)

[INVOICE DISPLAY 226](#_Toc462749426)

[NURSING HOME 10-0168 REPORT 227](#_Toc462749427)

[PAYMENT & TOTALS REPORT - CNH 231](#_Toc462749428)

[POTENTIAL COST RECOVERY REPORT 232](#_Toc462749429)

[PRINT REJECTED PAYMENT ITEMS 234](#_Toc462749430)

[REPORT OF ADMISSIONS/DISCHARGES FOR CNH 236](#_Toc462749431)

[ROSTER PRINT 237](#_Toc462749432)

[VENDOR PAYMENTS OUTPUT 238](#_Toc462749433)

[VETERAN PAYMENTS OUTPUT 239](#_Toc462749434)

[PAYMENT MAIN MENU - CNH 240](#_Toc462749435)

[DELETE INPATIENT INVOICE 240](#_Toc462749436)

[EDIT CNH PAYMENT 241](#_Toc462749437)

[ENTER CNH PAYMENT 243](#_Toc462749438)

[QUEUE DATA FOR TRANSMISSION 246](#_Toc462749439)

[UPDATE VENDOR CONTRACT/RATES - CNH 248](#_Toc462749440)

[VENDOR ENTER/EDIT 249](#_Toc462749441)

[Section 3: MEDICAL FEE MAIN MENU 253](#_Toc462749442)

[Overview 253](#_Toc462749443)

[Batch Main Menu 265](#_Toc462749444)

[ACTIVE BATCH LISTING BY STATUS 265](#_Toc462749445)

[BATCH DELETE 267](#_Toc462749446)

[BATCH STATUS FOR A RANGE OF BATCHES 268](#_Toc462749447)

[CLOSE-OUT BATCH 269](#_Toc462749448)

[DELETE REJECT FLAG 271](#_Toc462749449)

[DISPLAY OPEN BATCHES 275](#_Toc462749450)

[EDIT BATCH DATA 276](#_Toc462749451)

[FINALIZE A BATCH 277](#_Toc462749452)

[LIST BATCHES PENDING RELEASE 282](#_Toc462749453)

[LIST ITEMS IN BATCH 283](#_Toc462749454)

[OPEN A BATCH 284](#_Toc462749455)

[RE-OPEN BATCH 285](#_Toc462749456)

[RELEASE A BATCH 286](#_Toc462749457)

[STATUS OF BATCH 288](#_Toc462749458)

[ENTER AUTHORIZATION 290](#_Toc462749459)

[LTC OUTPATIENT ACTIVE AUTHORIZATIONS REPORT 296](#_Toc462749460)

[LTC OUTPATIENT ENDING AUTHORIZATION REPORT 298](#_Toc462749461)

[OUTPUTS MAIN MENU 300](#_Toc462749462)

[SUSPENSION LETTER PRINT 300](#_Toc462749463)

[INDIVIDUAL SUSPENSION LETTER PRINT 302](#_Toc462749464)

[7079 PRINT FOR SELECTED PATIENT 304](#_Toc462749465)

[CHECK DISPLAY 310](#_Toc462749466)

[DISPLAY ID CARD HISTORY FOR PATIENT 311](#_Toc462749467)

[GROUP 7079 PRINT 312](#_Toc462749468)

[HISTORICAL AUTHORIZATION DATA REPORT 314](#_Toc462749469)

[INVOICE DISPLAY 316](#_Toc462749470)

[IPAC VENDOR REPORTS MENU 317](#_Toc462749471)

[OBSOLETE ID CARDS LIST 322](#_Toc462749472)

[OUTPATIENT COST REPORT 323](#_Toc462749473)

[PAYMENT AGING REPORT 324](#_Toc462749474)

[PAYMENT HISTORY DISPLAY 325](#_Toc462749475)

[POTENTIAL COST RECOVERY REPORT 328](#_Toc462749476)

[PRINT REJECTED PAYMENT ITEMS 331](#_Toc462749477)

[PSA OUTPUT REPORT 333](#_Toc462749478)

[VALID ID CARDS LIST 335](#_Toc462749479)

[VENDOR PAYMENTS OUTPUT 336](#_Toc462749480)

[VETERAN PAYMENTS OUTPUT 338](#_Toc462749481)

[PAYMENT MENU 340](#_Toc462749482)

[DELETE PAYMENT ENTRY 340](#_Toc462749483)

[EDIT PAYMENT 343](#_Toc462749484)

[ENTER PAYMENT 345](#_Toc462749485)

[INVOICE DISPLAY 353](#_Toc462749486)

[MULTIPLE PAYMENT ENTRY 355](#_Toc462749487)

[RE-INITIATE REJECTED PAYMENT ITEMS 362](#_Toc462749488)

[REIMBURSEMENT PAYMENT ENTRY 365](#_Toc462749489)

[TRAVEL PAYMENT ONLY 370](#_Toc462749490)

[REGISTRATION MENU 374](#_Toc462749491)

[AUTHORIZATION DISPLAY 374](#_Toc462749492)

[FEE PATIENT INQUIRY 376](#_Toc462749493)

[PRINT REPORT OF CONTACT 378](#_Toc462749494)

[REPORT OF CONTACT 379](#_Toc462749495)

[SUPERVISOR MAIN MENU 381](#_Toc462749496)

[CLERK LOOK-UP FOR AN AUTHORIZATION 382](#_Toc462749497)

[CONTRACT FILE ENTER/EDIT 383](#_Toc462749498)

[DELETE REJECT FLAG 384](#_Toc462749499)

[EDIT PHARMACY INVOICE STATUS 388](#_Toc462749500)

[ENTER/EDIT SUSPENSION LETTERS 389](#_Toc462749501)

[FEE BASIS 1358 SEGREGATION OF DUTY REPORT 390](#_Toc462749502)

[FEE SCHEDULE MAIN MENU 392](#_Toc462749503)

[FINALIZE A BATCH 398](#_Toc462749504)

[LIST BATCHES PENDING RELEASE 403](#_Toc462749505)

[MRA MAIN MENU 404](#_Toc462749506)

[PRICER BATCH RELEASE 416](#_Toc462749507)

[PRINT REJECTED PAYMENT ITEMS 417](#_Toc462749508)

[QUEUE DATA FOR TRANSMISSION 420](#_Toc462749509)

[RE-INITIATE REJECTED PAYMENT ITEMS 422](#_Toc462749510)

[RELEASE A BATCH 425](#_Toc462749511)

[REPROCESS OVERDUE BATCH 427](#_Toc462749512)

[RESEND COMPLETED BATCH 430](#_Toc462749513)

[SECURITY KEY REPORT FOR FEE BASIS 432](#_Toc462749514)

[REQUEST INFO FILE ENTER/EDIT 436](#_Toc462749515)

[SITE PARAMETER ENTER/EDIT 437](#_Toc462749516)

[UNAUTHORIZED CLAIMS FILE MENU 442](#_Toc462749517)

[VOID PAYMENT MAIN MENU 448](#_Toc462749518)

[TERMINATE ID CARD 456](#_Toc462749519)

[VENDOR MENU 458](#_Toc462749520)

[DISPLAY,ENTER,EDIT DEMOGRAPHICS 458](#_Toc462749521)

[PHARMACY VENDOR PAYMENT LOOK-UP 462](#_Toc462749522)

[IPAC VENDOR AGREEMENT MENU 463](#_Toc462749523)

[Section 4: PHARMACY FEE MAIN MENU 466](#_Toc462749524)

[Overview 466](#_Toc462749525)

[BATCH MENU - PHARMACY 470](#_Toc462749526)

[BATCH DELETE 470](#_Toc462749527)

[CLOSE-OUT BATCH 471](#_Toc462749528)

[DELETE REJECT FLAG 473](#_Toc462749529)

[DISPLAY OPEN BATCHES 477](#_Toc462749530)

[EDIT BATCH DATA 478](#_Toc462749531)

[FINALIZE A BATCH 479](#_Toc462749532)

[LIST BATCHES PENDING RELEASE 483](#_Toc462749533)

[LIST ITEMS IN BATCH 484](#_Toc462749534)

[OPEN A PHARMACY BATCH 485](#_Toc462749535)

[RE-OPEN BATCH 486](#_Toc462749536)

[RELEASE A BATCH 487](#_Toc462749537)

[STATUS OF BATCH 489](#_Toc462749538)

[CHECK DISPLAY 491](#_Toc462749539)

[Closeout Pharmacy Invoice 492](#_Toc462749540)

[COMPLETE PHARMACY INVOICE 493](#_Toc462749541)

[DISPLAY PHARMACY INVOICE 494](#_Toc462749542)

[EDIT PHARMACY INVOICE 495](#_Toc462749543)

[ENTER PHARMACY INVOICE 497](#_Toc462749544)

[List Invoices Pending MAS Completion 501](#_Toc462749545)

[LIST PHARMACY HISTORY 502](#_Toc462749546)

[PATIENT RE-IMBURSEMENT 503](#_Toc462749547)

[PHARMACY INVOICE STATUS 507](#_Toc462749548)

[POTENTIAL COST RECOVERY REPORT 508](#_Toc462749549)

[PRESCRIPTIONS PENDING PHARMACY REVIEW 510](#_Toc462749550)

[REVIEW FEE PRESCRIPTION 511](#_Toc462749551)

[Vendor Payments Output 514](#_Toc462749552)

[Veteran Payments Output 516](#_Toc462749553)

[Section 5: TELEPHONE INQUIRY menu 518](#_Toc462749554)

[Overview 518](#_Toc462749555)

[CHECK DISPLAY 519](#_Toc462749556)

[IPAC VENDOR REPORTS MENU 520](#_Toc462749557)

[DOD INVOICE NUMBER INQUIRY 520](#_Toc462749558)

[IPAC VENDOR DOD INVOICE REPORT 521](#_Toc462749559)

[IPAC VENDOR PAYMENT REPORT 523](#_Toc462749560)

[PAYMENT LISTING FOR VENDOR/VETERAN 525](#_Toc462749561)

[VENDOR PAYMENTS OUTPUT 531](#_Toc462749562)

[VETERAN PAYMENTS OUTPUT 532](#_Toc462749563)

[Section 6: UNAUTHORIZED CLAIM MAIN MENU 534](#_Toc462749564)

[Overview 534](#_Toc462749565)

[ENTER/EDIT UNAUTHORIZED CLAIM MENU 538](#_Toc462749566)

[ENTER UNAUTHORIZED CLAIM 538](#_Toc462749567)

[MODIFY UNAUTHORIZED CLAIM 541](#_Toc462749568)

[DISPOSITION UNAUTHORIZED CLAIM 543](#_Toc462749569)

[RE-OPEN UNAUTHORIZED CLAIM 544](#_Toc462749570)

[INITIATE APPEAL FOR UNAUTHORIZED CLAIM 546](#_Toc462749571)

[REQUEST INFORMATION ON UNAUTHORIZED CLAIM 552](#_Toc462749572)

[LETTERS FOR UNAUTHORIZED CLAIM 555](#_Toc462749573)

[UPDATE DATE LETTER SENT 555](#_Toc462749574)

[BATCH PRINT LETTERS 556](#_Toc462749575)

[PAYMENTS FOR UNAUTHORIZED CLAIMS 560](#_Toc462749576)

[OUTPUTS FOR UNAUTHORIZED CLAIMS 565](#_Toc462749577)

[ALL CLAIMS BY VENDOR/VETERAN/OTHER 565](#_Toc462749578)

[CHECK DISPLAY 567](#_Toc462749579)

[CLERK LOOKUP FOR UNAUTHORIZED CLAIM 568](#_Toc462749580)

[DISPLAY UNAUTHORIZED CLAIM 569](#_Toc462749581)

[DISPOSITION/STATUS STATISTICS DISPLAY/PRINT 571](#_Toc462749582)

[EXPIRATION DISPLAY/PRINT 573](#_Toc462749583)

[STATUS DISPLAY/PRINT OF UNAUTHORIZED CLAIMS 574](#_Toc462749584)

[UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL 576](#_Toc462749585)

[VENDOR PAYMENTS OUTPUT 578](#_Toc462749586)

[VETERAN PAYMENTS OUTPUT 580](#_Toc462749587)

[Display Unauthorized Claim 582](#_Toc462749588)

[UTILITIES FOR UNAUTHORIZED CLAIMS 584](#_Toc462749589)

[VENDOR ENTER/EDIT 584](#_Toc462749590)

[ADD NEW PERSON FOR UNAUTHORIZED CLAIM 586](#_Toc462749591)

[ASSOCIATE AN UNAUTHORIZED CLAIM TO A PRIMARY 587](#_Toc462749592)

[DISASSOCIATE AN UNAUTHORIZED CLAIM 589](#_Toc462749593)

[DELETE UNAUTHORIZED CLAIM 590](#_Toc462749594)

[RETURN ADDRESS DISPLAY/EDIT 591](#_Toc462749595)

[Section 7: STATE HOME MAIN MENU 592](#_Toc462749596)

[Overview 592](#_Toc462749597)

[ENTER NEW STATE HOME AUTHORIZATION 594](#_Toc462749598)

[CHANGE A STATE HOME AUTHORIZATION 597](#_Toc462749599)

[DELETE A STATE HOME AUTHORIZATION 600](#_Toc462749600)

[REINSTATE STATE HOME AUTHORIZATION 602](#_Toc462749601)

[ACTIVE AUTHORIZATION REPORT 604](#_Toc462749602)

[Glossary 606](#_Toc462749603)

[Military Time Conversion Table 608](#_Toc462749604)

[Appendix A: Adding New Insurance Data/Reporting Discrepancies to MCCR 610](#_Toc462749605)

[Appendix B: Table of Fee Basis Unauthorized Claims Statuses 612](#_Toc462749606)

[Appendix C: Fee Basis Mail Bulletins 614](#_Toc462749607)

[Appendix D: Multiple Rates for CNH Vendors 616](#_Toc462749608)

[Appendix E: Fee Basis/FMS Vendorizing Overview 618](#_Toc462749609)

[Introduction 618](#_Toc462749610)

[Vendorizing 618](#_Toc462749611)

[Highlights Of Fee Basis Vendorizing 619](#_Toc462749612)

[Appendix F: Vendor Error Codes 622](#_Toc462749613)

[Appendix G: MRA and Payment Messages 626](#_Toc462749614)

[Appendix H: List Manager 630](#_Toc462749615)

[Appendix I: Fee Basis Flow Charts and Action Tables 632](#_Toc462749616)

[CIVIL HOSPITAL MAIN MENU INPATIENT CLERK FLOW CHART 633](#_Toc462749617)

[CIVIL HOSPITAL MAIN MENU TABLE OF ACTION 634](#_Toc462749618)

[COMMUNITY NURSING HOME MAIN MENU FLOW CHART 635](#_Toc462749619)

[MEDICAL FEE MAIN MENU FLOW CHART 637](#_Toc462749620)

[MEDICAL FEE MAIN MENU TABLE OF ACTION 638](#_Toc462749621)

[PHARMACY FEE MAIN MENU FLOW CHART 639](#_Toc462749622)

[UNAUTHORIZED CLAIM MAIN MENU FLOW CHART 641](#_Toc462749623)

[UNAUTHORIZED CLAIM MAIN MENU TABLE OF ACTION 642](#_Toc462749624)

[Appendix J: Fee Invoice Acceptance Date Controls 644](#_Toc462749625)

[Introduction 644](#_Toc462749626)

[Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments 652](#_Toc462749627)

[System Overview 652](#_Toc462749628)

[Interface Overview 652](#_Toc462749629)

[Transaction Types 652](#_Toc462749630)

[Transaction Description 652](#_Toc462749631)

[Transaction Trigger Events 653](#_Toc462749632)

[Appendix L: Newborn Services Authorizations 656](#_Toc462749633)

[Newborn Eligibility Criteria 656](#_Toc462749634)

[Enrollment Coordinator and Women’s Health Veteran’s Coordinator 656](#_Toc462749635)

[Authorizations 656](#_Toc462749636)

[Authorization Forms 656](#_Toc462749637)

[Inpatient Authorization/Notification in VistA 657](#_Toc462749638)

[Outpatient Authorization in VistA 663](#_Toc462749639)

[Veteran’s Newborn Authorization Letter 665](#_Toc462749640)

[Provider’s Newborn Authorization Letter 666](#_Toc462749641)

[Index 668](#_Toc462749642)

## Introduction

Veterans are authorized Fee Basis care if they are legally eligible for such care and VA facilities are not feasibly available to meet the patient's medical needs. The authorization may be for non-VA hospitalization, community nursing home care, short-term care, ID card status for ongoing outpatient care, or for home health services, which authorize home health visits only. Veterans authorized Fee Basis care may be reimbursed for:

Travel expenses from their home to the fee provider

Prescription services in emergent situations

Non-VA hospitalization and outpatient care

Upon entering the Fee Basis Main Menu, you will see a list of your open batches. The display includes information such as:

Batch number

Batch type

Obligation number

Date opened

The system will display a message if you have no open batches.

Following are the main features of the Fee Basis package:

Ability to perform the entire fee for service process from entering patient authorizations and vendors to transmitting completed batch data to Austin for payment.

Quick, easy, and accurate access to a patient's payment history.

Completion of previously repetitive actions.

Efficient administration of the Hometown Pharmacy program.

Ability to set up authorizations for Community Nursing Home and Contract Hospital, and process payments for services provided.

Processing of payments ancillary to Contract Hospital and unauthorized inpatient claims.

Establishing a fee schedule and a Pricer check for payment of medical claims.

The VISTA Fee Basis v3.5 software product is fully integrated with VA FileMan v22.0 and Kernel v8.0. Fee Basis is also integrated with the 1358 module of Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) v5.1. When outpatient batches are released for payment, there will be a posting to the appropriate 1358. For inpatient batches, the estimated amount from the VA Form 10-7078, as well as the actual amount, will be posted to the 1358 when batches are released for payment. The Fee Basis package interfaces with the Admission-Discharge-Transfer (ADT) module of the VISTA Patient Information Management System (PIMS) package to provide users access to registration data entered through ADT options. It also integrates with the Integrated Billing (IB) package for patient insurance data. Integration with Current Procedural Terminology (CPT) v6.0 allows for entry of modifiers for CPT codes. Integration with the Patient Treatment File (PTF) allows for the creation of Non-VA PTF Records.

Related manuals include:

* Fee Basis V. 3.5 Technical Manual, which provides technical computer personnel with information necessary for technical operation of the software product.
* Fee Basis V. 3.5 Release Notes which provide an overview of features and functions new to this version.
* Fee Basis V. 3.5 Installation Guide which provides information necessary to install the software.
* Fee Basis V. 3.5 Package Security Guide which includes sensitive information related to the software.
* Fee Basis Guide Book supplied by Central Office.

Use of the Fee Basis software provides for more efficient and accurate operation of the Fee Basis program with reduction of paperwork, savings in man-hours, and minimization of error. It allows the medical centers a tighter control over disbursement of Fee Basis funds due to enhancement of collection, maintenance, and output of patient and Vendor payment data.

It enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

## Orientation

**Package Operation**

The Package Operation section provides documentation of each option, including a brief introduction to the option, a sample of what might appear on your screen when using the option, and sample outputs, when applicable.

**User Responses**

All user responses are shown in boldface type. The <RET> symbol is used when referring to the user pressing the Return or Enter key. The <^> symbol is used when referring to the up-arrow or caret.

**List Manager**

The Payment Listing for Vendor/Veteran option on the Telephone Inquiry Menu uses the List Manager utility; a tool designed to list items for selection and action. A double question mark entered at the Select Action prompt gives you a list of all actions available for a particular screen. You may also refer to the List Manager Appendix of this manual for help.

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## Package Management

The Fee Basis software package makes use of Current Procedural Terminology (CPT) codes, which is an American Medical Association (AMA) copyrighted product. Its use is governed by the terms of the agreement between the Department of Veterans Affairs and the American Medical Association.

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## Package Operation

**On-line Help**

When the format of a response is specific, a Help message is usually provided for that prompt. Help messages provide lists of acceptable responses or format requirements, which provide instruction on how to respond.

A Help message can be requested by typing one or two question marks. The Help message will appear under the prompt, then the prompt will be repeated. For example, perhaps you see the prompt:

Enter Last Date Of Visit: APR 30, 1992//

and you need assistance answering. You enter ? and the Help message would appear.

Enter Last Date Of Visit: APR 30,1992// **?**

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses the CURRENT YEAR.

You may omit the precise day, as: JAN, 1957

If the date is omitted, the current date is assumed.

Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.

You may enter a time, such as NOON, MIDNIGHT or NOW.

Seconds may be entered as 10:30:30 or 103030AM.

Enter the date the patient was last seen at that facility.

Enter Last Date Of Visit: APR 30,1992//

For some prompts, the system will list the possible answers from which you can choose. Any time choices appear with numbers, the system will usually accept the number or the name.

A Help message may not be available for every prompt. If you enter question marks at a prompt that does not have a Help message, the system will repeat the prompt.

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# Section 1: CIVIL HOSPITAL MAIN MENU

## Overview

Following is a brief description of each option contained in the Civil Hospital Main Menu. This menu only shows pending 7078s entered by the user unless the user holds the FBAA LEVEL 2 security key.

NOTIFICATION/REQUEST MENU

***NOTE:*** *This menu is located on the CIVIL HOSPITAL MAIN MENU.*

* ENTER A REQUEST/NOTIFICATION - used to enter a request for Contract Hospital services. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* NOTIFICATION/REQUEST EDIT - used to edit a previously entered request/notification that is incomplete.
* LEGAL ENTITLEMENT - used to determine the patient's legal entitlement based on his eligibility for VA benefits. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* MEDICAL ENTITLEMENT - used by the VA physician reviewing the case to determine medical entitlement for Contract Hospital services. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* DISPLAY A REQUEST/NOTIFICATION - used to view the information on a VA Form 10-7078.
* CLERK LOOKUP FOR NOTIFICATION/REQUEST - used to list users that entered or edited a specified notification/request. You must hold the FBAASUPERVISOR security key to access and use this option.
* DELETE NOTIFICATION/REQUEST - allows you to delete a request/ notification as long as there is not a VA Form 10-7078 set up for the request. In order to delete a request, you must be the person who entered the request, or you must hold the FBAA LEVEL 2 security key. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* EDIT REPORT OF CONTACT - CH - used to edit a previously entered Contract Hospital Report of Contact.
* Print Entitlement Audit - allows the Fee Basis Supervisor to print out the audit of requests which were previously denied but have been reconsidered. You must hold the FBAASUPERVISOR security key to access and use this option.
* PRINT REPORT OF CONTACT - CH - used to print a selected Report of Contact for Contract Hospital.
* Reconsider a Denied Request - allows the supervisor to reconsider a previously denied request. There is an audit on the Legal and Medical Entitlement fields. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Requests Pending Entitlement - allows you to generate a list of requests/notifications that are still pending legal or medical entitlement.
* UPDATE REPORT OF CONTACT - CH - used to update information on a previously entered Report of Contact for Contract Hospital.

DISPOSITION MENU

***NOTE:*** *This menu is located on the CIVIL HOSPITAL MAIN MENU.*

* COMPLETE 7078 AUTHORIZATION - used to enter the discharge date if it was not entered at the time medical entitlement was determined. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* EDIT COMPLETED 7078 - used to edit a previously entered VA Form 10-7078 Authorization. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* DISPLAY 7078 AUTHORIZATION - used to view the information on a VA Form 10-7078.
* Cancel 7078 Entered in Error - allows you to cancel a VA Form 10-7078 that was entered in error. When used, the estimated dollars will be freed up on the 1358. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Print List of Cancelled 7078 - prints those VA Form 10-7078s cancelled by a holder of the FBAA LEVEL 2 security key.
* SET-UP A 7078 - used to set up a VA Form 10-7078 Contract Hospital authorization which has a status of complete. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

PAYMENT PROCESS MENU

***NOTE:*** *This menu is located on the CIVIL HOSPITAL MAIN MENU.*

* ANCILLARY CONTRACT HOSP/CNH PAYMENT - used to enter payments for ancillary services incurred by a patient while in a Contract Hospital. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to enter payments in another user’s batch. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* COMPLETE A PAYMENT - used to enter the amount paid for a Contract Hospital bill after it has been received from the Austin Pricer. The FBAA LEVEL 2 security key is required to access batches other than those **you** originally opened. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Delete Inpatient Invoice - allows you to delete an invoice entered in error. The invoice must be in a batch that has not been released for payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to delete invoices in another user’s payment batch.
* EDIT ANCILLARY PAYMENT - used to edit certain portions of a previously entered ancillary payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. Only holders of the FBAA LEVEL 2 security key may edit payments from batches that have been released by users, such as lead clerks.
* ENTER INVOICE/PAYMENT - used to enter a Contract Hospital payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* INVOICE EDIT - used to edit the dollar amount, as well as any diagnostic and/or procedure codes for a previously entered payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to edit payments from batches that have been released by users, such as lead clerks.
* MULTIPLE ANCILLARY PAYMENTS - used to enter identical ancillary services incurred while in a Non-VA Hospital for a specified patient and Vendor. Only the date of service may differ. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to enter payments for other users. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Patient Reimbursement for Ancillary Services - used to reimburse a patient for ancillary services paid for by the patient. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to enter payments for other users. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Reimbursement for Inpatient Hospital Invoice - used to enter a patient reimbursement for an inpatient hospital stay. The payment will be sent through the Austin Pricer just like a direct Vendor invoice, and the patient is reimbursed the same as the private facility. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

BATCH MAIN MENU – CH

***NOTE:*** *This menu is located on the CIVIL HOSPITAL MAIN MENU.*

* OPEN A BATCH - used to create a Contract Hospital batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* EDIT BATCH DATA - used to edit certain portions of Contract Hospital batches. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to edit batches opened by other users.
* CLOSE-OUT BATCH - used to close a Contract Hospital batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to close another user’s batch.
* RE-OPEN BATCH - used to reopen a Fee Basis batch which has a batch status of closed. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to reopen batches other than those you opened.
* PRICER BATCH RELEASE - used by a supervisor to review payments and mark them for transmission to the Austin Pricer. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* RE-INITIATE PRICER REJECTED ITEMS - used to re-initiate rejects from the Austin Pricer system. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to re-initiate Pricer rejected items in another user’s batch.
* RELEASE A BATCH - used by a holder of the FBAA LEVEL 2 key to release a batch for payment. You must hold the FBAA LEVEL 2 security key to access and use this option.
* FINALIZE A BATCH - used to flag payment line items as locally rejected and finalize a batch. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. A Voucher Batch message is automatically transmitted to Central Fee when a batch is finalized.

You must hold the FBAAREJECT and/or FBAAFINANCE security keys to use this option, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.
* RE-INITIATE REJECTED PAYMENT ITEMS - used to re-initiate rejected payment items and to assign them to a new batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* DELETE REJECT FLAG - used to delete local reject flags that were entered in error. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. You must hold the FBAAREJECT security key to access and use this option.
* STATUS OF BATCH - used to obtain the current status of a Fee Basis batch.
* LIST ITEMS IN BATCH - used to view all payment records in the selected batch.
* Batch Delete - allows the user who opened a batch or any user who holds the FBAA LEVEL 2 security key to delete a batch from the system. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* LIST BATCHES PENDING RELEASE - used to display batches that have been closed, but have not yet been certified for release to Austin.
* OPEN ANCILLARY PAYMENT BATCH - used to open a batch used for entering ancillary payments associated with a Contract Hospital admission. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

OUTPUT MENU

***NOTE:*** *This menu is located on the CIVIL HOSPITAL MAIN MENU.*

* 7078 PRINT - generates the VAF 10-7078.
* CHECK DISPLAY - displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to the FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.
* civil hospital Census Report - generates an output of all CH active inpatients (based on the Authorization FROM and TO dates in Section 5 of VA Form 10-7078) as of a specified census date.
* CLERK LOOKUP FOR 7078 AUTHORIZATION - used to list users that entered or edited a specified 7078 authorization. Entry or edit of nursing home rate and movements are included in this output. When applicable the output will also show users that entered or edited the civil hospital notification associated with the authorization. You must hold the FBAASUPERVISOR security key to access and use this option.
* Cost Report for Civil Hospital - generates the Cost Report for Civil Hospital sorted by Patient Type Code. The outputs include total cases, average amount paid, and average length of stay on total report.
* DISPLAY OPEN BATCHES - used to display information for batches with a status of open.
* IPAC VENDOR REPORTS - allows the user to obtain the full listing of all of the IPAC Vendor Reports and will allow the user to select any of the reports to be output to a specified device.
* INVOICE DISPLAY - used to view and print a copy of a Contract Hospital invoice.
* LIST BATCHES PENDING RELEASE - used to display batches that have been closed, but have not yet been certified for release to Austin.
* NON-VA HOSPITAL ACTIVITY REPORT - used to generate a report showing admissions, discharges, patients remaining, and the number of days of care for Contract Hospital.
* PENDING PRICER REJECTS - prints pending rejects from the Austin Pricer.
* Potential Cost Recovery Report - used to identify costs for fee services which may be possible to recover. Data is sorted by division, patient, fee program, Vendor, and date.
* PRINT REJECTED PAYMENT ITEMS - used to view those items which have been rejected for payment and have not yet been re-initiated.
* REQUEST STATISTICS - used to generate a Contract Hospital report showing total number of requests, number denied, and the number still pending for a specified date range.
* Unauthorized Claims Cost Report for Civil Hospital - generates a report to display the unauthorized claims payments for Civil Hospital for a specified date range.
* VENDOR PAYMENTS OUTPUT - used to generate a history of payments made to a selected Vendor within a specified date range.
* VETERAN PAYMENTS OUTPUT - used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

**Generic Pricer Interface**

***NOTE:*** *This option is located on the CIVIL HOSPITAL MAIN MENU.*

This option is used to send a case to the Non-VA Hospital System (NVHS) Pricer. The intent of this option is to help eliminate any need for the use of FALCON.

**QUEUE DATA FOR TRANSMISSION**

***NOTE:*** *This option is located on the CIVIL HOSPITAL MAIN MENU.*

This option is used to transmit payments and Master Record Adjustments (MRAs) to Austin.  The FBAA LEVEL 2 security key is required to access and use the option.

## NOTIFICATION/REQUEST MENU

### ENTER A REQUEST/NOTIFICATION

The FBAA ESTABLISH VENDOR security key is required to enter new vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Enter a Request/Notification option is used to enter a request for contract hospitalization services. This notification is the first step in the process of determining if the veteran is eligible for VA payment of the Contract Hospital charges and/or transfer to a VA facility for treatment.

This option allows you to enter a new patient or to edit existing patient data in the fee basis PATIENT file (#161). Entering/editing of a patient's record is done via a series of formatted data screens. The process of entering/editing a patient's record will not be the same for every patient, nor for every user due to several variables which exist in the system. To allow flexibility, your site has the ability to create its own additional screen in order to capture certain information it may need or to capture information in a different format. For assistance in entering a new patient or an explanation of the data screens, refer to the Register a Patient option in the PIMS (formerly MAS) User Manual.

The data is checked for inconsistencies by the MAS Consistency Checker. The number of inconsistencies found is displayed, followed by a list of the fields that need data entered or edited. "Inconsistencies followed by two (2) asterisks [\*\*] must be corrected by using the appropriate MAS menu option(s). All items not followed by an asterisk can be edited at this time. If these items are not corrected at this time, a bulletin is sent to the appropriate hospital personnel." (Refer to Appendix C for a sample bulletin.)

This option also allows you to enter a Report of Contact for the admission.

NOTIFICATION/REQUEST MENU

ENTER A REQUEST/NOTIFICATION

**Example**

Select PATIENT NAME: **FEEPATIENT, ONE** 00-00-14 000456789 SC VETERAN

FEEPATIENT, ONE 000-45-6789 1914

=============================================================================

Address: 2344 HELP ST. Temporary: NO TEMPORARY ADDRESS

RED CROSS CITY,OK

County: ANYCTY (125) From/To: NOT APPLICABLE

Phone: UNSPECIFIED Phone: NOT APPLICABLE

Office: UNSPECIFIED POS: WORLD WAR II

Claim #: UNSPECIFIED

Relig: UNKNOWN/NO PREFERENCE Sex: MALE

Primary Eligibility: SC LESS THAN 50% (PENDING VERIFICATION)

Other Eligibilities: AID & ATTENDANCE, NSC, VA PENSION

Press RETURN to continue or '^' to exit: **<RET>**

FEEPATIENT, ONE 000-45-6789 1914

=============================================================================

Status : INACTIVE INPATIENT Discharge Type : REGULAR

Admitted : OCT 25,1985 Discharged : NOV 1,1985@14:42

Ward : 8C ORTHO SURG Room-Bed :

Provider : FEEprovider,One Specialty : CARDIOLOGY

Attending :

Admission LOS: 7 Absence days: 0 Pass Days: 0 ASIH days: 0

Future Appointments: NONE

Remarks:

Money Verified: NOT VERIFIED Service Verified: NOT VERIFIED

A HINQ Request has already been made for this patient

Do you wish to make another Request? NO// **N** (NO)

Select Admitting Area: **ALBANY ADMITTING**

NOTIFICATION/REQUEST MENU

ENTER A REQUEST/NOTIFICATION

**Example, cont.**

ISSUE REQUEST FOR RECORDS? YES// **N**O

Do you want to edit Patient Data? YES// **N** (NO)

Checking data for consistency...

===> 1 inconsistency found in 2 seconds...

===> 1 inconsistency filed in 0 seconds

...FEEPATIENT, ONE (000-45-6789) 1914

==============================================================================

55 - INCOME DATA MISSING\*\*

Inconsistencies followed by two (2) asterisks [\*\*] must be corrected by

using the appropriate MAS menu option(s).

All items not followed by an asterisk can be edited at this time. If these

items are not corrected at this time, a bulletin will be sent to the

appropriate hospital personnel.

DO YOU WANT TO UPDATE THESE INCONSISTENCIES NOW? YES// **NO**

Last notification message was sent 'AUG 3,1993' [TODAY]

No new message sent since it's been less than 7 days since last message

and no new inconsistencies were found...

Is the patient currently being followed in a clinic for the same condition? **n**

(NO)

Is the patient to be examined in the medical center today? YES// **n** (NO)

NOTIFICATION/REQUEST MENU

ENTER A REQUEST/NOTIFICATION

**Example, cont.**

Select FEE NOTIFICATION/REQUEST DATE/TIME: **NOW** 08/03/93@15:53:11

Select FEE BASIS VENDOR NAME: **FEEvendor,One** **000456789** CONTRACT HOSPITAL

923 ANY WAY

ANYCITY, ANYWHERE 00001-9967

TEL. #: 999-653-9366

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: **000456789**

Address: 923 ANY WAY Specialty:

City: ANYCITY Type: FEEVENDOR,ONE

State: ANYWHERE Participation Code: CONTRACT HOSPITAL

ZIP: 00001-9967 Medicare ID Number: 123456

County: ANYWHERE Chain:

Phone: 999-555-9366 Pricer Exempt: Yes

Fax: 999-555-9300

Austin Name: Last Change

Last Change 07/27/93 FROM Austin: 07/29/93

TO Austin:

Is this the correct Vendor? YES// **<RET>**

DATE/TIME: AUG 3,1993@15:53:11// **<RET>**

PERSON WHO CALLED: **SPOUSE**

DATE/TIME OF ADMISSION: **NOW** (AUG 03, 1993@15:53:26)

AUTHORIZED FROM DATE/TIME: AUG 3,1993@15:53:26// **<RET>** (AUG 03, 1993@15:53:26)

ADMITTING DIAGNOSIS: **APPENDICITIS**

REFERRING PROVIDER: **FEEprovider,Two**

REFERRING PROVIDER NPI: **1111111112**

ATTENDING PHYSICIAN: **<RET>**

REPORT OF CONTACT INFORMATION

TYPE OF CONTACT: **T** telephone

PHONE # OF PERSON CONTACTED: **555-3499**

STREET ADDRESS[1] OF CONTACT: **83 FORREST RD**

STREET ADDRESS[2] OF CONTACT: **<RET>**

CITY OF CONTACT: **ANYCITY**

STATE OF CONTACT: **NY**

ZIP CODE OF CONTACT: **12332**

VETERAN HAVE OTHER INSURANCE: **<RET>**

MODE OF TRANSPORTATION: **AMBULANCE**

APPROVING OFFICIAL: **<RET>**

NARRATIVE:

1>**PATIENT TO BE TRANSFERRED TO VAMC WHEN BED BECOMES AVAILABLE.**

NOTIFICATION/REQUEST MENU

### NOTIFICATION/REQUEST EDIT

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Notification/Request Edit option is used to edit a previously entered notification/request for Contract Hospital.

Only incomplete requests may be edited. An incomplete request is one where legal and medical entitlement have not yet been determined, and a VA Form 10-7078 has not been set up.

**Example**

Select Patient: **FEEPATIENT, ONE** 05-06-53 000456789 SC VETERAN

1 8-25-1990@08:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

2 8-13-1990@14:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

CHOOSE 1-2: 1 8-25-1990@08:00:00

VENDOR: FEEVENDOR,ONE// **<RET>**

PERSON WHO CALLED: DOCTOR// **<RET>**

DATE/TIME OF ADMISSION: AUG 24,1990@09:00// **<RET>**

AUTHORIZED FROM DATE/TIME: AUG 24,1990@09:00// **<RET>**

ADMITTING DIAGNOSIS: CHEST PAIN// **<RET>**

REFERRING PROVIDER: FEEprovider,Two// **<RET>**

REFERRING PROVIDER NPI: **1111111112**

ATTENDING PHYSICIAN: DOCTOR// **<RET>**

TYPE OF CONTACT: telephone// **<RET>**

PHONE # OF PERSON CONTACTED: 555-9867// **555-9847**

STREET ADDRESS[1] OF CONTACT: 4 WAYNE ST// **<RET>**

STREET ADDRESS[2] OF CONTACT: **<RET>**

CITY OF CONTACT: ANYCITY// **<RET>**

STATE OF CONTACT: ANYWHERE// **<RET>**

ZIP CODE OF CONTACT: 99999// **00001**

ATTENDING PHYSICIAN: DOCTOR// **<RET>**

ATTEND. PHYSICIAN TELEPHONE NO.: 555-9847// **<RET>**

VETERAN HAVE OTHER INSURANCE: yes// **<RET>**

INSURANCE TYPE: AETNA// **<RET>**

MODE OF TRANSPORTATION: pov// **<RET>**

APPROVING OFFICIAL: FEEUSER1// **<RET>**

Select DATE/TIME OF CONTACT: AUG 25,1990@08:00// **<RET>**

DATE/TIME OF CONTACT: AUG 25,1990@08:00// **<RET>**

NARRATIVE:

1> **VETERAN ADMITTED THRU EMERGENCY ROOM**.

EDIT Option: **<RET>**

NOTIFICATION/REQUEST MENU

### LEGAL ENTITLEMENT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

If a VA Form 10-7078 is set up through this option, a Non-VA PTF record is created, and the estimated amount of the 7078 is automatically posted to the 1358.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Legal Entitlement option is used to enter determination of legal entitlement for patients requesting transfer and admission to a VA facility from a Contract Hospital.

Legal entitlement is determined by you based on the patient's eligibility for VA benefits. The usual source for this data is the HINQ (Hospital Inquiry) system. Legal entitlement may not be entered unless the patient's eligibility for care has a status of Verified. This may be accomplished by users holding the DG ELIGIBILITY security key through the Enter a Request/Notification option of this menu. It may also be accomplished through the Eligibility Verification, Load/Edit Patient Data, and Register a Patient options on the Registration Menu of the ADT system.

This option also permits entry of medical entitlement and VA Form 10-7078 setup for those patients for whom LEGAL ENTITLEMENT and MEDICAL ENTITLEMENT have been answered "YES".

In order to complete the setup of a VA Form 10-7078, you must be an authorized control point user in IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement).

**Example**

Select Patient: **FEEPATIENT, ONE** 1/1/55 000456789 NSC VETERAN 12-13-1994@07:34:36 EXAMPLE PHARMACY AND SURGICAL SUPPLY FEEPATIENT, ONE

LEGAL ENTITLEMENT: y (YES)

Do you want to determine Medical Entitlement now? YES// <RET>

MEDICAL ENTITLEMENT: y (YES)

Do you want to setup a 7078 now? NO// y YES

AUTHORIZATION TO DATE: t (DEC 14, 1994)

NOTIFICATION/REQUEST MENU

LEGAL ENTITLEMENT

**Example, cont.**

DATE OF DISCHARGE: 12/14/94// **<RET>** (DEC 14, 1994)

ADMITTING AUTHORITY: **4** OBSERVATION & EXAMINATION 17.45

ESTIMATED AMOUNT: **1500.00**

BEDSECTION/TREATING SPECIALTY: **00** SURGICAL

Select Obligation Number: **C93999** 500-C93999 -- 1358 Obligated - 1358

FCP: 333 $ 9999999

AUTHORIZED SERVICES:

1>NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72 HOURS OF ADMISSION.

2>HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED BY FEE BASIS

3>CLINIC DIRECTOR -

4>

5>MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY

6>PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

EDIT Option: **<RET>**

REFERENCE NUMBER: C93999.0011 VENDOR: FEEVENDOR 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: DEC 13, 1994

AUTHORIZATION TO DATE: DEC 14, 1994 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 1500 USER ENTERING: PRCCLERK

STATUS: INCOMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: DEC 13, 1994

DATE OF DISCHARGE: DEC 14, 1994 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Is this Correct? NO// YES

....Posting to 1358

...EXCUSE ME, JUST A MOMENT PLEASE...

...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Non-VA PTF Record Created.

DISCHARGE TYPE: **4** DISCHARGE

PURPOSE OF VISIT CODE: **30** AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND. 30

PRIMARY SERVICE AREA: **ALBANY VAMC** ANYWHERE

ACCIDENT RELATED (Y/N): **N** (NO)

POTENTIAL COST RECOVERY CASE: N// **N** (NO)

NOTIFICATION/REQUEST MENU

LEGAL ENTITLEMENT

**Example, cont.**

REFERENCE NUMBER: C93999.0011 VENDOR: FEEVENDOR,ONE 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: DEC 13, 1994

AUTHORIZATION TO DATE: DEC 14, 1994 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 1500 USER ENTERING: PRCCLERK

STATUS: COMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: DEC 13, 1994

DATE OF DISCHARGE: DEC 14, 1994 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

**Example 2: Newborn Claims Enhancement (Patch 146)**

The example below shows legal entitlement for a Newborn.

DISCHARGE TYPE: **4 DISCHARGE**

PURPOSE OF VISIT CODE: **29 NEWBORN CARE FOR THE FIRST 7 DAYS AFTER BIRTH. 29**

PRIMARY SERVICE AREA: CHEY

1 ANYPLACE HEALTH CARE CENTER WY NHC

2 ANYPLACE MOC WY MORC 999HK

3 ANYPLACE NHCU WY NHC 0001AA

4 ANYPLACE PHARMACY WY PHARM

5 ANYPLACE REGIONAL MED CTR EAST WY NON-VA

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 1 ANYPLACE HEALTH CARE CENTER WY NHC

ACCIDENT RELATED (Y/N): N (NO)

POTENTIAL COST RECOVERY CASE: N// N (NO)

REFERENCE NUMBER: 1VP001.0148 VENDOR: PROVIDER,TWO 123456789

VETERAN: NBPATIENT,FOUR AUTHORIZATION FROM DATE: AUG 28, 2013

AUTHORIZATION TO DATE: SEP 04, 2013 AUTHORITY: NON-VA FOR FEMALE VET+NEWBORN

ESTIMATED AMOUNT: 1.99 USER ENTERING: FBUSER,ONE

STATUS: COMPLETE DATE OF ISSUE: AUG 28, 2013

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 28, 2013

DATE OF DISCHARGE: SEP 04, 2013

AUTHORIZED SERVICES: Hospitalization and professional care necessary until

the patient's condition is stabilized or improved enough to permit a transfer

without hazard to a VA or other Federal facility for continued treatment.

Discharge Summary must accompany all requests for payment. Payment by VA

constitutes payment-in-full.

Notification/Request Menu

### MEDICAL ENTITLEMENT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

If a VA Form 10-7078 is set up through this option, a Non-VA PTF record is created, and the estimated amount of the 7078 is automatically posted to the 1358.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Medical Entitlement option is used to enter determination of medical entitlement of patients requesting transfer and admission to a VA facility from a Contract Hospital. Legal entitlement must be determined prior to using this option. Medical entitlement is determined by the VA physician reviewing the case.

This option may also be used to set up a VA Form 10-7078. In order to complete a setup of a VA Form 10-7078, you must be defined as a control point user in the IFCAP package.

**Example**

Select Patient: **FEEPATIENT, ONE** 00-00-14 000456789 SC VETERAN

1 8-12-1993@18:18:03 MAJOR RURAL MEDICAL CENTER FEEPATIENT, ONE

MEDICAL ENTITLEMENT: YES// **<RET>**

Do you want to setup a 7078 now? NO// **y** YES

AUTHORIZATION TO DATE: 12/**15** (DEC 15, 1993)

DATE OF DISCHARGE: 12/15/93// **<RET>** (DEC 15, 1993)

ADMITTING AUTHORITY: **4** OBSERVATION & EXAMINATION 17.45

ESTIMATED AMOUNT: **1500.00**

BEDSECTION/TREATING SPECIALTY: **00** SURGICAL

Select Obligation Number: **C93999** 500-C93999 -- 1358 Obligated - 1358

FCP: 333 $ 9999999

AUTHORIZED SERVICES:

1>NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72 HOURS OF ADMISSION.

2>HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED BY FEE BASIS

3>CLINIC DIRECTOR -

4>

5>MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY

6>PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

EDIT Option: **<RET>**

Notification/Request Menu

Medical Entitlement

**Example, cont.**

REFERENCE NUMBER: C93999.0012 VENDOR: FEEVENDOR,ONE 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: AUG 11, 1993

AUTHORIZATION TO DATE: DEC 15, 1993 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 1500 USER ENTERING: PRCCLERK

STATUS: INCOMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 11, 1993

DATE OF DISCHARGE: DEC 15, 1993 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Is this Correct? NO// **y** YES

....Posting to 1358

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...

...EXCUSE ME, THIS MAY TAKE A FEW MOMENTS...

Non-VA PTF Record Created.

DISCHARGE TYPE: **4** DISCHARGE

PURPOSE OF VISIT CODE: 30 AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND. 30

PRIMARY SERVICE AREA: **ANYWHERE MEDICAL CENTER** ANYWHERE 500

ACCIDENT RELATED (Y/N): **N** (NO)

POTENTIAL COST RECOVERY CASE: N// **N** (NO)

REFERENCE NUMBER: C93999.0012 VENDOR: FEEVENDOR,ONE 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: AUG 11, 1993

AUTHORIZATION TO DATE: DEC 15, 1993 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 1500 USER ENTERING: prcclerk

STATUS: COMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 11, 1993

DATE OF DISCHARGE: DEC 15, 1993 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Notification/Request Menu

Medical Entitlement

**Example 2: Newborn Claims Enhancement (Patch 146)**

If the patient is a Newborn, the Authorization To Date defaults to DOB+7 (Date of Birth plus seven days). Additionally, the admitting authority for a Newborn will be the new option of NON-VA FOR FEMALE VET+NEWBORN 17.38. See screen below for an example:

Select Patient: 8-28-2013@13:16:50 PROVIDER,TWO NBPATIENT,FOUR

LEGAL ENTITLEMENT: **Y (YES)**

Do you want to determine Medical Entitlement now? YES//

MEDICAL ENTITLEMENT: **Y (YES)**

Do you want to setup a 7078 now? NO// YES

AUTHORIZATION TO DATE: 9/4/13//**T+8 (SEP 05, 2013)**

**Patient is a newborn. Authorization To Date must not be more than 7 days af**

**ter the Date of Birth**

AUTHORIZATION TO DATE: 9/4/13// (SEP 04, 2013)

DATE OF DISCHARGE: 9/4/13// (SEP 04, 2013)

ADMITTING AUTHORITY: 17.38

1 17.38 HOSP/NH IN PHILLIPINES (NONVA) 17.38

2 17.38 NON-VA FOR FEMALE VET+NEWBORN 17.38

CHOOSE 1-2: **2 NON-VA FOR FEMALE VET+NEWBORN 17.38**

ESTIMATED AMOUNT: 1.99

BEDSECTION/TREATING SPECIALTY: ??

Select one of the following:

'00' FOR SURGICAL

'10' FOR MEDICAL

'86' FOR PSYCHIATRY

Select one of the following:

00 SURGICAL

10 MEDICAL

86 PSYCHIATRY

BEDSECTION/TREATING SPECIALTY: **00 SURGICAL**

Select Obligation Number: 1VP

1 1VP001 442-1VP001 10-14-10 1358 Obligated - 1358

FCP: 005 $ 1046500.00

2 1VP004 442-1VP004 01-07-11 1358 Obligated - 1358

FCP: 005 $ 722300.00

CHOOSE 1-2: 1 442-1VP001 10-14-10 1358 Obligated - 1358

FCP: 005 $ 1046500.00

AUTHORIZED SERVICES:

1>Hospitalization and professional care necessary until the patient's

2>condition is stabilized or improved enough to permit a transfer without

3>hazard to a VA or other Federal facility for continued treatment.

4>Discharge Summary must accompany all requests for payment. Payment by VA

5>constitutes payment-in-full.

Notification/Request Menu

### DISPLAY A REQUEST/NOTIFICATION

**Introduction**

This option allows you to display a request/ notification for a patient from a Contract Hospital.

**Example**

Select Patient: **FEEPATIENT, ONE** 02-22-22 000456789 SC VETERAN

1 8-16-1994@15:42:54 FEEVENDOR,ONE FEEPATIENT, ONE

2 12-13-1994@07:34:36 EXAMPLE PHARMACY AND SURGICAL SUPPLY FEEPATIENT, ONE

CHOOSE 1-2: 1 8-16-1994@15:42:54

DATE/TIME: AUG 16, 1994@15:42:54 VENDOR: FEEVENDOR,ONE

PERSON WHO CALLED: EXNAME VETERAN: FEEPATIENT, ONE

AUTHORIZED FROM DATE/TIME: AUG 14, 1994@15:43:31

ADMITTING DIAGNOSIS: CHEST PAIN ATTENDING PHYSICIAN: DOCTOR

USER ENTERING NOTIFICATION: PRCCLERK

LEGAL ENTITLEMENT: YES

DATE OF LEGAL DETERMINATION: AUG 16, 1994

USER ENTERING LEGAL DETERM.: PRCCLERK

MEDICAL ENTITLEMENT: YES

DATE OF MEDICAL DETERMINATION: AUG 16, 1994

USER ENTERING MEDICAL DETERM.: PRCCLERK

REQUEST STATUS: COMPLETE ASSOCIATED 7078: C93999.0010

DATE/TIME OF ADMISSION: AUG 14, 1994@15:43:31

REFERRING PROVIDER: FEEprovider,Two

Select Patient:

Notification/Request Menu

### CLERK LOOKUP FOR NOTIFICATION/REQUEST

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This Clerk Lookup for Notification/Request option is used to list users that entered or edited a specified notification/request.

Per enforcement of Separation of Duties, the Fee Basis software keeps track of all users who’ve touched an authorization so it can prevent them from doing pricing. This report lists people that have touched a given notification/request.

Select Notification/Request Menu Option: Clerk Lookup for Notification/Request

Select FEE NOTIFICATION/REQUEST DATE/TIME: FEEPATIENT,ONE,ONE FEEPATIENT,ONE 4-1-76 666666666 YES NSC VETERAN

PRIORITY:3 STATUS:UNVERIFIED PREFERRED FACILITY:500TA

Enrollment Priority: GROUP 3 Category: IN PROCESS End Date:

1 FEEPATIENT,ONE 1-6-2015@07:30:00 ANYWHERE MED CENTER FEEPAT

IENT,ONE

2 FEEPATIENT,ONE 1-10-2015@08:00:00 ANYWHERE MED CENTER FEEPA

TIENT,ONE

CHOOSE 1-2: 2 1-10-2015@08:00:00 ANYWHERE MED CENTER FEEPATIENT,ONE

DEVICE: HOME// <RET>

Clerk Lookup for a CH notification APR 07, 2015@14:56:13 page 1

-------------------------------------------------------------------------------

CH Notification

Date/Time: JAN 10, 2015@08:00

Veteran: FEEPATIENT,ONE Vendor: ANYWHERE MED CENTER

Date/Time Edited Edited By

--------------------- -----------------------------------

Jan 30, 2015@16:56:53 FEECLERK,NINE

Comments: Enter CH notification.

Jan 30, 2015@17:00:53 FEECLERK,TWO

Comments: Legal entitlement.

Jan 30, 2015@17:01 FEECLERK,TWO

Comments: Medical entitlement.

Notification/Request Menu

### DELETE NOTIFICATION/REQUEST

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 AUTH security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete notification/requests entered by other users.

**Introduction**

The Delete Notification/Request option is used to delete a request/notification for Contract Hospital. This option allows you to delete a Request/Notification as long as there is not a VA Form 10-7078 set up for the request. In order to delete the request, you must either be the user who entered the request or the holder of the required security key.

**Example**

Select Patient: **FEEPATIENT, ONE** 00-00-14 000456789 SC VETERAN

1 8-12-1993@18:22:21 MAJOR RURAL MEDICAL CENTER FEEPATIENT, ONE

2 10-27-1993@08:00:00 AGAIN FEEPATIENT, ONE

3 10-28-1993@08:00:00 AGAIN FEEPATIENT, ONE

CHOOSE 1-3: 1 8-12-1993@18:22:21

DATE/TIME: AUG 12, 1993@18:22:21 VENDOR: FEEVENDOR,ONE

PERSON WHO CALLED: ADMITTING CLERK VETERAN: FEEPATIENT, ONE

AUTHORIZED FROM DATE/TIME: AUG 12, 1993@14:00

USER ENTERING NOTIFICATION: PRCCLERK

LEGAL ENTITLEMENT: YES

DATE OF LEGAL DETERMINATION: OCT 5, 1993

USER ENTERING LEGAL DETERM.: PRCCLERK

MEDICAL ENTITLEMENT: YES

DATE OF MEDICAL DETERMINATION: OCT 5, 1993

USER ENTERING MEDICAL DETERM.: PRCCLERK

REQUEST STATUS: COMPLETE

DATE/TIME OF ADMISSION: AUG 12, 1993@14:00

REFERRING PROVIDER: FEEprovider,Two

Are you sure you want to delete this Request? NO// **y** YES

...request deleted

Notification/Request Menu

### EDIT REPORT OF CONTACT - CH

**Introduction**

The Edit Report of Contact - CH option is used to edit a previously entered Contract Hospital Report of Contact. These are Reports of Contact entered during the initial notification/request process.

**Example**

Select Veteran: **FEEPATIENT, ONE** 11-04-19 000456789 SC VETERAN

6-29-1990@08:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

TYPE OF CONTACT: telephone// **<RET>**

PHONE # OF PERSON CONTACTED: 555-9800// **<RET>**

STREET ADDRESS[1] OF CONTACT: 345 WEST ST**// <RET>**

STREET ADDRESS[2] OF CONTACT: **<RET>**

CITY OF CONTACT: ANYPLACE// **<RET>**

STATE OF CONTACT: ANYWHERE// **<RET>**

ZIP CODE OF CONTACT: 00001// 12225

ATTENDING PHYSICIAN: DOCTOR// **<RET>**

ATTEND. PHYSICIAN TELEPHONE NO.: 555-1254// **<RET>**

VETERAN HAVE OTHER INSURANCE: yes// **<RET>**

INSURANCE TYPE: BLUE CROSS// **AETNA**

MODE OF TRANSPORTATION: AMBULANCE// **<RET>**

APPROVING OFFICIAL: FEEUSER1// **<RET>**

Select DATE/TIME OF CONTACT: JUN 29,1990@08:00// **<RET>**

DATE/TIME OF CONTACT: JUN 29,1990@08:00// **<RET>**

NARRATIVE:

1> **VET ADMITTED THRU EMERGENCY ROOM**.

EDIT OPTION: **<RET>**

Notification/Request Menu

### PRINT ENTITLEMENT AUDIT

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Print Entitlement Audit option allows the Fee Basis Supervisor to print the audit of requests previously denied that have been reconsidered.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **060193** (JUN 01, 1993)

Ending DATE : **T** (AUG 03, 1993)

DEVICE: **CIVIL HOSPITAL PRINTER** RIGHT MARGIN 80// <RET>

AUDIT on FEE NOTIFICATION ENTITLEMENT CHANGE

06/01/93 TO 08/03/93

=============================================

PATIENT NAME DATE/TIME of NOTIFICATION

FIELD CHANGED SUPERVISOR

==============================================================================

FEEPATIENT, ONE -6789 08/09/93@13:09:22

Field changed: LEGAL ENTITLEMENT By: MATTHEW

Date of Change: 06/10/93@12:55:29

FEEPATIENT, TWO -6789 08/05/93@14:07:58

Field changed: LEGAL ENTITLEMENT By: MATTHEW

Date of Change: 06/06/93@10:05:02

FEEPATIENT, THREE -6789 04/03/93@14:07:58

Field changed: LEGAL ENTITLEMENT By: MATTHEW

Date of Change: 06/12/93@09:53:12

FEEPATIENT, FOUR -6789 07/19/93@15:37:18

Field changed: LEGAL ENTITLEMENT By: MATTHEW

Date of Change: 08/02/93@14:25:25

Notification/Request Menu

### PRINT REPORT OF CONTACT - CH

**Introduction**

The Print Report of Contact option is used to produce a hard copy of a Fee Basis patient Report of Contact, VA Form 119.

**Example**

Select FEE BASIS PATIENT NAME: **FEEPATIENT, ONE**

Select REPORT OF CONTACT DATE OF CONTACT: **T** DEC 11, 1994

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// <RET>

==============================================================================

|VA Office |SSN #

| |

>> REPORT OF CONTACT << |VAMC ANYWHERE NY | 000456789

| |

------------------------------------------------------------------------------

Name of Veteran |Telephone No. of Vet. |Date of Contact

| |

FEEPATIENT, ONE |999-555-0987 | 12/11/94

------------------------------------------------------------------------------

Address of Veteran |Type of Contact

000 MAPLE DR |

ANYCITY, NY 32937 | Telephone

------------------------------------------------------------------------------

Person Contacted |Telephone Number of

| Person Contacted

DOCTOR | 999-555-1234

------------------------------------------------------------------------------

Brief statement of information requested and given

DOCTOR CALLED TO REQUEST AUTHORIZATION TO PROVIDE

OUTPATIENT SURGICAL SERVICES TO PATIENT. CASE WILL BE

REVIEWED BY DOCTOR TWO.

------------------------------------------------------------------------------

Division or Section | Executed by(signature and title)

FEE BASIS | PRCCLERK

==============================================================================

VA form 119

Notification/Request Menu

### RECONSIDER A DENIED REQUEST

You must hold the FBAA LEVEL 2 security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

This option allows you to reconsider a previously denied request. You may approve legal entitlement and/or medical entitlement. If the medical entitlement is approved, VA Form 10-7078 may also be setup through this option.

**Example**

Select Patient: **FEEPATIENT, ONE** 02-03-35 000456789 MILITARY RETIREE 8-11-1994@14:30:00 FEEVENDOR,ONE FEEPATIENT, ONE

DATE/TIME: NOV 3, 1994@08:00 VENDOR: FEEVENDOR,ONE

PERSON WHO CALLED: Betty VETERAN: FEEPATIENT, ONE

AUTHORIZED FROM DATE/TIME: NOV 1, 1994@08:00

ADMITTING DIAGNOSIS: CHEST PAIN ATTENDING PHYSICIAN: DR. DOCTOR

USER ENTERING NOTIFICATION: FEECLK1

LEGAL ENTITLEMENT: NO

DATE OF LEGAL DETERMINATION: DEC 14, 1994

USER ENTERING LEGAL DETERM.: PRCCLERK

MEDICAL ENTITLEMENT: NO

DATE OF MEDICAL DETERMINATION: DEC 14, 1994

REQUEST STATUS: COMPLETE SUSPENSE CODE: 3

ATTEN.PHYSICIAN PHONE NUMBER: (202)535-7385

DATE/TIME OF ADMISSION: NOV 1, 1994@08:00

REFERRING PROVIDER: FEEprovider,Two

Is this the correct request? Yes// **y** YES

LEGAL ENTITLEMENT: **y** (YES)

Do you want to determine Medical Entitlement now? YES// **n** NO

Notification/Request Menu

### REQUESTS PENDING ENTITLEMENT

**Introduction**

The Requests Pending Entitlement option allows you to generate a list of requests/notifications that are still pending legal or medical entitlement.

**Example**

DEVICE: **civil hospital printer** RIGHT MARGIN: 80// **<RET>**

FEE NOTIFICATION/REQUEST PENDING ENTITLEMENT AUG 4,1993 09:13 PAGE 1

DATE of REQUEST PATIENT NAME Pt.ID

DATE/TIME OF

ADMISSION

------------------------------------------------------------------------------

REQUEST STATUS: PENDING ENTITLEMENT

AUG 3,1993 10:55 FEEPATIENT, ONE 000456789

Authorized From Date: AUG 2,1993 15:30

Admission Date: AUG 2,1993 15:30

AUG 2,1993 19:00 FEEPATIENT, ONE 000456789

Authorized From Date: JUL 27,1993 20:55

Admission Date: JUL 27,1993 20:55

Notification/Request Menu

### UPDATE REPORT OF CONTACT - CH

**Introduction**

The Update Report of Contact - CH option is used to update information on a previously entered Report of Contact for Contract Hospital, or to enter additional report(s) of contact to existing notifications/requests.

The date/time of the notification and the narrative text of the Report of Contact may be updated through this option.

**Example**

Select Veteran: **FEEPATIENT, ONE** 11-04-19 000456789 SC VETERAN

6-29-1990@08:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

Select DATE/TIME OF CONTACT: JUN 29,1990@08:00// **<RET>**

DATE/TIME OF CONTACT: JUN 29,1990@08:00// **<RET>**

NARRATIVE:

1>**VET ADMITTED THRU EMERGENCY ROOM**

EDIT Option: **<RET>**

## DISPOSITION MENU

### COMPLETE 7078/AUTHORIZATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Complete 7078/Authorization option is used to complete a VA Form 10-7078 Authorization when the authorization to date was not entered at the time the 7078/Authorization was set up.

New authorizations cannot be entered through this option. All new entries must be made through the Enter a Request/Notification option of the Notification/Request Menu.

**Example**

Select Veteran: **FEEPATIENT, ONE** FEEPATIENT, ONE 7-14-45 000456789

NO NSC VETERAN B B FEEUSER1 PC ANYCITY

Enrollment Priority: GROUP 7c Category: ENROLLED End Date:

1 FEEPATIENT, ONE 6789D00A10202.31 ANYWHERE CONV CTR FEEPATIENT, ONE INCOMPLETE

2 FEEPATIENT, ONE 6789D00A10202.32 ANYWHERE CONV CTR FEEPATIENT, ONE INCOMPLETE

3 FEEPATIENT, ONE 6789D00A10202.33 ANYWHERE CONV CTR FEEPATIENT, ONE INCOMPLETE

CHOOSE 1-3: 3 6789D00A10202.33 ANYWHERE CONV CTR FEEPATIENT, ONE INCOMPLETE

AUTHORIZATION TO DATE: AUG 10, 2003// <RET>

DATE OF DISCHARGE: AUG 15, 2003 (APR 15, 2003)

BEDSECTION/TREATING: 10 MEDICAL

DISCHARGE TYPE: 4 DISCHARGE

PURPOSE OF VISIT CODE: 30 AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND. 30

PRIMARY SERVICE AREA: ANYWHERE, FLA

ACCIDENT RELATED (Y/N): y (YES)

POTENTIAL COST RECOVERY CASE: N// <RET> (NO)

REFERENCE NUMBER: 0160D00A10202.33 VENDOR: FEEvemdor,One 000628039

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: APR 01, 2003

AUTHORIZATION TO DATE: APR 10, 2003 AUTHORITY: NURSING HOME CARE

ESTIMATED AMOUNT: 914.22 USER ENTERING: FEEUSER1

STATUS: INCOMPLETE DATE OF ISSUE: DEC 18, 2003

FEE PROGRAM: CONTRACT NURSING HOME DATE OF DISCHARGE: APR 15, 2003

REFERRING PROVIDER: FEEprovider,Two

DISPOSITION MENU

COMPLETE 7078/AUTHORIZATION

**Example, cont.**

AUTHORIZATION ID: 51600FB33

ACS SEGMENTS: 0160D00A10202.2003..51600...834200...256000.......

STATION/SUB-STATION: 51600 FUND: 0160D00A10202

MONTH/YEAR OF ESTIMATE: APR 2003 TREATMENT FROM DATE: APR 01, 2003

TREATMENT TO DATE: APR 09, 2003

DISPOSITION MENU

### EDIT COMPLETED 7078

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Edit Completed 7078 option is used to edit a completed VA Form 10-7078 Authorization for Civil Hospital.

**Example**

Select Patient: **FEEPATIENT, ONE** C93999.0013 ST CLERK'S HOSP COMPLETE

AUTHORIZED FROM DATE/TIME: OCT 1,1993@08:00// **<RET>**

AUTHORIZATION TO DATE: DEC 14,1994// **<RET>**

DATE OF DISCHARGE: DEC 14,1994// **<RET>**

ADMITTING AUTHORITY: OBSERVATION & EXAMINATION// **<RET>**

DISCHARGE TYPE: DISCHARGE// **<RET>**

BEDSECTION/TREATING SPECIALTY: MEDICAL// **<RET>**

PURPOSE OF VISIT CODE: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

// **<RET>**

AUTHORIZATION REMARKS:

1>NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72 HOURS OF ADMISSION.

2>HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED BY FEE BASIS

3>CLINIC DIRECTOR -

4>

5>MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY

6>PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

EDIT Option: **<RET>**

ACCIDENT RELATED (Y/N): YES// **n** (NO)

POTENTIAL COST RECOVERY CASE: YES// n (NO)

PRIMARY SERVICE AREA: ANYWHERE MEDICAL CENTER// **<RET>**

Select Patient:

Disposition Menu

### DISPLAY 7078/AUTHORIZATION

**Introduction**

The Display 7078/Authorization option is used to view a selected VA Form 10-7078 Authorization for Civil Hospital.

**Example**

Select Patient: **FEEpatient,One**

Searching for a FEE VENDOR

FEEPATIENT, ONE 00-00-14 000456789 SC VETERAN

1 C90234.0025 PUBLIC HOSPITAL FEEPATIENT, ONE CANCELLED

2 C90234.0027 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

TYPE '^' TO STOP, OR

CHOOSE 1-2: **1** C90234.0025

REFERENCE NUMBER: C90234.0025 VENDOR: PUBLIC HOSPITAL 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: JUL 21, 1993

AUTHORIZATION TO DATE: AUG 10, 1993 AUTHORITY: PRESUMPTION OF SC

ESTIMATED AMOUNT: 1400 USER ENTERING: FEECLK1

STATUS: CANCELLED DATE OF ISSUE: AUG 4, 1993

FEE PROGRAM: CIVIL HOSPITAL USER WHO CANCELLED: PRCCLERK

DATE CANCELLED: DEC 14, 1994 DATE OF ADMISSION: JUL 21, 1993

DATE OF DISCHARGE: AUG 10, 1993 REFERRING PROVIDER: FEEprovider,Two

REFERRING PROVIDER NPI (c): 1111111112

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Select Patient:

Disposition Menu

### CANCEL 7078 ENTERED IN ERROR

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

This option is used when it is determined that a 7078 was entered in error. Once a VA Form 10-7078 is cancelled, you may enter the correct authorization by using the Set-up a 7078 option.

**Example**

Select Patient: **FEEPATIENT, ONE** 00-00-14 000456789 SC VETERAN

1 C90234.0025 PUBLIC HOSPITAL FEEPATIENT, ONE COMPLETE

2 C90234.0026 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

CHOOSE 1-2: **2** C90234.0026

REFERENCE NUMBER: C90234.0026 VENDOR: FEEVENDOR,ONE **000456789**

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: AUG 1, 1993

AUTHORIZATION TO DATE: AUG 15, 1993 AUTHORITY: PRESUMPTION OF SC

ESTIMATED AMOUNT: 1500 USER ENTERING: FEECLK1

STATUS: COMPLETE DATE OF ISSUE: AUG 4, 1993

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 1, 1993

DATE OF DISCHARGE: AUG 15, 1993 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Are you sure you want to cancel? No// **Y**ES

...Authorization cancelled. Now updating 1358....

Finished

Disposition Menu

### PRINT LIST OF CANCELLED 7078

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Print List of Cancelled 7078 option is used to print out those VA Form 10-7078s which have been cancelled.

**Example**

DEVICE: **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

CANCELLED 7078s AUG 4,1993 10:28 PAGE 1

7078 PATIENT NAME VENDOR

FROM DATE CLERK ENTERING 7078 DATE CANCELLED

------------------------------------------------------------------------------

C33003.0002 FEEPATIENT, ONE FEEVENDOR,ONE 000456789

JUN 9,1993 FEEUSER1 JUN 9,1993

C89700.0004 FEEPATIENT, TWO FEEVENDOR,TWO 000456789

JUL 28,1993 FEECLK1 JUL 28,1993

C90234.0014 FEEPATIENT, THREE FEEVENDOR,THREE 000456789

JUL 28,1993 FEECLK1 JUL 28,1993

C90234.0015 FEEPATIENT, FOUR FEEVENDOR,THREE 000456789

JUL 28,1993 FEEUSER1 JUL 28,1993

C90234.0016 FEEPATIENT, FIVE FEEVENDOR,THREE 000456789

JUL 28,1993 FEECLK1 JUL 28,1993

C90234.0017 FEEPATIENT, SIX FEEVENDOR,THREE 000456789

JUL 28,1993 FEECLK1 JUL 28,1993

Disposition Menu

### SET UP A 7078

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

The estimated amount of the VA Form 10-7078 is posted to the 1358.

Use of this option creates a Non-VA PTF record.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Set up a 7078 option is used to set up a VA Form 10-7078 Authorization for Civil Hospital. You can only set up a VA Form 10-7078 for requests with a status of complete.

A Contract Hospital VA Form 10-7078 Authorization cannot be set up through this option until both the legal and medical entitlement have been determined. An incomplete VA Form 10-7078 cannot be edited through this option. This must be done through the Complete 7078/Authorization option.

**Example**

Select Patient: **FEEPATIENT, ONE** 06-12-55 000456789 SC VETERAN

1 5-14-1993@17:03:55 FEEVENDOR,ONE FEEPATIENT, ONE

2 5-17-1993@10:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

3 8-5-1993@08:00:00 FEEVENDOR,ONE FEEPATIENT, ONE

CHOOSE 1-3: 3 8-5-1993@08:00:00

AUTHORIZATION TO DATE: **t** (DEC 14, 1994)

DATE OF DISCHARGE: 12/14/94// **<RET>** (DEC 14, 1994)

ADMITTING AUTHORITY: **OBSER**VATION & EXAMINATION 17.45

ESTIMATED AMOUNT: **900**

BEDSECTION/TREATING SPECIALTY: **10** MEDICAL

Select Obligation Number: **500-C93999** -- 1358 Obligated - 1358

FCP: 333 $ 9999999

AUTHORIZED SERVICES:

1>NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72 HOURS OF ADMISSION.

2>HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED BY FEE BASIS

3>CLINIC DIRECTOR -

4>

5>MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY

6>PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Disposition Menu

Set up a 7078

**Example, cont.**

EDIT Option: **<RET>**

REFERENCE NUMBER: C93999.0014 VENDOR: FEEVENDOR,ONE 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: AUG 5, 1993

AUTHORIZATION TO DATE: DEC 14, 1994 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 900 USER ENTERING: FEECLK1

STATUS: INCOMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 5, 1993

DATE OF DISCHARGE: DEC 14, 1994 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

Is this Correct? NO// **y** YES

....Posting to 1358

...HMMM, JUST A MOMENT PLEASE...

...HMMM, HOLD ON...

Non-VA PTF Record Created.

DISCHARGE TYPE: **1** TRANSFER TO VA

PURPOSE OF VISIT CODE: **30** AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND. 30

PRIMARY SERVICE AREA: **ANYWHERE MED**ICAL CENTER ANYWHERE 500

ACCIDENT RELATED (Y/N): **n** (NO)

POTENTIAL COST RECOVERY CASE: N// **<RET>** (NO)

REFERENCE NUMBER: C93999.0014 VENDOR: FEEVENDOR,ONE 000456789

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: AUG 5, 1993

AUTHORIZATION TO DATE: DEC 14, 1994 AUTHORITY: OBSERVATION & EXAMINATION

ESTIMATED AMOUNT: 900 USER ENTERING: FEECLK1

STATUS: COMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 5, 1993

DATE OF DISCHARGE: DEC 14, 1994 REFERRING PROVIDER: FEEprovider,Two

AUTHORIZED SERVICES: NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED

BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY PAYMENTS AT 72%

OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

## PAYMENT PROCESS MENU

### ANCILLARY CONTRACT HOSP/CNH PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR security key is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *Will any line items in this invoice be for contracted services? -* Answering NO indicates that all line items within the invoice will NOT be for contracted services. Answering YES indicates that some, or all of the line items within the invoice will be for contracted services. Answering YES will result in an additional prompt appearing at the input of EACH line item.
* *Is this line item for a contracted service?* - Only asked if the user answered YES to the above prompt. It allows you to indicate when a line item is for a contracted service.
* *Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.
* *CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information. Line items that had previously been cancelled are annotated with a plus sign (+).

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

*Enter the DoD Invoice Number* – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

New insurance information may be uploaded into IB files through this option.

**Introduction**

This option is used to enter payments for ancillary services (services other than those included in the DRG) rendered while a patient is in a Contract Hospital for an authorized admission. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

Only authorized Contract Hospital ancillary payments can be entered through this option. All other Fee Basis payments are entered through other payment options. Payment may be made for two or more of the same type of services to the same patient on the same date.

You may enter additional payments from a previous invoice (for the same patient) or payments from a new invoice. A new invoice number is assigned automatically, when required.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Depending on site parameters at your facility, patient authorization information and Vendor demographics may be displayed. Vendor demographics may be edited if you hold the FBAA ESTABLISH VENDOR security key. If there are previous payments to the Vendor for the selected patient, a payment history is shown.

You receive a warning when the patient has reached the maximum payment amount allowed for the month of service; or when you have reached 20 lines from the maximum number of payment lines allowed in a batch (set by the Max. # Payment Line Items site parameter).

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data:**

Select FEE BASIS BATCH NUMBER: **24**

Obligation #: C33003

Select Patient: **FEEPATIENT, ONE** 08-14-55 000456789 SC VETERAN

FEEPATIENT, ONE Pt.ID: 000-45-6789

12 ANY ST. DOB: AUG 14,1955

ANYWHERE TEL: Not on File

ANYSTATE 00001 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- NOT VERIFIED

Other Elig. Code(s): SHARING AGREEMENT

Payment Process Menu

Ancillary Contract Hosp/CNH Payment

**Example of ICD-9 Data, cont.**

SC Percent: 20%

Rated Disabilities: DIABETES (20%-SC)

Health Insurance: NO

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/26/94 VENDOR: FEEVENDOR,ONE- 000654329AA

TO: 04/28/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

DX: CAD County: ANYPLACE PSA: ANYWHERE, FL

Is this the correct Authorization period (Y/N)? YES// **<RET>**

AUTHORIZATION REMARKS:

1>**NURSING HOME**

EDIT Option: **<RET>**

DX LINE 1: **<RET>**

DX LINE 2: **<RET>**

DX LINE 3: **<RET>**

Select FEE BASIS VENDOR NAME: **FEEvendor,One** 000654329AA CONTRACT HOSPITAL

123 ANYWHERE AVE

ANYPLACE, ANYSTATE 00001-1265

TEL. #: 5551212

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000456789

Address: 123 ANYWHERE AVE Specialty:

City: ANYPLACE Type: PUBLIC HOSPITAL

State: ANYSTATE Participation Code: CONTRACT HOSPITAL

ZIP: 00001-1265 Medicare ID Number: 098356

County: ANYSTATE Chain:

Phone: 5551212

Fax: 5551200 Pricer Exempt: Yes

Austin Name: TEST

Last Change Last Change

TO Austin: 04/27/94 FROM Austin: 04/29/94

Want to Edit data? NO// **<RET>**

Vendor has no prior payments for this patient

Want a new Invoice number assigned? YES// **<RET>**

Invoice # 77 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **T-2** (MAY 2, 1994)

Please note: If a Federal Vendor with active IPAC agreements is selected the user will see the following additional information and prompts:

This is a Federal Vendor. IPAC payment information is required.

FEEVENDOR,ONE is a Federal Vendor with

2 active IPAC agreements on file:

# ID FY Description

-- ---------- ---- -----------

1 119 2014 IPAC DESCRIPTION 1

2 124 2014 IPAC DESCRIPTION 2

Please select the IPAC agreement to be used with this invoice.

This information is required.

Selection#: (1-2): 2

Would you like to display the detailed IPAC agreement information? No// NO

Enter the DoD Invoice Number: 14346876

PATIENT ACCOUNT NUMBER: 65758

Is this an EDI Claim from the FPPS system? no NO

CLAIM NUMBER:

Payment Process Menu

**Example of ICD-9 Data, cont.**

Enter Vendor Invoice Date: **4/30** (APR 30, 1994)

Will any line items in this invoice be for contracted services? No// **YES**

Date of Service: **042794** APR 27, 1994

Select Service Provided: **01922** ANESTH, CAT OR MRI SCAN

Major Category: ANESTHESIA

Sub-Category: RADIOLOGICAL PROCEDURES

Procedure: ANESTH, CAT OR MRI SCAN

Detail Description

==================

ANESTHESIA FOR NON-INVASIVE IMAGING OR RADIATION THERAPY

Is this correct? YES// **<RET>**

CPT MODIFIER: **26** PROFESSIONAL COMPONENT

ANESTH, CAT OR MRI SCAN

AMOUNT CLAIMED: **300**

AMOUNT PAID: **300**

Is this line item for a contracted service? No// **NO**

PLACE OF SERVICE: **22** OUTPATIENT HOSPITAL

HCFA TYPE OF SERVICE: **9** OTHER MEDICAL SERVICE

SERVICE CONNECTED CONDITION?: **Y** (YES)

Select Service Provided: **<RET>**

Date of Service: **<RET>**

Invoice: 77 Totals $ 23.00

Payment Process Menu

Ancillary Contract Hosp/CNH Payment

**Example of ICD-10 Data**

ICD-9 data displays diagnosis from authorization. When ICD-10 is in effect, this will no longer occur. For CNH ancillary payments, a new ICD-10 diagnosis field for authorization is editable.

ICD DIAGNOSIS: **DIABETES**

8 matches found

1. E08.- Diabetes mellitus due to underlying condition

(42)

2. E09.- Drug or chemical induced diabetes mellitus (42)

3. E10.- Type 1 diabetes mellitus (40)

4. E11.- Type 2 diabetes mellitus (40)

5. E13.- Other specified diabetes mellitus (42)

6. E23.- Hypofunction and other disorders of the

pituitary gland (6)

7. E83.- Disorders of mineral metabolism (25)

8. N25.- Disorders resulting from impaired renal tubular

function (5)

ICD DIAGNOSIS: **E08.00**

One match found

ICD Diagnosis code: E08.00

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with

Hyperosmolarity without Nonketotic Hyperglycemic-

Hyperosmolar Coma (Nkhhc)

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE 000654329AA

TO: 11/28/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00

Payment Process Menu

### COMPLETE A PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to access batches other than those you originally opened.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Complete a Payment option is used to enter the amount paid for a Contract Hospital payment received from the Austin Pricer. The batch status of invoices entered at this option must be Forwarded to Pricer. This option also gives you the opportunity to reject items from the Austin Pricer.

Payment Process Menu

Complete a Payment

**Example of ICD-9 Data:**

Select FEE BASIS BATCH NUMBER: **901** C77777

Would you like to reject any invoices from the pricer? No// **<RET>**

Select Patient: **FEEPATIENT, ONE** 01-01-50 000456789 SC VETERAN

1006 FEEPATIENT, ONE

Veteran's Name ('\*'Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment)

Vendor Name Vendor ID Invoice #

Fr Date To Date Claimed Paid Sus Code Invoice Date

========================================================================

FEEPATIENT, ONE 000-45-6789

FEEVENDOR,ONE 000456789 1006

03/01/90 03/03/90 1400.00 0.00 05/01/90

Dx: 017.30 Dx: 011.21

Associated 7078: C77777.0010

Batch #: 901 Date Finalized:

NVH PRICER AMOUNT: **1200**

AMOUNT PAID: **1200**

AMOUNT SUSPENDED: 200// **<RET>**

SUSPEND CODE: **4** Other

DESCRIPTION OF SUSPENSION:

1> **TYPO ERROR ON BILL**

2> **<RET>**

EDIT Option: **<RET>**

DISCHARGE DRG: **46** DRG46

Select FEE BASIS BATCH NUMBER:

Payment Process Menu

Complete a Payment

**Example of ICD-10 Data:**

ICD-10 data displays invoice diagnosis and procedure codes (up to 25 each) and Admitting Diagnosis. Allows selection of DRG value from File #80.2 using value provided by Pricer.

===================================================================================

FEE,ICDONE 000-12-0012

FEEVENDOR,ONE Vendor ID: 000456789

11/23/12 11/23/12 11/21/12 11/23/12

686.00 0.00 2 0.00

Admit Dx: E10.21

DX/POA: E10.10/Y E08.22/Y

PROC: F0FZ1EZ F0FZ0EZ

Associated 7078: 0CP006.0005

Batch #: 22725 Date Finalized:

NVH PRICER AMOUNT: 585

AMOUNT PAID: 585ADJUSTMENT REASON: 8 The procedure code is inconsistent with the

provider type/specialty (taxonomy). Note: Refer

to the 835 Healthcare Policy Identification

Segment (loop 2110 Service Payment Information

REF), if present.

ADJUSTMENT GROUP: CO Contractual Obligations

ADJUSTMENT AMOUNT: **101.00**// 101.00DRG: **34** DRG34 CAROTID ARTERY STENT PROCEDURE W MCC

DRG WEIGHT: 1.22

Current list of Remittance Remarks: none

Payment Process Menu

### DELETE INPATIENT INVOICE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete invoices in another user’s payment batch.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Delete Inpatient Invoice option is used to delete invoices entered in error. The selected invoice must be in a batch that has not been released for payment.

**Example of ICD-9 Data:**

Select FEE BASIS BATCH NUMBER: **36** C33003

Select Invoice to delete: **20**

INVOICE DISPLAY

=================

Patient: FEEPATIENT, ONE Patient ID: 000-45-6789

FEE PROGRAM: CONTRACT NURSING HOME

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000456789

06/09/93 94.00 94.00 20 06/09/93 06/30/93

Associated 7078: C33003.0003

Batch #: 36 Date Finalized:

Sure you want to delete this invoice? No// **Y** YES

.... deleting!

Payment Process Menu

DELETE INPATIENT INVOICE

**Example of ICD-10 Data:**

ICD-10 data displays diagnosis and procedure codes from invoice (up to 25 each) and Admitting Diagnosis Also displays Primary Diagnosis.FEE BASIS BATCH NUMBER: 22714 1CP008

Select Invoice to delete: **111661**

INVOICE DISPLAY

=================

Patient: FEE,ICDTHREE Patient ID: 000-23-1456

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

=============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000456789

11/23/12 111659 11/21/12 11/23/12

20.00 0.00 2

Admit Dx: E08.329

DX/POA: E08.329/Y

PROC: 0NSX34Z

Sure you want to delete this invoice? No// **NO**

Payment Process Menu

### EDIT ANCILLARY PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit payments from batches that have been released by users, such as lead clerks.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

*CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

*Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

PROMPT PAY TYPE: - allows input of money management indicator, if service provided was contracted for. This field is optional.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

*Do You Want to Modify the IPAC Data? –* Only asked if the selected Vendor has one or more active IPAC Agreements. If answered ‘YES’, the user can select a different IPAC Agreement and/or enter a different DoD Invoice number.

**Introduction**

The Edit Ancillary Payment option is used to edit data for a previously entered invoice for ancillary services rendered to a Contract Hospital patient. Payments from batches which have been transmitted cannot be edited.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

Payment Process Menu

EDIT ANCILLARY PAYMENT

**Example**

Select Payment Process Menu Option: **EDIt Ancillary Payment**

Select FEE BASIS PAYMENT PATIENT: **FEEPATIENT, ONE** 06-02-34 000456789 SC VETERAN

Select VENDOR: **FEEVENDOR,ONE** 000456789 DOCTOR OF MEDICINE

777 BROADWAY

ANYWHERE, NY 12324 TEL. #: 999-555-9087

...OK? YES// **<RET>**

Date of Service: **6/20/94** JUN 20, 1994

Select SERVICE PROVIDED: **10120** REMOVE FOREIGN BODY

SERVICE PROVIDED: 10120// **<RET>**

CPT MODIFIER: 77// **<RET>**

IPAC Agreement Information on file for this Invoice/Payment

-----------------------------------------------------------

IPAC Agreement ID: 121 (ACTIVE)

Vendor: FEEVENDOR,ONE

Fiscal Year: 2014

Short Description: IPAC agreement description

DoD Invoice#: 99887766

Do you want to modify the IPAC data? **No//**

AMOUNT CLAIMED: 50.00// **<RET>**

AMOUNT PAID: 40.00// **<RET>**

AMOUNT SUSPENDED: 10.00// **<RET>**

SUSPEND CODE: 4// **<RET>**

DESCRIPTION OF SUSPENSION:

1> **BILLED SERVICES NOT PERFORMED**

EDIT Option: **<RET>**

PRIMARY SERVICE FACILITY: ANYWHERE, FL// **<RET>**

OBLIGATION NUMBER: C77777// **<RET>**

DATE CORRECT INVOICE RECEIVED: JUL 1,1994// **<RET>**

VENDOR INVOICE DATE: JUN 15,1994// **<RET>**

Payment Process Menu

Edit Ancillary Payment

**Example, cont.**

PROMPT PAY TYPE: **1** MONEY MANAGED

PATIENT TYPE CODE: MEDICAL// **<RET>**

PURPOSE OF VISIT: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.// **<RET>**

Select SERVICE PROVIDED: **<RET>**

Select FEE BASIS PAYMENT PATIENT:

Payment Process Menu

### ENTER INVOICE/PAYMENT

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

Prompts:

* A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.
* IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.
* *Enter the DoD Invoice Number* – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Enter Invoice/Payment option is used to enter new Contract Hospital payments. Only authorized hospital invoices/payments may be entered through this option. All other Fee Basis payments are entered through other payment options. The Invoice Edit option must be used to make changes or adjustments to existing payments.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

If the Vendor is exempt from the Austin Pricer, you will be prompted to enter the amount paid, and the payment will not be sent to the pricer.

Every prompt should be answered. Failure to enter a response or entering a <RET> or an up-arrow <^> at any prompt may result in an incomplete entry or deletion of the entire entry.

Payment Process Menu

ENTER INVOICE/PAYMENT

**Introduction, cont.**

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE**

FEEPATIENT, ONE Pt.ID: 000-45-6789

2344 HELP ST. DOB: 1914

RED CROSS CITY TEL: Not on File

ANYWHERE 11235 CLAIM #: Not on File

COUNTY: ANYCTY

Primary Elig. Code: SC LESS THAN 50% -- PENDING VERIFICATION

Other Elig. Code(s): AID & ATTENDANCE

NSC, VA PENSION

HUMANITARIAN EMERGENCY

HOUSEBOUND

SC Percent: 45%

Rated Disabilities: NONE STATED

Health Insurance: YES

Insurance Co. Subscriber ID Group Holder Effective Expires

==============================================================================

BLUE CROSS BLUE SHIELD 252525 201 SPOUSE 05/19/75

AETNA 12345 123 SELF 01/01/91

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Fee ID Card #: 1234567 Fee Card Issue Date: 07/16/93

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/01/94 VENDOR: FEEVENDOR,ONE - 000456789

TO: 08/09/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

DX:

County: ANYCTY PSA: ANYWHERE

REMARKS:

NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR

UNLESS FURTHER APPROVED BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS.

PSY PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED

DATES OF CARE

Payment Process Menu

Enter Invoice/Payment

**Example of ICD-9 Data, cont.**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

(2) FR: 08/10/94 VENDOR: FEEVENDOR,ONE - 000456789

TO: 08/22/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

DX:

County: ANYCTY PSA: ANYWHERE

REMARKS:

NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR

UNLESS FURTHER APPROVED BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS.

PSY PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED

DATES OF CARE

(3) FR: 08/23/94 VENDOR: FEEVENDOR,ONE - 987678978

TO: 08/31/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

DX:

County: ANYCTY PSA: ANYWHERE

Press RETURN to continue or '^' to exit: **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

REMARKS:

NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR

UNLESS FURTHER APPROVED BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS.

PSY PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED

DATES OF CARE

Enter a number (1-3): **3**

Payment Process Menu

Enter Invoice/Payment

**Example of ICD-9 Data, cont.**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000456789

Address: 923 ANY WAY Specialty:

City: ANYCITY Type: FEEVENDOR,ONE

State: ANYWHERE Participation Code: CONTRACT HOSPITAL

ZIP: 00001-9967 Medicare ID Number: 126789

County: ANYWHERE Chain:

Phone: 999-555-1212

Fax: 999-555-1200 Pricer Exempt: Yes

Austin Name: FEEVENDOR,ONE

Last Change Last Change

TO Austin: 09/27/94 FROM Austin: 09/30/94

Vendor is listed as 'exempt from the pricer'.

Do you wish to keep this invoice exempt from the pricer? Yes// **<RET>**

Select FEE BASIS BATCH NUMBER: **77** C90234

Invoice # 89 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **091594** (SEP 15, 1994)

Enter Vendor Invoice Date: **9/1/94**  (SEP 1, 1994)

tHIS IS a federal Vendor. ipac payment information is required.

feevendor,one is a federal Vendor with

2 active ipac agreements on file:

# id fy description

-- -------- ---- ------------

1 121 2014 ipac agreement 1

2 136 2014 ipac agreement 2

please select the ipac agreement to be used with this invoice.

This information is required.

would you like to display the detailed ipac agreement information? no// **no**

ENTER THE DOD INVOICE NUMBER: **123232**

PATIENT CONTROL NUMBER:

Is this an edi claim from the fpps system? no//

CLAIM NUMBER:NEW <RET> OR USE “??” TO SELECT EXISTING CLAIM NUMBER

Is this line item for a contracted service? No// **<RET>**

DISCHARGE TYPE CODE: **9** STILL A PATIENT

BILLED CHARGES: **497**

AMOUNT CLAIMED: **497**

PAYMENT BY MEDICARE/FED AGENCY: **No**

**ATTENDING PROV NAME: FBPROVIDER,ONE**

**ATTENDING PROV NPI: 123123123A**

**ATTENDING PROV TAXONOMY CODE: 123456789A**

**OPERATING PROV NAME: FBPROVIDER,TWO**

**OPERATING PROV NPI: 123123123O**

**RENDERING PROV NAME: FBPROVIDER, THREE**

**RENDERING PROV NPI: 123123123R**

**RENDERING PROV TAXONOMY CODE: 123456789R**

**SERVICING PROV NAME: FBPROVIDER FOUR**

**SERVICING PROV NPI: 123123123S**

**SERVICING FACILITY ADDRESS: 100 MAIN ST**

**SERVICING FACILITY CITY: ANYWHERE**

**SERVICING FACILITY STATE: VT ANYSTATE**

**SERVICING FACILITY ZIP: 00001**

**REFERRING PROV NAME: FBPROVIDER, FIVE**

**REFERRING PROV NPI: 123123123X**

ICD1: **200.00** 200.00 RETICULOSARCOMA UNSPEC COMPLICATION/COMORBI

200.00

ICD2: **<RET>**

PROC1: **14.19**  14.19 DX PROC POST SEG NEC OTHER DIAGNOSTIC PROCEDURES

ON REFEEUSER1, CHOROID, VITREOUS, AND POSTERIOR CHAMBER

...OK? YES// **<RET>**  (YES)

PROC2: **<RET>**

**Enter line item number: 1**

**line item rendering prov name: fbprovider, six**

**line item rendering prov npi: 123123123L**

**LINE ITEM RENDERING PROV TAXONOMY CODE: 123456789L**

**ENTER ANOTHER LINE ITEM RENDERING PROVIDER? NO//**

**ENTER rETURN TO CONTINUE OR ‘^’ TO EXIT: <RET>**

Select Patient:

**Example of ICD-10 Data**

ICD-9 displays diagnosis from authorization. When ICD-10 is in effect, this will no longer occur. ICD-10 allows entry of diagnosis and procedure codes for the invoice/payment (up to 25 each) and Admitting Diagnosis.

ICD DIAGNOSIS: DIAB

8 matches found

1. E08.- Diabetes mellitus due to underlying condition

(42)

2. E09.- Drug or chemical induced diabetes mellitus (42)

3. E10.- Type 1 diabetes mellitus (40)

4. E11.- Type 2 diabetes mellitus (40)

5. E13.- Other specified diabetes mellitus (42)

6. E23.- Hypofunction and other disorders of the

pituitary gland (6)

7. E83.- Disorders of mineral metabolism (25)

8. H35.- Other reFEEUSER1l disorders (141)

Press <RETURN> for more, "^" to exit, or Select 1-8: 1

2 matches found

1. E08.00 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity without Nonketotic

Hyperglycemic-Hyperosmolar Coma (Nkhhc)

2. E08.01 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity with Coma

Payment Process Menu

### INVOICE EDIT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit payments from batches that have been released by users, such as lead clerks.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

*Is this line item for a contracted service?* - allows you to indicate when a line item is for a contracted service.

*Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

*Do You Want to Modify the IPAC Data? –* Only asked if the selected Vendor has one or more active IPAC Agreements. If answered ‘YES’, the user can select a different IPAC Agreement and/or enter a different DoD Invoice number.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information. Line items that have previously been cancelled are annotated with a plus sign (+).

Payment Process Menu

INVOICE EDIT

**Introduction**

The Invoice Edit option is used to edit data for a previously entered Contract Hospital invoice.

* Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.

**NOTE:** Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

* This option cannot be used to enter new payments.
* Payments from batches which have been transmitted cannot be edited.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data**

Select Payment Process Menu Option: **INVoice Edit**

Select FEE BASIS BATCH NUMBER: 414 C45001

Select FEE BASIS INVOICE NUMBER: **514**

IPAC AGREEMENT INFORMATION ON FILE FOR THIS INVOICE/PAYMENT

-----------------------------------------------------------

IPAC AGREEMENT ID: 121 (ACTIVE)

VENDOR: feevendor,one

SHORT DESCRIPTION: IPAC AGREEMENT 1

DOD INVOICE#: 12345

DO YOU WANT TO MODIFY THE IPAC DATA? NO// **NO**

INVOICE DISPLAY

===============

PROVIDER INFORMATION

ATTENDING PROV NAME: FBPROVIDER, ONE

ATTENDING PROV NPI: 123123123A ATTENDING PROV TAXONOMY CODE: 123456789A

OPERATING PROV NAME: FBPROVIDER, TWO

OPERATING PROV NPI: 123123123O

RENDERING PROV NAME: FBPROVIDER, THREE

RENDERING PROV NPI: 123123123R RENDERING PROV TAXONOMY CODE: 123456789R

SERVICING PROV NAME: FBPROVIDER, FOUR

SERVICING PROV NPI: 123123123S

Payment Process Menu

INVOICE EDIT

**Example of ICD-9 Data, cont.**

SERVICING FACILITY ADDRESS:

100 MAIN ST

ANYWHERE, VT 00001

REFERRING PROV NAME: FBPROVIDER, FIVE

REFERRING PROV NPI: 123123123X

Enter RETURN to continue or '^' to exit:

INVOICE DISPLAY

=================

Veteran's Name Patient Control Number

('\*'Reimbursement to Veteran '+' Cancellation Activity) '#' Voided Payment)

Vendor Name Vendor ID Invoice #

FPPS Claim ID FPPS Line Item Date Rec. Inv. Date Fr Date To Date

Amt Claimed Amt Paid Cov.Days Adj Code Adj Amount Remit Remark

================================================================================

FBCSTESTPT,ONE 666-77-7888

JUNO BEACH HOSPITAL 666661111 514

11/02/11 11/2/11 08/01/11 08/15/11

220.00 0.00 1 0.00

Dx: 200.00

Associated 7078: C45001.0048

Batch #: 414 Date Finalized

INVOICE DATE RECEIVED: NOV 2,2011//

VENDOR INVOICE DATE: NOV 2,2011//

PATIENT CONTROL NUMBER:

Is this an EDI Claim from the FPPS system? NO//

CLAIM NUMBER: 2012-171//<ENTER “??” AND PRESS RET>

RECENT CLAIM NUMBERS FOR THIS PATIENT/VENDOR

# CLAIM NO VEND INV DATE COMPLETE UCID

1: 2012-171 SEP 19, 2012 (500001MI2012-171)

2: 2012-76 JUN 21, 2012 (500001MI2012-76)

Press <RETURN> to return to main prompt, or

CHOOSE 1-2: 2 <RET>

Is this line item for a contracted service? No// NO

DISCHARGE TYPE CODE: STILL A PATIENT//

COVERED DAYS: 1//

BILLED CHARGES: 220//

PAYMENT BY MEDICARE/FED AGENCY: NO//

ATTENDING PROV NAME: FBPROVIDER, ONE//

ATTENDING PROV NPI: 123123123A//

ATTENDING PROV TAXONOMY CODE: 123456789A//

OPERATING PROV NAME: FBPROVIDER, TWO//

OPERATING PROV NPI: 123123123O//

RENDERING PROV NAME: FBPROVIDER, THREE//

RENDERING PROV NPI: 123123123R//

RENDERING PROV TAXONOMY CODE: 123456789R//

Payment Process Menu

INVOICE EDIT

**Example of ICD-9 Data, cont.**

SERVICING PROV NAME: FBPROVIDER, FOUR//

SERVICING PROV NPI: 123123123S//

SERVICING FACILITY ADDRESS: 100 MAIN ST//

SERVICING FACILITY CITY: ANYWHERE//

SERVICING FACILITY STATE: ANYSTATE//

SERVICING FACILITY ZIP: 00001//

REFERRING PROV NAME: FBPROVIDER, FIVE//

REFERRING PROV NPI: 123123123X//

AMOUNT CLAIMED: 220//

ICD1: 200.00//

ICD2:

PROC1:

Current list of Line Item Rendering Providers:

Line Item: 1 Rendering Provider Name: FBPROVIDER, SIX

Rendering Provider NPI: 123123123L Taxonomy Code: 123456789L

Enter LINE ITEM NUMBER: 1

LINE ITEM RENDERING PROV NAME: FBPROVIDER, SIX// FBPROVIDER, SIX

LINE ITEM RENDERING PROV NPI: 123123123L// 123123123L

LINE ITEM RENDERING PROV TAXONOMY CODE: 123456789L// 123456789L

ENTER ANOTHER LINE ITEM RENDERING PROVIDER? NO//

\*nOTE THAT lINE ITEM RENDERING PROVIDER DATA IS NOw DISPLAYed ON both OUTPATIENT and inpatient INVOICE DISPLAY.

**ICD-10 Example**

ICD-10 data allows display and edit of invoice diagnosis and procedure codes (up to 25 each) and Admitting Diagnosis.

=============================================================================

FEE,ICDTHREE 000-23-1456

FEEVENDOR,ONE Vendor ID: 000456789

11/23/12 11/23/12 11/21/12 11/23/12

20.00 0.00 2 0.00

Admit Dx: E08.11

DX/POA: E08.11/Y

PROC: 0NSX34Z

Associated 7078: 1CP008.0003

Batch #: 22714 Date Finalized:

PAYMENT PROCESS MENU

### MULTIPLE ANCILLARY PAYMENTS

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR security key is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

*Enter the DoD Invoice Number* – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

New insurance information may be uploaded into IB files through this option.

**Introduction**

This option is used to enter identical ancillary services incurred while in a Non-VA Hospital for a specified patient and Vendor. Only the date of service may differ.

Depending on site parameters at your facility, patient authorization information and Vendor demographics may be displayed. Vendor demographics may be edited if you hold the FBAA ESTABLISH VENDOR security key. If there are previous payments to the Vendor for the selected patient, a payment history is shown.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

PAYMENT PROCESS MENU

MULTIPLE ANCILLARY PAYMENTS

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: 145

Obligation #: C89622

Select Patient: FEEPATIENT, ONE

FEEPATIENT, ONE Pt.ID: 000-45-6789

32 Kirker RD DOB: FEB 22,1922

BOX 9000

ANYWHERE TEL: 555-1234

ANYSTATE 00001-1345 CLAIM #: 000000000

COUNTY: ANYCTY

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JAN 19, 1989

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 100%

Rated Disabilities: NONE STATED

Health Insurance: UNKNOWN

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Fee ID Card #: A12346 Fee Card Issue Date: 01/01/93

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 01/01/93 VENDOR: FEEVENDOR,ONE - 000456789

TO: 12/31/93

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

DX: ILL

County: ANYCTY PSA: ANYPLACE

REMARKS:

TEST

(2) FR: 08/14/94 VENDOR: FEEVENDOR,ONE - 000456789

TO: 08/18/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: EMERG. NON-VA CARE (INPT/OPT) FOR VET. REC. INPT. CARE IN VAMC

DX: ILL

County: ANYCTY PSA: ANYWHERE MEDICAL CENTER

Payment Process Menu

Multiple Ancillary Payments

**Example of ICD-9 Data, cont.**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

REMARKS:

NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR

UNLESS FURTHER APPROVED BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS.

PSY PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED

DATES OF CARE

Enter a number (1-2): 2

AUTHORIZATION REMARKS:

1>NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72 HOURS OF ADMISSION.

2>HOSPITALIZATION UNTIL STABLE OR UNLESS FURTHER APPROVED BY FEE BASIS

3>CLINIC DIRECTOR -

4>

5>MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS. PSY

6>PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED DATES OF CARE

EDIT Option: <RET>

DX LINE 1: ILL// <RET>

DX LINE 2: <RET>

DX LINE 3: <RET>

Select FEE BASIS VENDOR NAME: FEEvendor, One 000456789 NON-VA HOSPITAL

1 SIMPLE WAY

ANYPLACE, VT 02131 TEL. #: 111-555-2847

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000456789

Address: 1 SIMPLE WAY Specialty:

City: ANYPLACE Type: PUBLIC HOSPITAL

State: ANYSTATE Participation Code: NON-VA HOSPITAL

ZIP: 02131 Medicare ID Number: 640382

County: ANYPLACE Chain:

Phone: 111-555-2847

Fax:

Austin Name:

Last Change Last Change

TO Austin: 9/27/93 FROM Austin:

Want to Edit data? NO// <RET>

Payment Process Menu

Multiple Ancillary Payments

**Example of ICD-9 Data, cont.**

Vendor has no prior payments for this patient

Want a new Invoice number assigned? YES// <RET>

Invoice # 294 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): 9/1 (SEP 01, 1994)

Enter Vendor Invoice Date: 8/25 (AUG 25, 1994)

feevendor,one IS A FEDERAL VENDOR WITH

2 ACTIVE IPAC AGREEMENTS ON FILE:

# id fy description

-- --------- ---- -----------

1 121 2014 ipac agreement 1

2 122 2014 ipac agreement 2

please select the ipac agreement to be used with this invoice.

this information is required.

Seletion#: (1-2): **1**

would you like to display the detailed ipac agreement information? no// **no**

Enter the dod invoice number: **12345**

Will any line items in this invoice be for contracted services? No// YES

Select Service Provided: 10080 DRAINAGE OF PILONIDAL CYST

Major Category: SURGERY

Sub-Category: INTEGUMENTARY SYSTEM

Procedure: DRAINAGE OF PILONIDAL CYST

Detail Description

==================

INCISION AND DRAINAGE OF PILONIDAL CYST;

SIMPLE

Is this correct? YES// <RET>

CPT MODIFIER: 20 MICROSURGERY

Amount Claimed: $: 200

Is $200 correct for Amount Claimed? Yes// y YES

AMOUNT PAID: $: 200

Is $200 correct for Amount Paid? Yes// <RET>

Select ICD DIAGNOSIS: 685.1 685.1 PILONIDAL CYST W/O ABSC

...OK? YES// <RET> (YES)

Select PLACE OF SERVICE: 22 OUTPATIENT HOSPITAL

Select TYPE OF SERVICE: 2 SURGERY

Service connected condition? n NO

Date of Service: 8/14 (AUG 14, 1994)

Is 8/14/94 correct? Yes// <RET>

Payment Process Menu

Multiple Ancillary Payments

**Example of ICD-9 Data, cont.**

DRAINAGE OF PILONIDAL CYST

Is this line item for a contracted service? No// y YES ....OK, DONE....

Invoice: 294 Totals: $ 200

Date of Service: 8/18 (AUG 18, 1994)

Is 8/18/94 correct? Yes// <RET>

DRAINAGE OF PILONIDAL CYST

Is this line item for a contracted service? No// y YES ....OK, DONE....

Invoice: 294 Totals: $ 400

Date of Service: <RET>

Select Patient: <RET>

Select FEE BASIS BATCH NUMBER:

Payment Process Menu

Multiple Ancillary Payments

**Example of ICD-10 Data**

ICD-9 data displays diagnosis from authorization. When ICD-10 is in effect, this will no longer occur. For CNH ancillary payments, a new ICD-10 diagnosis field for authorization will be editable. Allows entry of diagnosis codes for the invoice/payment.

Enter a number (1-2): **2**

AUTHORIZATION REMARKS:

Hospitalization and professional care necessary until the patient's

condition is stabilized or improved enough to permit a transfer without

hazard to a VA or other Federal facility for continued treatment.

constitutes payment-in-full.

ICD DIAGNOSIS: E08.00// **E08**

8 matches found

1. E08.0- Diabetes mellitus due to underlying condition

with hyperosmolarity (2)

2. E08.1- Diabetes mellitus due to underlying condition

with ketoacidosis (2)

3. E08.2- Diabetes mellitus due to underlying condition

with kidney complications (3)

4. E08.3- Diabetes mellitus due to underlying condition

with ophthalmic complications (12)

5. E08.4- Diabetes mellitus due to underlying condition

with neurological complications (6)

6. E08.5- Diabetes mellitus due to underlying condition

with circulatory complications (3)

7. E08.6- Diabetes mellitus due to underlying condition

with other specified complications (12)

8. E08.8 Diabetes Mellitus due to Underlying Condition

with unspecified Complications

Press <RETURN> for more, "^" to exit, or Select 1-8: **8**

ICD Diagnosis code: E08.8

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with unspecified Complications

Payment Process Menu

### PATIENT REIMBURSEMENT FOR ANCILLARY SERVICES

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR security key is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

*Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

*CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information. Line items that had previously been cancelled are annotated with a plus sign (+).

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Patient Reimbursement for Ancillary Services option is used to reimburse a patient for ancillary services paid for by the patient. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Payment Process Menu

PATIENT REIMBURSEMENT FOR ANCILLARY SERVICES

**Introduction, cont.**

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: **24**

Obligation #: C33003

Select Patient: **FEEPATIENT, ONE**

FEEPATIENT, ONE Pt.ID: 000-45-6789

12 ANY ST. DOB: AUG 14,1955

ANYWHERE TEL: Not on File

ANYSTATE 00001 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- NOT VERIFIED

Other Elig. Code(s): SHARING AGREEMENT

SC Percent: 20%

Rated Disabilities: DIABETES (20%-SC)

Health Insurance: NO

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/26/92 VENDOR: FEEVENDOR,ONE - 000456789AA

TO: 04/28/94 Authorization Type: CIVIL HOSPITAL

Purpose of Visit: NON-VA HOSPITAL CARE FOR SC COND

DX: CAD County: ANYPLACE PSA: ANYWHERE, FL

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Patient: FEEPATIENT, ONE

Address Line 1: 12 ANY ST.

City: ANYWHERE

State: ANYSTATE

Zip: 00001

County: ANYPLACE

Want to edit Address data? No// **<RET>**

Select FEE BASIS VENDOR NAME: **FEEvendor,One**

Payment Process Menu

Patient Reimbursement for Ancillary Services

**Example of ICD-9 Data, cont.**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000456789AA

Address: 123 ANYWHERE AVE Specialty:

City: ANYPLACE Type: PUBLIC HOSPITAL

State: ANYSTATE Participation Code: CONTRACT HOSPITAL

ZIP: 00001-1265 Medicare ID Number: 098356

County: ANYSTATE Chain:

Phone: 5551212 Pricer Exempt: Yes

Last Change Last Change

TO Austin: 02/27/94 FROM Austin: 02/28/94

Want to Edit data? NO// **<RET>**

Patient Name: FEEPATIENT, ONE SSN: 000456789

VENDOR: FEEVENDOR,ONE

123 ANYWHERE AVE

ANYPLACE, 55 00001-1265

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment) SVC DATE CPT-MODIFIER AMT CLAIMED AMT PAID CODE INVOICE # BATCH #

------------------------------------------------------------------------------

04/27/94 90050 $ 23.00 $ 23.00 77 24

>>>Check # 37776200 Date Paid: 6/3/94<<<

\*04/27/94 90040 $ 27.00 $ 25.00 1 79 24

Want a new Invoice number assigned? YES// **<RET>**

Invoice # 325 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **4/15** (APR 15, 1994)

Payment Process Menu

Patient Reimbursement for Ancillary Services

**Example of ICD-9 Data, cont.**

Enter Vendor Invoice Date: **4/1** (APR 01, 1994)

Date of Service: **3/30/94** MAR 30, 1994

Select Service Provided: **01922** ANESTH, CAT OR MRI SCAN

Major Category: ANESTHESIA

Sub-Category: RADIOLOGICAL PROCEDURES

Procedure: ANESTH, CAT OR MRI SCAN

Detail Description

==================

ANESTHESIA FOR NON-INVASIVE IMAGING OR RADIATION THERAPY

Is this correct? YES// **<RET>**

CPT MODIFIER: **26** PROFESSIONAL COMPONENT

ANESTH, CAT OR MRI SCAN

AMOUNT CLAIMED: **300**

AMOUNT PAID: **300**

PLACE OF SERVICE: **11** OFFICE

HCFA TYPE OF SERVICE: **1** MEDICAL CARE

SERVICE CONNECTED CONDITION?: **Y**es

Warning, you can only enter 16 more line(s)!

Select Service Provided: **<RET>**

Date of Service: **<RET>**

Invoice: 79 Totals $ 43.00

Payment Process Menu

Patient Reimbursement for Ancillary Services

**Example of ICD-10 Data**

ICD-9 data displays diagnosis from authorization. When ICD-10 is in effect, this will no longer occur. For CNH ancillary payments, a new ICD-10 diagnosis field for authorization will be editable.

ICD DIAGNOSIS: **DIAB**

16 matches found

1. E08.- Diabetes mellitus due to underlying condition

(42)

2. E09.- Drug or chemical induced diabetes mellitus (42)

3. E10.- Type 1 diabetes mellitus (40)

4. E11.- Type 2 diabetes mellitus (40)

5. E13.- Other specified diabetes mellitus (42)

6. E23.- Hypofunction and other disorders of the

pituitary gland (6)

7. E83.- Disorders of mineral metabolism (25)

8. H35.- Other reFEEUSER1l disorders (141)

Press <RETURN> for more, "^" to exit, or Select 1-8: **1**

9 matches found

1. E08.0- Diabetes mellitus due to underlying condition

with hyperosmolarity (2)

2. E08.1- Diabetes mellitus due to underlying condition

with ketoacidosis (2)

3. E08.2- Diabetes mellitus due to underlying condition

with kidney complications (3)

4. E08.3- Diabetes mellitus due to underlying condition

with ophthalmic complications (12)

5. E08.4- Diabetes mellitus due to underlying condition

with neurological complications (6)

6. E08.5- Diabetes mellitus due to underlying condition

with circulatory complications (3)

7. E08.6- Diabetes mellitus due to underlying condition

with other specified complications (12)

8. E08.8 Diabetes Mellitus due to Underlying Condition

with unspecified Complications

Press <RETURN> for more, "^" to exit, or Select 1-8: **1**

2 matches found

1. E08.00 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity without Nonketotic

Hyperglycemic-Hyperosmolar Coma (Nkhhc)

2. E08.01 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity with Coma

Payment Process Menu

### REIMBURSEMENT FOR INPATIENT HOSPITAL INVOICE

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Reimbursement for Inpatient Hospital Invoice option is used to enter a patient reimbursement for an inpatient hospital stay. The payment will be sent through the Austin Pricer just like a direct Vendor invoice and the patient is reimbursed the same as the private facility. If the Vendor is exempt from the pricer, the payment will not go through the Austin Pricer; instead, the prompts necessary to complete the payment will be asked.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

Payment Process Menu

Reimbursement for Inpatient Hospital Invoice

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE** 02-03-35 000456789 MILITARY RETIREE

FEEPATIENT, ONE Pt.ID: 000-45-6789

53 ANYPLACE RD DOB: FEB 3,1935

ANYPLACE TEL: 716-555-2148

ANYWHERE 99999 CLAIM #: 000000000

COUNTY: EXNAME

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED AUG 12, 1994

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 60%

Rated Disabilities: NONE STATED

Health Insurance: YES

Insurance Policy # Group # Holder

--------- -------- ------- -------

PRUDENTIAL 98873498 UNKNOWN APPLICANT

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/11/94 VENDOR: FEEVENDOR,ONE - 000456789

TO: 08/31/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: AUTHORIZED NON-VA HOSPITAL CARE FOR SC COND.

DX: SEVERE PAIN LEFT ABDOMINAL AREA

County: EXNAME PSA: ANYPLACE, NY

REMARKS:

NOTIFICATION OF HOSPITALIZATION RECEIVED WITHIN 72

HOURS OF ADMISSION. HOSPITALIZATION UNTIL STABLE OR

UNLESS FURTHER APPROVED BY FEE BASIS CLINIC DIRECTOR -

MED/SURG PAYMENTS AT DRG RATES IN ACCORDANCE WITH PPS.

PSY PAYMENTS AT 72% OF BILLED CHARGES FOR AUTHORIZED

DATES OF CARE

Press RETURN to continue or '^' to exit: **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Payment Process Menu

Reimbursement for Inpatient Hospital Invoice

**Example of ICD-9 Data, cont.**

Patient: FEEPATIENT, ONE

Address Line 1: 53 ANYPLACE RD

Address Line 2: RR#2

City: ANYPLACE

State: ANYWHERE

Zip: 99999

County: EXNAME

Want to edit Address data? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000456789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000456789

Address: 123 MAIN Specialty:

City: ANYCITY Type: CIVIL HOSPITAL

State: ANYWHERE Participation Code: NON-VA HOSPITAL

ZIP: 00001 Medicare ID Number: 432545

County: Chain:

Phone: 555-3333

Fax: Pricer Exempt: Yes

Austin Name: DOCTOR

Last Change Last Change

TO Austin: 11/14/90 FROM Austin: 11/16/90

Vendor is listed as 'exempt from the pricer'.

Do you wish to keep this invoice exempt from the pricer? Yes// **<RET>**

Select FEE BASIS BATCH NUMBER: **80** C90234

Invoice # 98 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **091594** (SEP 15, 1994)

Enter Vendor Invoice Date: **0901** (SEP 1, 1994)

DISCHARGE TYPE CODE: **9** STILL A PATIENT

BILLED CHARGES: **540**

AMOUNT CLAIMED: **540**

AMOUNT PAID: **540**

PAYMENT BY MEDICARE/FED AGENCY: **N** (NO)

ICD1: **300.11** 300.11 CONVERSION DISORDER

...OK? YES// **<RET>** (YES)

ICD2: **<RET>**

PROC1: **30.01** 30.01 LARYNX CYST MARSUPIALIZ MARSUPIALIZATION OF LARYNGEAL CYST

...OK? YES// **<RET>** (YES)

PROC2: **<RET>**

Select Patient:

Payment Process Menu

Reimbursement for Inpatient Hospital Invoice

**Example of ICD-10 Data**

ICD-9 data displays diagnosis from authorization. When ICD-10 is in effect, this will no longer occur. ICD-10 data allows entry of diagnosis and procedure for the invoice/payment (up to 25 each).

ICD1: E08.00

One match found

ICD Diagnosis code: E08.00

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with

Hyperosmolarity without Nonketotic Hyperglycemic-

Hyperosmolar Coma (Nkhhc)

POA1: Y Diagnosis was present at time of inpatient admission.

ICD2:

ADMITTING DIAGNOSIS: E08.3

12 matches found

1. E08.311 Diabetes Mellitus due to Underlying Condition

with unspecified Diabetic Retinopathy with Macular Edema

2. E08.319 Diabetes Mellitus due to Underlying Condition

with unspecified Diabetic Retinopathy without Macular Edema

3. E08.321 Diabetes Mellitus due to Underlying Condition

with Mild Nonproliferative Diabetic Retinopathy with

Macular Edema

4. E08.329 Diabetes Mellitus due to Underlying Condition

with Mild Nonproliferative Diabetic Retinopathy without

Macular Edema

5. E08.331 Diabetes Mellitus due to Underlying Condition

with Moderate Nonproliferative Diabetic Retinopathy with

Macular Edema

6. E08.339 Diabetes Mellitus due to Underlying Condition

with Moderate Nonproliferative Diabetic Retinopathy without

Macular Edema

7. E08.341 Diabetes Mellitus due to Underlying Condition

with Severe Nonproliferative Diabetic Retinopathy with

Macular Edema

8. E08.349 Diabetes Mellitus due to Underlying Condition

with Severe Nonproliferative Diabetic Retinopathy without

Macular Edema

Press <RETURN> for more, "^" to exit, or Select 1-8: **8**

ICD Diagnosis code: E08.349

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with Severe Nonproliferative Diabetic Retinopathy without Macular Edema

## BATCH MAIN MENU - CH

### OPEN A BATCH

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

When a batch is opened, checks are made against the IFCAP software to ensure a valid station number, authorized control point user and open obligation number are selected.

**Introduction**

Fee Basis bills are paid in groups called batches. The Open a Batch option is used to create a new Civil Hospital batch. You must be an authorized control point user in IFCAP to use this option. To enter, edit, or delete payment data in these batches, use the options in the Civil Hospital Payment Process Menu.

If you are a control point user for more than one control point, you are prompted to select a control point before selecting an obligation number.

WARNING: If you press <RET> or enter an up-arrow <^> in response to the "Select CONTROL POINT:" or "Select Obligation Number:" prompts, the batch will be deleted, you will return to the menu.

**Example**

Want to create a Contract Hospital Batch? YES// **<RET>**

Batch number assigned is: 180

Select Obligation Number: **500-C93999** -- 1358 Obligated - 1358

FCP: 333 $ 9999999

Batch Main Menu - CH

### EDIT BATCH DATA

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit batches opened by other users.

If the obligation number is edited, checks are made against the IFCAP software to ensure a valid station number; authorized control point user and open obligation number are selected.

**Introduction**

The Edit Batch data option is used to edit the obligation number and the date the batch was opened in batches with an OPEN status. You may only edit batches that you opened, unless you hold the FBAA LEVEL 2 security key, in which case you may edit any batch.

**NOTE:** You must be an authorized control point user in IFCAP to change control point and obligation numbers.

**Example**

Select FEE BASIS BATCH NUMBER: **??**

CHOOSE FROM:

1 C90234

4 C89211

5 C89211

10 C90234

11 C90234

13 C89622

14 C89211

15 C89622

16 C93999

'^' TO STOP: **^**

Select FEE BASIS BATCH NUMBER: **1** C90234

Select CONTROL POINT: **999** 999 FEE CIVIL HOSP

Obligation Number: C90234// **<RET>**

Do you want to change the Obligation Number? No// **Y** YES

Select Obligation Number: **C89621** 500-C89621 -- 1358 Ordered and Obligated

FCP: 999 $ 80000

Select CONTROL POINT: **999** 999 FEE CIVIL HOSP

NUMBER: 1// (No Editing)

DATE OPENED: APR 10,1994// **T** (JUN 23, 1994)

Batch Main Menu - CH

### CLOSE-OUT BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to close another user’s batch.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Close-out Batch option is used to close batches with an OPEN batch status. You may close only those batches which you opened, unless you hold the FBAA LEVEL 2 security key. Before you close any batch, it must have payments recorded in it.

**NOTE:** Although you may access all open Fee Basis batches with this option, it should only be used to close Civil Hospital batches.

The total payment dollars and total payment line count are automatically calculated. After you use this option, the batch status is CLERK closed, and no further payments may be added to the batch.

Batch Main Menu - CH

Close-out Batch

**Example**

Select FEE BASIS BATCH NUMBER: **156** C93999

Want to review batch? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 156

FEEVENDOR,ONE 000456789 250 8/15/94

08/14/94 08/18/94 2.00 .00

Dx: 100.0

\*FEEPATIENT, ONE 000-45-6789 156

FEEVENDOR,ONE 000456789 263 8/15/94

08/14/94 08/18/94 50.00 .00

Dx: 300.11 Dx: 300.11

Do you still want to close Batch? YES// **<RET>**

NUMBER: 156 OBLIGATION NUMBER: C93999

TYPE: CH/CNH DATE OPENED: OCT 11, 1994

CLERK WHO OPENED: PRCCLERK STATION NUMBER: 500

TOTAL DOLLARS: 0 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JAN 10, 1995

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: NO

STATUS: CLERK CLOSED

Batch Closed

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### RE-OPEN BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to reopen batches other than those you opened.

**Introduction**

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK closed. You may wish to reopen a batch to add or delete payment lines. Batches that have been released, transmitted, or finalized by a lead clerk or supervisor cannot be reopened. You may reopen only those batches which you originally opened, unless you hold the FBAA LEVEL 2 security key, which allows you to reopen any batch with a CLERK closed status. When a batch is reopened by someone other than the person who created it, the name of the person who reopened it will then be listed as the person who opened the batch.

**NOTE:** This option does not change the date opened. If you wish, you may change this information by using the Edit Batch data option. Although you may access all closed Fee Basis batches, only Civil Hospital batches should be reopened through this option.

To reopen a batch, you may enter the batch number or the name of the clerk who opened it at the "Select Fee Basis batch number:" prompt. The output is automatically generated to your screen, and there is no way to exit the option once the process has started.

**Example**

Select FEE BASIS BATCH NUMBER: **173** C89621

NUMBER: 173 OBLIGATION NUMBER: C89621

TYPE: MEDICAL PAYMENTS DATE OPENED: NOV 4, 1994

CLERK WHO OPENED: prcclerk STATION NUMBER: 500

TOTAL DOLLARS: 876 PAYMENT LINE COUNT: 8

STATUS: OPEN INVOICE COUNT: 8

Batch has been Re-opened!

Select FEE BASIS BATCH NUMBER:

BATCH MAIN MENU - CH

### PRICER BATCH RELEASE

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**Introduction**

The Pricer Batch Release option is used to review Contract Hospital payments and to release these payments for transmission to the Austin Pricer to be grouped and priced.

Batches must be released to the pricer before being queued for transmission. Batches released through this option will have a status of Supervisor Closed.

**Example**

Select FEE BASIS BATCH NUMBER: **983** C77777

NUMBER: 983 OBLIGATION NUMBER: C77777

TYPE: CH/CNH DATE OPENED: JUL 16, 1990

CLERK WHO OPENED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 3450 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JUL 16, 1990

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: NO

STATUS: CLERK CLOSED

Want line items listed? No// **<RET>**

Do you want to Release Batch as Correct? No// **Y**

NUMBER: 983 OBLIGATION NUMBER: C77777

TYPE: CH/CNH DATE OPENED: JUL 16, 1990

CLERK WHO OPENED: FEEUSER1 DATE SUPERVISOR CLOSED: JUL 16, 1990

SUPVR WHO CERTIFIED: FEESUPER STATION NUMBER: 500

TOTAL DOLLARS: 3450 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JUL 16, 1990

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: NO

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Batch Main Menu - CH

### RE-INITIATE PRICER REJECTED ITEMS

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to re-initiate Pricer rejected items in another user’s batch.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Re-initiate Pricer Rejected Items option is used to re-initiate rejects from the Austin Pricer system into another Civil Hospital batch. You will be given the opportunity to edit the payment after reinitiating.

**Example**

Select Batch with Pricer Rejects: **990** C77777

Select New Batch Number: **1014** C77777

Select Patient: **FEEPATIENT, ONE** 10-23-56 000456789 SC VETERAN

1185

INVOICE DISPLAY

=================

Veteran's Name ('\*'Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment)

Vendor Name Vendor ID Invoice #

Fr Date To Date Claimed Paid Sus Code Dt. Rec. Inv. Date

==============================================================================

FEEPATIENT, ONE 000-45-6789

FEEVENDOR,ONE 000456789 1185

07/15/94 07/17/94 3125.00 3125.00 08/05/94 07/27/94

Dx: 116.0

Associated 7078: C77777.0177

Batch #: Date Finalized:

Rejects Pending! Reject reason: WRONG VENDOR

Old Batch #: 990

Want to re-initiate this payment? No// **Y**

Want to edit payment now? Yes// **<RET>**

Batch Main Menu - CH

Re-initiate Pricer Rejected Items

**Example, cont.**

INVOICE DATE RECEIVED: AUG 5,1994// **<RET>**

VENDOR INVOICE DATE: **07/27/94** (JUL 27, 1994)

Is this line item for a contracted service? No// **<RET>**

DISCHARGE TYPE CODE: TO HOME SELF CARE// **<RET>**

BILLED CHARGES: 3125.00// **3120.00**

PAYMENT BY MEDICARE/FED AGENCY: no// **<RET>**

AMOUNT CLAIMED: 3125.00// **3120.00**

ICD1: 116.0// **<RET>**

ICD2: **<RET>**

PROC1: **<RET>**

Batch Main Menu - CH

### RELEASE A BATCH

You must hold the FBAA LEVEL 2 security key to access and use this option.

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released.

**Introduction**

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of Clerk Closed may be entered.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Civil Hospital batches.

NOTE: As of patch FB\*3.5\*117, this option enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

The error message for a segregation of duty violation looks like this:

Select FEE BASIS BATCH NUMBER: **14230**      C15064

You are the Obligator of the 1358.

Due to segregation of duties, you cannot also certify an invoice for payment.

If this message appears you must get someone who is not the requestor, approving official, or obligator of the batch to release it.

**Example**

Select FEE BASIS BATCH NUMBER: **284** C35001

NUMBER: 284 OBLIGATION NUMBER: C35001

TYPE: CH/CNH DATE OPENED: MAY 13, 1993

CLERK WHO OPENED: FEEUSER1 DATE SUPERVISOR CLOSED: MAY 13, 1993

SUPERVISOR WHO CERTIFIED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 10 INVOICE COUNT: 1

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: MAY 13, 1993

DATE TRANSMITTED: MAY 13, 1993 CONTRACT HOSPITAL BATCH: yes

BATCH EXEMPT: NO

STATUS: ASSIGNED PRICE

Want line items listed? NO// **y** YES

Batch Main Menu - CH

Release a Batch

**Example, cont.**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 284

FEEVENDOR,ONE 000456789CN 387 5/13/93

04/20/93 04/28/93 5.00 10.00 Discharge DRG20

Dx: 121.3

Do you want to Release Batch as Correct? NO// y YES

NUMBER: 284 OBLIGATION NUMBER: C35001

TYPE: CH/CNH  DATE OPENED: MAY 13, 1993

CLERK WHO OPENED: FEEUSER1

  DATE SUPERVISOR CLOSED: MAY 13, 1993@15:28:39

SUPERVISOR WHO CERTIFIED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 10 INVOICE COUNT: 1

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: MAY 13, 1993

DATE TRANSMITTED: MAY 13, 1993 CONTRACT HOSPITAL BATCH: yes

BATCH EXEMPT: NO

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Batch Main Menu - CH

### FINALIZE A BATCH

You must hold the FBAAREJECT and/or FBAAFINANCE security keys, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.

**NOTE:** Although all Fee Basis batches needing to be finalized may be accessed, this option should only be used to finalize Civil Hospital batches.

**Introduction**

The Finalize a Batch option is used after a batch has been transmitted to Central Fee (Austin). It is used to reject certain payment items and to finalize the batch as correct. This option is also used to complete a batch, which changes its status to VOUCHERED and populates the DATE FINALIZED field in the FEE BASIS PAYMENT (#162) and FEE BASIS INVOICE (#162.5) files for applicable payments.

* Users specify local rejects, only. Payment lines that are rejected by Central Fee are reported to VistA automatically by interface transactions.
* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.

If requested, the system will display all line items in the selected batch. You may then reject the entire batch or individual line items within the batch.

When a payment item is rejected through this option, the dollar amount of that item is automatically returned to the obligation.

When a batch is completed using this option, a transaction is automatically sent to Central Fee. That same user who completed the batch will also be a recipient of the message.

* This transaction instructs Central Fee of any payment line items that must be deleted (i.e. local rejects) and to release the remainder of the batch to downstream payment systems, such as FMS.
* This transaction replaces all use of 994 code sheets in IFCAP.

Batch Main Menu - CH

FINALIZE A BATCH

**Message Examples**

The following is a sample message for a Medical Fee batch.

Subj: FEE BASIS VOUCHER MESSAGE BATCH 222 [#2561479] 04/04/12@16:24 2 lines

From: FEEFINANCE,FIRST In 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEV320120404500 000222001$

500 20120404V3000000000000007172755^1425^4^1$

Enter message action (in IN basket): Ignore//

At a later time, Central Fee sends a Voucher Batch Acknowledgement message to VistA. The user will not see this message unless there is a problem. If there is a problem, a bulletin will be sent to the G.FEE and G.FEE FINANCE mail groups and the Voucher Batch Acknowledgement message will be forwarded to G.FEE.

**REF:** For more information on the Fee Basis mail groups, see the section titled *Mail Groups* in the *Fee Basis Technical Manual and Security Guide v3.5*.

Subj: Fee Server Notification for batch 1943 voucher ack. [#2561472]

04/04/12@14:34 16 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

------------------------------------------------------------------------------

Apr 04, 2012@14:34:50

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA VOUCHER SERVER

Subject: unit test 2-6j

Message #: 2561471

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Messages from Central Fee follow

(W) This is a warning message from Central Fee.

(E) This is an error message from Central Fee.

Enter message action (in IN basket): Ignore//

Batch Main Menu - CH

Finalize a Batch

**Example: Finalize a Batch option**

Select Batch Main Menu - CH Option: **FINalize a Batch**

Select FEE BASIS BATCH NUMBER: **239 <ret>** C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 900

INVOICE COUNT: 3 PAYMENT LINE COUNT: 3

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Batch Main Menu - CH

Finalize a Batch

**Example: Finalize a Batch option, cont.**

Want to reject the entire Batch? NO//

Want to reject any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,FEE <RET>** B,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

1) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Want all line items rejected for this patient? YES// **n <RET>** NO

Reject which line item: (1-1): 1

Are you sure you want to reject item number: 1? NO// **y <RET>** YES

Enter reason for rejecting: test individual reject

Item rejected. Want to reject another? YES//**n <RET>** NO

Select FEE BASIS PATIENT NAME:

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500  TOTAL DOLLARS: 550

INVOICE COUNT: 2 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Do you want to Finalize Batch as Correct? NO// **YES**

Voucher Batch message # 2579597 sent to Central Fee.

Batch has been Finalized!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### RE-INITIATE REJECTED PAYMENT ITEMS

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**NOTE:** Although all Fee Basis batches may be accessed, this option should only be used to re-initiate rejected payment items for Civil Hospital batches.

**Introduction**

The Re-Initiate Rejected Payment Items option is used to re-initiate rejected payment items into a new batch.

* The option prevents the selection of a batch when the Voucher Batch Acknowledgement from Central Fee reported an application error or has not yet been received. Central Fee generates a Voucher Batch Acknowledgement in response to the new transaction sent by VistA when the batch is completed using the Finalize a Batch option.
* It is possible to re-initiate all rejected line items in a batch at once, or re-initiate one line item at a time.

Batch Main Menu - CH

RE-INITIATE REJECTED PAYMENT ITEMS

**Example**

Select Batch Main Menu - CH Option: **RE-INITIATE RE**Jected Payment Items

Select Batch with Rejects: **215** **<RET>** C20001

New Batch for Rejects is: **254**

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 215 Voucher Date: 2/15/12 Voucherer: FEEVOUCHERER,FEEUSER

FEEPATIENT,FEE C 000-00-5401 215

FEEHOSPITAL 504000567 279 2/15/12

FPPS Claim ID: 12345 FPPS Line: ALL

02/10/12 02/10/12 100.00 90.00 97 Discharge DRG2

DX/POA: 100.0/ 100.81/ 100.89/

PROC: 20.01 20.09 20.1 20.21 20.22

Central Fee Reject Old Batch #: 215

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: CC2 Reject reason code is not currently defined in list.

-------------------------------------------------------------------------------

Want to re-initiate all rejected items in the Batch? NO//

Want to re-initiate any line items? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE C 000-00-5401 215

FEEHOSPITAL 504000567 279 2/15/12

FPPS Claim ID: 12345 FPPS Line: ALL

1) 02/10/12 02/10/12 100.00 90.00 97 Discharge DRG2

DX/POA: 100.0/ 100.81/ 100.89/

PROC: 20.01 20.09 20.1 20.21 20.22

Re-Initiate which line item: (1-1): **1**

Are you sure you want to re-initiate line item number: 1? NO// **YES**

Item Re-initiated. Want to re-initiate another? YES// **NO**

Batch Main Menu - CH

RE-INITIATE REJECTED PAYMENT ITEMS

**Example, cont.**

NUMBER: 215 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: FEB 15, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: FEB 15, 2012@16:03:03

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE FINALIZED: FEB 15, 2012 DATE CLERK CLOSED: FEB 15, 2012

DATE TRANSMITTED: FEB 15, 2012 CONTRACT HOSPITAL BATCH: yes

PERSON WHO COMPLETED: FEEUSER,FEEUSER1

BATCH EXEMPT: NO

STATUS: VOUCHERED

Select Batch with Rejects:

Batch Main Menu - CH

### DELETE REJECT FLAG

You must hold the FBAAREJECT security key to access and use this option.

**NOTE:** Although all Fee Basis batches with rejections may be accessed, this option should only be used to delete reject flags from Civil Hospital batches.

**Introduction**

The Delete Reject Flag option is used to delete reject flags that were entered in error using the Finalize a Batch option.

* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.
* Reject flags that are set by the Central Fee transactions cannot be locally deleted since those payment lines were *not* accepted by Central Fee or have been dropped from Central Fee.
* Locally specified reject flags can only be deleted before the batch is completed (VOUCHERED) since completion of the batch triggers the new transaction which results in the removal of any locally rejected payment lines from Central Fee and releases the remainder of the payment lines.
* When reject flags are deleted, the payment line count and total dollar amount for the batch will be recalculated. The current obligation balance will be decreased by the total dollar value of the rejected line item(s).

**Example**

Select Batch Main Menu - CH Option: **DELete reject flag**

Select FEE BASIS BATCH NUMBER:  **239 <RET>**  C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 239 Voucher Date: Voucherer:

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

FEEPATIENT,FEE C 000-00-5401 239

FEEHOSPITAL 504000567 328 4/19/12

02/02/12 02/08/12 90.00 80.00 45 Discharge DRG4

Admit Dx: 410.00

DX/POA: 440.0/Y

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Central Fee Reject Old Batch #: 239

Rej Code: C050 Reject reason code is not currently defined in list.

Rej Code: C100 Reject reason code is not currently defined in list.

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

-------------------------------------------------------------------------------

Want to delete local rejection codes for the entire Batch? NO//

Want to delete local rejection code for any line items? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

1) 02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

2) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

3) 02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Delete reject flag for which line item: (1-3): **1**

Are you sure you want to delete the reject on item number 1? NO// **YES**

...Done

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 150

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### STATUS OF BATCH

**Introduction**

The Status of Batch option is used to display the status of a selected batch, along with all other information available for that batch. The following table lists possible batch statuses, the fee program in which the status can be assigned, and a brief explanation of each status.

| STATUS | FEE PROGRAM | EXPLANATION OF STATUS |
| --- | --- | --- |
| OPEN | Medical, Travel  Pharmacy  CH, CNH | The clerk opened a batch in order to process payments. |
| CLERK CLOSED | Medical, Travel  Pharmacy  CH, CNH | The clerk used the Close Batch option to signify that all payments within the batch are completed and ready for submission to Austin. |
| SUPERVISOR CLOSED | Medical, Travel  Pharmacy  CNH | The supervisor used the Release a Batch option after reviewing the batch and determining that all of the items were appropriate to forward to Austin. |
| SUPERVISOR CLOSED | CH | The Pricer Batch Release option was used to signify that the batch is ready for transmission to the Austin Pricer System. The Pricer Batch Release option may now be accessed by any user (is no longer locked). |
| FORWARDED TO PRICER | CH | The supervisor used the Queue Data for Transmission to send data to the pricer for processing. |
| ASSIGNED PRICE | CH | The clerk used the Complete a Payment option to enter the amount paid for a contract hospital bill received from the Austin pricer. This is done only when all invoices in the batch have been completed. |
| REVIEWED AFTER PRICER | CH | The supervisor used the Release a Batch option to indicate that the payment is ready to forward to Austin. |
| TRANSMITTED | Medical, Travel  Pharmacy  CH, CNH | The supervisor used the Queue Data for Transmission option to transmit FEE payments and MRAs to Austin. |
| CENTRAL FEE ACCEPTED | Medical, Travel  Pharmacy  CH, CNH | The Payment Batch Results message from Austin has been received. The batch contains at least one line item that was accepted by Austin |
| VOUCHERED | Medical, Travel  Pharmacy  CH, CNH | The batch was finalized by Fiscal Service. |

Batch Main Menu - CH

Status of Batch

**Example**

Select FEE BASIS BATCH NUMBER: 181 C15005

DEVICE: HOME// <RET> VIRTUAL TERMINAL RIGHT MARGIN: 80// <RET>

NUMBER: 181 OBLIGATION NUMBER: C15005

TYPE: CH/CNH DATE OPENED: NOV 6, 1990

CLERK WHO OPENED: FEECLK DATE SUPERVISOR CLOSED: NOV 9, 1990

SUPERVISOR WHO CERTIFIED: FEESPR

STATION NUMBER: 500 TOTAL DOLLARS: 50

INVOICE COUNT: 2 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: NOV 6, 1990 DATE TRANSMITTED: NOV 9, 1990

CONTRACT HOSPITAL BATCH: YES BATCH EXEMPT: NO

STATUS: TRANSMITTED

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### LIST ITEMS IN BATCH

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The List Items in Batch option is used to view all payment records in a selected batch. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

**Example**

Select FEE BASIS BATCH NUMBER: **181** C89621

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 181

FEEVENDOR,ONE 000456789 198 11/8/90

10/30/90 11/09/90 100.00 50.00 1 Discharge DRG423

Dx: 103.2

Proc: 01.01

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### BATCH DELETE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete batches other than those you opened.

**Introduction**

This option allows you to delete batches that meet the following criteria:

1. Total Dollars equal to zero
2. Invoice Count equal zero
3. Payment Line Count equal zero
4. Rejects Pending flag not set to "yes"

If the batch does not meet the above criteria, a message is displayed explaining why the selected batch could not be deleted.

A batch that was rejected using the Reprocess Overdue Batch option cannot be deleted with the Batch Delete option.

**Example**

Select FEE BASIS BATCH NUMBER: 169 C90234

NUMBER: 169 OBLIGATION NUMBER: C90234

TYPE: CH/CNH DATE OPENED: NOV 4, 1994

CLERK WHO OPENED: FEECLK1 STATION NUMBER: 500

DATE CLERK CLOSED: MAY 17, 1993 CONTRACT HOSPITAL BATCH: yes

BATCH EXEMPT: NO

STATUS: ASSIGNED PRICE

Sure you want to DELETE this batch? No// y YES

Batch Deleted.

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CH

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

==============================================================================

33 08/19/93 FEECLERK, FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLERK, FEECLK 999-C90234 1500.00

Batch Main Menu - CH

### OPEN ANCILLARY PAYMENT BATCH

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**Introduction**

The Open Ancillary Payment Batch option is used to open a batch for ancillary payments associated with a contract hospital admission. Ancillary payments are those made to vendors (other than the hospital) who provide services to veterans while they are hospitalized at a private facility under VA auspices.

You must be an authorized user in the IFCAP package to select an obligation number.

**Example**

Want to create an Ancillary Payment Medical Batch? Yes// **<RET>**

Medical Batch number assigned is: 1011

ARE YOU ADDING '1011' AS A NEW FEE BASIS BATCH (THE nTH)? **Y**

Select Obligation Number: **C77777** 500-C77777 -- 1358 Obligated - 1358

FCP: 777 $ 9999999

## OUTPUT MENU

### 7078 PRINT

**Introduction**

The 7078 Print option is used to generate VA Form 10-7078, "Authorization and Invoice for Medical and Hospital Services". This option allows you to specify the number of copies (up to five) that you wish to print.

If you wish the name and title of the approving official to be different from those set through the site parameters, you may edit through this option.

**Example**

Select Veteran: **FEEpatient, One** 06-02-34 000456789 SC VETERAN

C77777.0141 FEEvendor,One FEEpatient, ONE COMPLETE

REFERENCE NUMBER: C77777.0141 VENDOR: FEEvendor,One

VETERAN: FEEpatient, ONE AUTHORIZATION FROM DATE: AUG 30, 2006

AUTHORIZATION TO DATE: SEP 17, 2006 AUTHORITY: NON-VA FOR SC DISABILITY

ESTIMATED AMOUNT: 1350 USER ENTERING: FEE USER

STATUS: COMPLETE DATE OF ISSUE: AUG 30, 2006

FEE PROGRAM: CIVIL HOSPITAL REFERRING PROVIDER: FEEprovider,Two

Is this the correct 7078? Yes// **<RET>**

Approving Official for 7078: FEE APPROVING OFFICIAL// **<RET>**

Title of Approving Official: Clinical Director// **<RET>**

# of copies of 7078? 1// **<RET>**

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 120// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y** (YES)

Requested Start Time: NOW// **<RET>** (DEC 12, 2006@15:17)

REQUEST QUEUED

Output Menu

7078 Print

**Example, cont.**

------------------------------------------------------------------------------------------------------------------

Department of Veterans Affairs AUTHORIZATION AND INVOICE FOR MEDICAL AND HOSPITAL SERVICES

------------------------------------------------------------------------------------------------------------------

Issuing Office |1. Date of Issue

VAMC ANYWHERE | 08/30/06

113 ANYSTREET AVE |-----------------------------------------------

ANYWHERE, NY 00001 |2. Veteran's Name

| FEEpatient, ONE

------------------------------------------------------------------------------------------------------------------

Name of Physician or Station |3. Address

FEEvendor,One | 1 MAIN ST

NEW SCOTLAND AVE | Apt. 1B

SUITE 301 |

ANYWHERE, NY 00001 | ANYCITY, NY 00001

ID#: 111111111 |-----------------------------------------------

| 4. Veteran's Claim No. | 4A. SSN

| 000456789 | XXX-XX-6789

|-----------------------------------------------

| 5. Authorization Valid

|-----------------------------------------------

Name of VA Referring Provider |From |To

FEEprovider,Two NPI: 1111111112 | 08/30/06 | 09/17/06

------------------------------------------------------------------------------------------------------------------

PART 1. - SERVICES AUTHORIZED

------------------------------------------------------------------------------------------------------------------

6. Services shown below are authorized for the period indicated in Item 5 above. | 7. Fee

(See Special Provisions below.) |$

Move to VAMC ASAP

------------------------------------------------------------------------------------------------------------------

8. Fee Schedule or Contract |9. Authority |9A. |10. Estimated Amount

| 17.45 | | $500.00

------------------------------------------------------------------------------------------------------------------

11. Fiscal Symbols |12. Authorized by (Name and Title)

360/10161.001 C77777.0141 | DOCTOR ME Clinical Director

------------------------------------------------------------------------------------------------------------------

SPECIAL PROVISIONS: Acceptance of this authorization to render service is governed by the following:

1. ACCEPTANCE OF THIS AUTHORIZATION AND PROVIDING OF SUCH TREATMENT OR SERVICES SUBJECTS YOU, THE PROVIDER OF

CARE, TO THE PROVISIONS OF PUBLIC LAW 93-579, THE PRIVACY ACT OF 1974, TO THE EXTENT OF THE RECORDS PERTAINING

TO THE VA AUTHORIZED TREATMENT OR SERVICES OF THIS VETERAN.

2. Fees or rates listed represent maximum allowance for services specified. In no event should charges be made to

the VA in excess of usual and customary charges to the general public for similar services.

3. Payment by the VA is payment in full for authorized services rendered.

4. Unless otherwise approved by the VA, services are limited in type and extent to those shown on this

authorization. If services are not initiated for any reason, return a copy of the authorization to the issuing

office with a brief explanation.

5. A copy of the Operative Report will be forwarded to the Authorizing station within one week following any major

surgery.

6. A copy of the hospital summary will be forwarded to the authorizing station within ten work days following the

release of the patient from the hospital.

7. When submitting claims for payment you must include the NPI and Taxonomy Code of the rendering practitioner,

and the NPI and Taxonomy Code of your organization. If, under the HIPAA NPI Final Rule

[http://www.cms.hhs.gov/NationalProvIdentStand], your organization is an "atypical" provider furnishing

services such as taxi, home and vehicle modifications, insect control, habilitation, and respite services and

is therefore ineligible for an NPI, it is important that you indicate "Ineligible for NPI" on your claim form.

------------------------------------------------------------------------------------------------------------------

All questions relating to this authorization should be referred to the issuing VA Office

------------------------------------------------------------------------------------------------------------------

VA Form 10-7078

Output Menu

### CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.

**Example**

Select Check Number: **18729310**

DEVICE: HOME// **<RET>** LAT TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 18729310

------------------------------------ Page: 1

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

From To Amount Amount Susp Batch Invoice

Date Date Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEvendor,One VENDOR ID: 000111111

Patient: FEEpatient, One Patient ID: XXX-XX-6789

6/1/06 6/30/06 6,100.00 6,000.00 D 378 583

>>>Check # 18729310 Date Paid: 1/9/95<<<

Enter RETURN to continue or '^' to exit: **<RET>**

Select Check Number:

Output Menu

### CIVIL HOSPITAL CENSUS REPORT

**Introduction**

The Civil Hospital Census Report option generates an output of all active Civil Hospital inpatients, as determined by the Authorization FROM and TO dates in Section 5 of VA Form 10-7078, for a specified census date. For this reason, it is imperative that VA Form 10-7078s are entered in a timely manner in order for the report to contain accurate census information.

**Example**

\*\*\*\*CENSUS DATE SELECTION\*\*\*\*

Census DATE: **072994** (JUL 29, 1994)

Display Address for Vendors? No// **Y** YES

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BASIS CIVIL HOSPITAL CENSUS

07/29/94

--------------------------

VENDOR NAME VENDOR ID

VETERAN NAME DOB VETERAN ID PSA AUTH FROM DATE

==============================================================================

FEEVENDOR,ONE 000456789 CONTRACT HOSP

923 ANY WAY

ANYCITY, NY 00001-9967 TEL. #: 999-555-9366

FEEPATIENT, ONE 01/31/55 000-45-6789 569 07/27/94

FEEVENDOR,ONE 000456789 CONTRACT HOSP

RR#2

ANYPLACE, NY 99999 TEL. #: 716-555-3355

FEEPATIENT, ONE 02/03/35 000-45-6789 670 08/11/93

FEEVENDOR,TWO 000456789 CONTRACT HOSP

9 SKY WAY

ANYCITY, NY 00001-9967 TEL. #: 999-555-9999

Press RETURN to continue or '^' to exit: **<RET>**

Output Menu

Civil Hospital Census Report

**Example, cont.**

FEE BASIS CIVIL HOSPITAL CENSUS

08/15/93

--------------------------

VENDOR NAME VENDOR ID

VETERAN NAME DOB VETERAN ID PSA AUTH FROM DATE

=============================================================================

FEEPATIENT, ONE 00/14 000-45-6789 569 07/27/93

Output Menu

### CLERK LOOKUP FOR 7078 AUTHORIZATION

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Clerk Lookup for 7078 Authorization option is used to list users that entered or edited a specified 7078 authorization. Entry or edit of nursing home rate and movements are included in this output. When applicable the output will also show users that entered or edited the civil hospital notification associated with the authorization.

Per enforcement of Separation of Duties, the Fee Basis software keeps track of all users who’ve touched an authorization so it can prevent them from doing pricing. This report lists people that have touched a given authorization.

Select Output Main Menu Option: Clerk Lookup for 7078 Authorization

Select Patient: FEEPATIENT,ONE,ONE FEEPATIENT,ONE 4-1-76

000666666 YES NSC VETERAN

PRIORITY:3 STATUS:UNVERIFIED PREFERRED FACILITY:500TA

Enrollment Priority: GROUP 3 Category: IN PROCESS End Date:

1 FEEPATIENT,ONE C95001.0083 ANYWHERE MED CENTER FEEPATIENT,T

EST ONE COMPLETE

2 FEEPATIENT,ONE C95001.0084 ANYWHERE MED CENTER FEEPATIENT,T

EST ONE COMPLETE

3 FEEPATIENT,ONE C95001.0089 FRIENDLY NURSING HOME FEEPATIE

NT,ONE COMPLETE

CHOOSE 1-3:

CHOOSE 1-3: 3 C95001.0089 FRIENDLY NURSING HOME FEEPATIENT,ONE

COMPLETE

DEVICE: HOME// <RET>

Clerk Lookup for a 7078 authorization APR 07, 2015@14:59:25 page 1

-------------------------------------------------------------------------------

10-7078 Authorization

Veteran: FEEPATIENT,ONE Vendor: FRIENDLY NURSING HOME

Reference Number: C95001.0089 Fee Program: CIVIL HOSPITAL

Authorized From Date: FEB 07, 2015 Authorized To Date: FEB 09, 2015

Date/Time Edited Edited By

--------------------- -----------------------------------

Feb 09, 2015@14:12:17 FEECLERK,TWO

Comments: Enter CNH 7078 authorization.

Feb 09, 2015@14:13:31 FEECLERK,TWO

Comments: Enter CNH admission.

Feb 09, 2015@14:26:42 FEECLERK,TWO

Comments: Add CNH rate(s).

Feb 09, 2015@15:19:01 FEECLERK,TWO

Comments: Add CNH rate(s).

Feb 09, 2015@15:19:13 FEECLERK,TWO

Comments: Enter CNH discharge.

Output Menu

### COST REPORT FOR CIVIL HOSPITAL

**Introduction**

This option generates the Cost Report for Civil hospital for a specified date range, sorted by Date Finalized and Patient Type Code. You can print either a detailed report or a summary.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : t-10 (DEC 04, 1994)

Ending DATE : t (DEC 14, 1994)

Select one of the following:

D DETAILED REPORT

S SUMMARY ONLY

Choose Report Type: S// dETAILED REPORT

QUEUE TO PRINT ON

DEVICE: HOME// A138-10/6/UP KYOCERA RIGHT MARGIN: 80// <RET>

Requested Start Time: NOW// <RET> (DEC 14, 1994@13:57:15)

REQUEST QUEUED

Task #: 33752

COST REPORT FOR CIVIL HOSPITAL

12/4/87 THROUGH 12/14/94

------------------------------

PATIENT NAME PATIENT ID ASSOC 7078 AMT PAID FINAL DRG LOS

==============================================================================

TREATING SPECIALTY: MEDICAL

FEEPATIENT, ONE 000-45-6789 C90234.0057 4.44\*\*

FEEPATIENT, TWO 000-45-6789 C90234.0008 5.00 18 2

TREATING SPECIALTY: SURGICAL

FEEPATIENT, THREE 000-45-6789 C90234.0031 525.00 21 20

\*\* Indicates an Ancillary Payment

Output Menu

Cost Report for Civil Hospital

**Example, cont.**

COST REPORT FOR CIVIL HOSPITAL

12/4/87 THROUGH 12/14/94

------------------------------

SUMMARY

LOS # CASES AVE. AMT. PAID

==============================================================================

TREATING SPECIALTY: MEDICAL

2 1 5.00

TREATING SPECIALTY: SURGICAL

20 1 525.00

==============================================================================

TOTAL CASES: 2 AVERAGE AMOUNT PAID: 265.00 AVERAGE LOS: 11.00

TOTAL ANCILLARY PAYMENTS: 1 AVERAGE AMOUNT PAID: 4.44

Output Menu

### DISPLAY OPEN BATCHES

**Introduction**

This option displays a list of all Fee Basis batches (regardless of Fee Basis program) which have a status of open.

**Example**

Batch # Type Dt Open Clerk Who Opened Obligation #

==============================================================================

25 CH/CNH 05/28/93 FEEUSER1 C33003

26 Pharmacy 05/28/93 FEEUSER1 C93004

28 Medical 05/28/93 FEEUSER1 C33003

33 Medical 06/02/93 FEECLK1 C33003

34 CH/CNH 06/03/93 FEECLK1 C33003

35 Medical 06/08/93 FEECLK1 C33003

Output Menu

### INVOICE DISPLAY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Invoice Display option is used to view or print detailed line items associated with a selected Civil Hospital invoice.

**NOTE:** Although you may view and print both Civil Hospital and Contract Nursing Home invoices with this option, it should be used to view and print Civil Hospital invoices only.

The display line containing ‘IPAC Number’ and DoD Invoice Number’ only appears if

The invoice Vendor has one or more active IPAC Agreements.

**Example of ICD-9 Data**

Select FEE BASIS INVOICE NUMBER: **164**

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

INVOICE DISPLAY

=================

Veteran's Name ('\*'Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment)

Vendor Name Vendor ID Invoice #

Fr Date To Date Claimed Paid Sus Code Dt. Rec. Inv. Date

==============================================================================

FEEPATIENT, ONE 000-45-6789

FEEVENDOR,ONE 000888888 164

10/23/94 10/31/94 1800.00 1800.00 11/6/94 11/1/94

IPAC Number: 121 DoD Invoice Number: 151571

DX: 747.3 Discharg DRG: 136

Associated 7078: C15005.0007

Batch #: 267 Date Finalized: 11/25/94

Rejects Pending! Reject reason: WRONG OBLIGATION

Old Batch #: 267

Select FEE BASIS INVOICE NUMBER:

Output Menu

### IPAC VENDOR REPORTS MENU

DOD INVOICE DISPLAYNUMBER INQUIRY

**Introduction**

The DoD Invoice Number Inquiry option is used to display all of the VistA Invoices for a selected DoD Invoice Number. VistA invoices from any batch regardless of the status of the batch will be displayed.

**Example of ICD-10 Data**

ICD-10 data displays invoice diagnosis and procedure codes (up to 25 each) and Admitting Diagnosis.

\*FEE,ICDTHREE 000-23-1456

This report will display all of the VistA invoices for the

Selected DoD Invoice Number.

DoD Invoice Number: **9988707**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 80 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 80// **<RET>**

Compiling IPAC Vendor DoD Invoice Inquiry Report. Please wait …

IPAC Vendor DoD Invoice Inquiry Report

For DoD Invoice # 9988707 May 29, 2014@06:56:32 Page:1

For Vendor: FEEVENDOR,ONE Vendor ID: 000456789

Date Amount Amount Amount

Invoice # Type C/V/R Paid Claimed Paid Adjusted

=============================================================================

57593 INP R $330 $330 $0

$Totals for DoD Invoice # by Type: Inpatient

--- ------- ------ ------

Tot# 1 $330 $330 $0

$Totals for Vendor: FEEVENDOR,ONE

--------- ------- ------ ------

# 1 $330 $330 $0

\*\*\* End of Report \*\*\*

Output Menu

IPAC VENDOR REPORTS MENU

IPAC VENDOR DOD INVOICE REPORT

**Introduction**

The IPAC Vendor DoD Invoice Report option is used to display all of the DoD Invoices for a specified Vendor(s) and date range. Only DoD Invoices from batches that are finalized will be displayed.

**Example**\*11/05/12 11/5/12 11/01/12 11/05/12

This report will display summary information on all of the DoD invoices for the selected IPAC vendors, within the selected date range, and for the selected payment types.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select an Invoice Type: ALL/ **All**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor DoD Invoice Report. Please wait …

IPAC Vendor DoD Invoice Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836)

Total Amt Total Amt Total Amt Fee Basis Total Amt

DoD Invoice Number Claimed Paid Adjusted Invoice# Batch# Oblig# Date Paid Check # Disbursed

=============================================================================

15151 $800.00 0$800.00 4 $0.00 57670 14609 C20246 05/21/2014 12345 $800.00

15154 $400.00 $400.00 $0.00 57673 14609 C20246 \* \* $0.00

15158 $600.00 $600.00 $0.00 57676 14609 C20246 05/21/2014 12346 $600.00

------- ------- ----- --------

$Totals for Vendor: $1800.00 $1800.00 $0.00 $1400.00

Total Number of DoD Invoices for Vendor: 3

\*\*\* End of Report \*\*\*

Output Menu

IPAC VENDOR REPORTS MENU

IPAC VENDOR PAYMENT REPORT

**Introduction**

The IPAC Vendor Payment Report option is used to display all of the paid line items by DoD invoice number, type and service date. Only line items from batches that are finalized will be displayed.

**Example**

This report will display detail information on paid line items by the

Invoice type, DoD invoice number, and date of service.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select Admit Dx: E08.8

an Invoice Type: ALL/ **All**

Only Include Suspended Payments (not paid in full)? NO// **NO**

Ignore Cancelled or Voided Payments? YES// **YES**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor Payment. Please wait …

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Outpatient/Civil Hospital Ancillary

DoD Invoice Number Patient Name SSN Svc Dt Proc Rev Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Modifiers

----------------------------------------------------------------------------------------------------------------------------------

15151 FEEPATIENT,PT2 8787 05/15/14 27822 800.00 800.00 0.00 0.00

57670 14609 C20246

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57673 14609 C20246

15158 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57676 14609 C20246

Enter RETURN to continue or ‘^’ to exit:

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 2

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Civil Hospital Inpatient

DoD Invoice Number Patient Name SSN Admit Dt Disch Dt Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Adm Dx

---------------------------------------------------------------------------------------------------------------------------------

15171 FEEPATIENT,PT2 8787 05/20/14 05/20/14 400.00 400.00 0.00 0.00

57683 14611 C20246 304.40

DX/(POA: E08.8/): 304.40(Y )

PROC: 0NSX0ZZ

Associated 7078: 0CP006.0004

Batch #: 22704 Date Finalized:

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57684 14611 C20246 304.40

DX(POA): 304.40(Y)

15199 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57685 14611 C20246 304.40

DX(POA): 304;40(Y)

\*\*\* End of Report \*\*\*

Output Menu

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

=============================================================================

33 08/19/93 FEECLERK, FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLERK, FEECLK 999-C90234 1500.00

Output Menu

### NON-VA HOSPITAL ACTIVITY REPORT

**Introduction**

This option is used to generate and print a report of non-VA hospital activity for a specified month/year. You may include activity for public, private, or federal hospitals.

The report is broken down by bedsection: Medicine, Surgery, and Psychiatry. The number of admissions, discharges, deaths, patients remaining, days of care, and days of unauthorized care is given for each.

**Example**

NON-VA HOSPITAL ACTIVITY REPORTS

----------------------------------

Select one of the following:

1 PUBLIC HOSPITAL

2 FEEVENDOR,ONE

3 FEDERAL HOSPITAL

Enter response: **2** FEEVENDOR,ONE

This option will calculate the FEEVENDOR,ONE Activity Report.

Enter Month and Year: **0793** (JUL 1993)

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

Output Menu

NON-VA HOSPITAL ACTIVITY REPORT

**Example, cont.**

FEEVENDOR,ONE ACTIVITY REPORT

----------------------------------

For the month of: JUL 1993

==============================================================================

MEDICINE

--------

PATIENTS DAYS OF DAYS OF

ADMISSIONS DISCHARGES DEATHS REMAINING CARE UNAUTH CARE

------------------------------------------------------------------------------

1 0 0 1 4 0

SURGERY

-------

PATIENTS DAYS OF DAYS OF

ADMISSIONS DISCHARGES DEATHS REMAINING CARE UNAUTH CARE

------------------------------------------------------------------------------

0 0 0 0 0 0

PSYCHIATRY

----------

PATIENTS DAYS OF DAYS OF

ADMISSIONS DISCHARGES DEATHS REMAINING CARE UNAUTH CARE

------------------------------------------------------------------------------

0 0 0 0 0 0

Output Menu

### PAYMENT AGING REPORT

This option generates a report of payments that have been transmitted to Central Fee and are still awaiting payment confirmation or cancellation in VistA. The purpose of the new report is to identify payments in VistA Fee Basis that appear to have a problem because payment confirmation has not been received within an expected period.

Payment line items finalized within a user-specified period will be listed on this report if payment confirmation has not been received from Austin and the payment is not cancelled, flagged as rejected, or voided.

NOTE: If the report is run for user-specified facilities instead of all facilities then any finalized payments with a blank value for the primary service facility are included in the results.

**Example**

Select Output Menu Option: **Payment** Aging Report

Select Primary Service Facility: ALL//

Report payments finalized on or before: Mar 31, 2012// **<ret>** (MAR 31, 2012)

Earliest finalized date to report: Mar 01, 2012// **1/1/2005 <ret>** (JAN 01, 2005)

DEVICE: HOME//

Fee Basis Payment Aging Report APR 27, 2012@10:50:22 page 1

Payments finalized from Jan 01, 2005 to Mar 31, 2012

for all primary service facilities

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE B 000-00-3424 15

FEEHOSPITAL 504000567 5 1/28/08

FPPS Claim ID: 312 FPPS Line: ALL

01/23/08 01/23/08 250.00 500.00 23 Discharge DRG902

DX/POA: 103.9/ 103.1/ 112.4/ 200.00/ 300.09/

PROC: 10.32 10.99 12.21 18.11 18.12

Output Menu

### PENDING PRICER REJECTS

**Introduction**

The Pending Pricer Rejects option is used to view and print a list of pending rejects from the Austin Pricer. These are payment items rejected through the Complete a Payment option.

**Example**

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

CIVIL HOSPITAL REJECTED PAYMENT HISTORY

---------------------------------------

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

=============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000222222

Patient: FEEPATIENT, ONE Patient ID: 000-45-6789

11/1/93 22.00 0.00 1213 12/1/91 12/1/91

DX: 214

Associated 7078: C91123.0143

Rejects Pending! Reject Reason: INVALID MEDICARE I.D.

Old Batch #: 276

You have PENDING ALERTS

Enter "VA VIEW ALERTS to review alerts

Select Output Menu Option:

1(022,028)

OUTPUT MENU

### POTENTIAL COST RECOVERY REPORT

**Introduction**

This report is used to obtain information concerning patients and services received, which can potentially be recovered from the veteran and/or third party insurance. The report is run for a specified Primary Service Facility and date range; and you can choose to include Patient Copays, Insurance Copays, or Both. If you select “Patient Copays” or “Both”, you will also be prompted to indicate whether you want to include Means Test Copays, LTC Copays, or Both. The software examines all payments for the Outpatient, Pharmacy, Civil Hospital, and Community Nursing Home fee programs.

One or more of the following messages might appear in the report. The messages that contain “Cost recover from LTC co-pay” or “10-10EC Missing for LTC Patient” will only be generated for LTC payments with a date of service equal to or greater than July 5, 2002. The IB LTC clock might need to be updated to identify the patient's 21 free days.

| Message | Explanation |
| --- | --- |
| >>>Cost recover from means testing. | The patient received **non-LTC** treatment, s/he does not have insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from means testing and insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is exempt from Means Test copay. |
| NONE - This payment will be excluded from the report. | The patient received **non-LTC** treatment, s/he doesn't have insurance and s/he is exempt from Means Test copay. |
| >>>Cost recover from LTC co-pay. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from LTC co-pay and insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is exempt from LTC copay. |
| NONE - This payment will be excluded from the report. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is exempt from LTC copay. |
| >>>Cost recover from insurance. 10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he has insurance and does not have 1010EC in file. |
| >>>10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he doesn't have insurance and does not have 1010EC in file. |

**Example of ICD-9 Data**

Select Output Menu Option: POTential Cost Recovery Report

Select Primary Service Facility: ALL//

Include (P)atient Co-pays / (I)nsurance / (B)oth: Both//

Include (M)eans Test Co-pays /(L)TC Co-pays /(B)oth: Both//

Do you want to include patients whose insurance status is unavailable? YES//

SELECT THE TYPE OF INSURANCE PLANS TO BE EXCLUDED FROM THE PCR REPORT:

SELECT TYPE OF PLAN NAME: <ENTER TYPE OF INSURANCE PLAN OR “??” AND <RET>

SELECT TYPE OF PLAN NAME: <RET>

TYPE OF PLAN SELECTED FOR EXCLUSION: <A LIST OF THOSE TYPES OF PLANS SELECTED FOR EXCLUSION IS DISPLAYED>

EXAMPLE:

MEDICARE

COMPREHENSIVE MAJOR MEDICAL <RET>

RECREATE EXCLUSION LIST? NO// <ENTER Y TO RECREATE LIST OR N> N

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : T (NOV 02, 2011)

Ending DATE : T (NOV 02, 2011)

QUEUE TO PRINT ON

DEVICE: HOME// TELNET PORT [YOU CAN NOT SELECT A VIRTUAL TERMINAL]

Previously, you have selected queueing.

Do you STILL want your output QUEUED? Yes// N (No)

DEVICE: HOME// TELNET PORT Right Margin: 80//

POTENTIAL COST RECOVERY REPORT

Division: 500A5 ANYPLACE WARD

NPI:

11/2/11 - 11/2/11

Page: 5

Patient: FEEPATIENT,ONE Pat. ID: 666-77-7888 DOB: Dec 31, 1956

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

==============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s SLDJFSFDJ SELF 08/31/11 09/15/11

MEDICARE p 3333 PART A SELF 12/31/76

FEE PROGRAM: CIVIL HOSPITAL

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

===============================================================================

Enter RETURN to continue or '^' to exit:

POTENTIAL COST RECOVERY REPORT

Division: 500A5 ANYPLACE WARD

NPI:

11/2/11 - 11/2/11

Page: 6

Patient: FBCSTESTPT,ONE Pat. ID: 666-77-7888 DOB: Dec 31, 1956

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

==============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s SLDJFSFDJ SELF 08/31/11 09/15/11

MEDICARE p 3333 PART A SELF 12/31/76

FEE PROGRAM: CIVIL HOSPITAL

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

===============================================================================

Vendor: JUNO BEACH HOSPITAL Vendor ID: 666661111

Fee Basis Billing Provider NPI: \*\*\*\*\*\*\*\*\*\*

# 11/2/11 521 8/1/11 8/15/11

12.25 12.25 1 1

DX: 339.05 506.3

PROC: 12.81 RENDERING PROVIDER NAME: FBPROVIDER,SIX

NPI: 123123123L TAXONOMY CODE: 123456789L

>>>Cost recover from insurance.

ATTENDING PROV NAME: FBPROVIDER, ONE NPI: 123123123A

TAXONOMY CODE: 123456789A

RENDERING PROV NAME: FBPROVIDER, THREE NPI: 123123123R

TAXONOMY CODE: 123456789R

OPERATING PROV NAME: FBPROVIDER, TWO NPI: 123123123O

REFERRING PROV NAME: FBPROVIDER, FIVE NPI: 123123123X

SERVICING PROV NAME: FBPROVIDER, FOUR NPI: 123123123S

SERVICING FACILITY ADDRESS: 100 MAIN ST

ANYWHERE, ANYSTATE 00001

Enter RETURN to continue or '^' to exit:

**Example of ICD-10 Data**

ICD-10 data displays invoice diagnosis and procedure codes (up to 25 each) and Admitting Diagnosis.

============================================================================

Batch Number: 22651 Voucher Date: Voucherer:

FEE,ICDEIGHT 000-56-3567 22651

FEEVENDOR,ONE Vendor ID: 000456789 111617 4/5/12

04/01/12 04/05/12 25.00 .00

Admit Dx: 789.67

DX/POA: 789.00/Y

PROC: 38.07

Local Reject Old Batch #: 22651

Reject Reason: REJECT 111617

Output Menu

### PRINT REJECTED PAYMENT ITEMS

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Print Rejected Payment Items option is used to view and print all Fee Basis items which have been rejected for payment and have not yet been reinitiated. Line items may be rejected by interface transactions from the Central Fee system in Austin or they may be locally rejected using the Finalize a Batch option.

* The rejects are grouped by batch. If an entire batch was rejected, all payment items in that batch are listed.
* The report can be generated for batches with a status of CENTRAL FEE ACCEPTED or VOUCHERED or both.
* The report will print Central Fee Reject for lines that were flagged as rejected by the interface. It will print Local Reject for lines that were locally flagged as rejected by a user.
* The report will display reject codes and descriptions (maximum of 5) for lines that were flagged as rejected by the interface.

**Example of ICD-9 Data**

Select Civil Hospital Main Menu Option: **Output Menu**

Select Output Menu Option: **PRint Rejected Payment Items**

Select one of the following:

1 CENTRAL FEE ACCEPTED

2 VOUCHERED

3 BOTH

Select batch status to report: BOTH//

Exclude rejects transmitted before:  3/29/2014//

DEVICE: HOME//

Output Menu

PRINT REJECTED PAYMENT ITEMS

**Example of ICD-9 output for a civil hospital batch**

REJECTS PENDING ACTION - CF Accepted & Vouchered Trans Since: 1/19/2014

==========================================================================

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

================================================================================

Batch Number: 22674 Voucher Date: Voucherer:

FEEPATIENT,FIRST X 000-00-8765 22674

FEEHOSPITAL TWO 000005945 111662 5/6/15

04/13/15 04/14/15 10.00 .00

Admit Dx: 307.1

DX/POA: 307.0/N

Local Reject Old Batch #: 22674

Reject Reason: REJECT

FEEPATIENT,FIRST X 000-00-8765 22674

FEEHOSPITAL TWO 000005945 111722 6/8/15

04/13/15 04/14/15 11.00 11.00 Discharge DRG3

Admit Dx: 520.4

DX/POA: 520.4/Y

PROC: 23.01

Local Reject Old Batch #: 22674

Reject Reason: REJECT

--------------------------------------------------------------------------------

**Print Rejected Payment Items of ICD-10 Data**

ICD-10 data displays invoice diagnosis and procedure codes (up to 25 each) and Admitting Diagnosis.

=============================================================================

Batch Number: 22651 Voucher Date: Voucherer:

FEE,ICDEIGHT 000-56-3567 22651

FEEVENDOR,ONE 000888888 111617 4/5/12

04/01/12 04/05/12 25.00 .00

Admit Dx: 789.67

DX/POA: 789.00/Y

PROC: 38.07

Local Reject Old Batch #: 22651

Reject Reason: REJECT 111617

Output Menu

### REQUEST STATISTICS

**Introduction**

The Request Statistics option is used to display and print a report showing the Contract Hospital requests for a specified date range. All authorized, denied, and pending requests are shown, along with totals for denied and pending requests. For each request, the veteran's name, hospital, and admission date will be listed.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE: **6/1/90** (JUN 01, 1990)

Ending DATE: **T** (JUL 27, 1990)

DEVICE: HOME// CIVIL HOSPITAL PRINTER RIGHT MARGIN: 80// **<RET>**

CONTRACT HOSPITAL REQUEST STATISTICS

------------------------------------

('+' Request Pending)

('!' Request Denied)

VETERAN VENDOR ADMISSION

========================================================================

! FEEPATIENT, ONE FEEVENDOR,ONE JUN 5,1990

FEEPATIENT, TWO FEEVENDOR,TWO JUN 8,1990

! FEEPATIENT, THREE FEEVENDOR,THREE JUN 9,1990

+ FEEPATIENT, FOUR FEEVENDOR,ONE JUL 3,1990

FEEPATIENT, FIVE FEEVENDOR,FOUR JUL 5,1990

FEEPATIENT, SIX FEEVENDOR,FOUR JUL 11,1990

Total Requests: 6

# of Requests Denied: 2

# of Request Pending: 1

Output Menu

### UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL

**Introduction**

The Unauthorized Claims Cost Report for Civil Hospital option produces an output report to display the unauthorized claims payments for Civil Hospital for a selected date range. The report does not list any payment which does not have a date finalized. The output includes both payments and ancillary payments sorted by treating specialty.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010194** (JAN 01, 1994)

Ending DATE : **t** (AUG 09, 1994)

Select one of the following:

D DETAILED REPORT

S SUMMARY ONLY

Choose Report Type: S// **D**ETAILED REPORT

QUEUE TO PRINT ON

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (AUG 19, 1994@16:08:33)

REQUEST QUEUED

UNAUTHORIZED CLAIMS

COST REPORT FOR CIVIL HOSPITAL

01/01/94 THROUGH 08/09/94

------------------------------

PATIENT NAME PATIENT ID DT CLAIM REC AMT PAID FINAL DRG LOS

=============================================================================

TREATING SPECIALTY: MEDICAL

FEEPATIENT, ONE 000-45-6789 05/17/94 2.00 45 3

\*\* Indicates an Ancillary Payment

Output Menu

Unauthorized Claims Cost Report for Civil Hospital

**Example, cont.**

UNAUTHORIZED CLAIMS

COST REPORT FOR CIVIL HOSPITAL

01/01/94 THROUGH 08/09/94

------------------------------

SUMMARY

LOS # CASES AVE. AMT. PAID

==============================================================================

TREATING SPECIALTY: MEDICAL

3 1 2.00

==============================================================================

TOTAL CASES: 1 AVERAGE AMOUNT PAID: 2.00 AVERAGE LOS: 3.00

Output Menu

### VENDOR PAYMENTS OUTPUT

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Fee Vendor: **FEEvendor,One** 000234444 ALL OTHER PARTICIPANTS, NOT INDIVIDUALS

101 ANYSTREET AVE

ANYWHERE, ANYWHERE 00001

TEL. #: 999-555-9366

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 0101 (JAN 01, 2006)

Ending DATE : 0630 (JUN 30, 2006)

Select FEE Program: ALL// CIVIL HOSPITAL

Select another FEE Program: **<RET>**

DEVICE: HOME// A100 CIVIL HOSPITAL PRINTER RIGHT MARGIN: 80// **<RET>**

Output Menu

Vendor Payments Output

**Example of ICD-9 Data, cont.**

VENDOR PAYMENT HISTORY

======================== Page: 1

Date Range: 1/1/06 to 6/30/06

Vendor: FEEvendor,One Vendor ID: 000444444

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789

1/11/06 10.00 0.00 531 11/5/06 11/15/06

DX: 103.0

Patient: FEEpatient,Two Patient ID: XXX-XX-1234

5/18/06 87.00 81.00 560 4/17/06 4/18/06

DX: 271.3

>>>Check # 1111111 Date Paid: 6/20/06<<<

>>>Amount paid altered to $83.00 on the Fee Payment Voucher document.<<<

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VENDOR PAYMENT HISTORY

======================== Page: 1

Date Range: 11/1/12 to 11/5/12

Vendor: FEEVENDOR, ONE Vendor ID: 000234444

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

==============================================================================

Patient: FEE,ICDTHREE Patient ID: 000-00-1456

\* 11/5/12 111636 11/1/12 11/5/12

60.00 0.00 4

Admit Dx: E08.8

DX/POA: E08.8/Y

PROC: 0NSX0ZZ

OUTPUT MENU

### VETERAN PAYMENTS OUTPUT

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Fee Patient: **FEEpatient, One** 06-12-55 000456789 SC VETERAN

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010106** (JAN 01, 2006)

Ending DATE : **063006** (JUN 30, 2006)

Select FEE Program: ALL// **CIVIL HOSPITAL**

Select another FEE Program: **<RET>**

DEVICE: HOME// **A100** **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

VETERAN PAYMENT HISTORY

======================== Page: 1

Date Range: 1/1/06 to 6/30/06

Patient: FEEpatient, One Patient ID: XXX-XX-6789

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

=============================================================================

Vendor: FEEvendor,One Vendor ID: 000777777

1/27/06 115.00 100.00 1 554 11/30/06 12/17/06

DX: 100.89

PROC: 10.99

>>>Check # 11887576 Date Paid: 2/20/06<<<

>>> ANCILLARY SERVICE PAYMENTS <<<

Svc Date CPT Code Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

-----------------------------------------------------------------------------

Vendor: FEEvendor,One Vendor ID: 000777777

+4/5/06 12018 35.00 35.00 00369 556

Primary Dx: S/C Condition? NO Obl.#: C35001

>>>Check cancelled on: 6/3/06 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

-----------------------------------------------------------------------------

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VETERAN PAYMENT HISTORY

======================== Page: 2

Date Range: 11/1/12 to 11/28/12

Patient: FEE,ICDTHREE Patient ID: 000-00-1456

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

==============================================================================

Vendor: FEEvendor,One Vendor ID: 000777777

>>> ANCILLARY SERVICE PAYMENTS <<<

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

==============================================================================

Vendor: FEEvendor,One Vendor ID: 000777777

11/1/12 99211-22 450 1 22705 111637

40.00 8.92R 8 31.08

Primary Dx: S/C Condition? NO Obl.#: 0CP006

GENERIC PRICER INTERFACE

This option generates MailMan messages with the data to be sent to Austin. You must be a member of the Non-VA Pricer (NVP) mail group to receive confirmation and daily reports.

**Introduction**

This option may be used to send a case to the Non-VA Hospital System (NVHS) Pricer system in Austin. The option does not require the patient to be in the fee basis Patient file (#161), nor does it require the Vendor to be in the fee basis VENDOR file (#161.2). However, the Vendor must have a Medicare ID number to be sent to the pricer.

The data that is sent will not be stored in the pricer database. Cases can be re-submitted. The intent of this option is to help eliminate any need for the use of FALCON.

**Example**

Want to select patient from DHCP Patient File? Yes// **<RET>**

Select PATIENT NAME: **FEEPATIENT, ONE** 01-01-01 000456789 NSC VETERAN

Want to select a Vendor from DHCP Fee Basis Vendor file? Yes// **<RET>**

Select FEE BASIS VENDOR NAME: **FEEvendor,one** 000999999 COMMUNITY NURSING HOME

31 NOWHERE CIRCLE

ANYCITY, ANYSTATE 00001-0123

TEL. #: 5554147

Admission Date: **T** (AUG 04, 1993

Discharge Date: **T** (AUG 04, 1993)

Admission Date: **T** (AUG 04, 1993

Discharge Date: **T** (AUG 04, 1993)

Admitting Authority: **17** PRESUMPTION OF SC 17.35(b)

Disposition Code: **5** TO ANOTHER TYPE OF FACILITY

Is this a Patient Reimbursement? No// **<RET>**

Payment by Medicare or Other Federal Agency? No// **<RET>**

Select ICD DIAGNOSIS:  **401.1** BENIGN HYPERTENSION

...OK? YES// **<RET>**

Select ICD DIAGNOSIS: **<RET>**

Select ICD OPERATION/PROCEDURE: **89.69**  CORONARY BLD FLOW MONIT MONITORING OF CORONARY BLOOD FLOW

...OK? YES// **<RET>**

Select ICD OPERATION/PROCEDURE: **<RET>**

Billed Charges: **53**

Amount Claimed: **53**...

HMMM, JUST A MOMENT PLEASE...

Case sent to pricer.

Generic Pricer Interface

**Example, cont.**

Sample Mail Message

Subj: FEE NON-VA HOSP TO PRICER MESSAGE # 1 [#112091] 04 Aug 93 18:52 3 Lines

From: FEECLK1 in 'IN' basket. Page 1

------------------------------------------------------------------------------

P411010101 08041993500 21ONE TES01011901001050000530000005300AV000000

Y

P411010101 08041993500 22006777N 08041993MA4011

P411010101 08041993500 23 8969

Select MESSAGE Action: IGNORE (in IN basket)//

## QUEUE DATA FOR TRANSMISSION

You must hold the FBAA LEVEL 2 security key to access and use this option.

This option creates MailMan messages which contain the batch data to be transmitted. You must be a member of the NVP mail group to receive confirmation and reports from the Non-VA Pricer (NVP) system for Civil Hospital program.

**Introduction**

The Queue Data for Transmission option is used to transmit payments and Master Record Adjustments (MRAs) to Austin. All pending MRAs are automatically batched and transmitted. Only payment batches released by a lead clerk or supervisor can be transmitted.

Each batch is sent in electronic MailMan message form. The option creates MailMan messages, shown in your "IN" basket, which contain the batch data to be transmitted. You may query the message to obtain the status of the transmittal. The system will continue to attempt to send the data until it is actually transmitted. You must be a member of the NVP mail group to receive confirmation and reports from the Non-VA Pricer (NVP) system for Civil Hospital program.

Refer to Appendix G at the end of this manual for sample MailMan messages received as a result of payment and MRA data transmission to Austin, and a description of the format and content.

Please refer to "Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments" at the end of this manual for information on the Austin response to the Queue Data For Transmission option.

**Payment Batch Results Message**

A Payment Batch Results message is sent from Central Fee to VistA Fee Basis. This transaction changes the status of a payment batch from TRANSMITTED to either CENTRAL FEE ACCEPTED or VOUCHERED. It also flags payment line items in the batch as rejected if they did not pass the Central Fee edit checks.

If VistA encounters a problem while processing the transaction, a bulletin will be sent to mail groups G.FEE and G.FEE FINANCE. An example of the bulletin is shown below:

Subj: Fee Server Notification for batch 1961 results [#2516821] 03/01/12@16:31

17 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-------------------------------------------------------------------------------

Mar 01, 2012@16:31:54

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA BATCH SERVER

QUEUE DATA FOR TRANSMISSION

**Payment Batch Message, cont.**

Subject: test 8x batch type B9 with invalid ICN

Message #: 2516820

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Error rejecting line with IENS 9999999,

Error retrieving line item data.

The above message # has been forwarded to the FEE mail group.

Enter message action (in IN basket): Ignore//

**Example: Using the Queue Data For Transmission option**

This option will transmit all Batches and MRA's ready to be transmitted to Austin

Are you sure you want to continue? No// Y

The following Batches will be transmitted:

918

926

938

...HMMM, I'M WORKING AS FAST AS I CAN...

*(This page included for two-sided copying.)*

# Section 2: COMMUNITY NURSING HOME MAIN MENU

## Overview

Following is a brief description of each option contained in the Community Nursing Home (CNH) Main Menu.

AUTHORIZATION MAIN MENU - CNH

***NOTE:*** *This menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* Enter CNH Authorization - used to enter a Community Nursing Home authorization. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Edit CNH Authorization - used to edit a previously entered Community Nursing Home authorization. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Cancel Authorization Entered in Error - used when an authorization has been set up, and it has been determined that it was entered in error. Once cancelled, you can reenter the correct authorization by using the Enter CNH Authorization option. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Change Existing Contract Rate for a Patient - allows you to see all rates associated with an authorization, and change the existing contract rate for a specified patient. (Refer to Appendix D for information about multiple rates.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Delete CNH Rate - allows the deletion of a CNH Rate, only if the rate has not been used by a patient yet (i.e., found in the Fee Basis CNH Authorization Rate file [#161.23]). (Refer to Appendix D for information about multiple rates.) You must hold the FBAA LEVEL 2 security key to access and use this option.
* Display 7078/Authorization - used to view the information on a VA Form 10-7078.
* Enter Veteran Rates under new Vendor Contract - allows you to choose a Vendor who may have a new contract. (Refer to Appendix D for information about multiple rates.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Print List of Cancelled 7078 - prints those VA Form 10-7078s cancelled by a holder of the FBAA LEVEL 2 security key.

BATCH MAIN MENU - CNH

***NOTE:*** *Th**is menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* Batch Delete - allows the user who opened a batch, or any user who holds the FBAA LEVEL 2 security key to delete a batch from the system. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Close-out Batch - used to close a Community Nursing Home batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to close another user’s batch.
* Delete reject flag - used to delete local reject flags that were entered in error. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. You must hold the FBAAREJECT security key to access and use this option.
* Display Open Batches - used to display information for batches with a status of open.
* Edit Batch data - used to edit certain portions of Community Nursing Home batches. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to edit batches opened by other users.
* FINALIZE A BATCH - used to flag payment line items as locally rejected and finalize a batch. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. A Voucher Batch message is automatically transmitted to Central Fee when a batch is finalized.

You must hold the FBAAREJECT and/or FBAAFINANCE security keys to use this option, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete a batch.
* List Batches Pending Release - used to display batches that have been closed, but have not yet been certified for release to Austin.
* List Items in Batch - used to view all payment records in the selected batch.
* Open CNH Batch - used to create a Community Nursing Home batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Re-initiate Rejected Payment Items - used to re-initiate rejected payment items and to assign them to a new batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Re-open Batch - used to reopen a Fee Basis batch which has a batch status of closed. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to reopen batches other than those you opened.
* Release a Batch - used to release a batch for payment by a holder of the FBAA LEVEL 2 security key.
* Status of Batch - used to obtain the current status of a Fee Basis batch.

FEE FUND CONTROL MAIN MENU - CNH

***NOTE:*** *This menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* Estimate Funds for Obligation - used to estimate Community Nursing Home funds needed in the future. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Post Commitments for Obligation - used to post commitments to a Community Nursing Home obligation. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**LTC CNH Active Authorizations Report**

***NOTE:*** *This option is located on the COMMUNITY NURSING HOME MAIN MENU.*

This is a report providing a list of active CNH LTC Authorizations.

**LTC CNH Ending Authorizations Report**

***NOTE:*** *This option is located on the COMMUNITY NURSING HOME MAIN MENU.*

This is a report providing a list of CNH LTC Authorizations that are due to expire.

MOVEMENT MAIN MENU – CNH

***NOTE:*** *This menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* Admit to CNH - used to admit a veteran to a Community Nursing Home. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Delete Movement Menu
* Admission Delete - used to delete an admission.
* Discharge Delete - used to delete a discharge.
* Transfer Delete - used to delete a transfer movement.

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

* Discharge From CNH - used to enter a discharge from a Community Nursing Home. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Display Episode Of Care - used to display admission, discharge, and transfer information for one episode of care in a Community Nursing Home.
* Edit Movement Menu
* Admission Edit - used to edit admission data.
* Discharge Edit - used to edit discharge data in the MOVEMENT file.
* Transfer Edit - used to edit transfer data.

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

* Transfer Movement - used to transfer a veteran to or from ASIH within the Community Nursing Home program. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

OUTPUT MAIN MENU – CNH

***NOTE:*** *This menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* 7078 Print - prints VA Form 10-7078.
* Activity Report for CNH - used to print an output which includes all activity (admissions, transfers, and discharges) that fall within a selected date range.
* AMIS 349 Print - calculates and prints the 349 AMIS report.
* CHECK DISPLAY - displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.
* CLERK LOOKUP FOR 7078 AUTHORIZATION - used to list users that entered or edited a specified 7078 authorization. Entry or edit of nursing home rate and movements are included in this output. When applicable the output will also show users that entered or edited the civil hospital notification associated with the authorization. You must hold the FBAASUPERVISOR security key to access and use this option.
* CNH Census Report - lists all Contract Nursing Home patients for a user specified census date. The output includes the Vendor name and participation code, veteran name, DOB, SSN, and the authorization from date.
* CNH Stays in Excess of 90 Days - displays the Length of Stay (LOS) for all records for a selected date.
* contract expiration list - used to list nursing homes with contracts that will expire within 90 days of the current month.
* Cost Report for Contract Nursing Home - generates the Cost Report for Contract Nursing Home, sorted by Date Finalized and Patient Type Code. The output includes total cases found, average amount paid, and average LOS for total report.
* Display Episode Of Care - used to display admission, discharge, and transfer information for one episode of care in a Community Nursing Home.
* Invoice Display - used to view and print a copy of a Community Nursing Home invoice.
* NURSING HOME 10-0168 REPORT - prints the data for the Community Nursing Home Code sheet 10-0168 (formerly the RCS 18-3 report) for a specified fiscal quarter and year, and allows you to generate the code sheets for the nursing homes included.
* Payment & Totals Report - CNH - displays and prints individual payments and total payment dollars for a Vendor for a specified month/year.
* Potential Cost Recovery Report - intended to identify costs for fee services which may be able to be recovered. Data is sorted by division, patient, fee program, Vendor, and date.
* Print Rejected Payment Items - used to view those items which have been rejected for payment and have not yet been re-initiated.
* Report of Admissions/Discharges for CNH - generates an output report listing admissions to and discharges from a Contract Nursing Home within a user specified date range.
* Roster Print - prints a list of Community Nursing Homes and currently admitted Fee Basis veteran patients.
* VENDOR PAYMENTS OUTPUT - used to generate a history of payments made to a selected Vendor within a specified date range.
* VETERAN PAYMENTS OUTPUT - used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

PAYMENT MAIN MENU - CNH

***NOTE:*** *This menu is located on the COMMUNITY NURSING HOME MAIN MENU.*

* Delete Inpatient Invoice - deletes invoices entered in error. The invoice must be in a batch that has not been released for payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to delete invoices in another user’s payment batch.
* Edit CNH Payment - used to edit data for a previously entered Community Nursing Home payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to edit payments in batches that have been released by users, such as lead clerks, or payments entered by other users.
* Enter CNH Payment - used to enter a payment for a Community Nursing Home Vendor. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**QUEUE DATA FOR TRANSMISSION**

***NOTE:*** *This option is located on the COMMUNITY NURSING HOME MAIN MENU.*

This option is used to transmit Community Nursing Home payments and MRAs (Master Record Adjustments) to Austin. The FBAA LEVEL 2 security key is required to access and use this option.

**Update Vendor Contract/Rates – CNH**

***NOTE:*** *This option is located on the COMMUNITY NURSING HOME MAIN MENU.*

This option allows you to enter/edit Community Nursing Home Vendor contracts and rates. (Refer to Appendix D for information about multiple rates.) You must hold the FBAA LEVEL 2 security key to access and use this option.

**VENDOR ENTER/EDIT**

***NOTE:*** *This option is located on the COMMUNITY NURSING HOME MAIN MENU.*

This option is used to enter or edit information for a Community Nursing Home Vendor. You must hold the FBAA LEVEL 2 security key to update contract and rate data for a community nursing home vendor. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

AUTHORIZATION MAIN MENU - CNH

### ENTER CNH AUTHORIZATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

The amount posted to the 1358 is automatically calculated by this option. The calculation is done for the month, not for the total authorization period.

If the patient is admitted, a Non-VA PTF record is created.

**Introduction**

The Enter CNH Authorization option is used to enter a new authorization for a patient admitted to a community nursing home under VA contract. In order to enter a CNH authorization, the patient must be registered and have an eligibility status of verified or pending verification.

This option **cannot** be used to edit a previously entered authorization. An authorization can be edited through the Edit CNH Authorization option.

VA Form 10-7078, Authorization and Invoice for Medical and Hospital Services, is the authorization form. Information provided includes but is not limited to:

* Patient name, address, and social security number
* Name and ID number of the care provider
* Date of issue and the validity dates for the authorization

It should be noted that the information entered at the "AUTHORIZATION REMARKS" prompt will appear in Item 6 of the printed VA Form 10-7078. Any authorized services that you wish to show on the authorization form must be entered at this prompt.

A Vendor must first be entered through the Vendor Enter/Edit option, and must have current contract data on file before an authorization can be entered through this option for the selected Vendor.

AUTHORIZATION MAIN MENU - CNH

### EDIT CNH AUTHORIZATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Edit CNH Authorization option is used to edit a previously entered Community Nursing Home authorization.

If you edit the FROM or TO dates for the authorization, you may have to manually adjust the 1358. This will be done only if the payment for the month you are editing has been posted to the 1358. Editing does not automatically make adjustments to the 1358.

It should be noted that the information entered at the "AUTHORIZATION REMARKS" prompt will appear in Item 6 of the printed VA Form 10-7078. Any authorized services that you wish to show on the authorization form must be entered at this prompt.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE** 12-25-45 000456789 SC VETERAN

FEEPATIENT, ONE Pt.ID: 000-45-6789

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3333333

COUNTY: ANYPLACE

AUTHORIZATION MAIN MENU - CNH

EDIT CNH AUTHORIZATION

**Example of ICD-9 Data, cont.**

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/22/93 VENDOR: FEEVENDOR,ONE - 000222222

TO: 07/31/93

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX:

County: ANYPLACE PSA: ANYCITY, WA

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Select FROM DATE: JUL 22,1993// **<RET>**

Select TO DATE: JUL 31,1993// **<RET>**

PATIENT TYPE CODE: NEUROLOGICAL// **86** PSYCHIATRIC

PURPOSE OF VISIT CODE: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

// **<RET>**

AUTHORIZATION REMARKS:

1>**<RET>**

DX LINE 1: SCHIZOPHRENIA **<RET>**

DX LINE 2: **<RET>**

PRIMARY SERVICE AREA: ANYCITY, WA// **<RET>**

REFERRING PROVIDER: FEEprovider,Two // **<RET>**

POTENTIAL COST RECOVERY CASE: no// **<RET>**

AUTHORITY: ACTIVE PSYCHOSIS// **<RET>**

ESTIMATED AMOUNT: 20// **<RET>**

Want to Queue 7078 for printing? Yes// **<RET>**

Approving Official for 7078: DR. DOCTOR// **<RET>**

Title of Approving Official: Assoc. Chief of Staff Replace **<RET>**

# of copies of 7078: (1-5): 1// **<RET>**

QUEUE TO PRINT ON

DEVICE: **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (AUG 19, 1993@16:08:33)

REQUEST QUEUED

Task #: 33762

AUTHORIZATION MAIN MENU - CNH

EDIT CNH AUTHORIZATION

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTHREE Pt.ID: 000-00-0000

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/28/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: F43.12 REF:

REF NPI:

AUTHORIZATION MAIN MENU - CNH

### CANCEL AUTHORIZATION ENTERED IN ERROR

You must hold the FBAA LEVEL 2 security key to access and use this option.

If you respond "YES" at the "Are you sure you want to cancel? No//" prompt, the authorization is cancelled, and the 1358 is automatically updated.

**Introduction**

The Cancel Authorization Entered in Error option should be used when an authorization has been set up, and it has been determined that it was entered in error. Once cancelled, you can reenter the correct authorization by using the Enter CNH Authorization option.

**Example**

Select Patient: **FEEPATIENT, ONE**

Searching for a FEE VENDOR

05-12-51 000456789 SC VETERAN

1 C90234.0012 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

2 C90234.0032 FEEVENDOR,TWO FEEPATIENT, ONE

3 C89621.0004 FEEVENDRO,THREE FEEPATIENT, ONE COMPLETE

4 C89621.0005 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

5 C89622.0041 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

TYPE '^' TO STOP, OR

CHOOSE 1-5: **<RET>**

6 C89622.0044 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

CHOOSE 1-6: **6** C89622.0044

REFERENCE NUMBER: C89622.0044 VENDOR: FEEVENDOR,ONE 000222222

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: SEP 3, 1993

AUTHORIZATION TO DATE: SEP 30, 1993 AUTHORITY: BEC & RETIREES

ESTIMATED AMOUNT: 434 USER ENTERING: FEECLK1

STATUS: COMPLETE DATE OF ISSUE: DEC 14, 1994

FEE PROGRAM: CONTRACT NURSING HOME REFERRING PROVIDER: FEEprovider,Two

Are you sure you want to cancel? No// **YES**...

Authorization cancelled. Now updating 1358.

... Finished

AUTHORIZATION MAIN MENU - CNH

### CHANGE EXISTING CONTRACT RATE FOR A PATIENT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Change Existing Contract Rate for a Patient option allows you to see all rates associated with a selected patient and authorization. If you wish to change the rate for this patient, you are prompted to enter the effective date of the rate change, and to choose a new rate. You will see the new rates for this authorization upon completion of the change. If the rates are the same, the change will not take effect. (Refer to Appendix D for information about multiple rates.)

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

**Example of ICD-9 Data**

Select Fee Basis Patient: **FEEPATIENT, ONE** 12-25-45 000456789 SC VETERAN

FEEPATIENT, ONE Pt.ID: 000-45-6789

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 333333

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

Authorization Main Menu

Change Existing Contract Rate for a Patient

**Example of ICD-9 Data, cont.**

=============================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/22/93 VENDOR: FEEVENDOR,ONE - 000222222

TO: 09/30/93 Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: SCHIZOPHRENIA

County: ANYPLACE PSA: ANYCITY, WA

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

CURRENT RATE INFORMATION FOR FEEPATIENT, ONE

FROM DATE TO DATE RATE CONTRACT #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

07/28/93 09/30/93 $ 2.00 V-8897

Enter effective date of rate change: **080193** (AUG 01, 1993)

1) $2.00 2) $22.00

3) $17.00 4) $15.50

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

CURRENT RATE INFORMATION FOR FEEPATIENT, ONE

FROM DATE TO DATE RATE CONTRACT #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

07/28/93 07/31/93 $ 2.00 V-8897

08/01/93 09/30/93 $ 17.00 V-8897

Do you want to change other rates associated with this Authorization? No// **Y** YES

Enter effective date of rate change: **090193** (SEP 01, 1993)

1) $2.00 2) $22.00

3) $17.00 4) $15.50

Enter a number (1-4): **2**

Authorization Main Menu

Change Existing Contract Rate for a Patient

**Example of ICD-9 Data, cont.**

CURRENT RATE INFORMATION FOR FEEPATIENT, ONE

FROM DATE TO DATE RATE CONTRACT #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

07/28/93 07/31/93 $ 2.00 V-8897

08/01/93 08/31/93 $ 17.00 V-8897

09/01/93 09/30/93 $ 22.00 V-8897

Do you want to change other rates associated with this Authorization? No// **<RET>**

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTHREE Pt.ID: 000-23-1456

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/28/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00 REF:

REF NPI:

AUTHORIZATION MAIN MENU - CNH

### DELETE CNH RATE

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Delete CNH Rate option allows you to delete a CNH Rate **only** if the rate has not been used by a patient yet. Refer to Appendix D for information about multiple rates.

**Example**

Select Contract: **V500-1234**

1) $500.00

Enter a number (1-1): **1**

Rate Deleted.

AUTHORIZATION MAIN MENU - CNH

### DISPLAY 7078/AUTHORIZATION

**Introduction**

The Display 7078/Authorization option is used to view a selected VA Form 10-7078 Authorization for Civil Hospital.

**Example**

Select Patient: **ONE,**

Searching for a FEE VENDOR

JOSEPH 00-00-14 000456789 SC VETERAN

1 C93999.0002 FEEVENDOR,TWO FEEPATIENT, ONE

COMPLETE

2 C93999.0003 FEEVENDOR,TWO FEEPATIENT, ONE

COMPLETE

3 C90234.0025 FEEVENDOR,THREE FEEPATIENT, ONE COMPLETE

4 C90234.0026 FEEVENDOR,ONE FEEPATIENT, ONE CANCELLED

5 C90234.0027 FEEVENDOR,ONE FEEPATIENT, ONE COMPLETE

TYPE '^' TO STOP, OR

CHOOSE 1-5: **1** C93999.0002

REFERENCE NUMBER: C93999.0002 VENDOR: FEEVENDOR,TWO 000909090

VETERAN: FEEPATIENT, ONE AUTHORIZATION FROM DATE: MAY 1, 1993

AUTHORIZATION TO DATE: AUG 31, 1993 AUTHORITY: COMMUNITY NURSING HOME CARE

ESTIMATED AMOUNT: 310 USER ENTERING: GERRY

STATUS: COMPLETE DATE OF ISSUE: MAY 27, 1993

FEE PROGRAM: CONTRACT NURSING HOME REFERRING PROVIDER: FEEprovider,Two

REFERRING PROVIDER NPI (c): 1111111112

AUTHORIZED SERVICES: Authorized skilled level of care with physical therapy

three time per week for four weeks. No additional exceptions.

Select Patient:

AUTHORIZATION MAIN MENU - CNH

### ENTER VETERAN RATES UNDER NEW VENDOR CONTRACT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Enter Veteran Rates under new Vendor Contract option allows you to update patient rates when new Vendor contracts are entered, or when contract expiration dates are extended, and there are authorizations for veterans that need to have rates entered. (Refer to Appendix D for more information about multiple rates.)

**Example**

Select CNH Vendor: **FEEVENDOR,ONE**  000999999 COMMUNITY NURSING HOME

31 NOWHERE CIRCLE

ANYCITY, ANYSTATE 00001-0123

TEL. #: 45441477

Patient: FEEPATIENT, ONE SSN: 000-45-6789

Rate must be entered for the following period: 01/02/94 - 03/31/94

1) $8.45 2) $9.50

3) $12.00 4) $15.00

5) $23.00

Enter a number (1-5): **5**

AUTHORIZATION MAIN MENU - CNH

### PRINT LIST OF CANCELLED 7078

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Print List of Cancelled 7078 option is used to print out those VA Form 10-7078s which have been cancelled.

**Example**

DEVICE: **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

CANCELLED 7078s AUG 4,1993 10:28 PAGE 1

7078 PATIENT NAME VENDOR

FROM DATE CLERK ENTERING 7078 DATE CANCELLED

-----------------------------------------------------------------------------

C33003.0002 FEEPATIENT, ONE FEEVENDOR,TWO 000999999

JUN 9,1993 FEECLK2 JUN 9,1993

C89700.0004 FEEPATIENT, ONE FEEVENDOR,THREE 000888888

JUL 28,1993 FEECLK1 JUL 28,1993

C90234.0014 FEEPATIENT, ONE FEEVENDOR,ONE 000222222

JUL 28,1993 JUL 28,1993

C90234.0015 FEEPATIENT, ONE FEEVENDOR,ONE 000222222

JUL 28,1993 FEECLK JUL 28,1993

C90234.0016 FEEPATIENT, ONE FEEVENDOR,ONE 000222222

JUL 28,1993 FEECLK1 JUL 28,1993

C90234.0017 FEEPATIENT, ONE FEEVENDOR,ONE 000222222

JUL 28,1993 FEECLK1 JUL 28,1993

## BATCH MAIN MENU - CNH

### BATCH DELETE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete batches from the system.

**Introduction**

This option allows you to delete batches that meet the following criteria:

1. Total Dollars equal to zero
2. Invoice Count equal zero
3. Payment Line Count equal zero
4. Rejects Pending flag not set to "yes"

If the batch does not meet the above criteria, a message is displayed explaining why the selected batch could not be deleted.

A batch that was rejected using the Reprocess Overdue Batch option cannot be deleted with the Batch Delete option.

**Example**

Select FEE BASIS BATCH NUMBER: **169** C90234

NUMBER: 169 OBLIGATION NUMBER: C90234

TYPE: CH/CNH DATE OPENED: NOV 4, 1994

CLERK WHO OPENED: FEECLK1 STATION NUMBER: 500

STATUS: OPEN

Sure you want to DELETE this batch? No// **y** YES

Batch Deleted.

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### CLOSE-OUT BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to close another user’s batch.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Close-out Batch option is used to close batches with an OPEN batch status. You may close only those batches which you opened, unless you hold the FBAA LEVEL 2 security key. Before you close any batch, it must have payments recorded in it.

**NOTE:** Although you may access all open Fee Basis batches with this option, it should only be used to close Contract Nursing Home batches.

The total payment dollars and total payment line count are automatically calculated. After you use this option, the batch status is CLERK closed, and no further payments may be added to the batch.

Batch Main Menu - CNH

Close-out Batch

**Example**

Select FEE BASIS BATCH NUMBER: **36** C33003

Want to review batch? NO// **Y** YES

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 36

FEEVENDOR,ONE 000999999 20 06/09/93

06/09/93 06/30/93 3406.00 3406.00

Do you still want to close Batch? YES// **<RET>**

NUMBER: 36 OBLIGATION NUMBER: C33003

TYPE: CH/CNH DATE OPENED: JUN 9, 1993

CLERK WHO OPENED: FEECLK2 STATION NUMBER: 500

TOTAL DOLLARS: 94 PAYMENT LINE COUNT: 1

DATE CLERK CLOSED: JUL 8, 1993

STATUS: CLERK CLOSED

Batch Closed

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### DELETE REJECT FLAG

You must hold the FBAAREJECT security key to access and use this option.

**NOTE:** Although all Fee Basis batches with rejections may be accessed, this option should only be used to delete reject flags from Community Nursing Home batches.

**Introduction**

The Delete Reject Flag option is used to delete reject flags that were entered in error using the Finalize a Batch option.

* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.
* Reject flags that are set by the Central Fee transactions cannot be locally deleted since those payment lines were *not* accepted by Central Fee or have been dropped from Central Fee.
* Locally specified reject flags can only be deleted before the batch is completed (VOUCHERED) since completion of the batch triggers the new transaction which results in the removal of any locally rejected payment lines from Central Fee and releases the remainder of the payment lines.
* When reject flags are deleted, the payment line count and total dollar amount for the batch will be recalculated. The current obligation balance will be decreased by the total dollar value of the rejected line item(s).

**Example**

Select Batch Main Menu - CNH Option: **DELete reject flag**

Select FEE BASIS BATCH NUMBER: **239 <RET>** C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 239 Voucher Date: Voucherer:

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

FEEPATIENT,FEE C 000-00-5401 239

FEEHOSPITAL 504000567 328 4/19/12

02/02/12 02/08/12 90.00 80.00 45 Discharge DRG4

Admit Dx: 410.00

DX/POA: 440.0/Y

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Central Fee Reject Old Batch #: 239

Rej Code: C050 Reject reason code is not currently defined in list.

Rej Code: C100 Reject reason code is not currently defined in list.

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

-------------------------------------------------------------------------------

Want to delete local rejection codes for the entire Batch? NO//

Want to delete local rejection code for any line items? NO// YES

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

1) 02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

2) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

3) 02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Delete reject flag for which line item: (1-3): **1**

Are you sure you want to delete the reject on item number 1? NO// **YES**

...Done

Batch Main Menu - CH

Delete Reject Flag

**Example, cont.**

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 150

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### DISPLAY OPEN BATCHES

**Introduction**

This option displays a list of all Fee Basis batches (regardless of Fee Basis program) which have a status of open.

**Example**

Batch # Type Dt Open Clerk Who Opened Obligation #

==============================================================================

25 CH/CNH 05/28/93 FEEUSER1 C33003

26 Pharmacy 05/28/93 FEEUSER1 C93004

28 Medical 05/28/93 FEEUSER1 C33003

33 Medical 06/02/93 FEECLK1 C33003

34 CH/CNH 06/03/93 FEECLK1 C33003

35 Medical 06/08/93 FEECLK1 C33003

Batch Main Menu - CNH

### EDIT BATCH DATA

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit batches opened by other users.

**Introduction**

The Edit Batch data option is used to edit the obligation number and the date the batch was opened in batches with an OPEN status. You may only edit batches that you opened, unless you hold the FBAA LEVEL 2 security key, in which case you may edit any batch.

**NOTE:** You must be an authorized control point user in IFCAP to change control point and obligation numbers.

**Example**

Select FEE BASIS BATCH NUMBER: **??**

CHOOSE FROM:

1 C90234

4 C89211

5 C89211

10 C90234

11 C90234

13 C89622

14 C89211

15 C89622

16 C93999

'^' TO STOP: **^**

Select FEE BASIS BATCH NUMBER: **1** C90234

Obligation Number: C90234// **<RET>**

Do you want to change the Obligation Number? No// **Y** YES

Select Obligation Number: **??**

CHOOSE FROM:

500-C89211 -- 1358 Obligated - 1358

FCP: 020 $ 4800

500-C89699 -- 1358 Obligated - 1358

FCP: 020 $ 30000

Select Obligation Number: **C89699** 500-C89699 -- 1358 Ordered and Obligated

FCP: 020 $ 80000

NUMBER: 1// (No Editing)

DATE OPENED: APR 10,1994// **T** (JUN 23, 1994)

Batch Main Menu - CNH

### FINALIZE A BATCH

You must hold the FBAAREJECT and/or FBAAFINANCE security keys, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.

**NOTE:** Although all Fee Basis batches needing to be finalized may be accessed, this option should only be used to finalize Civil Hospital batches.

**Introduction**

The Finalize a Batch option is used after a batch has been transmitted to Central Fee (Austin). It is used to reject certain payment items and to finalize the batch as correct. This option is also used to complete a batch, which changes its status to VOUCHERED and populates the DATE FINALIZED field in the FEE BASIS PAYMENT (#162) and FEE BASIS INVOICE (#162.5) files for applicable payments.

* Users specify local rejects, only. Payment lines that are rejected by Central Fee are reported to VistA automatically by interface transactions.
* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.

If requested, the system will display all line items in the selected batch. You may then reject the entire batch or individual line items within the batch.

When a payment item is rejected through this option, the dollar amount of that item is automatically returned to the obligation.

When a batch is completed using this option, a transaction is automatically sent to Central Fee. That same user who completed the batch will also be a recipient of the message.

* This transaction instructs Central Fee of any payment line items that must be deleted (i.e. local rejects) and to release the remainder of the batch to downstream payment systems, such as FMS.
* This transaction replaces all use of 994 code sheets in IFCAP.

Batch Main Menu - CH

Finalize a Batch

**Message Examples**

The following is a sample message for a Medical Fee batch.

Subj: FEE BASIS VOUCHER MESSAGE BATCH 222 [#2561479] 04/04/12@16:24 2 lines

From: FEEFINANCE,FIRST In 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEV320120404500 000222001$

500 20120404V3000000000000007172755^1425^4^1$

Enter message action (in IN basket): Ignore//

At a later time, Central Fee sends a Voucher Batch Acknowledgement message to VistA. The user will not see this message unless there is a problem. If there is a problem, a bulletin will be sent to the G.FEE and G.FEE FINANCE mail groups and the Voucher Batch Acknowledgement message will be forwarded to G.FEE.

**REF:** For more information on the Fee Basis mail groups, see the section titled *Mail Groups* in the *Fee Basis Technical Manual and Security Guide v3.5*.

Subj: Fee Server Notification for batch 1943 voucher ack. [#2561472]

04/04/12@14:34 16 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

------------------------------------------------------------------------------

Apr 04, 2012@14:34:50

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA VOUCHER SERVER

Subject: unit test 2-6j

Message #: 2561471

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Messages from Central Fee follow

(W) This is a warning message from Central Fee.

(E) This is an error message from Central Fee.

Enter message action (in IN basket): Ignore//

Batch Main Menu - CH

Finalize a Batch

**Example: Finalize a Batch option**

Select Batch Main Menu - CNH Option: **FINalize a Batch**

Select FEE BASIS BATCH NUMBER: **239 <ret>** C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 900

INVOICE COUNT: 3 PAYMENT LINE COUNT: 3

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Want to reject the entire Batch? NO//

Batch Main Menu - CH

Finalize a Batch

**Example: Finalize a Batch option, cont.**

Want to reject any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,FEE <RET>** B,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

1) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Want all line items rejected for this patient? YES// n NO

Reject which line item: (1-1): 1

Are you sure you want to reject item number: 1? NO// y YES

Enter reason for rejecting: test individual reject

Item rejected. Want to reject another? YES//n NO

Select FEE BASIS PATIENT NAME:

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 550

INVOICE COUNT: 2 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Do you want to Finalize Batch as Correct? NO// **YES**

Voucher Batch message # 2579597 sent to Central Fee.

Batch has been Finalized!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

==============================================================================

33 08/19/93 FEECLERK, FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLERK, FEECLK 999-C90234 1500.00

Batch Main Menu - CNH

### LIST ITEMS IN BATCH

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The List Items in Batch option is used to view all payment records in a selected batch. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

**Example**

Select FEE BASIS BATCH NUMBER: **181** C89621

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 181

FEEVENDOR,ONE 000999999 326 2/1/94

12/01/94 12/31/94 1900.00 1700.00 1

FEEPATIENT, ONE 000-45-6789 181

FEEVENDOR,ONE 000444444 327 1/1/95

12/01/94 12/31/94 1800.00 1700.00 1

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### OPEN CNH BATCH

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

When a batch is opened, checks are made against the IFCAP software to ensure a valid station number, authorized control point user and open obligation number are selected.

**Introduction**

Fee Basis bills are paid in groups called batches. The Open CNH Batch option is used to create a new Community Nursing Home batch. To enter, edit, or delete payment data in these batches, use the options in the Community Nursing Home Payment Main Menu.

WARNING: If you press <RET> or enter an up-arrow <^> in response to the "Select CONTROL POINT:" or "Select Obligation Number:" prompts, the batch will be deleted, you will return to the menu.

You will be prompted for a control point only if you are a user in multiple control points.

**Example**

Want to create a Community Nursing Home batch? YES// **<RET>**

Batch number assigned is: 68

Select CONTROL POINT: **999** CNH

Select Obligation Number: c89701 500-C89701 -- 1358 Obligated - 1358

FCP: 999 $ 10000

Batch Main Menu - CNH

### RE-INITIATE REJECTED PAYMENT ITEMS

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**NOTE:** Although all Fee Basis batches may be accessed, this option should only be used to re-initiate rejected payment items for Community Nursing Home batches.

**Introduction**

The Re-Initiate Rejected Payment Items option is used to re-initiate rejected payment items into a new batch.

* The option prevents the selection of a batch when the Voucher Batch Acknowledgement from Central Fee reported an application error or has not yet been received. Central Fee generates a Voucher Batch Acknowledgement in response to the new transaction sent by VistA when the batch is completed using the Finalize a Batch option.
* It is possible to re-initiate all rejected line items in a batch at once, or re-initiate one line item at a time.

**Example**

Select Batch Main Menu - CH Option: **RE-INITIATE RE**Jected Payment Items

Select Batch with Rejects: **215** **<RET>** C20001

New Batch for Rejects is: **254**

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 215 Voucher Date: 2/15/12 Voucherer: FEEVOUCHERER,FEEUSER

Batch Main Menu - CNH

RE-INITIATE REJECTED PAYMENT ITEMS

**Example, cont.**

FEEPATIENT,FEE C 000-00-5401 215

FEEHOSPITAL 504000567 279 2/15/12

FPPS Claim ID: 12345 FPPS Line: ALL

02/10/12 02/10/12 100.00 90.00 97 Discharge DRG2

DX/POA: 100.0/ 100.81/ 100.89/

PROC: 20.01 20.09 20.1 20.21 20.22

Central Fee Reject Old Batch #: 215

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: CC2 Reject reason code is not currently defined in list.

-------------------------------------------------------------------------------

Want to re-initiate all rejected items in the Batch? NO//

Want to re-initiate any line items? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE C 000-00-5401 215

FEEHOSPITAL 504000567 279 2/15/12

FPPS Claim ID: 12345 FPPS Line: ALL

1) 02/10/12 02/10/12 100.00 90.00 97 Discharge DRG2

DX/POA: 100.0/ 100.81/ 100.89/

PROC: 20.01 20.09 20.1 20.21 20.22

Re-Initiate which line item: (1-1): **1**

Are you sure you want to re-initiate line item number: 1? NO// **YES**

Item Re-initiated. Want to re-initiate another? YES// **NO**

NUMBER: 215 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: FEB 15, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: FEB 15, 2012@16:03:03

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE FINALIZED: FEB 15, 2012 DATE CLERK CLOSED: FEB 15, 2012

DATE TRANSMITTED: FEB 15, 2012 CONTRACT HOSPITAL BATCH: yes

PERSON WHO COMPLETED: FEEUSER,FEEUSER1

BATCH EXEMPT: NO

STATUS: VOUCHERED

Select Batch with Rejects:

Batch Main Menu - CNH

### RE-OPEN BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to reopen batches other than those you opened.

**Introduction**

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK closed. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a lead clerk or supervisor cannot be reopened. You may reopen only those batches which you originally opened, unless you hold the FBAA LEVEL 2 security key, which allows you to reopen any batch with a CLERK closed status. When a batch is reopened by someone other than the person who created it, the name of the person who reopened it will then be listed as the person who opened the batch.

**NOTE:** This option does not change the date opened. If you wish, you may change this information by using the Edit Batch data option. Although you may access all closed Fee Basis batches, only Community Nursing Home batches should be reopened through this option.

To reopen a batch, you may enter the batch number or the name of the clerk who opened it at the "Select Fee Basis batch number:" prompt. The output is automatically generated to your screen, and there is no way to exit the option once the process has started.

**Example**

Select FEE BASIS BATCH NUMBER: 73 C93999

NUMBER: 73 OBLIGATION NUMBER: C93999

TYPE: CH/CNH DATE OPENED: JUL 30, 1993

CLERK WHO OPENED: FEECLK1 STATION NUMBER: 500

TOTAL DOLLARS: 169 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 STATUS: OPEN

Batch has been Re-opened!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### RELEASE A BATCH

You must hold the FBAA LEVEL 2 security key to access and use this option.

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released in its entirety.

**Introduction**

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of Clerk Closed may be entered.

When a batch is released for Community Nursing Home, individual line item payments are posted to authorizations on the 1358. All successfully posted line items will be released in the batch. If a line item payment exceeds the dollar amount on the obligation, then the payment will be held and put into a new batch.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Community Nursing Home batches.

NOTE: As of patch FB\*3.5\*117, this option enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

The error message for a segregation of duty violation looks like this:

Select FEE BASIS BATCH NUMBER: **14230**      C15064

You are the Obligator of the 1358.

Due to segregation of duties, you cannot also certify an invoice for payment.

If this message appears you must get someone who is not the requestor, approving official, or obligator of the batch to release it.

**Example**

Select FEE BASIS BATCH NUMBER: 73 C93999

NUMBER: 73 OBLIGATION NUMBER: C93999

TYPE: CH/CNH DATE OPENED: JUL 30, 1993

CLERK WHO OPENED: FEECLK2 STATION NUMBER: 500

TOTAL DOLLARS: 169 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: OCT 14, 1994

Batch Main Menu - CNH

Release a Batch

**Example, cont.**

STATUS: CLERK CLOSED

Want line items listed? NO// y YES

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID SUSP CODE

==============================================================================

FEEPATIENT, ONE 000-45-6789 73

FEEVENDOR,ONE 000999999 73 7/31/93

07/29/93 07/31/93 100.00 25.35 1

FEEPATIENT, ONE 000-45-6789 73

FEEVENDOR,ONE 000999999 74 8/23/93

08/01/93 08/31/93 143.65 143.65

Do you want to Release Batch as Correct? NO// y YES

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...

NUMBER: 73 OBLIGATION NUMBER: C93999

TYPE: CH/CNH DATE OPENED: JUL 30, 1993

CLERK WHO OPENED: FEECLK2

  DATE SUPERVISOR CLOSED: MAY 13, 1993@15:28:39

SUPERVISOR WHO CERTIFIED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 169 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: OCT 14, 1994

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - CNH

### STATUS OF BATCH

**Introduction**

The Status of Batch option is used to display the status of a selected batch, along with all other information available for that batch. The following table lists possible batch statuses, the fee program in which the status can be assigned, and a brief explanation of each status.

| STATUS | FEE PROGRAM | EXPLANATION OF STATUS |
| --- | --- | --- |
| OPEN | Medical, Travel  Pharmacy  CH, CNH | The clerk opened a batch in order to process payments. |
| CLERK CLOSED | Medical, Travel  Pharmacy  CH, CNH | The clerk used the Close Batch option to signify that all payments within the batch are completed and ready for submission to Austin. |
| SUPERVISOR CLOSED | Medical, Travel  Pharmacy  CNH | The supervisor used the Release a Batch option after reviewing the batch and determining that all of the items were appropriate to forward to Austin. |
| SUPERVISOR CLOSED | CH | The Pricer Batch Release option was used to signify that the batch is ready for transmission to the Austin Pricer System. The Pricer Batch Release option may now be accessed by any user (is no longer locked). |
| FORWARDED TO PRICER | CH | The supervisor used the Queue Data for Transmission to send data to the pricer for processing. |
| ASSIGNED PRICE | CH | The clerk used the Complete a Payment option to enter the amount paid for a contract hospital bill received from the Austin pricer. This is done only when all invoices in the batch have been completed. |
| REVIEWED AFTER PRICER | CH | The supervisor used the Release a Batch option to indicate that the payment is ready to forward to Austin. |
| TRANSMITTED | Medical, Travel  Pharmacy  CH, CNH | The supervisor used the Queue Data for Transmission option to transmit FEE payments and MRAs to Austin. |
| CENTRAL FEE ACCEPTED | Medical, Travel  Pharmacy  CH, CNH | The Payment Batch Results message from Austin has been received. The batch contains at least one line item that was accepted by Austin |
| VOUCHERED | Medical, Travel  Pharmacy  CH, CNH | The batch was finalized by Fiscal Service. |

Batch Main Menu - CNH

Status of Batch

**Example**

Select FEE BASIS BATCH NUMBER: 178 C93999

DEVICE: HOME// <RET> Decnet RIGHT MARGIN: 80// <RET>

NUMBER: 178 OBLIGATION NUMBER: C93999

TYPE: CH/CNH DATE OPENED: DEC 7, 1994

CLERK WHO OPENED: FEECLK1 STATION NUMBER: 500

STATUS: OPEN

## FEE FUND CONTROL MAIN MENU - CNH

### ESTIMATE FUNDS FOR OBLIGATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

This option is used to estimate funds needed for a specified future month/year. The system reviews the authorizations in the VA FORM 10-7078 file (#162.4) and calculates the estimated amount needed for the specified month/year. An estimate for a prior month/year can be viewed through this option.

**Example**

Calculate Commitments for which Month/Year: **0893** (AUG 1993)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

C O M M U N I T Y N U R S I N G H O M E R E P O R T

-----------------------------------------------------------

Estimated Funds for: Aug 93

Veteran SSN Vendor Days Total

==============================================================================

FEEPATIENT, ONE 000-45-6789 FEEVENDOR,TWO 30 270.00

FEEPATIENT, TWO 000-45-6789 FEEVENDOR,ONE 30 465.00

FEEPATIENT, THREE 000-45-6789 FEEVENDOR,ONE 13 221.00

FEEPATIENT, FOUR 000-45-6789 ANY NURSING HO 3 28.50

FEEPATIENT, FIVE 000-45-6789 FEEVENDOR,ONE 30 60.00

FEEPATIENT, SIX 000-45-6789 ANY NURSING HO 31 713.00

FEEPATIENT, SEVEN 000-45-6789 FEEVENDOR,ONE 18 306.00

Total Estimated: 3162.45 Total Days: 248

Fee Fund Control Main Menu - CNH

### POST COMMITMENTS FOR OBLIGATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Data is automatically passed to the IFCAP system 1358 module.

**Introduction**

The Post Commitments for Obligation option is used to post commitments for a specified month/year to the Community Nursing Home obligation assigned to that month/year. The system checks the data previously entered in the VA FORM 10-7078 file (#162.4) and calculates the commitments for the specified month/year.

Data is automatically passed to the IFCAP system 1358 module. The commitments are deducted from the 1358 for the specified month/year.

This option must be used in order to make payments.

**Example**

Select CONTROL POINT: **999** FEE CNH

Select Obligation Number: **500-C90234** -- 1358 Obligated - 1358

FCP: 999 $ 30000

Post Commitments for which Month/Year: **JUN, 1993** (JUN 1993)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

C O M M U N I T Y N U R S I N G H O M E R E P O R T

-----------------------------------------------------------

Postings for Obligation Number: C90234

Ref # Veteran SSN Days Total

==============================================================================

0023 FEEPATIENT, ONE 000-45-6789 22 46.00

Total Posted: 46.00 Total Days: 22

LTC CNH Active Authorizations Report

**Introduction**

This report identifies outpatient CNH authorizations that are active within the user-specified date range. An authorization is included in this report if either the Authorization From or the Authorization To date falls within the user-specified date range.

Using this option, the “Select FEE BASIS PROGRAM NAME:” prompt will default to “CONTRACT NURSING HOME”. You can then enter one, many, or all PURPOSE OF VISIT NAME(S). Any authorization remarks may also be included.

Following are the POV codes for CNH.

| CODE | DESCRIPTION |
| --- | --- |
| 40 | COMMUNITY NURSING HOME FOR SC DISABILITY(IES) |
| 41 | COMMUNITY NURSING HOME FOR NSC DISABILITY(IES) |
| 42 | COMMUNITY NURSING HOME FOR ACTIVE DUTY PERSONNEL |
| 43 | CNH HOSPICE |
| 44 | CNH RESPITE CARE |

In addition to detailed authorization information, this report calculates and displays the Total Number of Visits and Total Amount Paid (per authorization) that occurred within your specified date range, along with the Cumulative Number of Visits and Total Amount Paid for the entire Authorization through the ending date of the date range. These totals are calculated by counting each line item on the claim as a visit (per UNIQUE CPT Code) for the Authorization.

LTC CNH Active Authorizations Report

**Example**

ACTIVE AUTHORIZATIONS by POV, Vendor, Patient APR 09, 2003@09:21:38 page 1

FROM Mar 01, 2003 TO Mar 31, 2003 FOR THE CONTRACT NURSING HOME PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

Vendor: FEE NURSING HOME INC.

FEEPATIENT,One 000-99-1234 Jan 01, 2003 Jan 01, 2004

DOB: FEB 22,1952

REMARKS:

Visits: 0 Paid Amt: $0 Cum Visits: 0 Cum Paid Amt: $0

----

Vendor Subtotal: Count: 1

====

POV Subtotal: Count: 1

1 Authorization on report

LTC CNH Ending Authorizations Report

**Introduction**

This report identifies CNH LTC authorizations that are due to expire within the user-specified date range. An authorization is included in this report if the Authorization To date falls within the user-specified date range.

Using this option, the “Select FEE BASIS PROGRAM NAME:” prompt will default to “CONTRACT NURSING HOME”. You can then enter one, many, or all PURPOSE OF VISIT NAME(S). Any authorization remarks may also be included.

Following are the POV codes for CNH.

| CODE | DESCRIPTION |
| --- | --- |
| 40 | COMMUNITY NURSING HOME FOR SC DISABILITY(IES) |
| 41 | COMMUNITY NURSING HOME FOR NSC DISABILITY(IES) |
| 42 | COMMUNITY NURSING HOME FOR ACTIVE DUTY PERSONNEL |
| 43 | CNH HOSPICE |
| 44 | CNH RESPITE CARE |

In addition to detailed authorization information, this report calculates and displays the Total Number of Visits and Total Amount Paid (per authorization) that occurred within your specified date range, along with the Cumulative Number of Visits and Total Amount Paid for the entire Authorization through the ending date of the date range. These totals are calculated by counting each line item on the claim as a visit (per UNIQUE CPT Code) for the Authorization.

LTC CNH Ending Authorizations Report

**Example**

ENDING AUTHORIZATIONS by POV, Vendor, Patient APR 09, 2003@09:25:47 page 1

FROM Nov 01, 2002 TO Nov 30, 2002 FOR THE CONTRACT NURSING HOME PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: CNH HOSPICE

Vendor: VAN ANYPLACE MANOR

FEEPATIENT,One 000-05-1234 Nov 01, 2002 Nov 01, 2002

DOB: NOV 25,1918

REMARKS:

Visits: 0 Paid Amt: $0 Cum Visits: 0 Cum Paid Amt: $0

----

Vendor Subtotal: Count: 1

====

POV Subtotal: Count: 1

1 Authorization on report

## MOVEMENT MAIN MENU - CNH

### ADMIT TO CNH

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

Use of this option creates a Non-VA PTF record.

**Introduction**

The Admit To CNH option is used to admit a patient to a Community Nursing Home. The patient must have an active authorization on file for the period of admission. Only one active admission will be allowed for a patient.

If you select a patient who already has an active admission on file, you will be able to view that admission information through this option. However, you must use the Admission Edit option of the Edit Movement Menu to edit the data.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE** 08-14-55 000456789 SC VETERAN

FEEPATIENT, ONE Pt.ID: 000-45-6789

12 ANY ST. DOB: AUG 14,1955

ANYWHERE TEL: Not on File

ANYSTATE 00001 CLAIM #: 7777777

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- NOT VERIFIED

Other Elig. Code(s): SHARING AGREEMENT

SC Percent: 20%

Rated Disabilities: DIABETES (20%-SC)

Health Insurance: NO

## MOVEMENT MAIN MENU - CNH

Admit To CNH

**Example of ICD-9 Data, cont.**

Insurance Co. Subscriber ID Group Holder Effective Expires

==========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/28/93 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/30/93

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

DX: MULTIPLE SCLEROSIS

County: ANYCITY PSA: ANYCITY, WA

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Enter Admission Date/Time: **7/28/93@0800** (JUL 28, 1993@08:00)

Select one of the following:

1 AFTER RE-HOSPITALIZATION >15 DAYS

2 TRANSFER FROM OTHER CNH

3 FROM ASIH <15 DAYS

4 ALL OTHER

Enter Admission Type: **4** ALL OTHER

...EXCUSE ME, JUST A MOMENT PLEASE...

Non-VA PTF Record Created.

Select Patient:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTEN Pt.ID: 000-33-0044

AUTHORIZATIONS:

(1) FR: 11/1/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/29/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00 REF:

REF NPI:

MOVEMENT MAIN MENU - CNH

### DELETE MOVEMENT MENU

#### ADMISSION DELETE

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Admission Delete option is used to delete an admission to a Community Nursing Home. This option should only be used if an admission date or a patient name was entered in error.

You may only delete the current active admission. You may not delete an admission date if there are other movements (e.g., discharges or transfers) associated with it on file.

**Example**

Select Patient: **FEEPATIENT, ONE** 12-21-19 000456789 NSC VETERAN

Select Admission Date/Time: **NOW** JAN 01, 1989.144 FEEPATIENT, ONE ADMISSION

Are you sure you want to delete this admission?? No// **Y**ES

...deleted

Select Patient:

Movement Main Menu - CNH

Delete Movement Menu

#### DISCHARGE DELETE

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Discharge Delete option is used to delete a discharge from a Community Nursing Home. This option should only be used if a discharge date or a patient name was entered in error.

Only the last discharge date can be deleted. The system will not allow deletion of a discharge date if a new subsequent admission has been entered.

**Example**

Select Patient: **FEEPATIENT, ONE** 12-22-46 000456789 SC VETERAN

Select Discharge Date/Time: **4/30/88@1300** APR 30, 1988.13 FEEPATIENT, ONE DISCHARGE

Are you sure you want to delete this discharge?? No// **Y**ES

... deleted

It will be necessary to adjust the 'TO DATE' of this patient's authorization

using the 'EDIT CNH AUTHORIZATION' option.

Select Patient:

Movement Main Menu - CNH

Delete Movement Menu

#### TRANSFER DELETE

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Transfer Delete option is used to delete a transfer movement. Only transfers for Community Nursing Home patients to ASIH (Absence Sick in Hospital), Authorized Absence, or Unauthorized Absence should be deleted through this option.

**Example**

Select Patient: **FEEPATIENT, ONE** 12-22-46 000456789 SC VETERAN

Select Transfer Date/Time: **2/1/88@0800** FEB 01, 1988.08 FEEPATIENT, ONE TRANSFER

Are you sure you want to delete this transfer?? No// **Y**ES

Select Patient:

Movement Main Menu - CNH

### DISCHARGE FROM CNH

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The software now checks transfer and discharge types against the patient's previous movement. Screens have been placed on the Discharge or Transfer Types that are selectable based on the Last Movement Type.

New insurance information may be uploaded into IB files through this option.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

**Introduction**

The Discharge from CNH option is used to discharge a patient from a Community Nursing Home. Only those patients that have an active admission on file may be discharged.

Once a discharge date is entered, the admission date is no longer considered active, and the authorization to date is updated to become the discharge date.

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE**

FEEPATIENT, ONE Pt.ID: 000-45-6789

123 EASY STREET DOB: MAY 12,1951

ALBANY TEL: 555-1234

ANYWHERE 12202-0987 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED FEB 13, 1977

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: DERMATOPHYTOSIS (30%-SC)

Movement Main Menu - CNH

Discharge from CNH

**Example of ICD-9 Data, cont.**

Health Insurance: YES

Insurance Co. Subscriber ID Group Holder Effective Expires

=============================================================================

PRUDENTIAL 3333333 UNKNOWN SELF 01/01/94 01/01/95

AETNA 0008888888888 00229/9984 SPOUSE 05/05/94 05/05/95

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Fee ID Card #: 333333 Fee Card Issue Date: 07/16/93

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/28/94 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/30/94

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

DX: PTSD

COUNTY: ANYPLACE PSA: ANYWHERE, NY

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Veteran: FEEPATIENT, ONE SSN: 000-45-6789

Date/Time Transaction Type

July 28, 1994 14:40 Admission Transfer from Other CNH

Enter Discharge Date/Time: **T@1PM** (AUG 19, 1994@13:00)

Select one of the following:

1 REGULAR

2 DEATH

3 TRANSFER TO OTHER CNH

6 REGULAR - PRIVATE PAY

Enter Discharge Type: : **1** REGULAR

Select Patient:

Movement Main Menu - CNH

Discharge from CNH

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTEN Pt.ID: 666-33-0044

AUTHORIZATIONS:

(1) FR: 11/1/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/29/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00 REF:

REF NPI:

Movement Main Menu - CNH

### DISPLAY EPISODE OF CARE

**Introduction**

The Display Episode of Care option is used to display all admission, transfer, and discharge movements for one specified episode of care in a Community Nursing Home. A double question mark <??> entered at the date/time prompt will produce a list of admission dates for the selected patient.

**Example**

Select Patient: **FEEPATIENT, ONE** 06-17-48 000456789 SC VETERAN

Select Admission Date/Time: **06/01/90@0900** JUN 01, 1990.09 FEEPATIENT, ONE ADMISSION

Veteran: FEEPATIENT, ONE SSN: 000-45-6789

Date/Time Transaction Type

June 1, 1990 09:00 Admission All Other

July 31, 1990 08:00 Discharge Transfer to Other CNH

MOVEMENT MAIN MENU - CNH

### EDIT MOVEMENT MENU

#### ADMISSION EDIT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Admission Edit option is used to edit admission data on file for a specific patient. This option can be used to edit data for either a current or past admission date. You may edit the admission type and the nursing home to which the patient was admitted.

**Example**

Select Patient: **FEEPATIENT, ONE** 06-17-48 000456789 SC VETERAN

Select Admission Date/Time: **1/1/88@0800** JAN 01, 1988.08 FEEPATIENT, ONE ADMISSION

ADMISSION TYPE: ALL OTHER// **3** FROM ASIH < 15 DAYS

NURSING HOME: ANYPLACE ADULT HOME// **<RET>**

MOVEMENT MAIN MENU - CNH

Edit Movement Menu

#### Discharge Edit

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The software now checks transfer and discharge types against the patient's previous movement. Screens have been placed on the Discharge or Transfer Types that are selectable based on the Last Movement Type.

**Introduction**

The Discharge Edit option is used to edit the type of discharge for a specific patient.

Following are the current discharge types.

* Regular
* Death
* Transfer to other CNH
* ASIH
* Death while ASIH
* Regular - private pay

**Example**

Select Patient: **FEEPATIENT, ONE**

Select Discharge Date/Time: **??**

CHOOSE FROM:

26 08-19-1993 @ 13:00 FEEPATIENT, ONE DISCHARGE

41 09-02-1993 @ 08:00 FEEPATIENT, ONE DISCHARGE

Select Discharge Date/Time: **41** 9-2-1993@08:00:00 FEEPATIENT, ONE DISCHARGE

Select one of the following:

1 REGULAR

2 DEATH

3 TRANSFER TO OTHER CNH

6 REGULAR - PRIVATE PAY

Discharge Type: : 1// **<RET>** REGULAR

MOVEMENT MAIN MENU - CNH

Edit Movement Menu

#### Transfer Edit

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The software now checks transfer and discharge types against the patient's previous movement. Screens have been placed on the Discharge or Transfer Types that are selectable based on the Last Movement Type.

**Introduction**

The Transfer Edit option is used to edit transfer movements for a specified inpatient during an active admission.

You may edit only the transfer type through this option. Following are the current transfer types.

* To authorized absence
* To unauthorized absence
* To ASIH (absent sick in hospital)
* From authorized absence
* From unauthorized absence
* From ASIH < 15 days

**Example**

Select Patient: **FEEPATIENT, ONE** 10-03-43 000456789 SC VETERAN

Select Transfer Date/Time: **06/15/94@0900**

TRANSFER TYPE: TO AUTHORIZED ABSENCE// **TO ASIH**

MOVEMENT MAIN MENU - CNH

### TRANSFER MOVEMENT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The software now checks transfer and discharge types against the patient's previous movement. Screens have been placed on the Discharge or Transfer Types that are selectable based on the Last Movement Type.

New insurance information may be uploaded into IB files through this option.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

**Introduction**

The Transfer Movement option is used to transfer a patient to ASIH (Absent Sick in Hospital) or from ASIH within the Community Nursing Home program. This option is also used to place a patient on or return a patient from authorized or unauthorized absence.

Only patients who have an active admission to a Community Nursing Home may be transferred through this option.

**Example of ICD-9 Data**

Select Patient: **FEEPATIENT, ONE**

FEEPATIENT, ONE Pt.ID: 000-45-6789

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3333333

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

MOVEMENT MAIN MENU - CNH

Transfer Movement

**Example of ICD-9 Data, cont.**

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

==============================================================================

No Insurance Information

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/22/94 VENDOR: FEEVENDOR,ONE - 000222222

TO: 07/31/94

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: SCHIZOPHRENIA

County: ANYPLACE PSA: ANYCITY, WA

Is this the correct Authorization period (Y/N)? Yes// <RET>

Veteran: FEEPATIENT, ONE SSN: 000-45-6789

Date/Time Transaction Type

July 22, 1994 08:00 Admission After Re-hospitalization > 15 Days

Select Transfer Date/Time: 073094@0900 (JUL 30, 1994@09:00)

Select one of the following:

1 TO AUTHORIZED ABSENCE

2 TO UN-AUTHORIZED ABSENCE

3 TO ASIH

Enter Transfer Type: 1 TO AUTHORIZED ABSENCE

Select Patient:

MOVEMENT MAIN MENU - CNH

Transfer Movement

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTHREE Pt.ID: 000-23-1456

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/28/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00 REF:

REF NPI:

## OUTPUT MAIN MENU - CNH

### 7078 PRINT

**Introduction**

The 7078 Print option is used to generate VA Form 10-7078, "Authorization and Invoice for Medical and Hospital Services". This option allows you to specify the number of copies (up to five) that you wish to print.

If you wish the name and title of the approving official to be different from those set through the site parameters, you may edit through this option.

**Example**

Select Veteran: **FEEpatient, One** 06-02-34 000456789 SC VETERAN

C77777.0141 MEMORIAL NURSING HOME FEEpatient, One COMPLETE

REFERENCE NUMBER: C77777.0141 VENDOR: FEEvendor,One

VETERAN: FEEpatient,One AUTHORIZATION FROM DATE: AUG 30, 2006

AUTHORIZATION TO DATE: SEP 17, 2006 AUTHORITY: NON-VA FOR SC DISABILITY

ESTIMATED AMOUNT: 1350 USER ENTERING: FeeUser

STATUS: COMPLETE DATE OF ISSUE: AUG 30, 2006

FEE PROGRAM: CONTRACT NURSING HOME DATE OF ADMISSION: AUG 30, 2006

DATE OF DISCHARGE: AUG 31, 2006 REFERRING PROVIDER: FEEprovider,Two

Is this the correct 7078? Yes// **<RET>**

Approving Official for 7078: Walter MD// **<RET>**

Title of Approving Official: Clinical Director// **<RET>**

# of copies of 7078? 1// **<RET>**

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 120// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y** (YES)

Requested Start Time: NOW// **<RET>** (DEC 12, 2006@15:17)

REQUEST QUEUED

Output Main Menu - CNH

7078 Print

**Example, cont.**

------------------------------------------------------------------------------------------------------------------

Department of Veterans Affairs AUTHORIZATION AND INVOICE FOR MEDICAL AND HOSPITAL SERVICES

------------------------------------------------------------------------------------------------------------------

Issuing Office |1. Date of Issue

VAMC ANYWHERE | 08/30/06

113 ANYSTREET AVE |-----------------------------------------------

ANYWHERE, NY 00001 |2. Veteran's Name

| FEEpatient, ONE

------------------------------------------------------------------------------------------------------------------

Name of Physician or Station |3. Address

FEEvendor,One | 1 MAIN ST

NEW SCOTLAND AVE | Apt. 1B

SUITE 301 |

ANYWHERE, NY 00001 | ANYCITY, NY 00001

ID#: 111111111 |-----------------------------------------------

| 4. Veteran's Claim No. | 4A. SSN

| 000456789 | XXX-XX-6789

|-----------------------------------------------

| 5. Authorization Valid

|-----------------------------------------------

Name of VA Referring Provider |From |To

FEEprovider,Two NPI: 1111111112 | 08/30/06 | 09/17/06

------------------------------------------------------------------------------------------------------------------

PART 1. - SERVICES AUTHORIZED

------------------------------------------------------------------------------------------------------------------

6. Services shown below are authorized for the period indicated in Item 5 above. | 7. Fee

(See Special Provisions below.) |$

Move to VAMC ASAP

------------------------------------------------------------------------------------------------------------------

8. Fee Schedule or Contract |9. Authority |9A. |10. Estimated Amount

| 17.45 | | $500.00

------------------------------------------------------------------------------------------------------------------

11. Fiscal Symbols |12. Authorized by (Name and Title)

360/10161.001 C77777.0141 | DOCTOR ME Clinical Director

------------------------------------------------------------------------------------------------------------------

SPECIAL PROVISIONS: Acceptance of this authorization to render service is governed by the following:

1. ACCEPTANCE OF THIS AUTHORIZATION AND PROVIDING OF SUCH TREATMENT OR SERVICES SUBJECTS YOU, THE PROVIDER OF

CARE, TO THE PROVISIONS OF PUBLIC LAW 93-579, THE PRIVACY ACT OF 1974, TO THE EXTENT OF THE RECORDS PERTAINING

TO THE VA AUTHORIZED TREATMENT OR SERVICES OF THIS VETERAN.

2. Fees or rates listed represent maximum allowance for services specified. In no event should charges be made to

the VA in excess of usual and customary charges to the general public for similar services.

3. Payment by the VA is payment in full for authorized services rendered.

4. Unless otherwise approved by the VA, services are limited in type and extent to those shown on this

authorization. If services are not initiated for any reason, return a copy of the authorization to the issuing

office with a brief explanation.

5. A copy of the Operative Report will be forwarded to the Authorizing station within one week following any major

surgery.

6. A copy of the hospital summary will be forwarded to the authorizing station within ten work days following the

release of the patient from the hospital.

7. When submitting claims for payment you must include the NPI and Taxonomy Code of the rendering practitioner,

and the NPI and Taxonomy Code of your organization. If, under the HIPAA NPI Final Rule

[http://www.cms.hhs.gov/NationalProvIdentStand], your organization is an "atypical" provider furnishing

services such as taxi, home and vehicle modifications, insect control, habilitation, and respite services and

is therefore ineligible for an NPI, it is important that you indicate "Ineligible for NPI" on your claim form.

------------------------------------------------------------------------------------------------------------------

All questions relating to this authorization should be referred to the issuing VA Office

------------------------------------------------------------------------------------------------------------------

VA Form 10-7078

Output Main Menu - CNH

### ACTIVITY REPORT FOR CNH

**Introduction**

The Activity Report for CNH option generates an output which includes all activity (admissions transfers and discharges) that falls within a specified date range.

**Example**

COMMUNITY NURSING HOME REPORT

-------------------------------

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010193** (JAN 01, 1993)

Ending DATE : **063093** (JUN 30, 1993)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

COMMUNITY NURSING HOME REPORT

-------------------------------

('\*' Represents ACTIVE ADMISSION)

PATIENT NAME VENDOR

ACTIVITY DATE ACTIVITY TYPE

=============================================================================

\* FEEPATIENT, ONE -6789P FEEVENDOR,ONE -1234

06/09/93@09:99:01 ADMISSION - ALL OTHER

FEEPATIENT, ONE -6789 FEEVENDOR,TWO -0000

05/28/93@10:99:01 DISCHARGE - DEATH

FEEPATIENT, ONE -6789 FEEVENDOR,TWO -0000

05/27/93@12:99:01 ADMISSION - TRANSFER FROM OTHER CNH

FEEPATIENT, ONE -6789 FEEVENDOR,THREE -9090

05/27/93@11:29:01 DISCHARGE - TRANSFER FROM OTHER CNH

FEEPATIENT, ONE -6789 FEEVENDOR,TWO -9090

05/15/93@10:99:01 TRANSFER - FROM ASIH <15 DAYS

Press RETURN to continue or '^' to exit: **^**

Output Main Menu - CNH

### AMIS 349 PRINT

The report now includes an AMIS Balancing Segment. If there is a problem found in balancing, the report also includes a NOTICE OF INCOMPLETE PATIENT MOVEMENTS AFFECTING AMIS TOTALS with instructions on how to correct the out of balance and obtain an accurate AMIS.

The report now allows users to print the data validation with the AMIS.

**Introduction**

The AMIS 349 Print option is used to calculate and print the Community Nursing Home Care Activity - AMIS 349 report. This report includes data for a specified month. The report represents gains and losses activity within the Community Nursing Home program for the month selected.

**Example**

Calculate AMIS for which Month/Year: 1/94 (JAN 1994)

Do you want data validation with this output? No// <RET>

QUEUE TO PRINT ON

DEVICE: HOME// A138-10/6/UP FEE BASIS PRINTER RIGHT MARGIN: 80// <RET>

Requested Start Time: NOW// <RET> (DEC 07, 1994@11:30:00)

REQUEST QUEUED

Task #: 27445

Output Main Menu - CNH

AMIS 349 Print

**Example, cont.**

DEC 7,1994@11:22:08

COMMUNITY NURSING HOME CARE ACTIVITY - AMIS 349

1/1/94 THRU 1/31/94

>>>NOTICE<<<

>>>Incomplete patient movements affect the AMIS totals below<<<

>>>Refer to last page for details<<<

G A I N S

---------

ADMISSIONS

01 AFTER REHOSP > 15 DAYS 0

02 ALL OTHER 0

TRANSFERS IN

03 FROM OTHER CNH 0

04 FROM ASIH 0

L O S S E S

-----------

DISCHARGES & DEATHS

05 DISCHARGES 0

06 DEATHS 0

TRANSFERS OUT

07 TO OTHER CNH 0

08 TO ASIH 0

R E M A I N I N G

-----------------

09 BED OCCUPANTS 2

10 ABSENT BED OCCUPANTS 0

11 ABSENT SICK IN HOSP. 0

12 FEMALE BED OCCUPANTS 2

L O S S E S F R O M A S I H

---------------------------------

13 DISCHARGES 0

14 DEATHS 0

M I S C T O T A L S

----------------------

15 PATIENT DAYS OF CARE 62

16 SC PLACEMENTS 0

Output Main Menu - CNH

AMIS 349 Print

**Example, cont.**

Page 2 DEC 7,1994@11:22:43

COMMUNITY NURSING HOME CARE ACTIVITY - AMIS 349

1/1/94 THRU 1/31/94

AMIS BALANCING SEGMENT

----------------------

PRIOR MONTH FIELDS 09 AND 10 3

+ CURRENT MONTH FIELDS 01, 02, 03 AND 04 +0

- CURRENT MONTH FIELDS 05, 06, 07 AND 08 -0

------

= CURRENT MONTH FIELDS 09 AND 10 2 <======> 3

\*\*PROBLEM FOUND IN BALANCING (see last page for details)

Page 3 DEC 7,1994@11:22:50

COMMUNITY NURSING HOME CARE ACTIVITY - AMIS 349

1/1/94 THRU 1/31/94

>>>NOTICE OF INCOMPLETE PATIENT MOVEMENTS AFFECTING AMIS TOTALS<<<

The following patient(s) have met or exceeded their authorizations, and have

not been discharged. This will result in inaccurate AMIS 349 calculations

for the current month's amis, and will affect the balancing segment for

subsequent months!!

To obtain an accurate AMIS, you must either discharge the patient,

or extend their Authorization To Date. Once the data has been corrected,

you may run the AMIS 349 again to obtain accurate figures.

PATIENT PT. ID AUTHORIZATION TO DATE

\*\* FEEPATIENT, ONE 000-45-6789 12/31/93

\*\* indicates movement problem from the prior month that is affecting

the balancing segment.

Output Main Menu - CNH

### CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.

**Example**

Select Check Number: **11111111**

DEVICE: HOME// **<RE****T>** LAT TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 11111111

------------------------------------ Page: 1

FEE PROGRAM: COMMUNITY NURSING HOME

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

From To Amount Amount Susp Batch Invoice

Date Date Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEVENDOR,ONE VENDOR ID: 000888888

Patient: FEEPATIENT, ONE Patient ID: XXX-XX-6789

6/1/06 6/30/06 6,100.00 6,000.00 D 378 583

>>>Check # 11111111 Date Paid: 1/9/95<<<

Enter RETURN to continue or '^' to exit: **<RET>**

Select Check Number:

Output Main Menu - CNH

### CLERK LOOKUP FOR 7078 AUTHORIZATION

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Clerk Lookup for 7078 Authorization option is used to list users that entered or edited a specified 7078 authorization. Entry or edit of nursing home rate and movements are included in this output. When applicable the output will also show users that entered or edited the civil hospital notification associated with the authorization.

Per enforcement of Separation of Duties, the Fee Basis software keeps track of all users who’ve touched an authorization so it can prevent them from doing pricing. This report lists people that have touched a given authorization.

Select Output Main Menu - CNH Option: Clerk Lookup for 7078 Authorization

Select Patient: FEEPATIENT,ONE,ONE FEEPATIENT,ONE 4-1-76

000666666 YES NSC VETERAN

PRIORITY:3 STATUS:UNVERIFIED PREFERRED FACILITY:500TA

Enrollment Priority: GROUP 3 Category: IN PROCESS End Date:

1 FEEPATIENT,ONE C95001.0083 ANYWHERE MED CENTER FEEPATIENT,ONE COMPLETE

2 FEEPATIENT,ONE C95001.0084 ANYWHERE MED CENTER FEEPATIENT,ONE COMPLETE

3 FEEPATIENT,ONE C95001.0089 FRIENDLY NURSING HOME FEEPATIENT,ONE COMPLETE

CHOOSE 1-3:

CHOOSE 1-3: 3 C95001.0089 FRIENDLY NURSING HOME FEEPATIENT,ONE

COMPLETE

DEVICE: HOME// <RET>

Clerk Lookup for a 7078 authorization APR 07, 2015@14:59:25 page 1

-------------------------------------------------------------------------------

10-7078 Authorization

Veteran: FEEPATIENT,ONE Vendor: FRIENDLY NURSING HOME

Reference Number: C95001.0089 Fee Program: CONTRACT NURSING HOME

Authorized From Date: FEB 07, 2015 Authorized To Date: FEB 09, 2015

Date/Time Edited Edited By

--------------------- -----------------------------------

Feb 09, 2015@14:12:17 FEECLERK,TWO

Comments: Enter CNH 7078 authorization.

Feb 09, 2015@14:13:31 FEECLERK,TWO

Comments: Enter CNH admission.

Feb 09, 2015@14:26:42 FEECLERK,TWO

Comments: Add CNH rate(s).

Feb 09, 2015@15:19:01 FEECLERK,TWO

Comments: Add CNH rate(s).

Feb 09, 2015@15:19:13 FEECLERK,TWO

Comments: Enter CNH discharge.

Output Main Menu - CNH

### CNH CENSUS REPORT

**Introduction**

The CNH Census Report option generates an output of all active Community Nursing Home inpatients, as determined by the Authorization FROM and TO dates in Section 5 of VA Form 10-7078, for a specified census date. For this reason, it is imperative that VA Form 10-7078s be entered in a timely manner in order for the report to contain accurate census information.

Your response to the "Display Address for Vendors? No//" prompt determines what appears in the output. If you accept the "No" default, the following information is displayed on your screen:

* Vendor name and ID number
* Veteran name, DOB, and Veteran ID
* PSA
* Authorized FROM date

If your response is "YES", the output will also include the following information:

* Vendor name, address, and telephone number
* Vendor participation code

**Example**

\*\*\*\*CENSUS DATE SELECTION\*\*\*\*

Census DATE: **T** (SEP 21, 1993)

Display Address for Vendors? No// **Y** YES

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Output Main Menu - CNH

CNH Census Report

**Example, cont.**

FEE BASIS CONTRACT NURSING HOME CENSUS

09/21/93

--------------------------

VENDOR NAME VENDOR ID

VETERAN NAME DOB VETERAN ID PSA AUTH FROM DATE

=============================================================================

FEEVENDOR,ONE 000999999 COMMUNITY NUR

31 NOWHERE CIRCLE

ANYCITY, MA 00001-0123 TEL. #: 45441477

FEEPATIENT, ONE 02/22/22 000-45-6789 523 01/01/93

FEEPATIENT, TWO 01/01/40 000-45-6789 523 07/29/93

FEEVENDOR,ONE 000222222 COMMUNITY NUR

1616 SHADY LN

ANYCITY, WA 99999

FEEPATIENT, ONE 02/03/35 000-45-6789 500 10/01/93

Output Main Menu - CNH

CNH STAYS IN EXCESS OF 90 DAYS

**Introduction**

The CNH Stays in Excess of 90 Days option prompts you for an effective date, which should be representative of the day you wish to see all ACTIVE CNH stays for a patient that meet or exceed 90 days, and a device. The Length of Stay (LOS) will be displayed for all records that meet this criteria. It should be noted that the Length of Stay is as of the effective date only.

**Example**

Use of this option will provide you with all 'ACTIVE' stays that are in excess of 90 days. The active stays are as of the date you choose.

Enter Effective Date : **072893** (JUL 28, 1993)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

ACTIVE CNH STAYS IN EXCESS OF 90 DAYS

AS OF 07/28/93

-------------------------------------

MARITAL

VETERAN Pt. ID ST. ADM. DATE LOS VENDOR

=============================================================================

FEEPATIENT, ONE 000-45-6789 M 04/01/93 118 FEEVENDOR,ONE

\*\*\*LOS = Length of Stay as of 07/28/93

Press RETURN to continue or '^' to exit: **<RET>**

Output Main Menu - CNH

### CONTRACT EXPIRATION LIST

**Introduction**

The Contract Expiration List option is used to list nursing homes with contracts that will expire within the date range you specify.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010193** (JAN 01, 1993)

Ending DATE : **063093** (JUN 30, 1993)

This option will list nursing homes with contracts expiring between 01/01/93 and 06/30/93.

Are you sure you want to continue? Yes// **<RET>**

DEVICE: HOME//  **CNH PRINTER**  RIGHT MARGIN: 80// **<RET>**

CNH CONTRACTS EXPIRING BETWEEN 01/01/93 AND 06/30/93

====================================================

Vendor Name Vendor ID Contract # Exp. Dt.

==============================================================================

FEEVENDOR,ONE 000999999 V500-1234 03/31/93

FEEVENDOR,TWO 000888888 500-6789 05/30/93

FEEVENDOR,TWO 000888888 V608-987 03/31/93

Press Return to continue:

Output Main Menu - CNH

### COST REPORT FOR CONTRACT NURSING HOME

**Introduction**

This option generates the Cost Report for Contract Nursing Home sorted by Date Finalized and Patient Type Code. You can print either a detailed report or summary only. (The detailed report also includes a summary.)

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010193** (JAN 01, 1993)

Ending DATE : **072993** (JUL 29, 1993)

Select one of the following:

D DETAILED REPORT

S SUMMARY ONLY

Choose Report Type: S// DETAILED REPORT

QUEUE TO PRINT ON

DEVICE: HOME//  **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// <RET> (AUG 19, 1993@16:08:33)

REQUEST QUEUED

COST REPORT FOR CONTRACT NURSING HOME

01/01/93 THROUGH 07/29/93

-------------------------------------

PATIENT NAME PATIENT ID ASSOC 7078 AMT PAID FINAL DRG LOS

================================================================================

TREATING SPECIALTY: MEDICAL

FEEPATIENT, ONE 000-45-6789 C89622.0015 54.00 27

\*\* Indicates an Ancillary Payment

COST REPORT FOR CONTRACT NURSING HOME

01/01/93 THROUGH 07/29/93

-------------------------------------

SUMMARY

LOS # CASES AVE. AMT. PAID

================================================================================

TREATING SPECIALTY: MEDICAL

27 1 54.00

================================================================================

TOTAL CASES: 1 AVERAGE AMOUNT PAID: 54.00 AVERAGE LOS: 27.00

Output Main Menu - CNH

### DISPLAY EPISODE OF CARE

**Introduction**

The Display Episode of Care option is used to display all admission, transfer, and discharge movements for one specified episode of care in a Community Nursing Home. A double question mark <??> entered at the date/time prompt will produce a list of admission dates for the selected patient.

**Example**

Select Patient: **FEEPATIENT, ONE** 06-17-48 000456789 SC VETERAN

Select Admission Date/Time: **06/01/90@0900** JUN 01, 1990.09 FEEPATIENT, ONE ADMISSION

Veteran: FEEPATIENT, ONE SSN: 000-45-6789

Date/Time Transaction Type

June 1, 1990 09:00 Admission All Other

July 31, 1990 08:00 Discharge Transfer to Other CNH

Output Main Menu - CNH

### INVOICE DISPLAY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Invoice Display option is used to view or print detailed line items associated with a selected CNH invoice.

**NOTE:** Although you may view and print both Civil Hospital and Contract Nursing Home invoices with this option, it should be used to view and print CNH invoices only.

**Example**

Select FEE BASIS INVOICE NUMBER: **164**

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

INVOICE DISPLAY

=================

Veteran's Name ('\*'Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment)

Vendor Name Vendor ID Invoice #

Fr Date To Date Claimed Paid Sus Code Dt. Rec. Inv. Date

==============================================================================

FEEPATIENT, ONE 000-45-6789

FEEVENDOR,ONE 000888888 164

10/23/94 10/31/94 1800.00 1800.00 11/6/94 11/1/94

Batch #: 267 Date Finalized: 11/25/94

Rejects Pending! Reject reason: WRONG OBLIGATION

Old Batch #: 267

Select FEE BASIS INVOICE NUMBER:

Output Main Menu - CNH

### NURSING HOME 10-0168 REPORT

**Introduction**

This option prints the data for the Community Nursing Home Code sheet 10-0168 (formerly the RCS 18-3 report) for a specified fiscal quarter and year, and allows you to generate the code sheets for the nursing homes included, if you are running Generic Code Sheet V. 2.0.

WARNING: If your site has negotiated a contract with a nursing home, and other VA facilities have placed veterans in that nursing home against your contract, you need to edit the code sheet that is created for that home. You will need to modify the field titled, "Number of Veterans in Home" to reflect the TOTAL number of veterans placed in the nursing home under that contract. This information is available to you through the social workers at your facility. Once you edit any necessary code sheets (done through the generic code sheet options), you may use the Generic Code Sheet Menu to batch and transmit your code sheets to Austin.

**Example**

COMMUNITY NURSING HOME REPORT 10-0168

Select one of the following:

1 First Quarter

2 Second Quarter

3 Third Quarter

4 Fourth Quarter

Enter response: 3 Third Quarter

Fiscal Year: : 94 (1994)

Do you want to generate code sheets for these Nursing Homes?

Enter Yes or No: No// YES

The CNH 10-0168 (RCS 18-3) will be compiled for the following date range:

FROM DATE: 4/1/94 TO DATE: 6/30/94

Want to continue? Yes// <RET>

DEVICE: HOME// <RET> Decnet RIGHT MARGIN: 80// <RET>

Output Main Menu - CNH

Nursing Home 10-0168 Report

**Example, cont.**

COMMUNITY NURSING HOME 10-0168 (18-3) REPORT

FROM DATE: 4/1/94 TO DATE: 6/30/94

>>> NOTE: FIELDS 7, 10, 12 are current data <<<

==============================================

[1] THREE DIGIT STATION NUMBER 500

[2] NAME OF COMMUNITY NURSING HOME SHADY ACRES

[3] NAME OF CITY WHERE NURSING HOME IS LOCATED ANYWHERE

[4] STATE CODE WHERE NURSING HOME IS LOCATED 36

[5] COUNTY WHERE NURSING HOME IS LOCATED 001

[6] NUMBER OF BEDS IN NURSING HOME (Skilled) 50

[7] NURSING HOME INSPECTED OR ACCREDITED B

[8] PER DIEM RATE (High) 002

[9] PER DIEM RATE (Low) 000

[10] CERTIFIED FOR MEDICARE/MEDICAID 4

[11] NUMBER OF VETERANS IN HOME 001

[12] DATE OF LAST ASSESSMENT 0193

Press RETURN to continue or '^' to exit: <RET>

COMMUNITY NURSING HOME 10-0168 (18-3) REPORT

FROM DATE: 4/1/94 TO DATE: 6/30/94

>>> NOTE: FIELDS 7, 10, 12 are current data <<<

==============================================

[1] THREE DIGIT STATION NUMBER 500

[2] NAME OF COMMUNITY NURSING HOME FEEVENDOR,TWO

[3] NAME OF CITY WHERE NURSING HOME IS LOCATED ANYWHERE

[4] STATE CODE WHERE NURSING HOME IS LOCATED 36

[5] COUNTY WHERE NURSING HOME IS LOCATED 093

[6] NUMBER OF BEDS IN NURSING HOME (Skilled) 15

[7] NURSING HOME INSPECTED OR ACCREDITED I

[8] PER DIEM RATE (High) 001

[9] PER DIEM RATE (Low) 000

[10] CERTIFIED FOR MEDICARE/MEDICAID 2

[11] NUMBER OF VETERANS IN HOME 000

[12] DATE OF LAST ASSESSMENT

Press RETURN to continue or '^' to exit: <RET>

Output Main Menu - CNH

Nursing Home 10-0168 Report

**Example, cont.**

Station: ALBANY (#500)

Batch Type: FEE BASIS - GECO

Transaction Type: 18-3

This code sheet has been assigned IDENTIFICATION NUMBER: 3-95

Stuffing data into the following fields:

SYSTEM IDENTIFIER: CNH

STATION NUMBER: 500

NAME OF COMMUNITY NH: SHADY ACRES

CITY OF COMMUNITY NH: ALBANY

STATE CODE OF CNH: 36

COUNTY CODE OF CNH: 001

NUMBER OF BEDS IN CNH: 50

NH INSPECTED/ACCREDITED: B

PER DIEM RATE (HIGH): 002

PER DIEM RATE (LOW): 000

CERT.MEDICARE/MEDICAID: 4

TOTAL NUMBER OF VETS IN NH: 003

DATE OF LAST ASSESSMENT: 060195

AUTOMATIC TERMINATOR: $

TRANSMITTED CODE SHEET FOR ID# 3-95 WILL BE AS FOLLOWS:

....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....

CNH500SHADY ACRES ALBANY36001050B00200040010193$

Output Main Menu - CNH

Nursing Home 10-0168 Report

**Example, cont.**

\*\* CODE SHEET NUMBER: 4-95 \*\*

CODE SHEET AUTOMATICALLY MARKED FOR BATCHING !

Station: ALBANY (#500)

Batch Type: FEE BASIS - GECO

Transaction Type: 18-3

This code sheet has been assigned IDENTIFICATION NUMBER: 4-95

Stuffing data into the following fields:

SYSTEM IDENTIFIER: CNH

STATION NUMBER: 500

NAME OF COMMUNITY NH: FEEVENDOR,TWO

CITY OF COMMUNITY NH: ANYWHERE

STATE CODE OF CNH: 36

COUNTY CODE OF CNH: 093

NUMBER OF BEDS IN CNH: 15

NH INSPECTED/ACCREDITED: I

PER DIEM RATE (HIGH): 001

PER DIEM RATE (LOW): 000

CERT.MEDICARE/MEDICAID: 2

TOTAL NUMBER OF VETS IN NH: 005

DATE OF LAST ASSESSMENT: -1

AUTOMATIC TERMINATOR: $

TRANSMITTED CODE SHEET FOR ID# 4-95 WILL BE AS FOLLOWS:

....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+..

CNH500FEEVENDOR,TWO ANYWHERE 36093015I00100020001$

Output Main Menu - CNH

### PAYMENT & TOTALS REPORT - CNH

**Introduction**

The Payment & Totals Report - CNH option is used to print a report showing individual payments to a Community Nursing Home Vendor and the total amount paid to that Vendor for a specified month/year.

Payment totals for the month are based on the date batches are finalized; therefore, only payment data from finalized batches will be included in this report.

**Example**

Community Nursing Home Payment List for which Month/Year: **8/94**

(AUG 1994)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Community Nursing Home Payment List & Totals for: August 1994

Processed: AUG 21,1994@13:02:02

Vendor Name Vendor ID

Veteran Name SSN Amount Paid

=================================================================

FEEVENDOR, ONE 000225555

FEEPATIENT, ONE 000456789 6000.00

-------

Vendor Total: 6000.00

FEEVENDOR, TWO 000123123

FEEPATIENT, TWO 000456789 3000.00

FEEPATIENT, THREE 000456789 3000.00

-------

Vendor Total: 6000.00

FEEVENDOR, THREE 000665665

FEEPATIENT, FOUR 000456789 3100.00

FEEPATIENT, FIVE 000456789 3100.00

-------

Vendor Total: 6200.00

Grand Total Dollars: 18200.00

Output Main Menu - CNH

### POTENTIAL COST RECOVERY REPORT

**Introduction**

This report is used to obtain information concerning patients and services received, which can potentially be recovered from the veteran and/or third party insurance. The report is run for a specified Primary Service Facility and date range; and you can choose to include Patient Copays, Insurance Copays, or Both. If you select “Patient Copays” or “Both”, you will also be prompted to indicate whether you want to include Means Test Copays, LTC Copays, or Both. The software examines all payments for the Outpatient, Pharmacy, Civil Hospital, and Community Nursing Home fee programs.

One or more of the following messages might appear in the report. The messages that contain “Cost recover from LTC co-pay” or “10-10EC Missing for LTC Patient” will only be generated for LTC payments with a date of service equal to or greater than July 5, 2002. The IB LTC clock might need to be updated to identify the patient's 21 free days.

| Message | Explanation |
| --- | --- |
| >>>Cost recover from means testing. | The patient received **non-LTC** treatment, s/he does not have insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from means testing and insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is exempt from Means Test copay. |
| NONE - This payment will be excluded from the report. | The patient received **non-LTC** treatment, s/he doesn't have insurance and s/he is exempt from Means Test copay. |
| >>>Cost recover from LTC co-pay. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from LTC co-pay and insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is exempt from LTC copay. |
| NONE - This payment will be excluded from the report. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is exempt from LTC copay. |
| >>>Cost recover from insurance. 10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he has insurance and does not have 1010EC in file. |
| >>>10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he doesn't have insurance and does not have 1010EC in file. |

**Example**

Select Primary Service Facility: ALL// **ANYWHERE City VAMC**

Select another Primary Service Facility: **<RET>**

Include (P)atient Co-pays / (I)nsurance / (B)oth: Both// **<RET>**

Include (M)eans Test Co-pays /(L)TC Co-pays /(B)oth: Both// **<RET>**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **8/5/02** (AUG 05, 2002)

Ending DATE : **8/8/02** (AUG 08, 2002)

QUEUE TO PRINT ON

DEVICE: HOME// **CIVIL HOSPITAL PRINTER** RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (AUG 08, 2002@16:08:33) REQUEST QUEUED

Task #: 46411

POTENTIAL COST RECOVERY REPORT

Division: 635 ANYWHERE CITY VAMC

8/5/02 - 8/8/02

Page: 1

Patient: Feepatient,One Pat. ID: 666-00-0123 DOB: Sep 03, 1946

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

=============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

MAILHANDLE p 000205875 451 OR 452 SELF 09/05/93

MAILHANDLE p 000205875 451 OR 452 SELF 09/05/93 08/01/98

PCS HEALTH p 000205875 451 OR 452 SELF 08/01/98 12/31/02

FEE PROGRAM: OUTPATIENT

Svc Date CPT-MOD Amount Amount Susp Travel Batch Invoice Voucher

Claimed Paid Code Paid Num Num Date

=============================================================================

Vendor: Feevendor, One Vendor ID: 000795295

7/1/02 76075-GA 109.64 109.64 21875 36677 8/6/02

Primary Dx: RADIOLOGICAL EXAM N (V72.5) S/C Condition? NO Obl.#: C23552

>>>Cost recover from means testing and insurance.

7/1/02 76076-GA 33.88 33.88 21875 36677 8/6/02

Primary Dx: RADIOLOGICAL EXAM N (V72.5) S/C Condition? NO Obl.#: C23552

>>>Cost recover from means testing and insurance.

Output Main Menu - CNH

### PRINT REJECTED PAYMENT ITEMS

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Print Rejected Payment Items option is used to view and print all Fee Basis items which have been rejected for payment and have not yet been reinitiated. Line items may be rejected by interface transactions from the Central Fee system in Austin or they may be locally rejected using the Finalize a Batch option.

* The rejects are grouped by batch. If an entire batch was rejected, all payment items in that batch are listed.
* The report can be generated for batches with a status of CENTRAL FEE ACCEPTED or VOUCHERED or both.
* The report will print Central Fee Reject for lines that were flagged as rejected by the interface. It will print Local Reject for lines that were locally flagged as rejected by a user.
* The report will display reject codes and descriptions (maximum of 5) for lines that were flagged as rejected by the interface.

**Example**

Select Community Nursing Home Main Menu Option: **Output Main Menu - CNH**

Select Output Main Menu - CNH Option: **Print Rejected Payment Items**

Select one of the following:

1 CENTRAL FEE ACCEPTED

2 VOUCHERED

3 BOTH

Select batch status to report: BOTH//

Exclude rejects transmitted before:  3/29/2014//

DEVICE: HOME//

Output Main Menu - CNH

PRINT REJECTED PAYMENT ITEMS

**Example of output for a Community Nursing Home batch.**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 1958 Voucher Date: 4/20/12 Voucherer: FEEVOUCHERER,FEEUSER

FEEPATIENT,FIRST JR 000-00-5678 1958

ANYCITY NURSING HOME 141519755 2616 12/5/04

11/01/04 11/30/04 377.25 370.20 35

Local Reject Old Batch #: 1958

Reject Reason: Rejected by Reprocess Overdue Batch

-------------------------------------------------------------------------------

Output Main Menu - CNH

### REPORT OF ADMISSIONS/DISCHARGES FOR CNH

**Introduction**

The Report of Admissions/Discharges for CNH option generates an output report listing admissions to and discharges from a Contract Nursing Home within a specified date range.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **060193** (JUN 01, 1993)

Ending DATE : **T** (JUL 30, 1993)

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

CNH ADMISSIONS AND DISCHARGES

06/01/93 THROUGH 07/30/93

-----------------------------

FEEPATIENT, ONE 000-45-6789 NSC

ADMISSION DATE: 06/09/93@1:00 ADMISSION TYPE: ALL OTHER

FEEVENDOR,ONE 000999999

31 NOWHERE CIRCLE

ANYCITY ANYSTATE 00001-0123

Phone #: 413-555-1477

FEEPATIENT, TWO 000-45-6789 SERVICE CONNECTED 50% to 100%

ADMISSION DATE: 07/01/93@1:00 ADMISSION TYPE: ALL OTHER

FEEVENDOR,ONE 000222222

1616 SHADY LN

ANYCITY ANYPLACE 99999

Phone #: 555-2109

FEEPATIENT, THREE 000-45-6789 SC LESS THAN 50%

ADMISSION DATE: 07/22/93@08:00 ADMISSION TYPE: AFTER RE-HOSPITALIZATION >15

FEEVENDOR,ONE 000222222

1616 SHADY LN

ANYCITY ANYPLACE 99999

Phone #: 555-2594

Output Main Menu - CNH

### ROSTER PRINT

**Introduction**

The Roster Print option is used to print a list of Community Nursing Homes and currently admitted Fee Basis veteran patients.

**Example**

This option will print Nursing Home Rosters.

Are you sure you want to continue? No// **Y**ES

DEVICE: HOME// **CNH PRINTER** RIGHT MARGIN: 80// **<RET>**

Nursing Home Roster - 07/30/93

--------------------------------

NAME VENDOR ID

VETERAN NAME VETERAN ID ADMIT DT AUTH TO DATE

------------------------------------------------------------------------------

FEEVENDOR,ONE 000999999

FEEPATIENT, ONE 000-45-6789 06/09/93 12/31/99

FEEVENDOR,ONE 000222222

FEEPATIENT, ONE 000-45-6789 07/22/93 07/31/93

FEEPATIENT, TWO 000-45-6789 07/28/93 07/31/93

FEEPATIENT, THREE 000-45-6789 07/28/93 11/30/93

Output Main Menu - CNH

### VENDOR PAYMENTS OUTPUT

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example**

Select Fee Vendor: FEEvendor,One 000999999 COMMUNITY NURSI

31 NOWHERE CIRCLE (Awaiting Austin Approval)

ANYCITY, MA 00001-0123 TEL. #: 555-1477

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 010106 (JAN 01, 2006)

Ending DATE : T (JUN 30, 2006)

Select FEE Program: ALL// CONTRACT NURSING HOME

Select another FEE Program: <RET>

DEVICE: HOME// CNH PRINTER RIGHT MARGIN: 80// <RET>

DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)

VENDOR PAYMENT HISTORY

======================== Page: 1

Date Range: 1/1/06 to 6/30/06

Vendor: FEEvendor,One Vendor ID: 000999999

FEE PROGRAM: CONTRACT NURSING HOME

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

=============================================================================

Patient: FEEpatient, One Patient ID: XXX-XX-6789

1/11/06 800.00 .00 105 11/5/06 11/15/06

Patient: FEEpatient, Two Patient ID: XXX-XX-1234

5/18/06 900.00 800.00 4 305 4/17/06 4/18/06

>>>Check # 11887576 Date Paid: 6/20/06<<<

>>>Amount paid altered to $800.00 on the Fee Payment Voucher document.<<<

Output Main Menu - CNH

### VETERAN PAYMENTS OUTPUT

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example**

Select Fee Patient: FEEpatient, One 02-22-22 000456789 SC VETERAN

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 8/1/06 (AUG 01, 2006)

Ending DATE : 8/30/06 (AUG 30, 2006)

Select FEE Program: ALL// CONTRACT NURSING HOME

Select another FEE Program: <RET>

DEVICE: HOME// CNH PRINTER Decnet RIGHT MARGIN: 80// <RET>

DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEEpatient, One Patient ID: XXX-XX-6789

FEE PROGRAM: CONTRACT NURSING HOME

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Vendor: FEEvendor,One Vendor ID: 000999999

8/17/06 90040-20 800.00 800.00 00035 236

Primary Dx: S/C Condition? YES Obl.#: C33003

>>>Check # 11887576 Date Paid: 9/20/06<<<

8/15/06 90040-20 650.00 650.00 00035 254

Primary Dx: S/C Condition? YES Obl.#: C33003

>>>Check # 13999976 Date Paid: 9/15/06<<<

Select Fee Patient:

## PAYMENT MAIN MENU - CNH

### DELETE INPATIENT INVOICE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete invoices in another user’s payment batch.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Delete Inpatient Invoice option is used to delete invoices entered in error. The selected invoice must be in a batch that has not been released for payment.

**Example**

Select Payment Process Menu Option: **DELEte Inpatient Invoice**

Select FEE BASIS BATCH NUMBER: **36**  C33003

Select Invoice to delete: **20**

INVOICE DISPLAY

=================

Patient: FEEPATIENT, ONE Patient ID: 000-45-6789

FEE PROGRAM: CONTRACT NURSING HOME

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000999999

06/09/93 94.00 94.00 20 06/09/93 06/30/93

Associated 7078: C33003.0003

Batch #: 36 Date Finalized:

Sure you want to delete this invoice? No// **Y** YES

.... deleting!

Payment Main Menu - CNH

### EDIT CNH PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit payments in batches that have been released by users, such as lead clerks or payments entered by other users, such as lead clerks.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompt: *Enter Vendor Invoice Date*

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, if applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Edit CNH Payment option is used to edit data for a previously entered Community Nursing Home payment. Payments can only be entered by using the Enter CNH Payment option.

Use this option to edit or delete the entire invoice, or individual data items. You cannot edit payments in batches which have been transmitted. You may not delete the data in required fields.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

Payment Main Menu - CNH

Edit CNH Payment

**Example**

Select FEE BASIS BATCH NUMBER: **159** C15003

Select Invoice Number: **330**

INVOICE DISPLAY

=================

Patient: FEEPATIENT, ONE Patient ID: 000-45-6789

FEE PROGRAM: CONTRACT NURSING HOME

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Inv Date Amount Amount Susp Invoice From To

Claimed Paid Code Num Date Date

==============================================================================

Vendor: FEEVENDOR, ONE Vendor ID: 000222222

12/1/94 12.00 12.00 330 10/1/94 11/1/94

Associated 7078: C90622.0107

Batch #: 159 Date Finalized:

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): DEC 5,1994// **<RET>**

VENDOR INVOICE DATE: DEC 1,1994// **<RET>**

VENDOR: FEEVENDOR, ONE// **<RET>**

VETERAN: FEEPATIENT, ONE// **<RET>**

TREATMENT FROM DATE: OCT 1,1994// **<RET>**

TREATMENT TO DATE: NOV 1,1994// **<RET>**

AMOUNT CLAIMED: 12// **<RET>**

AMOUNT PAID: 12// **<RET>**

BATCH NUMBER: 159// **<RET>**

PURPOSE OF VISIT: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)// **<RET>**

PATIENT TYPE CODE: MEDICAL// **<RET>**

PRIMARY SERVICE FACILITY: ANYSITE ISC// **<RET>**

Payment Main Menu - CNH

### ENTER CNH PAYMENT

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Enter CNH Payment option is used to enter Community Nursing Home payments. Only Community Nursing Home payments can be entered through this option. All other Fee Basis payments must be entered through other menus. Only batches opened by you and having a current status of OPEN may be entered.

You cannot enter new vendors with this option. If you wish to enter a new Vendor, use the Vendor Enter/Edit option on the Community Nursing Home Main Menu.

The system calculates the amount to be paid based on data in the CNH ACTIVITY file. The system will automatically assign invoice numbers to each payment. There is a separate invoice number for each payment line.

The system will not accept payments for a period that is not within the patient's authorized dates.

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: **178** C93999

Payments for which Month/Year: **6/93** (JUN 1993)

Select Patient: **FEEPATIENT, ONE**

Payment Main Menu - CNH

Enter CNH Payment

**Example of ICD-9 Data, cont.**

FEEPATIENT, ONE Pt.ID: 000-45-6789

124 ANYPLACE ROAD DOB: JAN 1,1901

ANYPLACE TEL: Not on File

ANYPLACE 99999 CLAIM #: 000000000

COUNTY: ANYWHERE

Primary Elig. Code: SC -- PENDING VERIFICATION AUG 10, 1992

Other Elig. Code(s):

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: YES

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

AETNA 252525 201 SPOUSE 12/31/85

GHI 12345 123 SELF 01/01/91

HEALTH INSURANCE OPD-45 SELF 01/01/94

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT, ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 06/09/93 VENDOR: FEEVENDOR,ONE - 000999999

TO: 06/10/93

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

DX:

County: ANYWHERE PSA: ANYWHERE, FL

REMARKS:

NURSING HOME

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Payment Main Menu - CNH

Enter CNH Payment

**Example of ICD-9 Data, cont.**

Veteran: FEEPATIENT, ONE SSN: 000-45-6789

Date/Time Transaction Type

June 9, 1993 10:00 Admission All Other

June 10, 1993 10:00 Discharge Regular

Amount based on 1 days of care.

Total Amount calculated is: $ 94.00

Want to Continue with Payment Entry? YES// **<RET>**

Invoice # 293 assigned to this invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **6/15/93** (JUN 15, 1993)

Enter Vendor Invoice Date: **6/11/93** (JUN 11, 1993)

AMOUNT CLAIMED: **100**

AMOUNT PAID: **94**

AMOUNT SUSPENDED: 6// **<RET>**

SUSPEND CODE: **4** Other

DESCRIPTION OF SUSPENSION:

1>**Vendor billed July rate for the month of June**

2> **<RET>**

EDIT Option: **<RET>**

Select Patient:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDONE Pt.ID: 666-12-0012

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/28/2012

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR NSC DISABILITY(IES)

DX: E08.00 REF:

REF NPI:

## QUEUE DATA FOR TRANSMISSION

You must hold the FBAA LEVEL 2 security key to access and use this option.

This option creates MailMan messages which contain the batch data to be transmitted. You must be a member of the NVP mail group to receive confirmation and reports from the Non-VA Pricer (NVP) system for Civil Hospital program.

**Introduction**

The Queue Data for Transmission option is used to transmit Fee Basis payments and MRA batches to the Central Fee System in Austin. All pending MRAs are automatically batched and transmitted. Only payment batches released by a lead clerk or supervisor can be transmitted.

Each batch is sent in electronic MailMan message form. The option creates MailMan messages, shown in your "IN" basket, which contain the batch data to be transmitted. You may query the message to obtain the status of the transmittal. The system will continue to attempt to send the data until it is actually transmitted. You must be a member of the NVP mail group to receive confirmation and reports from the Non-VA Pricer (NVP) system for Civil Hospital program.

Refer to Appendix G at the end of this manual for sample MailMan messages received as a result of payment and MRA data transmission to Austin, and a description of the format and content.

Please refer to "Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments" at the end of this manual for information on the Austin response to the Queue Data For Transmission option.

**Payment Batch Results Message**

A Payment Batch Results message is sent from Central Fee to VistA Fee Basis. This transaction changes the status of a payment batch from TRANSMITTED to either CENTRAL FEE ACCEPTED or VOUCHERED. It also flags payment line items in the batch as rejected if they did not pass the Central Fee edit checks.

If VistA encounters a problem while processing the transaction, a bulletin will be sent to mail groups G.FEE and G.FEE FINANCE. An example of the bulletin is shown below:

Subj: Fee Server Notification for batch 1961 results [#2516821] 03/01/12@16:31

17 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-------------------------------------------------------------------------------

Mar 01, 2012@16:31:54

A request for execution of a server option has been received.

Sender: 00001

QUEUE DATA FOR TRANSMISSION

**PAYMENT BATCH RESULTS MESSAGE**

Option name: FBAA BATCH SERVER

Subject: test 8x batch type B9 with invalid ICN

Message #: 2516820

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Error rejecting line with IENS 9999999,

Error retrieving line item data.

The above message # has been forwarded to the FEE mail group.

Enter message action (in IN basket): Ignore//

**Example: Using the Queue Data For Transmission option**

This option will transmit all Batches and MRA's ready to be transmitted to Austin

Are you sure you want to continue? No// **Y**

The following Batches will be transmitted:

918

926

938

...HMMM, I'M WORKING AS FAST AS I CAN...

## UPDATE VENDOR CONTRACT/RATES - CNH

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

This option allows you to enter/edit Community Nursing Home Vendor contracts and rates. It can be used to add new contract numbers, effective dates, expiration dates, and nursing home rates for the selected Vendor; or to edit the data currently on file. You cannot add a new Vendor with this option.

Since Fee Basis nursing home rates may be negotiated per patient, you may enter an unlimited number of rates per contract at the "Enter Nursing Home Rate:" prompt. (Refer to Appendix D for more information about multiple rates.) This prompt will repeat until you enter an up-arrow <^>, which will return you to the "Select FEE BASIS VENDOR NAME:" prompt.

**Example**

Select FEE BASIS VENDOR NAME: **FEEvendor,One** 000222222 COMMUNITY NUR

1616 SHADY LN

ANYCITY, WA 99999

Select FEE BASIS CNH CONTRACT NUMBER: **500-CNH-01-94**

ARE YOU ADDING '500-CNH-01-94' AS

A NEW FEE BASIS CNH CONTRACT? **Y** (YES)

FEE BASIS CNH CONTRACT EFFECTIVE DATE: **010194** (JAN 01, 1994)

FEE BASIS CNH CONTRACT EXPIRATION DATE: **053194** (MAY 31, 1994)

NUMBER: 500-CNH-01-94// **<RET>**

EFFECTIVE DATE: JAN 1,1994// **<RET>**

EXPIRATION DATE: MAY 31,1994// **<RET>**

Enter Nursing Home Rate: **22**

Enter Nursing Home Rate: **28**

Enter Nursing Home Rate: **34**

Enter Nursing Home Rate: **^**

Select FEE BASIS VENDOR NAME:

## VENDOR ENTER/EDIT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 2 security key is required to update contract and rate data for a community nursing home vendor.
* The FBAA ESTABLISH VENDOR security key is required to enter a new or edit an existing Vendor.

**Introduction**

The Vendor Enter/Edit option is used to enter new vendors or edit existing vendors, and to display Vendor demographics. This option is used to enter Community Nursing Home vendors and all ancillary vendors who provide services under VA contract to veterans in nursing homes. A Vendor cannot be deleted from the DHCP FEE BASIS VENDOR file (#161.2).

Vendors must be entered into the system before they can receive any Fee Basis payments. The Fee Basis Vendor ID Number is usually the individual's Social Security Number (SSN) or the Vendor's Tax ID number. A group of physicians may be entered in the system under one ID number if they are incorporated (e.g., Dermatology Assocs., P.C., or Capital District Urologists, P.C.).

When you request a list of vendors by entering <?> at the "Select FEE BASIS VENDOR NAME:" prompt, or if multiple vendors exist with the Vendor name you selected, the list displayed will indicate if the Vendor is in delete status or Awaiting Austin Approval.

**WARNING**: If you are attempting to edit Vendor information for a Vendor flagged "Awaiting Austin Approval" anywhere in the package which allows entering a Vendor or editing Vendor data (e.g., prompts that ask, "ARE YOU ADDING {Vendor name} AS A NEW FEE BASIS VENDOR (THE {n}TH)?", or "Want to Edit data? NO//", etc.), the following message will appear on your screen:

Current Vendor information is pending Austin processing. Changing Vendor information at this time may jeopardize the processing of the existing Master Record Adjustment!

Do you wish to continue editing this Vendor? No//

Any changes which you make to a Vendor will affect all other sites which have this Vendor in their Fee Basis Vendor file (#161.2).

VENDOR ENTER/EDIT

**Example**

Select FEE BASIS VENDOR NAME: **FEEvendor, One**

ARE YOU ADDING 'FEEVENDOR, ONE' AS

A NEW FEE BASIS VENDOR (THE 74TH)? **Y** (YES)

FEE BASIS VENDOR ID NUMBER: **000999999**

FEE BASIS VENDOR TYPE OF VENDOR: **8** OTHER

FEE BASIS VENDOR PART CODE: **5** COMMUNITY NURSING HOME 05

FEE BASIS VENDOR CHAIN: **<RET>**

FEE BASIS VENDOR NPI: **<R**ET**>**

NAME: FEEVENDOR, ONE Replace **<RET>**

NUMBER: 999-99-9999// **<RET>**

Is the ID NUMBER a Tax # or SSN?

TAX ID/SSN (Enter 'T' or 'S'): **T** TAX ID NUMBER

TYPE OF VENDOR: OTHER// **<RET>**

BUSINESS TYPE (FPDS): **<**RET**>**

Select SOCIOECONOMIC GROUP (FPDS): **<RET>**

PART CODE: COMMUNITY NURSING HOME// **<RET>**

STREET ADDRESS: **222 BLOOMING GROVE DR**

STREET ADDRESS 2: **<RET>**

CITY: **ANYCITY**

STATE: **NY** ANYWHERE

ZIP CODE: **00001**

COUNTY: ANYPLACE 083

PHONE NUMBER: **999-555-1234**

FAX NUMBER: **999-555-1200**

BILLING PROVIDER NPI: **1234567899**

MEDICARE ID NUMBER: **777555777**

NUMBER OF CNH BEDS: **100**

INSPECTED/ACCREDITED: **B** BOTH INSPECTED AND ACCREDITED

CERTIFIED MEDICARE/MEDICAID: **4** CERTIFIED FOR BOTH

DATE OF LAST ASSESSMENT: **8/1** (AUG 01, 1994)

Select FEE BASIS CNH CONTRACT NUMBER: **<RET>**

Vendor Enter/Edit

**Example, cont.**

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000999999

Billing Prov NPI: 1234567899

Address: 222 BLOOMING GROVE DR Specialty:

City: ANYCITY Type: OTHER

State: ANYWHERE Participation Code: COMMUNITY NURSING HOM

ZIP: 00001 Medicare ID Number: 000000000

County: ANYPLACE Chain:

Phone: 999-555-1234

Fax: 999-555-1200

Type (FPDS):

Austin Name:

Last Change Last Change

TO Austin: FROM Austin:

>>> CNH INFORMATION <<<

Total Beds: 100 Inspected/Accredited: Inspect. & Accred.

Want to edit data? No// <RET>

Select FEE BASIS VENDOR NAME:

*(This page included for two-sided copying.)*

# Section 3: MEDICAL FEE MAIN MENU

## Overview

Following is a brief description of each option contained in the Medical Fee Main Menu.

**BATCH MAIN MENU**

***NOTE:*** *This menu is located on the MEDICA**L FEE MAIN MENU.*

* Active Batch Listing by Status - prints active batches for one, many, or all batch statuses. The output is sorted alphabetically by batch status, and excludes all batches with a status of vouchered.
* Batch Delete - allows the user who opened a batch, or any user who holds the FBAA LEVEL 2 security key, to delete a batch from the system. You must hold the FBAA LEVEL 1 PMT security key to access this option.
* Batch status for a Range of Batches - allows you to enter a range of batches and list the current status, obligation number, and Fee Program.
* Close Out Batch - closes a Fee Basis batch. Once a batch is closed, no further payments may be added to it, and travel dollars and payment line count are tabulated. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to close another user’s payment batch.
* DELETE REJECT FLAG - used to delete local reject flags that were entered in error. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. You must hold the FBAAREJECT security key to access and use this option.
* Display Open Batches - allows you to display a list of all Fee Basis batches which have an open status.
* Edit Batch data - allows you to edit date batch opened and obligation number. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to edit batches opened by other users.
* FINALIZE A BATCH - used to flag payment line items as locally rejected and finalize a batch. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. A Voucher Batch message is automatically transmitted to Central Fee when a batch is finalized.

You must hold the FBAAREJECT and/or FBAAFINANCE security keys to use this option, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.
* LIST BATCHES PENDING RELEASE - used to display batches that have been closed, but have not yet been certified for release to Austin.
* List Items in Batch - used to view all payment records in the selected batch.
* Open a Batch - used to create and open a new Fee Basis batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Re-open Batch - used to reopen a Fee Basis batch which was previously closed, and has a batch status of closed. This allows additional payments to be entered into the batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to reopen batches other than those you opened.
* Release a Batch - used to certify that a batch is ready to be released to Austin for payment. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Status of Batch - displays all information available for the selected batch. If the batch status is open, the only information available is date opened, clerk who opened, and batch type. If the batch status is clerk closed, the total dollars and payment line count are also displayed.

**ENTER AUTHORIZATION**

***NOTE:*** *This option is located on the MEDICAL FEE MAIN MENU.*

This option is used to enter, edit, or delete VA Form 10-7079, Request for Outpatient Services. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

**LTC Outpatient Active Authorizations Report**

***NOTE:*** *This option is located on the MEDICAL FEE MAIN MENU.*

This is a list of active outpatient LTC Authorizations.

**LTC Outpatient Ending Authorizations Report**

***NOTE:*** *This option is located on the MEDICAL FEE MAIN MENU.*

This is a list of outpatient LTC Authorizations that are due to expire.

**OUTPUTS MAIN MENU**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.*

* Suspension Letter Print - used to print the suspension letters that are sent to Fee Basis vendors.
* INDIVIDUAL SUSPENSION LETTER PRINT - allows printing of suspension letters for an individual patient and/or Vendor.
* 7079 Print for Selected Patient - used to print VA Form 10-7079, Request for Outpatient Services, for an individual veteran.
* Check Display - displays all payments for checks issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System).
* Display ID Card History for Patient - shows an ID Card history for a Fee Basis patient, including current ID card number and issue date. It also displays old card numbers, the reason for the change, and which user made the change.
* Group 7079 Print - used to print VA Form 10-7079, Request for Outpatient Services for a specified date range. You must hold the FBAA LEVEL 2 security key to access and use this option.
* HISTORICAL AUTHORIZATION DATA REPORT – used to view historical data for a selected authorization.
* Invoice Display - used to view detailed line items associated with a selected medical invoice.
* IPAC VENDOR REPORTS - allows the user to obtain the full listing of all of the IPAC Vendor Reports and will allow the user to select any of the reports to be output to a specified device.
* Obsolete ID Cards List - used to view a list of Fee Basis ID card numbers which have expired or have been deleted.
* Outpatient Cost Report - generates the Cost Report for Outpatient Payments for a specified date range. The report is sorted by the DATE FINALIZED field.
* Payment History Display - displays eligibility, disabilities, insurance information, authorizations, and medical payment information for a patient.
* Potential Cost Recovery Report - used to identify costs for fee services which may be able to be recovered.
* Print Rejected Payment Items - used to view those items which have been rejected for payment and have not yet been re-initiated.
* PSA Output Report - used to generate a report by PSA (Primary Service Area) of outpatient medical, pharmacy, contract hospital, and community nursing home payments for a selected date range.
* Valid ID Cards List - used to view a list of Fee Basis ID card numbers which are currently in effect and have not expired.
* VENDOR PAYMENTS OUTPUT - used to generate a history of payments made to a selected Vendor within a specified date range.
* VETERAN PAYMENTS OUTPUT - used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

**PAYMENT MENU**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.*

* Delete Payment Entry - used to delete a payment transaction. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. To select the batch from which to delete the payment you must either be the person who opened the batch or hold the FBAA LEVEL 2 security key.  Once you have selected the batch you delete the payment record from the batch and not the batch itself.
* Edit Payment - used to edit data for a previously entered medical fee payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to edit payments in batches opened by someone else or in batches that have been released by a lead clerk.
* Enter Payment - used to enter or edit a medical payment to a Vendor. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 is required to enter payments for other users. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Invoice Display - used to view detailed line items associated with a selected medical invoice.
* Multiple Payment Entry - used to enter identical medical payments for a specific patient and Vendor (only the date of service may differ). You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 security key is required to enter payments for other users. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Re-initiate Rejected Payment Items - used to re-initiate items that have been rejected by the Central Fee System and assign them to a new batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Reimbursement Payment Entry - used to enter a reimbursement payment to a veteran for medical services when the veteran has paid the Vendor directly. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. The FBAA LEVEL 2 is required to enter payments for other users. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Travel Payment Only - used to enter, edit, or delete a travel payment for a Fee Basis patient. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**REGISTRATION MENU**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.*

* AUTHORIZATION DISPLAY - used to display a specified authorization. You must enter the authorization number that appears on the printed VA Form 10-7079.
* Fee Patient Inquiry - used to display patient demographics and Fee Basis Authorizations.
* Print Report of Contact - generates a hard copy of a Fee Basis Patient Report of Contact in the format of VA FORM 119.
* Report of Contact - used to record contact between a Vendor and the medical center or edit an existing Report of Contact.

**SUPERVISOR main menu**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.* You must hold the FBAA LEVEL 2 security key to access and use this menu.

* Add New Person for Unauthorized Claim - allows entry to the New Person file (#200) when an Unauthorized Claim is submitted by another party (i.e., not the veteran or the Vendor) whose name and address need to be entered. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Clerk Look-Up For An Authorization - allows the holder of the FBAASUPERVISOR security key to look up all users who entered or edited a selected authorization.
* CONTRACT FILE ENTER/EDIT - Enter/Edit data in the FEE BASIS CONTRACT (#161.43) file. This file contains a list of contracts. New outpatient and civil hospital authorizations and payments can be linked to an active contract. The contract number will be included with associated payments that are transmitted to Central Fee. Note that contracts for community nursing home rates are stored in a different file and are updated using a different option. You must hold the FBAASUPERVISOR security key to access and use this option.
* Delete reject flag - used to delete local reject flags that were entered in error. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. You must hold the FBAAREJECT security key to access and use this option.
* Edit Pharmacy Invoice Status - used to change the status of a pharmacy invoice. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Enter/Edit Suspension Letters - used to enter a new suspension letter into the system, or edit an existing letter. You must hold the FBAASUPERVISOR security key to access and use this option.
* FEE BASIS 1358 SEGREGATION OF DUTY REPORT - used to report fee invoice certification events and identify any 1358 segregation of duty violations. You must hold the FBAASUPERVISOR security key to access and use this option.
* Fee Schedule Main Menu
* Add/Edit Fee Schedule - used to enter a CPT code into the Fee Basis Fee Schedule file (#163.99) for use as a default amount paid value in the Outpatient Medical program. You must hold the FBAASUPERVISOR security key to access and use this option.
* Compile Fee Schedule - compiles the Fee Schedule data based on a specified date range. You must hold the FBAASUPERVISOR security key to access and use this option.
* Print Fee Schedule - prints a report of the Fee Schedule for a specified fiscal year. You must hold the FBAASUPERVISOR and the FBAA LEVEL 2 security keys to access and use this option.
* FINALIZE A BATCH - used to flag payment line items as locally rejected and finalize a batch. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. A Voucher Batch message is automatically transmitted to Central Fee when a batch is finalized.

You must hold the FBAAREJECT and/or FBAAFINANCE security keys to use this option, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.
* FPPS UPDATE & TRANSMIT MENU – Menu for fee supervisor options that are related to the interface with the FPPS system.
* OUTPATIENT/ANCILLARY INVOICE EDIT – This option is used to edit an outpatient or ancillary invoice that has previously been transmitted to FPPS. If changes are made, the invoice will be queued to be resent to FPPS. You must hold the FBAA LEVEL 2 security key to access and use this option.
* PHARMACY INVOICE EDIT – This option is used to edit a pharmacy invoice that has previously been transmitted to FPPS. If changes are made, the invoice will be queued to be resent to FPPS. You must hold the FBAA LEVEL 2 security key to access and use this option.
* INPATIENT INVOICE EDIT – This option is used to edit an inpatient (civil hospital or community nursing home) invoice that has previously been transmitted to FPPS. If changes are made, the invoice will be queued to be resent to FPPS. You must hold the FBAA LEVEL 2 security key to access and use this option.
* AUDIT REPORT FOR FPPS DATA – This option generates a report from the FEE BASIS FPPS AUDIT file. This file contains an audit log of changes made to an invoice using special edit options. The options allow editing of selected data after the invoice has been transmitted to FPPS to resolve exceptions.
* TRANSMIT INVOICES TO FPPS – This option transmits invoice data to the Fee Payment Processing System (FPPS) located at the Health Administration Center (HAC) so FPPS can send electronic remittance advice to the Vendor for claims that were electronically submitted to VA. You must hold the FBAA LEVEL 2 security key to run this option from the menu interactively.
* REPORT OF TRANSMISSIONS TO FPPS – This option generates a report of fee invoices transmitted to the VistA HL7 package for delivery to the Fee Payment Processing System (FPPS) at the Health Administration Center (HAC).
* PURGE MESSAGE TEXT – When an invoice is transmitted to FPPS via the HL7 package, a copy of the HL7 message text is saved in the FPPS QUEUED INVOICES (#163.5) file. This option purges the message text for invoices transmitted prior to a specified date. Messages that have not been accepted by the VistA Interface Engine will not be purged unless there is a later message for the same invoice number that has been accepted. You must hold the FBAA LEVEL 2 security key to access and use this option.
* List Batches Pending Release - used to display batches that have been closed, but have not yet been certified for release to Austin.
* MRA Main Menu
* Vendor MRA Main Menu - You must hold the FBAA LEVEL 2 security key to access and use this menu.
* Update FMS Vendor File in Austin - creates a Master Record Adjustment (MRA) transaction which results in the updating of selected Vendor demographic data in the FMS Vendor file in Austin. Use of this option should update the FMS Vendor file to reflect what is currently in the VISTA system. Information at all other VA Medical Centers using this Vendor will also be updated. You must hold the FBAA LEVEL 2 security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Reinstate Vendor MRA - used to reactivate a Vendor formerly in delete status. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Delete Vendor MRA - used to transmit a delete MRA transaction whenever a Vendor becomes inactive, or cancels Fee Basis care. You must hold the FBAA LEVEL 2 security key to access and use this option.
* MRA'S Awaiting Austin Approval - generates an output of the vendors that have an MRA action pending, and are still Awaiting Austin Approval. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Veteran MRA Main Menu - You must hold the FBAA LEVEL 2 security key to access and use this menu.
* Add Type Veteran MRA - creates an Add type Veteran MRA transaction to be sent to the centralized Fee System in Austin, which results in the creation of a new Patient entry in the Central Patient file. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Change Type Veteran MRA - creates a Change type patient MRA to be sent to the centralized Fee System in Austin, which changes the Patient Master Record on that system. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Delete Type Veteran MRA - creates a delete type patient MRA transaction, which deletes that Patient Master Record in the centralized Fee System in Austin. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Reinstate Type Veteran MRA - creates a Reinstate type patient MRA transaction, which reinstates a previously deleted patient in the centralized Fee System in Austin. You must hold the FBAA LEVEL 2 security key to access and use this option.

**Use of the following two options changes the veteran master file in Austin.**

* Re-Transmit MRA's - used to retransmit previously transmitted MRA's for a specific date. Veteran and Vendor MRAs are kept on file until the purge option is used to delete them. This option should be used in instances when, for some reason, Austin did not receive transmissions. You must hold the FBAASUPERVISOR security key to access and use this option.
* Purge Transmitted MRAs - used to purge all veteran and Vendor MRAs on file in Austin which are PRIOR to the date specified. It should be used only after it is known that Austin has accepted your MRA transmissions. Once this option is run, you will not be able to re-transmit the purged MRAs. You must hold the FBAASUPERVISOR security key to access and use this option.
* IPAC AGREEMENT MRA MAIN MENU
* ADD TYPE IPAC AGREEMENT MRA – allows the user to select an IPAC Agreement record and manually send an ADD type of Master Record Adjustment (MRA) to Central Fee.
* CHANGE TYPE IPAC AGREEMENT MRA – allows the user to select an IPAC Agreement record and manually send a CHANGE type of Master Record Adjustment (MRA) to Central Fee.
* DELETE TYPE IPAC AGREEMENT MRA – allows the user to select an IPAC Agreement record and manually send a DELETE type of Master Record Adjustment (MRA) to Central Fee.
* Pricer Batch Release - used by the supervisor to review payments for contract hospital and mark them for transmission to the Austin Pricer for grouping and price. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Print Rejected Payment Items - used to print those items which have been rejected for payment and have not yet been re-initiated.
* Queue Data for Transmission - used by the supervisor to transmit Fee Basis payments and MRA's to Austin via electronic mail. The FBAA LEVEL 2 security key is required to access and use this option.
* Re-initiate Rejected Payment Items - used to re-initiate rejected items and assign them to a new Batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* Release a Batch - used to certify that a batch is ready to be released to Austin for payment. You must hold the FBAA LEVEL 2 security key to access and use this option.
* REPROCESS OVERDUE BATCH - This option is used to reprocess a transmitted payment batch that was not received by Central Fee. You must hold the FBAASUPERVISOR security key to access and use this option.
* RESEND COMPLETED BATCH - This Resend Completed Batch option can be used to resend a Voucher Batch message to Central Fee. You must hold the FBAASUPERVISOR security key to access and use this option.
* SECURITY KEY REPORT FOR FEE BASIS - The Security Key Report for Fee Basis option is located on the Supervisor Main Menu. It is used to generate a report of users that hold Fee Basis security keys. You must hold the FBAASUPERVISOR security key to access and use this option.
* Site Parameter Enter/Edit - used to enter/edit the site specific Fee Basis parameters. After one entry you may only edit and not add a second entry.
* UNAUTHORIZED CLAIMS FILE MENU - This menu contains options used to update files for the unauthorized claims module.
* ADD NEW PERSON FOR UNAUTHORIZED CLAIM - This option allows entry to the New Person file. If an Unauthorized Claim is submitted by another party (i.e. not veteran or not Vendor), name and address of submitter needs to be entered into the New Person file if it does not already exist. This will allow correspondence and/or payments to efficiently reach the appropriate party. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* DISAPPROVAL REASONS FILE ENTER/EDIT - Enter/edit data in the Fee Basis Unauthorized Disapproval Reasons file (#162.94). You must hold the FBAASUPERVISOR security key to access and use this option.
* DISPOSITIONS FILE EDIT - Edit data in the Fee Basis Unauthorized Claims Dispositions file (#162.91). You must hold the FBAASUPERVISOR security key to access and use this option.
* REQUEST INFO FILE ENTER/EDIT - Enter/edit data in the Fee Basis Unauthorized Requested Information file (#162.93). You must hold the FBAASUPERVISOR security key to access and use this option.
* Void Payment Main Menu
* CH Delete Void Payment - searches all finalized CH payments that contain a VOID status for a specified patient and Vendor. It provides a list of voided payments from which they may choose to cancel the void on one, many, or all. You must hold the FBAA LEVEL 2 security key to access and use this option.
* CH Void Payment - searches all finalized CH payments that do not contain a VOID status for a specific patient and Vendor. It provides a list of payments from which they may choose to void one, many, or all. You must hold the FBAA LEVEL 2 security key to access and use this option.
* CNH Delete Void Payment - searches all finalized CNH payments that contain a VOID status for a specific patient and Vendor. It provides users with a list of voided payments from which they may choose to cancel the void on one, many, or all. You must hold the FBAA LEVEL 2 security key to access and use this option.
* CNH Void Payment - searches all finalized CNH payments that do not contain a VOID status for a specific patient and Vendor. It provides users with a list of payments from which they may choose to void one, many, or all. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Medical Delete Void Payment - deletes the void flag. The dollar amount for the payment must be subtracted from the obligation using the appropriate IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement) option. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Medical Void Payment - allows the Fee Supervisor to void a payment that has already been finalized. It is useful when a check is returned by a Vendor. It allows the Fee Supervisor to retain the payment history but flag the payment void(#). The dollars for the payment must be added back into the appropriate obligation using the appropriate IFCAP option. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Pharmacy Delete Void Payment - deletes the void flag. The dollar amount for the payment must be subtracted from the obligation using the appropriate IFCAP obligation. You must hold the FBAA LEVEL 2 security key to access and use this option.
* Pharmacy Void Payment - allows the Fee Supervisor to void a payment to a Pharmacy Vendor that has already been Finalized. Using this option, you can void the payment, but retain the payment history. The dollar amount must be added back to the obligation using the appropriate IFCAP option. You must hold the FBAA LEVEL 2 security key to access and use this option.

**Terminate ID C****ard**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.*

This option is used to terminate a FEE ID Card issued to a patient in the event that the card has been lost or stolen, or the patient's ID Card or eligibility status changes. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**VENDOR menu**

***NOTE:*** *This menu is located on the MEDICAL FEE MAIN MENU.*

* Display,Enter,Edit Demographics - used to display Vendor demographics, enter a new Vendor into the system, or edit data on an existing Vendor. You must hold the FBAA ESTABLISH VENDOR security key to enter a new Vendor into the system or edit existing Vendor data. You must hold the FBAA LEVEL 2 security key to update contract and rate data for a community nursing home vendor.
* Payment Display for Patient - used to view the payment record of a patient with a specific Vendor.
* Payment Look-up for Medical Vendor - used to view the payment history of a medical Vendor for a specified time frame.
* Pharmacy Vendor Payment Look-Up - used to view the payment history of a pharmacy Vendor for a specified time frame.
* IPAC VENDOR AGREEMENT MENU—used to display, enter/edit, delete IPAC agreements

## Batch Main Menu

### ACTIVE BATCH LISTING BY STATUS

**Introduction**

The Active Batch Listing by Status option is used to view or print a list of batches according to their current status. You can include one, many, or all of the following statuses.

* CLERK CLOSED
* SUPERVISOR CLOSED
* OPEN
* TRANSMITTED
* FORWARDED TO PRICER
* ASSIGNED PRICE
* REVIEWED AFTER PRICER
* CENTRAL FEE ACCEPTED

**Example**

Select Batch Main Menu Option: **ACtive** Batch Listing by Status

Do you want to print ALL Fee Basis Batch Status': No// **NO**

Select one of the following:

O OPEN

C CLERK CLOSED

S SUPERVISOR CLOSED

P FORWARDED TO PRICER

A ASSIGNED PRICE

R REVIEWED AFTER PRICER

T TRANSMITTED

F CENTRAL FEE ACCEPTED

Select STATUS to print: **OPEN**

Do you want to select another STATUS: No// **<ret>** **NO**

DEVICE: HOME//

Batch Main Menu

ACTIVE Batch Listing by Status

**Example, cont.**

STATUS OF BATCHES

-----------------

BATCH # BATCH TYPE DATE OPENED CLERK

==============================================================================

STATUS: OPEN

16 MEDICAL & STAT PAYMENTS 05/24/93 FEEUSER

24 MEDICAL & STAT PAYMENTS 05/28/93 FEECLK1

25 CH/CNH 05/28/93 FEEUSER

26 HOMETOWN PHARMACY PAYMENTS 05/28/93 FEEUSER

28 MEDICAL & STAT PAYMENTS 05/28/93 FEEUSER

34 CH/CNH 06/03/93 FEECLK1

35 MEDICAL & STAT PAYMENTS 06/08/93 FEECLK2

36 CH/CNH 06/09/93 FEECLK1

Press RETURN to continue or '^' to exit: <RET>

STATUS OF BATCHES

-----------------

BATCH # BATCH TYPE DATE OPENED CLERK

==============================================================================

37 MEDICAL & STAT PAYMENTS 06/11/93 FEECLK1

39 MEDICAL & STAT PAYMENTS 06/11/93 FEECLK2

42 TRAVEL PAYMENTS 06/24/93 FEECLK2

48 MEDICAL & STAT PAYMENTS 06/25/93 FEEUSER

52 HOMETOWN PHARMACY PAYMENTS 06/25/93 FEECLK2

54 TRAVEL PAYMENTS 06/25/93 FEECLK1

55 HOMETOWN PHARMACY PAYMENTS 06/25/93 FEECLK1

56 HOMETOWN PHARMACY PAYMENTS 06/25/93 FEECLK1

64 MEDICAL & STAT PAYMENTS 07/07/93 FEECLK2

65 CH/CNH 07/08/93 FEECLK1

67 CH/CNH 07/08/93 FEECLK1

73 CH/CNH 07/30/93 FEECLK2

77 CH/CNH 08/13/93 FEEUSER

Batch Main Menu

### BATCH DELETE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete batches from the system.

**Introduction**

This option allows you to delete batches that meet the following criteria:

1. Total Dollars equal to zero
2. Invoice Count equal zero
3. Payment Line Count equal zero
4. Rejects Pending flag not set to "yes"

If the batch does not meet the above criteria, a message is displayed explaining why the selected batch could not be deleted.

A batch that was rejected using the Reprocess Overdue Batch option cannot be deleted with the Batch Delete option.

**Example**

Select FEE BASIS BATCH NUMBER: **184** C93999

NUMBER: 184 OBLIGATION NUMBER: C93999

TYPE: MEDICAL PAYMENTS DATE OPENED: DEC 14, 1994

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

STATUS: OPEN

Sure you want to DELETE this batch? No// **YES**

Batch Deleted.

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### BATCH STATUS FOR A RANGE OF BATCHES

**Introduction**

This option is used to generate a Fee Basis Batch List for a range of batch numbers. If you accept the default of FIRST as the start number, all batches will be included.

**Example**

Select Batch Main Menu Option: **Batch** status for a Range of Batches

ENTER BATCH NUMBER RANGE:

---------------------------

START WITH NUMBER: FIRST// **<RET>**

DEVICE: **fee basis printer**  RIGHT MARGIN: 80// **<RET>**

Sample Output

FEE BASIS BATCH LIST MAY 7,1993 16:21 PAGE 1

BATCH OBLIGATION

NUMBER NUMBER FEE PROGRAM STATUS

------------------------------------------------------------------------------

1 C90234 MEDICAL & STAT PAYMENTS OPEN

4 C89211 MEDICAL & STAT PAYMENTS SUPERVISOR CLOSED

Batch Main Menu

### CLOSE-OUT BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to close another user’s batch.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Close-out Batch option is used to close batches with an OPEN batch status. You may close only those batches which you opened, unless you hold the FBAA LEVEL 2 security key. Before you close any batch, it must have payments recorded in it.

**NOTE:** Although you may access all open Fee Basis batches with this option, it should only be used to close Medical and Travel batches.

The total payment dollars and total payment line count are automatically calculated. After you use this option, the batch status is CLERK closed, and no further payments may be added to the batch.

Batch Main Menu

Close-out Batch

**Example**

Select FEE BASIS BATCH NUMBER: 39 C33003

Want to review batch? NO// YES

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD CLAIMED PAID CODE SERVICE PROVIDED

==============================================================================

FEEPATIENT,ONE 000-45-6789 39

FEEvendor,One 000999999 169 9/29/93

9/2/93 90040 12.00 12.00 OFFICE/OP VISIT, EST, BRIEF

FEEPATIENT,TWO 000-45-6789 39

FEEvendor,Two 000000000 169 9/20/93

8/29/93 10080-20 20.00 20.00 DRAINAGE OF PILONIDAL CYST

Invoice #: 169 Totals: $ 32.00

Do you still want to close Batch? YES// <RET>

NUMBER: 39 OBLIGATION NUMBER: C33003

TYPE: MEDICAL PAYMENTS DATE OPENED: JUN 11, 1993

CLERK WHO OPENED: FEECLK2 STATION NUMBER: 500

TOTAL DOLLARS: 32 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: JAN 10, 1995

STATUS: CLERK CLOSED

Batch Closed

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### DELETE REJECT FLAG

You must hold the FBAAREJECT security key to access and use this option.

**Introduction**

The Delete Reject Flag option is used to delete reject flags that were entered in error using the Finalize a Batch option.

* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.
* Reject flags that are set by the Central Fee transactions cannot be locally deleted since those payment lines were *not* accepted by Central Fee or have been dropped from Central Fee.
* Locally specified reject flags can only be deleted before the batch is completed (VOUCHERED) since completion of the batch triggers the new transaction which results in the removal of any locally rejected payment lines from Central Fee and releases the remainder of the payment lines.
* When reject flags are deleted, the payment line count and total dollar amount for the batch will be recalculated. The current obligation balance will be decreased by the total dollar value of the rejected line item(s).

**Example**

Select BATCH MAIN MENU OPTION: **Delete reject flag**

Select FEE BASIS BATCH NUMBER: **230 <RET>** C20001

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 10

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Batch Main Menu

Delete Reject Flag

**Example, cont.**

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

Batch Number: 230 Voucher Date: Voucherer:

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

Local Reject Old Batch #: 230

Reject Reason: test batch reject

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/20/11 78010 THYROID IMAGING

33.00 33.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 313 2/25/12

1/18/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 230

Rej Code: C002 This is test error code C002.

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

Batch Main Menu

Delete Reject Flag

**Example, cont.**

FEEPATIENT,THIRD 000-32-1456 230

FEEVENDOR CLINIC 463417568 316 4/18/12

50.00 50.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

-------------------------------------------------------------------------------

Want to delete local rejection codes for the entire Batch? NO//

Want to delete local rejection code for any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: FEEPATIENT,FEE B,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

1) 12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

2) 12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

3) 12/20/11 78010 THYROID IMAGING

33.00 33.00 0.00

Delete Reject flag for all items for this patient? YES// **NO**

Delete reject for which line item: (1-3): **2**

Are you sure you want to delete reject for item number 2? NO// **YES**

Item Deleted. Want to delete another? YES// **NO**

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 33

Batch Main Menu

Delete Reject Flag

**Example, cont.**

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### DISPLAY OPEN BATCHES

**Introduction**

This option displays a list of all Fee Basis batches (regardless of Fee Basis program) which have a status of open.

**Example**

Batch # Type Dt Open Clerk Who Opened Obligation #

==============================================================================

25 CH/CNH 05/28/93 FEEUSER C33003

26 Pharmacy 05/28/93 FEEUSER C93004

28 Medical 05/28/93 FEEUSER C33003

33 Medical 06/02/93 FEECLK1 C33003

34 CH/CNH 06/03/93 FEECLK1 C33003

35 Medical 06/08/93 FEECLK1 C33003

Batch Main Menu

### EDIT BATCH DATA

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit batches opened by other users.

**Introduction**

The Edit Batch data option is used to edit the obligation number and the date the batch was opened in batches with an OPEN status. You may only edit batches that you opened, unless you hold the FBAA LEVEL 2 security key.

**NOTE:** You must be an authorized control point user in IFCAP to change control point and obligation numbers.

**Example**

Select FEE BASIS BATCH NUMBER: **??**

CHOOSE FROM:

1 C90234

4 C89211

5 C89211

10 C90234

11 C90234

13 C89622

14 C89211

15 C89622

16 C93999

'^' TO STOP: **^**

Select FEE BASIS BATCH NUMBER: **1** C90234

Obligation Number: C90234// **<RET>**

Do you want to change the Obligation Number? No// **Y** YES

Select Obligation Number: **??**

CHOOSE FROM:

500-C89211 -- 1358 Obligated - 1358

FCP: 020 $ 4800

500-C89621 -- 1358 Ordered and Obligated

FCP: 999 $ 80000

500-C89622 -- 1358 Obligated - 1358

FCP: 020 $ 80000

500-C89699 -- 1358 Transaction Complete

FCP: 020 $ 30000

Select Obligation Number: **C89621** 500-C89621 -- 1358 Ordered and Obligated

FCP: 999 $ 80000

NUMBER: 1// (No Editing)

DATE OPENED: APR 10,1994// **T** (JUN 23, 1994)

Batch Main Menu

### FINALIZE A BATCH

You must hold the FBAAREJECT and/or FBAAFINANCE security keys, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.

**NOTE:** Although all Fee Basis batches needing to be finalized may be accessed, this option should only be used to finalize Medical, Pharmacy, and Travel batches.

**Introduction**

The Finalize a Batch option is used after a batch has been transmitted to Central Fee (Austin). It is used to reject certain payment items and to finalize the batch as correct. This option is also used to complete a batch, which changes its status to VOUCHERED and populates the DATE FINALIZED field in the FEE BASIS PAYMENT (#162) and FEE BASIS INVOICE (#162.5) files for applicable payments.

* Users specify local rejects, only. Payment lines that are rejected by Central Fee are reported to VistA automatically by interface transactions.
* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.

If requested, the system will display all line items in the selected batch. You may then reject the entire batch or individual line items within the batch.

When a payment item is rejected through this option, the dollar amount of that item is automatically returned to the obligation.

When a batch is completed using this option, a transaction is automatically sent to Central Fee. That same user who completed the batch will also be a recipient of the message.

* This transaction instructs Central Fee of any payment line items that must be deleted (i.e. local rejects) and to release the remainder of the batch to downstream payment systems, such as FMS.
* This transaction replaces all use of 994 code sheets in IFCAP.

Batch Main Menu

FINALIZE A BATCH

**Message Examples**

The following is a sample message for a Medical Fee batch.

Subj: FEE BASIS VOUCHER MESSAGE BATCH 222 [#2561479] 04/04/12@16:24 2 lines

From: FEEFINANCE,FIRST In 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEV320120404500 000222001$

500 20120404V3000000000000007172755^1425^4^1$

Enter message action (in IN basket): Ignore//

At a later time, Central Fee sends a Voucher Batch Acknowledgement message to VistA. The user will not see this message unless there is a problem. If there is a problem, a bulletin will be sent to the G.FEE and G.FEE FINANCE mail groups and the Voucher Batch Acknowledgement message will be forwarded to G.FEE.

**REF:** For more information on the Fee Basis mail groups, see the section titled *Mail Groups* in the *Fee Basis Technical Manual and Security Guide v3.5*.

Subj: Fee Server Notification for batch 1943 voucher ack. [#2561472]

04/04/12@14:34 16 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

------------------------------------------------------------------------------

Apr 04, 2012@14:34:50

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA VOUCHER SERVER

Subject: unit test 2-6j

Message #: 2561471

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Messages from Central Fee follow

(W) This is a warning message from Central Fee.

(E) This is an error message from Central Fee.

Enter message action (in IN basket): Ignore//

Batch Main Menu

Finalize a Batch

**Example: Finalize a Batch option**

Select BATCH MAIN MENU OPTION: **FINalize a Batch**

Select FEE BASIS BATCH NUMBER: **230 <RET>** C20001

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 138.63

PAYMENT LINE COUNT: 5 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 298 3/5/12

2/10/12 77072 X-RAYS FOR BONE AGE

10.00 10.00 0.00

Invoice #: 298 Totals: $ 10.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

Batch Main Menu

Finalize a Batch

**Example: Finalize a Batch option, cont.**

33.00 33.00 0.00

Invoice #: 315 Totals: $ 78.63

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,THIRD 000-32-1456 230

FEEVENDOR CLINIC 463417568 316 4/18/12

2/21/12 79005 NUCLEAR RX ORAL ADMIN

50.00 50.00 0.00

Invoice #: 316 Totals: $ 50.00

Want to reject the entire Batch? NO//

Want to reject any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,FEE** **<RET>** C,FEE C FEEPATIENT,FEE C 1-1-30 000005401 MT COPAY REQUIRED YES SC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: GROUP 8e Category: NOT ENROLLED End Date: 05/07/2007

\*\*\* WARNING \*\*\*

\*\*\* PATIENT ENROLLMENT ENDED EFFECTIVE 05/07/2007 \*\*\*

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 298 3/5/12

1) 2/10/12 77072 X-RAYS FOR BONE AGE

10.00 10.00 0.00

Want all line items rejected for this patient? YES//

Reason for rejecting: test reject of entire patient

...DONE!

Select FEE BASIS PATIENT NAME: **feepatient,fee <RET>** b,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Batch Main Menu

Finalize a Batch

**Example: Finalize a Batch option, cont.**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

1) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Want all line items rejected for this patient? YES// **n <RET>** NO

Reject which line item: (1-1): 1

Are you sure you want to reject item number: 1? NO// **y <RET>** YES

Enter reason for rejecting: test individual reject

Item rejected. Want to reject another? YES//**n <RET>** NO

Select FEE BASIS PATIENT NAME:

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: CH/CNH DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 550

INVOICE COUNT: 2 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Do you want to Finalize Batch as Correct? NO// **YES**

Voucher Batch message # 2579597 sent to Central Fee.

Batch has been Finalized!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

==============================================================================

33 08/19/93 FEECLERK, FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLERK, FEECLK 999-C90234 1500.00

Batch Main Menu

### LIST ITEMS IN BATCH

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The List Items in Batch option is used to view all payment records in a selected batch. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

**Example**

Select FEE BASIS BATCH NUMBER: **4** C89621

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD CLAIMED PAID CODE SERVICE PROVIDED

==============================================================================

FEEPATIENT,ONE 000-45-6789 4 6/4/93

FEEVENDOR,ONE 000333333 38 5/27/90

5/20/90 10160 45.00 12.11 4 PUNCTURE DRAINAGE OF LESION

Invoice #: 38 Totals: $ 12.11

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### OPEN A BATCH

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

When a batch is opened, checks are made against the IFCAP software to ensure a valid station number, authorized control point user and open obligation number are selected.

**Introduction**

Fee Basis bills are paid in groups called batches. The Open a Batch option is used to create a new Medical batch. To enter, edit, or delete payment data in these batches, use the options in the Payment Menu.

The "Select CONTROL POINT:" prompt appears only if you are an authorized user for multiple control points.

WARNING: If you press <RET> or enter an up-arrow <^> in response to the "Select CONTROL POINT:" or "Select Obligation Number:" prompts, the batch will be deleted, and you will return to the menu.

**Example**

Select Batch Main Menu Option: **OPEN** a Batch

Want to create a Medical batch? YES// **<RET>**

Medical Batch number assigned is: 190

ARE YOU ADDING '190' AS A NEW FEE BASIS BATCH (THE 78TH)? **Y** (YES)

Select CONTROL POINT: **20** 020 FEE

Select Obligation Number: **500-C89211** -- 1358 Obligated - 1358

FCP: 020 $ 4800

Batch Main Menu

### RE-OPEN BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to reopen batches other than those you opened.

**Introduction**

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK closed. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a lead clerk or supervisor cannot be reopened. You may reopen only those batches which you originally opened, unless you hold the FBAA LEVEL 2 security key, which allows you to reopen any batch with a CLERK closed status. When a batch is reopened by someone other than the person who created it, the name of the person who reopened it will then be listed as the person who opened the batch.

**NOTE:** This option does not change the date opened. If you wish, you may change this information by using the Edit Batch data option.

**Example**

Select FEE BASIS BATCH NUMBER: 173 C89621

NUMBER: 173 OBLIGATION NUMBER: C89621

TYPE: MEDICAL PAYMENTS DATE OPENED: NOV 4, 1994

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 876 PAYMENT LINE COUNT: 8

STATUS: OPEN

Batch has been Re-opened!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu

### RELEASE A BATCH

You must hold the FBAA LEVEL 2 security key to access and use this option.

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released.

**Introduction**

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of Clerk Closed may be entered.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Medical and Travel batches.

NOTE: As of patch FB\*3.5\*117, this option enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

**Segregation of duties error message example**

Select Medical Fee Main Menu Option: Supervisor Main Menu

                    Clerk Look-Up For An Authorization

          Contract File Enter/Edit

Delete reject flag

          Edit Pharmacy Invoice Status

          Enter/Edit Suspension Letters

          Fee Basis 1358 Segregation of Duty Report

          Fee Schedule Main Menu ...

          Finalize a Batch

FPPS Update & Transmit Menu ...

          List Batches Pending Release

          MRA Main Menu ...

          Pricer Batch Release

          Print Rejected Payment Items

          Queue Data for Transmission

          Re-initiate Rejected Payment Items

          Release a Batch

Reprocess Overdue Batch

          Resend Completed Batch

Security Key Report for Fee Basis

Site Parameter Enter/Edit

          Unauthorized Claims File Menu ...

Void Payment Main Menu ...

Select Supervisor Main Menu Option: **Rel**ease a Batch

Batch Main Menu

Release a Batch

**Example, cont.**

Select FEE BASIS BATCH NUMBER: **14230**      C15064

You are the Obligator of the 1358.

Due to segregation of duties, you cannot also certify an invoice for payment.

Select Supervisor Main Menu Option:

**Successful batch release example**

Select FEE BASIS BATCH NUMBER: **276** C15004

NUMBER: 276 OBLIGATION NUMBER: C15004

TYPE: MEDICAL PAYMENTS DATE OPENED: MAY 7, 1993

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 10 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: JUN 21, 1993

STATUS: CLERK CLOSED

Want line items listed? NO// **y** YES

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD CLAIMED PAID CODE SERVICE PROVIDED

==============================================================================

FEEPATIENT,ONE 000-45-6789 276

FEEVENDOR,ONE 000222333 493 6/21/93

5/22/93 90020 10.00 5.00 4 OFFICE/OP VISIT, NEW, COMPRH

Invoice #: 493 Totals: $ 5.00

FEEPATIENT,TWO 000-45-6789 276

FEEVENDOR,ONE 000555555 495 6/21/93

\* 5/1/93 90020 5.00 5.00 OFFICE/OP VISIT, NEW, COMPRH

Invoice #: 495 Totals: $ 5.00

Do you want to Release Batch as Correct? NO// **y** YES

NUMBER: 276 OBLIGATION NUMBER: C15004

TYPE: MEDICAL PAYMENTS DATE OPENED: MAY 7, 1993

CLERK WHO OPENED: FEEUSER

DATE SUPERVISOR CLOSED: MAY 13, 1993@15:28:39

SUPERVISOR WHO CERTIFIED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 10 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: JUN 21, 1993

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Batch Main Menu

### STATUS OF BATCH

**Introduction**

The Status of Batch option is used to display the status of a selected batch, along with all other information available for that batch. The following table lists possible batch statuses, the fee program in which the status can be assigned, and a brief explanation of each status.

| STATUS | FEE PROGRAM | EXPLANATION OF STATUS |
| --- | --- | --- |
| OPEN | Medical, Travel  Pharmacy  CH, CNH | The clerk opened a batch in order to process payments. |
| CLERK CLOSED | Medical, Travel  Pharmacy  CH, CNH | The clerk used the Close Batch option to signify that all payments within the batch are completed and ready for submission to Austin. |
| SUPERVISOR CLOSED | Medical, Travel  Pharmacy  CNH | The supervisor used the Release a Batch option after reviewing the batch and determining that all of the items were appropriate to forward to Austin. |
| SUPERVISOR CLOSED | CH | The Pricer Batch Release option was used to signify that the batch is ready for transmission to the Austin Pricer System. The Pricer Batch Release option may now be accessed by any user (is no longer locked). |
| FORWARDED TO PRICER | CH | The supervisor used the Queue Data for Transmission to send data to the pricer for processing. |
| ASSIGNED PRICE | CH | The clerk used the Complete a Payment option to enter the amount paid for a contract hospital bill received from the Austin pricer. This is done only when all invoices in the batch have been completed. |
| REVIEWED AFTER PRICER | CH | The supervisor used the Release a Batch option to indicate that the payment is ready to forward to Austin. |
| TRANSMITTED | Medical, Travel  Pharmacy  CH, CNH | The supervisor used the Queue Data for Transmission option to transmit FEE payments and MRAs to Austin. |
| CENTRAL FEE ACCEPTED | Medical, Travel  Pharmacy  CH, CNH | The Payment Batch Results message from Austin has been received. The batch contains at least one line item that was accepted by Austin |
| VOUCHERED | Medical, Travel  Pharmacy  CH, CNH | The batch was finalized by Fiscal Service. |

Batch Main Menu

STATUS OF BATCH

**Example**

Select Batch Main Menu Option: **STATUS** of Batch

Select FEE BASIS BATCH NUMBER: **173** C89621

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

NUMBER: 173 OBLIGATION NUMBER: C89621

TYPE: MEDICAL PAYMENTS DATE OPENED: NOV 4, 1994

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 125 PAYMENT LINE COUNT: 1

STATUS: OPEN

Select FEE BASIS BATCH NUMBER:

## ENTER AUTHORIZATION

You must hold the following security keys to access and use this menu:

* The FBAA LEVEL 1 AUTH security key is required to have access to this menu.
* The FBAA ESTABLISH VENDOR security key is required to enter new vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Enter Authorization option is used to enter or edit VA Form 10-7079, Request for Outpatient Services. Before you can enter a Fee Basis authorization, the selected patient must be registered, and must have an eligibility status of either verified or pending verification.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A. Refer to Appendix A to see the prompts and steps involved when adding new insurance data and reporting discrepancies to MCCR.

The PURPOSE OF VISIT CODE and TREATMENT TYPE CODE are required fields. Please refer to M-1, Part I, Chapter 18, for a detailed explanation of valid code entries.

Enter Authorization

**Example of ICD-9 Data**

Select PATIENT NAME: **FEEpatient,One**  05-10-57 000456789 MILITARY

RETIREE FEEpatient,One Pt.ID: 000-45-6789

500 JONES AVE DOB: MAY 10,1957

NYC TEL: Not on File

ANYWHERE 10003 CLAIM #: Not on File

COUNTY: ANYWHERE

Primary Elig. Code: SC -- VERIFIED

Other Elig. Code(s): HUMANITARIAN EMERGENCY

Service-connected: NO

Rated Disabilities: ABDOMINAL MUSCLE DAMAGE (20%-SC)

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

=============================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: Feepatient,One Pt.ID: 000-45-6789

Select FROM DATE: **MAR 1, 2012**

Are you adding 'MAR 01, 2012' as a new FROM DATE (the 1ST for this FEE BASIS P

ATIENT)? No// **Y (Yes)**

FROM DATE: **MAR 1,2012//**

TO DATE: **03-01-2013// (MAR 01, 2013)**

PRIMARY SERVICE FACILITY: **ANYWHERE, NY**

REFERRING PROVIDER: **FEEprovider,Two** 112 SURGICAL ATTENDING

REFERRING PROVIDER NPI: 1111111112

PURPOSE OF VISIT CODE: **OPT - SC 50% OR MORE**

PATIENT TYPE CODE: **?**

CHOOSE FROM:

00 SURGICAL

10 MEDICAL

60 HOME NURSING SERVICE

85 PSYCHIATRIC-CONTRACT

86 PSYCHIATRIC

95 NEUROLOGICAL-CONTRACT

96 NEUROLOGICAL

PATIENT TYPE CODE: **85** PSYCHIATRIC-CONTRACT

TREATMENT TYPE CODE: **I.D. CARD STATUS**

DX LINE 1: **PTSD**

DX LINE 2: **<RET>**

AUTHORIZATION REMARKS:

1>**GROUP THERAPY SESSION 1X WEEK; INDIVIDUAL THERAPY 1X WEEK**

EDIT Option: **<RET>**

TYPE OF CARE: **OPT SC**

enter Authorization

**Example of ICD-9 Data, cont.**

VENDOR: fee Vendor 222211111

3085 test STREET

mycity, OH 99999 TEL. #: 1-800-555-1111

ACCIDENT RELATED (Y/N): **N** no

POTENTIAL COST RECOVERY CASE (Y/N): **N** no

PRINT AUTHORIZATION (Y/N): YES// **<RET>**

FEE ID CARD NUMBER: **1234567**

FEE ID CARD ISSUE DATE: **MAR 1,2012**

Post Transaction to 1358 (Y/N): NO//

Want to Print 7079 for this patient now? No// YES

This report produces a 132 character output.

QUEUE TO PRINT ON

DEVICE: HOME// A138-16/6/UP 7079 PRINTER RIGHT MARGIN: 132// <RET>

Requested Start Time: NOW// <RET> (MAR 1,2012@09:32:15)

REQUEST QUEUED

Task #: 36849

--------------------------------------------------------------------------------------------------------------------------

Department of Veterans Affairs ID Card Number: 1234567

R E Q U E S T F O R O U T P A T I E N T S E R V I C E S

----------------------------------------------------------------------------------------------------------------------------------

(1) Veterans Name |(2) ID Number | Period of Validity

| |

TEST PATIENT ONE |XXXXX6789 | FROM: 03/01/12 TO: 03/01/13

----------------------------------------------------------------------------------------------------------------------------------

(3) ADDRESS |DATE OF ISSUE | CONDITIONS FOR WHICH SERVICES ARE REQUESTED (DESCRIPTION OF DISABILITY)

| |

500 JONES AVE | 03/01/12 | PTSD

| |

ANYCITY ANYWHERE 10003 | |

-----------------------------------------------

Name and Address of Fee Participant |

|

|

|REFERRING PROVIDER: **FEEprovider,Two**

|NPI: 1111111112

|AUTHORIZATION #: 7170335-30

----------------------------------------------------------------------------------------------------------------------------------

AUTHORIZATION REMARKS

---------------------

GROUP THERAPY SESSION 1X WEEK; INDIVIDUAL THERAPY 1X WEEK

FOR VA USE ONLY

----------------------------------------------------------------------------------------------------------------------------------

(5) STATE CODE | (6) COUNTY CODE | (7) TYPE OF | (8) YEAR OF BIRTH | (9) WAR | (10) PURPOSE |

| | PATIENT | | | |

36 | 061 | 85 | 57 | 9 | 10 |

----------------------------------------------------------------------------------------------------------------------------------

STATION OF JURISDICTION | | (11) CODE | (12) SEX

| | | FEMALE

Veterans Administration | | |-----------------------------

128 ANYSTREET AVE | | ID CARD STATUS - 3 | (13) POW

ANYCITY ANYWHERE 00001 | | | NO

----------------------------------------------------------------------------------

| APPROVED BY (Name and Title) (KHS)

|

TELEPHONE: 555-7788 OR 555-7766 | EMPLOYEE NAME

| CENTER DIRECTOR

----------------------------------------------------------------------------------------------------------------------------------

Information On Veterans Administration Program

Enter Authorization

**Example of ICD-9 Data, cont.**

Acceptance of this request to render the prescribed services will constitute an agreement which is subject

to the following:

I. SERVICES. If services are not initiated, please return this document to the Station of Jurisdiction with a brief

explanation. Unless approved by the VA, services are limited in type and extent to those shown.

II. PERIOD OF VALIDITY. Service must be performed within the period of validity indicated.

If a longer time is needed, please request an extension.

III. REPORTS. Clinical reports are required when an examination only has been requested. Please

submit reports promptly to the Station Of Jurisdiction.

IV. STATEMENT OF ACCOUNTS. Submit a Statement of Account in your usual manner. Your statement must

include: (1) Patient's Name; (2) Identification NO.; (3) Treatment (CPT) and Dates Rendered; and (4) Fees.

V. FEES. Fees claimed may not exceed those made to the general public for like services.

VI. PAYMENT. Payment by the VA for services rendered and approved is payment in full.

VII. HOSPITALIZATION. When a need for hospital care is indicated, please call the Station of Jurisdiction

for assistance in admitting the veteran to a VA hospital.

VIII. INQUIRIES. Additional information when required may be obtained by contacting the Station Of Jurisdiction.

IX. When submitting claims for payment you must include the NPI and Taxonomy Code of the rendering practitioner, and

the NPI and Taxonomy Code of your organization. If, under the HIPAA NPI Final Rule

[http://www.cms.hhs.gov/NationalProvIdentStand], your organization is an "atypical" provider furnishing services such as

taxi, home and vehicle modifications, insect control, habilitation, and respite services and is therefore ineligible

for an NPI, it is important that you indicate "Ineligible for NPI" on your claim form .

----------------------------------------------------------------------------------------------------------------------------------

VA Form 10-7079 Date Printed: 03/01/12

Enter Authorization

**Example 2:** **Newborn Claims Enhancement (Patch 146)**

The following screen shows an example of **ICD-10 Data** entering an authorization for a Newborn.

Select Medical Fee Main Menu <TEST ACCOUNT> Option: ENTer Authorization

Select PATIENT NAME: NBPATIENT,FIVE,FIVE NBPATIENT,FIVE 8-28-13 000000000 \*\*Pseudo SSN\*\* NO NEWBORN OF VETERAN

There is more than one patient whose last name is 'NBPATIENT' and

whose social security number ends with '2814'.

Are you sure you wish to continue (Y/N)? Y (Yes)

NBPATIENT,FIVE Pt.ID: 205-08-2814P

15 TEST RD DOB: AUG 28,2013

ANYCITY TEL: Not on File

ANYWHERE 99999 CLAIM #: Not on File

COUNTY: ANYPLACE

Primary Elig. Code: COLLATERAL OF VET. -- VERIFIED AUG 28, 2013

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// NO

Select FROM DATE: T-1 AUG 27, 2013

Are you adding 'AUG 27, 2013' as a new ICD-10 diagnosis field for authorizations.FROM DATE (the 1ST for this FEE BASIS P

AUTHORIZATIONS:

(1) FR: 11/21/2012 ATIENT)? No// Y (Yes)

FROM DATE: AUG 27,2013//

**This is a Newborn, From Date must be between DOB and DOB+7**

FROM DATE: AUG 27,2013// T (AUG 28, 2013)

TO DATE: 08-28-2014// T+8 (SEP 05, 2013)

**This is a Newborn, TO Date must be between DOB and DOB+7**

TO DATE: SEP 5,2013// **T+7 (SEP 04, 2013)**

PRIMARY SERVICE FACILITY: CHEY

1 ANYPLACE HEALTH CARE CENTER WY NHC

2 ANYPLACE MOC WY MORC 999HK

3 ANYPLACE NHCU WY NHC 0001AA

4 ANYPLACE PHARMACY WY PHARM

5 ANYPLACE REGIONAL MED CTR EAST WY NON-VA

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 1 ANYPLACE HEALTH CARE CENTER WY NHC

REFERRING PROVIDER:

PURPOSE OF VISIT CODE: **66 NEWBORN CARE FOR THE FIRST 7 DAYS AFTER BIRTH.**

**66**

PATIENT TYPE CODE: **00 SURGICAL**

TREATMENT TYPE CODE: 1 SHORT TERM FEE STATUS

DX LINE 1:

AUTHORIZATION REMARKS:

1>

TYPE OF CARE: 2 OPT NSC

VENDOR: FEEVENDOR,ONE - 000222222PROVIDER,TWO 941366542 DOCTOR OF MEDIC

TO: 11/21/2012 1111 SOME DR STE 112

Authorization Type: Outpatient - Short TermSOMEWHERE, WY 11111-1111 TEL. #: 555/555-5555

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E08.00 REF:

REF NPI:

ACCIDENT RELATED (Y/N): N (NO)

POTENTIAL COST RECOVERY CASE: NO// N (NO)

PRINT AUTHORIZATION (Y/N): YES// N (NO)

## LTC OUTPATIENT ACTIVE AUTHORIZATIONS REPORT

**Introduction**

This report identifies LTC authorizations that are active within a user-specified date range. An authorization is included in this report if either the Authorization From or the Authorization To date falls within the date range.

Using this option, the “Select FEE BASIS PROGRAM NAME:” prompt will default to “OUTPATIENT”. You can then enter one, many, or all PURPOSE OF VISIT NAME(S). Any authorization remarks may also be included.

Following are the POV codes for outpatient visits.

In addition to detailed authorization information, this report calculates and displays the Total Number of Visits and Total Amount Paid (per authorization) that occurred within your specified date range, along with the Cumulative Number of Visits and Total Amount Paid for the entire Authorization through the ending date of the date range. These totals are calculated by counting each line item on the claim as a visit (per UNIQUE CPT Code) for the Authorization.

| **CODE** | **DESCRIPTION** |
| --- | --- |
| 70 | HOME HEALTH NURSING SERVICES |
| 71 | HOMEMAKER/HOME HEALTH AID SERVICES |
| 72 | RESPITE CARE IN HOMEMAKER/HOME HEALTH AID SERVICES |
| 73 | RESPITE CARE IN ADHC |
| 74 | HOME HEALTH SERVICES (NON-NURSING PROFESSIONAL) |
| 76 | ADHC |
| 77 | HOSPICE & PALLIATIVE CARE (OPT) - CONTRACT/SHARING AGREEMENT |
| 78 | HOSPICE & PALLIATIVE CARE (OPT) - FEE BASIS AUTHORITY (CFR17.50b) |
| 79 | RESPITE CARE (OTHER) |

LTC Outpatient Active Authorizations Report

**Example**

ACTIVE AUTHORIZATIONS by POV, Vendor, Patient APR 09, 2003@09:13:58 page 1

FROM Mar 01, 2003 TO Mar 31, 2003 FOR THE OUTPATIENT PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: HOME HEALTH SERVICES (NON-NURSING PROFESSIONAL)

Vendor: FEE BASIS VENDOR ONE

FEEPATIENT,One 000-12-1234 Jul 06, 2001 Jul 05, 2004

DOB: JAN 23,1956

REMARKS:

Visits: 0 Paid Amt: $0 Cum Visits: 0 Cum Paid Amt: $0

----

Vendor Subtotal: Count: 1

====

POV Subtotal: Count: 1

2 Authorizations on report

## LTC OUTPATIENT ENDING AUTHORIZATION REPORT

**Introduction**

This report identifies LTC authorizations that are due to expire within the user-specified date range. An authorization is included in this report if the Authorization To date falls within the user-specified date range.

Using this option, the “Select FEE BASIS PROGRAM NAME:” prompt will default to “OUTPATIENT”. You can then enter one, many, or all PURPOSE OF VISIT NAME(S). Any authorization remarks may also be included.

Following are the POV codes for outpatient visits.

| **CODE** | **DESCRIPTION** |
| --- | --- |
| 70 | HOME HEALTH NURSING SERVICES |
| 71 | HOMEMAKER/HOME HEALTH AID SERVICES |
| 72 | RESPITE CARE IN HOMEMAKER/HOME HEALTH AID SERVICES |
| 73 | RESPITE CARE IN ADHC |
| 74 | HOME HEALTH SERVICES (NON-NURSING PROFESSIONAL) |
| 76 | ADHC |
| 77 | HOSPICE & PALLIATIVE CARE (OPT) - CONTRACT/SHARING AGREEMENT |
| 78 | HOSPICE & PALLIATIVE CARE (OPT) - FEE BASIS AUTHORITY (CFR17.50b) |
| 79 | RESPITE CARE (OTHER) |

In addition to detailed authorization information, this report calculates and displays the Total Number of Visits and Total Amount Paid (per authorization) that occurred within your specified date range, along with the Cumulative Number of Visits and Total Amount Paid for the entire Authorization through the ending date of the date range. These totals are calculated by counting each line item on the claim as a visit (per UNIQUE CPT Code) for the Authorization.

LTC Outpatient Ending Authorization Report

**Example**

ENDING AUTHORIZATIONS by POV, Vendor, Patient APR 09, 2003@09:18:54 page 1

FROM Jan 01, 2003 TO Jan 31, 2003 FOR THE OUTPATIENT PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: FEE BASIS NURSING SERVICES

Vendor: PROFESSIONAL EMERGENCY SERVICES

FEEPATIENT,Two 000-99-9991 Jan 15, 2000 Jan 14, 2003

DOB: FEB 1,1925 \*\*\* Patient Died on OCT 12,2000@16:34:51

Visits: 0 Paid Amt: $0 Cum Visits: 1 Cum Paid Amt: $123

----

Vendor Subtotal: Count: 1

====

POV Subtotal: Count: 1

1 Authorization on report

## OUTPUTS MAIN MENU

### SUSPENSION LETTER PRINT

**Introduction**

This option is used to print suspension letters that are sent to Fee Basis vendors to explain why the VA paid only a portion of the amount the Vendor billed, and why the unpaid balance was suspended. You may print the letters for one, several, or all Fee Basis Programs, and for a specific letter and suspension code(s).

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 1/1 (JAN 01, 2006)

Ending DATE : t (DEC 11, 2006)

Print Denials only? No// <RET>

Do you want to print letters for ALL Fee Basis programs? No// <RET>

Select one of the following:

I INPATIENT PAYMENT

O OUTPATIENT PAYMENT

P PHARMACY PAYMENT

C CH NOTIFICATION/DENIAL

Select PROGRAM to print letter for: ouTPATIENT PAYMENT

Do you want to choose another Program? No// <RET>

Select FEE BASIS LETTER NAME: unauth

1 UNAUTHORIZED DISPOSITION

2 UNAUTHORIZED REQUEST INFO

CHOOSE 1-2: 1

For All Suspension codes? YES// <RET>

QUEUE TO PRINT ON

DEVICE: HOME// A137/10/6/UP [VMB] TILASER RIGHT MARGIN: 80// <RET>

Requested Start Time: NOW// <RET> (DEC 11, 2006@11:10:06)

REQUEST QUEUED

Task #: 273864

Outputs Main Menu

Suspension Letter Print

**Example, cont.**

FEEvendor,One December 11, 2006

1 MAIN ST

ANYPLACE NY 00001

Your unauthorized claim has been reviewed. The following decision has been

made:

PATIENT NAME SSN SVC CPT- AMT AMT

REASON FOR SUSPENSION DATE MOD CLAIMED PAID

=============================================================================

FEEpatient,One XXXXX6789 9/2/06 99243-77 51.00 32.00

Charge exceeds maximum amount payable in accordance with VA policy.

FEEpatient,Two XXXXX1234 5/2/06 90050-76 60.00 50.00

Charge exceeds maximum amount payable in accordance with VA policy.

You have the right to appeal the decision. You must respond within the

appropriate time frame.

EMPLOYEE NAME

Medical Center Director

Outputs Main Menu

### INDIVIDUAL SUSPENSION LETTER PRINT

**Introduction**

This option allows printing of suspension letters for an individual patient and/or Vendor. You can include one, several or all Fee Basis programs and/or suspension codes. Suspension letters may be entered/edited through the Enter/Edit Suspension Letters option.

This output must be queued to a printer.

**Example**

Select Patient (or RETURN to select all): **<RET>**

Select Vendor (or RETURN to select all): **FEEvendor,One**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **12/1** (DEC 01, 2006)

Ending DATE : **t** (DEC 13, 2006)

Print Denials only? No// **<RET>**

Do you want to print letters for ALL Fee Basis programs? No// **<RET>**

Select one of the following:

I INPATIENT PAYMENT

O OUTPATIENT PAYMENT

P PHARMACY PAYMENT

C CH NOTIFICATION/DENIAL

Select PROGRAM to print letter for: **ou**TPATIENT PAYMENT

Do you want to choose another Program? No// **<RET>**

Select FEE BASIS LETTER NAME: **unauthorized dis**POSITION

For All Suspension codes? YES// **<RET>**

QUEUE TO PRINT ON

DEVICE: HOME// **a138**-10/6/UP FEE BASIS PRINTER RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (DEC 13, 2006@10:20:52)

REQUEST QUEUED

Task #: 33237

Outputs Main Menu

Individual Suspension Letter Print

**Example, cont.**

SAMARITAN HOSPITAL December 13, 2006

31 NOWHERE CIRCLE

ANYCITY MA 00001-0123

We have carefully reviewed your claim for payment of unauthorized medical

services. The following decision has been made:

PATIENT NAME SSN SVC CPT- AMT AMT

REASON FOR SUSPENSION DATE MOD CLAIMED PAID

=============================================================================

FEEpatient,One XXXXX6789 10/7/06 D0110 83.00 82.00

Charge exceeds maximum amount payable in accordance with VA policy.

FEEpatient,Two XXXXX1234 11/10/06 10080 90.00 80.00

Medical service/Rx was provided for condition which is not authorized at VA

expense.

FEEpatient,Three XXXXX3456 11/12/06 10080-20 60.00 50.00

Fees for service previously processed. If payment not received, notify Fiscal Service.

If you do not agree with the decision you have the right to appeal. Your

appeal rights should be attached for your review, if your claim was not

approved.

Should you have any questions regarding this letter, feel free to contact

us at the VA Medical Center. Thank you for your cooperation.

Sincerely,

EMPLOYEE NAME

Medical Center Director

Outputs Main Menu

### 7079 PRINT FOR SELECTED PATIENT

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The 7079 Print for Selected Patient option is used to print VA Form 10-7079, Request for Outpatient Services, for a selected veteran. Before you use this option, the authorization must be entered into the system. Refer to the Enter Authorization section of this manual to see how this is done.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

The VA Form 10-7079 is designed to print at 132 columns.

**Example of ICD-9 Data**

Select Patient: FBCSAAZ,DWVRN FBCSAAZ,DWVRN 10-12-44 666790347 YE

S SC VETERAN VACCDATTENDING,COSIGNER SR NOT

Enrollment Priority: GROUP 3 Category: IN PROCESS End Date:

FBCSAAZ,DWVRN Pt.ID: 666-79-0347

100 FBCSAAZ STREET DOB: OCT 12,1944

ANYCITY TEL: Not on File

ANYSTATE 99999 CLAIM #: Not on File

COUNTY: Not on File

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED FEB 02, 2011

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 10%

Rated Disabilities: LOSS OF EYEBROWS (10%-SC)

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

Outputs Main Menu

7079 Print for Selected Patient

**Example of ICD-9 Data, cont.**

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// NO

Are there any discrepancies with insurance data on file? No// NO

Patient Name: FBCSAAZ,DWVRN Pt.ID: 666-79-0347

AUTHORIZATIONS:

(1) FR: 4/12/2012 VENDOR: ACUTE CARE SPECIALISTS INC - 341339182

TO: 4/12/2013

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC 50% OR MORE

DX: Test 1 REF: CPRSATTENDING,ONE

REF NPI:

Test 2

Test 3

County: Not on File PSA: ANYPLACE OPC

REMARKS:

7079 Output Test

Is this the correct Authorization period (Y/N)? Yes// YES

This report produces a 132 character output.

QUEUE TO PRINT ON

DEVICE: HOME// TELNET PORT [YOU CAN NOT SELECT A VIRTUAL TERMINAL]

Previously, you have selected queueing.

Do you STILL want your output QUEUED? Yes// n (No)

DEVICE: HOME// TELNET PORT Right Margin: 80//

--------------------------------------------------------------------------------

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Outputs Main Menu

7079 Print for Selected Patient

**Example of ICD-9 Data, cont.**

Department of Veterans Affairs

ID Card Number:

R E Q U E S T F O R O U T P A T I E N T

S E R V I C E S

--------------------------------------------------------------------------------

----------------------------------------

(1) Veterans Name |(2) ID Number | Period of Validity

| |

DWVRN FBCSAAZ |XXXXX0347 | FROM: Apr 12, 2012 TO: Apr 12,

2013

--------------------------------------------------------------------------------

----------------------------------------

(3) ADDRESS |DATE OF ISSUE | CONDITIONS FOR WHICH SERVICES AR

E REQUESTED (DESCRIPTION OF DISABILITY)

| |

100 FBCSAAZ STREET | Apr 12, 2012 | Test 1

ANYCITY CO 99999 | | Test 2

--------------------------------------------- | Test 3

Name and Address of Fee Participant |

|

ACUTE CARE SPECIALISTS INC |

3085 W ANYWHERE LANE |

ANYPLACE OH 99999 |REFERRING PROVIDER: CPRSATTENDING

,ONE

341339182 |NPI:

|AUTHORIZATION #: 100177-1

--------------------------------------------------------------------------------

----------------------------------------

AUTHORIZATION REMARKS

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7079 Output Test

CoC-WOUND CARE OBLIGATION: 500-C25007

EST. AMOUNT: 200.00

FOR VA USE ONLY

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Outputs Main Menu

7079 Print for Selected Patient

**Example of ICD-9 Data, cont.**

(5) STATE CODE | (6) COUNTY CODE | (7) TYPE OF | (8) YEAR OF BIRTH | (9) WAR |

(10) PURPOSE |

| | PATIENT | | |

|

8 | | 10 | 1944 | X |

10

|

--------------------------------------------------------------------------------

----------------------------------------

STATION OF JURISDICTION | |

(11) CODE

| (12) SEX

| |

| MALE

Veterans Administration | |

|--------------------

113 ANYSTREET AVEnue | |

SHORT TERM - 1

| (13) POW

ANYCITY ANYWHERE 00001 | |

| NO

--------------------------------

----------------------------------------

| APPROVED BY (Name and Title)

(JBP)

|

TELEPHONE: (518) 462-3311 | REDACTED

| Chief, Medical Admin. Service

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Information On Veterans Administration Program

Acceptance of this request to render the prescribed services will constitute an

agreement which is subject

to the following:

I. SERVICES. If services are not initiated, please return this document to the Station of Jurisdiction with a brief

explanation. Unless approved by the VA, services are limited in type and ex tent to those shown.

Outputs Main Menu

7079 Print for Selected Patient

**Example of ICD-9 Data, cont.**

II. PERIOD OF VALIDITY. Service must be performed within the period of validity indicated.

If a longer time is needed, please request an extension.

III. REPORTS. Clinical reports are required when an examination only has been

requested. Please

submit reports promptly to the Station Of Jurisdiction.

IV. STATEMENT OF ACCOUNTS. Submit a Statement of Account in your usual manner

. Your statement must

include: (1) Patient's Name; (2) Identification NO.; (3) Treatment (CPT) an

d Dates Rendered; and (4) Fees.

V. FEES. Fees claimed may not exceed those made to the general public for like services.

VI. PAYMENT. Payment by the VA for services rendered and approved is payment

in full.

VII. HOSPITALIZATION. When a need for hospital care is indicated, please call

the Station of Jurisdiction

for assistance in admitting the veteran to a VA hospital.

VIII. INQUIRIES. Additional information when required may be obtained by cont

acting the Station Of Jurisdiction.

IX. When submitting claims for payment you must include the NPI and Taxonomy

Code of the rendering practitioner, and

the NPI and Taxonomy Code of your organization. If, under the HIPAA NPI Final Rule

[http://www.cms.hhs.gov/NationalProvIdentStand], your organization is an "a

typical" provider furnishing services such as

taxi, home and vehicle modifications, insect control, habilitation, and respite services and is therefore ineligible

for an NPI, it is important that you indicate "Ineligible for NPI" on your

claim form .

--------------------------------------------------------------------------------

Outputs Main Menu

7079 Print for Selected Patient

**Example of ICD-9 Data, cont.**

----------------------------------------

VA Form 10-7079

Date Printed: Apr 12, 2012

Outputs Main Menu

### CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.

**Example**

Select Check Number: **69243230**

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 69243230

------------------------------------ Page: 1

FEE PROGRAM: OUTPATIENT

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

Svc Date CPT- Amount Amount Susp Batch Invoice

MOD Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEvendor,One VENDOR ID: 000333333A

Patient: FEEpatient,One Patient ID: XXX-XX-6789

4/1/06 10020 5.00 5.00 363 541

>>>Check # 69243230 Date Paid: 8/29/06<<<

Press RETURN to continue or '^' to exit:

Outputs Main Menu

### DISPLAY ID CARD HISTORY FOR PATIENT

**Introduction**

The Display ID Card History for Patient option shows the Fee Basis Identification Card history for an individual patient. A patient may have only one valid Fee ID Card number assigned at a given time.

**Example**

Select Outputs Main Menu Option: **display** ID Card History for Patient

Select FEE BASIS PATIENT NAME: **FEEPATIENT,ONE**  10-2-16 000456789

Patient: FEEPATIENT,ONE SSN: 000-45-6789

Current ID Card: 79876 Date Issued: 04/03/87

Date/Time Changed Old Card # Person Who Changed

Reason For Change

===========================================================================

04/15/86 3:58 PM 62398 FBUSER

LOST CARD

12/10/86 9:20 AM 65432 FBUSER

DOG CHEWED CARD

Outputs Main Menu

### GROUP 7079 PRINT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Group 7079 Print option is used to print VA Forms 10-7079, Request for Outpatient Services, for a specified date range. Before you use this option, the authorization must be entered into the system (refer to the Enter Authorization section of this manual).

The VA Form 10-7079 is designed to print at 132 columns.

**Example**

Print 7079's for:

\*\*\*\* Date Range Selection \*\*\*\*

Beginning Date : **1-1-06** (JAN 1, 2006)

Ending Date : **1-31-06** (JAN 31, 2006)

Want only those that have not yet been printed? YES// **N**O

This report produces a 132 character output.

QUEUE TO PRINT ON

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 132// **<RET>**

Requested Start Time: NOW// **<RET>** (JUL 02, 2006@16:16:50)

REQUEST QUEUED

Task #: 34246

Outputs Main Menu

Group 7079 Print

**Example, cont.**

----------------------------------------------------------------------------------------------------------------------------------

Veterans Administration ID Card Number: 7315264

R E Q U E S T F O R O U T P A T I E N T S E R V I C E S

----------------------------------------------------------------------------------------------------------------------------------

(1) Veterans Name |(2) ID Number | Period of Validity

| |

FEEpatient,One |XXXXX6789 | FROM: 01/31/06 TO: 01/31/06

----------------------------------------------------------------------------------------------------------------------------------

(3) ADDRESS |DATE OF ISSUE | CONDITIONS FOR WHICH SERVICES ARE REQUESTED (DESCRIPTION OF DISABILITY)

| |

500 JONES AVE | 06/29/05 | ABDOMINAL MUSCLE DAMAGE

| |

ANYCITY ANYWHERE 10003 | |

-----------------------------------------------

Name and Address of Fee Participant |

|

|

|REFERRING PROVIDER: **FEEprovider,Two**

|NPI: 1111111112

|AUTHORIZATION #: 7168862-8

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AUTHORIZATION REMARKS

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WEEKLY VISITS

FOR VA USE ONLY

----------------------------------------------------------------------------------------------------------------------------------

(5) STATE CODE | (6) COUNTY CODE | (7) TYPE OF | (8) YEAR OF BIRTH | (9) WAR | (10) PURPOSE |

| | PATIENT | | | |

36 | 061 | 85 | 57 | 9 | 10 |

----------------------------------------------------------------------------------------------------------------------------------

STATION OF JURISDICTION | | (11) CODE | (12) SEX

| | | FEMALE

Veterans Administration | | |-----------------------------

128 ANYSTREET AVE | | ID CARD STATUS - 3 | (13) POW

ANYCITY ANYWHERE 00001 | | | NO

----------------------------------------------------------------------------------

| APPROVED BY (Name and Title) (KHS)

|

TELEPHONE: 555-7788 OR 555-7766 | EMPLOYEE NAME

| CENTER DIRECTOR

----------------------------------------------------------------------------------------------------------------------------------

Information On Veterans Administration Program

Acceptance of this request to render the prescribed services will constitute an agreement which is subject

to the following:

I. SERVICES. If services are not initiated, please return this document to the Station of Jurisdiction with a brief

explanation. Unless approved by the VA, services are limited in type and extent to those shown.

II. PERIOD OF VALIDITY. Service must be performed within the period of validity indicated.

If a longer time is needed, please request an extension.

III. REPORTS. Clinical reports are required when an examination only has been requested. Please

submit reports promptly to the Station Of Jurisdiction.

IV. STATEMENT OF ACCOUNTS. Submit a Statement of Account in your usual manner. Your statement must

include: (1) Patient's Name; (2) Identification NO.; (3) Treatment and Dates Rendered; and (4) Fees.

V. FEES. Fees claimed may not exceed those made to the general public for like services.

VI. PAYMENT. Payment by the VA for services rendered and approved is payment in full.

VII. HOSPITALIZATION. When a need for hospital care is indicated, please call the Station of Jurisdiction

for assistance in admitting the veteran to a VA hospital.

VIII. INQUIRIES. Additional information when required may be obtained by contacting the Station Of Jurisdiction.

IX. When submitting claims for payment you must include the NPI and Taxonomy Code of the rendering practitioner, and

the NPI and Taxonomy Code of your organization. If, under the HIPAA NPI Final Rule

[http://www.cms.hhs.gov/NationalProvIdentStand], your organization is an "atypical" provider furnishing services such as

taxi, home and vehicle modifications, insect control, habilitation, and respite services and is therefore ineligible

for an NPI, it is important that you indicate "Ineligible for NPI" on your claim form .

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Outputs Main Menu

### HISTORICAL AUTHORIZATION DATA REPORT

Displays current authorization data as well as changes that have been made to certain authorization fields since installation of patch FB\*3.5\*151.

**Introduction**

The Historical Authorization Data Report option is used to view or print current authorization data and the historical audit data for an authorization. The historical audit data displays all changes to the value of five monitored fields since installation of patch FB\*3.5\*151.

**Example**

SELECT FEE BASIS PATIENT NAME: FEEPATIENT,FEE C,FEE C FEEPATIENT,FEE C 1

-1-30 000005401 MT COPAY REQUIRED YES SC VETERAN

WARNING : YOU MAY HAVE SELECTED A TEST PATIENT.

FEEPATIENT,FEE C PT.ID: 000-00-5401

1234 ANYSTREET DR DOB: JAN 1,1930

N ANYWHERE TEL: 555-1234

ANYPLACE 99999 CLAIM #: NOT ON FILE

COUNTY: ANYWHERE

PRIMARY ELIG. CODE: SC LESS THAN 50% -- VERIFIED MAY 02, 2007

OTHER ELIG. CODE(S): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC PERCENT: 0%

RATED DISABILITIES: BURSITIS (0%-SC)

HEALTH INSURANCE: NO

INSURANCE COB SUBSCRIBER ID GROUP HOLDER EFFECTIVE EXPIRES

===========================================================================

FEEINSURNA 1111111 1234 SELF 10/01/11 09/30/13

\*\*\* PATIENT HAS INSURANCE BUFFER ENTRIES \*\*\*

WANT TO ADD NEW INSURANCE DATA? NO// NO

ARE THERE ANY DISCREPANCIES WITH INSURANCE DATA ON FILE? NO// NO

PATIENT NAME: FEEPATIENT,FEE C PT.ID: 000-00-5401

AUTHORIZATIONS:

(1) FR: 3/13/2014 VENDOR: NOT SPECIFIED

TO: 4/15/2014

AUTHORIZATION TYPE: OUTPATIENT - SHORT TERM

PURPOSE OF VISIT: OPT - SC 50% OR MORE

DX: REF:

REF NPI:

COUNTY: ANYWHERE PSA: ANYPLACE

(2) FR: 2/1/2014 VENDOR: NOT SPECIFIED

TO: 4/10/2014

AUTHORIZATION TYPE: OUTPATIENT - SHORT TERM

PURPOSE OF VISIT: CLASS II DENTAL TREATMENT

DX: REF:

REF NPI:

COUNTY: ANYWHERE PSA: ANYPLACE

ENTER RETURN TO CONTINUE OR '^' TO EXIT: ^

ENTER A NUMBER (1-21): 1

DEVICE: HOME//

HISTORICAL AUTHORIZATION DATA REPORT MAR 13, 2014@15:11:09

PATIENT: FEEPATIENT,FEE C PT.ID: 000-00-5401

CURRENT AUTHORIZATION DATA:

FROM DATE: MAR 13, 2014 TO DATE: APR 15, 2014

FEE PROGRAM: OUTPATIENT PRIMARY SERVICE AREA: ALBANY

PURPOSE OF VISIT CODE: OPT - SC 50% OR MORE

TREATMENT TYPE CODE: SHORT TERM FEE STATUS

PATIENT TYPE CODE: MEDICAL ACCIDENT RELATED (Y/N): NO

POTENTIAL COST RECOVERY CASE: NO CLERK: FEECLERK,FIRST

PRINT AUTHORIZATION (Y/N): Y

HISTORICAL AUDIT DATA (SINCE PATCH FB\*3.5\*151):

CHANGED DATE/TIME: MAR 13, 2014@15:09:12

FIELD: FROM DATE NEW VALUE: MAR 13, 2014

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 13, 2014@15:09:50

FIELD: TO DATE NEW VALUE: APR 12, 2014

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 13, 2014@15:09:50

FIELD: PURPOSE OF VISIT CODE NEW VALUE: OPT - SC 50% OR MORE

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 13, 2014@15:09:50

FIELD: TREATMENT TYPE CODE NEW VALUE: SHORT TERM FEE STATUS

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 13, 2014@15:10:55

FIELD: TO DATE OLD VALUE: APR 12, 2014

NEW VALUE: APR 15, 2014 CHANGED BY: FEECLERK,FIRST

Outputs Main Menu

### INVOICE DISPLAY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Invoice Display option is used to view or print detailed line items associated with a selected Outpatient Medical invoice.

NOTE: The display line containing ‘IPAC Number’ and ‘DoD Invoice Number’ only

appears if the Vendor has one or more active IPAC Agreements.

**Example**

Select Invoice Number: **45**

Invoice Number: 45 Vendor Name: FEEVENDOR,ONE

Date Received: 06/20/90

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE BATCH NO. VOUCHER DATE

Other Suspension Description

==============================================================================

FEEPATIENT,ONE

6/6/94 11971 $ 25.00 $ 10.00 1 10

IPAC NUMBER: 123 DOD INVOICE NUMBER: 15152

FEEPATIENT,ONE

6/10/94 10120 $ 25.00 $ 10.00 1 10

FEEPATIENT,ONE

6/15/94 12005 $ 25.00 $ 10.00 1 10

Select Invoice Number:

Outputs Main Menu

### IPAC VENDOR REPORTS MENU

DOD INVOICE NUMBER INQUIRY

**Introduction**

The DoD Invoice Number Inquiry option is used to display all of the VistA Invoices for a selected DoD Invoice Number. VistA invoices from any batch regardless of the status of the batch will be displayed.

**Example**

This report will display all of the VistA invoices for the

Selected DoD Invoice Number.

DoD Invoice Number: **9988707**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 80 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 80// **<RET>**

Compiling IPAC Vendor DoD Invoice Inquiry Report. Please wait …

IPAC Vendor DoD Invoice Inquiry Report

For DoD Invoice # 9988707 May 29, 2014@06:56:32 Page:1

For Vendor: FEEVENDOR,ONE

Date Amount Amount Amount

Invoice # Type C/V/R Paid Claimed Paid Adjusted

==============================================================================

57593 INP R $330 $330 $0

$Totals for DoD Invoice # by Type: Inpatient

--- ------- ------ ------

Tot# 1 $330 $330 $0

$Totals for Vendor: FEEVENDOR,ONE

--------- ------- ------ ------

# 1 $330 $330 $0

\*\*\* End of Report \*\*\*

OutputS MAIN Menu

IPAC VENDOR REPORTS MENU

IPAC VENDOR DOD INVOICE REPORT

**Introduction**

The IPAC Vendor DoD Invoice Report option is used to display all of the DoD Invoices for a specified Vendor(s) and date range. Only DoD Invoices from batches that are finalized will be displayed.

**Example**

This report will display summary information on all of the DoD invoices

for the selected IPAC vendors, within the selected date range, and for

the selected payment types.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select an Invoice Type: ALL/ **All**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor DoD Invoice Report. Please wait …

IPAC Vendor DoD Invoice Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836)

Total Amt Total Amt Total Amt Fee Basis Total Amt

DoD Invoice Number Claimed Paid Adjusted Invoice# Batch# Oblig# Date Paid Check # Disbursed

=============================================================================

15151 $800.00 $800.00 $0.00 57670 14609 C20246 05/21/2014 12345 $800.00

15154 $400.00 $400.00 $0.00 57673 14609 C20246 \* \* $0.00

15158 $600.00 $600.00 $0.00 57676 14609 C20246 05/21/2014 12346 $600.00

------- ------- ----- --------

$Totals for Vendor: $1800.00 $1800.00 $0.00 $1400.00

Total Number of DoD Invoices for Vendor: 3

\*\*\* End of Report \*\*\*

OutputS MAIN Menu

IPAC VENDOR REports menu

IPAC VENDOR PAYMENT REPORT

**Introduction**

The IPAC Vendor Payment Report option is used to display all of the paid line items by DoD invoice number, type and service date. Only line items from batches that are finalized will be displayed.

**Example**

This report will display detail information on paid line items by the

Invoice type, DoD invoice number, and date of service.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select an Invoice Type: ALL/ **All**

Only Include Suspended Payments (not paid in full)? NO// **NO**

Ignore Cancelled or Voided Payments? YES// **YES**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor Payment. Please wait …

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Outpatient/Civil Hospital Ancillary

DoD Invoice Number Patient Name SSN Svc Dt Proc Rev Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Modifiers

----------------------------------------------------------------------------------------------------------------------------------

15151 FEEPATIENT,PT2 8787 05/15/14 27822 800.00 800.00 0.00 0.00

57670 14609 C20246

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57673 14609 C20246

15158 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57676 14609 C20246

Enter RETURN to continue or ‘^’ to exit:

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 2

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Civil Hospital Inpatient

DoD Invoice Number Patient Name SSN Admit Dt Disch Dt Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Adm Dx

----------------------------------------------------------------------------------------------------------------------------------

15171 FEEPATIENT,PT2 8787 05/20/14 05/20/14 400.00 400.00 0.00 0.00

57683 14611 C20246 304.40

DX(POA): 304.40(Y)

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57684 14611 C20246 304.40

DX(POA): 304.40(Y)

15199 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57685 14611 C20246 304.40

DX(POA): 304;40(Y)

\*\*\* End of Report \*\*\*

### OBSOLETE ID CARDS LIST

**Introduction**

The Obsolete ID Cards List option is used to view a list of Fee Basis ID Card numbers which have expired or have been deleted. Reasons for deletion may include card lost or desANYCITYed, veteran reestablished, etc. The list is shown in numerical order by ID card number.

**Example**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 132// **<RET>**

REQUESTED TIME TO RUN JOB: NOW// **<RET>**

REQUEST QUEUED!

Old Card Patient Name Pt.ID Change Date

Number

Reason For Change

==============================================================================

34567 FEEPATIENT,ONE 000-45-6789 04/15/94

RE-ESTABLISH

65666 FEEPATIENT,TWO 000-45-6789 01/08/94

CARD DESANYCITYED IN FIRE

3434343 FEEPATIENT,THREE 000-45-6789 12/12/94

DOG CHEWED CARD

5555555 FEEPATIENT,FOUR 000-45-6789 02/10/94

LOST CARD

5910392 FEEPATIENT,FIVE 000-45-6789 03/31/94

EXPIRATION

Outputs Main Menu

### OUTPATIENT COST REPORT

**Introduction**

The Outpatient Cost Report option generates the Cost Report for Outpatient Payments for a specified date range. The report is sorted by the DATE FINALIZED field.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **070194** (JUL 01, 1994)

Ending DATE : **T** (JUL 21, 1994)

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

OUTPATIENT COST REPORT

07/01/94 THROUGH 07/21/94

-------------------------

PATIENT TREATING

PATIENT NAME ID SPECIALTY CPT CODE AMOUNT PAID

==============================================================================

FEEPATIENT,ONE 6789 PSYCHIATRIC ADDITIONAL CLEANSING 90.00

==============================================================================

TOTAL PAYMENTS: 1 TOTAL PATIENTS: 1

AVE. PAID FOR A PAYMENT: 90.00 AVE. PAID FOR A PATIENT: 90.00

Outputs Main Menu

### PAYMENT AGING REPORT

This option generates a report of payments that have been transmitted to Central Fee and are still awaiting payment confirmation or cancellation in VistA. The purpose of the new report is to identify payments in VistA Fee Basis that appear to have a problem because payment confirmation has not been received within an expected period.

Payment line items finalized within a user-specified period will be listed on this report if payment confirmation has not been received from Austin and the payment is not cancelled, flagged as rejected, or voided.

NOTE: If the report is run for user-specified facilities instead of all facilities then any finalized payments with a blank value for the primary service facility are included in the results.

**Example**

Select Output Menu Option: **Payment** Aging Report

Select Primary Service Facility: ALL//

Report payments finalized on or before: Mar 31, 2012// **<RET>** (MAR 31, 2012)

Earliest finalized date to report: Mar 01, 2012// **1/1/2005 <RET>** (JAN 01, 2005)

DEVICE: HOME//

Fee Basis Payment Aging Report APR 27, 2012@10:50:22 page 2

Payments finalized from Jan 01, 2005 to Mar 31, 2012

for all primary service facilities

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,THIRD 000-32-1456 163 4/22/11

ACUTE CARE SPECIALISTS INC 000339182 213 4/19/11

4/19/11 50060 REMOVAL OF KIDNEY STONE

15.00 15.00 0.00

Outputs Main Menu

### PAYMENT HISTORY DISPLAY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Payment History Display option is used to view all medical payment data for a selected patient. Payments are listed in inverse date order by service date.

**Example of ICD-9 Data**

Select Fee Patient: **FEEPATIENT,ONE**

FEEPATIENT,ONE Pt.ID: 000-45-6789

129 BROWNTREE ROAD DOB: JUL 21,1950

ANYPLACE TEL: 999-555-8911

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYWHERE

Primary Elig. Code: NSC -- PENDING VERIFICATION JUL 15, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Press RETURN to continue or '^' to exit: **<RET>**

Outputs Main Menu

Payment History Display

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/30/94 VENDOR: FEEVENDOR,ONE 000777777

TO: 09/17/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: EMERG. NON-VA CARE (INPT/OPT) VET. REC. CARE IN FED. HOSP. AT VA EXP.

DX: REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

REMARKS:

7078 DEFAULT AUTH SERVIC TEXT

Press RETURN to continue or '^' to exit: **<RET>**

**Example of ICD-9 Data, cont.**

Patient: FEEPATIENT,ONE SSN: 000-45-6789

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000777777 Obl.#: C35001

+9/5/94 12018 5.00 5.00 00369 556

>>>Check cancelled on: 10/3/94 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

Vendor: FEEVENDOR,ONE Vendor ID: 000777777 Obl.#: C35001

+9/2/94 99243 11.00 2.00 D 00369 555

>>>Check # 11887576 Date Paid: 10/20/94<<<

>>>Amount paid altered to $ 3.00 on the Fee Payment Voucher document.<<<

Vendor: FEEVENDOR,ONE Vendor ID: 000777777 Obl.#: C35033

10/12/94 10020-77 15.00 5.00 1 00369 555

>>>Check # 91060810 Date Paid: 11/3/94<<<

Select Fee Patient:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

Outputs Main Menu

### POTENTIAL COST RECOVERY REPORT

**Introduction**

This report is used to obtain information concerning patients and services received, which can potentially be recovered from the veteran and/or third party insurance. The report is run for a specified Primary Service Facility and date range; and you can choose to include Patient Copays, Insurance Copays, or Both. If you select “Patient Copays” or “Both”, you will also be prompted to indicate whether you want to include Means Test Copays, LTC Copays, or Both. The software examines all payments for the Outpatient, Pharmacy, Civil Hospital, and Community Nursing Home fee programs.

One or more of the following messages might appear in the report. The messages that contain “Cost recover from LTC co-pay” or “10-10EC Missing for LTC Patient” will only be generated for LTC payments with a date of service equal to or greater than July 5, 2002. The IB LTC clock might need to be updated to identify the patient's 21 free days.

| Message | Explanation |
| --- | --- |
| >>>Cost recover from means testing. | The patient received **non-LTC** treatment, s/he does not have insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from means testing and insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is not exempt from Means Test copay. |
| >>>Cost recover from insurance. | The patient received **non-LTC** treatment, s/he has insurance and s/he is exempt from Means Test copay. |
| NONE - This payment will be excluded from the report. | The patient received **non-LTC** treatment, s/he doesn't have insurance and s/he is exempt from Means Test copay. |
| >>>Cost recover from LTC co-pay. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from LTC co-pay and insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is not exempt from LTC copay. |
| >>>Cost recover from insurance. | The patient received **LTC** treatment, s/he has insurance and s/he is exempt from LTC copay. |
| NONE - This payment will be excluded from the report. | The patient received **LTC** treatment, s/he doesn't have insurance and s/he is exempt from LTC copay. |
| >>>Cost recover from insurance. 10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he has insurance and does not have 1010EC in file. |
| >>>10-10EC Missing for LTC Patient. | The patient received **LTC** treatment, s/he doesn't have insurance and does not have 1010EC in file. |

Outputs Main Menu

**Example**

Select Output Menu Option: POTential Cost Recovery Report

Select Primary Service Facility: ALL//

Include (P)atient Co-pays / (I)nsurance / (B)oth: Both//

Include (M)eans Test Co-pays /(L)TC Co-pays /(B)oth: Both//

Do you want to include patients whose insurance status is unavailable? YES//

SELECT THE TYPE OF INSURANCE PLANS TO BE EXCLUDED FROM THE PCR REPORT:

SELECT TYPE OF PLAN NAME: <ENTER TYPE OF INSURANCE PLAN OR “??” AND <RET>

SELECT TYPE OF PLAN NAME: <RET>

TYPE OF PLAN SELECTED FOR EXCLUSION: <A LIST OF THOSE TYPES OF PLANS SELECTED FOR EXCLUSION IS DISPLAYED>

EXAMPLE:

MEDICARE

COMPREHENSIVE MAJOR MEDICAL <RET>

RECREATE EXCLUSION LIST? NO// <ENTER Y TO RECREATE LIST OR N> N

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : T (NOV 02, 2011)

Ending DATE : T (NOV 02, 2011)

QUEUE TO PRINT ON

DEVICE: HOME// TELNET PORT [YOU CAN NOT SELECT A VIRTUAL TERMINAL]

Previously, you have selected queueing.

Do you STILL want your output QUEUED? Yes// N (No)

DEVICE: HOME// TELNET PORT Right Margin: 80//

POTENTIAL COST RECOVERY REPORT

Division: 501 ANYPLACE, NM

NPI:

11/2/11 - 11/2/11

Page: 1

Patient: FEEPATIENT,ONE Pat. ID: 666-77-7888 DOB: Dec 31, 1956

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

===============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s SLDJFSFDJ SELF 08/31/11 09/15/11

MEDICARE p 3333 PART A SELF 12/31/76

FEE PROGRAM: OUTPATIENT

Svc Date CPT-MOD Travel Paid Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

===============================================================================

FEE PROGRAM: OUTPATIENT

Svc Date CPT-MOD Travel Paid Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

===============================================================================

Vendor: FEEVENDOR, ONE Vendor ID: 341339182

Fee Basis Billing Provider NPI: \*\*\*\*\*\*\*\*\*\*

Enter RETURN to continue or '^' to exit:

POTENTIAL COST RECOVERY REPORT

Division: 501 ANYPLACE, NM

NPI:

11/2/11 - 11/2/11

Page: 4

Patient: FBCSTESTPT,ONE Pat. ID: 666-77-7888 DOB: Dec 31, 1956

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment)

===============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s SLDJFSFDJ SELF 08/31/11 09/15/11

MEDICARE p 3333 PART A SELF 12/31/76

FEE PROGRAM: OUTPATIENT

Svc Date CPT-MOD Travel Paid Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

===============================================================================

Vendor: ABC GROUP Vendor ID: 341339182

Fee Basis Billing Provider NPI: \*\*\*\*\*\*\*\*\*\*

10/12/11 43200 1 00412 520 11/2/11

192.54 192.54 0.00

Primary Dx: TENSION HEADACHE (307.81) S/C Condition? NO Obl.#: C45001

>>>Cost recover from insurance.

RENDERING PROV NAME (LI): FBPROVIDER, SIX

NPI: 123123123L TAXONOMY CODE: 123456789L

ATTENDING PROV NAME: FBPROVIDER, ONE NPI: 123123123A

TAXONOMY CODE: 123456789A

RENDERING PROV NAME: FBPROVIDER,THREE NPI: 123123123R

TAXONOMY CODE: 123456789R

OPERATING PROV NAME: FBPROVIDER, TWO NPI: 123123123O

REFERRING PROV NAME: FBPROVIDER, FIVE NPI: 123123123X

SERVICING PROV NAME: FBPROVIDER, FOUR NPI: 123123123S

SERVICING FACILITY ADDRESS: 111 PARK ST

ANYWHERE, ANYSTATE 99999

Outputs Main Menu

### PRINT REJECTED PAYMENT ITEMS

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Print Rejected Payment Items option is used to view and print all Fee Basis items which have been rejected for payment and have not yet been reinitiated. Line items may be rejected by interface transactions from the Central Fee system in Austin or they may be locally rejected using the Finalize a Batch option.

* The rejects are grouped by batch. If an entire batch was rejected, all payment items in that batch are listed.
* The report can be generated for batches with a status of CENTRAL FEE ACCEPTED or VOUCHERED or both.
* The report will print Central Fee Reject for lines that were flagged as rejected by the interface. It will print Local Reject for lines that were locally flagged as rejected by a user.
* The report will display reject codes and descriptions (maximum of 5) for lines that were flagged as rejected by the interface.

**Example**

Select Medical Fee Main Menu Option: **Outputs Main Menu**

Select Outputs Main Menu Option: **print Rejected Payment Items**

Select one of the following:

1 CENTRAL FEE ACCEPTED

2 VOUCHERED

3 BOTH

Select batch status to report: BOTH//

Exclude rejects transmitted before:  3/29/2014//

DEVICE: HOME//

Outputs Main Menu

PRINT REJECTED PAYMENT ITEMS

**Example of output for a Medical Fee batch**

REJECTS PENDING ACTION - CF Accepted & Vouchered Trans Since: 1/19/2014

==========================================================================

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

Batch Number: 22690 Voucher Date: Voucherer:

FEEPATIENT,RACHEL A 000-00-5120 22690

FEEDOCTOR TWO 000004811 111728 6/8/15

\* 4/16/15 99213 OFFICE/OUTPATIENT VISIT EST

500.00 500.00 0.00

Local Reject Old Batch #: 22690

Reject Reason: reject

FEEPATIENT,RACHEL A 000-00-5120 22690

FEEDOCTOR TWO 000004811 111729 6/8/15

4/16/15 99214 OFFICE/OUTPATIENT VISIT EST

400.00 400.00 0.00

Local Reject Old Batch #: 22690

Reject Reason: reject

Batch Number: 22749 Voucher Date: 12/15/15 Voucherer: FEECLERK,LEAD A

FEEPATIENT,FEECLK 000-00-2834 22749

FEEVENDOR CLINIC ONE 000001011 111768 12/15/15

+ 3/15/15 D1351 DENTAL SEALANT PER TOOTH

7.00 7.00 0.00

>>>Check cancelled on: 3/7/13 Reason: UNKNOWN<<<

Check WILL NOT be replaced.

Central Fee Reject Old Batch #: 22749

Rej Code: C013 Invalid war code.

Rej Code: C008 Invalid POV.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

-------------------------------------------------------------------------------

Outputs Main Menu

### PSA OUTPUT REPORT

New Prompt:

*Select FEE PROGRAM -* allows you to select which fee programs you wish to include.

**Introduction**

The PSA Output Report option is used to generate a report by PSA (Primary Service Area) of outpatient medical, pharmacy, contract hospital and community nursing home payments for a selected time frame. This report may be run for one or all PSAs. One, several, or all Fee Programs may also be selected.

This report would be beneficial to a fee site that has not decentralized. The data could be used to bill other facilities for services rendered veterans from their PSAs.

Because this report may be lengthy, it is recommended that you queue it to print after normal hours.

**Example**

Do you want this report for all PSAs? YES// **NO**

PRIMARY SERVICE AREA: **ANYWHERE, NY** ANYWHERE 1 500

Select FEE PROGRAM: ALL// **OUTP**ATIENT

Select another FEE PROGRAM: **<RET>**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **1/1** (JAN 01, 1994)

Ending DATE : **T** (DEC 11, 1994)

QUEUE TO PRINT ON

DEVICE: HOME// **A137**/10/6/UP [VMB] TILASER RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (DEC 11, 1994@10:35:26)

REQUEST QUEUED

Task #: 273863

Outputs Main Menu

PSA Output Report

**Example, cont.**

OUTPATIENT MEDICAL PSA REPORT

-------------------------------

Patient Name Obligation # County Code

Invoice # Amount Paid Date Finalized PSA

==============================================================================

ONE,TEST PT -6789 C35001 MANATEE

541 50 8/29/94 ANYWHERE, NY

------------------------------------------------------------------------------

TWO,TEST PT -6789 C35001 ANYPLACE

518 75 7/20/94 ANYWHERE, NY

------------------------------------------------------------------------------

THREE,TEST PT -6789 C15003 ANYPLACE

510 35 7/13/94 ANYWHERE, NY

------------------------------------------------------------------------------

FOUR,TEST PT -6789 C15003 ALBANY

508 40 7/13/94 ANYWHERE, NY

------------------------------------------------------------------------------

FIVE,TEST PT -6789 C35001 LEON

504 35 7/6/94 ANYWHERE, NY

------------------------------------------------------------------------------

==============================================================================

Total Dollars spent by PSA for the dates of 1/1/94 to 12/11/94.

PSA TOTAL AMOUNT PAID

----- --------------------

ANYWHERE, NY $ 235

TOTALS DOLLAR AMOUNT BY PSA FOR ALL SELECTED PROGRAMS

-------------------------------------------------------

For Date Range: 1/1/94 to 12/11/94

==============================================================================

PSA TOTAL AMOUNT

----- --------------------

ANYWHERE, NY $ 235

Outputs Main Menu

### VALID ID CARDS LIST

**Introduction**

The Valid ID Cards List option is used to view a list of Fee Basis ID Card numbers that are currently valid. A patient may have only one Fee ID Card number assigned to him/her at a given time.

**Example**

DEVICE: HOME// **Q**UEUE TO PRINT ON

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 132// **<RET>**

REQUESTED TIME TO RUN JOB: NOW// **<RET>**

REQUEST QUEUED!

Card No. Patient Name Patient SSN Issue Date

==================================================================

11072 FEEPATIENT,ONE 000-45-6789 07/26/86

11111 FEEPATIENT,TWO 000-45-6789 02/12/87

12343 FEEPATIENT,THREE 000-45-6789 08/25/86

45734 FEEPATIENT,FOUR 000-45-6789 02/20/87

Outputs Main Menu

### VENDOR PAYMENTS OUTPUT

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

**Example of ICD-9 Data**

Select Fee Vendor: **FEEvendor,One** 000456789 DOCTOR OF MEDIC

31 ANYCITY AVE

ANYCITY, NY 00001-9025 TEL. #: 5551212

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **8/1/06** (AUG 01, 2006)

Ending DATE : **9/30/06** (SEP 30, 2006)

Select FEE Program: ALL// **OUTP**ATIENT

Select another FEE Program: **<RET>**

DEVICE: HOME// **<RET>** Decnet RIGHT MARGIN: 80// **<RET>**

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 000000000

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789

8/16/06 90040 22.00 22.00 00148 237 9/16/06

Primary Dx: PULMONARY ARTERY A (747.3)S/C Condition? YES Obl.#: C33003

Patient: FEEpatient,Two Patient ID: XXX-XX-1234

9/10/05 90050 25.00 20.00 1 00088 119

Primary Dx: RETICULOSARCOMA UN (200.00)S/C Condition? NO Obl.#: C90234

Select Fee Vendor:

Outputs Main Menu

VENDOR PAYMENTS OUTPUT

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 000001234

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

==============================================================================

Patient: FEE,ICDTWO Patient ID: 000-00-2354

11/21/12

0.00 0.00 0.00

Primary Dx: Diab d/t undrl con (E08.00)S/C Condition? YES Obl.#:

Outputs Main Menu

### VETERAN PAYMENTS OUTPUT

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Fee Patient: **FEEpatient,One**  06-12-55 000456789 SC VETERAN

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **080106** (AUG 01, 2006)

Ending DATE : **093006** (SEP 30, 2006)

Select FEE Program: ALL// **OUTPATIENT**

Select another FEE Program: **<RET>**

DEVICE: HOME// **<RET>** RIGHT MARGIN: 80// **<RET>**

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEEpatient,One Patient ID: XXX-XX-6789

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Vendor: FEEvendor,One Vendor ID: 00000000

\*9/6/06 90050 25.00 25.00 00048 128

Primary Dx: ANXIETY STATE NOS (300.00)S/C Condition? NO Obl.#: C89622

\*8/30/06 90050 30.00 30.00 00048 128

Primary Dx: ANXIETY STATE NOS (300.00)S/C Condition? YES Obl.#: C89622

Select Fee Patient:

Outputs Main Menu

VETERAN PAYMENTS OUTPUT

**Example of ICD-10 Data**

Displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEE,ICDTWO Patient ID: 000-00-2354

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

11/21/12

0.00 0.00 0.00

Primary Dx: Diab d/t undrl con (E08.00)S/C Condition? YES Obl.#:

## PAYMENT MENU

### DELETE PAYMENT ENTRY

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* To select the batch from which to delete the payment you must either be the person who opened the batch or hold the FBAA LEVEL 2 security key.  Once you have selected the batch, you delete the payment record from the batch and not the batch itself.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Delete Payment Entry option is used to delete a medical payment transaction. You may only delete a payment that you entered, and the batch must have an open status.

The option provides a payment history display for the patient and Vendor selected. You can refer to this display to insure correct entry of the date of service and service provided (CPT code) to be deleted.

The payments are listed in inverse date order. Reimbursements are represented by an asterisk (\*).

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Payment Menu

Delete Payment Entry

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: **145** Obligation #: C89622

Select Patient: **FEEPATIENT,ONE**

FEEPATIENT,ONE Pt.ID: 000-45-6789

32 ANYROAD STREET DOB: FEB 22,1922

BOX 9000

ANYWHERE TEL: 1800FEE

ANYSTATE 00001-1345 CLAIM #: 00000000

COUNTY: ANYCTY

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JAN 19, 1989

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 100%

Rated Disabilities: NONE STATED

Health Insurance: UNKNOWN

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Fee ID Card #: A12346 Fee Card Issue Date: 01/01/93

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/04/94 VENDOR: FEEVENDOR,ONE - 000444444

TO: 08/03/97

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: ILL REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYPLACE

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Payment Menu

Delete Payment Entry

**Example of ICD-9 Data, cont.**

Select VENDOR: **FEEVENDOR,ONE**

Patient Name: FEEPATIENT,ONE SSN: 000456789

VENDOR: FEEVENDOR,ONE

37 GOLDEN POND

ANYWHERE, 36 12323

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

SVC DATE CPT-MODIFIER AMT CLAIMED AMT PAID CODE INVOICE # BATCH #

-----------------------------------------------------------------------------

05/10/94 D0470 $ 30.00 $ 20.00 1 220 134

\* 01/01/93 10180 $ 223.00 $ 223.00 65 145

Date of Service: **1/1/93** JAN 1, 1993

Select SERVICE PROVIDED: **10180** COMPLEX DRAINAGE, WOUND

Are you sure you want to delete this payment record? No// **YES**

Payment record Deleted!

Date of Service: **<RET>**

Select VENDOR: **<RET>**

Select Patient: **<RET>**

Select FEE BASIS BATCH NUMBER:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTWO Pt.ID: 666-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: M80.072G REF:

REF NPI:

Payment Menu

### EDIT PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit payments in batches opened by someone else or in batches that have been released by a lead clerk.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.
* *Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.
* *Is this line item for a contracted service?* - allows you to indicate when a line item is for a contracted service.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

*Do You Want to Modify the IPAC Data? –* Only asked if the selected Vendor has one or more active IPAC Agreements. If answered ‘YES’, the user can select a different IPAC Agreement and/or enter a different DoD Invoice number.

**Introduction**

The Edit Payment option is used to edit data for a previously entered Medical Fee payment.

* You may also delete an entire existing payment entry or delete individual data items, other than required fields.
* You cannot edit payments in batches that have been transmitted to Austin finalized.

Payment Menu

EDIT PAYMENT

**Introduction, cont.**

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data**

Select FEE BASIS PAYMENT PATIENT: **FEEPATIENT,ONE**

Select VENDOR: **FEEVENDOR,ONE**

Date of Service: **9-2**-1994

Select SERVICE PROVIDED: **99243** CPT Modifier: 77

SERVICE PROVIDED: 99243// **<RET>**

CPT MODIFIER: 77// **<RET>**

IPAC Agreement Information on file for this Invoice/Payment

IPAC Agreement ID: 121 (ACTIVE)

Vendor: FEEVENDOR,ONE

Fiscal Year: 2014

Short Description: IPAC Agreement 1

DoD Invoice#: 99887766

Do you want to modify the IPAC data? No// NO

AMOUNT CLAIMED: 211// **<RET>**

AMOUNT PAID: 200// **190**

AMOUNT SUSPENDED: 11// **21**

SUSPEND CODE: D// **<RET>**

PRIMARY SERVICE FACILITY: ANYWHERE, NY// **<RET>**

OBLIGATION NUMBER: C35001// **<RET>**

DATE CORRECT INVOICE RECEIVED: SEP 17,1994// **<RET>**

VENDOR INVOICE DATE: SEP 15,1994// **<RET>**

Is this line item for a contracted service? No// **<RET>**

**Example of ICD-10 Data**

This option allows you to edit the Primary Diagnosis code.

PRIMARY DIAGNOSIS: **E08.00**

One match found

ICD Diagnosis code: E08.00

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with Hyperosmolarity without Nonketotic Hyperglycemic-

Hyperosmolar Coma (Nkhhc)

Payment Menu

### ENTER PAYMENT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *Will any line items in this invoice be for contracted services? -* Answering NO indicates that all line items within the invoice will NOT be for contracted services. Answering YES indicates that some, or all of the line items within the invoice will be for contracted services. Answering YES will result in an additional prompt appearing at the input of EACH line item.
* *Is this line item for a contracted service?* - Only asked if the user answered YES to the above prompt. It allows you to indicate when a line item is for a contracted service.
* *Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.
* *CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

To enter a payment, the user must not have entered or edited the authorization due to separation of duties.  Where the edit is blocked, the following message is displayed:

*“You cannot process a payment associated with authorization [NNNNNNN-NN] due to separation of duties.”*

NOTE: In the example, above, *NNNNNNN-NN* represents the authorization number.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information. Line items that had previously been cancelled are annotated with a plus sign (+).

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

Payment Menu

ENTER PAYMENT

**Continued..**

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Enter Payment option is used to enter medical payments. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches. You may enter additional payments from a previous invoice (for the same patient) or payments from a new invoice. A new invoice number is assigned automatically, when required. Only medical payments can be entered through this option.

To enter a payment, the user must not have entered or edited the authorization due to separation of duties.  Where the edit is blocked, the following message is displayed:

*“You cannot process a payment associated with authorization [NNNNNNN-NN] due to separation of duties.”*

NOTE: In the example, above, *NNNNNNN-NN* represents the authorization number.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Depending on site parameters at your facility, patient authorization information and Vendor demographics may be displayed. Vendor demographics may be edited if you hold the FBAA ESTABLISH VENDOR security key. If there are previous payments to the Vendor for the selected patient, a payment history is shown.

You receive a warning when the patient has reached the maximum payment amount allowed for the month of service; or when you have reached 20 lines from the maximum number of payment lines allowed in a batch (set by the Max. # Payment Line Items site parameter).

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: **412**

Obligation #: C45001

Select Patient: **FEEPATIENT,ONE**

FEEPATIENT,ONE Pt.ID: 000-45-6789

20 TOPSVILLE ROAD DOB: MAY 12,1950

ANYPLACE TEL: 999-555-4444

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYPLACE

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JUL 28, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 73%

Rated Disabilities: LOSS OF ARM (73%-SC)

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s SLDJFSFDJ SELF 08/31/11 09/15/11

MEDICARE p 3333 PART A SELF 12/31/76

Want to add NEW insurance data? No// NO

Are there any discrepancies with insurance data on file? No// NO

===========================================================================

Are there any discrepancies with insurance data on file? No// **<RET>**

Payment Menu

Enter Payment

**Example of ICD-9 Data, cont.**

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 10/12/2011 VENDOR: Not Specified

TO: 10/12/2012

Authorization Type: Outpatient - Short Term

Purpose of Visit: CHIROPRACTIC CARE

DX: HEART REF:

REF NPI:

County: ANYPLACE PSA: ANYPLACE, NM

AUTHORIZATION REMARKS:

NO EXISTING TEST

EDIT? NO//

DX LINE 1: HEART//

DX LINE 2: CHEST//

DX LINE 3: <reT>

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE** 000444444 NON-VA HOSPITAL

NEW SCOTLAND AVENUE

ANYWHERE, NY 12190

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000444444

Address: NEW SCOTLAND AVENUE Specialty:

CITY: ANYPLACE Type: PRIVATE HOSPITAL

State: ANYWHERE Participation Code: NON-VA HOSPITAL

ZIP: 12190 Medicare ID Number: 000000

COUNTY: ANYPLACE Chain:

Phone:

Fax:

Austin Name: ANYWHERE MED

Last Change Last Change

TO Austin: 9/30/94 FROM Austin: 9/30/94

Want to Edit data? NO// **<RET>**

Payment Menu

Enter Payment

**Example of ICD-9 Data, cont.**

Vendor has no prior payments for this patient

Want a new Invoice number assigned? YES// **<RET>**

Invoice # 563 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **10/12/11**  (OCT 12, 2011)

Enter Vendor Invoice Date: 10/12/11 (OCT 12, 2011)

This is a Federal Vendor. IPAC payment information is required.

- Required IPAC agreement information has been found.

Would you like to display the detailed IPAC agreement information? No// NO

Enter the DoD Invoice Number: 12345

PATIENT ACCOUNT NUMBER: <ret>

IS THIS AN EDI CLAIM FROM THE FPPS SYSTEM? NO

CLAIM NUMBER: <ENTER ‘NEW’ OR “??” TO DISPLAY EXISTING CLAIM NUMBER>

SELECT THE CLAIM TYPE:

P – PROFESSIONAL, D – DENTAL, N – NON-STANDARD

ENTER RESPONSE:P <RET>

THE ANSWER TO THE FOLLOWING WILL APPLY TO ALL PAYMENTS ENTERED VIA THIS OPTION.

ARE PAYMENTS FOR CONTRACTED SERVICES? NO// NO

Date of Service: **10/12/11** OCT 12, 2011

SITE OF SERVICE ZIP CODE: 44444//

SELECT SERVICE PROVIDED: 43200 ESOPHAGUS ENDOSCOPY

CURRENT LIST OF MODIFIERS: NONE

SELECT CPT MODIFIER: <ret>

Major Category: SURGERY

Sub-Category: DIGESTIVE SYSTEM

Procedure: 43200 ESOPHAGUS ENDOSCOPY

Detail Description

==================

ESOPHAGOSCOPY, RIGID OR FLEXIBLE; DIAGNOSTIC, WITH OR WITHOUT COLLECTION

OF SPECIMEN(S) BY BRUSHING OR WASHING (SEPARATE PROCEDURE)

IS THIS CORRECT? YES// <ret>

Payment Menu

Enter Payment

**Example of ICD-9 Data, cont.**

REVENUE CODE: <ret>

UNITS PAID: 1// <ret>

SELECT PLACE OF SERVICE: 12 HOME

AMOUNT CLAIMED: 192.54

AMOUNT PAID: 192.54

PRIMARY DIAGNOSIS: HEADACHE

HCFA TYPE OF SERVICE: <ret>

SERVICE CONNECTED CONDITION?: N (NO)

CURRENT LIST OF REMITTANCE REMARKS: none

select remittance remark: <RET>

li rendering prov name: fbprovider, six

LI RENDERING PROV NPI: 123123123L

LI RENDERING PROV TAXONOMY: 123456789L

ATTENDING PROV NAME: FBPROVIDER, ONE

ATTENDING PROV NPI: 123123123A

ATTENDING PROV TAXONOMY CODE: 123456789A

OPERATING PROV NAME: FBPROVIDER, TWO

OPERATING PROV NPI: 123123123O

RENDERING PROV NAME: FBPROVIDER,THREE

RENDERING PROV NPI: 123123123R

RENDERING PROV TAXONOMY CODE: 123456789R

SERVICING PROV NAME: FBPROVIDER, FOUR

SERVICING PROV NPI: 123123123S

SERVICING FACILITY ADDRESS: 111 PARK ST

SERVICING FACILITY CITY: ANYWHERE

SERVICING FACILITY STATE: VT ANYSTATE

SERVICING FACILITY ZIP: 99999

REFERRING PROV NAME: FBPROVIDER, FIVE

REFERRING PROV NPI: 123123123X

Select Service Provided:

Payment Menu

Enter Payment

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization. This new diagnosis field will be editable. You can also enter Primary Diagnosis.

Patient Name: FEE,ICDTWO Pt.ID: 666-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: Not Specified

TO: 11/21/2013

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.01 REF:

REF NPI:

Payment Menu

ENTER Payment

sELECT FEE BASIS PAYMENT PATIENT: **FEEPATIENT, ONE**

SELECT VENDOR: **FEEVENDOR, ONE**

DATE OF SERVICE: **10/12/11 <RET>** OCT 12, 2011

SELECT SERVICE PROVIDED: 43200 **<RET>** ESOPHAGUS ENDOSCOPY

CURRENT LIST OF MODIFIERS: **NONE <RET >**

SELECT CPT MODIFIER: **<ret>**

REVENUE CODE: **<ret>**

UNITS PAID: 1// **<RET>**

SITE OF SERVICE ZIP CODE: 44444// **<RET>**

PLACE OF SERVICE: HOME (12)// **<RET>**

AMOUNT CLAIMED: 192.54// **<RET>**

AMOUNT PAID: 192.54// **<RET>**

IS THIS AN EDI CLAIM FROM THE FPPS SYSTEM? NO// **<RET>**

CLAIM NUMBER: 2012-177

SELECT THE CLAIM TYPE:

P – PROFESSIONAL, D – DENTAL, N – NON-STANDARD

ENTER RESPONSE: P//

EXIT (‘^’) ALLOWED NOW

PRIMARY SERVICE FACILITY: ANYPLACE, NM// **<RET>**

OBLIGATION NUMBER: C45001// **<RET>**

DATE CORRECT INVOICE RECEIVED: OCT 12, 2011// **<RET>**

VENDOR INVOICE DATE: OCT 12, 2011// **<RET>**

PATIENT ACCOUNT NUMBER: **<RET>**

PATIENT TYPE CODE: MEDICAL// **<RET>**

TREATMENT TYPE CODE: SHORT TERM FEE STATUS// **<RET>**

PURPOSE OF VISIT: CHIROPRACTIC CARE// **<RET>**

PRIMARY DIAGNOSIS: 307.81// **<RET>**

HCFA TYPE OF SERVICE: **<ret>**

SERVICE CONNECTED CONDITION?: NO// **<RET>**

Current list of Remittance Remarks: **none <RET>**

Select REMITTANCE REMARK: **<RET>**

LI RENDERING PROV NAME: FBPROVIDER, SIX// **<RET>**

LI RENDERING PROV NPI: 123123123L// **<RET>**

LI RENDERING PROV TAXONOMY: 123456789L// **<RET>**

ATTENDING PROV NAME: FBPROVIDER, ONE// **<RET>**

ATTENDING PROV NPI: 123123123A// **<RET>**

ATTENDING PROV TAXONOMY CODE: 123456789A// **<RET>**

OPERATING PROV NAME: FBPROVIDER, TWO// **<RET>**

OPERATING PROV NPI: 123123123O// **<RET>**

RENDERING PROV NAME: FBPROVIDER,THREE// **<RET>**

RENDERING PROV NPI: 123123123R// **<RET>**

RENDERING PROV TAXONOMY CODE: 123456789R// **<RET>**

SERVICING PROV NAME: FBPROVIDER, FOUR// **<RET>**

SERVICING PROV NPI: 123123123S// **<RET>**

SERVICING FACILITY ADDRESS: 111 PARK ST// **<RET>**

SERVICING FACILITY CITY: ANYWHERE// **<RET>**

SERVICING FACILITY STATE: ANYSTATE// **<RET>**

SERVICING FACILITY ZIP: 99999// **<RET>**

REFERRING PROV NAME: FBPROVIDER, FIVE// **<RET>**

REFERRING PROV NPI: 123123123X// **<RET>**

Select SERVICE PROVIDED:

Payment Menu

### INVOICE DISPLAY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Invoice Display option is used to view or print detailed line items associated with a selected Outpatient Medical invoice.

NOTE: The display line containing ‘IPAC Number’ and ‘DoD Invoice Number’ only appears if the Vendor has one or more active IPAC Agreements.

**Example**

Select Invoice Number: 520

INVOICE DISPLAY

===============

PROVIDER INFORMATION

ATTENDING PROV NAME: FBPROVIDER, ONE

ATTENDING PROV NPI: 123123123A ATTENDING PROV TAXONOMY CODE: 123456789A

OPERATING PROV NAME: FBPROVIDER, TWO

OPERATING PROV NPI: 123123123O

RENDERING PROV NAME: FBPROVIDER,THREE

RENDERING PROV NPI: 123123123R RENDERING PROV TAXONOMY CODE: 123456789R

SERVICING PROV NAME: FBPROVIDER, FOUR

SERVICING PROV NPI: 123123123S

SERVICING FACILITY ADDRESS:

111 PARK ST

ANYWHERE, VT 99999

REFERRING PROV NAME: FBPROVIDER, FIVE

REFERRING PROV NPI: 123123123X

Enter RETURN to continue or '^' to exit:

Invoice Number: 520 Vendor Name: FEEVENDOR, ONE

Date Received: 10/12/11 Invoice Date: 10/12/11

FPPS Claim ID: N/A Patient Account #:

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

PATIENT SVC DATE CPT-MOD /REV BATCH NO. VOUCHER DATE

FPPS LINE AMT CLAIMED AMT PAID UNITS ADJ CODE ADJ AMT REMIT RMK

===============================================================================

FBCSTESTPT,ONE 10/12/11 43200 412

$ 192.54 $ 192.54 1 $0.00

IPAC NUMBER: 123 DOD INVOICE NUMBER: 15152

RENDERING PROV NAME (LI): FBPROVIDER,LIONE

NPI: 123123123L TAXONOMY CODE: 123456789L

Select Invoice Number:

Payment Menu

### MULTIPLE PAYMENT ENTRY

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR security key is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *Will any line items in this invoice be for contracted services? -* Answering NO indicates that all line items within the invoice will NOT be for contracted services. Answering YES indicates that some, or all of the line items within the invoice will be for contracted services. Answering YES will result in an additional prompt appearing at the input of EACH line item.
* *Is this line item for a contracted service?* - Only asked if the user answered YES to the above prompt. It allows you to indicate when a line item is for a contracted service.
* *Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.
* *CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information. Line items that had previously been cancelled are annotated with a plus sign (+).

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

Payment Menu

MULTIPLE PAYMENT ENTRY

**Continued…**

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Multiple Payment Entry option is used to enter identical medical payments (except for service date) for a patient. The option was designed to accommodate such services as home nursing where the patient may be seen daily by a visiting nurse. Your name may be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches. You may enter additional payments from a previous invoice (for the same patient) or payments from a new invoice. A new invoice number is assigned automatically, when required.

When using the Multiple Payment option, users should be aware of the Fee Schedule that is used to calculate payments. The Fee Schedule used for the Multiple Payment Option is the current fiscal year minus one. Therefore, a payment made at the beginning of a fiscal year, for a date of service that occurred at the end of the prior fiscal year, will use the Fee Schedule of the current fiscal year minus one, and NOT the fiscal year of the date of service minus one. This is due to the fact that the payment amounts are asked up front, before the date of service is known.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Depending on site parameters at your facility, patient authorization information and Vendor demographics may be displayed. Vendor demographics may be edited if you hold the FBAA ESTABLISH VENDOR security key. If there are previous payments to the Vendor for the selected patient, a payment history is shown.

You receive a warning when the patient has reached the maximum payment amount allowed for the month of service; or when you have reached 20 lines from the maximum number of payment lines allowed in a batch (set by the Max. # Payment Line Items site parameter).

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

Payment Menu

Multiple Payment Entry

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER:  **33**

Obligation #: C33003

Select Patient: **9812** FEEPATIENT,ONE 05-12-51 000456789 SC VETERAN

FEEPATIENT,ONE Pt.ID: 000-45-6789

123 EASY STREET DOB: MAY 12,1951

ANYCITY TEL: 555-1234

ANYWHERE 12202-0987 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED FEB 13, 1977

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: DERMATOPHYTOSIS (30%-SC)

Health Insurance: YES

Insurance Policy # Group # Holder

--------- -------- ------- -------

PRUDENTIAL 3424234 UNKNOWN APPLICANT

AETNA 8849043093247 00229/9984 SPOUSE

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Fee ID Card #: 357491 Fee Card Issue Date: 07/16/93

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/12/93 VENDOR: Not Specified

TO: 04/11/96

Authorization Type: Outpatient - Short Term

Purpose of Visit: MISC. (ELIG. UNDER VOC. REHAB, OTHER FED. AGENCY OR

ALLIED BENE.)

DX: PTSD REF: FEEprovider,Two

REF NPI: 1111111112

COUNTY: ANYPLACE PSA: ANYPLACE

(2) FR: 07/01/93 VENDOR: FEEVENDOR,ONE - 000999999

TO: 06/30/96

Authorization Type: Outpatient - ID Card

Purpose of Visit: HOSPICE CARE (OPT) - FEE BASIS AUTHORITY (CFR

17.50b)

DX: OSTEOCARCINOMA REF: FEEprovider,Two

REF NPI: 1111111112

COUNTY: ANYPLACE PSA: PALO ALTO

Payment Menu

Multiple Payment Entry

**Example of ICD-9 Data, cont.**

REMARKS:

THIS AUTHORIZATION DOES NOT COVER RADIATION THERAPY.

Enter a number (1-2): **2**

AUTHORIZATION REMARKS:

1>THIS AUTHORIZATION DOES NOT COVER RADIATION THERAPY.

EDIT Option: **<RET>**

DX LINE 1: OSTEOCARCINOMA// **<RET>**

DX LINE 2: **<RET>**

DX LINE 3: **<RET>**

Select FEE BASIS VENDOR NAME: **FEEvendor,one** 000666666 ALL OTHER PARTI

899 RIDGE RD

ANYCITY, NY 99999 TEL. #: 344-5122

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000666666

Address: 899 RIDGE RD Specialty:

City: ANYCITY Type: OTHER

State: ANYWHERE Participation Code: ALL OTHER PARTICIPANT

ZIP: 99999 Medicare ID Number:

County: EXNAME Chain:

Phone: 555-5122

Fax: 555-5100

Austin Name: MULTI MEDICAL

Last Change Last Change

TO Austin: 9/27/93 FROM Austin: 09/30/93

Want to Edit data? No// **<RET>**

Vendor has no prior payments for this patient

Want a new Invoice number assigned? Yes// **<RET>**

Invoice # 132 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **T** (SEP 14, 1994)

Enter Vendor Invoice Date: **9/10/94** (SEP 10, 1994)

This is a Federal Vendor. IPAC payment information is required.

- Required IPAC agreement information has been found.

Would you like to display the detailed IPAC agreement information? No// NO

Enter the DoD Invoice Number: 12345

Will any line items in this invoice be for contracted services? No// **Y** (YES)

Payment Menu

Multiple Payment Entry

**Example of ICD-9 Data, cont.**

Select Service Provided: **90010** OFFICE/OP VISIT, NEW, LTD

Major Category: MEDICINE

Sub-Category: OFFICE MEDICAL SERVICES

Procedure: OFFICE/OP VISIT, NEW, LTD

Detail Description

==================

OFFICE AND OTHER OUTPATIENT MEDICAL SERVICE, NEW PATIENT;

LIMITED SERVICE

Is this correct? YES// **<RET>**

CPT MODIFIER: **76** REPEAT PROCEDURE BY SAME PHYSICIAN

Amount Claimed: $: **20**

Is $20 correct for Amount Claimed? Yes// **<RET>**

AMOUNT PAID: $: // **20**

Is $20 correct for Amount Paid? Yes// **<RET>**

Select ICD DIAGNOSIS: **578.1** BLOOD IN STOOL COMPLICATION/COMORBIDITY

...OK? YES// **<RET>**

Select PLACE OF SERVICE: **11** OFFICE

Select TYPE OF SERVICE: **3** CONSULTATION

Service connected condition? **Y**ES

Date of Service: **090793** (SEP 07, 1993)

Is 09/07/93 correct? YES// **<RET>**

Is this line item for a contracted service? No// **Y** (YES)

SEP 7, 1993 ....OK, DONE.....

Invoice: 132 Totals: $ 20

Date of Service: **090493** (SEP 04, 1993)

Is 09/04/93 correct? YES// **<RET>**

Is this line item for a contracted service? No// **<RET>**

SEP 4, 1993 ....OK, DONE.....

Invoice: 132 Totals: $ 40

Date of Service: **<RET>**

Select Patient: **<RET>**

Select FEE BASIS BATCH NUMBER:

Payment Menu

Multiple Payment Entry

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization that is editable. Primary Diagnosis can also be entered.

Patient Name: FEE,ICDTWO Pt.ID: 000-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEvendor,One Vendor ID: 000777777

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

Payment Menu

### RE-INITIATE REJECTED PAYMENT ITEMS

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**NOTE:** Although all Fee Basis batches may be accessed, this option should only be used to re-initiate rejected payment items for Outpatient Medical batches.

**Introduction**

The Re-Initiate Rejected Payment Items option is used to re-initiate rejected payment items into a new batch.

* The option prevents the selection of a batch when the Voucher Batch Acknowledgement from Central Fee reported an application error or has not yet been received. Central Fee generates a Voucher Batch Acknowledgement in response to the new transaction sent by VistA when the batch is completed using the Finalize a Batch option.
* It is possible to re-initiate all rejected line items in a batch at once, or re-initiate one line item at a time.

**Example**

Select Supervisor Main Menu Option: **RE-initiate Rejected Payment Items**

Select Batch with Rejects: **222 <RET>**  C20001

Select New Batch number: **196 <RET>** C20001

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

Batch Number: 222 Voucher Date: 4/4/12 Voucherer: FEEFINANCE,FIRST

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 297 2/27/12

12/1/11 66020 INJECTION TREATMENT OF EYE

90.00 90.00 0.00

Local Reject Old Batch #: 222

Reject Reason: unit testing

Payment Menu

RE-INITIATE REJECTED PAYMENT ITEMS

**Example, cont.**

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 297 2/27/12

12/1/11 77072 X-RAYS FOR BONE AGE

100.00 22.63 45 77.37

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

Rej Code: C004 First three positions in Vendor name was incorrectly

formatted.

Rej Code: C005 Invalid Veteran ID.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

1/23/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

1/28/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

2/2/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Payment Menu

RE-INITIATE REJECTED PAYMENT ITEMS

**Example, cont.**

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

incorrect/missing.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

2/7/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

-------------------------------------------------------------------------------

Want to re-initiate all rejected items in the Batch? NO// YES

Are you sure you want to re-initiate all line items in this batch? NO// YES

...EXCUSE ME, HOLD ON...

FYI: Invoice 296 was split since entire invoice did not move to the new batch.

Re-initiated lines are being assigned a new invoice number of 337.

Enter RETURN to continue or '^' to exit:

All rejected items have been re-initiated!

Select Batch with Rejects:

Payment Menu

### REIMBURSEMENT PAYMENT ENTRY

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 is required to enter payments for other users. Enter the clerk's name at the first prompt, "Select FEE BASIS BATCH NUMBER", to see a list of all open batches for that clerk.
* The FBAA ESTABLISH VENDOR is required to enter new or edit existing vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *Enter Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.
* *CPT MODIFIER:* - allows you to break down services provided to the modifier level. This field is optional.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Reimbursement Payment Entry option is used to enter a reimbursement payment to a veteran for medical service after the veteran has paid the Vendor directly. At some stations, reimbursement payments are separate batches. At others, they are intermixed with the medical batches. You may only enter payments into those batches which you opened. The system will assign a new invoice number to the reimbursement payment, if necessary.

Depending on site parameters at your facility, patient authorization information and Vendor demographics may be Vendor demographics may be edited if you hold the FBAA ESTABLISH VENDOR security key. If there are previous payments to the Vendor for the selected patient, a payment history is shown.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Payment Menu

REIMBURSEMENT PAYMENT ENTRY

**Introduction, cont.**

If the patient has reached the maximum payment amount allowed for the month of service, a warning will appear after you enter the date of service.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example of ICD-9 Data**

Select FEE BASIS BATCH NUMBER: **357**

Obligation #: C15005

Select Patient: **FEEPATIENT,ONE**  07-21-50 000456789 NSC VETERAN

FEEPATIENT,ONE Pt.ID: 000-45-6789

129 BROWNTREE ROAD DOB: JUL 21,1950

ANYPLACE TEL: 999-555-8911

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYWHERE

Primary Elig. Code: NSC -- PENDING VERIFICATION JUL 15, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/01/94 VENDOR: FEEVENDOR,ONE - 000333333

TO: 07/31/95

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT TO OBVIATE THE NEED FOR HOSP. ADMISSION

DX: DISLOCATED WRIST REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Payment Menu

Reimbursement Payment Entry

**Example of ICD-9 Data, cont.**

Patient: FEEPATIENT,ONE

Address Line 1: 129 BROWNTREE ROAD

City: ANYPLACE

State: ANYWHERE

Zip: 00001

County: ANYWHERE

Want to edit Address data? No// **<RET>**

AUTHORIZATION REMARKS:

1> **<RET>**

DX LINE 1: **PTSD**

DX LINE 2: **<RET>**

DX LINE 3: **<RET>**

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE**  000333333 A DOCTOR OF MEDICINE

1 MAIN STREET

ANYPLACE, NY 00001

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000333333 A

Address: 1 MAIN ST Specialty: GENERAL MEDICINE

City: ANYPLACE Type: PHYSICIAN

State: ANYWHERE Participation Code: DOCTOR OF MEDICINE

ZIP: 00001 Medicare ID Number: 456789

County: ANYWHERE Chain:

Phone:

Fax:

Austin Name: D TEST

Last Change Last Change

TO Austin: 9/30/94 FROM Austin: 9/30/94

Want to Edit data? NO// **<RET>**

Vendor has no prior payments for this patient

Want a new Invoice number assigned? YES// **<RET>**

Invoice # 591 assigned to this Invoice

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): **T** (DEC 11, 1994)

Enter Vendor Invoice Date: **12/1** (DEC 01, 1994)

Date of Service: **11/2** NOV 2, 1994

Total already paid on ID Card for month: $ 0 Maximum allowed: $ 125

Total already paid on All/Other for month: $ 0

Payment Menu

Reimbursement Payment Entry

**Example of ICD-9 Data, cont.**

Select Service Provided: 25676 REPAIR WRIST DISLOCATION

Major Category: SURGERY

Sub-Category: MUSCULOSKELETAL SYSTEM

Procedure: REPAIR WRIST DISLOCATION

Detail Description

==================

OPEN TREATMENT OF DISTAL RADIOULNAR DISLOCATION, ACUTE OR CHRONIC

Is this correct? YES// <RET>

CPT MODIFIER: P1 NORMAL HEALTHY PATIENT

REPAIR WRIST DISLOCATION

AMOUNT CLAIMED: 350

AMOUNT PAID: 350

PRIMARY DIAGNOSIS: 833.19 833.19 DISLOCAT WRIST NEC-OPEN

...OK? YES// <RET> (YES)

PLACE OF SERVICE: **11** OFFICE

HCFA TYPE OF SERVICE: **1** MEDICAL CARE

SERVICE CONNECTED CONDITION?: **N** (NO)

Warning, you can only enter 13 more line(s)!

Select Service Provided: <RET>

Date of Service: <RET>

Invoice: 591 Totals $ 350.00

Select Patient:<RET>

Select FEE BASIS BATCH NUMBER:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization that is editable. Primary diagnosis can also be entered.

Patient Name: FEE,ICDTWO Pt.ID: 666-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE Vendor ID: 000777777

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

PAYMENT MENU

### TRAVEL PAYMENT ONLY

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

Insurance, authorization, and address data are now displayed. Insurance and address information may be edited.

New insurance information may be uploaded into IB files through this option.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

**Introduction**

The Travel Payment Only option is used to enter/edit/delete a travel payment for a Fee Basis patient. Veterans authorized Fee Basis care may be provided payment for their travel expenses from their home to the fee provider. This is usually a cents-per-mile amount (set by VA Central Office) plus any toll or bridge fees.

Travel payment is not automatic and must be requested by the veteran. If approved, the travel information is added to the patient's Fee Basis authorization (under authorization remarks). The amount of the travel payment due should be entered through this option when a fee medical invoice is processed.

You are prompted for the travel batch number to which the payment will be assigned. Only travel batches with a status of Open (and opened by you) may be selected.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Payment Menu

Travel Payment Only

**Example of ICD-9 Data**

Select Patient: FEEPATIENT,ONE

FEEPATIENT,ONE Pt.ID: 000-45-6789

32 ANYROAD STREET DOB: FEB 22,1922

BOX 9000

ANYWHERE TEL: 1800FEE

ANYSTATE 00001-1345 CLAIM #: 000000000

COUNTY: ANYCTY

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JAN 19, 1989

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 100%

Rated Disabilities: NONE STATED

Health Insurance: UNKNOWN

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Fee ID Card #: A12346 Fee Card Issue Date: 01/01/93

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/04/94 VENDOR: FEEVENDOR,ONE - 000444444

TO: 08/03/97

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

**DX:** REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYPLACE

Is this the correct Authorization period (Y/N)? Yes// <RET>

Payment Menu

Travel Payment Only

**Example of ICD-9 Data, cont.**

Patient: FEEPATIENT,ONE

Address Line 1: 32 ANYROAD STREET

Address Line 2: BOX 9000

City: ANYWHERE

State: ANYSTATE

Zip: 00001-1345

County: ANYCTY

Want to edit Address data? No// <RET>

AUTHORIZATION REMARKS:

1> APPROVED FOR TRAVEL ALSO.

DX LINE 1: <RET>

DX LINE 2: <RET>

DX LINE 3: <RET>

Select TRAVEL PAYMENT DATE: 9/1 SEP 1, 1994

TRAVEL PAYMENT DATE: SEP 1,1994// <RET>

TRAVEL BATCH NUMBER: 187// <RET>

TRAVEL AMOUNT: 18// 15

Select Patient:

Payment Menu

Travel Payment Only

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization that is editable.

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000444444

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.8 REF:

REF NPI:

County: ATCHISON PSA: FEEVENDOR,ONE - 000444444

(2) FR: 4/10/2012 VENDOR: FEEVENDOR,ONE - 000444444

TO: 4/10/2013

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E09.00 REF:

ICD DIAGNOSIS: E08.01// **G82.20**

One match found

ICD Diagnosis code: G82.20

ICD Diagnosis description: Paraplegia, unspecified

TRAVEL PAYMENT DATE: 4/6/2012 APR 06, 2012

TRAVEL PAYMENT DATE: APR 6,2012//

TRAVEL BATCH NUMBER: 22723//

TRAVEL AMOUNT: 30// 40

## REGISTRATION MENU

### AUTHORIZATION DISPLAY

*NEW OPTION*

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

This option is used to display a specified authorization. You must enter the authorization number that appears on the printed VA Form 10-7079.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

**Example of ICD-9 Data**

Enter Authorization Number: **7169701-2**

FEEPATIENT,ONE Pt.ID: 000-45-6789

32 LAKE RD DOB: FEB 22,1922

BOX 9000

ANYWHERE TEL: 999-555-1212

ANYSTATE 00001-1345 CLAIM #: 000000000

COUNTY: ANYCTY

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JAN 19, 1989

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 100%

Rated Disabilities: NONE STATED

Health Insurance: UNKNOWN

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Registration Menu

Authorization Display

**Example of ICD-9 Data, cont.**

Fee ID Card #: A12346 Fee Card Issue Date: 01/01/93

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 01/01/94 VENDOR: FEEVENDOR,ONE - 000444444

TO: 04/01/94

Authorization Type: Outpatient - Short Term

Purpose of Visit: UNAUTHORIZED NON-VA HOSPITAL CARE, SC OR NSC COND

>> Unauthorized Claim <<

DX: REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYPLACE

Enter Authorization Number:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization.

Patient Name: FEE,ICDTWO Pt.ID: 000-34-2354

AUTHORIZATIONS:

(1) FR: 4/10/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 4/10/2013

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E08.00 REF: REDACTED

REF NPI: 1629169024

Registration Menu

### FEE PATIENT INQUIRY

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Fee Patient Inquiry option is used to display current Fee Basis patient information, such as insurance and authorization data.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Registration Menu

Fee Patient Inquiry

**Example of ICD-9 Data**

Select PATIENT NAME: FEEPATIENT,ONE 08-14-55 000456789 SC VETERAN

DEVICE: HOME// <RET> RIGHT MARGIN: 80// <RET>

FEEPATIENT,ONE Pt.ID: 000-45-6789

12 ANY ST. DOB: AUG 14,1955

ANYWHERE TEL: Not on File

ANYSTATE 00001 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- NOT VERIFIED

Other Elig. Code(s): SHARING AGREEMENT

SC Percent: 20%

Rated Disabilities: DIABETES (20%-SC)

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

==========================================================================

No Insurance Information

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/26/93 VENDOR: FEEVENDOR,ONE - 000999999

TO: 04/28/93

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: UNAUTHORIZED NON-VA HOSPITAL CARE, SC OR NSC COND

>> Unauthorized Claim <<

DX: CAD REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYPLACE PSA: ANYWHERE, FL

Select PATIENT NAME:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization.

Patient Name: FEE,ICDTWO Pt.ID: 000-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

Registration Menu

### PRINT REPORT OF CONTACT

The Report of Contact, VA Form 119, may now be printed without forced queuing.

**Introduction**

The Print Report of Contact option is used to produce a hard copy of a Fee Basis patient Report of Contact, VA Form 119.

**Example**

Select FEE BASIS PATIENT NAME: FEEPATIENT,ONE

Select REPORT OF CONTACT DATE OF CONTACT: T DEC 11, 1994

DEVICE: HOME// <RET> VIRTUAL TERMINAL RIGHT MARGIN: 80// <RET>

==============================================================================

|VA Office |SSN #

| |

>> REPORT OF CONTACT << |VAMC ANYWHERE NY | 000456789

| |

------------------------------------------------------------------------------

Name of Veteran |Telephone No. of Vet. |Date of Contact

| |

FEEPATIENT,ONE |999-555-0987 | 12/11/94

------------------------------------------------------------------------------

Address of Veteran |Type of Contact

391 MAPLE DR |

ANYCITY, NY 32937 | Telephone

------------------------------------------------------------------------------

Person Contacted |Telephone Number of

| Person Contacted

TEST DOCTOR,MD | 999-555-1234

------------------------------------------------------------------------------

Brief statement of information requested and given

DR. CALLED TO REQUEST AUTHORIZATION TO PROVIDE

OUTPATIENT SURGICAL SERVICES TO MR. TEST. CASE WILL BE

REVIEWED BY ANOTHER DR.

------------------------------------------------------------------------------

Division or Section | Executed by(signature and title)

FEE BASIS | FEECLK1

==============================================================================

VA form 119

Registration Menu

### REPORT OF CONTACT

**Introduction**

The Report of Contact option is used to enter a Report of Contact between a Vendor and the medical center or edit an existing Report of Contact. It provides you with a way to write a narrative report concerning a personal visit or telephone conversation about a Fee Basis veteran, and gives you an opportunity to print the report. The Vendor contacts recorded through this option will appear in many of the other Fee Basis options when the patient authorization information is displayed.

A patient must be registered in the fee basis PATIENT file (#161) to be entered in this option.

**Example**

Select PATIENT NAME: **FEEPATIENT,ONE**  08-14-55 000456789 SC VETERAN

Select DATE OF CONTACT: **SEP 15,1993**

DATE OF CONTACT: SEP 15,1993// **<RET>**

VENDOR/PROVIDER: **FEEVENDOR,ONE**

VENDOR/PROVIDER TELEPHONE NO.: **555-5656**

NARRATIVE:

1>**DR. CALLED REQUESTING APPROVAL TO PROVIDE OPT SURGICAL**

2>**SERVICE TO MR. TEST. CASE WILL BE REVIEWED BY DR. TEST.**

EDIT Option: **<RET>**

INPUT DATE: TODAY// **<RET>** (SEP 15, 1993)

TYPE OF CONTACT: **T** telephonic

Select DATE OF CONTACT: **<RET>**

Want to print this Report of Contact? NO// **YES**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y** (YES)

Requested Start Time: NOW// **<RET>** (SEP 15, 1993@12:05:20)

REQUEST QUEUED

Select PATIENT NAME:

Registration Menu

Report of Contact

**Example, cont.**

================================================================================

|VA Office |SSN #

| |

>> REPORT OF CONTACT << |VAMC ANYWHERE NY | 000456789

| |

--------------------------------------------------------------------------------

Name of Veteran |Telephone No. of Vet. |Date of Contact

| |

FEEPATIENT,ONE |None on File | 09/15/93

--------------------------------------------------------------------------------

Address of Veteran |Type of Contact

12 ANY ST. |

ANYWHERE,NH 00001 | Telephone

--------------------------------------------------------------------------------

Person Contacted |Telephone Number of

| Person Contacted

PRIVATE HOSPITAL | 555-5656

--------------------------------------------------------------------------------

Brief statement of information requested and given

DR. CALLED REQUESTING APPROVAL TO PROVIDE OPT SURGICAL

SERVICE TO MR. TEST. CASE WILL BE REVIEWED BY DR. TEST.

--------------------------------------------------------------------------------

Division or Section | Executed by(signature and title)

FEE BASIS | FEECLK1

================================================================================

VA form 119

## SUPERVISOR MAIN MENU

You must hold the FBAA LEVEL 2 security key to access and use this menu.

|  |
| --- |
| Select Medical Fee Main Menu Option: Supervisor Main Menu  Clerk Look-Up For An Authorization  Contract File Enter/Edit  Delete Reject Flag  Edit Pharmacy Invoice Status  Enter/Edit Suspension Letters  Fee Basis 1358 Segregation of Duty Report  Fee Schedule Main Menu ...  Finalize a Batch  FPPS Update & Transmit Menu ...  List Batches Pending Release  MRA Main Menu ...  Pricer Batch Release  Print Rejected Payment Items  Queue Data for Transmission  Re-initiate Rejected Payment Items  Release a Batch  Reprocess Overdue Batch  Resend Completed Batch  Security Key Report for Fee Basis  Site Parameter Enter/Edit  Unauthorized Claims File Menu ...  Void Payment Main Menu ... |

Supervisor Main Menu

### CLERK LOOK-UP FOR AN AUTHORIZATION

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This option is used to identify all users who entered or edited a specified authorization in the FEE BASIS PATIENT file (#161). When applicable, the output will also show users that entered or edited the civil hospital notification or unauthorized claims associated with the authorization.

Per enforcement of Separation of Duties, the Fee Basis software keeps track of all users who’ve touched an authorization so it can prevent them from doing pricing. This report lists people that have touched a given authorization.

**Example**

Select Supervisor Main Menu Option: **Clerk Look-Up For An Authorization**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,ONE**,ONE FEEPATIENT,ONE

4-1-76 000666666 YES NSC VETERAN

PRIORITY:3 STATUS:UNVERIFIED PREFERRED FACILITY:500TA

Enrollment Priority: GROUP 3 Category: IN PROCESS End Date:

Select AUTHORIZATION FROM DATE: **?**

Answer with AUTHORIZATION FROM DATE

Do you want the entire 7-Entry AUTHORIZATION List? **Y <RET>** (Yes)

Choose from:

JAN 20, 2015

JAN 25, 2015

JAN 31, 2015

FEB 06, 2015

FEB 07, 2015

MAR 02, 2015

MAR 04, 2015

Select AUTHORIZATION FROM DATE: **3/4/15 <RET>** MAR 04, 2015

DEVICE: HOME//  **<RET>**

Clerk Lookup for an authorization APR 07, 2015@16:26:02 page 1

-------------------------------------------------------------------------------

Authorization

Veteran: FEEPATIENT,ONE Vendor: ALBANY EMERGENCY MEDICINE GROUP

Authorization Number: 7171345-13

Authorized From Date: MAR 04, 2015 Authorized To Date: MAR 05, 2015

Date/Time Edited Edited By

--------------------- -----------------------------------

Mar 11, 2015@14:43:42 FEECLERK,TWO

Comments: Entered authorization.

Mar 11, 2015@14:44:54 FEECLERK,TWO

Comments: Edited authorization.

Supervisor Main Menu

### CONTRACT FILE ENTER/EDIT

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This option allows contracts to be entered for Medical Fee and Civil Hospital authorizations and payments.

Payment transactions sent from VistA to Central Fee have been modified to include the contract number. The contract number will be used to identify payments for pilot project HERO. Contracts not associated with project HERO can also be entered and tracked using the new functionality.

The new contract functionality does not replace or modify the existing use of contracts in the Community Nursing Home module. VistA Fee Basis is prevented from making payments for unauthorized claims from being considered as contracted services.

**Example**

|  |
| --- |
| Select Supervisor Main Menu Option: contract File Enter/Edit  Select FEE BASIS CONTRACT NUMBER: 12345678901234567891  Are you adding '12345678901234567891' as  a new FEE BASIS CONTRACT (the 22ND)? No// y (Yes)  CONTRACT NUMBER: 12345678901234567891 Replace |

Supervisor Main Menu

### DELETE REJECT FLAG

You must hold the FBAAREJECT security key to access and use this option.

**Introduction**

The Delete Reject Flag option is used to delete reject flags that were entered in error using the Finalize a Batch option.

* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.
* Reject flags that are set by the Central Fee transactions cannot be locally deleted since those payment lines were *not* accepted by Central Fee or have been dropped from Central Fee.
* Locally specified reject flags can only be deleted before the batch is completed (VOUCHERED) since completion of the batch triggers the new transaction which results in the removal of any locally rejected payment lines from Central Fee and releases the remainder of the payment lines.
* When reject flags are deleted, the payment line count and total dollar amount for the batch will be recalculated. The current obligation balance will be decreased by the total dollar value of the rejected line item(s).

**Example**

Select Supervisor Main Menu Option: **DEL**ete reject flag

Select FEE BASIS BATCH NUMBER: **230 <RET>** C20001

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 10

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Supervisor Main Menu

Delete Reject Flag

**Example, cont.**

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

Batch Number: 230 Voucher Date: Voucherer:

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

Local Reject Old Batch #: 230

Reject Reason: test batch reject

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/20/11 78010 THYROID IMAGING

33.00 33.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 313 2/25/12

1/18/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 230

Rej Code: C002 This is test error code C002.

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

Supervisor Main Menu

Delete Reject Flag

**Example, cont.**

FEEPATIENT,THIRD 000-32-1456 230

FEEVENDOR CLINIC 463417568 316 4/18/12

50.00 50.00 0.00

Local Reject Old Batch #: 230

Reject Reason: test batch reject

-------------------------------------------------------------------------------

Want to delete local rejection codes for the entire Batch? NO//

Want to delete local rejection code for any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: FEEPATIENT,FEE B,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

1) 12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

2) 12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

3) 12/20/11 78010 THYROID IMAGING

33.00 33.00 0.00

Delete Reject flag for all items for this patient? YES// **NO**

Delete reject for which line item: (1-3): **2**

Are you sure you want to delete reject for item number 2? NO// **YES**

Item Deleted. Want to delete another? YES// **NO**

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 33

Supervisor Main Menu

Delete Reject Flag

**Example, cont.**

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Select FEE BASIS BATCH NUMBER:

Supervisor Main Menu

### EDIT PHARMACY INVOICE STATUS

You must hold the FBAA LEVEL 2 security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Edit Pharmacy Invoice Status option is used to change the status of a pharmacy invoice. Following are the four pharmacy invoice statuses.

* Pending Pharmacy Determination - All prescription data necessary for Pharmacy Service to make their review has been entered into the system. This includes patient name, drug name, drug strength, etc.
* Pending MAS Completion - Pharmacy Service has made their review, which includes a determination as to whether or not the prescription was for an authorized condition, whether or not it was emergent, and whether payment should be based on the generic drug price. Medical Administration Service (MAS) now needs to complete the Red Book cost, amount paid, amount suspended, etc.
* Pending Payment Process - The invoice is waiting to be assigned to a Pharmacy Fee Basis batch.
* Completed - The invoice has been assigned to a batch.

At most facilities, both MAS and Pharmacy Services are involved. The system automatically refers the prescription to Pharmacy Service for a determination.

**NOTE:** This option is used only when the invoice status does not coincide with the lowest line item status. This should only occur when there has been a machine failure.

**Example**

Select FEE BASIS PHARMACY INVOICE NUMBER: **37**

INVOICE STATUS: PENDING PAYMENT PROCESS// **?**

CHOOSE FROM:

1 PENDING PHARMACY DETERMINATION

2 PENDING MAS COMPLETION

3 PENDING PAYMENT PROCESS

4 COMPLETED

INVOICE STATUS: **4** COMPLETED

Supervisor Main Menu

### ENTER/EDIT SUSPENSION LETTERS

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Enter/Edit Suspension Letters option is used to enter a new suspension letter into the system or edit an existing letter. If you are adding a new Fee Basis letter, the name must be 3-30 characters in length, not numeric or starting with punctuation. A suspension letter can also be deleted through this option.

Any time a Fee Basis payment is entered with a suspension code, it is flagged so that a suspension letter will be sent to the Vendor. Suspension letters are sent to Fee Basis vendors to explain why a difference exists between the amount paid by the VA and the amount billed by the Vendor. These letters are then printed through the Suspension Letter Print option. Both Medical and Pharmacy payments with suspension codes will generate suspension letters, unless the payment is for reimbursement to a patient.

**Example**

Select FEE BASIS LETTER NAME: SAMPLE SUSPENSION

NAME: SAMPLE SUSPENSION// <RET>

BEGINNING OF LETTER:<RET>

1>We recently processed your invoice(s) and for various reasons adjustments

2>had to be made to line items. The following is a list of those items

3>that were changed and the reasons why:

4>

EDIT Option: <RET>

END OF LETTER:

1>Should you have any questions regarding this letter, feel free to contact

2>us at the VA Medical Center. Thank you for your cooperation.

3> Medical Center Director

4> FEEVENDOR,ONE

EDIT Option: <RET>

Select FEE BASIS LETTER NAME:

Supervisor Main Menu

### FEE BASIS 1358 SEGREGATION OF DUTY REPORT

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This report reviews fee invoice certification events and determines if there was a segregation of duty violation.  The certifier of a fee invoice must not be the requestor, approving official, or obligator of the associated 1358 obligation or any increase/decrease adjustments to the 1358 that were obligated before the invoice certification took place.

The release of a payment batch by a fee supervisor is the certification event.  The report examines all payment batches that were released during a specified period.  Each batch is associated with a single 1358.

The results are sorted by 1358 and within that by the date and time of an event.  Three event types may be listed.

       Obligate - Initial obligation of the 1358 in IFCAP.

       Adjust   - Obligation of an increase/decrease to the 1358 in IFCAP.

       Certify  - Release of a fee payment batch associated with the 1358 by a fee supervisor.  The batch number is shown.

The IFCAP events have three roles (requestor, approver, and obligator).

The specified reporting period is used to select released fee batches.  All prior IFCAP events for the 1358 are relevant to segregation to duty and will be considered even if they precede the reporting period.

If YES is entered at the "Only list 1358s with a violation (Y/N)?" prompt, only 1358s with at least one violation will be displayed.  Additionally, the fee certifications (batch release) that do not violate segregation of duties will not be displayed.  IFCAP and Fee Basis have been enhanced by patches PRC\*5.1\*148 and FB\*3.5\*117 to enforce segregation of duties for a 1358 so no violations are expected after installation of those patches.

The Fee Basis batch data can optionally be purged by a site.  The IFCAP data is normally retained for at least 7 years, but must be purged prior to 10 years since the document numbers are recycled. If the source data for this report has been purged, it will not be included in the report.  Selection of a period starting 9 or more years ago may return inaccurate results due to recycling of 1358 document numbers.

SUPERVISOR MAIN MENU

FEE BASIS 1358 SEGREGATION OF DUTY

**Example**

Select Supervisor Main Menu Option:  Fee Basis 1358 Segregation of Duty Report

From Date:  Feb 01, 2011//   (FEB 01, 2011)

To Date: Feb 28, 2011//   (FEB 28, 2011)

For all stations? YES// <ENTER>

Only list 1358s with a violation (Y/N)? YES// NO

DEVICE: HOME// ;;999  TELNET TERMINAL

Fee Basis 1358 Segregation of Duties             MAR 11, 2011@10:55:40  page 1

  Including Certifications from Feb 01, 2011 to Feb 28, 2011 for all stations

1358       DATE/TIME      EVENT/BATCH ROLE       NAME

---------- -------------- ----------- ---------  ----------------------------

442-C00259 01/27/11@09:10 OBLIGATE    REQUESTOR  IFCAPCLERK,ONE

                                      APPROVER   IFCAPOFFICER,ONE

                                      OBLIGATOR  IFCAPTECH,ONE

           02/07/11@12:21 ADJUST      REQUESTOR  IFCAPCLERK,ONE

                                      APPROVER   IFCAPOFFICER,TWO

                                      OBLIGATOR  IFCAPTECH,ONE

           02/08/11@10:23 14218       CERTIFIER  FEEBASIS,SUPERVISOR A

---------- -------------- ----------- ---------  ----------------------------

442-T60001 02/01/11@12:53 OBLIGATE    REQUESTOR  IFCAPCLERK,ONE

                                      APPROVER   IFCAPOFFICER,ONE

                                      OBLIGATOR  IFCAPTECH,ONE

           02/01/11@14:54 14213       CERTIFIER  FBSUPERVISOR,ONE

           02/03/11@09:19 14214       CERTIFIER  IFCAPCLERK,ONE

        \*\*\*User previously acted as requestor on a prior 1358 event.

           02/03/11@10:45 ADJUST      REQUESTOR  IFCAPCLERK,ONE

                                      APPROVER   IFCAPOFFICER,ONE

                                      OBLIGATOR  IFCAPOFFICER,ONE

           02/03/11@11:27 14216       CERTIFIER  FBSUPERVISOR,TWO

           02/03/11@12:19 ADJUST      REQUESTOR  FBSUPERVISOR,TWO

                                      APPROVER   IFCAPOFFICER,ONE

                                      OBLIGATOR  IFCAPOFFICER,ONE

---------- -------------- ----------- ---------  ----------------------------

  4 batch certifications were found during the report period.

  2 1358 Obligations are referenced.

  A violation of segregation of duties was detected on 1 of the 1358s.

SUPERVISOR MAIN MENU

### FEE SCHEDULE MAIN MENU

#### ADD/EDIT FEE SCHEDULE

You must hold the FBAASUPERVISOR security key to access and use this option.

A CPT modifier (optional) can be entered allowing you to break down the services to the modifier level.

**Introduction**

The Add/Edit Fee Schedule option is used to enter a Current Procedural Terminology (CPT) code into the FEE BASIS FEE SCHEDULE file (#163.99) for use as a default amount paid in the Outpatient Medical program.

The system internally calculates and stores the seventy-fifth percentile dollar amount based on the amount claimed by the Vendor for a specified CPT code. Usually eight occurrences are needed for this calculation. This option may be used in those instances where there were less than eight occurrences and you want to input your own seventy-fifth percentile.

This option will be used to edit the amount paid if you choose to pay more than the calculated seventy-fifth percentile for a selected CPT code for a specified fiscal year on a regular basis. You would also use this option to enter a new CPT code during the year where you wish to pay less than the calculated amount due to fiscal limitations.

Supervisor Main Menu

Fee Schedule Main Menu

ADD/EDIT FEE SCHEDULE

**Example**

Select FEE BASIS FEE SCHEDULE CPT CODE-MODIFIER: **90040-77**

ARE YOU ADDING '90040-77' AS A NEW FEE BASIS FEE SCHEDULE (THE 26TH)? **y** (YES)

Select FISCAL YEAR: **1994**

ARE YOU ADDING '1994' AS A NEW FISCAL YEAR (THE 1ST FOR THIS FEE BASIS FEE SCHEDULE)? **y** (YES)

SEVENTY-FIFTH PERCENTILE: **25.00**

Select FEE BASIS FEE SCHEDULE CPT CODE-MODIFIER: **90040-77**

CPT: OFFICE/OP VISIT, EST, BRIEF

MOD: REPEAT PROCEDURE BY ANOTHER PHYSICIAN

Select FISCAL YEAR: 1994// **<RET>**

FISCAL YEAR: 1994// **<RET>**

SEVENTY-FIFTH PERCENTILE: 25.00// **50.00**

Select FEE BASIS FEE SCHEDULE CPT CODE-MODIFIER:

Supervisor Main Menu

Fee Schedule Main Menu

#### COMPILE FEE SCHEDULE

You must hold the FBAASUPERVISOR security key to access and use this option.

The CPT modifier (if entered) is displayed, breaking down the service provided to the modifier level.

**Introduction**

The Compile Fee Schedule option is used to compile the site's fee schedule based on a specified date range or fiscal year. In order to be effective, at least one year of data should be on file. At the first prompt, Beginning Date, you may enter either the fiscal year you wish to run or the beginning date of a date range.

This option populates the FEE BASIS FEE SCHEDULE file (#163.99) and is used throughout the current fiscal year to obtain amount paid default values.

Once a year, usually on or right after October 1, this option should be run to compile the fee schedule for the upcoming fiscal year based on the data from the fiscal year just ended. Since this option reviews the FEE BASIS PAYMENT file (#162) for the specified date range and the compilation will be time consuming, it should be queued for off hours. This report will represent all CPT codes that had at least eight occurrences in the fiscal year/date range you are running or had been added to the file using the Add/Edit Fee Schedule option.

Data displayed in the "Date Range" column will be either to and from dates if the paid amount was compiled by the system or Add/Edit if the paid amount was entered or modified through the add/edit option.

Supervisor Main Menu

Fee Schedule Main Menu

COMPILE FEE SCHEDULE

**Example**

\*\*\* DATE RANGE SELECTION \*\*\*

Enter fiscal year or date range within fiscal year.

Beginning Date : **1994** (1994)

DEVICE: HOME// **<RET>** Decnet RIGHT MARGIN: 80// **<RET>**

\*\*\*\* REPORT OF FEE SCHEDULE \*\*\*\*

For Fiscal Year 1994 Page 1

==============================================================================

CPT-MOD Total # 75 %ile Date Compiled Date Range

Description

==============================================================================

10001-77 50.00 07/09/94 Add/Edit

DRAINAGE OF 2ND SKIN LESION-REPEAT PROCEDURE BY ANOTHER PHYSICIAN

------------------------------------------------------------------------------

90040-57 10 30.00 12/11/93 10/1/93 - 9/30/94

OFFICE/OP VISIT, EST, BRIEF-DECISION FOR SURGERY

------------------------------------------------------------------------------

90050 8 30.00 12/11/93 10/1/93 - 9/30/94

OFFICE/OP VISIT, EST, LTD

------------------------------------------------------------------------------

Supervisor Main Menu

Fee Schedule Main Menu

#### PRINT FEE SCHEDULE

You must hold the FBAASUPERVISOR and the FBAA LEVEL 2 security keys to access and use this option.

The CPT modifier (if entered) is displayed, breaking down the service provided to the modifier level.

**Introduction**

The Print Fee Schedule option is used to print a report of the fee schedule for a specified fiscal year. This report will represent all CPT codes that had at least eight occurrences in the fiscal year you are running or had been added to the file using the Add/Edit Fee Schedule option.

Data in the "Date Range" column will be either to and from dates if the paid amount was compiled by the system or Add/Edit if the paid amount was entered or modified through the add/edit option.

Because the output generated by this option may be lengthy and time consuming, it should be queued to print during off hours.

Supervisor Main Menu

Fee Schedule Main Menu

PRINT FEE SCHEDULE

**Example**

Select Fiscal Year: 1994 (1994)

DEVICE: HOME// **<RET>** Decnet RIGHT MARGIN: 80// **<RET>**

\*\*\*\* REPORT OF FEE SCHEDULE \*\*\*\*

For Fiscal Year 1994 Page 1

==============================================================================

CPT-MOD Total # 75 %ile Date Compiled Date Range

Description

==============================================================================

10001-77 50.00 07/09/94 Add/Edit

DRAINAGE OF 2ND SKIN LESION-REPEAT PROCEDURE BY ANOTHER PHYSICIAN

------------------------------------------------------------------------------

90040-57 10 30.00 12/11/93 10/1/93 - 9/30/94

OFFICE/OP VISIT, EST, BRIEF-DECISION FOR SURGERY

------------------------------------------------------------------------------

90050 8 30.00 12/11/93 10/1/93 - 9/30/94

OFFICE/OP VISIT, EST, LTD

------------------------------------------------------------------------------

Supervisor Main Menu

### FINALIZE A BATCH

You must hold the FBAAREJECT and/or FBAAFINANCE security keys, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.

**NOTE:** Although all Fee Basis batches needing to be finalized may be accessed, this option should only be used to finalize Medical, Pharmacy, and Travel batches.

**Introduction**

The Finalize a Batch option is used after a batch has been transmitted to Central Fee (Austin). It is used to reject certain payment items and to finalize the batch as correct. This option is also used to complete a batch, which changes its status to VOUCHERED and populates the DATE FINALIZED field in the FEE BASIS PAYMENT (#162) and FEE BASIS INVOICE (#162.5) files for applicable payments.

* Users specify local rejects, only. Payment lines that are rejected by Central Fee are reported to VistA automatically by interface transactions.
* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.

If requested, the system will display all line items in the selected batch. You may then reject the entire batch or individual line items within the batch.

When a payment item is rejected through this option, the dollar amount of that item is automatically returned to the obligation.

When a batch is completed using this option, a transaction is automatically sent to Central Fee. That same user who completed the batch will also be a recipient of the message.

* This transaction instructs Central Fee of any payment line items that must be deleted (i.e. local rejects) and to release the remainder of the batch to downstream payment systems, such as FMS.
* This transaction replaces all use of 994 code sheets in IFCAP.

Supervisor Main Menu

Finalize a Batch

**Message Examples**

The following is a sample message for a Medical Fee batch.

Subj: FEE BASIS VOUCHER MESSAGE BATCH 222 [#2561479] 04/04/12@16:24 2 lines

From: FEEFINANCE,FIRST In 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEV320120404500 000222001$

500 20120404V3000000000000007172755^1425^4^1$

Enter message action (in IN basket): Ignore//

At a later time, Central Fee sends a Voucher Batch Acknowledgement message to VistA. The user will not see this message unless there is a problem. If there is a problem, a bulletin will be sent to the G.FEE and G.FEE FINANCE mail groups and the Voucher Batch Acknowledgement message will be forwarded to G.FEE.

**REF:** For more information on the Fee Basis mail groups, see the section titled *Mail Groups* in the *Fee Basis Technical Manual and Security Guide v3.5*.

Subj: Fee Server Notification for batch 1943 voucher ack. [#2561472]

04/04/12@14:34 16 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

------------------------------------------------------------------------------

Apr 04, 2012@14:34:50

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA VOUCHER SERVER

Subject: unit test 2-6j

Message #: 2561471

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Messages from Central Fee follow

(W) This is a warning message from Central Fee.

(E) This is an error message from Central Fee.

Enter message action (in IN basket): Ignore//

Supervisor Main Menu

Finalize a Batch

**Example: Finalize a Batch option**

Select Supervisor Main Menu Option: **FINalize a Batch**

Select FEE BASIS BATCH NUMBER: **230 <RET>** C20001

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 138.63

PAYMENT LINE COUNT: 5 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 298 3/5/12

2/10/12 77072 X-RAYS FOR BONE AGE

10.00 10.00 0.00

Invoice #: 298 Totals: $ 10.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

Supervisor Main Menu

Finalize a Batch

**Example: Finalize a Batch option, cont.**

33.00 33.00 0.00

Invoice #: 315 Totals: $ 78.63

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,THIRD 000-32-1456 230

FEEVENDOR CLINIC 463417568 316 4/18/12

2/21/12 79005 NUCLEAR RX ORAL ADMIN

50.00 50.00 0.00

Invoice #: 316 Totals: $ 50.00

Want to reject the entire Batch? NO//

Want to reject any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,FEE** **<RET>** C,FEE C FEEPATIENT,FEE C 1-1-30 000005401 MT COPAY REQUIRED YES SC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: GROUP 8e Category: NOT ENROLLED End Date: 05/07/2007

\*\*\* WARNING \*\*\*

\*\*\* PATIENT ENROLLMENT ENDED EFFECTIVE 05/07/2007 \*\*\*

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE C 000-00-5401 230

FEEVENDOR CLINIC 463417568 298 3/5/12

1) 2/10/12 77072 X-RAYS FOR BONE AGE

10.00 10.00 0.00

Want all line items rejected for this patient? YES//

Reason for rejecting: test reject of entire patient

...DONE!

Select FEE BASIS PATIENT NAME: **feepatient,fee <RET>** b,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Supervisor Main Menu

Finalize a Batch

**Example: Finalize a Batch option, cont.**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

===============================================================================

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

1) 12/3/11 77072 X-RAYS FOR BONE AGE

30.00 22.63 4 7.37

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

2) 12/3/11 6090F-22 PT/CAREGIVER COUNSEL SAFETY

23.00 23.00 0.00

FEEPATIENT,FEE B 000-00-3424 230

FEEVENDOR CLINIC 463417568 315 4/8/12

3) 12/20/11 78010 THYROID IMAGING

33.00 33.00 0.00

Want all line items rejected for this patient? YES//

Reason for rejecting: test reject of another entire patient

...DONE!

Select FEE BASIS PATIENT NAME:

NUMBER: 230 OBLIGATION NUMBER: C20001

TYPE: MEDICAL PAYMENTS DATE OPENED: APR 04, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 18, 2012@08:57:18

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 50

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: APR 18, 2012

DATE TRANSMITTED: APR 18, 2012 REJECTS PENDING: YES

STATUS: CENTRAL FEE ACCEPTED

Do you want to Finalize Batch as Correct? NO// **YES**

Voucher Batch message # 2561479 sent to Central Fee.

Batch has been Finalized!

Select FEE BASIS BATCH NUMBER:

Supervisor Main Menu

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

==============================================================================

33 08/19/93 FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLK1 999-C90234 1500.00

Supervisor Main Menu

### MRA MAIN MENU

#### VENDOR MRA MAIN MENU

##### options UPDATE FMS VENDOR FILE IN AUSTIN AND REINSTATE VENDOR MRA

You must hold the following security keys to access and use these options:

* The FBAA LEVEL 2 security key is required to access to the Update FMS Vendor File In Austin and Reinstate Vendor MRA options.
* The FBAA ESTABLISH VENDOR security key is required to edit Vendor demographics.

Because the Update FMS Vendor File in Austin and Reinstate Vendor MRA options work the same, the following documentation refers to both options.

New Prompt:

*Is this Vendor information correct?* - allows you to edit Vendor information before updating the FMS Vendor file.

Prompt has been reworded to read, "*Are you sure you want to update this Vendor in the FMS and Central Fee Vendor files? NO//*"

**Introduction**

The Update FMS Vendor File in Austin option creates a Master Record Adjustment (MRA) transaction which results in the updating of selected Vendor demographic data in the FMS Vendor file in Austin.

Use of this option should update the FMS Vendor file in Austin to reflect what is currently in the VISTA system. For example, this should be used if:

* A Vendor entry is correctly entered into the Fee Basis Vendor file (#161.2) in VISTA, but needs to be updated in the FMS Vendor file with the appropriate information.
* The Vendor does not yet exist on the FMS system.

Supervisor Main Menu

MRA Main Menu

Vendor MRA Main Menu

Update FMS Vendor File in Austin/Reinstate Vendor MRA

**Example**

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE**  000333333 A DOCTOR OF MEDICINE

1 MAIN ST

ANYPLACE, NY 00001

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name: FEEVENDOR,ONE ID Number: 000333333 A

Address: 1 MAIN ST Specialty: ENDOCRINOLOGY

City: ANYPLACE Type: PHYSICIAN

State: ANYWHERE Participation Code: DOCTOR OF MEDICINE

ZIP: 00001 Medicare ID Number: 456789

County: ANYWHERE Chain:

Phone:

Fax:

Austin Name: T DOCTOR

Last Change Last Change

TO Austin: 9/30/94 FROM Austin: 9/30/94

Is this Vendor information correct? No// **y** YES

Are you sure you want to update this Vendor in the FMS and Central Fee Vendor

files? NO// **y** YES

Select FEE BASIS VENDOR NAME:

Supervisor Main Menu

MRA Main Menu

Vendor MRA Main Menu

##### DELETE VENDOR MRA

You must hold the FBAA LEVEL 2 security key to access and use this option.

The "Are you sure you want to {delete this Vendor from/reinstate this Vendor in} the Central Fee file in Austin?" prompt has been reworded to, "*Are you sure you want to place this Vendor in delete status?*"

A delete MRA (Master Record Adjustment) is no longer transmitted to FMS and Central Fee Vendor files.

**Introduction**

The Delete Vendor MRA option is used to place vendors in DELETE status on your system when they become inactive or cancel Fee Basis care. The Vendor will remain in the Central FEE file until the end of the fiscal year, at which time the Vendor may be purged from Central Fee System.

If the Vendor is in delete status on your system, but no longer resides on the Central Fee System; or the Vendor is in delete status on both your system and the Central Fee System; or a Vendor which you are now adding to your system somehow already resides in delete status on the Central Fee System, use the Update FMS Vendor File in Austin option.

**Example**

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE** 000666888 COMMUNITY NURSING HOM

678 HEALTHY LA

ANYWHERE, NY 00001

Are you sure you want to place this Vendor in delete status? NO// **y** YES

Vendor flagged for deletion!

Select FEE BASIS VENDOR NAME:

Supervisor Main Menu

MRA Main Menu

Vendor MRA Main Menu

##### MRA'S AWAITING AUSTIN APPROVAL

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The MRA'S Awaiting Austin Approval option displays vendors that have an MRA action pending which is still awaiting Austin approval. This option could be used to check the validity of certain error codes that may appear in MRA Server Mail Bulletins. (Refer to Appendix C for a sample MRA Server Bulletin. Refer to Appendix F for information about Vendor Error Codes.)

Records with no date transmitted indicate an MRA has been initiated, but the transmission has not left the local station yet.

**Example**

DEVICE: HOME// <RET> Decnet RIGHT MARGIN: 80// <RET>

FEE BASIS VENDORS AWAITING AUSTIN APPROVAL

12/15/94

------------------------------------------

VENDOR ID DATE TRANSMITTED TO AUSTIN

==============================================================================

FEEVENDOR,ONE 000358749 11/19/94

2321 EXAMPLE AVE

ANYWHERE NY 00001

FEEVENDOR,TWO 000990066 11/29/93

666 GULL RD

ANYWHERE WA 00001

Supervisor Main Menu

MRA Main Menu

#### VETERAN MRA MAIN MENU

You must hold the FBAA LEVEL 2 security key to access and use this menu.

**Introduction**

The Veteran MRA (Master Record Adjustment) Main Menu consists of the following four options:

1. Add type Veteran MRA
2. Change type Veteran MRA
3. Delete type Veteran MRA
4. Reinstate type Veteran MRA

Due to the similarity of these options, documentation has been combined. These options all work basically the same except for the action taken. Add and Change type adjustments are created automatically when you enter a new authorization or change data in an existing authorization (not including authorization remarks or diagnosis lines). These Veteran MRA options are to be used when automatic MRA fails. The Delete and Reinstate adjustments are not created automatically and any action would have to be accomplished through these options. Patient MRAs are not created for short term authorizations. There is no change to VISTA when these options are utilized.

When you choose one of the Veteran MRA options, an entry is made in the FEE BASIS PATIENT MRA file (#161.26) and when the Fee system automatically runs the program to send the transactions to Austin, the MRA transactions are created and sent with the payment data for that date.

Supervisor Main Menu

MRA Main Menu

VETERAN MRA MAIN MENU

**Example of ICD-9 Data**

Because all options within this menu have the same basic prompts, only one example is provided.

Select Patient: **FEEPATIENT,ONE** 08-14-55 000456789 SC VETERAN

FEEPATIENT,ONE Pt.ID: 000-45-6789

12 ANY ST. DOB: AUG 14,1955

ANYWHERE TEL: Not on File

ANYSTATE 00001 CLAIM #: 000000000

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- NOT VERIFIED

Other Elig. Code(s): SHARING AGREEMENT

SC Percent: 20%

Rated Disabilities: DIABETES (20%-SC)

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

==========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/26/93 VENDOR: FEEVENDOR,ONE - 000654329AA

TO: 04/28/93

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: UNAUTHORIZED NON-VA HOSPITAL CARE, SC OR NSC COND

>> Unauthorized Claim <<

DX: CAD REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYPLACE PSA: ANYWHERE, FL

VENDOR CONTACTS:

(1) DATE: 09/15/93 VENDOR: FEEvendor,One PHONE: 555-5656

NARRATIVE:

CONTACTED BY MAXINE IN BILLING TO CONFIRM

VETERAN'S ELIGIBILITY AND AUTHORIZATION.

Is this the correct Authorization period (Y/N)? Yes// **<RET>**

Are you sure you want to create a 'Add' type MRA for this patient: Yes// **<RET>**

Transaction Created!

Supervisor Main Menu

MRA Main Menu

VETERAN MRA MAIN MENU

**Example of ICD-10 Data**

For Add type Veteran MRA, Change type Veteran MRA, Delete type Veteran MRA, and Reinstate type Veteran MRA, there is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDTWO Pt.ID: 000-34-2354

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2013

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

Supervisor Main Menu

MRA MAIN MENU

#### RE-TRANSMIT MRA'S

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This option is used to retransmit MRAs for a specific date. This option is used when Austin does not receive the original transmission.

Veteran MRAs are kept on file until the purge option is used to delete them. Once the purge option is run, you will not be able to retransmit veteran MRAs.

Vendor MRAs are kept on file until a confirmation is received from the vendorizing unit. The purge option will not affect the Vendor MRAs.

**Example**

Re-transmit MRA's for which date: **091593** (SEP 15, 1993)

Re-Transmitting

...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Supervisor Main Menu

MRA Main Menu

#### PURGE TRANSMITTED MRAS

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Purge Transmitted MRAs option is used to purge all veteran MRAs on file which are prior to the date specified. Veteran MRAs are kept on file until the purge option is used to delete them. Once the purge option is run, you will not be able to retransmit veteran MRAs.

Vendor MRAs will be purged only if there is still an old reinstate or delete transaction in the FEE BASIS VENDOR CORRECTIONS file (#161.25). These entries would only exist from transactions prior to Fee Basis V. 3.0.

This option should only be used when you are certain Austin has accepted your MRA transmissions.

**Example**

Purge Veteran and Vendor MRA's transmitted PRIOR to: **6/5/94** (JUN 05, 1994)

Deleting....

Total Veteran MRA's deleted: 46

Total Vendor MRA's deleted: 38

Supervisor Main Menu

MRA MAIN MENU

#### IPAC AGREEMENT MRA MAIN MENU

**Add Type IPAC Agreement MRA**

**Introduction**

The Add Type IPAC Agreement MRA allows the user to manually send an Add MRA record for a selected IPAC Agreement. After a new IPAC Agreement is added via the ‘Enter/Edit a new IPAC Agreement’ option of IPAC Vendor Agreement Menu of the Vendor Menu, it will automatically transmit an Add MRA record for the agreement the next time the ‘Queue Data for Transmission’ option is run. This option allows a manual resend if Austin failed to process the initial Add MRA record for whatever reason.

This option should only be used when you are certain Austin has not accepted the initial Add MRA transmission of the IPAC Agreement.

**Example**

sELECT AN IPAC VENDOR AGREEMENT: **??**

cHOOSE FROM:

119 FEEVENDOR1 2014 ACTIVE AGREEMENT DESCRIPTION 119

120 FEEVENDOR2 2014 ACTIVE AGREEMENT DESCRIPTION 120

121 FEEVENDOR3 2015 ACTIVE AGREEMENT DESCRIPTION 121

sELECT AN IPAC VENDOR AGREEMENT: **119**

ADD MRA CREATED AND READY FOR TRANSMISSION

Supervisor Main Menu

MRA MAIN MENU

IPAC AGREEMENT MRA MAIN MENU

**Change Type IPAC Agreement MRA**

**Introduction**

The Change Type IPAC Agreement MRA allows the user to manually send a Change MRA record for a selected IPAC Agreement. After an IPAC Agreement is edited via the ‘Enter/Edit a new IPAC Agreement’ option of IPAC Vendor Agreement Menu of the Vendor Menu, it will automatically transmit a Change MRA record for the agreement the next time the ‘Queue Data for Transmission’ option is run. This option allows a manual resend if Austin failed to process the initial Change MRA record for whatever reason.

This option should only be used when you are certain Austin has not accepted the initial Change MRA transmission of the IPAC Agreement.

**Example**

sELECT AN IPAC VENDOR AGREEMENT: **??**

cHOOSE FROM:

119 FEEVENDOR1 2014 ACTIVE AGREEMENT DESCRIPTION 119

120 FEEVENDOR2 2014 ACTIVE AGREEMENT DESCRIPTION 120

121 FEEVENDOR3 2015 ACTIVE AGREEMENT DESCRIPTION 121

sELECT AN IPAC VENDOR AGREEMENT: **119**

change MRA CREATED AND READY FOR TRANSMISSION

Supervisor Main Menu

MRA MAIN MENU

IPAC AGREEMENT MRA MAIN MENU

**Delete Type IPAC Agreement MRA**

**Introduction**

The Delete Type IPAC Agreement MRA allows the user to manually send a Delete MRA record for a selected IPAC Agreement. After an IPAC Agreement is deleted via the ‘Delete an IPAC Agreement’ option of IPAC Vendor Agreement Menu of the Vendor Menu, it will automatically transmit a Delete MRA record for the agreement the next time the ‘Queue Data for Transmission’ option is run. This option allows a manual resend if Austin failed to process the initial Delete MRA record for whatever reason.

This option should only be used when you are certain Austin has not accepted the initial Delete MRA transmission of the IPAC Agreement.

**Example**

THE FOLLOWING TRANSMITTED DELETE MRA RECORDS ARE CURRENTLY ON FILE:

**# ID A S TRANS DT**

**-- -------- - - --------**

**1 104 T D 4/1/14**

**2 105 T D 3/1/14**

**3 106 T D 3/1/14**

PLEASE SELECT THE DELETE MRA RECORD TO RE-TRANSMIT: **2**

DELETE MRA PROCESSING COMPLETED.

Supervisor Main Menu

### PRICER BATCH RELEASE

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**Introduction**

The Pricer Batch Release option is used to review and release payments for transmission to the Austin Pricer to be grouped and priced.

Batches must be released to the pricer before being queued for transmission. Batches released through this option will have a status of Supervisor Closed.

**Example**

Select FEE BASIS BATCH NUMBER: **983** C77777

NUMBER: 983 OBLIGATION NUMBER: C77777

TYPE: CH/CNH DATE OPENED: JUL 16, 1990

CLERK WHO OPENED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 3450 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JUL 16, 1990

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: NO

STATUS: CLERK CLOSED

Want line items listed? No// **<RET>**

Do you want to Release Batch as Correct? No// **Y**

NUMBER: 983 OBLIGATION NUMBER: C77777

TYPE: CH/CNH DATE OPENED: JUL 16, 1990

CLERK WHO OPENED: FEEUSER1 DATE SUPERVISOR CLOSED: JUL 16, 1990

SUPVR WHO CERTIFIED: FEESUPER STATION NUMBER: 500

TOTAL DOLLARS: 3450 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JUL 16, 1990

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: NO

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Supervisor Main Menu

### PRINT REJECTED PAYMENT ITEMS

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Print Rejected Payment Items option is used to view and print all Fee Basis items which have been rejected for payment and have not yet been reinitiated. Line items may be rejected by interface transactions from the Central Fee system in Austin or they may be locally rejected using the Finalize a Batch option.

* The rejects are grouped by batch. If an entire batch was rejected, all payment items in that batch are listed.
* The report can be generated for batches with a status of CENTRAL FEE ACCEPTED or VOUCHERED or both.
* The report will print Central Fee Reject for lines that were flagged as rejected by the interface. It will print Local Reject for lines that were locally flagged as rejected by a user.
* The report will display reject codes and descriptions (maximum of 5) for lines that were flagged as rejected by the interface.

**Example**

Select Medical Fee Main Menu Option: **Supervisor Main Menu**

Select Supervisor Main Menu Option: **Print Rejected Payment Items**

Select one of the following:

1 CENTRAL FEE ACCEPTED

2 VOUCHERED

3 BOTH

Select batch status to report: BOTH//

Exclude rejects transmitted before:  3/29/2014//

DEVICE: HOME//

Supervisor Main Menu

**PRINT REJECTED PAYMENT ITEMS**

**Example, cont.**

**NOTE:** All Fee Basis items which have been rejected for payment and have not yet been reinitiated are shown in this example (e.g., Civil Hospital, Community Nursing Home, and Medical Fee).

REJECTS PENDING ACTION - CF Accepted & Vouchered Trans Since: 1/19/2014

==========================================================================

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

Batch Number: 22690 Voucher Date: Voucherer:

FEEPATIENT,RACHEL A 000-00-5120 22690

FEEDOCTOR TWO 000004811 111728 6/8/15

\* 4/16/15 99213 OFFICE/OUTPATIENT VISIT EST

500.00 500.00 0.00

Local Reject Old Batch #: 22690

Reject Reason: reject

FEEPATIENT,RACHEL A 000-00-5120 22690

FEEDOCTOR TWO 000004811 111729 6/8/15

4/16/15 99214 OFFICE/OUTPATIENT VISIT EST

400.00 400.00 0.00

Local Reject Old Batch #: 22690

Reject Reason: reject

Batch Number: 22749 Voucher Date: 12/15/15 Voucherer: FEECLERK,LEAD A

FEEPATIENT,FEECLK 000-00-2834 22749

FEEVENDOR CLINIC ONE 000001011 111768 12/15/15

+ 3/15/15 D1351 DENTAL SEALANT PER TOOTH

7.00 7.00 0.00

>>>Check cancelled on: 3/7/13 Reason: UNKNOWN<<<

Check WILL NOT be replaced.

Central Fee Reject Old Batch #: 22749

Rej Code: C013 Invalid war code.

Rej Code: C008 Invalid POV.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

Batch Number: 22751 Voucher Date: 1/1/12 Voucherer: feeVoucherer,USER

FEEPATIENT,RACHEL A 000-00-5120 06/10/15 $ 3.00

Local Reject Old Batch #: 22751

Reject Reason: CIT/UFT testing for FB\*3.5\*165

Batch Number: 22738 Voucher Date: 11/27/15 Voucherer: FEEVoucherer,USER

FEEPATIENT,FIRST X 000-00-8765 22738

FEEPHARMACY ONE 000004756 111754 11/27/15

11/2/14 5554321 SULPHUR

15.00 15.00 0.00

>>>Check # 55567890 Date Paid: 11/27/15<<<

Local Reject Old Batch #: 22738

Reject Reason: CIT testing of FB\*3.5\*165

Batch Number: 22674 Voucher Date: Voucherer:

FEEPATIENT,FIRST X 000-00-8765 22674

FEEHOSPITAL TWO 000005945 111662 5/6/15

04/13/15 04/14/15 10.00 .00

Admit Dx: 307.1

DX/POA: 307.0/N

Local Reject Old Batch #: 22674

Reject Reason: REJECT

FEEPATIENT,FIRST X 000-00-8765 22674

FEEHOSPITAL TWO 000005945 111722 6/8/15

04/13/15 04/14/15 11.00 11.00 Discharge DRG3

Admit Dx: 520.4

DX/POA: 520.4/Y

PROC: 23.01

Local Reject Old Batch #: 22674

-------------------------------------------------------------------------------

Reject Reason: REJECT

-------------------------------------------------------------------------------

Supervisor Main Menu

### QUEUE DATA FOR TRANSMISSION

You must hold the FBAA LEVEL 2 security key to access and use this option.

This option creates MailMan messages which contain the batch data to be transmitted. The FEE mail group will receive confirmation messages and reports from Austin.

**Introduction**

The Queue Data for Transmission option is used to transmit Fee Basis payment and MRA (master record adjustment) batches to the Central Fee System in Austin, Texas. All pending MRAs are batched automatically and transmitted. Only those payment batches that have been released by a holder of the FBAA LEVEL 2 key (e.g., lead clerk or supervisor) can be transmitted.

Each batch is sent in electronic MailMan message form. The option creates MailMan messages, shown in your "IN" basket, which contain the batch data to be transmitted. You may query the message to obtain the status of the transmittal. The system will continue to attempt to send the data until it is actually transmitted. You must be a member of the NVP mail group to receive confirmation and reports from the Non-VA Pricer (NVP) system for Civil Hospital program.

Refer to Appendix G at the end of this manual for sample MailMan messages received as a result of payment and MRA data transmission to Austin, and a description of the format and content.

Refer to "Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments" at the end of this manual for information on the Austin response to the Queue Data For Transmission option.

**Payment Batch Results Message**

A Payment Batch Results message is sent from Central Fee to VistA Fee Basis. This transaction changes the status of a payment batch from TRANSMITTED to either CENTRAL FEE ACCEPTED or VOUCHERED. It also flags payment line items in the batch as rejected if they did not pass the Central Fee edit checks.

If VistA encounters a problem while processing the transaction, a bulletin will be sent to mail groups G.FEE and G.FEE FINANCE. An example of the bulletin is shown below:

Subj: Fee Server Notification for batch 1961 results [#2516821] 03/01/12@16:31

17 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-------------------------------------------------------------------------------

Mar 01, 2012@16:31:54

A request for execution of a server option has been received.

QUEUE DATA FOR TRANSMISSION

**PAYMENT BATCH RESULTS MESSAGE, CONT.**

Sender: 00001

Option name: FBAA BATCH SERVER

Subject: test 8x batch type B9 with invalid ICN

Message #: 2516820

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Error rejecting line with IENS 9999999,

Error retrieving line item data.

The above message # has been forwarded to the FEE mail group.

Enter message action (in IN basket): Ignore//

**Example: Using the Queue Data For Transmission option**

This option will transmit all Batches and MRAs ready to be transmitted to Austin.

Are you sure you want to continue? No// **Y**ES

The following Batches will be transmitted:

350

...SORRY, THIS MAY TAKE A FEW MOMENTS..

Supervisor Main Menu

### RE-INITIATE REJECTED PAYMENT ITEMS

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**NOTE:** Although all Fee Basis batches may be accessed, this option should only be used to re-initiate rejected payment items for Outpatient Medical batches.

**Introduction**

The Re-Initiate Rejected Payment Items option is used to re-initiate rejected payment items into a new batch.

* The option prevents the selection of a batch when the Voucher Batch Acknowledgement from Central Fee reported an application error or has not yet been received. Central Fee generates a Voucher Batch Acknowledgement in response to the new transaction sent by VistA when the batch is completed using the Finalize a Batch option.
* It is possible to re-initiate all rejected line items in a batch at once, or re-initiate one line item at a time.

Supervisor Main Menu

Re-initiate Rejected Payment Items

**Example**

Select Supervisor Main Menu Option: **RE-initiate Rejected Payment Items**

Select Batch with Rejects: **222** **<RET>** C20001

Select New Batch number: 196 **<RET>** C20001

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

Batch Number: 222 Voucher Date: 4/4/12 Voucherer: FEEFINANCE,FIRST

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 297 2/27/12

12/1/11 66020 INJECTION TREATMENT OF EYE

90.00 90.00 0.00

Local Reject Old Batch #: 222

Reject Reason: unit testing

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 297 2/27/12

12/1/11 77072 X-RAYS FOR BONE AGE

100.00 22.63 45 77.37

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

Rej Code: C004 First three positions in Vendor name was incorrectly

formatted.

Rej Code: C005 Invalid Veteran ID.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

1/23/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

Rej Code: C003 Middle initial of Veteran was not alpha or blank.

Supervisor Main Menu

Re-initiate Rejected Payment Items

**Example, cont.**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

1/28/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

2/2/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD SERVICE PROVIDED FPPS CLAIM FPPS LINE

CLAIMED PAID ADJ CODE ADJ AMOUNT

================================================================================

incorrect/missing.

FEEPATIENT,FEE C 000-00-5401 222

FEEVENDOR CLINIC 463417568 296 2/25/12

2/7/12 23000 REMOVAL OF CALCIUM DEPOSITS

100.00 100.00 0.00

Central Fee Reject Old Batch #: 222

Rej Code: C001 Treatment code on Veteran MRA or medical payment is

incorrect/missing.

Rej Code: C002 First initial of Veteran was not alpha or it was blank.

--------------------------------------------------------------------------------

Want to re-initiate all rejected items in the Batch? NO// YES

Are you sure you want to re-initiate all line items in this batch? NO// YES

...EXCUSE ME, HOLD ON...

FYI: Invoice 296 was split since entire invoice did not move to the new batch.

Re-initiated lines are being assigned a new invoice number of 337.

Enter RETURN to continue or '^' to exit:

All rejected items have been re-initiated!

Select Batch with Rejects:

Supervisor Main Menu

### RELEASE A BATCH

You must hold the FBAA LEVEL 2 security key to access and use this option.

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released.

**Introduction**

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of Clerk Closed may be entered.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Medical and Travel batches.

NOTE: As of patch FB\*3.5\*117, this option enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

The error message for a segregation of duty violation looks like this:

Select FEE BASIS BATCH NUMBER: **14230**      C15064

You are the Obligator of the 1358.

Due to segregation of duties, you cannot also certify an invoice for payment.

If this message appears you must get someone who is not the requestor, approving official, or obligator of the batch to release it.

**Example**

Select FEE BASIS BATCH NUMBER: **276** C15004

NUMBER: 276 OBLIGATION NUMBER: C15004

TYPE: MEDICAL PAYMENTS DATE OPENED: MAY 7, 1993

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 10 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: JUN 21, 1993

STATUS: CLERK CLOSED

Want line items listed? NO// **y** YES

Supervisor Main Menu

Release a Batch

**Example, cont.**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

SVC DATE CPT-MOD CLAIMED PAID CODE SERVICE PROVIDED

==============================================================================

FEEPATIENT,ONE 000-45-6789 276

FEEVENDOR,ONE 000222333 493 6/21/93

5/22/93 90020 10.00 5.00 4 OFFICE/OP VISIT, NEW, COMPRH

Invoice #: 493 Totals: $ 5.00

FEEPATIENT,ONE 000-45-6789 276

FEEVENDOR,TWO 000567567 495 6/21/93

\* 5/1/93 90020 5.00 5.00 OFFICE/OP VISIT, NEW, COMPRH

Invoice #: 495 Totals: $ 5.00

Do you want to Release Batch as Correct? NO// **y** YES

NUMBER: 276 OBLIGATION NUMBER: C15004

TYPE: MEDICAL PAYMENTS DATE OPENED: MAY 7, 1993

CLERK WHO OPENED: FEEUSER

  DATE SUPERVISOR CLOSED: MAY 13, 1993@15:28:39

SUPERVISOR WHO CERTIFIED: FEEUSER STATION NUMBER: 500

TOTAL DOLLARS: 10 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: JUN 21, 1993

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Supervisor Main Menu

### REPROCESS OVERDUE BATCH

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This option is used to reprocess a transmitted payment batch that was not received by Central Fee.

If VistA Fee Basis does not receive a Payment Batch Result message by the third weekday after transmission of the Payment Batch message, the software will consider the result message as overdue. A list of overdue batches can be obtained by entering a ? at the select batch prompt of this option.

The site should contact the National Service Desk Austin to determine if Central Fee contains the overdue batch. If so, the site should request that the Payment Batch Results message be resent to VistA. If Central Fee does not have the batch, the site can use this option to either change the batch status so the batch will be resent or to reject the entire batch so the line items can be re-initiated into a new batch, edited, and then resent with the new batch.

**You have the choice to select one of two alternates:**

1. **This first example shows retransmitting a batch by resetting the status.**

Select Supervisor Main Menu Option: **Reprocess** Overdue Batch

This option is used to reprocess an overdue payment batch.

A batch is considered overdue if the Payment Batch Result message

has not been received by the 3rd weekday after the batch was

transmitted to Central Fee.

The National Service Desk Austin should be contacted to determine

the status of the batch before using this option. If Central Fee

already has the batch, you should request that Central Fee resend

the Payment Batch Result message. If Central Fee does not have

the batch then use this option to reprocess it.

Select FEE BASIS BATCH NUMBER: **1956 <RET>** C95003

NUMBER: 1956 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: FEB 01, 2005

CLERK WHO OPENED: FEECLERK DATE SUPERVISOR CLOSED: FEB 01, 2005

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 231.7

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: FEB 01, 2005

DATE TRANSMITTED: FEB 01, 2005

STATUS: TRANSMITTED

Supervisor Main Menu

REPROCESS OVERDUE BATCH

**Example of retransmitting batch by resetting the status, cont.**

Have you confirmed the batch is not in Central Fee? **YES**

Select one of the following:

R RETRANSMIT BY RESETTING BATCH STATUS

F FLAG ENTIRE BATCH AS REJECTED

What action should be taken to reprocess this batch: **R <RET>** RETRANSMIT BY RESETTING BATCH STATUS

Are you sure you want to retransmit this batch? NO// **YES**

Batch status was updated. It will be included with the next transmission.

NUMBER: 1956 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: FEB 01, 2005

CLERK WHO OPENED: FEECLERK DATE SUPERVISOR CLOSED: FEB 01, 2005

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 231.7

PAYMENT LINE COUNT: 1 DATE CLERK CLOSED: FEB 01, 2005

STATUS SET TO RETRANSMIT BY: FEEUSER,FEEUSER1

STATUS SET TO RETRANSMIT DATE: APR 20, 2012

STATUS: SUPERVISOR CLOSED

Select Supervisor Main Menu Option:

Supervisor Main Menu

REPROCESS OVERDUE BATCH

1. **The second example shows the output from rejecting the entire batch.**

Select Supervisor Main Menu Option: **Reprocess** Overdue Batch

This option is used to reprocess an overdue payment batch.

A batch is considered overdue if the Payment Batch Result message

has not been received by the 3rd weekday after the batch was

transmitted to Central Fee.

The National Service Desk Austin should be contacted to determine

the status of the batch before using this option. If Central Fee

already has the batch, you should request that Central Fee resend

the Payment Batch Result message. If Central Fee does not have

the batch then use this option to reprocess it.

Select FEE BASIS BATCH NUMBER: **1549 <RET>** C95003

NUMBER: 1549 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: DEC 07, 2001

CLERK WHO OPENED: FEECLERK DATE SUPERVISOR CLOSED: DEC 07, 2001

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 60

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: DEC 07, 2001

DATE TRANSMITTED: DEC 11, 2001 REJECTS PENDING: YES

STATUS: TRANSMITTED

Have you confirmed the batch is not in Central Fee? **YES**

Select one of the following:

R RETRANSMIT BY RESETTING BATCH STATUS

F FLAG ENTIRE BATCH AS REJECTED

What action should be taken to reprocess this batch: **FLAG** ENTIRE BATCH AS REJECTED

Are you sure you want to reject this batch? NO// **YES**

Batch was rejected.

NUMBER: 1549 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: DEC 07, 2001

CLERK WHO OPENED: FEECLERK DATE SUPERVISOR CLOSED: DEC 07, 2001

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 0

PAYMENT LINE COUNT: 0 DATE FINALIZED: APR 20, 2012

DATE CLERK CLOSED: DEC 07, 2001 DATE TRANSMITTED: DEC 11, 2001

PERSON WHO COMPLETED: FEEUSER,FEEUSER1

REJECTS PENDING: YES TRANSMITTED BATCH WAS REJECTED: YES

STATUS: VOUCHERED

Select Supervisor Main Menu Option:

Supervisor Main Menu

### RESEND COMPLETED BATCH

**Introduction**

This Resend Completed Batch option can be used to resend a Voucher Batch message to Central Fee. You must hold the FBAASUPERVISOR security key to access and use this option.

If VistA Fee Basis does not receive a Voucher Batch Acknowledgement message by the third weekday after finalization of the batch, the software will consider the acknowledgement message as overdue. A list of batches with an overdue acknowledgement can be obtained by entering a ? at the select batch prompt of this option.

The site should contact the National Service Desk Austin to determine if Central Fee received the Voucher Batch message. If Central Fee received the Voucher Batch message, the site should request that the Voucher Batch Acknowledgement message be resent to VistA. If Central Fee did not receive the Voucher Batch message, the site can use the Resend Completed Batch option in VistA to generate a new Voucher Batch message and send that to Central Fee.

**Example**

Select FEE BASIS BATCH NUMBER: **133 <RET>** C95003

NUMBER: 133 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: JUL 16, 2010

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: OCT 26, 2010@10:11:57

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE FINALIZED: JUL 13, 2011 DATE CLERK CLOSED: JUL 16, 2010

DATE TRANSMITTED: MAR 17, 2011 PERSON WHO COMPLETED: FEEUSER,FEEUSER1

REJECTS PENDING: YES VOUCHER MSG DATE: MAR 19, 2012

VOUCHER MSG ACK STATUS: PENDING

STATUS: VOUCHERED

Have you confirmed that Central Fee did not receive the voucher msg.? YES

Are you sure you want to resend the voucher batch message? NO// YES

Voucher Batch message # 2564449 sent to Central Fee.

NUMBER: 133 OBLIGATION NUMBER: C95003

TYPE: MEDICAL PAYMENTS DATE OPENED: JUL 16, 2010

CLERK WHO OPENED: FEECLERK

DATE SUPERVISOR CLOSED: OCT 26, 2010@10:11:57

SUPERVISOR WHO CERTIFIED: FEESUPERVISOR

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

Supervisor Main Menu

RESEND COMPLETED BATCH

**Example, cont.**

DATE FINALIZED: JUL 13, 2011 DATE CLERK CLOSED: JUL 16, 2010

DATE TRANSMITTED: MAR 17, 2011 PERSON WHO COMPLETED: FEEUSER,FEEUSER1

REJECTS PENDING: YES VOUCHER MSG DATE: APR 05, 2012

VOUCHER MSG ACK STATUS: PENDING

STATUS: VOUCHERED

Supervisor Main Menu

### SECURITY KEY REPORT FOR FEE BASIS

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Security Key Report for Fee Basis option is located on the Supervisor Main Menu. It is used to generate a report of users that hold Fee Basis security keys. The report displays the name, last four digits of their Social Security Number (SSN), title, and division(s) for each person listed in the results.

The report can be sorted by Security Key or User.

* If sorted by Security Key:
* You can select one, many, or all of the Fee Basis security keys.
* Results show the selected security keys and each person that holds the key.
* If sorted by User:
* You can select one, many, or all Fee Basis users.
* Results show the selected person(s) and the Fee Basis security keys that they hold.

User’s included in this report who’ve been terminated are distinguished by a parenthetical letter “(T)” displayed after their name.

Supervisor Main Menu

SECURITY KEY REPORT FOR FEE BASIS

**Example: Report Sorted by Security Key – *Discrete Keys Selected***

Select Supervisor Main Menu Option: **Security Key Report for Fee Basis**

Should report include terminated users with keys? NO// **YES**

Sort by Security Key or User: (S/U): **SECURITY KEY**

Select Fee Basis Security Key: ALL// **FBAASUPERVISOR**

Select another Fee Basis Security Key: **?**

ENTER:

- A Fee Basis Security Key and return when all Fee Basis Security Keys have

been selected--limit 20

Imprecise selections will yield an additional prompt.

(e.g. When a user enters 'A', all items beginning with 'A' are displayed.)

- An entry preceded by a minus [-] sign to remove it from list.

NOTE, you have already selected:

FBAASUPERVISOR

Answer with SECURITY KEY NUMBER, or NAME, or DESCRIPTIVE NAME

Do you want the entire SECURITY KEY List? **Y <RET>** (Yes)

Choose from:

21 FBAASUPERVISOR

39 FBAA ESTABLISH VENDOR

572 FBAAFINANCE

573 FBAAREJECT

582 FB ARCH

620 FB IPAC VENDOR

621 FBAA LEVEL 1 AUTH

622 FBAA LEVEL 1 PMT

623 FBAA LEVEL 2

Select another Fee Basis Security Key: **FBAA LEVEL 2**

Select another Fee Basis Security Key: **<RET>**

DEVICE: HOME// **<RET>**

Security Key Report for Fee Basis APR 07, 2015@13:39:40 page 1

by Security Key for specified FB keys including terminated (T) users

Name SSN Title

----------------------------------- ---- ------------------------------

Key: FBAASUPERVISOR

FEEUSER,ONE 1111 FEE MANAGER

Division(s): 500, 688

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,FOUR (T) 6987 CLERK-TYPIST

Division(s): 688

Key: FBAA LEVEL 2

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,THREE 7940 Non-VA Care Clerk

Division(s): 500

Supervisor Main Menu

SECURITY KEY REPORT FOR FEE BASIS

**Example: Report Sorted by Security Key – *ALL Keys Selected***

Select Supervisor Main Menu Option: **Security Key Report for Fee Basis**

Should report include terminated users with keys? NO// **YES**

Sort by Security Key or User: (S/U): **SECURITY KEY**

Select Fee Basis Security Key: ALL// **<RET>**

DEVICE: HOME// **<RET>**

Security Key Report for Fee Basis JAN 28, 2015@13:26:42 page 1

by Security Key for all FB keys including terminated (T) users

Name SSN Title

----------------------------------- ---- -----------------------------

Key: FBAA LEVEL 1 AUTH

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,THREE 7940 NON-VA CARE CLERK

Division(s): 500

Key: FBAA LEVEL 1 PMT

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,THREE 7940 NON-VA CARE CLERK

Division(s): 500

Key: FBAA LEVEL 2

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,THREE 7940 Non-VA Care Clerk

Division(s): 500

Key: FBAAFINANCE

FEEUSER,ONE 1111 FEE MANAGER

Division(s): 500, 688

Key: FBAAREJECT

FEEUSER,ONE 1111 FEE MANAGER

Division(s): 500, 688

Key: FBAASUPERVISOR

FEEUSER,ONE 1111 FEE MANAGER

Division(s): 500, 688

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Division(s): 500, 688

FEEUSER,FOUR (T) 6987 CLERK-TYPIST

Division(s): 688

Supervisor Main Menu

SECURITY KEY REPORT FOR FEE BASIS

**Example: Report Sorted by User – *ALL Users Selected***

Select Supervisor Main Menu Option: **Security Key Report for Fee Basis**

Should report include terminated users with keys? NO// **<RET>**

Sort by Security Key or User: (S/U): **?**

Enter 'S' to have report by Security Key or

'U' to have the report by User. Enter '^' to exit.

Select one of the following:

S SECURITY KEY

U USER

Sort by Security Key or User: (S/U): **USER**

Select User: ALL// **<RET>**

DEVICE: HOME// **<RET>**

Security Key Report for Fee Basis APR 07, 2015@14:17:58 page 1

by User for all users

Name SSN Title

----------------------------------- ---- ------------------------------

FEEUSER,ONE 1111 FEE MANAGER

Key: FBAAFINANCE

Key: FBAAREJECT

Key: FBAASUPERVISOR

FEEUSER,TWO 8420 COMPUTER SYSTEMS ANALYST

Key: FBAA ESTABLISH VENDOR

Key: FBAA LEVEL 1 AUTH

Key: FBAA LEVEL 1 PMT

Key: FBAA LEVEL 2

Key: FBAASUPERVISOR

FEEUSER,THREE 7940 NON-VA CARE CLERK

Key: FBAA LEVEL 1 AUTH

Key: FBAA LEVEL 1 PMT

Key: FBAA LEVEL 2

Supervisor Main Menu

### REQUEST INFO FILE ENTER/EDIT

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Request Info File Enter/Edit option is used to enter/edit data in the Fee Basis Unauthorized Requested Information file (# 162.93). Enter <??> at the "Select fee basis unauthorized requested information reason:" prompt for a list of existing reasons. You may edit an existing reason, or enter a new one.

**Example**

Select FEE BASIS UNAUTHORIZED REQUESTED INFORMATION REASON: **INPATIENT RECORDS MISSING**

ARE YOU ADDING 'INPATIENT RECORDS MISSING' AS

A NEW FEE BASIS UNAUTHORIZED REQUESTED INFORMATION (THE 17TH)? **Y** (YES)

FEE BASIS UNAUTHORIZED REQUESTED INFORMATION NUMBER: 17// **<RET>**

REASON: INPATIENT RECORDS MISSING Replace **<RET>**

ACTIVE?: **Y**ES

DESCRIPTION:

1>**Inpatient records missing for an episode of care.**

2>**<RET>**

EDIT Option: **<RET>**

Select FEE BASIS UNAUTHORIZED REQUESTED INFORMATION REASON:

Supervisor Main Menu

### SITE PARAMETER ENTER/EDIT

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

The Site Parameter Enter/Edit option is used to enter or edit site specific Fee Basis parameters. After the data is entered, you may not add another site as only one entry (site) is allowed. You are able to edit the data for the existing site.

Following is a list of site configurable parameters with brief descriptions.

STATION OF JURISDICTION NAME: - The name of the Clinic of Jurisdiction (COJ) for which these site parameters are defined. There can be only one entry in this file.

STATION ADDRESS LINE 1: - Street address line 1 of this COJ. This data will be printed on the VA Form 10-7079 authorization.

STATION ADDRESS LINE 2: - Street address line 2 of this COJ. This address line will also print on the VA Form 10-7079 authorization.

STATION ADDRESS LINE 3: - Line 3 of the COJ's street address.

CITY: - The city in which the COJ receives its mail.

STATE: - The state in which the COJ's mailing address resides.

ZIP: - Zip code for the COJ.

STATION TELEPHONE NUMBER: - The telephone number to which fee inquiries should be directed.

APPROVING OFFICIAL FOR 7079: - The name of the approving official authorizing fee services. This name will be printed on the VA Form 10-7079 authorization.

TITLE OF APPROVING OFFICIAL: - The title of the approving official, which will also be printed on the VA Form 10-7079 authorization.

Supervisor Main Menu

Site Parameter Enter/Edit

**Introduction, cont.**

MEDICAID DISPENSING FEE: - The dollar amount of the Medicaid dispensing fee for this COJ. Dispensing fees, which are approved by Medicaid, vary from COJ to COJ.

MEDICAL PAYMENT VENDOR DISPLAY: - This parameter is used to indicate whether the Vendor's demographic data will be displayed and made editable during the entering of a medical payment.

PHARMACY PAYMNT VENDOR DISPLAY: - If answered YES, the Vendor demographics will be displayed during the Enter Pharmacy Invoice option.

DEFAULT AUTH. TIME RANGE: - The number of days that is the usual long term authorization. The data entered here will be added to the Authorization From Date and that date will become the default To Date for the authorization. For example, if the normal long term authorization is one year, 365 would be entered in this parameter.

ASK VENDOR DURING AUTH.: - If answered YES, a Vendor is asked when using the Enter Authorization option.

MAX # PAYMENT LINE ITEMS: - The maximum number of payment line items that will be allowed in a batch.

Central Fee can only accept 32K characters in a single payment batch. Since additional data in being added to payment batches, the maximum number of lines in a batch must be reduced to avoid a reject of the entire batch by Central Fee.

* B3 (outpatient and ancillary) payment batches are limited to a maximum of 85 lines
* B5 (pharmacy) payment batches are limited to a maximum of 85 lines
* Contract Hospital payment batches are limited to a maximum of 42 lines
* Community Nursing Home payment batches are limited to a maximum of 61 lines

This value is checked during the Enter Payment options, and will warn the users when they are within 20 of the maximum. It will prevent the users from exceeding this number.

The following site parameters control these limits

* MAX # PAYMENT LINE ITEMS: 85// ??

The maximum number of payment line items that will be allowed in a batch. Any number between 1 and 85 is acceptable. This value is checked during the enter payment options and will warn the clerks when they are within 20 of the maximum. It will prevent the clerks from exceeding this number.

Supervisor Main Menu

Site Parameter Enter/Edit

**Introduction, cont.**

* MAX # CH PAYMENT LINES: 42// ??

The maximum number of payment line items that will be allowed in a contract hospital batch. This value is checked during the enter payment options and will warn the clerks when they are within 5 of the maximum. It will prevent the clerks from exceeding this number.

* MAX # CNH PAYMENT LINES: 61// ??

The maximum number of payment line items that will be allowed in a community nursing home batch. This value is checked during the enter payment options and will warn the clerks when they are within 5 of the maximum. It will prevent the clerks from exceeding this number.

\*ASK PROGRAM SPECIFIC AUTH.: - A YES answer to this site parameter will show only those authorizations that are program specific. An example would be the display for selection of only Community Nursing Home authorizations when entering CNH payments.

APPROVING OFFICIAL FOR 7078: - The default approving official for VA Form 10-7078s.

TITLE 7078 APPROVING OFFICIAL: - The title of the default approving official for VA Form 10-7078s.

COPIES OF 7078 TO BE PRINTED: - Indicates the default number of copies to be printed for each VA Form 10-7078 generated.

PSA DEFAULT INSTITUTION: - The station number for the transmission of data to Austin is determined using this field. In most cases, your facility should be entered.

7078 DEFAULT AUTH SERVICE TEXT: - A free text entry for special remarks, instructions, etc. pertaining to the authorization which will appear in Section 6 of VA Form 10-7078.

TRACK INCOMPLETE UNAUTHORIZED CLAIMS?: - Indicate whether or not incomplete unauthorized claims should be tracked. Enter "YES" to track incomplete claims; otherwise only complete claims can be tracked. Your response is a numeric character, with 1 equal to YES, and 0 equal to NO.

'INITIAL ENTRY' STATUS FOR U/C: - If this field is filled in, minimum data is required for entering an unauthorized claim. This is designed for sites who have streamlined their workload, where only one user enters the unauthorized claims received, and another reviews the claim for completeness and makes the necessary requests, etc. Your response is the numeric character 1 to activate; otherwise, leave blank.

Supervisor Main Menu

Site Parameter Enter/Edit

**Introduction, cont.**

UNAUTHORIZED CLAIM PRINTER: - Select a printer device name.   
**NOTE:** This is not a pointer field. The exact name must be entered.

UNAUTHORIZED CLAIM LETTER: - Indicate how you wish your unauthorized claim letters to print. Enter "A" if the Unauthorized Claim Printer is dedicated, and you always wish a letter to print when it has been changed to the appropriate status. Enter "B" if the Unauthorized Claim Printer is not dedicated, or you wish to batch print letters of claims which have changed to the appropriate status. Do not enter anything if you will be manually generating your own form letter.

NUMBER OF COPIES: - The number of copies of a letter to be printed. Maximum number of copies allowed is five.

PRINT U/C ON LETTERHEAD?: - Enter the numeric character 1 if your site will be printing unauthorized claims letters on letterhead.

STATION NAME (EDITABLE): - This is the first line of the return address. The data pulled from Field #.01, and can be edited at this prompt.

ALLOW FB PAID TO IB: A new field was created to allow/disallow the Fee Basis Supervisor to control the automated process. The interface will not run unless this field is set to YES (allow).

Supervisor Main Menu

Site Parameter Enter/Edit

**Example**

Select Site: **VA MEDICAL CENTER, ANYPLACE, NY**

ARE YOU ADDING 'VA MEDICAL CENTER, ANYPLACE, NY' AS A NEW

FEE BASIS SITE PARAMETERS (THE lST)? **Y**ES (YES)

STATION OF JURISDICTION NAME: VA MEDICAL CENTER, ANYPLACE, NY// **<RET>**

STATION ADDRESS LINE 1: **495 BAILEY AVENUE**

STATION ADDRESS LINE 2: **<RET>**

STATION ADDRESS LINE 3: **<RET>**

CITY: **ANYPLACE**

STATE: **ANYWHERE**

ZIP: **14095**

STATION TELEPHONE NUMBER: **607 456-2345**

APPROVING OFFICIAL FOR 7079: **FEEAPPROVE**

TITLE OF APPROVING OFFICIAL: **CHIEF, MAS.**

MEDICAID DISPENSING FEE: **5.50**

MEDICAL PAYMENT VENDOR DISPLAY: **YES**

PHARMACY PAYMENT VENDOR DISPLAY: **YES**

DEFAULT AUTH. TIME RANGE: **365**

ASK VENDOR DURING AUTH: **YES**

MAX # PAYMENT LINE ITEMS: **50**

\*ASK PROGRAM SPECIFIC AUTH: **YES**

APPROVING OFFICIAL FOR 7078: **FEEAPPROVE**

TITLE 7078 APPROVING OFFICIAL: **CHIEF, MAS.**

COPIES OF 7078 TO BE PRINTED: **1**

PSA DEFAULT INSTITUTION: **ANYPLACE**

7078 DEFAULT AUTH SERVICE TEXT:

1>**Move to VAMC as soon as possible**

EDIT Option: **<RET>**

TRACK INCOMPLETE UNAUTHORIZED CLAIMS?: YES// **<RET>**

'INITIAL ENTRY' STATUS FOR U/C: **<RET>**

UNAUTHORIZED CLAIM PRINTER: **<RET>**

UNAUTHORIZED CLAIM LETTER: AUTOMATIC PRINT// **<RET>**

NUMBER OF COPIES: 1// **<RET>**

PRINT U/C ON LETTERHEAD?: **<RET>**

STATION NAME (EDITABLE): **VAMC ANYPLACE NY// <RET>**

**UC LETTER LINES AFTER CC: <RET>**

**ALLOW FB PAID TO IB: Y/N <RET>**

Supervisor Main Menu

### **UNAUTHORIZED C****LAIMS FILE MENU**

You must hold the following security keys to access and use the options under this menu:

* The FBAA LEVEL 1 AUTH security key is required to access the option Add New Person for Unauthorized Claim [FBUC ADD NEW PERSON].
* The FBAASUPERVISOR security key is required to access the following options:
* Disapproval Reasons File Enter/Edit [FBUC DISAPPROVAL REASONS FILE]
* Dispositions File Edit [FBUC DISPOSITIONS FILE]
* Request Info File Enter/Edit [FBUC REQUEST INFO FILE]

Introduction

Four existing options are moved from the supervisor menu to a new sub-menu to make room for the new contract option. The new sub-menu is the Unauthorized Claims File Menu [FBCU FILE MENU]. The options moved to this menu are:

* Add New Person for Unauthorized Claim [FBUC ADD NEW PERSON]
* Disapproval Reasons File Enter/Edit [FBUC DISAPPROVAL REASONS FILE]
* Dispositions File Edit [FBUC DISPOSITIONS FILE]
* Request Info File Enter/Edit [FBUC REQUEST INFO FILE]

**Example**

|  |
| --- |
| Supervisor Main Menu              Clerk Look-Up For An Authorization            Contract File Enter/Edit            Delete Reject Flag            Edit Pharmacy Invoice Status            Enter/Edit Suspension Letters            Fee Basis 1358 Segregation of Duty Report            Fee Schedule Main Menu ...            Finalize a Batch            FPPS Update & Transmit Menu ...            List Batches Pending Release            MRA Main Menu ...            Pricer Batch Release            Print Rejected Payment Items            Queue Data for Transmission            Re-initiate Rejected Payment Items            Release a Batch            Reprocess Overdue Batch  Resend Completed Batch  Security Key Report for Fee Basis  Site Parameter Enter/Edit            Unauthorized Claims File Menu ...            Void Payment Main Menu ... |

Supervisor Main Menu

**UNAUTHORIZED CLAIMS FILE MENU**

**Example, cont.**

Unauthorized Claims File Menu

          Add New Person for Unauthorized Claim

          Disapproval Reasons File Enter/Edit

          Dispositions File Edit

Request Info File Enter/Edit

Supervisor Main Menu

**UNAUTHORIZED CLAIMS FILE MENU**

#### ADD NEW PERSON FOR UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

If you hold the XUSPF200 Security Key, the entry of SSN is optional.

**Introduction**

When someone other than the veteran or Vendor submits an unauthorized claim, this option is used to enter the name and address of that party in the NEW PERSON file (#200). The name must be entered in uppercase. This allows correspondence and/or payments to efficiently reach the appropriate party.

**Example**

Enter NEW PERSON's name (LAST,FIRST MI): **FEEPATIENT,ONE**

ARE YOU ADDING 'FEEPATIENT,ONE ' AS A NEW PERSON (THE 1891ST)? Y (YES)

Checking SOUNDEX for matches.

FEEPATIENT,ONE

Do you still want to add this entry: NO// Y

Now for the Identifiers.

INITIAL: **MD**

SSN: **000456789**

SEX: **F** FEMALE

STREET ADDRESS 1: **7425 SWEET ST**

STREET ADDRESS 2: **APT 9A**

STREET ADDRESS 3: <RET>

CITY: **ANYPLACE**

STATE: **ND** NORTH DAKOTA

ZIP CODE: **99999-9938**

SSN: 000456789// **<RET>**

Supervisor Main Menu

**UNAUTHORIZED CLAIMS FILE MENU**

#### Disapproval Reasons File Enter/Edit

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

Use this option to enter/edit data in the FEE BASIS UNAUTHORIZED DISAPPROVAL REASONS file (#162.94).

**Example**

Select Unauthorized Claims File Menu <TEST ACCOUNT> Option:  Disapproval Reasons

File Enter/Edit

Select FEE BASIS UNAUTHORIZED DISAPPROVAL REASONS NAME:    NON-EMERGENT CARE

NAME: NON-EMERGENT CARE//   (No Editing)

ACTIVE?: YES//

DESCRIPTION:

  1>A medical emergency must have existed.  Care and services were not rendered

  2>in a medical emergency of such nature that delay would have been hazardous

  3>to life or health.

EDIT Option:

Select FEE BASIS UNAUTHORIZED DISAPPROVAL REASONS NAME:

Supervisor Main Menu

**UNAUTHORIZED CLAIMS FILE MENU**

#### Dispositions File Edit

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

Use this option to edit data in the FEE BASIS UNAUTHORIZED CLAIMS DISPOSITIONS file (#162.91).

**Example**

Select Unauthorized Claims File Menu <TEST ACCOUNT> Option:  Dispositions File Edit

Select FEE BASIS UNAUTHORIZED CLAIMS DISPOSITIONS: APP

     1   APPROVED

     2   APPROVED TO STABILIZATION

CHOOSE 1-2: 1  APPROVED

DESCRIPTION:

  1>Claim has been approved for authorization of care and payment.

EDIT Option:

1725 DESCRIPTION:

  1>Claim has been approved for authorization of care and payment.

EDIT Option:

ADDITIONAL DESCRIPTION:

  1>If payment and/or reimbursement is received from any other resource

  2>(Medicare/ Medicaid/ Trigon/Automobile Insurance/etc.) on the above claim,

  3>it is imperative that the Department of Veterans Affairs be notified

  4>within three working days following receipt.  If payment is received from

  5>another source, the VA will seek reimbursement for the amounts paid by the

  6>Department of Veterans Affairs.

EDIT Option:

Select FEE BASIS UNAUTHORIZED CLAIMS DISPOSITIONS:

Supervisor Main Menu

**UNAUTHORIZED CLAIMS FILE MENU**

#### Request Info File Enter/Edit

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

Use this option to enter/edit data in the FEE BASIS UNAUTHORIZED REQUESTED INFORMATION file (#162.93).

**Example**

Select Unauthorized Claims File Menu <TEST ACCOUNT> Option: REQuest Info File Enter/Edit

Select FEE BASIS UNAUTHORIZED REQUESTED INFORMATION REASON:    SIGNED STATEMENT

FROM CLAIMANT

REASON: SIGNED STATEMENT FROM CLAIMANT  Replace

ACTIVE?: YES//

DESCRIPTION:

  1>A statement must be signed by the claimant and submitted with the claim.

  2>The text of the statement is printed with this letter.

EDIT Option:

Select FEE BASIS UNAUTHORIZED REQUESTED INFORMATION REASON:

Supervisor Main Menu

### VOID PAYMENT MAIN MENU

#### CH DELETE VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The CH Delete Void Payment option is used to remove a void flag from a Civil Hospital payment.

It is important to remember that you must subtract the dollar amount of the voided payment from the obligation through the appropriate IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) option.

**Example**

Select Patient: **FEEPATIENT,ONE**  06-17-48 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE** 000561234 PRIVATE HOSPITAL

31 NOWHERE CIRCLE

ANYCITY, ANYSTATE 00001-0123

TEL. #: 45441477

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEvendor,One

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

1) \*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Reason:

VENDOR RETURNED CHECK

Which payment item(s) would you like to Cancel the void on ?

Enter a list or range of numbers (1-1): **1**

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEvendor,One

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

-----------------------------------------------------------------------------

\*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Are you sure you want to Cancel the void on the payment(s)? No// **Y**

Cancel Voided payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done

Supervisor Main Menu

Void Payment Main Menu

#### CH VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

This option is used to void a Civil Hospital payment that has already been finalized. It allows you to retain the payment history, yet void the payment. It could be used in a case where a payment check has been returned by a Vendor.

It is important to remember that you must add the dollar amount of the voided payment back into the obligation through the appropriate IFCAP option.

**Example**

Select FEE BASIS PATIENT NAME: FEEPATIENT,ONE 01-06-13 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE 7463254956 NON-VA HOSPITAL

1 SIMPLE WAY

ANYPLACE, VT 02131 TEL. #: 111-431-2847

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEvendor,One

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

1) 11/1/94 11/3/94 DRG1 2,500.00 2,500.00 275 170

Which payment item(s) would you like to Void ?

Enter a list or range of numbers (1-1): 1

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

11/1/94 11/3/94 DRG1 2,500.00 2,500.00 275 170

Are you sure you want to Void the payment(s)? No// YES

REASON FOR VOIDED PAYMENT: CHECK RETURNED BY VENDOR

Void payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

.... Done.

Supervisor Main Menu

Void Payment Main Menu

#### CNH DELETE VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The CNH Delete Void Payment option is used to remove a void flag from a Community Nursing Home payment.

It is important to remember that you must subtract the dollar amount of the voided payment from the obligation through the appropriate IFCAP option.

**Example**

Select Patient: **FEEPATIENT,ONE**  06-17-48 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE**  000561234 COMMUNITY

NURSING HOME

31 NOWHERE CIRCLE

ANYCITY, ANYSTATE 00001-0123

TEL. #: 45441477

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

1) \*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Which payment item(s) would you like to Void?

Enter a list or range of numbers (1-1): **1**

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

\*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Reason:

CHECK RETURNED

Are you sure you want to Cancel the void on the payment(s)? No// **Y**

Cancel Voided payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done

Supervisor Main Menu

Void Payment Main Menu

#### CNH VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

This option is used to void a Community Nursing Home payment that has already been finalized. It allows you to retain the payment history, yet void the payment. It could be used in a case where a payment check has been returned by a Vendor.

It is important to remember that you must add the dollar amount of the voided payment back into the obligation through the appropriate IFCAP option.

**Example**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,ONE**  06-17-48 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE**  000561234 COMMUNITY

NURSING HOME

31 NOWHERE CIRCLE

ANYCITY, ANYSTATE 00001-0123

TEL. #: 45441477

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

1) \*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Which payment item(s) would you like to Void?

Enter a list or range of numbers (1-1): **1**

Patient Name: FEEPATIENT,ONE Pt.ID 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

FROM DATE TO DATE DRG AMT CLAIMED AMT PAID INVOICE # BATCH #

------------------------------------------------------------------------------

\*09/01/92 09/04/92 DRG45 3,467.00 3,462.00 7 11

Are you sure you want to Void the payment(s)? No// **Y**

REASON FOR VOIDED PAYMENT: **CHECK RETURNED BY VENDOR**

Void payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done

Supervisor Main Menu

Void Payment Main Menu

#### MEDICAL DELETE VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Medical Delete Void Payment option is used to remove a void flag from a Medical payment.

It is important to remember that you must subtract the dollar amount of the voided payment from the obligation through the appropriate IFCAP option.

**Example**

Select Patient: **FEEPATIENT,ONE**  06-17-48 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE** 000888666

DOCTOR OF MEDICINE

Patient Name: FEEPATIENT,ONE SSN: 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE INVOICE # BATCH# DATE PAID

-----------------------------------------------------------------------

1)#04/01/90 90050 $ 25.00 $ 25.00 1126 963 07/06/90

Which payment item(s) would you like to Cancel the void on?

Enter a list or range of numbers (1-1): **1**

Patient Name: FEEPATIENT,ONE SSN: 000456789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE INVOICE # BATCH # DATE PAID

------------------------------------------------------------------------

04/01/90 90050 25.00 25.00 1126 963 07/06/90

Are you sure you want to Cancel the void on the payment(s)? No// **Y**

Cancel Voided payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done

Supervisor Main Menu

Void Payment Main Menu

#### MEDICAL VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Medical Void Payment option is used to void a payment that has already been finalized. This option allows you to retain the payment history, yet void the payment. It could be used in a case where a payment check has been returned by a Vendor.

It is important to remember that you must add the dollar amount of the voided payment back into the obligation through the appropriate IFCAP option.

**Example**

Select Patient: **FEEPATIENT,ONE** 06-17-48 000456789 SC VETERAN

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE 000888666

DOCTOR OF MEDICINE

Patient Name: FEEPATIENT,ONE SSN: 000-45-6789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE INVOICE # BATCH# DATE PAID

-----------------------------------------------------------------------

1) 04/01/90 90050 $ 25.00 $ 25.00 1126 963 07/06/90

2) 03/10/90 90050 $ 25.00 $ 25.00 1125 963 07/06/90

Which payment item(s) would you like to Void?

Enter a list or range of numbers (1-2): 1

Patient Name: FEEPATIENT,ONE SSN: 000456789

VENDOR: FEEVENDOR,ONE

('\*' Represents Reimbursement to Patient)

('#' Represents a Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE INVOICE # BATCH # DATE PAID

------------------------------------------------------------------------

04/01/90 90050 25.00 25.00 1126 963 07/06/90

Are you sure you want to Void the payment(s)? No// Y

REASON FOR VOIDED PAYMENT: CHECK RETURNED BY VENDOR

Void payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done

Supervisor Main Menu

Void Payment Main Menu

#### PHARMACY DELETE VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Pharmacy Delete Void Payment option is used to remove a void flag from a Pharmacy payment.

It is important to remember that you must subtract the dollar amount of the voided payment from the obligation through the appropriate IFCAP option.

**Example**

Select Invoice number: 15

Select Prescription # : 55535

PRESCRIPTION NUMBER: 55535 DRUG NAME: TYE

DATE PRESCRIPTION FILLED: MAY 28, 1993

AMOUNT CLAIMED: 1.00 PATIENT: FEEPATIENT,ONE

RED BOOK COST: .85 AMOUNT SUSPENDED: 0

LINE ITEM STATUS: COMPLETED GENERIC DRUG: AZATHIOPRINE 50MG TAB

PHARMACY DETERMINATION: APPROVED FOR PAYMENT

STRENGTH: 15MG QUANTITY: 03

PHARMACIST: FEEUSER1 DATE OF DETERMINATION: MAY 28, 1993

AMOUNT PAID: 1.00 BATCH NUMBER: 27

OBLIGATION NUMBER: C93004 DATE CERTIFIED FOR PAYMENT: MAY 28, 1993

PAYMENT TYPE CODE: VENDOR SUBSTITUTE GENERIC DRUG: Yes

PHARMACY REMARKS: APPROVED MANUFACTURER: EXMANUNAME

PRIMARY SERVICE FACILITY: ANYCITY AUTHORIZATION POINTER: 1

Is this the prescription you want to Cancel the void on ? NO// Y YES

Cancel Voided payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done.

Supervisor Main Menu

Void Payment Main Menu

#### PHARMACY VOID PAYMENT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

The Pharmacy Void Payment option is used to void a payment to a pharmacy Vendor that has already been finalized. This option allows you to retain the payment history, yet void the payment. It could be used in a case where a payment check has been returned by a Vendor.

It is important to remember that you must add the dollar amount of the voided payment back into the obligation through the appropriate IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) option.

**Example**

Select Invoice number: **15**

Select Prescription # : **55535**

PRESCRIPTION NUMBER: 55535 DRUG NAME: TYE

DATE PRESCRIPTION FILLED: MAY 28, 1993

AMOUNT CLAIMED: 1.00 PATIENT: FEEPATIENT,ONE

RED BOOK COST: .85 AMOUNT SUSPENDED: 0

LINE ITEM STATUS: COMPLETED GENERIC DRUG: AZATHIOPRINE 50MG TAB

PHARMACY DETERMINATION: APPROVED FOR PAYMENT

STRENGTH: 15MG QUANTITY: 03

PHARMACIST: FEEUSER1 DATE OF DETERMINATION: MAY 28, 1993

AMOUNT PAID: 1.00 BATCH NUMBER: 27

OBLIGATION NUMBER: C93004 DATE CERTIFIED FOR PAYMENT: MAY 28, 1993

PAYMENT TYPE CODE: VENDOR SUBSTITUTE GENERIC DRUG: Yes

PHARMACY REMARKS: APPROVED MANUFACTURER: EXMANUNAME

PRIMARY SERVICE FACILITY: ANYCITY AUTHORIZATION POINTER: 1

Is this the prescription you want to Void? NO// **Y** YES

REASON FOR VOIDED PAYMENT: **PATIENT'S PRESCRIPTION CHANGED**

Void payment for FEEPATIENT,ONE

You must adjust control point accordingly through IFCAP!

... Done.

## TERMINATE ID CARD

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Terminate ID Card option is used to terminate a FEE ID Card issued to a patient in the event that the card has been lost or stolen, or the patient's ID Card or eligibility status changes.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

**Example**

Select PATIENT NAME: **6789** FEEPATIENT,ONE 12-12-14 000456789 SC VETERAN

FEEPATIENT,ONE Pt.ID: 000-45-6789

2344 HELP ST. DOB: 12/12/14

RED CROSS CITY TEL: Not on File

ANYWHERE 11235 CLAIM #: Not on File

COUNTY: ANYCTY

Primary Elig. Code: SC LESS THAN 50% -- PENDING VERIFICATION

Other Elig. Code(s): AID & ATTENDANCE

NSC, VA PENSION

HUMANITARIAN EMERGENCY

HOUSEBOUND

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: YES

Insurance Co. Subscriber ID Group Holder Effective Expires

==========================================================================

BLUE CROSS BLUE 282828282 12345 SELF 4/1/93 3/31/95

AETNA 29292277777 0987594 OTHER 1/1/94 12/31/94

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Terminate ID Card

**Example, cont.**

Fee ID Card #: 1346464 Fee Card Issue Date: 06/17/93

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 04/16/94 VENDOR: Not Specified

TO: 04/19/94

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC LESS THAN 50%

DX: DEPRESSION REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYPLACE, OK

(2) FR: 07/01/93 VENDOR: FEEVENDOR,ONE - 0009760657

TO: 06/30/96

Authorization Type: Outpatient - Short Term

Purpose of Visit: COMPENSATION AND PENSION EXAM

DX: PTSD REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYPLACE, MA

Fee ID Card #: 1346464

Are you sure you want to terminate this ID Card? No// **YES**

TERMINATION REASON: **PATIENT'S WALLET CONTAINING ID CARD WAS STOLEN. NEW CARD ISSUED.**

## VENDOR MENU

### DISPLAY,ENTER,EDIT DEMOGRAPHICS

You must hold the following security keys to access and use this option:

* FBAA ESTABLISH VENDOR security key is required to enter a new Vendor into the system or edit existing Vendor data. It is not possible to delete a Vendor from the FEE BASIS VENDOR file (#161.2).
* The FBAA LEVEL 2 security key is required to update contract and rate data for a community nursing home vendor.

The MEDICARE ID NUMBER: prompt now appears after the PRICER EXEMPT: prompt for Civil Hospital vendors.

**Introduction**

The Display, Enter, Edit Demographics option is used to display Vendor demographics, enter a new Vendor into the system or edit data on an existing Vendor.

A Vendor is any provider of care. Doctors, hospitals, clinics, pharmacies, nurses and physical therapists are typical vendors. The Vendor must be entered into the system before any Fee Basis payments can be made.

The Fee Basis Vendor ID Number is usually the individual's social security number or the clinic's or hospital's tax ID number. A group of physicians may be in the system under one ID number if they are incorporated (i.e. Dermatology Assocs., P.C. or Capital District Urologists, P.C.). A pharmacy chain may have all their stores entered with the same ID number and then have the individual stores identified by up to a 4-digit chain store number.

WARNING: Any changes which you make to a Vendor will affect all other sites which have this Vendor in their Fee Basis Vendor file (#161.2).

Vendor Menu

Display, Enter, Edit Demographics

**Example:**

Select FEE BASIS VENDOR NAME: **FEEVENDOR,ONE**

ARE YOU ADDING 'FEEVENDOR,ONE' AS

A NEW FEE BASIS VENDOR (THE 76TH)? **Y**  (YES)

FEE BASIS VENDOR ID NUMBER: **000456789**

FEE BASIS VENDOR TYPE OF VENDOR: **8** OTHER 08

FEE BASIS VENDOR PART CODE: **6** NON-VA HOSPITAL 06

FEE BASIS VENDOR CHAIN: **<RET>**

FEE BASIS VENDOR NPI: **<rET>**

NAME: FEEVENDOR,ONE Replace **<RET>**

ID NUMBER: 000-45-6789// **<RET>**

Is the ID NUMBER a Tax # or SSN?

TAX ID/SSN (Enter 'T' or 'S'): **T** TAX ID NUMBER

TYPE OF VENDOR: OTHER// **<RET>**

BUSINESS TYPE (FPDS): **<RET>**

Select SOCIOECONOMIC GROUP (FPDS): **<RET>**

PART CODE: NON-VA HOSPITAL// **<RET>**

STREET ADDRESS: **123 SECOND ST**

STREET ADDRESS 2: **<RET>**

CITY: **ANYCITY**

STATE: **NY** ANYWHERE

ZIP CODE: **00001**

COUNTY: **ANYPLACE** 083

PHONE NUMBER: **999-271-1234**

FAX NUMBER: **999-555-1200**

billing provider NPI: **1234567899**<RET>

PRICER EXEMPT: **YES**

MEDICARE ID NUMBER: **191817**

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000456789

Billing Prov NPI: 1234567899

bILLING PROV TAXONOMY CODE: 123456789A

Address: 123 SECOND ST Specialty:

City: ANYCITY Type: OTHER

State: ANYWHERE Participation Code: NON-VA HOSPITAL

ZIP: 00001 Medicare ID Number: 191817

County: ANYPLACE Chain:

Phone: 999-555-1234

Fax: 999-555-1200 Pricer Exempt: Yes

Type (FPDS):

Austin Name:

Last Change Last Change

TO Austin: FROM Austin:

Want to edit data? No// **<RET>**

Select FEE BASIS VENDOR NAME:

Vendor Menu

PAYMENT DISPLAY FOR PATIENT

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Payment Display for Patient option is used to view the payment record of a patient with a specific Vendor. The display also designates payments reimbursed to the patient, cancellation activity, and voided payments.

This option displays medical batch payments only. It does not display Travel or Pharmacy payment records.

**Example**

Select Patient: FEEPATIENT,ONE

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE 000777777 NON-VA HOSPITAL

123 FIRST ST

ANYCITY, NY 12190

Patient Name: FEEPATIENT,ONE SSN: 000456789

VENDOR: FEEVENDOR,ONE

123 FIRST ST

ANYCITY, NY 12190

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

SVC DATE CPT-MODIFIER AMT CLAIMED AMT PAID CODE INVOICE # BATCH #

-----------------------------------------------------------------------------

+ 09/05/94 12018 $ 5.00 $ 5.00 556 369

>>>Check cancelled on: 10/3/94 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

+ 09/02/94 99243-77 $ 11.00 $ 10.00 D 555 369

>>>Check # 11887576 Date Paid: 10/20/94<<<

>>>Amount paid altered to $ 3.00 on the Fee Payment Voucher document.<<<

09/02/94 10020 $ 15.00 $ 5.00 1 555 369

>>>Check # 37776200 Date Paid: 10/3/94<<<

Select FEE BASIS VENDOR NAME:

Vendor Menu

PAYMENT LOOK-UP FOR MEDICAL VENDOR

The Displays that include line item information have been modified to include check information; date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Payment Look-up for Medical Vendor option is used to view the payment history for a medical Vendor for a specified time frame.

**Example**

Select Medical Vendor: FEEVENDOR,ONE 000456789 DOCTOR OF OSTEO

31 NOWHERE CIRCLE

ANYCITY, MA 00001-0123 TEL. #: 45441477

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 6/1 (JUN 01, 1994)

Ending DATE : 6/30 (JUN 30, 1994)

DEVICE: HOME// <RET> Decnet RIGHT MARGIN: 80// <RET>

\*\* VENDOR LOOK-UP \*\*

Vendor: FEEVENDOR,ONE

('\*' Reimb. to Patient '+' Cancel. Activity)

PATIENT ('#' Voided Payment)

SVC DATE CPT-MOD AMT CLAIMED AMT PAID CODE INVOICE # BATCH # DATE PAID

------------------------------------------------------------------------------

FEEPATIENT,ONE

06/07/94 12018 $ 35.00 $ 32.00 1 230 145 06/29/94

>>>Check # 37776200 Date Paid: 6/29/94<<<

06/07/94 99243-77 $ 52.00 $ 40.00 1 230 145 06/29/94

>>>Check # 37776200 Date Paid: 6/29/94<<<

06/28/94 10020 $ 42.00 $ 42.00 206 234 NOT PAID

Select Medical Vendor:

Vendor Menu

### PHARMACY VENDOR PAYMENT LOOK-UP

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Pharmacy Vendor Payment Look-Up option is used to view the payment history for a pharmacy Vendor for a specified time frame.

**Example**

Select Pharmacy Vendor: **FEEVENDOR,ONE** 000888888 PHARMACY

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE: **5/1/94** (MAY 01, 1994)

Ending DATE: **T** (JUL 13, 1994)

DEVICE: HOME// **<RET>** RIGHT MARGIN: 80// **<RET>**

\*\* PHARMACY VENDOR LOOK-UP \*\*

Vendor: FEEVENDOR,ONE ID#: 000888888 Chain #:

('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment)

Patient SSN

Fill Date Drug Name Strength Quantity

Claimed Paid Code Invoice # Batch # Date Finalized

==================================================================

FEEPATIENT,ONE 000456789

06/07/94

Rx: 6700 DEMEROL 2MG 10

16.00 7.56 1 1172 974 07/12/94

06/01/94

Rx: 5603 MOTRIN 2MG 10

25.00 25.00 1172 974 07/12/94

Vendor Menu

### IPAC VENDOR AGREEMENT MENU

There are three menu options on the IPAC Vendor Agreement Menu.

* Enter/Edit a new IPAC Agreement
* Delete an IPAC agreement
* View IPAC Vendor Agreement

The security key “FB IPAC VENDOR” is required in order to see the options to Enter, Edit, or Delete an IPAC Agreement. Users may view IPAC Agreement information without a security key.

**Introduction**

These menu options allow the user to be able to manage, enter/edit, delete, and view IPAC Vendor agreements. An IPAC Vendor agreement is data pertaining to the Department of Treasury Intra-Governmental Payment and Collection (IPAC) System. This data is necessary so the VA can make electronic payments to DoD military treatment facilities using the IPAC system.

**Example**

Select IPAC Vendor Agreement Menu <TEST ACCOUNT> Option: ENTER/Edit a new IPAC Agreement

The following IPAC Agreements are currently on file:

# ID FY Vendor S Description

-- ---------- ---- ------------------------------ - -------------------------

1 119 2014 ARMY MEDICAL CENTER A Wound Care (Linked invoice

2 120 2014 NAVY MEDICAL CENTER I another IPAC agreement

Please select the IPAC agreement to edit or type NEW to create a new entry

Selection #: NEW// 1

The IPAC Agreement you have selected has been used on one or more payment

records. Because of this the Vendor and the Fiscal Year are not editable.

VENDOR: ARMY MEDICAL CENTER (No editing allowed)

FISCAL YEAR: 2014 (No editing allowed)

STATUS: ACTIVE//

DESCRIPTION: Wound Care (Linked invoice) Replace

SHARING AGREEMENT NO.: 123//

CUSTOMER ALC: 00008522//

RECEIVER TAS: 097 X8097000 C Replace

SENDER TAS: 03620142014 0160000 C Replace

AGENCY FIELD STATION NUMBER: 123//

OBLIGATING DOCUMENT NO.: 123//

STATION CONTACT NAME: IPAC STATION CONTACT NAME//

Vendor Menu

IPAC VENDOR AGREEMENT MENU

**Example**

STATION CONTACT PHONE: 999-999-9999//

STATION CONTACT EMAIL: SOMEBODY@ARMY.MIL//

COMPLETE LINE OF ACCOUNTING: 123//

DESC. OF GOODS & SERVICES: Wound care//

MISCELLANEOUS INFO (1):

MISCELLANEOUS INFO (2):

Select IPAC Vendor Agreement Menu <TEST ACCOUNT> Option: View IPAC Vendor Agreement

The following IPAC Agreements are currently on file:

# ID FY Vendor S Description

-- ---------- ---- ------------------------------ - -------------------------

1 119 2014 ARMY MEDICAL CENTER A Wound Care (Linked invoice

2 120 2014 NAVY MEDICAL CENTER I another IPAC agreement

Please select the IPAC agreement to view/print

Selection #: 1

This report is 80 characters wide.

DEVICE: HOME// DEC Windows Right Margin: 80//

IPAC Vendor Agreement ID: 119 Status: ACTIVE FY: 2014

Vendor: ARMY MEDICAL CENTER

Desc: Wound Care (Linked invoice)

Sharing Agreement #: 123

Customer ALC: 00008522 Receiver TAS: 097 X8097000 C

Sender TAS: 03620142014 0160000 C

Agency Field Station #: 123 Obligating Document #: 123

Station Contact:

Name: IPAC STATION CONTACT NAME

Phone: 999-999-9999 Email: SOMEBODY@ARMY.MIL

Complete Line of Accounting:

123

Description of Goods & Services:

Wound care

Miscellaneous Info:

1)

2)

Press any key to continue:

*(This page included for two-sided copying.)*

# Section 4: PHARMACY FEE MAIN MENU

## Overview

Following is a brief description of each option contained in the Pharmacy Fee Main Menu.

BATCH menu - pharmacy

***NOTE:*** *This menu is located on the PHARMACY FEE MAIN MENU.*

* Batch Delete - allows the user who opened a batch, or any user who holds the FBAA LEVEL 2 security key, to delete a batch from the system. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* CLOSE-OUT BATCH - used to close a Fee Basis batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to close another user’s payment batch.
* DELETE REJECT FLAG - used to delete local reject flags that were entered in error. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. You must hold the FBAAREJECT security key to access and use this option.
* DISPLAY OPEN BATCHES - used to display a list of all Fee Basis batches which have an open status.
* EDIT BATCH DATA - used to edit certain portions of Fee Basis batches. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to edit batches opened by other users.
* FINALIZE A BATCH - used to flag payment line items as locally rejected and finalize a batch. Only batches with a status of CENTRAL FEE ACCEPTED can be selected. A Voucher Batch message is automatically transmitted to Central Fee when a batch is finalized.

You must hold the FBAAREJECT and/or FBAAFINANCE security keys to use this option, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.
* LIST BATCHES PENDING RELEASE - used to display batches that have been closed, but have not yet been certified for release to Austin.
* LIST ITEMS IN BATCH - used to view all payment records in the selected batch.
* OPEN A PHARMACY BATCH - used to create a Pharmacy batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.
* RE-OPEN BATCH - used to reopen a Fee Basis batch which has a batch status of closed. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to reopen batches other than those you opened.
* Release a Batch - used to release a batch for payment by a holder of the FBAA LEVEL 2 security key.
* STATUS OF BATCH - used to obtain the current status of a Fee Basis batch.

**Check Display**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option displays all payments for checks issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System).

**CLOSEOUT PHARMACY INVOICE**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to assign a Pharmacy invoice to a batch. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**COMPLETE PHARMACY INVOICE**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to enter the remaining payment data after the invoice has been reviewed by Pharmacy Service. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**DISPLAY PHARMACY INVOICE**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to view all the items in a Pharmacy invoice.

**EDIT PHARMACY INVOICE**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to edit the data on a previously entered Pharmacy invoice. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA LEVEL 2 security key to edit payments from batches that have been released by users, such as lead clerks. The FBAA ESTABLISH VENDOR security key is required to enter a new Vendor.

**ENTER PHARMACY INVOICE**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to enter the initial portion of the Pharmacy invoice into the system for payment. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**LIST INVOICES PENDING MAS COMPLETION**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option lists all invoices that have been entered, reviewed by Pharmacy Service and are now awaiting completion by Medical Administration Service.

**List Pharmacy History**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option lists the Fee Basis prescriptions for a selected patient.

**PATIENT RE-IMBURSEMENT**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to enter a reimbursement payment to a veteran for prescription services when the veteran has paid the Vendor directly. You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

**PHARMACY INVOICE STATUS**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to display the status of a Pharmacy invoice. These include pending Pharmacy determination, pending MAS completion, pending payment process, and completed.

**Potential Cost Recovery Report**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option identifies costs for Fee Basis services which may be able to be recovered. Data is sorted by division, patient, Fee Basis program, Vendor, and date.

**Prescriptions Pending Pharmacy Review**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option allows Pharmacy Service to print the prescriptions that are pending review. This will give them the ability to look at the Pharmacy profile and check for prescriptions dispensed by Pharmacy Service.

**REVIEW FEE PRESCRIPTION**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option allows Pharmacy Service to review a Fee Basis prescription and determine whether payment should be based on a generic drug.

**VENDOR PAYMENTS OUTPUT**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to generate a history of payments made to a selected Vendor within a specified date range.

**VETERAN PAYMENTS OUTPUT**

***NOTE:*** *This option is located on the PHARMACY FEE MAIN MENU.*

This option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

## BATCH MENU - PHARMACY

### BATCH DELETE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to delete batches other than those you opened.

**Introduction**

This option allows you to delete batches that meet the following criteria:

1. Total Dollars equal to zero
2. Invoice Count equal zero
3. Payment Line Count equal zero
4. Rejects Pending flag not set to "yes"

If the batch does not meet the above criteria, a message is displayed explaining why the selected batch could not be deleted.

A batch that was rejected using the Reprocess Overdue Batch option cannot be deleted with the Batch Delete option.

**Example**

Select FEE BASIS BATCH NUMBER: **147** C15004

NUMBER: 147 OBLIGATION NUMBER: C15004

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: OCT 31, 1990

CLERK WHO OPENED: FEECLK STATION NUMBER: 500

STATUS: OPEN

Sure you want to DELETE this batch? No// **YES**

Batch Deleted.

Select FEE BASIS BATCH NUMBER:

Batch Menu - Pharmacy

### CLOSE-OUT BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to allow users to close another user’s batch.

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The Close-out Batch option is used to close batches with an OPEN batch status. You can close only those batches which you opened, unless you hold the FBAA LEVEL 2 security key. Before you close any batch, it must have payments recorded in it.

**NOTE:** Although you may access all open Fee Basis batches with this option, it should only be used to close Pharmacy batches.

The total payment dollars and total payment line count are automatically calculated. After you use this option, the batch status is CLERK closed, and no further payments may be added to the batch.

Batch Menu - Pharmacy

Close-out Batch

**Example**

Select FEE BASIS BATCH NUMBER: **189** C93999

Want to review batch? NO// **YES**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

RX DATE RX # CLAIMED PAID CODE DRUG NAME

==============================================================================

FEEPATIENT,ONE 000-45-6789 189

FEEVENDOR,ONE 987987987 148 9/27/93

5/5/93 75847638 31.00 29.95 I anymycin

Invoice #: 148 Totals: $ 29.95

FEEPATIENT,TWO 000-45-6789 189

FEEVENDOR,TWO 000000000 168 9/29/93

9/29/93 123 15.00 12.95 I

Invoice #: 168 Totals: $ 12.95

Do you still want to close Batch? YES// <RET>

NUMBER: 189 OBLIGATION NUMBER: C93999

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: DEC 16, 1994

CLERK WHO OPENED: FEECLK1 STATION NUMBER: 500

TOTAL DOLLARS: 42.90 INVOICE COUNT: 2

PAYMENT LINE COUNT: 2 DATE CLERK CLOSED: JAN 9, 1995

STATUS: CLERK CLOSED

Batch Closed

Select FEE BASIS BATCH NUMBER:

Batch Menu - Pharmacy

### DELETE REJECT FLAG

You must hold the FBAAREJECT security key to access and use this option.

**Introduction**

The Delete Reject Flag option is used to delete reject flags that were entered in error using the Finalize a Batch option.

* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.
* Reject flags that are set by the Central Fee transactions cannot be locally deleted since those payment lines were *not* accepted by Central Fee or have been dropped from Central Fee.
* Locally specified reject flags can only be deleted before the batch is completed (VOUCHERED) since completion of the batch triggers the new transaction which results in the removal of any locally rejected payment lines from Central Fee and releases the remainder of the payment lines.
* When reject flags are deleted, the payment line count and total dollar amount for the batch will be recalculated. The current obligation balance will be decreased by the total dollar value of the rejected line item(s).

**Example**

Select Batch Main Menu - Pharmacy Option: **DELete reject flag**

Select FEE BASIS BATCH NUMBER: **239 <RET>** C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 0

INVOICE COUNT: 0 PAYMENT LINE COUNT: 0

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

Batch Menu - Pharmacy

Delete Reject Flag

**Example, cont.**

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Number: 239 Voucher Date: Voucherer:

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

FEEPATIENT,FEE C 000-00-5401 239

FEEHOSPITAL 504000567 328 4/19/12

02/02/12 02/08/12 90.00 80.00 45 Discharge DRG4

Admit Dx: 410.00

DX/POA: 440.0/Y

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Central Fee Reject Old Batch #: 239

Rej Code: C050 Reject reason code is not currently defined in list.

Rej Code: C100 Reject reason code is not currently defined in list.

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

Batch Menu - Pharmacy

Delete Reject Flag

**Example, cont.**

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Local Reject Old Batch #: 239

Reject Reason: test b9 entire reject

-------------------------------------------------------------------------------

Want to delete local rejection codes for the entire Batch? NO//

Want to delete local rejection code for any line items? NO// YES

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

1) 02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

2) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Enter RETURN to continue or '^' to exit:

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

3) 02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Delete reject flag for which line item: (1-3): **1**

Are you sure you want to delete the reject on item number 1? NO// **YES**

...Done

Batch Menu - Pharmacy

Delete Reject Flag

**Example, cont.**

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK1

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 150

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Select FEE BASIS BATCH NUMBER:

Batch Menu - Pharmacy

### DISPLAY OPEN BATCHES

**Introduction**

This option displays a list of all Fee Basis batches (regardless of Fee Basis program) which have a status of open.

**Example**

Batch # Type Dt Open Clerk Who Opened Obligation #

=============================================================================

25 CH/CNH 05/28/93 FEEUSER1 C33003

26 Pharmacy 05/28/93 CLERK C93004

28 Medical 05/28/93 CLERK C33003

33 Medical 06/02/93 FEEUSER1 C33003

34 CH/CNH 06/03/93 FEEUSER1 C33003

35 Medical 06/08/93 FEEUSER1 C33003

Batch Menu - Pharmacy

### EDIT BATCH DATA

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to access and use this option.
* The FBAA LEVEL 2 security key is required to edit batches opened by other users.

**Introduction**

The Edit Batch data option is used to edit the obligation number and the date the batch was opened in batches with an OPEN status. You can only edit batches that you opened unless you hold the FBAA LEVEL 2 security key.

**NOTE:** You must be an authorized control point user in IFCAP to change control point and obligation numbers.

If you are a control point user for multiple control points, you will be prompted for a control point prior to an obligation number.

**Example**

Select FEE BASIS BATCH NUMBER: **??**

CHOOSE FROM:

1 C90234

4 C89211

5 C89211

10 C90234

11 C90234

13 C89622

14 C89211

'^' TO STOP: **^**

Select FEE BASIS BATCH NUMBER: **1** C90234

Obligation Number: C90234// **<RET>**

Do you want to change the Obligation Number? No// **Y** YES

Select Obligation Number: **??**

CHOOSE FROM:

500-C89211 -- 1358 Obligated - 1358

FCP: 020 $ 4800

500-C89621 -- 1358 Ordered and Obligated

FCP: 999 $ 80000

500-C89622 -- 1358 Obligated - 1358

FCP: 020 $ 80000

Select Obligation Number: **C89621** 500-C89621 -- 1358 Ordered and Obligated

FCP: 999 $ 80000

NUMBER: 1// (No Editing)

DATE OPENED: APR 10,1994// **T** (JUN 23, 1994)

Batch Main Menu - Pharmacy

### FINALIZE A BATCH

You must hold the FBAAREJECT and/or FBAAFINANCE security keys, defined as follows:

* The FBAAREJECT security key allows the holder to flag payment line items as locally rejected.
* The FBAAFINANCE security key allows the holder to complete Finalize a Batch.

**Introduction**

The Finalize a Batch option is used after a batch has been transmitted to Central Fee (Austin). It is used to reject certain payment items and to finalize the batch as correct. This option is also used to complete a batch, which changes its status to VOUCHERED and populates the DATE FINALIZED field in the FEE BASIS PAYMENT (#162) and FEE BASIS INVOICE (#162.5) files for applicable payments.

* Users specify local rejects, only. Payment lines that are rejected by Central Fee are reported to VistA automatically by interface transactions.
* Only batches with a status of CENTRAL FEE ACCEPTED can be selected.

If requested, the system will display all line items in the selected batch. You may then reject the entire batch or individual line items within the batch.

When a payment item is rejected through this option, the dollar amount of that item is automatically returned to the obligation.

When a batch is completed using this option, a transaction is automatically sent to Central Fee. That same user who completed the batch will also be a recipient of the message.

* This transaction instructs Central Fee of any payment line items that must be deleted (i.e. local rejects) and to release the remainder of the batch to downstream payment systems, such as FMS.
* This transaction replaces all use of 994 code sheets in IFCAP.

Batch Main Menu - Pharmacy

Finalize a Batch

**Message Examples**

The following is a sample message for a Medical Fee batch.

Subj: FEE BASIS VOUCHER MESSAGE BATCH 222 [#2561479] 04/04/12@16:24 2 lines

From: FEEFINANCE,FIRST In 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEV320120404500 000222001$

500 20120404V3000000000000007172755^1425^4^1$

Enter message action (in IN basket): Ignore//

At a later time, Central Fee sends a Voucher Batch Acknowledgement message to VistA. The user will not see this message unless there is a problem. If there is a problem, a bulletin will be sent to the G.FEE and G.FEE FINANCE mail groups and the Voucher Batch Acknowledgement message will be forwarded to G.FEE.

**REF:** For more information on the Fee Basis mail groups, see the section titled *Mail Groups* in the *Fee Basis Technical Manual and Security Guide v3.5*.

Subj: Fee Server Notification for batch 1943 voucher ack. [#2561472]

04/04/12@14:34 16 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

------------------------------------------------------------------------------

Apr 04, 2012@14:34:50

A request for execution of a server option has been received.

Sender: 00001

Option name: FBAA VOUCHER SERVER

Subject: unit test 2-6j

Message #: 2561471

Comments: An issue occurred that requires notification.

This is the bulletin named FBAA SERVER.

Messages from Central Fee follow

(W) This is a warning message from Central Fee.

(E) This is an error message from Central Fee.

Enter message action (in IN basket): Ignore//

Batch Main Menu - Pharmacy

Finalize a Batch

**Example: Finalize a Batch option**

Select Batch Main Menu - Pharmacy Option: **FINalize a Batch**

Select FEE BASIS BATCH NUMBER: **239 <ret>** C20001

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 900

INVOICE COUNT: 3 PAYMENT LINE COUNT: 3

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Want line items listed? NO// **YES**

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FIRST JR 000-00-5678 239

FEEHOSPITAL 504000567 325 4/19/12

02/01/12 02/06/12 150.00 150.00 Discharge DRG5

Admit Dx: 300.00

DX/POA: 340./Y

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,THIRD 000-32-1456 239

FEEHOSPITAL 504000567 332 4/18/12

02/20/12 02/25/12 390.00 400.00 45 Discharge DRG12

Admit Dx: 540.1

DX/POA: 510.0/Y 520.0/Y

PROC: 35.00 38.02

Want to reject the entire Batch? NO//

Batch Main Menu - Pharmacy

Finalize a Batch

**Example: Finalize a Batch option, cont.**

Want to reject any line items? NO// **YES**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,FEE <RET>** B,FEE B FEEPATIENT,FEE B 7-15-40 000003424 REQUIRED NO NSC VETERAN

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from JAN 20,2011

Patient Name ('\*' Reimbursement to Veteran '+' Cancellation Activity)

('#' Voided Payment) Batch Number

Vendor Name Vendor ID Invoice # Dt Inv Rec'd

FR DATE TO DATE CLAIMED PAID ADJ CODE

===============================================================================

FEEPATIENT,FEE B 000-00-3424 239

FEEHOSPITAL 504000567 329 4/16/12

FPPS Claim ID: 57764 FPPS Line: 1

1) 02/10/12 02/15/12 400.00 350.00 45 Discharge DRG1

Admit Dx: 250.00

DX/POA: 230.0/Y 240.0/Y

PROC: 34.01

Want all line items rejected for this patient? YES// n NO

Reject which line item: (1-1): 1

Are you sure you want to reject item number: 1? NO// y YES

Enter reason for rejecting: test individual reject

Item rejected. Want to reject another? YES//n NO

Select FEE BASIS PATIENT NAME:

NUMBER: 239 OBLIGATION NUMBER: C20001

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 19, 2012

CLERK WHO OPENED: FEECLERK,USER

DATE SUPERVISOR CLOSED: APR 19, 2012@11:55:56

SUPERVISOR WHO CERTIFIED: FEEFINANCE,FIRST

STATION NUMBER: 500 TOTAL DOLLARS: 550

INVOICE COUNT: 2 PAYMENT LINE COUNT: 2

DATE CLERK CLOSED: APR 19, 2012 DATE TRANSMITTED: APR 19, 2012

CONTRACT HOSPITAL BATCH: yes REJECTS PENDING: YES

BATCH EXEMPT: NO

STATUS: CENTRAL FEE ACCEPTED

Do you want to Finalize Batch as Correct? NO// **YES**

Voucher Batch message # 2579597 sent to Central Fee.

Batch has been Finalized!

Select FEE BASIS BATCH NUMBER:

Batch Main Menu - Pharmacy

### LIST BATCHES PENDING RELEASE

**Introduction**

The List Batches Pending Release option is used to display all Fee Basis batches that have been closed, but have not yet been certified for release to Austin. Batches must be released before transmittal to Austin for payment.

**Example**

DEVICE: HOME// **PHARMACY PRINTER** RIGHT MARGIN: 80// **<RET>**

FEE BATCHES PENDING RELEASE

Batch # Date Closed Clerk Who Opened FCP-Obligation # Total $

==============================================================================

33 08/19/93 FEECLERK, FEECLK1 333-C33003 3295.00

29 06/01/93 FEECLERK, FEECLK 999-C90234 1500.00

Batch Menu - Pharmacy

### LIST ITEMS IN BATCH

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The List Items in Batch option is used to view all payment records in a selected batch. Your name can be entered at the first prompt, "Select FEE BASIS BATCH NUMBER", to list all your open batches.

**Example**

Select FEE BASIS BATCH NUMBER: **11** C93004

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

RX DATE RX # CLAIMED PAID CODE DRUG NAME

==============================================================================

FEEPATIENT,ONE 000-45-6789 11 6/4/94

FEEVENDOR,ONE 000234234 8 3/12/94

3/13/94 12300001 25.00 23.00 4 ELAVIL

Invoice #: 8 Totals: $ 23.00

FEEPATIENT,TWO 000-45-6789 11 6/4/94

FEEVENDOR,TWO 000111111 21 4/1/94

1/4/94 100 50.00 33.00 A IBUPRO

Invoice #: 21 Totals: $ 33.00

Select FEE BASIS BATCH NUMBER:

Batch Menu - Pharmacy

### OPEN A PHARMACY BATCH

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

When a batch is opened, checks are made against the IFCAP software to ensure a valid station number, authorized control point user and open obligation number are selected.

**Introduction**

Fee Basis bills are paid in groups called batches. The Open a Pharmacy Batch option is used to create a new Pharmacy batch. To enter, edit, or delete payment data in these batches, use the appropriate invoice options in the Pharmacy Main Menu.

**Example**

Want to create a Pharmacy Batch? YES// **<RET>**

Pharmacy Batch number assigned is: 101

ARE YOU ADDING '101' AS A NEW FEE BASIS BATCH (THE 41ST)? **Y** (YES)

Select CONTROL POINT: **?**

ANSWER WITH CONTROL POINT NAME NUMBER

CHOOSE FROM:

20 020 FEE

999 999 FEE CIVIL HOSP

Select CONTROL POINT: **20** 020 FEE

Select Obligation Number: **??**

CHOOSE FROM:

500-C89211 -- 1358 Obligated - 1358

FCP: 020 $ 4800

500-C89621 -- 1358 Ordered and Obligated

FCP: 020 $ 80000

500-C89622 -- 1358 Obligated - 1358

FCP: 020 $ 80000

500-C89699 -- 1358 Transaction Complete

FCP: 020 $ 30000

Select Obligation Number: **500-C89622** -- 1358 Obligated - 1358

FCP: 020 $ 80000

Batch Menu - Pharmacy

### RE-OPEN BATCH

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to reopen batches other than those you opened.

**Introduction**

The Re-open Batch option is used to reopen a Fee Basis batch with a batch status of CLERK closed. You may wish to reopen a batch to add or delete payment lines or correct an overpayment. Batches that have been released, transmitted, or finalized by a lead clerk or supervisor cannot be reopened. You can reopen only those batches which you originally opened, unless you hold the FBAA LEVEL 2 security key, which allows you to reopen any batch with a CLERK closed status. When a batch is reopened by someone other than the person who created it, the name of the person who reopened it will then be listed as the person who opened the batch.

**NOTE:** This option does not change the date opened. If you wish, you may change this information by using the Edit Batch data option.

To reopen a batch, you may enter the batch number or the name of the clerk who opened it at the "Select Fee Basis batch number:" prompt. The output is automatically generated to your screen, and there is no way to exit the option once the process has started.

**Example**

Select FEE BASIS BATCH NUMBER: 11 123456

NUMBER: 11 OBLIGATION NUMBER: 123456

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 17, 1989

CLERK WHO OPENED: FEECLK1 TOTAL DOLLARS: 161

INVOICE COUNT: 4 PAYMENT LINE COUNT: 13

STATUS: OPEN

Batch has been Re-opened!

Select FEE BASIS BATCH NUMBER:

Batch Menu - Pharmacy

### RELEASE A BATCH

You must hold the FBAA LEVEL 2 security key to access and use this option.

When a batch is released, the 1358 DAILY RECORD file is decreased by the amount of the batch. An adjustment transaction to the obligation is created. If the dollar amount of the batch exceeds the amount of the obligation in the 1358 DAILY RECORD file, the batch cannot be released.

**Introduction**

The Release a Batch option is used to certify that a batch is ready to be released to Austin for payment. The certifier may review all line items in the batch or may simply release the batch as correct without review. Only batches with a status of Clerk Closed may be entered.

NOTE: Although you may access all open Fee Basis batches with this option, it should only be used to release Pharmacy batches.

NOTE: As of patch FB\*3.5\*117, this option enforces 1358 segregation of duty policy, preventing the release of a batch by the requestor, approving official, or obligator of the 1358 obligation (initial obligation and any adjustments) associated with that batch.

The error message for a segregation of duty violation looks like this:

Select FEE BASIS BATCH NUMBER: **14230**      C15064

You are the Obligator of the 1358.

Due to segregation of duties, you cannot also certify an invoice for payment.

If this message appears you must get someone who is not the requestor, approving official, or obligator of the batch to release it.

**Example**

Select FEE BASIS BATCH NUMBER: **11** 123456

NUMBER: 11 OBLIGATION NUMBER: 123456

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: NOV 1, 1990

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

INVOICE COUNT: 3 TOTAL DOLLARS: 78

DATE CLERK CLOSED: NOV 6, 1990 PAYMENT LINE COUNT: 4

STATUS: CLERK CLOSED

Want line items listed? NO// **y** YES

Batch Menu - Pharmacy

Release a Batch

**Example, cont.**

Patient Name ('\*' Reimbursement to Patient '+' Cancellation Activity)

('#' Voided Payment) Batch # Voucher Date

Vendor Name Vendor ID Invoice # Date Rec'd.

RX DATE RX # CLAIMED PAID CODE DRUG NAME

==============================================================================

FEEPATIENT,ONE 000-45-6789 11

FEEVENDOR,ONE 000324323B 8 3/12/89

3/13/89 12300001 25.00 23.00 4 ELAVIL

Invoice #: 8 Totals: $ 23.00

FEEPATIENT,ONE 000-45-6789 11

FEEVENDOR,ONE 000112112 12 4/1/89

\* 1/4/89 101 50.00 50.00 HYD

Invoice #: 12 Totals: $ 43.00

FEEPATIENT,TWO 000-45-6789 11

FEEVENDOR,ONE 000112112 25 3/8/90

3/8/90 FDSAD 10.00 2.00 I MOTRIN

FEEPATIENT,THREE 000-45-6789 11

FEEVENDOR,ONE 000112112 25 3/8/90

1/1/90 DSFASDF 10.00 10.00 MOTRIN

Invoice #: 25 Totals: $ 12.00

Do you want to Release Batch as Correct? NO// **y** YES

NUMBER: 11 OBLIGATION NUMBER: 123456

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: NOV 1, 1990

CLERK WHO OPENED: FEEUSER

  DATE SUPERVISOR CLOSED: MAY 13, 1993@15:28:39

SUPERVISOR WHO CERTIFIED: FEEUSER1 STATION NUMBER: 500

TOTAL DOLLARS: 78

INVOICE COUNT: 3 PAYMENT LINE COUNT: 4

DATE CLERK CLOSED: NOV 6, 1990

STATUS: SUPERVISOR CLOSED

Batch has been Released!

Batch Menu - Pharmacy

### STATUS OF BATCH

**Introduction**

The Status of Batch option is used to display the status of a selected batch, along with all other information available for that batch. The following table lists possible batch statuses, the fee program in which the status can be assigned, and a brief explanation of each status.

| **STATUS** | **FEE PROGRAM** | **EXPLANATION OF STATUS** |
| --- | --- | --- |
| OPEN | Medical, Travel  Pharmacy  CH, CNH | The clerk opened a batch in order to process payments. |
| CLERK CLOSED | Medical, Travel  Pharmacy  CH, CNH | The clerk used the Close Batch option to signify that all payments within the batch are completed and ready for submission to Austin. |
| SUPERVISOR CLOSED | Medical, Travel  Pharmacy  CNH | The supervisor used the Release a Batch option after reviewing the batch and determining that all of the items were appropriate to forward to Austin. |
| SUPERVISOR CLOSED | CH | The Pricer Batch Release option was used to signify that the batch is ready for transmission to the Austin Pricer System. The Pricer Batch Release option may now be accessed by any user (is no longer locked). |
| FORWARDED TO PRICER | CH | The supervisor used the Queue Data for Transmission to send data to the pricer for processing. |
| ASSIGNED PRICE | CH | The clerk used the Complete a Payment option to enter the amount paid for a contract hospital bill received from the Austin pricer. This is done only when all invoices in the batch have been completed. |
| REVIEWED AFTER PRICER | CH | The supervisor used the Release a Batch option to indicate that the payment is ready to forward to Austin. |
| TRANSMITTED | Medical, Travel  Pharmacy  CH, CNH | The supervisor used the Queue Data for Transmission option to transmit FEE payments and MRAs to Austin. |
| CENTRAL FEE ACCEPTED | Medical, Travel  Pharmacy  CH, CNH | The Payment Batch Results message from Austin has been received. The batch contains at least one line item that was accepted by Austin |
| VOUCHERED | Medical, Travel  Pharmacy  CH, CNH | The batch was finalized by Fiscal Service. |

Batch Menu - Pharmacy

Status of Batch

**Example**

Select FEE BASIS BATCH NUMBER: **11** 123456

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

NUMBER: 11 OBLIGATION NUMBER: 123456

TYPE: HOMETOWN PHARMACY PAYMENTS DATE OPENED: APR 17, 1989

CLERK WHO OPENED: FEECLK1 TOTAL DOLLARS: 161

INVOICE COUNT: 4 PAYMENT LINE COUNT: 13

STATUS: OPEN

Select FEE BASIS BATCH NUMBER:

## CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.

**Example**

Select Check Number: **00001091**

DEVICE: HOME// **<RET>** LAT TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 00001091

------------------------------------ Page: 1

FEE PROGRAM: PHARMACY

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

Fill Dt RX # Amount Amount Susp Batch Invoice

Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEvendor,One VENDOR ID: 000112112

Patient: FEEpatient,One Patient ID: XXX-XX-6789

+ 1/5/06 L12321 15.00 5.00 I 385 584

>>>Check # 00001091

>>>Check cancelled on: 1/9/06 Reason: MIS-SPELLED NAME<<<

Check WILL NOT be replaced.

## Closeout Pharmacy Invoice

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Closeout Pharmacy Invoice option must be used to assign a batch number to a Pharmacy invoice prior to payment being sent to Austin. Only open batches may be assigned. The invoice must have an invoice status of pending payment process.

**Example**

Select FEE BASIS PHARMACY INVOICE NUMBER: **195**

Select Batch for this Invoice: **269**

Obligation #: C93033

...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

Invoice Closed out!!

Select FEE BASIS PHARMACY INVOICE NUMBER:

## COMPLETE PHARMACY INVOICE

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Complete Pharmacy Invoice option is used to enter the remaining payment data for those items within the invoice which required a determination by Pharmacy service. (MAS must enter the remaining data prior to closeout). These items may include the following:

* Red Book cost
* Amount paid
* Amount suspended
* Suspense code (if applicable)

The Red Book is an annual pharmacists' reference containing dosage tables, drug interactions, product information, and available prices.

**Example**

Select FEE BASIS PHARMACY INVOICE NUMBER: **234**

Vendor: FEEVENDOR,ONE Vendor ID: 000888888

Patient: FEEPATIENT,ONE Patient ID: 000-45-6789

Drug Name RX # Strength Qty Amt Claimed

===============================================================

VALIUM 987 25MG 30 20

MEDICAID DISPENSING FEE: $3.25// **<RET>** 3.25

RED BOOK COST: 12.00**// <RET>**

AMOUNT PAID: 15.25// **<RET>**

AMOUNT SUSPENDED: 4.75// **<RET>**

SUSPEND CODE: **1** Charge exceeds maximum payable

Invoice is Complete Totals $15.25

Select FEE BASIS PHARMACY INVOICE NUMBER:

## DISPLAY PHARMACY INVOICE

Display now includes disbursed amount, date paid, and cancellation information, when applicable.

**Introduction**

This option is used to view all the items in a Pharmacy invoice. The amount of data displayed will depend on the status of the invoice and the prescriptions on that invoice.

NOTE: The display line containing ‘IPAC Vendor Agreement ’ and the display lines containing ‘DoD Invoice Number’ only appear if the Vendor has one or more active IPAC Agreements.

**Example**

Select FEE BASIS PHARMACY INVOICE NUMBER: **599**

DEVICE: HOME// <RET> VIRTUAL TERMINAL RIGHT MARGIN: 80// <RET>

NUMBER: 599

DATE CORRECT INVOICE RECV'D: NOV 30, 1994

DATA ENTRY CLERK: FEECLK1 VENDOR: FEEVENDOR,ONE

INVOICE STATUS: PENDING PHARMACY DETERMINATION

TOTAL AMOUNT CLAIMED: 65 TOTAL AMOUNT PAID: 0

DATE INVOICE ENTERED: DEC 12, 1994 TOTAL LINE COUNT: 1

VENDOR INVOICE DATE: NOV 25, 1994

ipac Vendor agreement: 122

PRESCRIPTION NUMBER: 12345 DRUG NAME: VALIUM

DATE PRESCRIPTION FILLED: NOV 15, 1994

AMOUNT CLAIMED: 65.00 PATIENT: FEEPATIENT,ONE

LINE ITEM STATUS: PENDING PHARMACY DETERMINATION

STRENGTH: 50MG QUANTITY: 100

PAYMENT TYPE CODE: VENDOR MANUFACTURER: DOW

PRIMARY SERVICE FACILITY: ANYWHERE, NY AUTHORIZATION POINTER: 3

dod invoice number: 14147

Select FEE BASIS PHARMACY INVOICE NUMBER:

## EDIT PHARMACY INVOICE

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access to this option.
* The FBAA LEVEL 2 security key is required to edit payments from batches that have been released by users, such as lead clerks.
* The FBAA ESTABLISH VENDOR security key is required to enter a new Vendor.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

*Vendor Invoice Date:* - allows you to enter/edit the Vendor's invoice date.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

*Do You Want to Modify the IPAC Data? –* Only asked if the selected Vendor has one or more active IPAC Agreements. If answered ‘YES’, the user can select a different IPAC Agreement and/or enter a different DoD Invoice number.

**Introduction**

The Edit Pharmacy Invoice option is used to edit data from a previously entered Pharmacy invoice.

* All data contained on the invoice may be edited (with the exception of the invoice number).
* Payments from batches that have been transmitted to Austin cannot be edited.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

**Example**

Select Invoice #: **38**

DATE CORRECT INVOICE RECV'D: SEP 17,1994// **<RET>**

VENDOR INVOICE DATE: SEP 14,1994// **<RET>**

VENDOR: FEEVENDOR,ONE// **<RET>**

INVOICE STATUS: PENDING PAYMENT PROCESS// **<RET>**

Select PRESCRIPTION NUMBER: **55303** DATE RX FILLED: 05/01/94

PRESCRIPTION NUMBER: 55303// **<RET>**

IPAC Agreement Information on file for this Invoice/Payment

IPAC Agreement ID: 121 (ACTIVE)

Vendor: FEEVENDOR,ONE

Fiscal Year: 2014

Short Description: IPAC Agreement 1

DoD Invoice#: 99887766

Do you want to modify the IPAC data? No// NO

DRUG NAME: VALIUM// **<RET>**

STRENGTH: 5MG// **10MG**

QUANTITY: 30// **20**

AMOUNT CLAIMED: 21// **<RET>**

RED BOOK COST: 15// **<RET>**

AMOUNT PAID: 18.25// **<RET>**

AMOUNT SUSPENDED: 2.75// **<RET>**

SUSPEND CODE: 1// **I** **<RET>** Payment made for Generic drug

LINE ITEM STATUS: PENDING PAYMENT PROCESS// **<RET>**

Select Invoice #:

## ENTER PHARMACY INVOICE

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

*Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

IPAC Agreement Selection – If the selected Vendor is a federal Vendor with more than one active IPAC agreement, the user is prompted to select an agreement. If the selected Vendor has only one active IPAC agreement, it is automatically selected by the system. If the selected Vendor does not have any active IPAC agreements, no IPAC agreement prompting is displayed.

DoD Invoice Number – If the selected Vendor has one or more IPAC agreements, the user must enter the DoD Invoice Number. If the selected Vendor does not have any active IPAC agreements, no DoD Invoice Number prompt is displayed.

**Introduction**

The Enter Pharmacy Invoice option is used to enter Pharmacy invoices into the system for payment. If you are entering a new invoice, the system will automatically assign a new invoice number. If you are continuing with a previously entered invoice, the system will display the line items that have already been entered, if requested. Each invoice is made up of individual prescriptions. The prescription data, including date prescription filled, prescription number, drug name, strength, and quantity is entered separately for each prescription. The invoice is not assigned to a batch in this option but at a later time in the Pharmacy invoice payment process.

At most facilities, both MAS and Pharmacy Service are involved. The system automatically refers the prescription to Pharmacy Service for a determination.

Duplicate entry of prescription numbers filled on the same date for the same Vendor will not be allowed. The system will alert you to the duplicate entry.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

An invoice with a Date of Service (AKA Treatment Date, Date Prescription Filled, etc.) later than the Invoice Received Date may not be approved for payment. Please refer to the section of Appendix J related to this menu option for further information.

Enter Pharmacy Invoice

**Example of ICD-9 Data**

Are you sure you want to enter a new invoice? Yes// <RET>

Invoice # assigned is: 599

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE 000658976 CHAIN #: 101 PHARMACY

123 MAIN AVE (Awaiting Austin Approval)

ANYCITY, NY 00001 TEL. #: 999-555-0987

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000000000

Address: 123 MAIN AVE Specialty:

City: ANYCITY Type: PHARMACY

State: ANYWHERE Participation Code: PHARMACY

ZIP: 00001 Medicare ID Number: 181818

County: ANYPLACE Chain: 101

Phone: 999-555-0987

Fax: 999-555-0900

Austin Name:

Last Change Last Change

TO Austin: 11/21/94 FROM Austin:

Want to edit Vendor data? No// <RET>

This is a Federal Vendor. IPAC payment information is required.

- Required IPAC agreement information has been found.

Would you like to display the detailed IPAC agreement information? No// NO

Enter the DoD Invoice Number: 12345

Date Correct Invoice Received: 11/30 (NOV 30, 1994)

Vendor Invoice Date: 11/25 (NOV 25, 1994)

Select Patient: FEEPATIENT,ONE 07-21-50 000456789 NSC VETERAN

FEEPATIENT,ONE Pt.ID: 000-45-6789

129 BROWNTREE ROAD DOB: JUL 21,1950

ANYPLACE TEL: 999-555-8911

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYWHERE

Primary Elig. Code: NSC -- PENDING VERIFICATION JUL 15, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Enter Pharmacy Invoice

**Example of ICD-9 Data, cont.**

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/30/94 VENDOR: FEEVENDOR,ONE - 000777777

TO: 09/17/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: EMERG. NON-VA CARE (INPT/OPT) VET. REC. CARE IN FED

. HOSP. AT VA EXP.

DX: REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

REMARKS:

7078 DEFAULT AUTH SERVIC TEXT

(2) FR: 11/01/94 VENDOR: FEEVENDOR,ONE - 000658976

TO: 12/31/94

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT TO OBVIATE THE NEED FOR HOSP. ADMISSION

DX: REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

Enter a number (1-3): 2

Want to review fee pharmacy payment history? No// <RET>

DATE PRESCRIPTION FILLED: 11/15 (NOV 15, 1994)

Enter the DoD Invoice Number: **123456**

Select PRESCRIPTION NUMBER: 12345

AMOUNT CLAIMED: 65.00

DRUG NAME: VALIUM

MANUFACTURER: MANUNAME

STRENGTH: 5MG

QUANTITY: 100

Prescription referred to Pharmacy Service for determination.

Select Patient: <RET>

Invoice No.: 599 Completed!

Want to enter another Invoice? No// <RET>

Enter Pharmacy Invoice

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDONE Pt.ID: 000-12-0012

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2012

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC 50% OR MORE

DX: E08.00 REF:

REF NPI:

## List Invoices Pending MAS Completion

**Introduction**

The List Invoices Pending MAS Completion option lists the invoices that have been entered into the system, have had a Pharmacy determination made, and are now awaiting completion by Medical Administration Service. The option then provides the opportunity to complete these invoices. The completion items may include the following:

* Red Book cost
* Amount paid
* Amount suspended
* Suspense code (if applicable)

The Red Book is an annual pharmacists' reference containing dosage tables, drug interactions, product information, and available prices.

**Example**

Pharmacy Invoices Pending MAS Completion

Invoice No: 234 has 1 line items to be completed

Invoice No: 280 has 2 line items to be completed

Want to complete one of them now? Yes//  **<RET>**

Select FEE BASIS PHARMACY INVOICE NUMBER:  **234**

Vendor: FEEVENDOR,ONE Vendor ID: 000888888

Patient: FEEPATIENT,ONE Patient ID: 000-45-6789

Drug Name RX # Strength Qty Amt Claimed

=================================================================

VALIUM 987 25MG 30 20

Generic Drug Substituted: DIAZEPAM

Medicaid Dispensing Fee: $3.25// <RET>

RED BOOK COST: **12**

AMOUNT PAID: 15.25// **<RET>**

AMOUNT SUSPENDED: 4.75//  **<RET>**

SUSPEND CODE:  **1**  Charge exceeds maximum payable

Invoice is Complete

Select FEE BASIS PHARMACY INVOICE NUMBER:

## LIST PHARMACY HISTORY

The Displays that include line item information have been modified to include check information, date paid, and/or check cancellation information, when applicable. Line items that had previously been cancelled are annotated with a plus sign (+).

**Introduction**

The List Pharmacy History option is used to display or print a list of all the Fee Basis prescriptions for a selected patient. These are listed in reverse chronological order, with the most recent date first. Reimbursements to the patient, voided payments, and cancellation activity are indicated.

**Example**

Select FEE BASIS PATIENT NAME: **FEEPATIENT,ONE**  10-18-20 000456789

DEVICE: HOME// **<RET>** RIGHT MARGIN: 80// **<RET>**

Patient: FEEPATIENT,ONE SSN: 000456789 DOB: 10/18/20

('\*' Re-imbursement to Patient '+' Cancellation Activity)

('#' Voided Payment)

Vendor Name ID # Chain #

Fill Date

Drug Name Strength Quantity

Claimed Paid Code Invoice # Batch # Date Certified

==============================================================================

FEEVENDOR,ONE 000000000

04/01/94

Rx: 900 LASIX 250MG 30

12.00 10.00 1 352 109

FEEVENDOR,TWO 000000000

03/23/94

Rx: 509 VALIUM 10MG 15

6.00 6.00 352 109

FEEVENDOR,ONE 000000000 309

12/02/93

Rx: 321 MEPROBAMATE 400MG 30

13.00 13.00 265 98 01/21/87

FEEVENDOR,ONE 000000000 309

10/01/94

Rx: 109 CODEINE 50MG 10

20.00 16.00 1 243 89 11/30/86

## PATIENT RE-IMBURSEMENT

You must hold the FBAA LEVEL 1 PMT security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompt:

*Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Patient Re-imbursement option is used to enter a reimbursement payment to a veteran for prescription services when the veteran has paid the Vendor directly. Prescriptions should routinely be obtained from the VA medical centers and only purchased at local pharmacies in an emergency situation.

Each Pharmacy invoice is made up of individual prescriptions. If you are entering a new invoice, the system will automatically assign a new invoice number. If you are continuing with a previously entered invoice, the system will display the line items that have already been entered, if requested. The invoice is not assigned to a batch in this option but at a later time in the Pharmacy invoice payment process.

At most facilities, both MAS and Pharmacy Service are involved. The system automatically refers the prescription to Pharmacy Service for review.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

Patient Re-imbursement

**Example of ICD-9 Data**

Are you sure you want to enter a new invoice? Yes// <RET>

Invoice # assigned is: 600

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE 000658976 CHAIN #: 101 PHARMACY

123 MAIN AVE (Awaiting Austin Approval)

ANYCITY, NY 00001 TEL. #: 999-272-0987

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000333333

Address: 123 MAIN AVE Specialty:

City: ANYCITY Type: PHARMACY

State: ANYWHERE Participation Code: PHARMACY

ZIP: 00001 Medicare ID Number: 181818

County: ANYPLACE Chain: 101

Phone: 999-555-0987

Fax: 999-555-0900

Austin Name:

Last Change Last Change

TO Austin: 11/21/94 FROM Austin:

Want to edit Vendor data? No// <RET>

Date Correct Invoice Received: 11/30 (NOV 30, 1994)

Vendor Invoice Date: 11/15 (NOV 15, 1994)

Select Patient: FEEPATIENT,ONE

Patient Re-imbursement

**Example of ICD-9 Data, cont.**

FEEPATIENT,ONE Pt.ID: 000-45-6789

129 BROWNTREE ROAD DOB: JUL 21,1950

ANYPLACE TEL: 999-261-8911

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYWHERE

Primary Elig. Code: NSC -- PENDING VERIFICATION JUL 15, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Service Connected: NO

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// <RET>

Are there any discrepancies with insurance data on file? No// <RET>

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 08/30/94 VENDOR: FEEVENDOR,ONE - 000777777

TO: 09/17/94

Authorization Type: CIVIL HOSPITAL

Purpose of Visit: EMERG. NON-VA CARE (INPT/OPT) VET. REC. CARE IN FED

. HOSP. AT VA EXP.

**DX:** REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

REMARKS:

7078 DEFAULT AUTH SERVIC TEXT

(2) FR: 11/01/94 VENDOR: FEEVENDOR,ONE - 000333333

TO: 12/31/94

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT TO OBVIATE THE NEED FOR HOSP. ADMISSION

**DX:** REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYWHERE PSA: ANYWHERE, NY

Enter a number (1-3): 2

Patient Re-imbursement

**Example of ICD-9 Data, cont.**

Patient: FEEPATIENT,ONE

Address Line 1: 129 BROWNTREE ROAD

City: ANYPLACE

State: ANYWHERE

Zip: 00001

County: ANYWHERE

Want to edit Address data? No// <RET>

Want to review fee pharmacy payment history? No// <RET>

DATE PRESCRIPTION FILLED: 11/1 (NOV 01, 1994)

Select PRESCRIPTION NUMBER: **10191**

AMOUNT CLAIMED: 40.00

DRUG NAME: valium

MANUFACTURER: MANUNAME

STRENGTH: 5mg

QUANTITY: 50

Prescription referred to Pharmacy Service for determination.

Select Patient: <RET>

Invoice No.: 600 Completed!

Want to enter another Invoice? No//

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations.

Patient Name: FEE,ICDONE Pt.ID: 000-12-0012

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2012

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E08.00 REF:

REF NPI:

## PHARMACY INVOICE STATUS

**Introduction**

This option is used to display the status of a pharmacy invoice. The status of the invoice will depend on the status of the prescriptions in that invoice. For example, if an invoice contained four prescriptions, three of which have been reviewed by Pharmacy Service, and one which is awaiting review, the status of the entire invoice would be Pending Pharmacy Determination. Following are the four Pharmacy invoice statuses:

* Pending Pharmacy Determination - all prescription data necessary for Pharmacy Service to review has been entered into the system.
* Pending MAS Completion - reviewed by Pharmacy Service including a determination as to whether or not the prescription was for an authorized condition, whether it was emergent, and whether payment should be based on the generic drug price. MAS now needs to complete the Red Book cost, amount paid, amount suspended, etc.
* Pending Payment Process - waiting to be assigned to a Pharmacy Fee Basis batch.
* Completed - The invoice has been assigned to a batch.

**Example**

Select FEE BASIS PHARMACY INVOICE NUMBER: **14**

NUMBER: 14

DATE CORRECT INVOICE RECV'D: MAY 28, 1993

DATA ENTRY CLERK: FEEUSER1 VENDOR: FEEVENDOR,TWO

INVOICE STATUS: PENDING MAS COMPLETION

TOTAL AMOUNT CLAIMED: 1 TOTAL AMOUNT PAID: 0

DATE INVOICE ENTERED: MAY 28, 1993 TOTAL LINE COUNT: 1

VENDOR INVOICE DATE: MAY 26, 1993

Select FEE BASIS PHARMACY INVOICE NUMBER: **15**

NUMBER: 15

DATE CORRECT INVOICE RECV'D: MAY 28, 1993

DATA ENTRY CLERK: FEEUSER VENDOR: FEEVENDOR,TWO

INVOICE STATUS: COMPLETED TOTAL AMOUNT CLAIMED: 1

TOTAL AMOUNT PAID: 1 DATE INVOICE ENTERED: MAY 28, 1993

TOTAL LINE COUNT: 1

VENDOR INVOICE DATE: MAY 26, 1993

Select FEE BASIS PHARMACY INVOICE NUMBER:

## POTENTIAL COST RECOVERY REPORT

**Introduction**

The Potential Cost Recovery option is intended to identify costs for Fee Basis services which may be able to be recovered for selected Primary Service Areas (PSA[s]) for a specified time period. You may select up to twenty PSAs per report.

**Example**

Select Primary Service Facility: ALL// <RET>

Include (P)atient Co-pays / (I)nsurance / (B)oth: Both// <RET>

Include (M)eans Test Co-pays /(L)TC Co-pays /(B)oth: Both// <RET>

Do you want to include patients whose insurance status is unavailable? YES// <RET>

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : 060194 (JUN 01, 1994)

Ending DATE : T (JUL 20, 1994)

QUEUE TO PRINT ON

DEVICE: HOME// PHARMACY PRINTER RIGHT MARGIN: 80// <RET>

Requested Start Time: NOW// <RET> (AUG 19, 1994@16:08:33)

REQUEST QUEUED

Potential Cost Recovery Report

**Example, cont.**

POTENTIAL COST RECOVERY REPORT

Division: 623 ANYPLACE, OK

NPI: XXXXXXXXXX

06/01/94 - 07/20/94

Page: 1

Patient: FEEPATIENT,ONE Patient ID: 000-45-6789 DOB: Dec 12, 1914

('\*' Represents Reimbursement to Patient '#' Represents Voided Payment) ==============================================================================

Health Insurance: YES

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

BLUE CROSS s 12345 SELF 1/1/94 12/31/94

FEE PROGRAM: OUTPATIENT

Svc Date CPT-MOD Travel Paid Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 000000000

Fee Basis Billing Provider NPI: 1234567899

4/18/94 11001 00004 2 7/20/94

99.95 90.00 1

Primary Dx: DICALC PHOS CRYST-H (712.14) S/C Condition? NO Obl.#: C89211

>>> Cost recover from insurance.

## PRESCRIPTIONS PENDING PHARMACY REVIEW

**Introduction**

The Prescriptions Pending Pharmacy Review option will allow Pharmacy to view/print the prescriptions that are pending review. This will give them the ability to look at the Pharmacy profile and check for prescriptions dispensed by Pharmacy Service.

**Example**

DEVICE: **<RET>** Decnet RIGHT MARGIN: 80// **<RET>**

PRESCRIPTIONS PENDING PHARMACY REVIEW JUL 20,1993 17:47 PAGE 1

INVOICE # VENDOR VENDOR ID

DRUG NAME STRENGTH QUANTITY

------------------------------------------------------------------------------

PATIENT: FEEPATIENT,ONE

Pt.ID: 000-45-6789

50 FEEVENDOR,ONE 000-00-0000

Date Filled: JUL 13,1993 RX #: 346056

IBUPROFEN 350MG 30

PATIENT: FEEPATIENT,ONE

Pt.ID: 000-45-6789

50 FEEVENDOR,TWO 000-00-0000

Date Filled: JUL 13,1993 RX #: 4596056

NAMBUTEROL 500MG 20

## REVIEW FEE PRESCRIPTION

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Review Fee Prescription option allows review of a fee basis prescription by Pharmacy Service. This review is to determine if the prescription was for a service-connected disability, if it was required in an emergent situation, and whether or not payment should be based on the generic drug price. The review is usually made by a pharmacist. If the drug was not prescribed for an authorized condition in an emergent situation, it will be disapproved for payment, and the Vendor will be notified through a suspension letter.

New insurance information may be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient to MCCR, please refer to Appendix A.

It should be noted that if the VA generic drug equivalent is not entered when reviewing a prescription, the system will act as if that prescription has not been reviewed. The prescription will remain in a pending pharmacy determination status.

If the prescription was for a Vendor with one or more active IPAC Agreements, the ‘IS THIS AN EMERGENCY MEDICATION’ QUESTION is not asked and the ‘Emergency Medication’ prompt in the prescription review will display: ‘N/A (IPAC Payment)’.

**Example of ICD-9 Data**

...HMMM, I'M WORKING AS FAST AS I CAN...

There are 2 Fee Prescription(s) Pending Pharmacy review

Want to review some now? Yes// **<RET>**

Select FEE BASIS PHARMACY INVOICE NUMBER: **199**

FEEPATIENT,ONE Pt.ID: 000-45-6789

2233 LOOKOUT RD DOB: JUN 12,1955

ANYCITY TEL: Not on File

ANYPLACE 99999 CLAIM #: 0000000

COUNTY: ANYCTY

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED MAY 14, 1993

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Review Fee Prescription

**Example of ICD-9 Data, cont.**

SC Percent: 100%

Rated Disabilities: PSYCHOSIS (50%-SC)

SEIZURE DISORDER (40%-SC)

ARTERIOSCLEROSIS (30%-SC)

TINNITUS (0%-SC)

Health Insurance: NO

Insurance Co. Subscriber ID Group Holder Effective Expires

==========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Fee ID Card #: 777777 Fee Card Issue Date: 11/15/92

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 07/01/93 VENDOR: FEEVENDOR,ONE - 000447788

TO: 07/15/94

Authorization Type: CONTRACT NURSING HOME

Purpose of Visit: COMMUNITY NURSING HOME FOR SC DISABILITY(IES)

DX: REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYCTY PSA: ANYCITY (AMERICAN LAKE), WA

REMARKS:

Want to review fee pharmacy payment history? No// **<RET>**

------------------------------------------------------------------------------

Vendor: FEEVENDOR,ONE

Prescription #: 346056 Drug: IBUPROFEN

Fill Date: 07/13/93 Strength: 350MG Qty: 30

Is Prescription for an Authorized Condition? Yes// **<RET>**

Was a Generic Drug issued to patient? Yes// **<RET>**

Enter VA Generic Drug equivalent: **diazepam**

1 DIAZEPAM 10MG S.T.

2 DIAZEPAM 10MG SYRINGE 10-24-82

3 DIAZEPAM 2MG S.T.

4 DIAZEPAM 5MG TAB

5 DIAZEPAM 5MG/ML 10ML MDV N/F

TYPE '^' TO STOP, OR

CHOOSE 1-5: **4**

Is this an emergency medication? Yes// **<RET>**

Review Fee Prescription

**Example of ICD-9 Data, cont.**

Optional Pharmacy Remarks: **MEDICATION LOST IN MAIL**

------------------------------------------------------------------------------

>>> PRESCRIPTION REVIEW <<<

Rx for Authorized condition: Yes Emergency Medication: Yes

Generic Drug Issued: Yes Generic Drug Name: DIAZEPAM

Optional Pharmacy Remarks: MEDICATION LOST IN MAIL

Want to edit prior to release? No// **<RET>**

Want to review another Prescription? Yes// **N**O

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorization.

Patient Name: FEE,ICDONE Pt.ID: 000-12-0012

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2012

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E08.00 REF:

REF NPI:

## Vendor Payments Output

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

**Example of ICD-9 Data**

Select Fee Vendor: **FEEvendor,One** 000000000 CHAIN #: 044 PHARMACY

2300 RET 146

ANYWHERE, NY 12424 TEL. #: 999-555-1234

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **1/1/06** (JAN 1, 2006)

Ending DATE : T (FEB 28, 2006)

Select FEE Program: ALL// **PHARMACY**

Select another FEE Program: **<RET>**

DEVICE: HOME// **<RET>** Decnet RIGHT MARGIN: 80// <RET>

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 000000000 Chain #: 044

FEE PROGRAM: PHARMACY

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Fill Date

Drug Name Strength Quantity

Claimed Paid Code Invoice # Batch # Date Certified

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789 DOB: 2/22/33

12/13/06

Rx: 929292 VALIUM 5mg 30

90.00 2.95 1 312 196 1/4/07

>>>Check # 11887576 Date Paid: 1/20/06<<<

Press RETURN to continue or '^' to exit:

Vendor Payments Output

**Example of ICD-9 Data, cont.**

VENDOR PAYMENT HISTORY

======================== Page: 2

Vendor: FEEVENDOR, ONE Vendor ID: 000000000 Chain #: 044

FEE PROGRAM: PHARMACY

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Fill Date

Drug Name Strength Quantity

Claimed Paid Code Invoice # Batch # Date Certified

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789 DOB: 5/12/51

12/28/06

Rx: 4596056 NAMBUTEROL 500MG 20

12.35 8.95 1 50 52 9/16/06

>>>Check # 19889988 Date Paid: 2/12/06<<<

Select Fee Vendor:

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis. Displays invoice diagnosis and procedure codes (up to 25 each if Civil Hospital) and Admitting Diagnosis (if Civil Hospital).

=============================================================================

Patient: FEE,ICDTWO Patient ID: 000-00-2354

11/21/12

0.00 0.00 0.00

Primary Dx: Diab d/t undrl con (E08.00)S/C Condition? YES Obl.#:

## Veteran Payments Output

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example**

Select Fee Patient: FEEpatient,One 02-22-22 000456789 SC VETERAN

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **11/1/06** (NOV 1, 2006)

Ending DATE : **T** (JAN 09, 2007)

Select FEE Program: ALL// **PHARMACY**

Select another FEE Program: **<RET>**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

Veteran Payments Output

**Example, cont.**

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEEpatient,One Patient ID: XXX-XX-6789 DOB: 2/22/33

FEE PROGRAM: PHARMACY

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Fill Date

Drug Name Strength Quantity

Claimed Paid Code Invoice # Batch # Date Certified

=============================================================================

Vendor:FEEVENDOR, ONE Vendor ID: 00000000 Chain #: 043

11/16/06

Rx: K2345 VALIUM 325 5mg 30

90.00 2.95 1 182

>>>Check # 11887576 Date Paid: 12/20/06<<<

>>>Check cancelled on: 1/3/07 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

Vendor:FEEVENDOR, ONE Vendor ID: 000000000 Chain #: 044

11/15/06

Rx: 929292 VALIUM 5mg 30

90.00 2.95 1 182 496 1/4/07

>>>Check # 18765890 Date Paid: 1/4/07<<<

Select Fee Patient:

# Section 5: TELEPHONE INQUIRY menu

## Overview

Following is a brief description of each option contained in the Telephone Inquiry Menu.

Check Display - displays all payments for checks issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System).

IPAC VENDOR REPORTS – allows the user to obtain the full listing of all of the IPAC Vendor Reports and will allow the user to select any of the reports to be output to a specified device.

PAYMENT LISTING FOR VENDOR/VETERAN - allows you to display a payment history (using VA List Manager) of all Fee Basis payments for a selected Vendor and patient, regardless of Fee Program.

VENDOR PAYMENTS OUTPUT - used to generate a history of payments made to a selected Vendor within a specified date range.

VETERAN PAYMENTS OUTPUT - used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

TELEPHONE INQUIRY MENU

## CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent on the Fee Basis program you are using.

**Example**

Select Check Number: **69243230**

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 69243230

------------------------------------ Page: 1

FEE PROGRAM: OUTPATIENT

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

Svc Date CPT- Amount Amount Susp Batch Invoice

MOD Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEvendor,One VENDOR ID: 000000000

Patient: FEEpatient,One Patient ID: XXX-XX-6789

4/1/06 10020 5.00 5.00 363 541

>>>Check # 69243230 Date Paid: 8/29/06<<<

Press RETURN to continue or '^' to exit:

TELEPHONE INQUIRY MENU

## IPAC VENDOR REPORTS MENU

### DOD INVOICE NUMBER INQUIRY

**Introduction**

The DoD Invoice Number Inquiry option is used to display all of the VistA Invoices for a selected DoD Invoice Number. VistA invoices from any batch regardless of the status of the batch will be displayed.

**Example**

This report will display all of the VistA invoices for the

Selected DoD Invoice Number.

DoD Invoice Number: **9988707**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 80 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 80// **<RET>**

Compiling IPAC Vendor DoD Invoice Inquiry Report. Please wait …

IPAC Vendor DoD Invoice Inquiry Report

For DoD Invoice # 9988707 May 29, 2014@06:56:32 Page:1

For Vendor: FEEVENDOR,ONE

Date Amount Amount Amount

Invoice # Type C/V/R Paid Claimed Paid Adjusted

=============================================================================

57593 INP R $330 $330 $0

$Totals for DoD Invoice # by Type: Inpatient

--- ------- ------ ------

Tot# 1 $330 $330 $0

$Totals for Vendor: FEEVENDOR,ONE

--------- ------- ------ ------

# 1 $330 $330 $0

\*\*\* End of Report \*\*\*

TELEPHONE INQUIRY MENU

IPAC VENDOR REPORTS MENU

### IPAC VENDOR DOD INVOICE REPORT

**Introduction**

The IPAC Vendor DoD Invoice Report option is used to display all of the DoD Invoices for a specified Vendor(s) and date range. Only DoD Invoices from batches that are finalized will be displayed.

**Example**

This report will display summary information on all of the DoD invoices

for the selected IPAC vendors, within the selected date range, and for

the selected payment types.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select an Invoice Type: ALL/ **All**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor DoD Invoice Report. Please wait …

IPAC Vendor DoD Invoice Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836)

Total Amt Total Amt Total Amt Fee Basis Total Amt

DoD Invoice Number Claimed Paid Adjusted Invoice# Batch# Oblig# Date Paid Check # Disbursed

=============================================================================

15151 $800.00 $800.00 $0.00 57670 14609 C20246 05/21/2014 12345 $800.00

15154 $400.00 $400.00 $0.00 57673 14609 C20246 \* \* $0.00

15158 $600.00 $600.00 $0.00 57676 14609 C20246 05/21/2014 12346 $600.00

------- ------- ----- --------

$Totals for Vendor: $1800.00 $1800.00 $0.00 $1400.00

Total Number of DoD Invoices for Vendor: 3

\*\*\* End of Report \*\*\*

TELEPHONE INQUIRY MENU

IPAC VENDOR REPORTS MENU

### IPAC VENDOR PAYMENT REPORT

**Introduction**

The IPAC Vendor Payment Report option is used to display all of the paid line items by DoD invoice number, type and service date. Only line items from batches that are finalized will be displayed.

**Example**

This report will display detail information on paid line items by the

Invoice type, DoD invoice number, and date of service.

Select IPAC Vendor: ALL// **FEEVENDOR,ONE**

ANYVENDOR

5900 AVENUE A

ANYPLACE, WY 99999-3966 TEL. #: 999/77302520

Select another IPAC Vendor: **<RET>**

Enter the Start Date: 04/28/2014// **T-14 (MAY 14, 2014)**

Enter the End Date: (5/14/2014 – 5/28/2014): 5/28/2014// **(MAY 28, 2014)**

Select one of the following:

OUT Outpatient

RX Pharmacy

INP Civil Hospital

ANC Civil Hospital Ancillary

ALL All

Select an Invoice Type: ALL/ **All**

Only Include Suspended Payments (not paid in full)? NO// **NO**

Ignore Cancelled or Voided Payments? YES// **YES**

Do you want to capture the output in a **CSV** format? NO// **NO**

This report is 132 characters wide. Please choose an appropriate device.

DEVICE: HOME// **CIVIL HOSPITAL** RIGHT MARGIN: 132// **<RET>**

Compiling IPAC Vendor Payment. Please wait …

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 1

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Outpatient/Civil Hospital Ancillary

DoD Invoice Number Patient Name SSN Svc Dt Proc Rev Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Modifiers

----------------------------------------------------------------------------------------------------------------------------------

15151 FEEPATIENT,PT2 8787 05/15/14 27822 800.00 800.00 0.00 0.00

57670 14609 C20246

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57673 14609 C20246

15158 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57676 14609 C20246

Enter RETURN to continue or ‘^’ to exit:

IPAC Vendor Payment Report For Date Range: 05/14/2014 – 5/28/2014 May 28, 2014@07:48:24 Page 2

Selected Invoice Types: ALL

Vendor Name: FEEVENDOR,ONE (ID# 83016836) Invoice Type: Civil Hospital Inpatient

DoD Invoice Number Patient Name SSN Admit Dt Disch Dt Claimed Paid Adj Reason Dt Paid Check # Disbursed

Fee Inv# Bch# Oblig # Adm Dx

----------------------------------------------------------------------------------------------------------------------------------

15171 FEEPATIENT,PT2 8787 05/20/14 05/20/14 400.00 400.00 0.00 0.00

57683 14611 C20246 304.40

DX(POA): 304.40(Y)

15154 FEEPATIENT,PT2 2281 05/15/14 27822 400.00 400.00 0.00 0.00

57684 14611 C20246 304.40

DX(POA): 304.40(Y)

15199 FEEPATIENT,PT1 4543 05/15/14 27822 600.00 600.00 0.00 0.00

57685 14611 C20246 304.40

DX(POA): 304;40(Y)

\*\*\* End of Report \*\*\*

TELEPHONE INQUIRY MENU

## PAYMENT LISTING FOR VENDOR/VETERAN

*NEW OPTION*

The FBAA ESTABLISH VENDOR option is required to edit existing vendors when using the DISPLAY VENDOR action in this option.

When viewing outpatient payments through the DISPLAY AUTH/7078/583 action, a YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through the DISPLAY AUTH/7078/583 action in this option.

**Introduction**

The Payment Listing for Vendor/Veteran option allows you to display a payment history (using VA List Manager) of all Fee Basis payments for a selected Vendor and patient, regardless of Fee Program.

A variety of actions are displayed at the bottom of the screen which allow you to view more detailed, specific types of information about a selected payment, or change the patient or Vendor without exiting the option. A plus sign (+) at the bottom of the screen (just above the actions) indicates there are additional screens. A double question mark entered at the Select Action prompt will list all available actions for this option.

For further information about using the List Manager, please refer to the List Manager Appendix at the end of this manual.

TELEPHONE INQUIRY MENU

Payment Listing for Vendor/Veteran

**Example of ICD-9 Data**

Select FEE BASIS VENDOR: **FEEVENDOR,ONE** 000000000 NON-VA HOSPITAL

ANYCITY, NY 12190

Payments for veteran: **FEEPATIENT,ONE**

PAYMENT HISTORY Nov 18, 1994 13:43:19 Page: 1 of 2

VENDOR: FEEVENDOR,ONE Patient Name: FEEPATIENT,ONE

ID: 000000000 SSN: 000-45-6789

'\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment

SERVICE DATES SERVICE AMT CL AMT PD CODE INV BATCH

1+ 09/05/94 CPT: 12018 5.00 5.00 556 369

>>>Check cancelled on: 10/3/94 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

2+ 09/02/94 CPT: 99243-77 11.00 2.00 D 555 369

>>>Check # 11887576 Date Paid: 10/20/94<<<

>>>Amount paid altered to $ 3.00 on the Fee Payment Voucher document.<<<

3 09/02/94 CPT: 10020 15.00 5.00 1 555 369

>>>Check # 91060810 Date Paid: 10/3/94<<<

4 09/02/94 CPT: 10000 10.00 10.00 555 369

>>>Check # 37776200 Date Paid: 10/3/94<<<

5 08/30/94 - 09/17/94 100.23 100.00 554 368

6 05/01/94 CPT: 90010-76 20.00 20.00 566 377

+ Enter ?? for more actions

BS BATCH STATUS EV EXPAND VIEW DV DISPLAY VENDOR

LB LIST BATCH CP CHANGE PATIENT DC DISPLAY CHECK

ID INVOICE DISPLAY CV CHANGE VENDOR

LC LOOKUP CPT/MODIFIER DA DISPLAY AUTH/7078/583

Select Action:Next Screen// **+** +

PAYMENT HISTORY Nov 18, 1994 13:44:27 Page: 2 of 2

VENDOR: FEEVENDOR,ONE Patient Name: FEEPATIENT,ONE

ID: 000000000 SSN: 000-45-6789

'\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment

+ SERVICE DATES SERVICE AMT CL AMT PD CODE INV BATCH

7 08/30/94 - 09/17/94 1.00 1.00 559 368

Enter ?? for more actions

BS BATCH STATUS EV EXPAND VIEW DV DISPLAY VENDOR

LB LIST BATCH CP CHANGE PATIENT DC DISPLAY CHECK

ID INVOICE DISPLAY CV CHANGE VENDOR

LC LOOKUP CPT/MODIFIER DA DISPLAY AUTH/7078/583

Select Action:Quit// BS=7

TELEPHONE INQUIRY MENU

Payment Listing for Vendor/Veteran

**Example of ICD-9 Data, cont.**

NUMBER: 368 OBLIGATION NUMBER: C35001

TYPE: CH/CNH DATE OPENED: SEP 27, 1994

CLERK WHO OPENED: FEEUSER STATION NUMBER: 500

INVOICE COUNT: 3 PAYMENT LINE COUNT: 3

CONTRACT HOSPITAL BATCH: yes BATCH EXEMPT: YES

STATUS: OPEN

Press 'ENTER' to return to list: **<RET>**

PAYMENT HISTORY Nov 18, 1994 13:44:27 Page: 2 of 2

VENDOR: FEEVENDOR,ONE Patient Name: FEEPATIENT,ONE

ID: 000000000 SSN: 000-45-6789

'\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment

+ SERVICE DATES SERVICE AMT CL AMT PD CODE INV BATCH

7 08/30/94 - 09/17/94 1.00 1.00 559 368

Enter ?? for more actions

BS BATCH STATUS EV EXPAND VIEW DV DISPLAY VENDOR

LB LIST BATCH CP CHANGE PATIENT DC DISPLAY CHECK

ID INVOICE DISPLAY CV CHANGE VENDOR

LC LOOKUP CPT/MODIFIER DA DISPLAY AUTH/7078/583

**Select Action:Quit//** **-** -

TELEPHONE INQUIRY MENU

Payment Listing for Vendor/Veteran

**Example of ICD-9 Data, cont.**

PAYMENT HISTORY Nov 18, 1994 13:43:19 Page: 1 of 2

VENDOR: FEEVENDOR,ONE Patient Name: FEEPATIENT,ONE

ID: 000000000 SSN: 000-45-6789

'\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment

SERVICE DATES SERVICE AMT CL AMT PD CODE INV BATCH

1+ 09/05/94 CPT: 12018 5.00 5.00 556 369

>>>Check cancelled on: 10/3/94 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

2+ 09/02/94 CPT: 99243-77 11.00 2.00 D 555 369

>>>Check # 11887576 Date Paid: 10/20/94<<<

>>>Amount paid altered to $ 3.00 on the Fee Payment Voucher document.<<<

3 09/02/94 CPT: 10020 15.00 5.00 1 555 369

>>>Check # 91060810 Date Paid: 10/3/94<<<

4 09/02/94 CPT: 10000 10.00 10.00 555 369

>>>Check # 37776200 Date Paid: 10/3/94<<<

5 08/30/94 - 09/17/94 100.23 100.00 554 368

6 05/01/94 CPT: 90010-76 20.00 20.00 566 377

+ Enter ?? for more actions

BS BATCH STATUS EV EXPAND VIEW DV DISPLAY VENDOR

LB LIST BATCH CP CHANGE PATIENT DC DISPLAY CHECK

ID INVOICE DISPLAY CV CHANGE VENDOR

LC LOOKUP CPT/MODIFIER DA DISPLAY AUTH/7078/583

Select Action:Quit// **DA=6** DISPLAY AUTH/7078/583

FEEPATIENT,ONE Pt.ID: 000-45-6789

20 TOPSVILLE ROAD DOB: MAY 12,1950

ANYPLACE TEL: 999-239-4567

ANYWHERE 00001 CLAIM #: Not on File

COUNTY: ANYPLACE

Primary Elig. Code: SERVICE CONNECTED 50% to 100% -- VERIFIED JUL 28, 1987

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 73%

Rated Disabilities: LOSS OF ARM (73%-SC)

Health Insurance: YES

Insurance Co. Subscriber ID Group Holder Effective Expires

===========================================================================

AETNA 444-555 OTHER

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

TELEPHONE INQUIRY MENU

Payment Listing for Vendor/Veteran

**Example of ICD-9 Data, cont.**

Fee ID Card #: 56556 Fee Card Issue Date: 05/19/90

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

AUTHORIZATIONS:

(1) FR: 05/19/93 VENDOR: Not Specified

TO: 05/19/94

Authorization Type: Outpatient - ID Card

Purpose of Visit: OPT - SC 50% OR MORE

DX: SICK REF: FEEprovider,Two

REF NPI: 1111111112

County: ANYPLACE PSA: Unknown

Press 'ENTER' to return to list: **<RET>**

PAYMENT HISTORY Nov 18, 1994 13:43:19 Page: 1 of 2

VENDOR: FEEVENDOR,ONE Patient Name: FEEPATIENT,ONE

ID: 000000000 SSN: 000-45-6789

'\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment

SERVICE DATES SERVICE AMT CL AMT PD CODE INV BATCH

1+ 09/05/94 CPT: 12018 5.00 5.00 556 369

>>>Check cancelled on: 10/3/94 Reason: WRONG PAYEE<<<

Check WILL be re-issued.

2+ 09/02/94 CPT: 99243-77 11.00 2.00 D 555 369

>>>Check # 11887576 Date Paid: 10/20/94<<<

>>>Amount paid altered to $ 3.00 on the Fee Payment Voucher document.<<<

3 09/02/94 CPT: 10020 15.00 5.00 1 555 369

>>>Check # 91060810 Date Paid: 10/3/94<<<

4 09/02/94 CPT: 10000 10.00 10.00 555 369

>>>Check # 37776200 Date Paid: 10/3/94<<<

5 08/30/94 - 09/17/94 100.23 100.00 554 368

6 05/01/94 CPT: 90010-76 20.00 20.00 566 377

+ Enter ?? for more actions

BS BATCH STATUS EV EXPAND VIEW DV DISPLAY VENDOR

LB LIST BATCH CP CHANGE PATIENT DC DISPLAY CHECK

ID INVOICE DISPLAY CV CHANGE VENDOR

LC LOOKUP CPT/MODIFIER DA DISPLAY AUTH/7078/583

Select Action:Next Screen//**QUIT**

Payment Listing for Vendor/Veteran

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for authorizations. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

Patient Name: FEE,ICDONE Pt.ID: 000-12-0012

AUTHORIZATIONS:

(1) FR: 11/21/2012 VENDOR: FEEVENDOR,ONE - 000222222

TO: 11/21/2012

Authorization Type: Outpatient - Short Term

Purpose of Visit: OPT - SC LESS THAN 50%

DX: E08.00 REF:

REF NPI:

INVOICE DISPLAY

=================

Veteran's Name Patient Control Number

('\*'Reimbursement to Veteran '+' Cancellation Activity) '#' Voided Payment)

Vendor Name Vendor ID Invoice #

FPPS Claim ID FPPS Line Item Date Rec. Inv. Date Fr Date To Date

Amt Claimed Amt Paid Cov.Days Adj Code Adj Amount Remit Remark

=============================================================================

FEE,ICDONE 000-12-0012

FEEVENDOR,ONE - 000222222 111709

11/25/12 11/25/12 11/24/12 11/25/12

13.00 0.00 1 0.00

Admit Dx: R10.10

DX/POA: R10.0/Y

PROC: 01NM0ZZ

Batch #: 22727 Date Finalized:

TELEPHONE INQUIRY MENU

## VENDOR PAYMENTS OUTPUT

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example**

Select Fee Basis Vendor: **FEEvendor,one** 000000000 FEEvendor,One

31 ANYVILLE AVENUE

ANYCITY, ANYWHERE 00001-0123

TEL. #: 999-555-2000

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **6/24**  (JUN 24, 2006)

Ending DATE : **6/24**  (JUN 24, 2006)

Select FEE BASIS Program: ALL// **OUT**PATIENT

Select another FEE BASIS Program: **<RET>**

DEVICE: HOME// FEE BASIS PRINTER RIGHT MARGIN: 80// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **<RET>** (NO)

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 00000000

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT Code Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789

07/09/05 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/07/05 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

TELEPHONE INQUIRY MENU

## VETERAN PAYMENTS OUTPUT

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Outputs for Unauthorized Claims Option: **veteran** Payments Output

Select Fee Basis Patient: **FEEpatient,One**  12-25-45 000456789 SC VETERAN

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **062406** (JUN 24, 2006)

Ending DATE : **062406** (JUN 24, 2006)

Select FEE BASIS Program: ALL// **OUTP**ATIENT

Select another FEE BASIS Program: **<RET>**

DEVICE: HOME// **FEE BASIS PRINTER** RIGHT MARGIN: 80// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **<RET>** (NO)

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEEpatient,One Patient ID: XXX-XX-6789

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT Code Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Vendor: FEEvendor,One Vendor ID: 00000000

07/09/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/07/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/05/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

VETERAN PAYMENTS OUTPUT

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VETERAN PAYMENT HISTORY

======================== Page: 2

Date Range: 1/1/11 to 12/17/12

Patient: FEE,ICDONE Patient ID: 000-00-0012

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

=============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

11/15/12 111629 11/15/12 11/17/12

25.00 0.00 2

Admit Dx: I50.31

DX/POA: I50.30/Y

PROC: 02UA47Z

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEE,ICDTWO Patient ID: 000-00-2354

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

=============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

4/10/12 92227 1 22702 111661

900.00 11.57R 6 888.43

Primary Dx: Diabetes due to un (E08.01)S/C Condition? NO Obl.#: 0CP003

# Section 6: UNAUTHORIZED CLAIM MAIN MENU

## Overview

Following is a brief description of each option contained in the Unauthorized Claim Main Menu.

ENTER/EDIT UNAUTHORIZED CLAIM MAIN MENU

***NOTE:*** *This menu is located on the UNAUTHORIZED CLAIM MAIN MENU.*

The following applies to all options on this menu. For quick access when selecting a claim, enter one of the following:

* p.patient name - to select a patient
* v.Vendor name - to select a Vendor
* o.other party name - to select another party

To see the entries in any particular file, type <Prefix.?>. If you simply enter a name, the system will search each of the following files: Fee Basis PATIENT (#161), FEE BASIS VENDOR (#161.2), and NEW PERSON (#200) for the name you have entered. You can speed processing by using the following syntax to select an entry:

<Prefix>.<entry name>

<Message>.<entry name>

<File Name>.<entry name>

Options on this menu are listed as follows:

* Enter Unauthorized Claim - used to enter a new unauthorized claim. A claim is considered complete when a VA Form 10-583 and all required documentation has been received in order to determine legal and medical entitlement. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Modify Unauthorized Claim - used to edit an unauthorized claim. Only claims which were never dispositioned may be edited. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Disposition Unauthorized Claim - used to disposition an unauthorized claim. Only a user who holds the FBAA LEVEL 1 AUTH security key may change the disposition.
* Re-open Unauthorized Claim - used to reopen a claim which has been dispositioned. Selection is limited to claims with a status of DISPOSITIONED. (Refer to Appendix B for more information about statuses.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Initiate Appeal for Unauthorized Claim - used to initiate an appeal to the Board of Veterans Appeals (BVA). Selection of claims is limited to those claims which have a status of DISPOSITIONED. (Refer to Appendix B for more information about statuses.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Appeal Edit for Unauthorized Claim - used to edit a claim which has been appealed to the Board of Veterans Appeals (BVA). Selection of claims is limited to those which have a status of APPEAL/NOTICE OF DISAGREE RECV, APPEAL/ISSUED STATEMENT OF CASE, APPEAL COMPLETE/PENDING REVIEW or APPEAL DISPOSITIONED. (Refer to Appendix B for more information about statuses.) You must hold the FBAA LEVEL 2 security key to access and use this option.
* COVA Appeal Enter/Edit - used to enter or edit an appeal to the Court of Veterans Affairs (COVA). Selection of claims is limited to those claims which have a status of APPEAL DISPOSITIONED, COVA APPEAL or COVA DISPOSITION. You must hold the FBAA LEVEL 2 security key to access and use this option.

**Request Information on Unauthorized Claim**

***NOTE:*** *This option is located on the UNAUTHORIZED CLAIM MAIN MENU.*

This option is used to request information on an unauthorized claim. Selection of claims is limited to those claims which have a status of INCOMPLETE UNAUTHORIZED CLAIM, PENDING - REASON UNKNOWN, COMPLETE/PENDING REVIEW, APPEAL/NOTICE OF DISAGREE RECV or APPEAL/ISSUED STATEMENT OF CASE. (Refer to Appendix B for more information about statuses.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Receive Requested Information**

***NOTE:*** *This option is located on the UNAUTHORIZED CLAIM MAIN MENU.*

This option is used to receive information which was requested for a claim. Selection of claims is limited to those claims which have a status of INCOMPLETE UNAUTHORIZED CLAIM, APPEAL/NOTICE OF DISAGREE RECV or APPEAL/ISSUED STATEMENT OF CASE. (Refer to Appendix B for more information about statuses.) You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Letters for Unauthorized Claim

***NOTE:*** *This menu is located on the UNAUTHORIZED CLAIM MAIN MENU.*

* Update Date Letter Sent - used if you are not generating your letters. It will update the date the letter was sent.
* Batch Print Letters - batches print letters which have been flagged for printing, but for some reason could not be printed.
* Reprint Letter(s) - allows you to reprint letters which were already printed, provided that the current status of the unauthorized claim involves a letter. (Refer to Appendix B for more information about statuses.)

You must hold the FBAA LEVEL 1 AUTH security key to use these options.

**Payments for Unauthorized Claims**

***NOTE:*** *This option is located on the UNAUTHORIZED CLAIM MAIN MENU.*

This option is used to enter payments for an unauthorized claim which has been dispositioned to approved or approved to stabilization. You must hold the FBAA LEVEL 1 PMT security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

Outputs for Unauthorized Claims

***NOTE:*** *This menu is located on the UNAUTHORIZED CLAIM MAIN MENU.I*

* All Claims by Vendor/Veteran/Other - allows the user to display/print all unauthorized claims for a single Vendor, veteran, or other party.
* Check Display - displays all payments for checks issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System).
* CLERK LOOKUP FOR UNAUTHORIZED CLAIM - users that entered or edited a specified unauthorized claim. You must hold the FBAASUPERVISOR security key to access and use this option.
* Display Unauthorized Claim - used to display an unauthorized claim. You can select the claim by Vendor, veteran, other party name, or the claim which you would like to view.
* Disposition/Status Statistics Display/Print - provides a statistical report on unauthorized claims within a selected date range.
* Expiration Display/Print - displays/prints those unauthorized claims which will expire within the selected time frame.
* Status Display/Print of Unauthorized Claims - displays/prints unauthorized claims by PSA and status. You have the option to sort by either Vendor or veteran for the primary sort.
* Unauthorized Claims Cost Report for Civil Hospital - generates an output report to display the unauthorized claims payments for Civil Hospital for a user selected date range.
* VENDOR PAYMENTS OUTPUT - used to generate a history of payments made to a selected Vendor within a specified date range.
* VETERAN PAYMENTS OUTPUT - used to generate a history of payments made within a specified date range for a selected Fee Basis patient.

**Display Unauthorized Claim**

***NOTE:*** *This option is located on the UNAUTHORIZED CLAIM MAIN MENU.*

This option is used to display an unauthorized claim. You can select the claim by Vendor, veteran, other party name, or the claim which you would like to view.

Utilities for Unauthorized Claims

***NOTE:*** *This menu is located on the UNAUTHORIZED C**LAIM MAIN MENU.*

* Vendor Enter/Edit - used to enter/edit Vendor demographics. You must hold the FBAA LEVEL 2 security key to update contract and rate data for a community nursing home vendor. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.
* Add New Person for Unauthorized Claim - allows entry to the New Person file (#200). You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. If you hold the XUSPF200 Security Key, the entry of SSN is optional.
* Associate an Unauthorized Claim to a Primary - used when you wish to associate unauthorized claims to a primary claim. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Disassociate an Unauthorized Claim - allows you to disassociate an unauthorized claim which has been associated to others. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.
* Delete Unauthorized Claim - deletes unauthorized claims which have not been dispositioned.
* Return Address Display/Edit - displays the return address which will appear on an Unauthorized Claim letter, if letterhead is not used. You can also edit the return address using this option. You must hold the FBAA LEVEL 2 security key to access and use this option.

## ENTER/EDIT UNAUTHORIZED CLAIM MENU

### ENTER UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

This option is used to enter an unauthorized claim for payment of unauthorized inpatient charges. An unauthorized claim is one where an eligible veteran has received inpatient treatment from a civil hospital or private provider and VA was not notified within the proper time frame. Unauthorized claims may be entered for any Fee Basis program.

NOTE: If the Fee Basis program is Contract Nursing Home, the claim is automatically set as disapproved with a disapproval reason of non-emergent care.

A claim is considered complete when VA Form 10-583, Claim for Payment of Cost of Unauthorized Medical Services, and all required documentation has been received in order to determine legal and medical entitlement. A claim can never be considered complete if it is missing VA Form 10-583 or if the form is incomplete. Other required documentation includes the following:

* Copies of actual bills
* Original paid receipt
* Itemized invoice/UB82
* Medical records or signature for release
* Diagnostic/Procedure code(s)

If you have indicated that you will be tracking incomplete claims in your Fee Basis Site Parameters file (#161.4), you may enter an incomplete claim. Incomplete claims are automatically given a status of INCOMPLETE UNAUTHORIZED. If you have not entered anything in the parameter, you may only enter complete unauthorized claims. (Refer to Appendix B for more information about statuses.)

If the "Initial Entry" Status for the U/C field in the FEE BASIS SITE PARAMETERS file (#161.4) is filled in, then minimum data is required for entering an unauthorized claim. This is designed for sites who have streamlined their workload, where only one user enters in the unauthorized claims received, and another reviews the claim for completeness and makes the necessary requests, etc.

Enter/Edit Unauthorized Claim Menu

Enter Unauthorized Claim

**Introduction, cont.**

You can associate the new claim with an existing claim. If you associate the new claim with a previously entered claim or group of claims, and at least one of those claims has been dispositioned, you are asked if you wish to disposition the new claim to the same disposition. When claims are associated, they are displayed with the primary claim on lookup, and, in certain instances, you have the ability to update all the claims in the group at the same time.

**Example of ICD-9 Data**

Select VETERAN: **FEEPATIENT,ONE**  01-16-55 000456789 SC VETERAN

Select FEE VENDOR: **FEEVENDOR,ONE** 000111111

123 MAIN ST

ANYCITY, ANYWHERE 00001

Select FEE BASIS PROGRAM NAME: **CIVIL** HOSPITAL

ADMISSION DATE: **5/15** (MAY 15, 1993)

DISCHARGE DATE: **5/18** (MAY 18, 1993)

Is the unauthorized claim complete for the FEE BASIS PROGRAM? **y** YES

Checking for potential duplicates...

POTENTIAL DUPLICATES

No. VETERAN VENDOR PROGRAM

81 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSP

TREATMENT FROM: 05/15/93 TREATMENT TO: 05/18/93

Checking eligibility...

Primary Elig. Code: NSC -- NOT VERIFIED

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

Are you sure you wish to enter a new unauthorized claim? y YES

CLAIM SUBMITTED BY: **p.FEEpatient,One** FEEpatient,One 01-16-55 000456789 SC VETERAN

DATE CLAIM RECEIVED: JUL 2,1993// **<RET>**

DIAGNOSIS: **<RET>**

PRIMARY SERVICE FACILITY: **ANYWHERE, NY**

AMOUNT CLAIMED: **2500.00**

TREATING SPECIALTY: **00** SURGICAL

DISPOSITION: **1** APPROVED

AUTHORIZED FROM DATE: MAY 15,1993// **<RET>** (MAY 15, 1993)

AUTHORIZED TO DATE: MAY 18,1993// **<RET>** (MAY 18, 1993)

AMOUNT APPROVED: **2500.00**

Enter/Edit Unauthorized Claim Menu

Enter Unauthorized Claim

**Example of ICD-9 Data, cont.**

Other claims exist for the same veteran and episode of care.

1 FEEpatient,One FEEvendor CIVIL HOSPIT 07/02/93 DISPOSITIONED

TREATMENT FROM: 05/15/93 TREATMENT TO: 05/18/93

Do you wish to associate this new claim with one from the above listing? YES// **<RET>**

Select the claim to which you wish to associate: (1-1): **1**

DISCHARGE TYPE: DISCHARGE// **<RET>** DISCHARGE

Entering authorization...

No: 302 Treatment From: 5/15/93 Treatment To: 5/18/93

ACCIDENT RELATED (Y/N): **N** (NO)

POTENTIAL COST RECOVERY CASE: **N** (NO)

Select VETERAN:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims.

DATE CLAIM RECEIVED: NOV 20,2012//

ICD DIAGNOSIS: **E08.0**

2 matches found

1. E08.00 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity without Nonketotic

Hyperglycemic-Hyperosmolar Coma (Nkhhc)

2. E08.01 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity with Coma

Enter/Edit Unauthorized Claim Menu

### MODIFY UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. The FBAASUPERVISOR security key is required to change the disposition to a non-approved status if a payment has been made.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Modify Unauthorized Claim option is used to edit only those unauthorized claims which were never dispositioned. To modify an unauthorized claim, you must first identify the submitter. The submitter may differ from the Vendor or veteran involved with the claim. In such cases the submitter is considered an "other party".

**Example of ICD-9 Data** 1 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 8/9/93 INCOMPLETE UNAUT

TREATMENT FROM: 7/15/93 TREATMENT TO: 7/16/93

Enter selection: (1-1): **1**

DATE CLAIM RECEIVED: JUL 23,1993// **<RET>**

FEE PROGRAM: OUTPATIENT// **<RET>**

VENDOR: FEEVENDOR,ONE // **<RET>**

VETERAN: FEEPATIENT,ONE // **<RET>**

CLAIM SUBMITTED BY: FEEPATIENT,ONE // **<RET>**

TREATMENT FROM DATE: JUL 16,1993// **071893** (JUL 18, 1993)

TREATMENT TO DATE: JUL 16,1993// **072193** (JUL 21, 1993)

DIAGNOSIS: PTSD// **<RET>**

PRIMARY SERVICE FACILITY: ANYCITY// **<RET>**

AMOUNT CLAIMED: 985.00// **<RET>**

PATIENT TYPE CODE: MEDICAL// **<RET>**

DISPOSITION: **1** APPROVED

AUTHORIZED FROM DATE: JUL 16,1993// **071893** (JUL 18, 1993)

AUTHORIZED TO DATE: JUL 16,1993// **072193** (JUL 21, 1993)

AMOUNT APPROVED: **850.00**

"Editing authorization..."

No: 172 Treatment From: 7/16/93 Treatment To: 7/16/93

ACCIDENT RELATED (Y/N): **N** (NO)

POTENTIAL COST RECOVERY CASE: **N** (NO)

Enter/Edit Unauthorized Claim Menu

MODIFY UNAUTHORIZED CLAIM

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims.

DATE CLAIM RECEIVED: NOV 20,2012//

ICD DIAGNOSIS: F43.10 **<RET>**

2 matches found

1. F43.10 Post-Traumatic Stress Disorder, unspecified

2. F43.11 Post-Traumatic Stress Disorder, Acute

Enter/Edit Unauthorized Claim Menu

### DISPOSITION UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. The FBAASUPERVISOR security key is required to change the disposition to a non-approved status if a payment has been made.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

This option is used to disposition an unauthorized claim. Any claim may be selected. You may select the claim by entering the Vendor, veteran, or other party.

**Example**

Select unauthorized claim: FEEPATIENT,ONE 07-03-28 000456789 NSC VETERAN

...OK? YES// <RET> (YES)

Select from the following:

1 FEEPATIENT,ONE DOOLY MEDICA CIVIL HOSPIT 1/4/95 COMPLETE/PENDING

TREATMENT FROM: 1/1/95 TREATMENT TO: 1/4/95

Enter selection: (1-1): 1

DISPOSITION: 1 APPROVED

AUTHORIZED FROM DATE: JAN 1,1995// <RET>

AUTHORIZED TO DATE: JAN 4,1995// <RET>

AMOUNT APPROVED: 2000

DISCHARGE TYPE: DISCHARGE// <RET> DISCHARGE

Entering authorization...

No: 170 Treatment From: 1/1/95 Treatment To: 1/4/95

ACCIDENT RELATED (Y/N): N (NO)

POTENTIAL COST RECOVERY CASE: N (NO)

Enter/Edit Unauthorized Claim Menu

### RE-OPEN UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. The FBAASUPERVISOR security key is required to change the disposition to a non-approved status if a payment has been made.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Re-Open Unauthorized Claim option is used to reopen a claim which has been dispositioned. This is essentially the same as the Modify Unauthorized Claim option, except selection is limited to claims with a status of DISPOSITIONED, and the date the claim was reopened is entered by the system. (Refer to Appendix B for more information about statuses.)

You may select the claim by entering the Vendor, veteran, or other party.

**Example of ICD-9 Data**

Select unauthorized claim: **P.FEEPATIENT,ONE**  FEEPATIENT,ONE 05-12-51 000456789 SC VETERAN

Select from the following:

Select unauthorized claim: **P.FEEPATIENT,ONE** FEEPATIENT,ONE 05-12-51 000456789 SC VETERAN

Select from the following:

1 FEEPATIENT,ONE FEEVENDOR,ONE OUTPATIENT 6/24/93 DISPOSITIONED

TREATMENT FROM: 6/23/93 TREATMENT TO: 6/24/93

Enter selection: (1-1): **1**

DATE CLAIM RECEIVED: JUL 23,1993// **<RET>**

FEE PROGRAM: OUTPATIENT// **<RET>**

VENDOR: FEEVENDOR,ONE // **<RET>**

CLAIM SUBMITTED BY: FEEPATIENT,ONE // **<RET>**

TREATMENT FROM DATE: JUN 23,1993// **<RET>**

TREATMENT TO DATE: JUN 25,1993// **JUN 24,1993**

DIAGNOSIS: OSTEOCARCINOMA// **<RET>**

PRIMARY SERVICE FACILITY: ANYCITY// **<RET>**

AMOUNT CLAIMED: 985.00// **<RET>**

PATIENT TYPE CODE: MEDICAL// **<RET>**

DISPOSITION: APPROVED// **<RET>**

AUTHORIZED FROM DATE: JUN 23,1993// **<RET>**

AUTHORIZED TO DATE: JUN 24,1993// **<RET>**

AMOUNT APPROVED: 865.00// **573.00**

Editing authorization...

Enter/Edit Unauthorized Claim Menu

RE-OPEN UNAUTHORIZED CLAIM

**Example of ICD-9 Data, cont.**

No: 152 Treatment From: 6/23/93 Treatment To: 6/24/93

DISCHARGE TYPE: DISCHARGE// **<RET>**

ACCIDENT RELATED (Y/N): yes// **N**  no

POTENTIAL COST RECOVERY CASE: yes// **N**  no

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims.

DATE CLAIM RECEIVED: NOV 20,2012//

ICD DIAGNOSIS: C41.0 **<RET>**

2 matches found

1. C41.0 Malignant neoplasm of bones of skull and face

2. C41.1 Malignant neoplasm of mandible

Enter/Edit Unauthorized Claim Menu

### INITIATE APPEAL FOR UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Initiate Appeal for Unauthorized Claim option is used to initiate an appeal of the VA's decision on a claim to the Board of Veterans Appeal (BVA). During this stage of the unauthorized claims appeal process, the claim must have a status of Dispositioned to be selected with this option. (Refer to Appendix B for more information about statuses.)

Following are the prompts with a brief explanation.

"DATE NOTICE OF DISAGREEMENT RECV'D:" - Enter the date that the VA Form 21-4138 was received.

"DATE STATEMENT OF THE CASE ISSUED:" - Enter the date on which the Statement of the Case was issued.

\*"DATE SUBSTANTIVE APPEAL RECV'D:" - Enter the date on which the Substantive Appeal was received.

\*"DATE APPEAL DISPOSITIONED:" - Enter the date the appeal decision was rendered by the Board of Veterans Appeal (BVA).

\*"DISPOSITION:" - An active disposition appears as the default. If the disposition is APPROVED or APPROVED TO STABILIZATION and payments have been made, it can only be changed by those holding the FBAASUPERVISOR security key.

\*"Select REASON FOR DISAPPROVAL:" - Enter the reason why the claim was not approved. Entering <??> will generate a list from which you may choose.

\*In most instances, data will be entered into these fields through the use of the Appeal Edit for Unauthorized Claim option after the BVA has issued its decision.

Enter/Edit Unauthorized Claim Menu

Initiate Appeal for Unauthorized Claim

**Example**

**Error! AutoText entry not defined.**Enter/Edit Unauthorized Claim Menu

Enter/Edit Unauthorized Claim Menu

APPEAL EDIT FOR UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 2 security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The Appeal Edit for Unauthorized Claim option is used to edit a claim which has already been appealed to the Board of Veterans Appeal (BVA). During this stage of the Unauthorized Claims process, the claim may have one of the following active statuses:

* APPEAL/NOTICE OF DISAGREE RECV
* APPEAL/ISSUED STATMENT OF CASE
* APPEAL COMPLETE/PENDING REVIEW
* APPEAL DISPOSITIONED

You may select claims with any of the above statuses with this option. (Refer to Appendix B for more information about statuses.) You may select a claim by entering the Vendor, veteran, or other party.

Following is a list of some prompts with a brief explanation.

"DATE NOTICE OF DISAGREEMENT RECV'D:" - Enter the date that the VA Form 21-4138 was received.

"DATE APPEAL DISPOSITIONED:" - Enter the date the appeal decision was rendered by the Board of Veterans Appeal (BVA).

"DISPOSITION:" - An active disposition appears as the default. If the disposition is APPROVED or APPROVED TO STABILIZATION and payments have been made, it can only be changed by those holding the FBAASUPERVISOR security key.

If the disposition of an unauthorized claim changes from APPROVED to DISAPPROVED, the applicable authorization is deleted.

Enter/Edit Unauthorized Claim Menu

Appeal Edit for Unauthorized Claim

**Example**

Enter/Edit Unauthorized Claim Menu

Enter/Edit Unauthorized Claim Menu

COVA APPEAL ENTER/EDIT

You must hold the FBAA LEVEL 2 security key to access and use this option.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

**Introduction**

The COVA Appeal Enter/Edit option is used to enter or edit an appeal to the Court of Veterans Affairs (COVA). This is an appeal of the Board of Veterans Appeals (BVA) decision. Selection of claims is limited to those claims which have a status of APPEAL DISPOSITIONED, COVA APPEAL or COVA DISPOSITION.

You may select claims with any of the above statuses. (Refer to Appendix B for more information about statuses.) You may select a claim by entering the Vendor, veteran, or other party.

Following is a list of some prompts with a brief description.

"DATE APPEALED TO COVA:" - Enter the date on which the Board of Veterans Appeal decision was appealed. A timely appeal must be initiated within 120 days of the BVA decision.

"DATE COVA APPEAL DISPOSITIONED:" - Enter the date on which a decision to a COVA appeal was rendered.

"DISPOSITION:" - An active disposition is selected. If the disposition has been approved or approved to stabilization, and payments have been made, the disposition cannot be changed except by those holding the FBAASUPERVISOR key

Enter/Edit Unauthorized Claim Menu

COVA Appeal Enter/Edit

**Example**

Select unauthorized claim: **P.FEEPATIENT,ONE**  04-23-13 000456789 NSC VETERAN

Select from the following:

1 FEEPATIENT,ONE DOCTORS HOSP CIVIL HOSPIT 2/2/93 COVA DISPOSITION

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93 PRIMARY CLAIM: 2/2/93

2 FEEPATIENT,ONE FEEVENDOR,ONE OUTPATIENT 1/2/93 APPEAL DISPOSITI

TREATMENT FROM: 1/1/93 TREATMENT TO: 1/1/93

Enter selection: (1-2): **1**

DATE APPEALED TO COVA: **T** (JUL 27, 1993)

DATE COVA APPEAL DISPOSITIONED: **6/12** (JUN 12, 1993)

DISPOSITION: CANCELLED/WITHDRAWN// **5** ABANDONED

Select REASON FOR DISAPPROVAL: ADJUDICATION REQUESTED

// **4** VA FACILITIES AVAILABLE

Select REASON FOR DISAPPROVAL: **<RET>**

## REQUEST INFORMATION ON UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

This option is used to request information on an unauthorized claim. Selection of claims is limited to those claims which have one of the following statuses:

* INITIAL ENTRY
* INCOMPLETE UNAUTHORIZED CLAIM
* PENDING - REASON UNKNOWN
* COMPLETE/PENDING REVIEW
* APPEAL/NOTICE OF DISAGREE RECV
* APPEAL/ISSUED STATMENT OF CASE

A letter will print or be flagged for printing (depending upon your parameter set-up) if the request causes the status to change, or requests additional information. (Refer to Appendix B for more information about statuses.)

You may select the claim by entering the Vendor, veteran, or other party. After you select an unauthorized claim, you are prompted to select from a list of items for which you may wish to request information. You can select an individual item, or a list or range of items, using commas and/or dashes as delimiters.

Request Information on Unauthorized Claim

**Example**

Select unauthorized claim: **P.FEEPATIENT,ONE**  FEEPATIENT,ONE 04-23-13 000456789 NSC VETERAN

Select from the following:

1 FEEPATIENT,ONE DOCTOR'S HOSP CIVIL HOSPIT 2/2/93 APPEAL/NOTICE OF

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

2 DOCTOR'S HOSP CIVIL HOSPIT 6/23/93 APPEAL/NOTICE OF <7/2/93>

Enter selection: (1-2): **1**

Select from the following:

1 MISSING FORM 10-583

2 ITEM 1 NAME/SSN/ADDRESS on 583

3 ITEM 2 NAME/SSN/ADDRESS on 583

4 ITEM 3 CIRCUMSTANCES on 583

5 ITEM 4 AMOUNT CLAIMED on 583

6 ITEM 5A SIGNATURE OF PROVIDER

7 ITEM 5B SIGNATURE OF PAYER

8 COPIES OF ACTUAL BILLS

9 ORIGINAL PAID RECEIPT

10 ITEMIZED BILL REQUIRED

11 MEDICAL RECORDS NEEDED

12 SIGNATURE FOR RELEASE

13 DIAGNOSTIC/PROCEDURE CODE(S)

14 OTHER

Enter selection: (1-14): **12** SIGNATURE FOR RELEASE

12 SIGNATURE FOR RELEASE

You have selected the above. OK? YES// **<RET>**

Select unauthorized claim:

RECEIVE REQUESTED INFORMATION

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

The Receive Requested Information option is used to receive information which was requested for a claim. Selection of claims is limited to those claims which have a status of INCOMPLETE UNAUTHORIZED CLAIM, APPEAL/NOTICE OF DISAGREE RECV or APPEAL/ISSUED STATMENT OF CASE. (Refer to Appendix B for more information about statuses.)

You may select the claim by entering the Vendor, veteran, or other party. After you select an unauthorized claim, you will be prompted to select from a list of items for which information was requested. You may select an individual item, or a list or range of items, using commas and/or dashes as delimiters.

**Example**

Select unauthorized claim: **P.FEEPATIENT,ONE**  FEEPATIENT,ONE 04-23-13 000456789 NSC VETERAN

Select from the following:

1 FEEPATIENT,ONE ST CLERK'S H CIVIL HOSPIT 2/2/93 APPEAL/NOTICE OF

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

2 DOCTOR'S HOSP CIVIL HOSPIT 6/23/93 APPEAL/NOTICE OF <7/2/93>

Enter selection: (1-2):

Select from the following:

1 SIGNATURE FOR RELEASE

Enter selection: (1-1): 1

1 SIGNATURE FOR RELEASE

You have selected the above. OK? YES// <RET>

Receiving SIGNATURE FOR RELEASE

## LETTERS FOR UNAUTHORIZED CLAIM

### UPDATE DATE LETTER SENT

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

The Update Date Letter Sent option is used to enter the date that manually generated letters for unauthorized claims were sent.

Once you have selected one or more claims, you are prompted for the date you wish to enter as the date the letter was sent. Once a new date is entered, the date letter sent and expiration date of claim fields are updated in the FEE BASIS UNAUTHORIZED CLAIMS file (#162.7).

**Example**

Select from the following:

1 FEEpati,One FEEvend,One CIVIL HOSPITAL 05/27/93 INCOMPLETE UNAUT

2 FEEpati,Two FEEvend,One CIVIL HOSPITAL 05/27/93 DISPOSITIONED

3 FEEpatie,Thre FEEvend,Two CIVIL HOSPITAL 05/27/93 DISPOSITIONED

4 FEEpatie,Fou FEEvend,Thre OUTPATIENT 05/22/93 DISPOSITIONED

Enter selection: (1-4): **2**

DATE LETTER SENT: **t** (JUN 23, 1993)

Letters for Unauthorized Claim

### BATCH PRINT LETTERS

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

The Batch Print Letters option is used to manually batch print letters that have been flagged for printing (entered into a status which requires a letter), but for some reason never printed. (Refer to Appendix B for more information about statuses.)

The DATE LETTER SENT and EXPIRATION DATE OF CLAIM fields in the FEE BASIS UNAUTHORIZED CLAIMS file (#162.7) are automatically updated. Failure to provide the requested information within one year will result in an automatic disapproval.

**Example**

Enter NUMBER OF COPIES for each letter: 1// **<RET>** 1

QUEUE TO PRINT ON

DEVICE: UNAUTHORIZED CLAIMS PRINTER// **<RET>**

Letters for Unauthorized Claim

Batch Print Letters

**Example, cont.**

VA MEDICAL CENTER

128 ANYSTREET AVE

ALBANY ANYWHERE 00001

June 29, 2006 In Reply Refer To: 500/136

FEEpatient,One

FEEvendor,One XXX-XX-6789

123 ANYVILLEE AVE

ANYCITY NY 00001-1234

REGARDING: VETERAN: FEEpatient,One

FEE BASIS PROGRAM: CIVIL HOSPITAL

EPISODE OF CARE: 05/01/06 to 05/22/06

We have carefully reviewed your claim for payment of unauthorized medical services. The following decision has been made:

Claim has been approved for authorization of care and payment.

Authorized from: 05/01/06 Authorized to: 05/05/06

Amount approved: 2500.00

If you do not agree with the decision you have the right to appeal, your appeal rights should be attached for your review, if your claim was not approved.

If you have any questions concerning this matter, please contact us at the above address. A copy of this letter is being furnished to the provider(s) of care, if applicable.

Sincerely,

Chief, Medical Administration Service

Letters for Unauthorized Claim

REPRINT LETTER(S)

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

The Reprint Letter(s) option can be used to reprint letters that were printed but never mailed or, in some cases, never received by the party submitting the claim. You may reprint letters for a selected date range (date letter printed) or you may reprint a specific letter. Individual letters are selected by entering the name of the submitter. The submitter may be someone other than the Vendor or veteran involved in the claim.

You may select the claim by entering the Vendor, veteran, or other party.

Failure to provide the requested information within one year will also result in an automatic disapproval. Therefore, the expiration date may be updated when a letter is reprinted.

**Example**

Do you wish to reprint letters for a date range? **N**O

Select unauthorized claim: **V.FEEvend** FEEvendor,One 000561234 COMMUNITY NUR

31 NOWHERE CIRCLE

ANYCITY, MA 00001-0123 TEL. #: 5551477

Select from the following:

1 FEEVENDR, ONE FEEpatient,ONE CIVIL HOSPIT 06/22/06 APPEAL/NOTICE OF

TREATMENT FROM: 06/22/06 TREATMENT TO: 06/22/06

2 FEEVENDR, ONE FEEpatient,TWO CONTRACT NUR 06/22/06 COVA DISPOSITION

TREATMENT FROM: 06/22/06 TREATMENT TO: 06/22/06

3 FEEVENDR, ONE FEEpatient,THREE CONTRACT NUR 06/24/06 DISPOSITIONED

TREATMENT FROM: 06/22/06 TREATMENT TO: 06/24/06

4 FEEVENDR, ONE FEEpatient,FOUR CONTRACT NUR 06/30/06 DISPOSITIONED

TREATMENT FROM: 05/06/06 TREATMENT TO: 05/16/06

5 FEEVENDR, ONE FEEpatient,FIVE OUTPATIENT 07/01/06 APPEAL/NOTICE OF

TREATMENT FROM: 04/04/06 TREATMENT TO: 04/04/06

Enter RETURN for more, or Select: (1-5): **1**

Should the expiration date be updated? No// **<RET>**

Enter NUMBER OF COPIES for each letter: 1// **<RET>**

DEVICE: UNAUTHORIZED CLAIMS PRINTER// **<RET>**

Letters for Unauthorized Claim

Reprint Letter(s)

**Example, cont.**

June 29, 2006 In Reply Refer To: 500/136

FEEpatient,One

ONE FEEPATIENT XXX-XX-6789

123 MAIN ST

ANYCITY ANYWHERE 00001

REGARDING: VENDOR: FEEvendor,One

FEE BASIS PROGRAM: CIVIL HOSPITAL

EPISODE OF CARE: 06/13/04 to 6/13/04

We have carefully reviewed your claim for payment of unauthorized medical services. The following decision has been made:

Claim is considered abandoned, since no action has been taken by the submitter within the appropriate time frames.

Reason(s) for not approving claim:

We have asked for adjudicative rating action to determine

whether the condition treated was due to or caused by your

service-connected disability. You will be notified by the

VA Regional Office when they have reached a decision. If

service connection is granted for the condition treated,

please resubmit a claim to us with a copy of this letter and

a copy of the award letter received from the VA Regional

Office. Such rating determinations normally require 60-90

days.

If you do not agree with the decision you have the right to appeal, Your appeal rights should be attached for your review, if your claim was not approved.

If you have any questions concerning this matter, please contact us at the above address. A copy of this letter is being furnished to the provider(s) of care, if applicable.

Sincerely,

Chief, Medical Administration Service

## PAYMENTS FOR UNAUTHORIZED CLAIMS

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 PMT security key is required to have access this option.
* The FBAA ESTABLISH VENDOR security key is required to edit established vendors.

Per enforcement of Separation of Duties, the software prevents users from entering payment or pricing for a service if that user previously entered or edited the associated authorization for the service. Entry or edit of a civil hospital notification, community nursing home contract rate for a patient, community nursing home movement, or unauthorized claim will be considered as a change to the associated authorization.

New Prompts:

* *Vendor Invoice Date:* - allows you to enter the Vendor's invoice date.

The following new prompts might appear depending on the fee program:

* *Will any line items in this invoice be for contracted services? -* Answering NO indicates that all line items within the invoice will NOT be for contracted services. Answering YES indicates that some, or all of the line items within the invoice will be for contracted services. Answering YES will result in an additional prompt appearing at the input of EACH line item.
* *Is this line item for a contracted service?* - Only asked if the user answered YES to the above prompt. It allows you to indicate when a line item is for a contracted service.

Introduction

The Payments for Unauthorized Claims option should be used to enter payments for unauthorized claims which have been dispositioned to approved or approved to stabilization.

Payment may be made to either a patient or a Vendor; however, only the Vendor pertaining to the submitted claim may be paid. You cannot add a new Vendor through this option. An open batch for the applicable Fee Basis program must exist for the unauthorized claim selected. Further processing of the payment should follow the payment menu options for the applicable Fee Basis program. You should also use the payment options in the applicable Fee Basis program to process rejects, make any edits, etc., after the payment has been entered.

You may select a range of numbers to process payments for multiple claims, using commas or dashes as delimiters (e.g., 1,3,4 or 1-4). If multiple claims are chosen, the claims will be presented for payment in the same sequence in which they were selected.

Payments for Unauthorized Claims

**Introduction, cont.**

Once a claim is selected, the prompts and displays vary depending on the Fee Basis program. The following chart is provided indicating which option documentation to refer to for further examples of payment entry.

**Fee Program Refer To**

Civil Hospital Ancillary Contract Hosp/CNH Payment

(for ancillary payments)

or

Enter Invoice/Payment

Outpatient Enter Payment option

Pharmacy Enter Pharmacy Invoice

**NOTE:** Payments for Contract Nursing Home are not allowed for unauthorized claims. Such claims are automatically dispositioned as disapproved with a disapproval reason of non-emergent care.

**Example of ICD-9 Data**

Select one of the following:

1 PATIENT

2 VENDOR

Select to whom payment should be made: **2** VENDOR

Select VETERAN: **FEEPATIENT,ONE**  07-21-50 409000012 NSC VETERAN

Select FEE VENDOR: **FEEVENDOR,ONE** 000333333 CHAIN #: 101 PHARMACY

123 MAIN AVE (Awaiting Austin Approval)

ANYCITY, NY 00001 TEL. #: 999-555-0987

Select from the following:

1 FEEPATIENT,ONE FEEVENDOR,ONE PHARMACY 12/12/94 DISPOSITIONED

TREATMENT FROM: 11/2/94 TREATMENT TO: 11/2/94

2 FEEVENDOR,ONE PHARMACY 12/12/94 DISPOSITIONED <12/12/94>

3 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 12/12/94 DISPOSITIONED

TREATMENT FROM: 11/2/94 TREATMENT TO: 11/2/94

Payments for Unauthorized Claims

Example of ICD-9 Data, cont.

4 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 12/12/94 DISPOSITIONED

TREATMENT FROM: 11/2/94 TREATMENT TO: 11/2/94

Enter selection: (1-4): **1**

Press RETURN to continue or '^' to exit: **<RET>**

< UNAUTHORIZED CLAIM >

DATE CLAIM RECEIVED: DEC 12, 1994 FEE PROGRAM: PHARMACY

VENDOR: FEEVENDOR,ONE VETERAN: FEEPATIENT,ONE

TREATMENT FROM DATE: NOV 2, 1994 TREATMENT TO DATE: NOV 2, 1994

PRIMARY SERVICE FACILITY: ANYWHERE, NY DATE VALID CLAIM RECEIVED: DEC 12, 1994

AMOUNT CLAIMED: 65.00 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED DATE OF DISPOSITION: DEC 12, 1994

AUTHORIZED FROM DATE: NOV 2, 1994 AUTHORIZED TO DATE: NOV 2, 1994

AMOUNT APPROVED: 65.00 PRINT LETTER?: YES

ENTERED/LAST EDITED BY: FEECLK1

DATE ENTERED/LAST EDITED: DEC 12, 1994

MASTER CLAIM: DEC 12, 1994

DATE OF ORIGINAL DISPOSITION: DEC 12, 1994

CLAIM SUBMITTED BY: FEEPATIENT,ONE STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: DEC 12, 1994 AUTHORIZATION: 8

DIAGNOSIS: dislocated wrist

Press RETURN to continue or '^' to exit: **<RET>**

Are you sure you want to enter a new invoice? Yes// **<RET>**

Invoice # assigned is: 601

Patient Name: FEEPATIENT,ONE Pt.ID: 000-45-6789

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000333333

Address: 123 MAIN AVE Specialty:

City: ANYCITY Type: PHARMACY

State: ANYWHERE Participation Code: PHARMACY

ZIP: 00001 Medicare ID Number: 181818

County: ANYPLACE Chain: 101

Phone: 999-555-0987

Fax: 999-555-0900

Austin Name:

Last Change Last Change

TO Austin: 11/21/94 FROM Austin:

Want to edit Vendor data? No// **<RET>**

Payments for Unauthorized Claims

**Example of ICD-9 Data, cont.**

Date Correct Invoice Received: **12/1** (DEC 01, 1994)

Vendor Invoice Date: **11/26** (NOV 26, 1994)

Want to review fee pharmacy payment history? No// **<RET>**

DATE PRESCRIPTION FILLED: **11/2** (NOV 02, 1994)

Select PRESCRIPTION NUMBER: **12345**

AMOUNT CLAIMED: **80**

DRUG NAME: **VALIUM**

MANUFACTURER: **MANUNAME**

STRENGTH: **5MG**

QUANTITY: **50**

Prescription referred to Pharmacy Service for determination.

Select one of the following:

1 PATIENT

2 VENDOR

Select to whom payment should be made:

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims. This new field allows entry of diagnosis and procedure codes for the invoice/payment (up to 25) and Admitting Diagnosis (for Civil Hospital).

< UNAUTHORIZED CLAIM >

DATE CLAIM RECEIVED: NOV 20, 2012 FEE PROGRAM: CIVIL HOSPITAL

VENDOR: Vendor ONE VETERAN: FEE,ICDSEVEN

TREATMENT FROM DATE: NOV 20, 2012 TREATMENT TO DATE: NOV 20, 2012

PRIMARY SERVICE FACILITY: CLINIC ONE

DATE VALID CLAIM RECEIVED: NOV 20, 2012

AMOUNT CLAIMED: 10 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED DATE OF DISPOSITION: NOV 20, 2012

AUTHORIZED FROM DATE: NOV 20, 2012 AUTHORIZED TO DATE: NOV 20, 2012

PRINT LETTER?: YES ENTERED/LAST EDITED BY: IFCAP,CPC

DATE ENTERED/LAST EDITED: NOV 20, 2012

MASTER CLAIM: NOV 20, 2012 REOPEN CLAIM DATE: NOV 20, 2012

DATE OF ORIGINAL DISPOSITION: NOV 20, 2012

CLAIM SUBMITTED BY: IFCAP,CPC STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: NOV 20, 2012 AUTHORIZATION: 4

DIAGNOSIS: 250.10

DISCHARGE TYPE (c): DISCHARGE

ICD1: **E08**

2 matches found

1. E08.00 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity without Nonketotic

Hyperglycemic-Hyperosmolar Coma (Nkhhc)

2. E08.01 Diabetes Mellitus due to Underlying Condition

with Hyperosmolarity with Coma

Select 1-2: **1**

ICD Diagnosis code: E08.00

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with Hyperosmolarity without Nonketotic Hyperglycemic-Hyperosmolar Coma Nkhhc)

POA1: Y Diagnosis was present at time of inpatient admission

**E08.43**

One match found

ICD Diagnosis code: E08.43

ICD Diagnosis description: Diabetes Mellitus due to Underlying Condition with

Diabetic Autonomic (Poly)Neuropathy

OK?? Yes// (Yes)

PROC1: 0016070

One match found

0016070 Bypass Cereb Vent to Nasophar with Autol Sub, Open

Approach

## OUTPUTS FOR UNAUTHORIZED CLAIMS

### ALL CLAIMS BY VENDOR/VETERAN/OTHER

**Introduction**

The All Claims by Vendor/Veteran/Other option is used to display/print all unauthorized claims for a single Vendor, veteran, or other party. The output is sorted by episode of care, grouping claims which are associated with one another. One claim may be associated with another if the veteran and episode of care are the same. Since the primary claim may not be the first to display, the secondary’s are flagged with an asterisk (\*). If you select a Vendor, the output will display by veteran; otherwise, it will display by Vendor. You can include only 38 U.S.C. 1725 (Mill Bill) claims; only non-Mill Bill claims, or both.

**Example**

Select unauthorized claim: **P.FEEpatient,One** FEEPATIENT,ONE 6-1-43 000456789

07-18-00 NSC VETERAN

Enrollment Priority: Category: NOT ENROLLED End Date: 07/18/2000

...OK? Yes// **<RET>** (Yes)

Select one of the following:

M MILL BILL (38 U.S.C. 1725)

N NON-MILL BILL

A ALL

Enter response: ALL// **MILL BILL** (38 U.S.C. 1725)

DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

VETERAN: FEEPATIENT,ONE

Page: 1

Vendor Fee Program Status Code

==============================================================================

FEEVENDOR,ONE OUTPATIENT INCOMPLETE UNAUTHORI

Treatment From: 6/15/00 Treatment To: 6/15/00

FEEVENDOR,ONE OUTPATIENT DISPOSITIONED AB

Treatment From: 5/16/01 Treatment To: 5/16/01

FEEVENDOR,ONE OUTPATIENT DISPOSITIONED AP

Treatment From: 6/16/01 Treatment To: 6/16/01

FEEVENDOR,TWO OUTPATIENT INCOMPLETE UNAUTHORI

Treatment From: 6/18/01 Treatment To: 6/18/01

Outputs for Unauthorized Claims

All Claims by Vendor/Veteran/Other

**Example, cont.**

VETERAN: FEEPATIENT,ONE

Page: 2

Vendor Fee Program Status Code

==============================================================================

FEEVENDOR, ONE OUTPATIENT DISPOSITIONED CW

Treatment From: 6/25/01 Treatment To: 6/25/01

FEEVENDOR, TWO CIVIL HOSPITAL DISPOSITIONED AS

Treatment From: 6/26/01 Treatment To: 6/29/01

FEEVENDOR, ONE OUTPATIENT COMPLETE/PENDING REV

Treatment From: 7/18/01 Treatment To: 7/23/01

Outputs for Unauthorized Claims

### CHECK DISPLAY

**Introduction**

The Check Display option displays all payments included on a check that was issued after the payment conversion from CALM (Centralized Accounting for Local Management) to FMS (Financial Management System). The information displayed may differ dependent upon the Fee Basis program you are using.

**Example**

Select Check Number: **69243230**

DEVICE: HOME// **<RET>** VIRTUAL TERMINAL RIGHT MARGIN: 80// **<RET>**

PAYMENT HISTORY FOR CHECK # 69243230

------------------------------------ Page: 1

FEE PROGRAM: OUTPATIENT

('\*' Reimbursement to Patient '#' Voided Payment '+' Cancellation Activity)

Svc Date CPT- Amount Amount Susp Batch Invoice

MOD Claimed Paid Code Number Number

=============================================================================

VENDOR: FEEvendor,One VENDOR ID: 000000000

Patient: FEEpatient,One Patient ID: XXX-XX-6789

4/1/06 10020 5.00 5.00 363 541

>>>Check # 69243230 Date Paid: 8/29/06<<<

Press RETURN to continue or '^' to exit:

Outputs for Unauthorized Claims

### CLERK LOOKUP FOR UNAUTHORIZED CLAIM

You must hold the FBAASUPERVISOR security key to access and use this option.

**Introduction**

This Clerk Lookup for Unauthorized Claim option is used to list users that entered or edited a specified unauthorized claim.

Per enforcement of Separation of Duties, the Fee Basis software keeps track of all users who’ve touched an authorization so it can prevent them from doing pricing. This report lists people that have touched a given unauthorized claim.

Select Outputs for Unauthorized Claims Option: Clerk Lookup for Unauthorized Claim

Select unauthorized claim: FEEPATIENT,THREE

Searching for a Patient

FEEPATIENT,THREE 3-16-40 666532145 YES SC VETERAN

NO ENROLLMENT APPLICATION ON FILE

...OK? Yes// (Yes)

Select from the following:

1 FEEPATIENT,T ARCHIBALD,J OUTPATIENT 9/26/00 DISPOSITIONED

TREATMENT FROM: 9/21/00 TREATMENT TO: 9/21/00

2 FEEPATIENT,T BLAIR HOUSE CIVIL HOSPIT 3/1/01 COVA APPEAL

TREATMENT FROM: 2/13/01 TREATMENT TO: 2/15/01

3 FEEPATIENT,T ABC DEF GHI CIVIL HOSPIT 8/31/01 DISPOSITIONED

TREATMENT FROM: 1/1/00 TREATMENT TO: 1/10/00

Enter RETURN for more, or Select: (1-3): 2

DEVICE: HOME// <RET>

Clerk Lookup for an unauthorized claim APR 07, 2015@14:50:35 page 1

-------------------------------------------------------------------------------

Unauthorized Claim

Veteran: FEEPATIENT,THREE Vendor: BLAIR HOUSE OF MILFORD

Date Claim Received: MAR 01, 2001 Fee Program: CIVIL HOSPITAL

Treatment From Date: FEB 13, 2001 Treatment To Date: FEB 15, 2001

Date/Time Edited Edited By

--------------------- -----------------------------------

Dec 03, 2001 FEECLERK,SIX

Comments: Added by FB\*3.5\*154 based on entered/last edited.

Outputs for Unauthorized Claims

### DISPLAY UNAUTHORIZED CLAIM

**Introduction**

This option is used to view unauthorized claims. Selection is made by entering the name of the submitter. The submitter may be the Vendor, veteran, or other party involved in the claim. After a claim has been selected, the option will either state there is no historical audit data for the claim or it will ask, “Show historical audit data?” with “NO” as the default answer. If the user responds “YES” to the question, the output will include a new section that displays all changes to the value of 13 monitored fields since installation of patch FB\*3.5\*151.

**Example of ICD-9 Data**

Select unauthorized claim: **P.FEEPATIENT,ONE** 06-02-34 000456789 SC VETERAN

1 FEEPATIENT,ONE FEEVENDOR, ONE CIVIL HOSPIT 09/01/92 APPROVED TO STABILIZA

TREATMENT FROM: 09/01/92 TREATMENT TO: 09/03/92

2 FEEPATIENT,ONE FEEVENDOR, ONE CIVIL HOSPIT 06/04/93 DISPOSITIONED

TREATMENT FROM: 06/04/93 TREATMENT TO: 06/24/93

Select the claim which you would like to display: (1-2): 1

SHOW HISTORICAL AUDIT DATA? NO// YES

DATE CLAIM RECEIVED: SEP 1, 1992 FEE PROGRAM: CIVIL HOSPITAL

VETERAN: FEEPATIENT,ONE VENDOR: FEEVENDOR,ONE

TREATMENT FROM DATE: SEP 1, 1992 TREATMENT TO DATE: SEP 3, 1992

PRIMARY SERVICE FACILITY: ANYCITY VAMC

DATE VALID CLAIM RECEIVED: SEP 1, 1992

AMOUNT CLAIMED: 15000 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED TO STABILIZATION

DATE OF DISPOSITION: SEP 3, 1992 AUTHORIZED FROM DATE: SEP 1, 1992

AUTHORIZED TO DATE: SEP 3, 1992 ENTERED BY: FEEUSER,FEEUSER1

DATE ENTERED: SEP 1, 1992 DATE LETTER SENT: SEP 23, 1992

MASTER CLAIM: SEP 1, 1992 REOPEN CLAIM DATE: SEP 2, 1992

DATE OF ORIGINAL DISPOSITION: SEP 3, 1992

CLAIM SUBMITTED BY: FEEVENDOR,ONE STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: SEP 3, 1992 EXPIRATION DATE OF CLAIM: SEP 24, 1993

DIAGNOSIS: CHEST PAIN

DISCHARGE TYPE (c): DISCHARGE

< PENDING INFORMATION >

1 MEDICAL RECORDS NEEDED

Press RETURN to continue or '^' to exit: <RET>

< HISTORICAL AUDIT DATA (SINCE PATCH FB\*3.5\*151) >

CHANGED DATE/TIME: MAR 12, 2014@14:13:18

FIELD: NOTICE OF DISAGREEMENT RECV'D NEW VALUE: MAR 12, 2014

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 12, 2014@14:13:19

FIELD: STATUS OLD VALUE: DISPOSITIONED

NEW VALUE: APPEAL/NOTICE OF DISAGREE RECV

CHANGED BY: FEECLERK,FIRST

PRESS RETURN TO CONTINUE OR '^' TO EXIT: <RET>

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims.

DATE CLAIM RECEIVED: JAN 15, 2013 FEE PROGRAM: CIVIL HOSPITAL

VENDOR: FEEVENDOR,ONE VETERAN: FEE,ICDONE

TREATMENT FROM DATE: NOV 24, 2012 TREATMENT TO DATE: NOV 25, 2012

PRIMARY SERVICE FACILITY: 22 AEROMEDICAL DENTAL CLINIC

DATE VALID CLAIM RECEIVED: JAN 15, 2013

AMOUNT CLAIMED: 20 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED DATE OF DISPOSITION: JAN 15, 2013

AUTHORIZED FROM DATE: NOV 24, 2012 AUTHORIZED TO DATE: NOV 25, 2012

PRINT LETTER?: YES ENTERED/LAST EDITED BY: IFCAP,CPO

DATE ENTERED/LAST EDITED: JAN 15, 2013

MASTER CLAIM: JAN 15, 2013

DATE OF ORIGINAL DISPOSITION: JAN 15, 2013

CLAIM SUBMITTED BY: IFCAP,CPC STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: JAN 15, 2013 AUTHORIZATION: 19

ICD DIAGNOSIS: E08.00

DISCHARGE TYPE (c): DISCHARGE

Outputs for Unauthorized Claims

### DISPOSITION/STATUS STATISTICS DISPLAY/PRINT

**Introduction**

The Disposition/Status Statistics Display/Print option provides a statistical report on unauthorized claims within a selected date range. It provides totals of dispositioned unauthorized claims by disposition type (approved, disapproved, etc.), as well as disposition status. (Refer to Appendix B for more information about statuses.) The report also supplies the total of unauthorized claims which have not been dispositioned, with a subtotal breakdown by claim status. Total approved dollars by primary service area are also provided.

**Example**

UNAUTHORIZED CLAIM DISPOSITION AND STATUS STATISTICS

----------------------------------------------------

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **t-10** (JUN 13, 1993)

Ending DATE : **t** (JUN 23, 1993)

DEVICE: HOME// **<RET>** Decnet RIGHT MARGIN: 80// **<RET>**

UNAUTHORIZED CLAIM DISPOSITION AND STATUS STATISTICS

----------------------------------------------------

Date Range Selected: 06/13/93 to 06/23/93

-----------------------------------------

CATEGORY OF DISPOSITION

TYPE OF # OF

DISPOSITION CLAIMS INITIAL APPEAL COVA APPEAL

-----------------------------------------------------------------------------

APPROVED 1 1 0 0

DISAPPROVED 1 1 0 0

CANCELLED/WITHDRAWN 0 0 0 0

APPROVED TO STABILIZATION 0 0 0 0

ABANDONED 0 0 0 0

----- ----- ----- -----

TOTAL DISPOSITIONED 2 2 0 0

TOTAL NOT DISPOSITIONED 2

-----

TOTAL CLAIMS 4

Press RETURN to continue or '^' to exit: **<RET>**

Outputs for Unauthorized Claims

Disposition/Status Statistics Display/Print

**Example, cont.**

UNAUTHORIZED CLAIM DISPOSITION AND STATUS STATISTICS

----------------------------------------------------

Date Range Selected: 06/13/93 to 06/23/93

-----------------------------------------

STATUS OF CLAIMS NOT DISPOSITIONED

STATUS # OF CLAIMS

INCOMPLETE UNAUTHORIZED CLAIM 1

PENDING - REASON UNKNOWN 0

COMPLETE/PENDING REVIEW 1

APPEAL/NOTICE OF DISAGREE RECV 0

APPEAL/ISSUED STATMENT OF CASE 0

APPEAL COMPLETE/PENDING REVIEW 0

COVA APPEAL 0

Press RETURN to continue or '^' to exit: **<RET>**

UNAUTHORIZED CLAIM DISPOSITION AND STATUS STATISTICS

----------------------------------------------------

Date Range Selected: 06/13/93 to 06/23/93

-----------------------------------------

TOTAL DOLLARS APPROVED BY PSA:

ANYCITY, ANYWHERE $0.00

ALBANY $0.00

-----

$0.00

Outputs for Unauthorized Claims

### EXPIRATION DISPLAY/PRINT

**Introduction**

The Expiration Display/Print option will display/print those unauthorized claims which will expire within the selected time frame.

There are two types of expirations involved with unauthorized claims. The first is based on the status of the claim. Certain statuses have expiration dates which, once passed, prohibit the submitter from any further action on the claim. (Refer to Appendix B for more information about statuses.) The other refers to information VA has requested from the submitter. The submitter has x # of days to respond or the claim is considered abandoned. The number of days is calculated from the date the letter was mailed.

**Example**

Select the date range within which an unauthorized claim will expire.

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010193** (JAN 01, 1993)

Ending DATE : **010196** (JAN 01, 1996)

DEVICE: HOME// **UNAUTHORIZED CLAIMS PRINTER** RIGHT MARGIN: 80// **<RET>**

Unauthorized Claims Due to Expire between 01/01/93 and 01/01/96

Treatment Treatment

Veteran Vendor FROM TO Status

=============================================================================

FEEPATIENT,ONE FEEVENDOR,ONE 04/26/93 04/28/93 INCOMPLE

FEEPATIENT,ONE FEEVENDOR,ONE 05/31/93 06/05/93 INCOMPLE

FEEPATIENT,ONE FEEVENDOR,ONE 01/01/93 01/03/93 INCOMPLE

FEEPATIENT,ONE FEEVENDOR,TWO 02/01/93 02/01/93 INCOMPLE

FEEPATIENT,ONE FEEVENDOR,THREE 01/01/93 01/03/93 INCOMPLE

Outputs for Unauthorized Claims

### STATUS DISPLAY/PRINT OF UNAUTHORIZED CLAIMS

**Introduction**

This option displays/prints unauthorized claims by primary service facility and status. You may include one, many, or all statuses, and sort by either Vendor or veteran for the primary sort. The output also subtotals the number of claims within a status and displays the expiration date, if one exists. If the unauthorized claim is due to expire within thirty days of the date the output was generated, an asterisk ('\*') will follow the expiration date.

Note: The disposition code will only display if the unauthorized claim has a status of either DISPOSITIONED, APPEAL DISPOSITIONED or COVA DISPOSITION. (Refer to Appendix B for more information about statuses.)

**Example**

Select one of the following:

1 PATIENT

2 VENDOR

Sort by: **1** PATIENT

Select from the following:

1 INITIAL ENTRY

2 INCOMPLETE UNAUTHORIZED CLAIM

3 PENDING - REASON UNKNOWN

4 COMPLETE/PENDING REVIEW

5 DISPOSITIONED

6 APPEAL/NOTICE OF DISAGREE RECV

7 APPEAL/ISSUED STATMENT OF CASE

8 APPEAL COMPLETE/PENDING REVIEW

9 APPEAL DISPOSITIONED

10 COVA APPEAL

11 COVA DISPOSITION

Enter selection: (1-11): **2**

START WITH DATE CLAIM RECEIVED: FIRST// **060194**

GO TO DATE CLAIM RECEIVED: LAST// **063094**

DEVICE: **UNAUTHORIZED CLAIMS PRINTER** RIGHT MARGIN: 80// **<RET>**

Outputs for Unauthorized Claims

Status Display/Print of Unauthorized Claims

**Example, cont.**

STATUS LISTING OF UNAUTHORIZED CLAIMS JUN 24,1994 11:41 PAGE 1

VETERAN VENDOR STATUS EXPIRES

------------------------------------------------------------------------------

PRIMARY SERVICE FACILITY: ANYCITY

FEEPATIENT,ONE FEEVENDOR,ONE INCOMPLETE UNAU JUN 24,1994

---------------

SUBCOUNT 1

---------------

SUBCOUNT 1

STATUS LISTING OF UNAUTHORIZED CLAIMS JUN 24,1994 11:41 PAGE 2

VETERAN VENDOR STATUS EXPIRES

------------------------------------------------------------------------------

PRIMARY SERVICE FACILITY: ANYWHERE, FL

FEEPATIENT,TWO FEEVENDOR,ONE INCOMPLETE UNAU JUN 24,1994

FEEPATIENT,THREE FEEVENDOR,TWO INCOMPLETE UNAU JUN 24,1994

---------------

SUBCOUNT 2

---------------

SUBCOUNT 2

---------------

COUNT 3

Outputs for Unauthorized Claims

### UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL

**Introduction**

The Unauthorized Claims Cost Report for Civil Hospital option produces an output report to display the unauthorized claims payments for Civil Hospital for a user selected date range. The report does not list any payment which does not have a date finalized. The output includes both payments and ancillary payments sorted by treating specialty.

**Example**

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **010194** (JAN 01, 1994)

Ending DATE : **t**  (AUG 09, 1994)

Select one of the following:

D DETAILED REPORT

S SUMMARY ONLY

Choose Report Type: S// **DETAILED REPORT**

QUEUE TO PRINT ON

DEVICE: HOME// **CIVIL HOSPITAL PRINTER**  RIGHT MARGIN: 80// **<RET>**

Requested Start Time: NOW// **<RET>** (AUG 19, 1994@16:08:33)

REQUEST QUEUED

UNAUTHORIZED CLAIMS

COST REPORT FOR CIVIL HOSPITAL

01/01/94 THROUGH 08/09/94

------------------------------

PATIENT NAME PATIENT ID DT CLAIM REC AMT PAID FINAL DRG LOS

==============================================================================

TREATING SPECIALTY: MEDICAL

FEEPATIENT,ONE 000-45-6789 05/17/94 2.00 45 3

\*\* Indicates an Ancillary Payment

Outputs for Unauthorized Claims

Unauthorized Claims Cost Report for Civil Hospital

**Example, cont.**

UNAUTHORIZED CLAIMS

COST REPORT FOR CIVIL HOSPITAL

01/01/94 THROUGH 08/09/94

------------------------------

SUMMARY

LOS # CASES AVE. AMT. PAID

==============================================================================

TREATING SPECIALTY: MEDICAL

3 1 2.00

==============================================================================

TOTAL CASES: 1 AVERAGE AMOUNT PAID: 2.00 AVERAGE LOS: 3.00

Outputs for Unauthorized Claims

### VENDOR PAYMENTS OUTPUT

**Introduction**

The Vendor Payments Output option is used to generate a history of payments made to a selected Vendor within a specified date range. You may print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Fee Basis Vendor: **FEEvendor,One** 000561234 FEEvendor,One

31 ANYVILLE AVENUE

ANYCITY, ANYWHERE 00001-0123

TEL. #: 999-555-2000

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **6/24** (JUN 24, 2006)

Ending DATE : **6/24** (JUN 24, 2006)

Select FEE BASIS Program: ALL// **OUTP**ATIENT

Select another FEE BASIS Program: **<RET>**

DEVICE: HOME// **UNAUTHORIZED CLAIMS PRINTER** RIGHT MARGIN: 80// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **<RET>** (NO)

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 000000001

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Patient: FEEpatient,One Patient ID: XXX-XX-6789

07/09/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/07/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

Outputs for Unauthorized Claims

VENDOR PAYMENTS OUTPUT

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VENDOR PAYMENT HISTORY

======================== Page: 1

Vendor: FEEvendor,One Vendor ID: 000000001

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

=============================================================================

Patient: FEE,ICDONE Patient ID: 000-00-0012

11/21/12 10160 1 22715 111691

10.00 10.00 0.00

Primary Dx: Hb-SS disease with (D57.01)S/C Condition? NO Obl.#: 1CP007

VENDOR PAYMENT HISTORY

======================== Page: 2

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

===============================================================================

Patient: FEE,ICDTHREE Patient ID: 000-00-1456

11/3/12 99283 450 1 22705 111640

60.00 59.55R 8 0.45

Primary Dx: S/C Condition? NO Obl.#: 0CP006

Outputs for Unauthorized Claims

### VETERAN PAYMENTS OUTPUT

**Introduction**

The Veteran Payments Output option is used to generate a history of payments made within a specified date range for a selected Fee Basis patient. You may choose to print the history for one, several, or all Fee Basis programs.

Line items that were previously cancelled are annotated with a plus sign (+).

**Example of ICD-9 Data**

Select Outputs for Unauthorized Claims Option: veteran Payments Output

Select Fee Basis Patient: **FEEpatient,one** 12-25-45 000456789 sc veteran

\*\*\*\* Date Range Selection \*\*\*\*

Beginning DATE : **062406** (JUN 24, 2006)

Ending DATE : **062406** (JUN 24, 2006)

Select FEE BASIS Program: ALL// **OUTPATIENT**

Select another FEE BASIS Program: **<RET>**

DEVICE: HOME// UNAUTHORIZED CLAIMS PRINTER RIGHT MARGIN: 80// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **<RET>** (NO)

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEEpatient,One Patient ID: XXX-XX-6789

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

Svc Date CPT-MOD Amount Amount Susp Batch Invoice Voucher

Claimed Paid Code Num Num Date

=============================================================================

Vendor: FEEvendor,One Vendor ID: 000000000

07/09/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/07/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

07/05/06 90050(C&P) 25.00 25.00 00037 43

Primary Dx: NEUROTIC DEPRESSION S/C Condition? - Obl.#: C89211

Outputs for Unauthorized Claims

VETERAN PAYMENTS OUTPUT

**Example of ICD-10 Data**

ICD-10 data displays Primary Diagnosis for Outpatient invoices. Displays invoice diagnosis codes (up to 25) and Admitting Diagnosis for Civil Hospital invoices.

VETERAN PAYMENT HISTORY

======================== Page: 2

Date Range: 1/1/11 to 12/17/12

Patient: FEE,ICDONE Patient ID: 000-00-0012

FEE PROGRAM: CIVIL HOSPITAL

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

=============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

11/15/12 111629 11/15/12 11/17/12

25.00 0.00 2

Admit Dx: I50.31

DX/POA: I50.30/Y

PROC: 02UA47Z

VETERAN PAYMENT HISTORY

======================== Page: 1

Patient: FEE,ICDONE Patient ID: 000-00-0012

FEE PROGRAM: OUTPATIENT

('\*' Reimb. to Patient '+' Cancel. Activity '#' Voided Payment)

(paid symbol: 'R' RBRVS 'F' 75th percentile 'C' contract 'M' Mill Bill

'U' U&C)

Svc Date CPT-MOD Rev Code Units Paid Batch No. Inv No. Voucher Date

Amt Claimed Amt Paid Adj Code Adj Amounts Remit Remark Patient Account No

==============================================================================

Vendor: FEEVENDOR,ONE Vendor ID: 00000000

11/21/12 10160 1 22715 111691

10.00 10.00 0.00

Primary Dx: Hb-SS disease with (D57.01)S/C Condition? NO Obl.#: 1CP007

## Display Unauthorized Claim

**Introduction**

This option is used to view unauthorized claims. Selection is made by entering the name of the submitter. The submitter may be the Vendor, veteran, or other party involved in the claim. After a claim has been selected, the option will either state there is no historical audit data for the claim or it will ask, “Show historical audit data?” with “NO” as the default answer. If the user responds “YES” to the question, the output will include a new section that displays all changes to the value of 13 monitored fields since installation of patch FB\*3.5\*151.

**Example of ICD-9 Data**

Select unauthorized claim: P.FEEPATIENT,ONE 06-02-34 000456789 SC VETERAN

1 FEEPATIENT,ONE FEEVENDOR, ONE CIVIL HOSPIT 09/01/92 APPROVED TO STABILIZA

TREATMENT FROM: 09/01/92 TREATMENT TO: 09/03/92

2 FEEPATIENT,ONE FEEVENDOR, ONE CIVIL HOSPIT 06/04/93 DISPOSITIONED

TREATMENT FROM: 06/04/93 TREATMENT TO: 06/24/93

Select the claim which you would like to display: (1-2): 1

SHOW HISTORICAL AUDIT DATA? NO// YES

DATE CLAIM RECEIVED: SEP 1, 1992 FEE PROGRAM: CIVIL HOSPITAL

VETERAN: FEEPATIENT,ONE VENDOR: FEEVENDOR, ONE

TREATMENT FROM DATE: SEP 1, 1992 TREATMENT TO DATE: SEP 3, 1992

PRIMARY SERVICE FACILITY: ANYCITY VAMC

DATE VALID CLAIM RECEIVED: SEP 1, 1992

AMOUNT CLAIMED: 15000 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED TO STABILIZATION

DATE OF DISPOSITION: SEP 3, 1992 AUTHORIZED FROM DATE: SEP 1, 1992

AUTHORIZED TO DATE: SEP 3, 1992 ENTERED BY: FEEUSER

DATE ENTERED: SEP 1, 1992 DATE LETTER SENT: SEP 23, 1992

MASTER CLAIM: SEP 1, 1992 REOPEN CLAIM DATE: SEP 2, 1992

DATE OF ORIGINAL DISPOSITION: SEP 3, 1992

CLAIM SUBMITTED BY: FEEVENDOR,ONE STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: SEP 3, 1992 EXPIRATION DATE OF CLAIM: SEP 24, 1993

DIAGNOSIS: CHEST PAIN

DISCHARGE TYPE (c): DISCHARGE

< PENDING INFORMATION >

1 MEDICAL RECORDS NEEDED

Press RETURN to continue or '^' to exit: **<RET>**

< ASSOCIATED CLAIMS >

1 FEEPATIENT,ONE FEEVENDOR,ONE OUTPATIENT 09/01/92 DISPOSITIONED

TREATMENT FROM: 09/01/92 TREATMENT TO: 09/03/92 PRIMARY CLAIM: 09/01/92

< HISTORICAL AUDIT DATA (SINCE PATCH FB\*3.5\*151) >

CHANGED DATE/TIME: MAR 12, 2014@14:13:18

FIELD: NOTICE OF DISAGREEMENT RECV'D NEW VALUE: MAR 12, 2014

CHANGED BY: FEECLERK,FIRST

CHANGED DATE/TIME: MAR 12, 2014@14:13:19

FIELD: STATUS OLD VALUE: DISPOSITIONED

NEW VALUE: APPEAL/NOTICE OF DISAGREE RECV

CHANGED BY: FEECLERK,FIRST

PRESS RETURN TO CONTINUE OR '^' TO EXIT: <RET>

**Example of ICD-10 Data**

There is a new ICD-10 diagnosis field for unauthorized claims.

DATE CLAIM RECEIVED: NOV 19, 2012 FEE PROGRAM: OUTPATIENT

VENDOR: FEEVENDOR,ONE VETERAN: FEE,ICDONE

TREATMENT FROM DATE: APR 03, 2012 TREATMENT TO DATE: APR 03, 2012

PRIMARY SERVICE FACILITY: CIV EMP HLTH CLIN

DATE VALID CLAIM RECEIVED: NOV 19, 2012

AMOUNT CLAIMED: 900 PATIENT TYPE CODE: MEDICAL

DISPOSITION: APPROVED DATE OF DISPOSITION: JAN 10, 2013

AUTHORIZED FROM DATE: APR 03, 2012 AUTHORIZED TO DATE: APR 03, 2012

PRINT LETTER?: YES ENTERED/LAST EDITED BY: IFCAP,CPCTWO

DATE ENTERED/LAST EDITED: JAN 10, 2013

MASTER CLAIM: NOV 19, 2012 REOPEN CLAIM DATE: JAN 10, 2013

CLAIM SUBMITTED BY: IFCAP,CPC STATUS: DISPOSITIONED

DATE OF CURRENT STATUS: JAN 10, 2013 ICD DIAGNOSIS: E13.8

## UTILITIES FOR UNAUTHORIZED CLAIMS

### VENDOR ENTER/EDIT

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 2 security key is required to update contract and rate data for a community nursing home vendor.
* The FBAA ESTABLISH VENDOR security key is required to enter a new or edit an existing Vendor.

**Introduction**

The Vendor Enter/Edit option is used to enter new vendors or edit existing vendors, and to display Vendor demographics. It is used to enter Community Nursing Home vendors and all ancillary vendors who provide services under VA contract to veterans in nursing homes. A Vendor cannot be deleted from the DHCP FEE BASIS VENDOR file (#161.2).

Vendors must be entered into the system before they can receive any Fee Basis payments. The Fee Basis Vendor ID Number is usually the individual's Social Security Number (SSN) or the Vendor's Tax ID number. A group of physicians may be entered in the system under one ID number if they are incorporated (e.g., Dermatology Assocs., P.C., or Capital District Urologists, P.C.).

When you request a list of vendors by entering <?> at the "Select FEE BASIS VENDOR NAME:" prompt, or if multiple vendors exist with the Vendor name you selected, the list displayed will indicate if the Vendor is in delete status (flagged for Austin deletion) or Awaiting Austin Approval.

**WARNING**: If you are attempting to edit Vendor information for a Vendor flagged "Awaiting Austin Approval" anywhere in the package which allows entering a Vendor or editing Vendor data (e.g., prompts that ask, "ARE YOU ADDING {Vendor name} AS A NEW FEE BASIS VENDOR (THE {n}TH)?", or "Want to Edit data? NO//", etc.), the following message will appear on your screen:

Current Vendor information is pending Austin processing. Changing Vendor information at this time may jeopardize the processing of the existing Master Record Adjustment!

Do you wish to continue editing this Vendor? No//

Any changes which you make to a Vendor will affect all other sites which have this Vendor in their Fee Basis Vendor file (#161.2).

Utilities for Unauthorized Claims

Vendor Enter/Edit

**Example**

Select FEE BASIS VENDOR NAME: FEEVENDOR,ONE

ARE YOU ADDING 'FEEVENDOR,ONE' AS

A NEW FEE BASIS VENDOR (THE 74TH)? Y (YES)

FEE BASIS VENDOR ID NUMBER: 000666666

FEE BASIS VENDOR TYPE OF VENDOR: 8 OTHER

FEE BASIS VENDOR PART CODE: 5 COMMUNITY NURSING HOME 05

FEE BASIS VENDOR CHAIN: <RET>

FEE BASIS VENDOR NPI: <RET>

NAME: FEEVENDOR,ONE Replace <RET>

ID NUMBER: 666-66-6666// <RET>

Is the ID NUMBER a Tax # or SSN?

TAX ID/SSN (Enter 'T' or 'S'): T TAX ID NUMBER

TYPE OF VENDOR: OTHER// <RET>

BUSINESS TYPE (FPDS): <RET>

Select SOCIOECONOMIC GROUP (FPDS): <RET>

PART CODE: COMMUNITY NURSING HOME// <RET>

STREET ADDRESS: 222 BLOOMING GROVE DR

STREET ADDRESS 2: <RET>

CITY: ANYCITY

STATE: NY ANYWHERE

ZIP CODE: 00001

COUNTY: ANYPLACE 083

PHONE NUMBER: 999-555-1234

FAX NUMBER: 999-555-1200

BILLING PROVIDER NPI: 1234567899<RET>

MEDICARE ID NUMBER: 777555

NUMBER OF CNH BEDS: 100

INSPECTED/ACCREDITED: B BOTH INSPECTED AND ACCREDITED

CERTIFIED MEDICARE/MEDICAID: 4 CERTIFIED FOR BOTH

DATE OF LAST ASSESSMENT: 8/1 (AUG 01, 1994)

Select FEE BASIS CNH CONTRACT NUMBER: <RET>

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

==> AWAITING AUSTIN APPROVAL <==

Name: FEEVENDOR,ONE ID Number: 000666666

Billing Prov NPI: 1234567899

Address: 222 BLOOMING GROVE DR Specialty:

City: ANYCITY Type: OTHER

State: ANYWHERE Participation Code: COMMUNITY NURSING HOM

ZIP: 00001 Medicare ID Number: 777555

County: ANYPLACE Chain:

Phone: 999-555-1234

Fax: 999-555-1200

Type (FPDS):

Austin Name:

Last Change Last Change

TO Austin: FROM Austin:

>>> CNH INFORMATION <<<

Total Beds: 100 Inspected/Accredited: Inspect. & Accred.

Want to edit data? No// <RET>

Utilities for Unauthorized Claims

### ADD NEW PERSON FOR UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

If you hold the XUSPF200 Security Key, the entry of SSN is optional.

**Introduction**

When someone other than the veteran or Vendor submits an unauthorized claim, the Add New Person for Unauthorized Claim option is used to enter the name and address of that party in the NEW PERSON file (#200).

Information asked may vary depending on what your site has entered in the KERNEL SYSTEM PARAMETERS file (#8989.3).

**Example**

Enter NEW PERSON's name (LAST,FIRST MI): **FEEPATIENT,ONE**

ARE YOU ADDING 'FEEPATIENT,ONE ' AS A NEW NEW PERSON (THE 1884TH)? Y (YES)

Checking SOUNDEX for matches.

FEEpatient,ONE

FEEpatient

Do you still want to add this entry: NO// **Y**

Now for the Identifiers.

INITIAL: **FO**

SSN: **000456789**

SEX: M MALE

STREET ADDRESS 1: **123 main ST**

STREET ADDRESS 2: **<RET>**

STREET ADDRESS 3: **<RET>**

CITY: **ANYCITY**

STATE: **NY**  ANYWHERE

ZIP CODE: **00001**

SSN: 000456789// **<RET>**

Utilities for Unauthorized Claims

### ASSOCIATE AN UNAUTHORIZED CLAIM TO A PRIMARY

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

This option is used to associate unauthorized claims to a primary unauthorized claim. Associated claims will be displayed with the primary on a lookup.

In order for claims to be associated, they must be for the same veteran and episode of care. A primary claim **without** associated claims may be associated with another primary claim. A primary claim **with** associated claims may not be associated to another primary.

Once the submitter is entered, all claims for that submitter for the same patient and episode of care are displayed. Next, you are prompted to choose the claim which you want to associate (secondary), then the claim to which it should be associated (primary). You can select one, many, or all when you select the secondary.

If you associate the new claim with a previously entered claim or group of claims, and at least one of those claims has been dispositioned, you will also be asked if you wish to disposition the new claim to the same disposition as the claim to which it is associated. When claims are associated, they are displayed with the primary claim on lookup, and in certain instances, you have the ability to update all the claims in the group at the same time.

UTILITIES FOR UNAUTHORIZED CLAIMS

Associate an Unauthorized Claim to a Primary

**Example**

Select unauthorized claim: **p.FEEPATIENT,ONE**  01-16-55 000456789

SC VETERAN

Select from the following:

1 FEEPAT,ONE FEEVENDR,ONE CIVIL HOSPIT 06/22/93 DISPOSITIONED

TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

2 FEEPAT,ONE FEEVENDR,ONE CIVIL HOSPIT 05/12/93 DISPOSITIONED

TREATMENT FROM: 04/21/93 TREATMENT TO: 04/22/93

3 FEEPAT,ONE FEEVENDR,ONE CIVIL HOSPIT 06/22/93 INCOMPLETE UNAUT

TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

4 FEEPAT,ONE FEEVENDR,TWO PHARMACY 06/30/93 DISPOSITIONED

TREATMENT FROM: 06/01/93 TREATMENT TO: 06/01/93

5 FEEPAT,ONE FEEVENDR,ONE CIVIL HOSPIT 06/22/93 INCOMPLETE UNAUT

TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

Enter selection: (1-5): **1**

Select the unauthorized claim to which this one should be associated: **6/22** JUN 22, 1993

1 6-22-1993 FEEPATIENT,ONE FEEVENDR,ONE CIVIL HOSPITAL

DISPOSITIONED TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

2 6-22-1993 FEEPATIENT,ONE FEEVENDR,ONE CIVIL HOSPITAL

INCOMPLETE UNAUT TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

3 6-22-1993 FEEPATIENT,ONE FEEVENDR,ONE CIVIL HOSPITAL

INCOMPLETE UNAUT TREATMENT FROM: 06/01/93 TREATMENT TO: 06/04/93

CHOOSE 1-3: **2**

At least one other claim in this group has been dispositioned.

Would you like this claim to be dispositioned to APPROVED TO STABILIZATION? **N**O

Utilities for Unauthorized Claims

### DISASSOCIATE AN UNAUTHORIZED CLAIM

You must hold the FBAA LEVEL 1 AUTH security key to access and use this option.

**Introduction**

This option allows you to disassociate an unauthorized claim which has been associated to others.

**Example**

Select unauthorized claim: **P.ONE,T** FEEPATIENT,ONE 04-23-13 000456789

NSC VETERAN

Select from the following:

1 FEEPATIENT,ONE FEEVENDOR,ONE PHARMACY 9/30/93 APPEAL DISPOSITI

TREATMENT FROM: 9/28/93 TREATMENT TO: 9/28/93

2 FEEPATIENT,ONE FEEVENDOR,TWO CIVIL HOSPIT 7/2/93 APPEAL/NOTICE OF

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

3 DOCTOR CIVIL HOSPIT 6/23/93 APPEAL/NOTICE OF <7/2/93>

4 DOCTOR CIVIL HOSPIT 7/2/93 COVA DISPOSITION <7/2/93>

5 FEEPATIENT,ONE FEEVENDOR,TWO CONTRACT NUR 7/2/93 APPEAL COMPLETE/

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

6 FEEPATIENT,ONE FEEVENDOR,ONE OUTPATIENT 7/2/93 APPEAL DISPOSITI

TREATMENT FROM: 1/1/93 TREATMENT TO: 1/1/93

7 FEEPATIENT,ONE FEEVENDOR,ONE OUTPATIENT 7/2/93 DISPOSITIONED

TREATMENT FROM: 1/1/93 TREATMENT TO: 1/1/93

Enter RETURN for more, or Select: (1-7): **2**

2 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 7/2/93 APPEAL/NOTICE OF

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

Press RETURN to continue or '^' to exit: **<RET>**

71 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 6/23/93 APPEAL/NOTICE OF

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

DISPOSITIONED: DISAPPROVED

73 FEEPATIENT,ONE FEEVENDOR,ONE CIVIL HOSPIT 7/2/93 COVA DISPOSITION

TREATMENT FROM: 1/1/93 TREATMENT TO: 2/1/93

DISPOSITIONED: ABANDONED

Do you wish to disassociate claim from the above group? **YES**

Do you want to automatically link this claim with another group? **NO**

Utilities for Unauthorized Claims

### DELETE UNAUTHORIZED CLAIM

**Introduction**

The Delete Unauthorized Claim option allows you to delete unauthorized claims which have not been dispositioned. Dispositioned claims should be edited to a disposition status of Canceled/Withdrawn; you cannot delete them. (Refer to Appendix B for more information about statuses.) If an unauthorized claim is deleted, any pending information on file for that claim is also deleted. If you delete a primary claim, the first secondary then becomes the primary, and all other remaining associated claims will point to the new primary.

**Example**

Select unauthorized claim: v.FEEVENDR,HOSPITAL 000000000AA CONTRACT HOSP

123 ANYWHERE AVE

ANYPLACE, WI 00001-1265 TEL. #: 5551212

Select from the following:

1 FEEvendor,One FEEpatient,One CIVIL HOSPIT 05/27/93 INCOMPLETE UNAUT

TREATMENT FROM: 04/26/93 TREATMENT TO: 04/28/93 PRIMARY CLAIM: //

2 FEEvendor,One FEEpatient,One OUTPATIENT 09/09/93 INCOMPLETE UNAUT

TREATMENT FROM: 09/07/93 TREATMENT TO: 09/07/93

Enter selection: (1-2): 1

1 FEEvendor,One FEEpatient,One CIVIL HOSPIT 05/27/93 INCOMPLETE UNAUT

TREATMENT FROM: 04/26/93 TREATMENT TO: 04/28/93

Are you sure you wish to delete? Y// YES

Deleting claim...

Utilities for Unauthorized Claims

### RETURN ADDRESS DISPLAY/EDIT

You must hold the FBAA LEVEL 2 security key to access and use this option.

**Introduction**

This option is used to display and/or edit the return address which will appear on unauthorized claim letters when letterhead is not used.

**Example**

VAMC ANYWHERE NY

128 ANYSTREET AVE

ALBANY ANYWHERE 00001

Do you wish to edit? No// **Y**ES

STATION NAME (EDITABLE): VAMC ANYWHERE NY// **<RET>**

STATION ADDRESS LINE 1: 128 ANYSTREET AVE// **113 ANYSTREET AVE**

STATION ADDRESS LINE 2: **<RET>**

STATION ADDRESS LINE 3: **<RET>**

CITY: ALBANY// **<RET>**

STATE: ANYWHERE// **<RET>**

ZIP: 00001// **<RET>**

Do you wish to display return address? Yes// **<RET>**

Press RETURN to continue or '^' to exit: **<RET>**

VAMC ANYWHERE NY

113 ANYSTREET AVE

ALBANY ANYWHERE 00001

Do you wish to edit? No// **<RET>**

Press RETURN to continue...

# Section 7: STATE HOME MAIN MENU

## Overview

Following is a brief description of each option contained in the State Home Main Menu.

**ENTER NEW STATE HOME AUTHORIZATION**

***NOTE:*** *This option is located on the STATE HOME MAIN MENU.*

This option is used to enter a new State Home authorization for a patient. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

**CHANGE A STATE HOME AUTHORIZATION**

***NOTE:*** *This option is located on the STATE HOME MAIN MENU.*

This option is used to edit an existing State Home authorization for a patient. This option should be used to update the TO DATE of an authorization when a patient is discharged. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

**DELETE A STATE HOME AUTHORIZATION**

***NOTE:*** *This option is located on the STATE HOME MAIN MENU.*

This option is used to delete an existing State Home authorization that was entered in error. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

**REINSTATE STATE HOME AUTHORIZATION**

***NOTE:*** *This option is located on the STATE HOME MAIN MENU.*

This option is used to reinstate a previously deleted State Home authorization for a patient. You must hold the FBAA LEVEL 1 AUTH security key to access and use this option. You must hold the FBAA ESTABLISH VENDOR security key to enter new vendors.

**ACTIVE AUTHORIZATION REPORT**

***NOTE:*** *This option is located on the STATE HOME MAIN MENU.*

This option generates a report of authorizations whose FROM DATES and TO DATES overlap any portion of a user-specified date range. If the STATE HOME program is selected, a count of authorization days that fall within the user-specified date range will be shown. Note that the authorization TO DATE is not included in the count of days.

STATE HOME MAIN MENU

## ENTER NEW STATE HOME AUTHORIZATION

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 AUTH security key is required to have access to this option.
* The FBAA ESTABLISH VENDOR is required to enter new vendors.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Enter New State Home Authorization option is used to enter a new State Home authorization for a patient. In order to enter a State Home authorization, the patient must be registered and have an eligibility status of VERIFIED or PENDING VERIFICATION. The level of care must be specified with a purpose of visit code.

The system does not allow two different State Home authorizations to have the same FROM DATE. Additionally, State Home authorizations cannot overlap except that the TO DATE of one authorization is permitted to equal the FROM DATE of another authorization.

State Home authorization data is transmitted to Central FEE in Austin via Veteran Master Record Adjustment (MRA) messages.

New insurance information can be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient, please refer to Appendix A, "Adding new Insurance Data/reporting Discrepancies to MCCR."

**NOTE:** The Enter New State Home Authorization option cannot be used to edit a previously entered authorization. An authorization can be edited through the Change a State Home Authorization option (see page 7-5 for additional information).

STATE HOME MAIN MENU

Enter New State Home Authorization

**Example**

Select PATIENT NAME: **FEEPATIENT,One**

FEEPATIENT,One Pt.ID: 000-67-8904

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3457890

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: FEEPATIENT,One Pt.ID: 000-67-8904

AUTHORIZATIONS:

(1) FR: 12/01/98 VENDOR: Not Specified

TO: 01/15/99

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME ADHC

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

REMARKS:

test remarks.

Enter RETURN to continue or '^' to exit: **<RET>**

STATE HOME MAIN MENU

Enter New State Home Authorization

**Example, cont.**

Enter FROM DATE: **1/15/99** (JAN 15, 1999)

Enter TO DATE: **9/20/2001** (SEP 20, 2001)

AUTHORIZATION PURPOSE OF VISIT CODE: **STATE HOME NH 89**

VENDOR: **ANYVILLE STATE** NH 541991111 ALL OTHER PARTI

1211 WATER ST (Awaiting Austin Approval)

ANYWHERE, VA 23669 TEL. #: 555-5555

AUTHORIZATION REMARKS:

No existing text

Edit? NO// **<RET>**

STATE HOME MAIN MENU

## CHANGE A STATE HOME AUTHORIZATION

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 AUTH security key is required to have access to this option.
* The FBAA ESTABLISH VENDOR is required to enter new vendors.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Change a State Home Authorization option is used to edit a previously entered State Home authorization. This option should be used to update the TO DATE of an authorization when the patient is discharged. Note that the FROM DATE of an authorization cannot be edited. If an incorrect FROM DATE is entered, the authorization should be deleted with the Delete a State Home Authorization option (see page 7-8 for additional information).

New insurance information can be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient, please refer to Appendix A, "Adding New Insurance Data/Reporting Discrepancies to MCCR."

STATE HOME MAIN MENU

Change a State Home Authorization

**Example**

Select PATIENT NAME: **FEEPATIENT,One**

FEEPATIENT,ONE Pt.ID: 000-67-8904

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3457890

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>**

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: **FEEPATIENT,ONE** Pt.ID: 000-67-8904

AUTHORIZATIONS:

(1) FR: 01/15/99 VENDOR: ANYVILLE STATE NH - 541991111

TO: 09/20/01

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME NH

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

(2) FR: 12/01/98 VENDOR: Not Specified

TO: 01/15/99

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME ADHC

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

REMARKS:

test remarks.

Enter RETURN to continue or '^' to exit: **<RET>**

STATE HOME MAIN MENU

Change a State Home Authorization

**Example, cont.**

Patient Name: **FEEPATIENT,ONE** Pt.ID: 000-67-8904

Enter a number (1-2): **1**

FROM DATE: Jan 15, 1999 (No Editing)

Enter TO DATE: Sep 20, 2001// T (FEB 09, 1999)

PURPOSE OF VISIT CODE: STATE HOME NH// **<RET>**

VENDOR: ANYVILLE STATE NH// **<RET>**

AUTHORIZATION REMARKS:

No existing text

Edit? NO// **<RET>**

STATE HOME MAIN MENU

## DELETE A STATE HOME AUTHORIZATION

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 AUTH security key is required to have access to this option.
* The FBAA ESTABLISH VENDOR is required to enter new vendors.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Delete a State Home Authorization option is used to delete a State Home authorization that was entered in error. A deleted authorization is retained on the local system with a status of AUSTIN DELETED. However, Central FEE in Austin will completely remove the deleted authorization from its database. Since a deleted authorization will be treated as if it never existed, this option should only be used to delete an authorization whose FROM DATE is incorrect.

New insurance information can be entered through this option. For help with entering new insurance data and/or reporting discrepancies in current information for the selected patient, please refer to Appendix A, "Adding New Insurance Data/Reporting Discrepancies to MCCR."

STATE HOME MAIN MENU

**DELETE A STATE HOME AUT****HORIZATION**

**Example**

Select PATIENT NAME: FEEPATIENT,ONE

FEEPATIENT,ONE Pt.ID: 000-67-8904

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3457890

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>** NO

Are there any discrepancies with insurance data on file? No// **<RET>**

Patient Name: **FEEPATIENT,ONE** Pt.ID: 000-67-8904

AUTHORIZATIONS:

(1) FR: 01/15/99 VENDOR: ANYVILLE STATE NH - 541991111

TO: 02/10/99

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME NH

REF:

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

(2) FR: 12/01/98 VENDOR: Not Specified

TO: 01/15/99

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME ADHC

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

>> DELETE MRA SENT TO AUSTIN ON - 02/22/99 >>

Enter RETURN to continue or '^' to exit:

Enter a number (1-2): **1**

OK to DELETE the 1/15/99-2/9/99 authorization? **YES**

STATE HOME MAIN MENU

## REINSTATE STATE HOME AUTHORIZATION

You must hold the following security keys to access and use this option:

* The FBAA LEVEL 1 AUTH security key is required to have access to this option.
* The FBAA ESTABLISH VENDOR is required to enter new vendors.

A YES response at the "Are there any discrepancies with insurance data on file?" prompt generates a mail bulletin to MCCR to report erroneous insurance data.

New insurance information may be uploaded into IB files through this option.

**Introduction**

The Reinstate State Home Authorization is used to reinstate a previously deleted State Home authorization. All information except the FROM DATE can be changed when a previously deleted authorization is reinstated.

STATE HOME MAIN MENU

REINSTATE STATE HOME AUTHORIZATION

**Example**

Select PATIENT NAME: FEEPATIENT,One

FEEPATIENT,ONE Pt.ID: 000-67-8904

123 MAIN ST DOB: DEC 25,1945

ANYPLACE TEL: Not on File

ANYWHERE 99999 CLAIM #: 3457890

COUNTY: ANYPLACE

Primary Elig. Code: SC LESS THAN 50% -- VERIFIED OCT 1984

Other Elig. Code(s): NO ADDITIONAL ELIGIBILITIES IDENTIFIED

SC Percent: 30%

Rated Disabilities: NONE STATED

Health Insurance: NO

Insurance COB Subscriber ID Group Holder Effective Expires

===========================================================================

No Insurance Information

Want to add NEW insurance data? No// **<RET>** NO

Are there any discrepancies with insurance data on file? No// **<RET>** NO

Patient Name: **FEEPATIENT,ONE** Pt.ID: 000-67-8904

AUTHORIZATIONS:

(1) FR: 01/15/99 VENDOR: ANYVILLE STATE NH - 541991111

TO: 02/10/99

Authorization Type: STATE HOME

Purpose of Visit: STATE HOME NH

DX: REF:

REF NPI:

County: ANYPLACE PSA: Unknown

>> DELETE MRA SENT TO AUSTIN ON - 02/11/99 >>

Is this the correct Authorization period (Y/N)? Yes// YES

FROM DATE: Jan 15, 1999 (No Editing)

Enter TO DATE: Feb 10, 1999// **<RET>** (FEB 10, 1999)

PURPOSE OF VISIT CODE: STATE HOME NH// **<RET>**

VENDOR: ANYVILLE STATE NH// **<RET>**

AUTHORIZATION REMARKS:

No existing text

Edit? NO// **<RET>**

STATE HOME MAIN MENU

## ACTIVE AUTHORIZATION REPORT

**Introduction**

The Active Authorization Report option is used to generate a list of authorizations whose FROM DATES and TO DATES overlap any portion of a user-specified date range. The list is first sorted by purpose of visit, then by Vendor, and finally by patient. If the report is run for the STATE HOME program, the number of authorization days that fall within the user-specified date range will be reported under the DAYS column. Note that the authorization TO DATE is not included in this value. Deleted authorizations are not included in the output since they were entered in error.

**Example**

Select State Home Main Menu Option: **Active Authorization** Report

Select FEE BASIS PROGRAM NAME: STATE HOME// **<RET>**

For ALL Purpose of Visits? Y/N? YES// **<RET>**

From Date: Jan 01, 1999// **<RET>** (JAN 01, 1999)

To Date: Jan 31, 1999// **<RET>** (JAN 31, 1999)

Print authorization remarks? NO// **<RET>**

DEVICE: HOME// <RET> UCX/TELNET RIGHT MARGIN: 80// **<RET>**

ACTIVE AUTHORIZATIONS by POV, Vendor, Patient FEB 23, 1999@13:23:23 page 1

FROM Jan 01, 1999 TO Jan 31, 1999 FOR THE STATE HOME PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID DAYS AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: STATE HOME ADHC

Vendor: not specified

FEEPATIENT,ONE 000-67-8904 14 Dec 01, 1998 Jan 15, 1999

DOB: DEC 25,1945

---- ----

Vendor Subtotal: Count: 1 Days: 14

==== ====

POV Subtotal: Count: 1 Days: 14

Enter RETURN to continue or '^' to exit: **<RET>**

Active Authorization Report

**Example, cont.**

ACTIVE AUTHORIZATIONS by POV, Vendor, Patient FEB 23, 1999@13:23:23 page 2

FROM Jan 01, 1999 TO Jan 31, 1999 FOR THE STATE HOME PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID DAYS AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV: STATE HOME NH

Vendor: ANYVILLE STATE NH

FEEPATIENT,TWO 000-10-4877 31 Dec 15, 1998 Feb 09, 1999

DOB: 1914

FEEPATIENT,ONE 000-67-8904 17 Jan 15, 1999 Feb 10, 1999

DOB: DEC 25,1945

---- ----

Vendor Subtotal: Count: 2 Days: 48

Enter RETURN to continue or '^' to exit: **<RET>**

ACTIVE AUTHORIZATIONS by POV, Vendor, Patient FEB 23, 1999@13:23:23 page 3

FROM Jan 01, 1999 TO Jan 31, 1999 FOR THE STATE HOME PROGRAM

FOR ALL PURPOSE OF VISIT(S)

VETERAN Pt. ID DAYS AUTHORIZATION

FROM DATE TO DATE

-----------------------------------------------------------------------------

POV:STATE HOME NH (continued)

Vendor: not specified

FEEPATIENT,THREE 000-89-6666 31 Dec 09, 1998 Feb 01, 1999

DOB: MAY 5,1955

---- ----

Vendor Subtotal: Count: 1 Days: 31

==== ====

POV Subtotal: Count: 3 Days: 79

4 Authorizations on report

Enter RETURN to continue or '^' to exit: **<RET>**

# Glossary

Ancillary Cost Charges associated with a 7078/Authorization for Civil Hospital not paid directly to the contract hospital (e.g., physicians, lab services, etc.).

Batch Grouping by which fee basis bills are paid.

BVA Board of Veterans Appeal

C&P Compensation and Pension

COJ Clinic of Jurisdiction

COVA Court of Veterans Appeal

DoD Department of Defense

DHCP Decentralized Hospital Computer Program

DRG Diagnostic Related Group

IFCAP Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement

Invoice Statement of charges received from a Vendor for Community Nursing Home, Civil Hospital, medical, or pharmacy services rendered to a veteran.

IPAC Intra-Governmental Payment and Collection

JCAHO Joint Commission on Accreditation of Healthcare Organizations

Legal Determination by the fee clerk, based on the veteran's

Entitlement Entitlement to VA benefits, of legal eligibility for Civil Hospital.

Medical Determination by a VA physician, based on whether

Entitlement an emergency existed at the time of admission, of medical eligibility for Civil Hospital.

Military time The method of recording time that is the standard of the United States military. See chart at the end of the Glossary for a conversion table.

MRA Master record adjustment

NVHS Non-VA Hospital System

NVP Non-VA Pricer System

Non-formulary A drug not on the routine pharmacy list for which the

Drug prescribing physician or the receiving patient must have prior approval/authorization.

Obligation Numbers assigned by Fiscal Service representing

Numbers fee monies (long term, short term, travel, etc.) against which fee basis batches are paid.

Pricer A software package used by Austin to determine the medical reimbursement amount for a specific DRG.

PSA Primary Service Area

<RETURN> or The key that is pressed after each response in order to

<RET> move the cursor to the next line and to enter your response into the system.

Security Code A code assigned to the user that identifies the user to the system and allows access to different areas within the system. This includes access and verify codes as well as security keys.

Special Key A key that instructs the system to perform a function. For instance, the <RET> key not only moves you to the next prompt, it also enters the information you have just keyed into the system.

Suspension Letter sent to vendors informing them of the difference

Letter between amount charged and amount paid and the reason why.

Unauthorized Payment for expenses of inpatient medical services

Claim obtained by eligible veterans without prior authorization from the VA.

Up-arrow <^> The upper case character on the number "six" key. It is used as a special function key.

Vendor Any provider of care (e.g., doctors, hospitals, pharmacies, etc.)

## Military Time Conversion Table

| **Standard** | **Military** |
| --- | --- |
| 12:00 MIDNIGHT | 2400 HOURS |
| 11:00 PM | 2300 HOURS |
| 10:00 PM | 2200 HOURS |
| 9:00 PM | 2100 HOURS |
| 8:00 PM | 2000 HOURS |
| 7:00 PM | 1900 HOURS |
| 6:00 PM | 1800 HOURS |
| 5:00 PM | 1700 HOURS |
| 4:00 PM | 1600 HOURS |
| 3:00 PM | 1500 HOURS |
| 2:00 PM | 1400 HOURS |
| 1:00 PM | 1300 HOURS |
| 12:00 NOON | 1200 HOURS |
| 11:00 AM | 1100 HOURS |
| 10:00 AM | 1000 HOURS |
| 9:00 AM | 0900 HOURS |
| 8:00 AM | 0800 HOURS |
| 7:00 AM | 0700 HOURS |
| 6:00 AM | 0600 HOURS |
| 5:00 AM | 0500 HOURS |
| 4:00 AM | 0400 HOURS |
| 3:00 AM | 0300 HOURS |
| 2:00 AM | 0200 HOURS |
| 1:00 AM | 0100 HOURS |

*(This page included for two-sided copying.)*

# **Appendix A: Adding New Insurance Data/Reporting** Discrepancies to MCCR

New insurance data can be entered through several Fee Basis options by answering YES at the "Want to add NEW insurance data?" prompt. Following is an example of the prompts that will appear on your screen and a sample mail bulletin. A double question mark <??> can be entered at most prompts for an explanation of what is required and, when applicable, a list of possible responses. As in other screen examples, user responses are shown in boldface type.

Want to add NEW insurance data? No// **YES**

COVERED BY HEALTH INSURANCE?: NO// **Y**  YES

Select INSURANCE COMPANY: **BLUE CROSS/BLUE SHIELD** PO BOX 660175 DALLAS TEXAS Y

Each Insurance policy entry for a patient must be associated with a

Group Insurance Plan for the Insurance company you just selected.

You will be given a choice of selecting previously entered Group Plans or

you may enter a new one. If you enter a new Group Insurance Plan you

must enter whether or not this is a group or individual plan.

Select GROUP INSURANCE PLAN: **ANYEMPLOYER** BLUE CROSS/BLUE SHIELD Group Policy Group Name: ANYEMPLOYER Group No: 38-22-36 PO BOX 660175 DALLAS TEXAS Y

...OK? YES// **<RET>**

Now you may enter the patient specific policy information.

Most of these fields will be familiar to experienced users. The field

'SUBSCRIBER ID' used to be called 'INSURANCE NUMBER' and

has been modified to allow entering just 'SS' to retrieve

the patients SSN. This field is the identifier for the policy or patient

that the carrier uses. See the new help.

INSURANCE TYPE: BLUE CROSS/BLUE SHIELD// **<RET>**

EFFECTIVE DATE OF POLICY: **1/1/94** (JAN 01, 1994)

INSURANCE EXPIRATION DATE: **12/31/94**  (DEC 31, 1994)

WHOSE INSURANCE: **VET**ERAN FEEPATIENT,ONE 03-01-44 000456789 NSC VETERAN

SUBSCRIBER ID: **SS** 000000000

SOURCE OF INFORMATION: INTERVIEW// **<RET>**

You can now edit information specific to the Group PLAN. Remember, updating

PLAN information will affect all patients with this plan, not just

the current patient.

GROUP NAME: ANYEMPLOYER// (No Editing)

GROUP NUMBER: 38-22-36// (No Editing)

TYPE OF PLAN: MAJOR MEDICAL EXPENSE INSURANCE// **<RET>**

IS UTILIZATION REVIEW REQUIRED: YES// **<RET>**

IS PRE-CERTIFICATION REQUIRED?: YES// **<RET>**

EXCLUDE PRE-EXISTING CONDITION: YES// **<RET>**

BENEFITS ASSIGNABLE?: YES// **<RET>**

Adding New Insurance Data/Reporting Discrepancies to MCCR

Select INSURANCE COMPANY: **<RET>**

Are there any discrepancies with insurance data on file? No// **YES**

Enter description of change: **Difference in address - P.O. Box 60000**

**Sample Mail Bulletin:**

Subj: FEE NOTIFICATION OF INSURANCE CHANGE [#51138] 12 Jan 95 10:55 5 Lines

From: FEECLK1 in 'IN' basket. Page 1

------------------------------------------------------------------------------

There appears to be a change of insurance information

for FEEPATIENT,ONE with PT.ID of 000-45-6789.

The explanation of change is as follows:

Difference in address - P.O. Box 60000

Select MESSAGE Action: IGNORE (in IN basket)//

# Appendix B: Table of Fee Basis Unauthorized Claims Statuses

| STATUS ORDER | STATUS NAME | ACTIVE? | DESCRIPTION | DAYS  PRIOR  EXPIRATION |
| --- | --- | --- | --- | --- |
| 5 | INITIAL ENTRY | YES | The unauthorized claim has been received at the facility, but is pending review to determine if the claim is complete, in which case it would progress to COMPLETE/PENDING REVIEW status. If further information is required, it would progress to INCOMPLETE status. A claim in the INITIAL ENTRY status is not currently being acted upon.  A parameter in the FEE BASIS SITE PARAMETERS file (#161.4) determines if this status is used. |  |
| 10\* | INCOMPLETE  UNAUTHORIZED  CLAIM\* | YES | The unauthorized claim is not complete, and therefore invalid. The claim is considered incomplete and cannot proceed to the next status, COMPLETE/PENDING REVIEW, until all the requested information has been received. | 366 |
| 20 | PENDING - REASON  UNKNOWN | NO | Prior to version 3 of FEE, unauthorized claims could have been pending for either additional information from the requestor, medical review, or other reason. Any unauthorized claim having this inactive status should be updated to an active status. |  |
| 30 | COMPLETE/PENDING  REVIEW | YES | The unauthorized claim is pending disposition upon completion of legal/medical/PSA review. A claim is updated to this status if it is received as complete or edited, and no requested information is outstanding. |  |
| 40\* | DISPOSITIONED\* | YES | The unauthorized claim has been dispositioned. | 366 |
| 50 | APPEAL/NOTICE  OF DISAGREE  RECV | YES | The disposition of the unauthorized claim is being appealed. The Notice of Disagreement letter has been received by the submitter of the appeal. The statement of the case must be issued, and a response received, before the appeal can be complete for review. The appeal application is incomplete.  Entry of NOTICE OF DISAGREEMENT RECV'D will trigger this status. |  |

\*When a claim goes through this status, a letter will be generated.

Table of Fee Basis Unauthorized Claims Statuses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STATUS  ORDER | STATUS NAME | ACTIVE? | DESCRIPTION | DAYS  PRIOR  EXPIRATION |
| 55 | APPEAL/ISSUED  STATMENT OF  CASE | YES | The statement of the case has been issued to the submitter. A response must be submitted within the appropriate time frame for the appeal to be considered. The appeal is considered incomplete for review until the response is received.  Entry of STATEMENT OF THE CASE ISSUED will trigger this status. | 366 |
| 60 | APPEAL  COMPLETE/PENDING  REVIEW | YES | The appeal to the unauthorized claim is complete and pending review.  Entry of DATE SUBSTANTIVE APPEAL RECV'D will trigger this status. |  |
| 70\* | APPEAL  DISPOSITIONED\* | YES | The appeal to the unauthorized claim has been dispositioned.  Entry of DATE APPEAL DISPOSITIONED will trigger this status. | 121 |
| 80 | COVA APPEAL | YES | The decision by the Board of Veterans Appeals (BVA) is being appealed.  Entry of DATE APPEALED TO COVA will trigger this status. |  |
| 90\* | COVA DISPOSITION\* | YES | The decision by the Court of Veterans Appeals (COVA) has been made, and the COVA appeal has been dispositioned.  Entry of DATE COVA APPEAL DISPOSITIONED will trigger this status. |  |

\*When a claim goes through this status, a letter will be generated.

# Appendix C: Fee Basis Mail Bulletins

The following is an example of a MRA Server bulletin:

Subj: Server Request Notice [#4739656] 10 Nov 93 09:29 EDT 42 Lines

From: <REDACTED in 'IN' basket. Page 1

------------------------------------------------------------------------------

Nov. 10, 1993 9:29 AM

A request for execution of a server option has been received.

Sender: REDACTED

Option name: FBAA MRA SERVER

Subject: FEE/LSU #932161548108467

Message #: 2446861

Comments: No errors detected by the Menu System.

This is the server bulletin XQSERVER

Total Vendor MRA's Received: 11 Processed: 4 Errors: 7

ADDS: 4

CHANGES: 7

UNSOLICITED ADDS: 0

Subj: Server Request Notice [#4739656] Page 2

------------------------------------------------------------------------------

\*\*\* 7 Errors detected by FEE while processing the above server message. \*\*\*

===> ERROR CODE 1: Invalid Vendor ID

Action necessary. Refer to the Vendor Error Code documentation.

TESTING DMK T99873764

TEST 4 CNH 98765432A

===> ERROR CODE 2: Invalid Record Length

Action necessary. Refer to the Vendor Error Code documentation.

1C516 876351098 05CNH TEST REASON ROAD

NASHUA NH000000000 015BTYC000000005161241$

===> ERROR CODE 3: Invalid Station Number

Action may be necessary. Refer to the Vendor Error Code documentation.

Subj: Server Request Notice [#4739656] Page 3

------------------------------------------------------------------------------

FEEVENDOR,ONE 000778665 8766

TAKE 5 000789809 0000

===> ERROR CODE 4.1: Vendor not found in file or in DELETE status.

Information only. Refer to the Vendor Error Code documentation.

FEEVENDOR,ONE 000555556

FEEVENDOR,TWO 000555556

Select MESSAGE Action: IGNORE (in IN basket)//

NOTE: Vendor Error Code documentation is located in Appendix F of this manual.

*(This page included for two-sided copying.)*

# Appendix D: Multiple Rates for CNH Vendors

The existence of two rates (Intermediate and Skilled) for a Community Nursing Home (CNH) Vendor no longer exists. Now, a facility may negotiate as many rates per contract as is necessary. VISTA will handle this by allowing you to enter as many rates as is necessary when entering a contract for a Fee Basis Vendor. All previous skilled and intermediate rates have been populated into the new rate structure for existing contracts.

When entering rates for vendors, use the option Update Vendor Contract/Rates - CNH, which is under the Community Nursing Home Main Menu. This option is locked with the FBAA LEVEL 2 security key. If you make an error entering rates, you may delete the rates by using the Delete CNH Rate option, which is under the Authorization Main Menu - CNH. This option will only allow deletion of a CNH rate if no payments have been associated with the rate at the time of deletion.

When entering a CNH authorization, a corresponding entry is made in the FEE BASIS CNH RATE file (#161.22) for the rate chosen. The time frame associated with the rate begins with the authorization FROM DATE and extends to the authorization TO date or the contract expiration date, whichever is earlier. If the rate covers the entire authorization, no further action is necessary.

If the rate is only established for the duration of the Vendor's contract, payments for that authorization will not be possible once the contract has expired. When VISTA is updated after extending a Vendor's contract or negotiating a new contract, you will need to extend the rates for all veterans whose authorization TO date extends beyond the original contract expiration date. To do this, you must run the Enter Veteran Rates under new Vendor Contract option, which is under the Authorization Main Menu - CNH. This option will prompt you to select the Vendor, and it will, in turn, find all veterans whose authorization TO date extends beyond the original contract expiration date. It will display each veteran and allow you to choose a rate from the new contract to associate with the new time frame. If the new rate established does not cover the remaining portion of the authorization, this step will be repeated when the rate is again extended, or a new contract is negotiated.

Multiple Rates for CNH Vendors, cont.

At times, it becomes necessary to change the rate associated with an authorization, due to changes in the complexity levels of care for a given patient. To do this, you may run the Change Existing Contract Rate for a Patient option, which is under the Authorization Main Menu - CNH. This option will display all rates associated with a particular authorization. If a change is necessary, the option will prompt for an effective date for the change, as well as a new rate for the time frame. It will then create a new rate entry in the FEE BASIS CNH RATE file (#161.22), beginning with the effective date, and going to the next rate assigned or the rate ending date, whichever is earlier. The new rates will again be displayed on your screen after the changes have been made.

# Appendix E: Fee Basis/FMS Vendorizing Overview

## Introduction

Prior to V. 3.0 of VISTA Fee Basis, there were three Vendor files with which Fee users worked. These Vendor files reside at:

* Austin Finance Center (CALM)
* Austin Automation Center (Central Fee)
* Local site (Fee Basis Vendor file (#161.2), also known as Local Fee)

There were options in the Fee Basis package which allowed you to affect any of these files. The Add type Vendor MRA or the Change type Vendor MRA affected both the CALM and Central Fee files. You would use these if your local file was correct and you wished to update both of the other files. The Fee Only Vendor Add MRA or Fee Only Vendor Change MRA were used if your local file and CALM were correct and you wished to update **only** the Central Fee file. Also, any edit you made to your local file would automatically get saved and transmitted to the Central Fee file whenever you queued data for transmission to Austin. Whenever you added a Vendor, you normally signed into TSO and into CALM to verify the Vendor ID, and then sent in your request via FAX to the Vendorizing Unit.

Having 173 different Vendor files (each file at the medical station plus the two in Austin) often resulted in inconsistent data among the various files. As the CALM system was being phased into FMS system, it was an opportune time to consolidate both the files and the update of the files.

## Vendorizing

The current methods of vendorizing should reduce the number of payment rejects, as well as eliminate the need for dialing into Austin prior to adding a new Vendor. Faxes will also be eliminated.

If you wish to add a new Vendor to or edit an existing Vendor in the fee basis Vendor file (#161.2) you should use the Display, Enter, Edit Demographics option in the Vendor Menu. As in previous versions, you must have the appropriate security key and the site parameters must be set accordingly. If your fee basis Vendor file (#161.2) is correct, but you wish to update the FMS Vendor file (now used by both CALM and Central Fee), you should use the Update FMS Vendor File in Austin option, located on the Vendor MRA Main Menu.

Fee Basis/FMS Vendorizing Overview, cont.

The Update FMS Vendor File in Austin option replaces the following options that were used in prior versions of the Fee Basis software:

* Add type Vendor MRA
* Change type Vendor MRA
* Fee Only Vendor Add MRA
* Fee Only Vendor Change MRA

Use of the Display, Enter, Edit Demographics or Update FMS Vendor File in Austin options will result in the Vendor information being transmitted to Austin whenever you use the Queue Data for Transmission option, as well as anywhere in the package which allows entering a Vendor or editing Vendor data (e.g., prompts that ask, "ARE YOU ADDING {Vendor name} AS A NEW FEE BASIS VENDOR (THE {n}TH)?", or "Want to Edit data? NO//", etc.).

## Highlights Of Fee Basis Vendorizing

* Austin will receive an **Add** transaction if you entered a new Vendor into your Fee Basis Vendor file (#161.2). Austin will verify what you have trans-mitted with what is currently in the FMS Vendor file. If you added a new entry on the VISTA system, Austin will pass back the information to you, in some instances changing the information that you sent (including the Vendor ID base nine and/or suffix). (If you sent down a new Vendor at street address yyy, and a nine digit Vendor ID, it may come back with a suffix to the Vendor ID to indicate an alternate address, because the original Vendor ID already exists for that same Vendor at street address xxx.)
* Austin will receive a **Change** if you used the Update FMS Vendor File in Austin option. Use this update option **only** when the existing Vendor information is on your system, but **not** in the FMS system, **or** the information is **incorrect** on the FMS system. The information on the existing Vendor entry is sent to Austin (no new Vendor is created in the fee basis Vendor file [#161.2]). Austin will verify what you have transmitted with what is currently in the FMS Vendor file. If you updated the FMS Vendor file, Austin will pass back the information to you, in some instances changing the information that you sent (including the Vendor id base nine and/or suffix). Due to some inexplicable reason, the accurate Vendor information which exists on your system is either missing from the FMS and/or Central FEE files, or is inaccurate on the FMS and Central FEE files. This option provides a mechanism for updating the FMS and Central FEE files with the accurate information from your file.

Fee Basis/FMS Vendorizing Overview, cont.

* If you have edited the Vendor information, a new entry is created in your fee basis Vendor file (#161.2), but Austin will receive a **Change** transaction. The current Vendor information is transmitted to Austin. Austin will verify what you have transmitted with what is currently in the FMS VENDOR file. If Austin simply changes its file with the information which you sent, the **same** information will be passed back to you. The new entry in your fee basis Vendor file (#161.2) will be deleted, and anything pointing to the new entry (such as payments) will be re-pointed to the pre-existing Vendor. If Austin changes either the base nine of the Vendor ID or the suffix, you will receive an **Unsolicited Add** from Austin. This means that the new entry which was added to your Vendor file will remain.
* All transactions returned by Austin occur automatically through the use of a server option (FBAA MRA SERVER). The server processes the messages returned by Austin and delivers a server request bulletin message to the FEE Mail Group. (Refer to Appendix C for examples.) There is no need to retain these messages, unless the comments portion indicates that an error has occurred, or that a task needs to be scheduled. Whenever your Server Request Bulletin contains this information, you should notify your IRM representative **immediately**.
* Until what you have transmitted to Austin has been returned by Austin and successfully processed, you will see a message "Awaiting Austin Approval" as part of the Vendor identifiers whenever you access that Vendor with the Fee Basis package. You will not be able to release a batch for payment which contains a Vendor in such a status, and therefore will not be able to process a payment. The turnaround time from the time you transmit your request to the time you receive it back from Austin should be 24 hours. You should contact the Vendorizing Unit in Austin if it has been longer than 24 hours, especially if it hampers a payment.

WARNING: Any changes which you make to a Vendor will affect all other sites which have this Vendor in their Fee Basis Vendor file (#161.2). It is imperative that you responsibly edit a Vendor only when you are sure that the Vendor information has changed, and add a Vendor when you wish to designate a new office location in addition to what is already on file.

*(This page included for two-sided copying.)*

# Appendix F: Vendor Error Codes

You may see the following error codes in your MRA Server Bulletins:

ERROR CODE 1 INVALID VENDOR ID

ERROR CODE 2 INVALID RECORD LENGTH

ERROR CODE 3 INVALID STATION NUMBER

ERROR CODE 4 VENDOR NAMES DO NOT MATCH

ERROR CODE 4.1 VENDOR CHANGE FROM ANOTHER STATION NOT

FOUND IN FILE

ERROR CODE 5 VENDOR CHANGE ALREADY PROCESSED

The following information includes explanations of the above codes, and how they can be resolved:

ERROR CODE 1 INVALID VENDOR ID

\*\*\*\*\* ACTION NECESSARY \*\*\*\*\*

EXPLANATION: **The first nine characters of a Fee Basis Vendor ID must be numeric only.** It is possible for FMS to send back an invalid ID, as they have vendors on their system with the first nine characters alphanumeric. They picked up these invalid Vendor IDs from the CALM system, which had been modified from all numeric to alphanumeric. The FMS system does not allow modification of the Vendor ID.

RESOLUTION: Contact the FMS Help Desk at REDACTEDto let them know what you received.

Note the date on which you transmitted the Vendor record to Austin. When all other Vendor records have been received (the date does not appear on the output of MRA's Awaiting Austin Approval), then re-transmit MRAs for that date.

Vendor Error Codes, Cont.

ERROR CODE 2 INVALID RECORD LENGTH

\*\*\*\*\* ACTION NECESSARY \*\*\*\*\*

EXPLANATION: A Medical Vendor and a Pharmacy Vendor have two different record lengths. The record length for each is a fixed length. Medical or Pharmacy Vendor records which deviate from their fixed length cannot be processed, since the position of the data may have shifted. This may lead to corruption of the data.

RESOLUTION: **Contact the Central Fee Help Unit at the Austin Automation Center REDACTEDand notify them of the problem immediately.** They may be able to re-transmit the server message. If the message which they sent was bad, or they no longer have the message to send, re-transmit that Vendor record for the date you originally sent it to them. You may do this as long as no other vendors that are still Awaiting Austin Approval were sent on that same date. (Use the MRA's Awaiting Austin Approval option on the Medical Fee Supervisor Main Menu to check this.)

ERROR CODE 3 INVALID STATION NUMBER

\*\*\*\*\* ACTION MAY BE NECESSARY \*\*\*\*\*

EXPLANATION: This error is only possible if you are receiving an **Add** transaction from Austin and the station number on the **Add** transaction differs from the station number indicated by the PSA DEFAULT INSTITUTION field in your FEE BASIS SITE PARAMETERS file (# 161.4).

RESOLUTION: **Contact the Central Fee Help Unit at the Austin Automation Center REDACTEDand notify them of the problem immediately.** If the Vendor transactions should not have been sent to you, then you can ignore this problem. If what was sent is accurate, check the PSA DEFAULT INSTITUTION field in your FEE BASIS SITE PARAMETERS file (# 161.4). If the site parameter is correct, contact the ISC; further analysis is needed. If it is incorrect, request that the server message be re-transmitted. If they no longer have the message to send, re-transmit that Vendor record for the date you originally sent it to them. You may do this as long as no other vendors that are still Awaiting Austin Approval were sent on that same date. (Use the MRA's Awaiting Austin Approval option on the Medical Fee Supervisor Main Menu to check this.)

Vendor Error Codes, Cont.

ERROR CODE 4 VENDOR NAMES DO NOT MATCH

\*\*\*\*\* INFORMATION ONLY \*\*\*\*\*

EXPLANATION: This message is only likely to occur during the upload. It is possible for two vendors to exist with the same Vendor ID. For one Vendor, it may be a Tax ID number; for the other, an SSN. For changes made by another station, the Vendor ID is used to locate the Vendor on your system. It's possible that the change is for the Vendor with this number as a Tax ID number, but your file only contains the Vendor with this number as an SSN.

Example: Test Hospital Tax ID: 000456789

Dr. Test SSN: 000456789

RESOLUTION: Informative message only. No further action is necessary.

ERROR CODE 4.1 VENDOR NOT FOUND IN FILE OR IN DELETE STATUS

\*\*\*\*\* INFORMATION ONLY \*\*\*\*\*

EXPLANATION: If a change is made to a Vendor at another station, the change is routed to your station if it is believed that you also use that Vendor. The Vendor ID is used to locate the Vendor on your system. If the Vendor does not exist on your system, or the Vendor ID has been changed, or the Vendor is in DELETE status, the Vendor in your FEE BASIS VENDOR file (#161.2) is not updated.

RESOLUTION: Informative message only. No further action is necessary.

ERROR CODE 5 VENDOR CHANGE ALREADY PROCESSED

\*\*\*\*\* INFORMATION ONLY \*\*\*\*\*

EXPLANATION: When a change to a Vendor is made or a new Vendor added, the Vendor is temporarily added into the FEE BASIS VENDOR CORRECTION file (# 161.25). It is deleted from this file once Austin returns a transaction containing that Vendor, and no other errors are found. If no entry is found in this file, nothing can be processed. It is most likely that it has already been processed.

RESOLUTION: Informative message only. No further action is necessary.

*(This page included for two-sided copying.)*

# Appendix G: MRA and Payment Messages

Following are samples of the type of mail messages automatically generated when a Vendor or veteran record is adjusted or when the Queue Data for Transmission option is used to transmit payment batches. Please refer to the attachment following these samples for a description of record layout and content.

**Medical Vendor MRA - Batch Type C1**

Subj: FEE BASIS MESSAGE # 1 [#120201] 04 Jan 95 08:43 3 Lines

From: FEECLK1 (ANYSITE ISC) in 'MRA' basket. Page 1

------------------------------------------------------------------------------

FEEC1010495500 00193$

1A500 000929292 1 02FEEVENDOR,ONE 111

ANYCITY NY111110000 083BTYC000

000000500107$

1A500 000333333 1 06FEEVENDOR,TWO

ANYCITY NY222220000 083BTYC000

000000500108$

Select MESSAGE Action: IGNORE (in IN basket)//

**Veteran MRA - Batch Type C2**

Subj: FEE BASIS MESSAGE # 2 [#120206] 04 Jan 95 13:55 2 Lines

From: FEECLK1 (ANYSITE ISC) in 'MRA' basket. Page 1

------------------------------------------------------------------------------

FEEC2010495500 00200$

CA500 000456789 ONE FEEPATIENT 32 ANYROAD STREET ANYWHERE NH03

102134501019402019401102222241 012000000 2$

Select MESSAGE Action: IGNORE (in IN basket)//

**Pharmacy Vendor MRA - Batch Type C4**

Subj: FEE BASIS MESSAGE # 3 [#120212] 04 Jan 95 16:08 2 Lines

From: FEECLK1 (ANYSITE ISC) in 'IN' basket. Page 1

------------------------------------------------------------------------------

FEEC4010495500 00208$

4C500 00045678900001FEEVENDOR,ONE 123 MAIN AVE

ANYCITY NY000010000 083BTYC0000000

00050021$

Select MESSAGE Action: IGNORE (in IN basket)//

**IPAC Agreement MRA – Batch Type C8**

Subj: FEE BASIS MESSAGE # 1 [#388379] 05/02/14@09:07 8 lines

From: FEEUSER1 DOE In 'IN' basket. Page 1 \*New\*

-------------------------------------------------------------------------------

FEEC805022014442 14566$

8C442 128 830168636 2014SECOND IPAC AGREEMENT FOR U S AIR FORCE HOSP

ITAL 012345678901234567890123I~

00008522 097 X8097000 C 03620142014 0160000 CFSN45678ODN456789

01234567~

STATION CONTACT NAME 23456789012345678901234567890123456789 555-555-5555 X123VA

LID.EMAIL.ADDRESS@WHERE.ORG

~

COMPLETE LINE OF ACCOUNTING 90123456789012345678901234567890~

DESC. OF GOODS & SERVICES 78901234567890123456789012345678901234567890123456789

0123456789012345678901234567890123456789012345678901234567890123456789012345678

901234567890123456789012345678901234567890~

This is testing some shorter MISC INFO #1

~

For the Misc Info #1 field I reduced the size of the field.

~$

Enter message action (in IN basket): Ignore//

MRA and Payment Messages, cont.

**Inpatient Medical Payment - Batch Type B9**

Subj: FEE BASIS MESSAGE # 4 [#5253724] 18 Jan 95 10:54 EST 2 Lines

From: <REDACTED> in 'IN' basket. Page 1 \*\*N\*

------------------------------------------------------------------------------

FEEB9011895500 003640000002200C3 $

9500 012126522 VF TEST 000000000 000022005003 3010121994122594011795

000000619543222FA1033370800005000 401.1

00000000000000000000619123094 00002200000030

00 46 $

Select MESSAGE Action: IGNORE (in IN basket)//

**Outpatient Medical Payment - Batch Type B3**

Subj: FEE BASIS MESSAGE # 5 [#5253744] 18 Jan 95 11:04 EST 2 Lines

From: <REDACTED> in 'IN' basket. Page 1 \*\*N\*

------------------------------------------------------------------------------

FEEB3011895500 004240000001000C3 $

3500 012126522 VF TEST 987098098 000010005003H0310011095101189500000

0621FA1033370800005001010011 401.10 00000000000000000000448^13^2^1011

695$

Select MESSAGE Action: IGNORE (in IN basket)//

**Travel Payment - Batch Type BT**

Subj: FEE BASIS MESSAGE # 6 [#5253753] 18 Jan 95 11:06 EST 2 Lines

From: <REDACTED> in 'IN' basket. Page 1 \*\*N\*

------------------------------------------------------------------------------

FEEBT011895500 004250000001000C3 $

T500 012126522 TF TEST 0000100050030112950 00000000000000000000000

00448^1011295$

Select MESSAGE Action: IGNORE (in IN basket)//

**Pharmacy Payment - Batch Type B5**

Subj: FEE BASIS MESSAGE # 3 [#5254070] 18 Jan 95 14:51 EST 2 Lines

From: <REDACTED> in 'IN' basket. Page 1 \*\*N\*

------------------------------------------------------------------------------

FEEB5011895500 004460000000200C3 $

5500 012126522 VF TEST 987098000456789000200 5003 01089500L38333

011895000000627FA1033370800005000 0000000000000000000000000627^1011595$

Select MESSAGE Action: IGNORE (in IN basket)//

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# Appendix H: List Manager

The List Manager is a tool that displays a list of items in a screen format and provides the following functionality.

browse through the list

select items that need action

take action against those items

select other List Manager actions without leaving the option

You can select an action and entry number by using an equal's sign (=), for example:

LB=1 will process entry 1 for list batch

LB=3 4 5 will process entries 3, 4, 5 for list batch

LB=1-3 will process entries 1, 2, 3 for list batch

In addition to the various actions that may be available specific to the option you are working in, List Manager provides generic actions applicable to any List Manager screen. You may enter double question marks (??) at the "Select Action" prompt for a list of all actions available.

On the following page is a list of basic List Manager actions with a brief description. The list may have been altered by the specific package you are working in. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

List Manager, cont.

**Action Description**

Next Screen [+] move to the next screen

Previous Screen [-] move to the previous screen

Up a Line [UP] move up one line

Down a Line [DN] move down one line

Shift View to Right [>] move the screen to the right if the screen width is more than 80 characters

Shift View to Left [<] move the screen to the left if the screen width is more than 80 characters

First Screen [FS] move to the first screen

Last Screen [LS] move to the last screen

Go to Page [GO] move to any selected page in the list

Re Display Screen [RD] redisplay the current screen

Print Screen [PS] prints the header and the portion of the list currently displayed

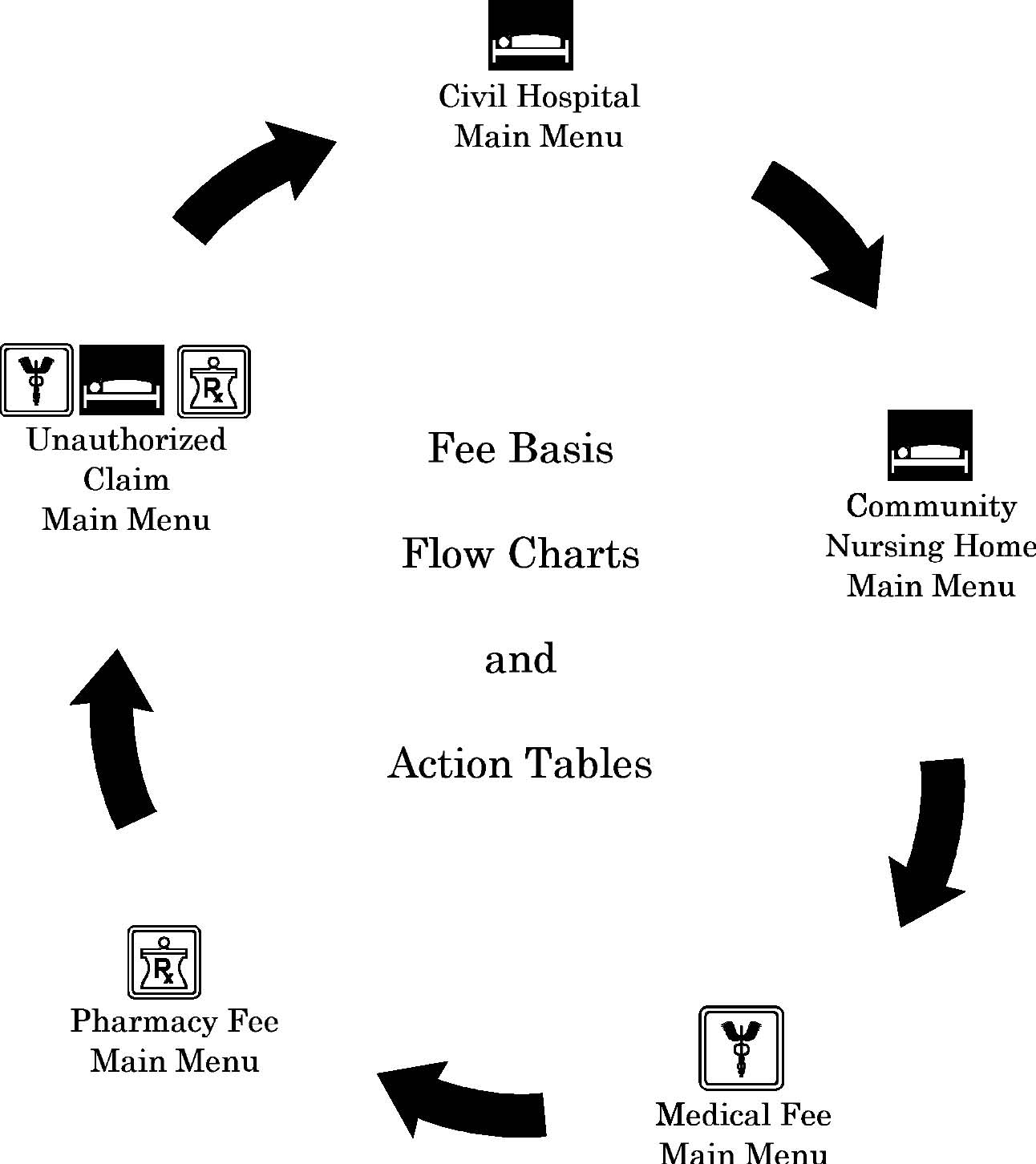
Print List [PL] prints the list of entries currently displayed

Search List [SL] finds selected text in list of entries

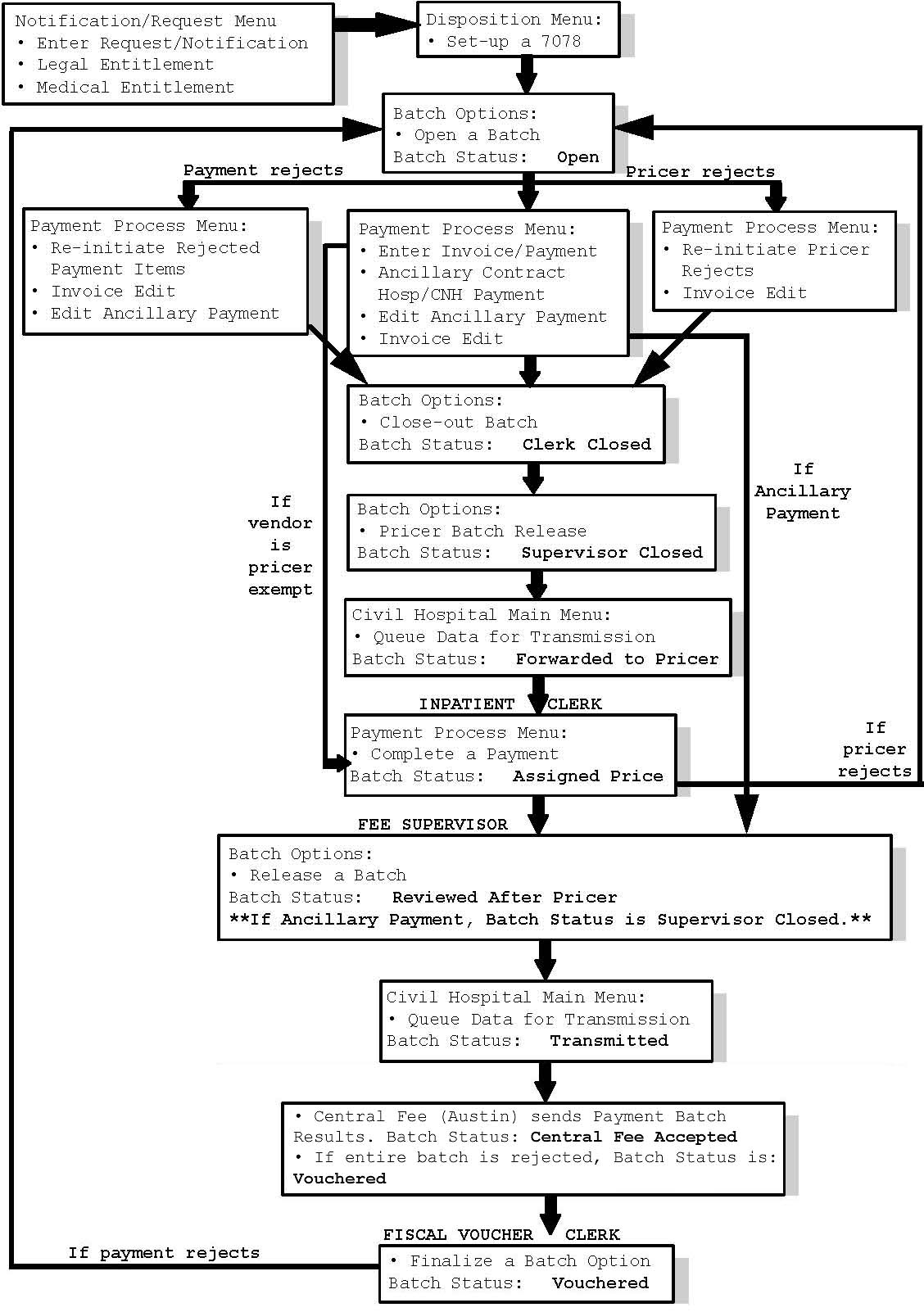
Auto Display(On/Off) [ADPL] toggles the menu of actions to be displayed/not displayed automatically

Quit [QU] exits the screen

# Appendix I: Fee Basis Flow Charts and Action Tables



## CIVIL HOSPITAL MAIN MENU INPATIENT CLERK FLOW CHART



## CIVIL HOSPITAL MAIN MENU TABLE OF ACTION



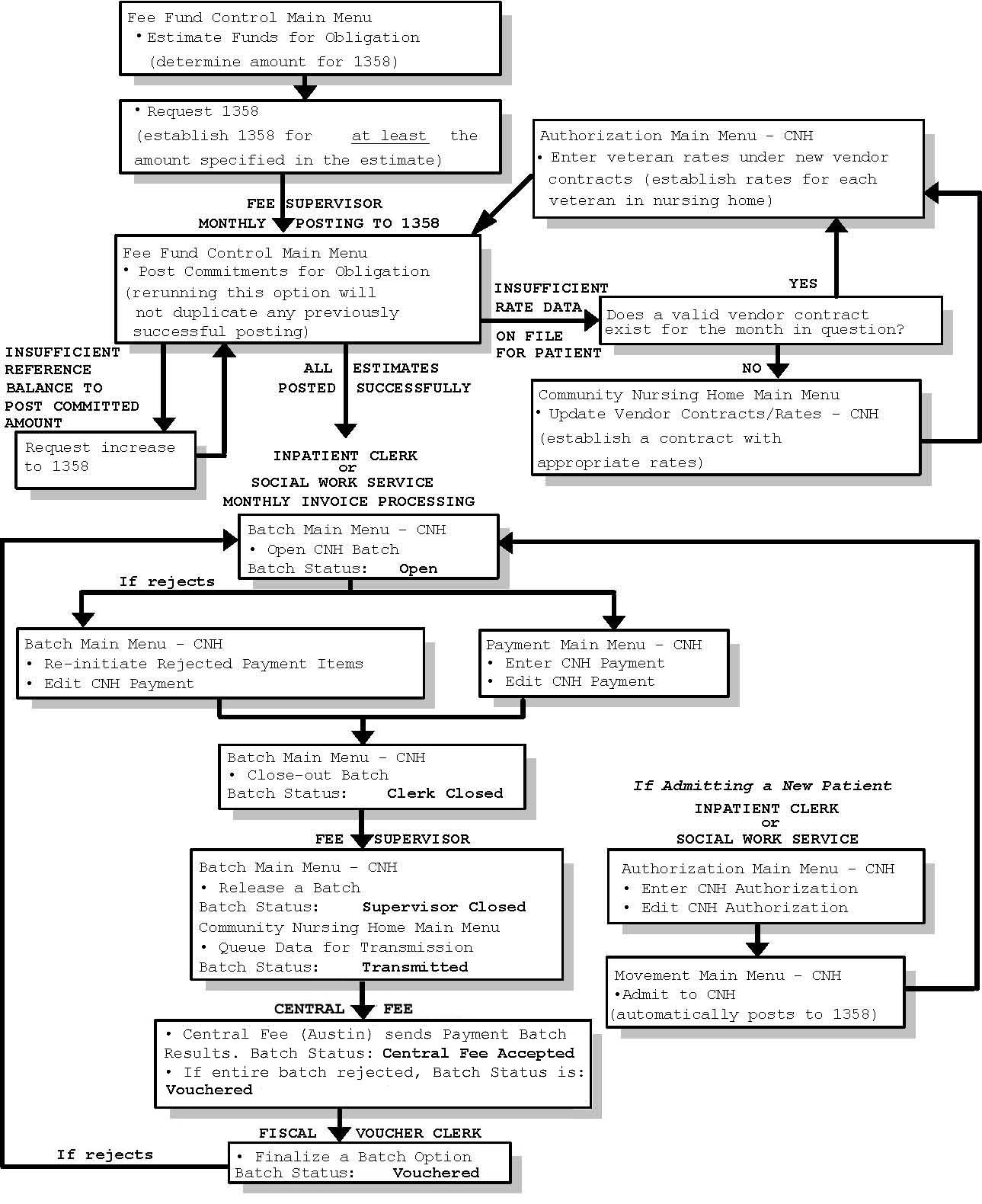
| **VISTA USER** | **OPTION USED** | **RESULTING BATCH STATUS** |
| --- | --- | --- |
| Inpatient Clerk | Open a Batch | Open |
| Inpatient Clerk | Enter Invoice/Payment | Open |
| Inpatient Clerk | Close-out Batch | Clerk Closed |
| Inpatient Clerk | Pricer Batch Release | Supervisor Closed |
| Inpatient Supervisor | Queue Data for Transmission | Forwarded to Pricer |
| Inpatient Clerk | Complete a Payment | Assigned Price |
| Inpatient Supervisor | Release a Batch | Reviewed after Pricer |
| Inpatient Supervisor | Queue Data for Transmission | Transmitted |
| Central Fee (Austin) | Payment Batch Results Message | Central Fee Accepted |
| Fiscal Voucher Clerk | Finalize a Batch | Vouchered |

## COMMUNITY NURSING HOME MAIN MENU FLOW CHART



Inpatient Clerk or Social Work Service Flow Chart

COMMUNITY NURSING HOME MAIN MENU TABLE OF ACTION



| **VISTA USER** | **OPTION USED** | **RESULTING BATCH STATUS** |
| --- | --- | --- |
| Inpatient Clerk or Social Work Service | Enter CNH Authorization (7078) | N/A |
| Inpatient Clerk | Open CNH Batch | Open |
| Inpatient Clerk | Close-out Batch | Clerk Closed |
| Inpatient Supervisor | Release a Batch | Supervisor Closed |
| Inpatient Supervisor | Queue Data for Transmission | Transmitted |
| Central Fee (Austin) | Payment Batch Results message | Central Fee Accepted |
| Fiscal Voucher Clerk | Finalize a Batch | Vouchered |

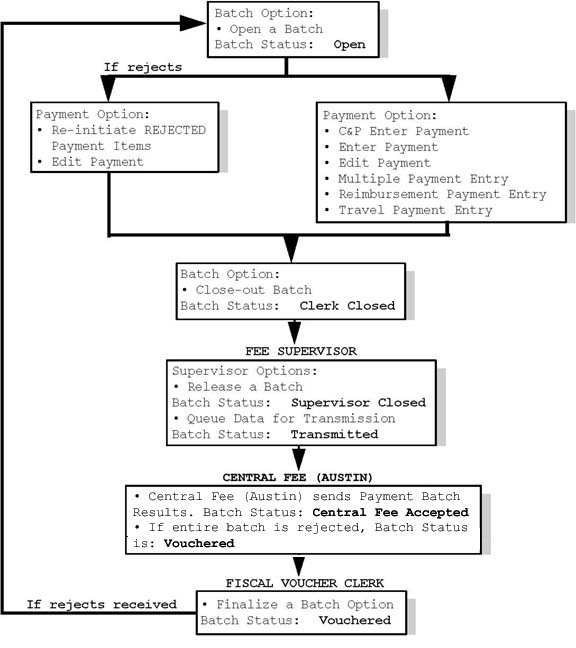
## MEDICAL FEE MAIN MENU FLOW CHART



**FEE AUTHORIZATION CLERK**



**FEE MEDICAL CLERK**



## MEDICAL FEE MAIN MENU TABLE OF ACTION



**TABLE OF ACTION**

| Vista USER | OPTION USED | RESULTING BATCH STATUS |
| --- | --- | --- |
| Fee Medical Clerk | Open a Batch | Open |
| Fee Medical Clerk | Close a Batch | Clerk Closed |
| Fee Supervisor | Release a Batch | Supervisor Closed |
| Fee Supervisor | Queue Data for Transmission | Transmitted |
| Central Fee (Austin) | Payment Batch Results message | Central Fee Accepted |
| Fiscal Voucher Clerk | Finalize a Batch | Vouchered |

## PHARMACY FEE MAIN MENU FLOW CHART

  FLOW CHART  

PHARMACY FEE MAIN MENU

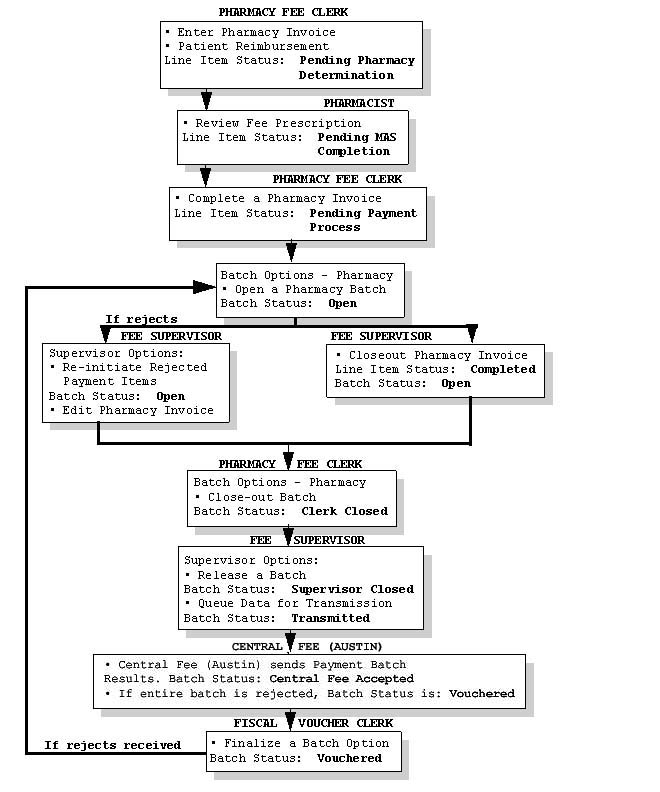


 TABLE OF ACTION 

| VISTA user | option used | resulting status | | |
| --- | --- | --- | --- | --- |
| [[1]](#footnote-2)line item | [[2]](#footnote-3)1invoice | batch |
| Pharmacy Fee Clerk | [[3]](#footnote-4)Enter Pharmacy Invoice | Pending Pharmacy Determination | Pending Pharmacy Determination | N/A |
| Pharmacist | Review Fee Prescription | Pending MAS Completion | Pending MAS Completion | N/A |
| Pharmacy Fee Clerk | Complete Pharmacy Invoice | Pending Payment Process | Pending Payment Process | N/A |
| Pharmacy Fee Clerk | [[4]](#footnote-5)Closeout Pharmacy Invoice | Completed | Completed | Open |
| Pharmacy Fee Clerk | Close-out Batch | N/A | N/A | Clerk Closed |
| Fee Supervisor | Release a Batch | N/A | N/A | Supervisor Closed |
| Fee Supervisor | Queue Data for Transmission | N/A | N/A | Transmitted |
| Central Fee (Austin) | Payment Batch Results message | N/A | N/A | Central Fee Accepted |
| Fiscal Voucher Clerk | Finalize a Batch | N/A | N/A | Vouchered |

## UNAUTHORIZED CLAIM MAIN MENU FLOW CHART



## UNAUTHORIZED CLAIM MAIN MENU TABLE OF ACTION



**table of action**

| **VISTA User** | **Option Used** | **Resulting Claim Status** |
| --- | --- | --- |
| Fee Basis Clerk | Enter Unauthorized Claim | Complete/Pending Review |
| Fee Basis Clerk | Disposition Unauthorized Claim | Dispositioned  (to Approved [AP] or Approved to Stabilization [AS]) |
| Fee Basis Clerk | Payments for Unauthorized Claims | Dispositioned |

*(This page included for two-sided copying.)*

# Appendix J: Fee Invoice Acceptance Date Controls

## Introduction

Patch FB\*3.5\*124 modifies Fee Basis to fully enforce the long-standing requirement that Invoices may not be approved for payment of medical services which have not yet been rendered. I.e. no valid Fee Basis invoice may include charges for services on a date later that the date the invoice was received by the VA.

Previously, enforcement of this requirement was dependent largely on the Fee Basis Clerk recognizing such a condition when entering the invoice data, which was difficult since often only one of the dates was visible on the screen during data entry.

Note:  
The dates collectively referred to below as “Date of Service” refer to various fields, depending on the type of invoice. In addition to “Date of Service”, such fields include Treatment Date (or Treatment To Date), Admission or Discharge Date, and Prescription Filled Date.

This patch adds more sophisticated, and more complete, date-validation checks in multiple places where various types of invoices are entered or edited. It will refuse to allow entry of a Date of Service which is later than the Invoice Received Date, or of an Invoice Received Date which is earlier that the latest Date of Service on the invoice.

The areas where the new date checks have been introduced are identified above, in the list of Menu Options affected, in Section 2.2.2 Patch Installation. For invoices which may include a range of dates – such as Civil Hospital Inpatient or Nursing Home, the Invoice Date is compared to the last Date of Service, i.e. the Treatment To date. For Invoices which may include multiple charges on different dates, such as different prescriptions filled on different days, the Invoice Received Date is compared to the date of the latest charge included on the invoice. Whenever an invalid date is detected, the date just entered will be rejected, and the user must either re-enter a valid date (if there is one), or exit the invoice. This will ensure that data-entry mistakes are caught, and can be corrected, immediately. It will also ensure that invoices submitted for invalid dates will be reliably identified during Fee Basis data entry. And in both cases, it will ensure that no invoices for invalid dates are approved and sent to Central Fee for payment.

Examples of the new Invoice Acceptance Date Controls by Menu Option:

**Enter Payment (Medical) [FBAA ENTER PAYMENT]**

**Reimbursement Payment Entry (Medical) [FBAA MEDICAL REIMBURSEMENT]**

**Multiple Payment Entry (Medical) [FBAA MULTIPLE PAYMENT ENTRY]**

**Ancillary Contract Hosp/CNH Payment [FBCH ANCILLARY PAYMENT]**

**Patient Reimbursement for Ancillary Services [FBCH ANCILLARY REIMBURSEMENT]**

**Multiple Ancillary Payments [FBCH MULTIPLE PAYMENTS]**

When a new Medical or Ancillary invoice is entered, the Invoice Received Date is entered first. Since the user is not allowed to return to this field and change its value, the date comparison is not performed until the Date of Service is entered further down. If a mistake was made when entering the Invoice Received Date, the incomplete invoice must deleted, and a new one entered with the correct Invoice Received Date, since the Invoice Received Date cannot be changed in this option once it has been entered. The example below illustrates what will occur if a Date of Service is entered which is after the Invoice Received Date for a Medical invoice:

Want a new Invoice number assigned? YES//

Invoice # 2653 assigned to this Invoice

**Enter Date Correct Invoice Received or Last Date of Service**

**(whichever is later): 8/1/11 (AUG 01, 2011)**

**\*\*\* Invoice Received Date cannot be earlier than**

**Patient's Authorization Date!!! (08/05/11) 🡸 *Rejected***

Enter Vendor Invoice Date: 8/27 (AUG 27, 2011)  **🡸 *Accepted***

PATIENT ACCOUNT NUMBER: 4321

Is this an EDI Claim from the FPPS system? NO

The answer to the following will apply to all payments entered via this option.

Are payments for contracted services? No// NO

**Date of Service: 8/7/11 AUG 07, 2011**

**\*\*\* Date of Service cannot be later than**

**Invoice Received Date (08/06/11) !!! 🡸 *Rejected***

**??**

**Date of Service: 8/4/11 AUG 04, 2011**

**\*\*\* Date of Service cannot be prior to**

**Authorization period (08/05/11) !!! 🡸 *Rejected***

**??**

**Date of Service: 8/4/11 AUG 06, 2011**

**\*\*\* Date of Service cannot be later than**

**Authorization period (08/05/11) !!! 🡸 *Rejected***

**??**

**Date of Service: 8/5/11 AUG 05, 2011 🡸 *Accepted***

Total already paid on ID Card for month: $ 48.08 Maximum allowed: $ 125

**Edit Payment (Medical) [FBAA EDIT PAYMENT]**

When an existing Medical invoice is edited, the Date of Service is used, along with the Patient and Vendor Names, to select the invoice to be edited. The Date of Service cannot be change in this option, but the Invoice Received Date, can. So the Invoice Acceptance Date check is implemented only after the user changes the Invoice Received Date. The example below illustrates what will happen if the Invoice Received Date is changed to a value later that the Date of Service:

**Date of Service: ?**

**Answer with INITIAL TREATMENT DATE:**

**1 AUG 05, 2011**

**Date of Service: 1 8-5-2011**

*. . . (Fields not relevant to the illustrated date check omitted)*

**DATE CORRECT INVOICE RECEIVED: AUG 7,2011// 8/3 (AUG 03, 2011) 🡸 *Change to Invalid Date***

**\*\*\* Invoice Received Date cannot be prior to the**

**Date of Service (08/05/11) !!! 🡸 *Rejected***

DATE CORRECT INVOICE RECEIVED: AUG 3,2011//  **🡸 *Hit <ENTER> & leave invalid date unchanged***

**\*\*\* Invoice Received Date cannot be prior to the**

**Date of Service (08/05/11) !!! 🡸 *Rejected***

DATE CORRECT INVOICE RECEIVED: AUG 3,2011// **8/8 (AUG 08, 2011) 🡸 *Change to valid date; accepted***

VENDOR INVOICE DATE: AUG 5,2011//

**Edit Ancillary Payment [FBCH EDIT ANCILLARY PAYMENT]**

When an invoice for an Ancillary Payment is edited, the Invoice Received Date can be changed but the Date of Service cannot. So the new Fee Invoice Acceptance Date Control check only executes if the Invoice Received Date is changed. The example below illustrates the action of this date check if the Invoice Received Date is changed to a date later than the Date of Service for the selected invoice:

Date of Service: ??

Choose from:

1 JUL 22, 2011

2 AUG 05, 2011

**Date of Service: 2 8-5-2011**

*. . . (Several fields not involved in the date check omitted from the example)*

**DATE CORRECT INVOICE RECEIVED: AUG 9,2011// 8/1 (AUG 01, 2011) 🡸*Changed to invalid Date***

**\*\*\* Invoice Received Date cannot be prior to the**

**Date of Service (08/05/11) !!! 🡸 *Rejected***

DATE CORRECT INVOICE RECEIVED: AUG 1,2011// **🡸 *Invalid date unchanged***

**\*\*\* Invoice Received Date cannot be prior to the**

**Date of Service (08/05/11) !!! 🡸 *Still Rejected***

DATE CORRECT INVOICE RECEIVED: AUG 1,2011// **9/10 (SEP 10, 2011) 🡸 *Changed to valid Date – input accepted; move to next field***

VENDOR INVOICE DATE: AUG 5,2011// **^DATE CORRECT INVOICE RECEIVED** 🡸 ***Go back to Invoice Received Date field again***

DATE CORRECT INVOICE RECEIVED: SEP 10,2011// 8/5 (AUG 05, 2011) 🡸 ***Enter INV Date = DOS: Also accepted***

VENDOR INVOICE DATE: AUG 5,2011//

**Enter Pharmacy Invoice [FBAA ENTER PHARMACY INVOICE]**

**Patient Re-imbursement (Pharmacy) [FBAA REIMBURSEMENT PHARMACY]**

When entering a new Pharmacy invoice, the Invoice Received Date is entered before the Prescription Filled Date, and cannot be changed after it has been entered. So the Invoice Acceptance Date check is implemented only after the Prescription Filled Date is entered. The example below illustrates the action taken by the Invoice Acceptance Date check if the Date Prescription Filled is after the Invoice Received Date:

**Date Correct Invoice Received: 8/31 (AUG 31, 2011)**

. . . (Numerous non-date fields removed for clarity of the example)

Want to review fee pharmacy payment history? No// NO

**DATE PRESCRIPTION FILLED: 9/1 (SEP 01, 2011) 🡸 *Date is after Inv Rcv’d Date***

**\*\*\* Date Prescription Filled cannot be later than**

**Invoice Received Date (08/31/11) !!! 🡸 *Rejected***

**DATE PRESCRIPTION FILLED: 8/27 (AUG 27, 2011) 🡸 *Enter valid date- Accepted.***

Select PRESCRIPTION NUMBER: **^DATE CO 🡸 *Cannot return to edit Inv Rcv’d Date***

Select PRESCRIPTION NUMBER: **^DATE P 🡸 *Cannot return to edit RX Fill Date either***

Select PRESCRIPTION NUMBER:

**Edit Pharmacy Invoice [FBAA EDIT PHARMACY INVOICE]**

Once a pharmacy Invoice# is entered, the Prescription Fill Dates are determined, and cannot be edited. If the Invoice Received Date is changed, the Invoice Acceptance Date check examines all of the RX#’s on the invoice, and compares the new Invoice Received Date to the latest Prescription Fill Date. If the Invoice Received Date is before the last Prescription Fill Date, it is rejected, and the use must re-enter a valid Invoice Received Date, as illustrated in the example below.

Select Invoice #: 2643

DATE CORRECT INVOICE RECV'D: **SEP 1,2011**// **5/1 (MAY 01, 2011) 🡸 *Invalid Date is rejected***

**\*\*\* Invoice Received Date cannot be prior to the last**

**Prescription Filled Date on the Invoice (08/10/11 for RX# 3645) !!!**

DATE CORRECT INVOICE RECV'D: **MAY 1,2011// 🡸 *Invalid Date not changed, still rejected***

**\*\*\* Invoice Received Date cannot be prior to the last**

**Prescription Filled Date on the Invoice (08/10/11 for RX# 3645) !!!**

DATE CORRECT INVOICE RECV'D: **MAY 1,2011**// **8/15 (AUG 15, 2011) 🡸 *Valid Date is accepted***

VENDOR INVOICE DATE: AUG 10,2011//

**Enter Invoice/Payment (Civil Hospital) [FBCH ENTER PAYMENT]**

**Reimbursement for Inpatient Hospital Invoice [FBCH REIMBURSEMENT INVOICE]**

When entering a new Civil Hospital Invoice, the Invoice Received Date is compared to the Authorization TO Date. The Authorization TO Date is entered to select the invoice to be edited, and cannot be edited. In the example below, the Authorization To Date selected is **8/30/2011**. The example below illustrates the action of the Fee Invoice Acceptance Date Control check if the Invoice Received Date entered is earlier than the Authorization To Date:

**AUTHORIZATIONS:**

**(1) FR: 8/5/2011 VENDOR: VENDTEST - 123456789**

**TO: 8/10/2011**

**Authorization Type: CIVIL HOSPITAL**

**Invoice # 2670 assigned to this Invoice**

**Enter Date Correct Invoice Received or Last Date of Service**

**(whichever is later): 8/1/11 (AUG 01, 2011)**

**\*\*\* Invoice Received Date cannot be before the**

**Treatment TO Date!!! (08/10/11) 🡸 Rejected**

**Enter Date Correct Invoice Received or Last Date of Service**

**(whichever is later): 8/7 (AUG 07, 2011) 🡸 Change to a different invalid date**

**\*\*\* Invoice Received Date cannot be before the**

**Treatment TO Date!!! (08/10/11) 🡸 Rejected**

**Enter Date Correct Invoice Received or Last Date of Service**

**(whichever is later): 8/11 (AUG 11, 2011) 🡸 Accepted**

**Enter Vendor Invoice Date:**

**Invoice Edit (Civil Hospital) [FBCH EDIT PAYMENT]**

When an inpatient invoice is edited, the Authorization To Date cannot be changed, but the Invoice Received Date can. The example below illustrates the action of the Fee Invoice Acceptance Date Control check if the Invoice Received Date is changed to a value earlier than the Authorization To Date:

INVOICE DISPLAY

=================

Veteran's Name Patient Control Number

('\*'Reimbursement to Veteran '+' Cancellation Activity) '#' Voided Payment)

Vendor Name Vendor ID **Invoice #**

FPPS Claim ID FPPS Line Item **Date Rec.** Inv. Date **Fr Date To Date**

Amt Claimed Amt Paid Cov.Days Adj Code Adj Amount Remit Remark

==============================================================================

TESTONE,PATIENT A lOl-OO-lOll

JMTEST l23456789  **2639**

**09/01/11** 8/10/11 **08/05/11 08/10/11**

1000.00 23.00 5 45 977.00

Admit Dx: 301.10

DX/POA: 301.3/Y

Associated 7078: C95003.0102

**Batch #: 1979** Date Finalized:

**INVOICE DATE RECEIVED: SEP 01,2011// 8/09/11 (AUG 09, 2011) 🡸 *Change Inv Rcvd date before To Date***

**\*\*\* Invoice Received Date cannot be before**

**Treatment TO Date (08/10/11) !!! 🡸 Rejected**

**INVOICE DATE RECEIVED: AUG 9,2011// 8/9/11 (AUG 09, 2011)**

**(NOTE: If there is a Treatment FROM Date, but no Treatment TO Date, the comparison is made to the Treatment FROM Date. If this comparison reveals a problem, then the following message displayed.)**

**INVOICE DATE RECEIVED: AUG 9,2011// 8/02/11 (AUG 02, 2011)**

**\*\*\* Invoice Received Date cannot be before**

**Treatment FROM Date (08/05/11) !!! 🡸 Rejected**

**INVOICE DATE RECEIVED: AUG 2,2011// 8/11/11 (AUG 11, 2011) 🡸 Accepted**

VENDOR INVOICE DATE: AUG 10,2011//

**Edit CNH Payment [FBCNH EDIT PAYMENT]**

When a Contract Nursing Home invoice is edited, both the Dates of Service and the Invoice Received Date may be changed. Thus the Fee Invoice Acceptance Date Control check is executed after either of these dates is changed. The examples below illustrate the action of this date check when the Date of Service is changed to a date earlier than the Invoice Received Date, and when the Invoice Received Date is changed to a date later than the Treatment To date of service:

**Example 1:**

**Enter Date Correct Invoice Received or Last Date of Service**

**(whichever is later): SEP 5,2011**//

VENDOR INVOICE DATE: AUG 31,2011//

PATIENT CONTROL NUMBER:

Is this an EDI Claim from the FPPS system? NO//

VENDOR: vendtest,V//

VETERAN: patient,test A//

TREATMENT FROM DATE: AUG 5,2011// 8/15/11 (AUG 15, 2011)

\*\*\* Treatment FROM Date cannot be after

Invoice Received Date (08/11/11) !!!

TREATMENT FROM DATE: AUG 15,2011// 8/5/11 (AUG 5, 2011) 🡸 Accepted

TREATMENT TO DATE: AUG 10,2011// 9/1/11 (SEP 01, 2011)

\*\*\* Treatment TO Date cannot be after

Invoice Received Date (08/11/11) !!!

TREATMENT TO DATE: SEP 1,2011// 8/11/11 (AUG 11, 2011) 🡸 *Accepted*

COVERED DAYS: 5//

Example 2:

Invoice Date Invoice No. From Date To Date Patient Control #

Amt Claimed Amt Paid Cov Days Adj Codes Adj Amounts Remit Remarks

=============================================================================

Vendor: VEND,OR Vendor ID: OOl42985O

ll/l/ll 2637 8/l/ll 8/10/ll

26.4O 26.4O 22

Associated 7O78: C95OO3.OlOl

Batch #: l978 Date Finalized:

Select Invoice Number: 2657

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): SEPT 5,2011// 8/5/11 (AUG 05, 2011)

\*\*\* Invoice Received Date cannot be before

Treatment TO Date (08/11/11) !!!

Enter Date Correct Invoice Received or Last Date of Service

(whichever is later): AUG 5,2011// 8/11/11 (AUG 11, 2011) 🡸 Accepted

VENDOR INVOICE DATE: AUG 3,2011//

**Payments for Unauthorized Claims [FBUC PAYMENTS]**

Once an Unauthorized Claim is dispositioned to Approved, a Payment may be entered for the Invoice. The specific Date-check will depend on what type of claim was submitted (Civil Hospital, Ancillary, Medical, or Pharmacy). The operation of the Fee Invoice Acceptance Date Control check for an Unauthorized Claim is illustrated above in the menu option corresponding to the claim type.

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# Appendix K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments

## System Overview

The VistA Fee Basis application supports the Veterans Health Administration’s (VHA) Fee for Service program.  This program authorizes care for veterans who are legally eligible and in need of care that cannot feasibly be provided by VA facilities.  A VA medical facility, unable to meet the patient care requirements of a veteran, may authorize fee basis services for short-term inpatient care, ongoing outpatient care, or home health care from non-VA health care facilities.  Civil Hospitals (CH) or Community Nursing Homes (CNH) submits bills for service to the authorizing VA facility.  The VA facility reviews the bills and transmits payment messages to Central Fee.

Central Fee is a national system located at the Austin Information Technology Center (AITC).  Central Fee receives payment messages from VistA Fee and upon approval sends the payments to downstream systems such as the Financial Management System (FMS).  FMS transmits data to the Department of the Treasury that results in payment by check or EFT and an explanation of benefits (EOB).  Central Fee also makes fee payment data available to other enterprise systems.

## Interface Overview

VistA Fee Basis transmits payment data to Central Fee for payments that should be made to veterans or veterans for purchased case services.  Central Fee returns information to VistA Fee Basis concerning the status of these payments.

## Transaction Types

The payment interface between VistA Fee Basis and Central Fee consists of six different transaction types which are described below in the next table.

## Transaction Description

| **Transaction Type** | **Direction** | **Description** |
| --- | --- | --- |
| Payment Batch | VistA Fee to Central Fee | This transaction contains a batch of one or more payment line items.  The batches are released by holder of the FBAA LEVEL 2 security key, which may be a lead clerk or supervisor.  Each line item describes a payment for a purchased care service that includes a description of the service, the 1358 obligation and payment amount, and the non-VA provider and veteran. |
| Payment Batch Results | Central Fee to VistA Fee | This transaction provides the results from Central Fee receipt and processing of a new payment batch including the reason for any rejected line items. |
| Voucher Batch | VistA Fee to Central Fee | This transaction contains a list of any line items that were locally rejected in VistA and provides Central Fee with finance staff approval to release the remainder of the batch to downstream systems for payment. |
| Voucher Batch Acknowledgement | Central Fee to VistA Fee | This transaction is an application acknowledgement to a Voucher Batch message. |
| Post Voucher Reject | Central Fee to VistA Fee | This transaction reports rejects for line items that were rejected by Central Fee or a downstream payment system after those line items were released by the Voucher Batch transaction. |
| Payment Confirmation/Cancellation | Central Fee to VistA Fee | This transaction reports payment confirmation (date paid, check number, disbursed amount) or payment cancellation data for one or more line items. |

## Transaction Trigger Events

| **Transaction Type** | **Trigger Event** |
| --- | --- |
| Payment Batch | User executes the Queue Data for Transmission option in VistA Fee Basis.  A message is generated for each batch with an appropriate status.  The Release a Batch option assigns a status that result in transmission.  The Reprocess Overdue Batch option can assign a status that result in transmission. |
| Payment Batch Results | Central Fee processes a Payment Batch transaction sent from VistA.  The National Service Desk Austin resends the message upon request. |
| Voucher Batch | User completes a batch using the Finalize a Batch option in VistA Fee Basis.  User selects a batch using the Resend Completed Batch option in VistA Fee Basis. |
| Voucher Batch Acknowledgement | Central Fee processes a Voucher Batch transaction sent from VistA.  The National Service Desk Austin resends the message upon request. |
| Post Voucher Reject | A payment line item(s) fails an edit check when Central Fee is preparing to transmit it to a downstream payment system such as FMS.  A downstream payment system such as FMS or FASPAC rejects a payment line item(s) back to Central l Fee.  The National Service Desk Austin resends the message upon request. |
| Payment Confirmation/Cancellation | A downstream payment system such as FMS or the purchase card system provides payment confirmation or payment cancellation to Central Fee for a payment line item(s).  The National Service Desk Austin resends the message upon request. |

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# Appendix L: Newborn Services Authorizations

The Caregivers and Veteran’s Omnibus Health Services Act of 2010, Public Law 111-163, Section 206, codified at 38 U.S.C. § 1786, authorizes VA to pay, from the date of birth plus seven calendar days, for post-delivery care for the newborn of women Veterans, who are:

* Enrolled in the VA Health Care System (HCS)
* Receiving maternity care furnished by the VA or authorized by the VA

## Newborn Eligibility Criteria

### Enrollment Coordinator and Women’s Health Veteran’s Coordinator

The VA routinely provides maternity care for eligible women Veterans through non-VA medical care arrangements. When the Non-VA Medical Care Office receives notice that a woman Veteran requires pre-natal care, the Non-VA Medical Care Office coordinates with the Women’s Health Veteran’s Coordinator (WVC) to ensure the woman Veteran understands VA policy on the newborn medical care processes and requirements.

A woman Veteran and her newborn must meet the newborn eligibility criteria in order for the newborn to qualify for Newborn Medical Services.

**Note:** Non-VA facilities may provide delivery services under VA pre authorization, in accordance with a non-VA medical care arrangement related to the newborn’s birth.

## Authorizations

In order for an authorization to be entered, the newborn must be registered under the woman Veteran (in VistA) and must have an eligibility status of either “Verified” or “Pending Verification.”

* Post-natal routine care for the newborn from the date of birth plus seven calendar days

Routine medical care from the newborn’s date of birth plus seven days should be authorized under a separate authorization under the newborn’s registration.

### Authorization Forms

VA uses VA Form 10-7078 and VA Form 10-7079 to process a newborn care authorization under 38 U.S.C. § 1786. The following information is required to process the authorization:

* Female Veteran’s Full Name
* Newborn’s Full Name
* Newborn’s Date of Birth
* Local Point of Contact Phone Number and Address
* Patient Type
* Purpose of Visit (POV)
* Admitting Authority Codes

**Note:** The procedure below was written for a national audience. Please check with the local facility supervisors for any local customization of this procedure, as well as other changes and updates.

## Inpatient Authorization/Notification in VistA

VistA MUST BE USED for this process. DO NOT use FBCS.

1. Select the **INPATIENT SERVICE CODES** below when entering newborn care authorizations for inpatient health care:

|  |  |  |
| --- | --- | --- |
| Admitting Authority Code | Bed Section/Treating Specialty | POV Code |
| 17.38 NON-VA FOR FEMALE VET + NEWBORN | 00-Surgical  10-Medical | 29 – Inpatient Newborn Care |

1. Select Fee Basis Main Menu [FBAA MAIN MENU] Option: **Civil Hospital Main Menu [FBCH MAIN MENU]**.
2. Select Civil Hospital Main Menu [FBCH MAIN MENU] Option: **Notification/Request Menu [FBCH NOTIFICATION MENU]**.
3. Select Notification/Request Menu [FBCH NOTIFICATION MENU] Option: **Enter a Request/Notification [FBCH ENTER REQUEST]**.
4. Select PATIENT NAME: Newborn’s **Last Name, First Name** (example: **FEEPATIENT,ONENB**). Press <**ENTER**> to continue.
5. Navigate through the COORDINATING MASTER OF RECORD and verify the data is accurate.
6. Press **<ENTER>** to continue.
7. VistA will ask: “Is the patient currently being followed in a clinic for the same condition?” Enter **Y** for **YES** or **N** for **NO**.
8. VistA will ask: “Is the patient to be examined in the medical center today? Yes//” Enter **Y** for **YES** or **N** for **NO**.

All items not followed by an asterisk can be edited at this time. If these

Items are not corrected at this time, a bulletin will be sent to the

Appropriate hospital personnel.

DO YOU WANT TO UPDATE THESE INCONSISTENCIES NOW? Yes// N (No)

Do you wish to return to screen #15 to enter sponsor information? Yes// no

Last notification message was sent ‘AUG 28, 2013’ [TODAY]

No new message sent since it’s been less than 7 days since last message

And no new inconsistencies were found…

Is the patient currently being followed in a clinic for the same condition? **N (No)**

Is the patient to be examined in the medical center today? Yes// **N (No)**

Registration login date/time: NOW// (AUG 28,2013@13:16)

TYPE OF BENEFIT APPLIED FOR: 1 HOSPITAL

TYPE OF CARE APPLIED FOR: 5 ALL OTHER

FACILITY APPLYING TO: YOUR FACILITY

REGISTRATION ELIGIBILITY CODE: COLLATERAL OF VET.

//

1. Answer the following questions populated in VistA:

Registration login date/time: NOW// Press the <**ENTER**> key.

TYPE OF BENEFIT APPLIED FOR: **1 HOSPITAL**

TYPE OF CARE APPLIED FOR: **5 ALL OTHER**

FACILITY APPLYING TO: **ENTER FACILITY**

REGISTRATION ELIGIBILITY CODE: **COLLATERAL OF VET**

All items not followed by an asterisk can be edited at this time. If these

Items are not corrected at this time, a bulletin will be sent to the

Appropriate hospital personnel.

DO YOU WANT TO UPDATE THESE INCONSISTENCIES NOW? Yes// N (No)

Do you wish to return to screen #15 to enter sponsor information? Yes// no

Last notification message was sent ‘AUG 28, 2013’ [TODAY]

No new message sent since it’s been less than 7 days since last message

And no new inconsistencies were found…

Is the patient currently being followed in a clinic for the same condition? **N (No)**

Is the patient to be examined in the medical center today? Yes// **N (No)**

Registration login date/time: NOW// **(AUG 28,2013@13:16)**

TYPE OF BENEFIT APPLIED FOR: **1 HOSPITAL**

TYPE OF CARE APPLIED FOR**: 5 ALL OTHER**

FACILITY APPLYING TO: **YOUR FACILITY**

REGISTRATION ELIGIBILITY CODE: **COLLATERAL OF VET.**

//

NEED RELATED TO AN ACCIDENT: Enter **Y** for **YES** or **N** for **NO**

NEED RELATED TO OCCUPATION: Enter **Y** for **YES** or **N** for **NO**

PRINT 10-10EZ? YES// Enter **Y** for **YES** or **N** for **NO**

PRINT DRUG PROFILE? Yes// Enter **Y** for **YES** or **N** for **NO**

PRINT HEALTH SUMMARY? Yes// Enter **Y** for **YES** or **N** for **NO**

ROUTING SLIP? Yes// Enter **Y** for **YES** or **N** for **NO**

1. Select FEE NOTIFICATION/REQUEST DATE/TIME: Enter **NOTIFICATION DATE**, **REQUEST DATE** **AND TIME** (or **NOW**).

Is the patient currently being followed in a clinic for the same condition? N (No)

Is the patient to be examined in the medical center today? Yes// N (No)

Registration login date/time: NOW// (AUG 28,2013@13:16)

TYPE OF BENEFIT APPLIED FOR : 1 HOSPITAL

TYPE OF CARE APPLIED FOR: 5 ALL OTHER

FACILITY APPLYING TO: ANYPLACE VAMROC// 442

REGISTRATION ELGIBILITY CODE: COLLATERAL OF VET.

// 2 2 NON-VETERAN

Updating eligibility status for this registration…

NEED RELATED TO AN ACCIDENT: **N NO**

NEED RELATED TO OCCUPATION: **N NO**

PRINT 10-10EZ? YES//  **NO**

PRINT DRUG PROFILE? Yes//  **N (No)**

PRINT HEALTH SUMMARY? Yes// **N (No)**

ROUTING SLIP? Yes// **N (No)**

Select FEE NOTIFICATION/REQUEST DATE/TIME: NOW

1. Select FEE BASIS VENDOR NAME: Enter **VENDOR NAME**.
2. VistA will populate: VENDOR DEMOGRAPHICS. Review the information.
3. VistA will ask: “Is this the correct Vendor? YES//” Enter **Y** for **YES** or **N** for **NO**.

\*\*\* VENDOR DEMOGRAPHICS \*\*\*

Name:ANYSTATE PHYSICIANS INC ID Number: 123456789

Billing Prov NPI: 87654321M

Billing Prov Taxonomy code:

Address: 123 HAPPY TREE Specialty: PHYSICIAN-NONDIPLOM

City: SUNNY Type: PHYSICIAN

State: ANYSTATE Participation Code: DOCTOR OF MEDICINE

ZIP: 12345-6789 Medicare ID Number:

County: GATOR Chain:

Phone:

Fax:

Type (FPDS): SMALL BUSINESS Group (FPDS): NONE OF THE OTHER CAT

Austin Name: ANYSTATE PHYS INC

Last Change Last Change by Non-Fee User

TO Austin: 6/23/98 FROM Austin: 3/22/05

Is this the correct Vendor? YES//

DATE/TIME: AUG 28, 2013@13:16:50//

PERSON WHO CALLED:

DATE/TIME OF ADMISSION: T@0600 (AUG 28, 2013@06:00:00)

AUTHORIZED FROM DATE/TIME: AUG 28,2013@06:00// T-1

1. ENTER the following information (if available):

DATE/TIME: Enter Current **DATE** and **TIME** (Space Bar - Enter)

PERSON WHO CALLED: Enter Person **CALLED/NOTIFIED** (if able)

DATE/TIME OF ADMISSION: Enter **DATE** and **TIME**

AUTHORIZATION FROM DATE/TIME: Enter the **DATE OF BIRTH** (example: **month**, **day,** and **year**, **08282013**, **82813**, **08/28/13**, etc.).

1. Answer the following if able, if unable, press <**ENTER**> to navigate:

ADMITTING DIAGNOSIS:

REFERRING PROVIDER:

ATTENDING PHYSICIAN:

TYPE OF CONTACT:

PHONE # OF PERSON CONTACTED:

STREET ADDRESS[1] OF CONTACT:

STREET ADDRESS[2] OF CONTACT:

CITY OF CONTACT:

STATE OF CONTACT:

ZIP CODE OF CONTACT:

VETERAN HAVE OTHER INSURANCE:

MODE OF TRANSPORTATION:

APPROVING OFFICIAL:

NARRATIVE:

Select Notification/Request Menu [FBCH NOTIFICATION MENU] Option: **Legal Entitlement [FBCH LEGAL ENTITLEMENT]**

Select Patient: Enter the **NEWBORN’S NAME**

LEGAL ENTITLEMENT: Enter **Y** for **YES**

Do you want to determine Medical Entitlement now? YES// press the <**ENTER**> key.

MEDICAL ENTITLEMENT: Enter **Y** for **YES**

Do you want to setup a 7078 now? NO// Enter **Y** for **YES**

AUTHORIZATION TO DATE: Enter newborn’s **DATE OF BIRTH + 7**

DAYS (ex. DOB AUG 28, 2013 + 7 DAYS is: 9/4/13// SEP 04, 2013)

Medical Entitlement

Display a Request/Notification

Delete Notification/Request

Edit Report of Contact -

Print Entitlement Audit

Print Report of Contact -

Reconsider a Denied Request

Requests Pending Entitlement

Update Report of Contact -

Select Notification/Request Menu Option: **Legal Entitlement**

Select Patient: FEEPATIENT, TWONB

LEGAL ENTITLEMENT: Y (YES)

Do you want to determine Medical Entitlement now? YES//

MEDICAL ENTITLEMENT: **Y (YES**)

Do you want to setup a 7078 now? **NO// YES**

AUTHORIZATION TO DATE: 9/4/13//

DATE OF DISCHARGE: Enter **DATE OF DISCHARGE** (must not exceed 7 days following the newborn’s date of birth)

\*ADMITTING AUTHORITY: Enter **17.38 NON-VA FOR FEMALE VET + NEWBORN**

Duplicates may populate if you enter only 17.38 (for example):

1 17.38 HOSP/NH IN PHILLIPINES (NONVA) 17.38

2 17.38 NON-VA FOR FEMALE VET+NEWBORN 17.38

Duplicates: **Enter 2 - NON-VA FOR FEMALE VET+NEWBORN 17.38** (see screen example below):

LEGAL ENTITLEMENT: Y (YES)

Do you want to determine Medical Entitlement now? YES//

MEDICAL ENTITLEMENT: Y (YES)

Do you want to setup a 7078 now? No// YES

AUTHORIZATION TO DATE: 9/4/13//T+8 (SEP 05, 2013)

Patient is a newborn. Authorization To Date must not be more than 7 days after the Date of Birth

DATE OF DISCHARGE: 9/4/13// (SEP 04, 2013)

ADMITTING AUTHORITY: 17.38

1 17.38 HOSP/NH IN PHILLIPINES (NONVA) 17.38

2 17.38 NON-VA FOR FEMALE VET+NEWBORN 17.38

CHOOSE 1 - 2: **2 NON-VA FOR FEMALE VET + NEWBORN 17.38**

ESTIMATE AMOUNT:

ESTIMATED AMOUNT: Enter **ESTIMATED AMOUNT**.

\*BEDSECTION/TREATING SPECIALTY: Enter **00 SURGICAL** or **10 MEDICAL**.

DATE OF DISCHARGE: 9/4/13// (SEP 04, 2013)

ADMITTING AUTHORITY: 17.38

1 17.38 HOSP/NH IN PHILLIPINES (NONVA) 17.38

2 17.38 NON-VA FOR FEMALE VET+NEWBORN 17.38

CHOOSE 1 - 2: **2 NON-VA FOR FEMALE VET + NEWBORN 17.38**

ESTIMATE AMOUNT: 1.99

BEDSECTION/TREATING SPECIALTY: ??

Select one of the following:

‘00’ FOR SURGICAL

‘10’ FOR MEDICAL

‘86’ FOR PSYCHIATRY

Select one of the following:

00 SURGICAL

10 MEDICAL

86 PSYCHIATRY

BEDSECTION/TREATING SPECIALTY: **00 SURGICAL**

Select Obligation Number:

1. VistA will ask: “Is this Correct? NO//”. Enter **Y** for **YES** or **N** for **NO**.
2. VistA will acknowledge: “Non-VA PTF Created”.
3. Enter the following information:

CONTRACT: press the <**ENTER>** key.

DISCHARGE TYPE: **4 DISCHARGE**

\*PURPOSE OF VISIT CODE: Enter **29 NEWBORN CARE FOR THE**

**FIRST 7 DAYS AFTER BIRTH**

ESTIMATED AMOUNT: 1.99 USER ENTERING:

STATUS: INCOMPLETE DATE OF ISSUE: AUG 28, 2013

FEE PROGRAM: CIVIL HOSPITAL DATE OF ADMISSION: AUG 28, 2013

DATE OF DISCHARGE: SEP 04, 2013

AUTHORIZED SERVICES: Hospitalization and professional care necessary until the patient’s condition is stabilized or improved enough to permit a transfer without hazard to a VA or other Federal facility for continued treatment. Discharge Summary must accompany all requests for payment. Payment by VA constitutes payment-in-full.

Is this Correct? NO// YES

….Posting to 1358

…HMMM, LET ME PUT YOU ON ‘HOLD’ FOR A SECOND…

…EXCUSE ME, I’M WORKING AS FAST AS I CAN…

Non-VA PTF Record Created.

CONTRACT:

DISCHARGE TYPE: **4 DISCHARGE**

PURPOSE OF VISIT CODE: **29 NEWBORN CARE FOR THE FIRST 7 DAYS AFTER BIRTH.**

PRIMARY SERVICE AREA:

PRIMARY SERVICE AREA: Enter the Primary Service Location Authorized.

ACCIDENT RELATED (Y/N): Enter **Y** for **YES** or **N** for **NO**.

POTENTIAL COST RECOVERY CASE: Enter **Y** for **YES** or **N** for **NO**.

## Outpatient Authorization in VistA

VistA MUST BE USED for this process. DO NOT use FBCS.

1. Select the **OUTPATIENT SERVICE CODES** below when entering Newborn Care authorizations for outpatient healthcare services. The POV, Patient Type, and Treatment Type Codes are required fields when entering an outpatient Newborn Care authorization:

|  |  |  |
| --- | --- | --- |
| Treatment Type Code | Patient Type Code | POV Code |
| 1 - Short Term | 1. Surgical   10- Medical | 66 - Outpatient Newborn Care |

1. Select Civil Hospital Main Menu [FBCH MAIN MENU] Option: **ENTER AUTHORIZATION**.
2. Select PATIENT NAME: Newborn’s **Last Name, First Name** (example: **FEEPATIENT, ONENB**). Press <**ENTER>** to continue.
3. Verify data is correct on the **PATIENT DEMOGRAPHIC DATA SCREEN**.
4. VistA will ask: “Want to add NEW Insurance data? No//”. Enter **N** for **No** or **Y** for **YES**.
5. Answer the following questions populated in VistA:

Select FROM DATE: Enter the **FROM DATE**

Select TO DATE: Enter the **TO DATE**

Note: This is a Newborn, FROM DATE and TO Date must be between DOB and DOB+7

PRIMARY SERVICE FACILITY: Enter Service Location Authorized

REFERRING PROVIDER: Press the <**ENTER**> key

\*PURPOSE OF VISIT CODE: Enter **66 NEWBORN CARE FOR THE FIRST 7 DAYS AFTER BIRTH**

\*PATIENT TYPE CODE: Enter **00 SURGICAL** or **10 MEDICAL**

\*TREATMENT TYPE CODE: Enter **1 SHORT TERM FEE STATUS**

DX LINE 1: Enter Diagnosis (if able)

TYPE OF CARE: Enter **2 OPT NSC**

REFERRING PROVIDER:

PURPOSE OF VISIT CODE: **66 NEWBORN CARE FOR THE FIRST 7 DAYS AFTER BIRTH.**

PATIENT TYPE CODE: **00 SURGICAL**

TREATMENT TYPE CODE: **1 SHORT TERM FEE STATUS**

DX LINE 1:

AUTHORIZATION REMARKS:

1>

TYPE OF CARE: **2 OPT NSC**

VENDOR: Enter **VENDOR NAME**

ACCIDENT RELATED (Y/N): Enter **Y** for **YES** or **N** for **NO**

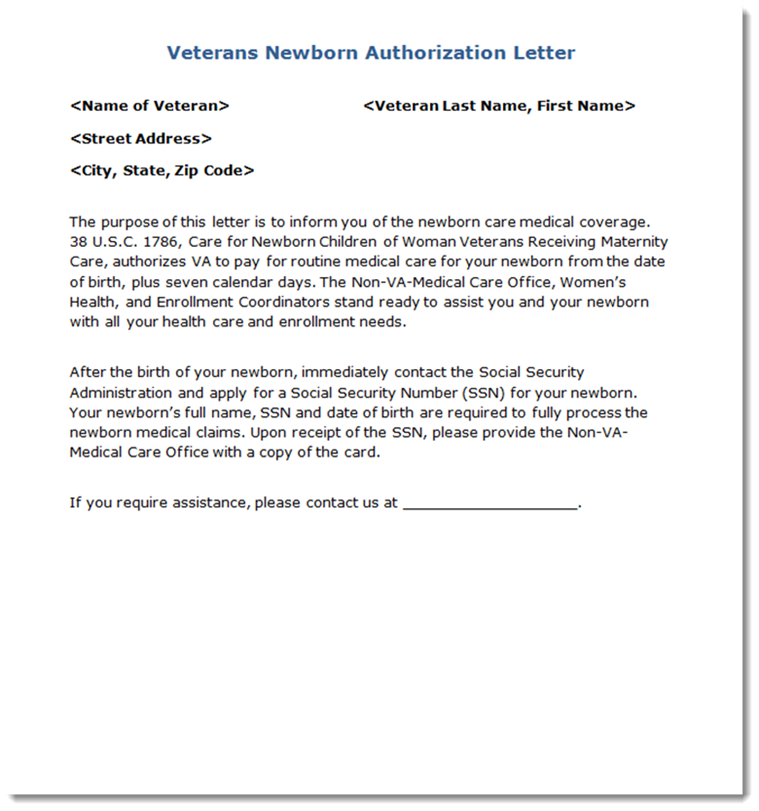
POTENTIAL COST RECOVERY CASE: Enter **Y** for **YES** or **N** for **NO**

PRINT AUTHORIZATION (Y/N): YES// Enter **Y** for **YES** or **N** for **NO**

## Veteran’s Newborn Authorization Letter

The Non-VA Medical Care Office issues the Veteran’s newborn authorization letter to inform the woman Veteran of:

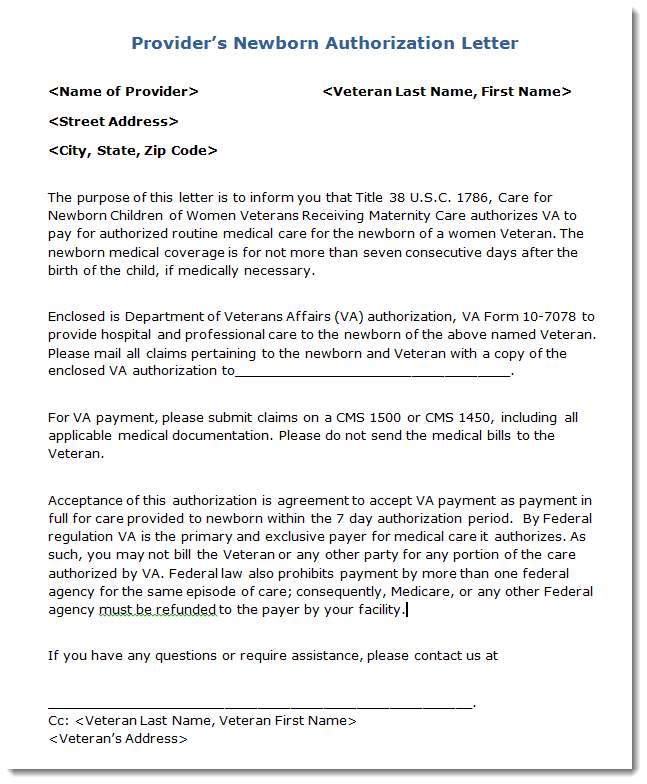
* Newborn care medical coverage
* Title 38 U.S.C. § 1786, Care for Newborns of Women Veterans receiving maternity care authorizing VA to pay for routine medical care for their newborn
* Care is limited to date of birth plus seven calendar days
* Veteran’s obligation to contact the Social Security Administration (SSA) and apply for a SSN for their newborn
* Requirement for newborn’s full legal name, SSN, and date of birth to fully process medical claims
* Requirement to provide the Non-VA Medical Care Office with a copy of the newborn’s SSN card and birth certificate (when available)



## Provider’s Newborn Authorization Letter

The Non-VA Medical Care Office issues the provider’s newborn authorization letter to inform the provider that VA:

* Approved payment for all authorized post-delivery care services to include routine medical care for the newborn of a woman Veteran
* Enclosed an authorization form that approves payment for the hospital and professional care provided to the newborn and Veteran
* Requires the provider to submit all claims on a CMS 1500 or CMS 1450/UB04



*(This page included for two-sided copying.)*

# Index

7

7078 PRINT, 111, 212

7079 Print, 255

7079 PRINT FOR SELECTED PATIENT, 304

A

ACTIVE AUTHORIZATION REPORT, 603

Active Batch Listing by Status, 253

ACTIVE BATCH LISTING BY STATUS, 265

ACTIVITY REPORT FOR CNH, 152, 214

ADD NEW PERSON FOR UNAUTHORIZED CLAIM, 536, 585

Add Type IPAC Agreement MRA, 412

Add type Veteran MRA, 407

Add/Edit Fee Schedule, 393

ADD/EDIT FEE SCHEDULE, 391

Adding new Insurance Data/reporting Discrepancies to MCCR, 593, 596, 599

Adding New Insurance Data/Reporting Discrepancies to MCCR, 609

ADMISSION DELETE, 151, 199

ADMISSION EDIT, 152, 197, 206

ADMIT TO CNH, 151, 197

ALL CLAIMS BY VENDOR/VETERAN/OTHER, 535, 564

AMIS 349 PRINT, 152, 215

ANCILLARY CONTRACT HOSP/CNH PAYMENT, 44, 560

APPEAL EDIT FOR UNAUTHORIZED CLAIM, 545, 547

Appendices

E, Fee Basis/FMS Vendorizing Overview

Highlights Of Fee Basis Vendorizing, 618

Vendorizing, 617

Appendices:

A: Adding new Insurance Data/Reporting Discrepancies to MCCR, 609

B: Table of Fee Basis Unauthorized Claims Statuses, 611

C: Fee Basis Mail Bulletins, 613

D: Multiple Rates for CNH Vendors

AUTHORIZATION MAIN MENU - CNH, 615

F: Vendor Error Codes, 621

G: MRA and Payment Messages

Inpatient Medical Payment - Batch Type B9, 626

IPAC Agreement MRA - Batch Type C4, 626

Medical Vendor MRA - Batch Type C1, 625

Pharmacy Payment - Batch Type B5, 627

Pharmacy Vendor MRA - Batch Type C4, 625

Travel Payment - Batch Type BT, 626

Veteran MRA - Batch Type C2, 625

H: List Manager, 629

I: Fee Basis Flow Charts and Action Tables

Civil Hospital Main Menu, 631

CIVIL HOSPITAL MAIN MENU, 632, 633

COMMUNITY NURSING HOME MAIN MENU FLOW CHART, 634

COMMUNITY NURSING HOME MAIN MENU TABLE OF ACTION, 635

MEDICAL FEE MAIN MENU FLOW CHART, 636

MEDICAL FEE MAIN MENU TABLE OF ACTION, 637

Pharmacy Fee Main Menu, 639

Pharmacy Fee Main Menu Flow Chart, 638

UNAUTHORIZED CLAIM MAIN MENU FLOW CHART, 640

UNAUTHORIZED CLAIM MAIN MENU TABLE OF ACTION, 641

J: Fee Invoice Acceptance Date Controls, 643

K: Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments

Interface Overview, 651

System Overview, 651

Transaction Description, 651

Transaction Trigger Events, 652

Transaction Types, 651

L: Fee Basis Purchased Care - Newborn Services Authorizations

Eligibility Criteria, 655

Forms, 655

Inpatient Authorization and Notification, 656

Outpatient Authorization, 662

Provider's Newborn Authorization Letter, 665

Veteran's Newborn Authorization Letter, 664

MRA and Payment Messages

Outpatient Medical Payment - Batch Type B3, 626

ASSOCIATE AN UNAUTHORIZED CLAIM TO A PRIMARY, 536, 586

AUTHORIZATION DISPLAY, 373

AUTHORIZATION MAIN MENU - CNH, 615

B

BATCH DELETE, 108, 150, 168, 253, 465, 469

BATCH MAIN MENU - CH, 12

BATCH MAIN MENU - CNH, 168

BATCH PRINT LETTERS, 439, 535, 555

BATCH STATUS, 50, 86, 88, 105, 633, 637

BATCH STATUS FOR A RANGE OF BATCHES, 268

batch status is CLERK closed, 169

batch status of closed, 151

C

CANCEL 7078 ENTERED IN ERROR, 40

CANCEL AUTHORIZATION ENTERED IN ERROR, 160

CENTRAL FEE ACCEPTED, 105, 135, 146, 150, 171, 177, 189, 234, 246, 258, 271, 277, 288, 331, 383, 397, 416, 419, 472, 478, 488, 637

CH DELETE VOID PAYMENT, 447

CH VOID PAYMENT, 448

CHANGE A STATE HOME AUTHORIZATION, 596

CHANGE EXISTING CONTRACT RATE FOR A PATIENT, 161

Change Type IPAC Agreement MRA, 413

CHECK DISPLAY, 113, 218, 310, 490, 517, 518, 566

CIVIL HOSPITAL CENSUS REPORT, 114

CIVIL HOSPITAL MAIN MENU

BATCH MAIN MENU - CH

BATCH DELETE, 108

CLOSE-OUT BATCH, 86

DELETE REJECT FLAG, 101

EDIT BATCH DATA, 85

FINALIZE A BATCH, 94

LIST BATCHES PENDING RELEASE, 109

LIST ITEMS IN BATCH, 107

OPEN A BATCH, 84

OPEN ANCILLARY PAYMENT BATCH, 110

PRICER BATCH RELEASE, 89

RE-INITIATE PRICER REJECTED ITEMS, 90

RE-INITIATE REJECTED PAYMENT ITEMS, 98

RELEASE A BATCH, 92

RE-OPEN BATCH, 88

STATUS OF BATCH, 105

BATCH MAIN MENU - CH, 12

DISPOSITION MENU

ANCILLARY CONTRACT HOSP/CNH PAYMENT, 44

CANCEL 7078 ENTERED IN ERROR, 40

COMPLETE 7078/AUTHORIZATION, 36

DISPLAY 7078/AUTHORIZATION, 39

EDIT COMPLETED 7078, 38

PRINT LIST OF CANCELLED 7078, 41

SET UP A 7078, 42

DISPOSITION MENU, 9, 10

GENERIC PRICER INTERFACE, 15, 144

INPATIENT CLERK FLOW CHART, 632

NOTIFICATION/REQUEST MENU

CLERK LOOKUP FOR NOTIFICATION/REQUEST, 28

DELETE NOTIFICATION/REQUEST, 29

DISPLAY A REQUEST/NOTIFICATION, 27

EDIT REPORT OF CONTACT - CH, 30

ENTER A REQUEST/NOTIFICATION, 16

LEGAL ENTITLEMENT, 21

MEDICAL ENTITLEMENT, 24

NOTIFICATION/REQUEST EDIT, 20

PRINT ENTITLEMENT AUDIT, 31

PRINT REPORT OF CONTACT - CH, 32

RECONSIDER A DENIED REQUEST, 33

REQUESTS PENDING ENTITLEMENT, 34

UPDATE REPORT OF CONTACT - CH, 35

OUTPUT MENU

7078 PRINT, 111

CHECK DISPLAY, 113

CIVIL HOSPITAL CENSUS REPORT, 114

CLERK LOOKUP FOR 7078 AUTHORIZATION, 116

COST REPORT FOR CIVIL HOSPITAL, 117

DISPLAY OPEN BATCHES, 119

INVOICE DISPLAY, 120

IPAC VENDOR REPORTS MENU, 121, 122, 124

LIST BATCHES PENDING RELEASE, 126

NON-VA HOSPITAL ACTIVITY REPORT, 127

PAYMENT AGING REPORT, 129

PENDING PRICER REJECTS, 130

POTENTIAL COST RECOVERY REPORT, 131

PRINT REJECTED PAYMENT ITEMS, 135

REQUEST STATISTICS, 137

UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL, 138

VENDOR PAYMENTS OUTPUT, 140

VETERAN PAYMENTS OUTPUT, 142

OUTPUT MENU, 13

PAYMENT PROCESS MENU

COMPLETE A PAYMENT, 50

DELETE INPATIENT INVOICE, 53

EDIT ANCILLARY PAYMENT, 55

ENTER INVOICE/PAYMENT, 59

INVOICE EDIT, 64

MULTIPLE ANCILLARY PAYMENTS, 68

PATIENT REIMBURSEMENT FOR ANCILLARY SERVICES, 75

REIMBURSEMENT FOR INPATIENT HOSPITAL INVOICE, 80

PAYMENT PROCESS MENU, 11

QUEUE DATA FOR TRANSMISSION, 15, 146

CIVIL HOSPITAL MAIN MENU

Table of Action, 633

CLERK LOOKUP FOR 7078 AUTHORIZATION, 116, 219

CLERK LOOK-UP FOR AN AUTHORIZATION, 381

CLERK LOOKUP FOR NOTIFICATION/REQUEST, 28

CLERK LOOKUP FOR UNAUTHORIZED CLAIM, 567

CLOSE-OUT BATCH, 86, 169, 269, 470

CLOSEOUT PHARMACY INVOICE, 491

CNH CENSUS REPORT, 220

CNH DELETE VOID PAYMENT, 449

CNH STAYS IN EXCESS OF 90 DAYS, 222

CNH VOID PAYMENT, 450

COMMUNITY NURSING HOME MAIN MENU

AUTHORIZATION MAIN MENU - CNH

CANCEL AUTHORIZATION ENTERED IN ERROR, 160

CHANGE EXISTING CONTRACT RATE FOR A PATIENT, 161

DELETE CNH RATE, 164

DISPLAY 7078/AUTHORIZATION, 165

EDIT CNH AUTHORIZATION, 157

ENTER CNH AUTHORIZATION, 155

ENTER VETERAN RATES UNDER NEW VENDOR CONTRACT, 166

PRINT LIST OF CANCELLED 7078, 167

BATCH MAIN MENU – CNH

BATCH DELETE, 168

CLOSE-OUT BATCH, 169

DELETE REJECT FLAG, 171

DISPLAY OPEN BATCHES, 175

EDIT BATCH DATA, 176

FINALIZE A BATCH, 177

LIST BATCHES PENDING RELEASE, 181

LIST ITEMS IN BATCH, 182

OPEN CNH BATCH, 183

RE-INITIATE REJECTED PAYMENT ITEMS, 184

RELEASE A BATCH, 187

RE-OPEN BATCH, 186

STATUS OF BATCH, 189

FEE FUND CONTROL MAIN MENU – CNH

ESTIMATE FUNDS FOR OBLIGATION, 191

POST COMMITMENTS FOR OBLIGATION, 192

LTC CNH ACTIVE AUTHORIZATIONS REPORT, 193, 195

MOVEMENT MAIN MENU – CNH

ADMIT TO CNH, 197

DELETE MOVEMENT MENU, 199, 200, 201

DISCHARGE FROM CNH, 202

DISPLAY EPISODE OF CARE, 205

EDIT MOVEMENT MENU, 206, 207, 208

TRANSFER MOVEMENT, 209

OUTPUT MAIN MENU – CNH

7078 PRINT, 212

ACTIVITY REPORT FOR CNH, 214

AMIS 349 PRINT, 215

CHECK DISPLAY, 218

CLERK LOOKUP FOR 7078 AUTHORIZATION, 219

CNH CENSUS REPORT, 220

CNH STAYS IN EXCESS OF 90 DAYS, 222

CONTRACT EXPIRATION LIST, 223

COST REPORT FOR CONTRACT NURSING HOME, 224

DISPLAY EPISODE OF CARE, 225

INVOICE DISPLAY, 226

NURSING HOME 10-0168 REPORT, 227

PAYMENT & TOTALS REPORT - CNH, 231

POTENTIAL COST RECOVERY REPORT, 232

PRINT REJECTED PAYMENT ITEMS, 234

REPORT OF ADMISSIONS/DISCHARGES FOR CNH, 236

ROSTER PRINT, 237

VENDOR PAYMENTS OUTPUT, 238

VETERAN PAYMENTS OUTPUT, 239

Overview, 149

PAYMENT MAIN MENU – CNH

DELETE INPATIENT INVOICE, 240

EDIT CNH PAYMENT, 241

ENTER CNH PAYMENT, 243

QUEUE DATA FOR TRANSMISSION, 246

UPDATE VENDOR CONTRACT/RATES - CNH, 248

VENDOR ENTER/EDIT, 249

COMMUNITY NURSING HOME MAIN MENU FLOW CHART, 634

COMMUNITY NURSING HOME MAIN MENU TABLE OF ACTION, 635

COMPILE FEE SCHEDULE, 393

COMPLETE 7078/AUTHORIZATION, 36

COMPLETE A PAYMENT, 50

COMPLETE PHARMACY INVOICE, 492

CONTRACT EXPIRATION LIST, 223

CONTRACT FILE ENTER/EDIT, 382

COST REPORT FOR CIVIL HOSPITAL, 117

COST REPORT FOR CONTRACT NURSING HOME, 224

COVA APPEAL ENTER/EDIT, 549

D

DELETE A STATE HOME AUTHORIZATION, 599

DELETE CNH RATE, 164

DELETE INPATIENT INVOICE, 53, 240

DELETE MOVEMENT MENU, 199, 200, 201

DELETE NOTIFICATION/REQUEST, 29

DELETE PAYMENT ENTRY, 340

DELETE REJECT FLAG, 101, 150, 171, 253, 271, 383, 465, 472

Delete Type IPAC Agreement MRA, 414

DELETE UNAUTHORIZED CLAIM, 589

DELETE VENDOR MRA, 405

DISASSOCIATE AN UNAUTHORIZED CLAIM, 588

DISCHARGE DELETE, 200

DISCHARGE EDIT, 207

DISCHARGE FROM CNH, 202

DISPLAY 7078/AUTHORIZATION, 39, 165

DISPLAY A REQUEST/NOTIFICATION, 27

DISPLAY EPISODE OF CARE, 205, 225

DISPLAY ID CARD HISTORY FOR PATIENT, 311

DISPLAY OPEN BATCHES, 119, 175, 275, 476

DISPLAY PHARMACY INVOICE, 493

DISPLAY UNAUTHORIZED CLAIM, 568, 581

DISPLAY,ENTER,EDIT DEMOGRAPHICS, 457

DISPOSITION MENU, 10

DISPOSITION UNAUTHORIZED CLAIM, 542

DISPOSITION/STATUS STATISTICS DISPLAY/PRINT, 570

DOD INVOICE NUMBER INQUIRY, 317, 519

E

EDIT ANCILLARY PAYMENT, 55

EDIT BATCH DATA, 85, 176, 276, 477

EDIT CNH AUTHORIZATION, 157

EDIT CNH PAYMENT, 241

EDIT COMPLETED 7078, 38

EDIT MOVEMENT MENU, 206, 207, 208

EDIT PAYMENT, 343

EDIT PHARMACY INVOICE, 494

EDIT PHARMACY INVOICE STATUS, 387

EDIT REPORT OF CONTACT - CH, 30

ENTER A REQUEST/NOTIFICATION, 16

ENTER AUTHORIZATION, 290

ENTER CNH AUTHORIZATION, 155

ENTER CNH PAYMENT, 243

ENTER INVOICE/PAYMENT, 59

ENTER NEW STATE HOME AUTHORIZATION, 593

ENTER PAYMENT, 345

ENTER PHARMACY INVOICE, 496

ENTER UNAUTHORIZED CLAIM, 537

ENTER VETERAN RATES UNDER NEW VENDOR CONTRACT, 166

ENTER/EDIT SUSPENSION LETTERS, 388

Entitlement

Medical, Newborn, 26

ERROR CODES, 621

EXPIRATION DISPLAY/PRINT, 572

F

FBAA ESTABLISH VENDOR - REQUIRED TO ENTER NEW VENDORS., 599

FBAAFINANCE, 150, 253, 258, 277, 397, 465

FBAAREJECT, 101, 150, 253, 258, 277, 397, 465

FEE BASIS 1358 SEGREGATION OF DUTY REPORT, 389

Fee Basis Flow Charts and Action Tables, 631

Fee Basis Mail Bulletins, 613

Fee Basis/FMS Vendorizing Overview, 617

FEE FUND CONTROL MAIN MENU - CNH, 191

Fee Invoice Acceptance Date Controls, 643

FEE PATIENT INQUIRY, 375

FEE SCHEDULE MAIN MENU, 391, 393, 395

FINALIZE A BATCH, 94, 177, 253, 277, 397, 465, 478

G

G.FEE, 146, 178, 246, 278, 398, 479

G.FEE FINANCE, 146, 178, 246, 278, 398, 479

GENERIC PRICER INTERFACE, 15, 144

Glossary, 605

GROUP 7079 PRINT, 312

H

Highlights Of Fee Basis Vendorizing, 618

HISTORICAL AUTHORIZATION DATA REPORT, 314

I

INDIVIDUAL SUSPENSION LETTER PRINT, 302

INITIATE APPEAL FOR UNAUTHORIZED CLAIM, 545

Inpatient Clerk Flow Chart, 634

Inpatient Medical Payment, 626

Interface Between VistA Fee Basis and Central Fee Prevents Duplicate ICN Payments, 651

Interface Overview, 651

Introduction, 1

INVOICE DISPLAY, 120, 226, 316, 317, 353

INVOICE EDIT, 64

IPAC Agreement MRA, 626

IPAC AGREEMENT MRA MAIN MENU, 261

ADD TYPE IPAC AGREEMENT MRA, 412

CHANGE TYPE IPAC AGREEMENT MRA, 413

DELETE TYPE IPAC AGREEMENT MRA, 414

IPAC VENDOR AGREEMENT MENU, 462

IPAC VENDOR DOD INVOICE REPORT, 520

IPAC VENDOR PAYMENT REPORT, 320, 522

IPAC VENDOR REPORTS, 517

IPAC VENDOR REPORTS MENU, 121, 122, 124

L

LEGAL ENTITLEMENT, 21

Newborn, 23

Letters for Unauthorized Claim, 534

LIST BATCHES PENDING RELEASE, 109, 126, 181, 282, 402, 482

LIST INVOICES PENDING MAS COMPLETION, 500

LIST ITEMS IN BATCH, 107, 182, 283, 483

List Manager, 629

LIST PHARMACY HISTORY, 501

LTC CNH ACTIVE AUTHORIZATIONS REPORT, 193

LTC CNH ENDING AUTHORIZATIONS REPORT, 195

LTC OUTPATIENT ACTIVE AUTHORIZATIONS REPORT, 296

LTC OUTPATIENT ENDING AUTHORIZATION REPORT, 298

M

MEDICAL DELETE VOID PAYMENT, 451

Medical Entitlement

Newborn, 26

MEDICAL ENTITLEMENT, 24

MEDICAL FEE MAIN MENU

BATCH MAIN MENU

ACTIVE BATCH LISTING BY STATUS, 265

BATCH STATUS FOR A RANGE OF BATCHES, 268

CLOSE-OUT BATCH, 269

DISPLAY OPEN BATCHES, 275

EDIT BATCH DATA, 276

LIST ITEMS IN BATCH, 283

OPEN A BATCH, 284

RELEASE A BATCH, 286

RE-OPEN BATCH, 285

STATUS OF BATCH, 288

ENTER AUTHORIZATION, 290

LTC OUTPATIENT ACTIVE AUTHORIZATIONS REPORT, 296

LTC OUTPATIENT ENDING AUTHORIZATION REPORT, 298

OUTPUTS MAIN MENU

7079 PRINT FOR SELECTED PATIENT, 304

CHECK DISPLAY, 310

DISPLAY ID CARD HISTORY FOR PATIENT, 311

GROUP 7079 PRINT, 312

HISTORICAL AUTHORIZATION DATA REPORT, 314

INDIVIDUAL SUSPENSION LETTER PRINT, 302

INVOICE DISPLAY, 316

IPAC VENDOR REPORTS MENU, 317, 320

OBSOLETE ID CARDS LIST, 322

OUTPATIENT COST REPORT, 323

PAYMENT AGING REPORT, 324

PAYMENT HISTORY DISPLAY, 325

POTENTIAL COST RECOVERY REPORT, 328

PRINT REJECTED PAYMENT ITEMS, 331

PSA OUTPUT REPORT, 333

SUSPENSION LETTER PRINT, 300

VALID ID CARDS LIST, 335

VENDOR PAYMENTS OUTPUT, 336

VETERAN PAYMENTS OUTPUT, 338

Overview, 253

PAYMENT MENU

AUTHORIZATION DISPLAY, 373

DELETE PAYMENT ENTRY, 340

EDIT PAYMENT, 343

ENTER PAYMENT, 345

INVOICE DISPLAY, 353

MULTIPLE PAYMENT ENTRY, 355

REIMBURSEMENT PAYMENT ENTRY, 365

RE-INITIATE REJECTED PAYMENT ITEMS, 362

TRAVEL PAYMENT ONLY, 369

REGISTRATION MENU

FEE PATIENT INQUIRY, 375

PRINT REPORT OF CONTACT, 377

REPORT OF CONTACT, 378

SUPERVISOR MAIN MENU

CLERK LOOK-UP FOR AN AUTHORIZATION, 381

CONTRACT FILE ENTER/EDIT, 382

DELETE REJECT FLAG, 271, 383

EDIT PHARMACY INVOICE STATUS, 387

ENTER/EDIT SUSPENSION LETTERS, 388

FEE BASIS 1358 SEGREGATION OF DUTY REPORT, 389

FEE SCHEDULE MAIN MENU, 391, 393, 395

FINALIZE A BATCH, 277, 397

LIST BATCHES PENDING RELEASE, 282, 402

MRA MAIN MENU, 403, 405, 406, 407, 410, 411, 412, 413, 414

PRICER BATCH RELEASE, 415

PRINT REJECTED PAYMENT ITEMS, 416

QUEUE DATA FOR TRANSMISSION, 419

RE-INITIATE REJECTED PAYMENT ITEMS, 421

RELEASE A BATCH, 424

REPROCESS OVERDUE BATCH, 426

REQUEST INFO FILE ENTER/EDIT, 435

RESEND COMPLETED BATCH, 429

SECURITY KEY REPORT FOR FEE BASIS, 431

SITE PARAMETER ENTER/EDIT, 436

UNAUTHORIZED CLAIMS FILE MENU, 444, 445, 446

UNAUTHORIZED CLAIMS FILE MENU, 441, 443

VOID PAYMENT MAIN MENU, 447, 448, 449, 450, 451, 452, 453, 454

TERMINATE ID CARD, 455

VENDOR MENU

DISPLAY,ENTER,EDIT DEMOGRAPHICS, 457

IPAC VENDOR AGREEMENT MENU, 462

PAYMENT DISPLAY FOR PATIENT, 459

PAYMENT LOOK-UP FOR MEDICAL VENDOR, 460

PHARMACY VENDOR PAYMENT LOOK-UP, 461

MEDICAL FEE MAIN MENU FLOW CHART, 636

MEDICAL FEE MAIN MENU TABLE OF ACTION, 637

Medical Vendor MRA, 625

MEDICAL VOID PAYMENT, 452

Military Time Conversion Table, 607

MODIFY UNAUTHORIZED CLAIM, 540

MRA and Payment Messages, 625

MRA MAIN MENU, 403, 407, 410, 411, 412, 413, 414

MRA'S AWAITING AUSTIN APPROVAL, 406

MULTIPLE ANCILLARY PAYMENTS, 68

MULTIPLE PAYMENT ENTRY, 355

Multiple Rates for CNH Vendors, 615

N

Newborn Authorizations

Provider's Newborn Authorization Letter, 665

Newborn Care Authorizations

Forms, 655

Inpatient Authorization and Notification, 656

Outpatient Authorization, 662

Veteran's Newborn Authorization Letter, 664

Newborn Claims Enhancement, 23

Newborn Services Authorizations, 655

Eligibility Criteria, 655

NON-VA HOSPITAL ACTIVITY REPORT, 127

NOTIFICATION/REQUEST EDIT, 20

NOTIFICATION/REQUEST MENU, 9

NURSING HOME 10-0168 REPORT, 227

O

OBSOLETE ID CARDS LIST, 322

OPEN A BATCH, 84

OPEN A PHARMACY BATCH, 484

OPEN ANCILLARY PAYMENT BATCH, 110

OPEN BATCH STATUS, 169

OPEN CNH BATCH, 183

Orientation, 3

OUTPATIENT COST REPORT, 323

Outpatient Medical Payment, 626

OUTPUT MAIN MENU - CNH, 212

OUTPUT MENU, 13

P

Package Management, 5

Package Operation, 7

PATIENT RE-IMBURSEMENT, 502

PATIENT REIMBURSEMENT FOR ANCILLARY SERVICES, 75

PAYMENT & TOTALS REPORT - CNH, 231

PAYMENT AGING REPORT, 129, 324

PAYMENT DISPLAY FOR PATIENT, 459

PAYMENT HISTORY DISPLAY, 325

PAYMENT LISTING FOR VENDOR/VETERAN, 517, 524

PAYMENT LOOK-UP FOR MEDICAL VENDOR, 460

PAYMENT PROCESS MENU, 11

PAYMENTS FOR UNAUTHORIZED CLAIMS, 559

PENDING PRICER REJECTS, 130

PHARMACY DELETE VOID PAYMENT, 453

Pharmacy Fee Main Menu, 639

PHARMACY FEE MAIN MENU

BATCH MENU - PHARMACY

BATCH DELETE, 469

CLOSE-OUT BATCH, 470

DELETE REJECT FLAG, 472

DISPLAY OPEN BATCHES, 476

EDIT BATCH DATA, 477

FINALIZE A BATCH, 478

LIST BATCHES PENDING RELEASE, 482

LIST ITEMS IN BATCH, 483

OPEN A PHARMACY BATCH, 484

RELEASE A BATCH, 486

RE-OPEN BATCH, 485

STATUS OF BATCH, 488

CHECK DISPLAY, 490

CLOSEOUT PHARMACY INVOICE, 491

COMPLETE PHARMACY INVOICE, 492

DISPLAY PHARMACY INVOICE, 493

EDIT PHARMACY INVOICE, 494

ENTER PHARMACY INVOICE, 496

LIST INVOICES PENDING MAS COMPLETION, 500

LIST PHARMACY HISTORY, 501

Overview, 465

PATIENT RE-IMBURSEMENT, 502

PHARMACY INVOICE STATUS, 506

POTENTIAL COST RECOVERY REPORT, 507

PRESCRIPTIONS PENDING PHARMACY REVIEW, 509

REVIEW FEE PRESCRIPTION, 510

VENDOR PAYMENTS OUTPUT, 513

VETERAN PAYMENTS OUTPUT, 515

Pharmacy Fee Main Menu Flow Chart, 638

PHARMACY INVOICE STATUS, 506

Pharmacy Payment, 627

Pharmacy Vendor MRA, 625

PHARMACY VENDOR PAYMENT LOOK-UP, 461

PHARMACY VOID PAYMENT, 454

POST COMMITMENTS FOR OBLIGATION, 192

POTENTIAL COST RECOVERY REPORT, 131, 232, 328, 507

Preface, vi

PRESCRIPTIONS PENDING PHARMACY REVIEW, 509

PRICER BATCH RELEASE, 89, 415

PRINT ENTITLEMENT AUDIT, 31

PRINT FEE SCHEDULE, 395

Print List of Cancelled 7078, 41

PRINT LIST OF CANCELLED 7078, 167

PRINT REJECTED PAYMENT ITEMS, 135, 234, 331, 416

PRINT REPORT OF CONTACT, 377

PRINT REPORT OF CONTACT - CH, 32

Provider's Newborn Care Authorizations Letter, 665

PSA OUTPUT REPORT, 333

PURGE TRANSMITTED MRAS, 411

Q

QUEUE DATA FOR TRANSMISSION, 15, 246, 419

R

RECONSIDER A DENIED REQUEST, 33

REIMBURSEMENT FOR INPATIENT HOSPITAL INVOICE, 80

REIMBURSEMENT PAYMENT ENTRY, 365

RE-INITIATE PRICER REJECTED ITEMS, 90

RE-INITIATE REJECTED PAYMENT ITEMS, 98, 184, 362, 421

REINSTATE STATE HOME AUTHORIZATION, 601

REINSTATE VENDOR MRA, 403

RELEASE A BATCH, 92, 187, 286, 424, 486

RE-OPEN BATCH, 88, 186, 285, 485

RE-OPEN UNAUTHORIZED CLAIM, 543

REPORT OF ADMISSIONS/DISCHARGES FOR CNH, 236

REPORT OF CONTACT, 378

REPRINT LETTER(S), 557

REPROCESS OVERDUE BATCH, 426

REQUEST INFO FILE ENTER/EDIT, 435

REQUEST INFORMATION ON UNAUTHORIZED CLAIM, 551

REQUEST STATISTICS, 137

REQUESTS PENDING ENTITLEMENT, 34

RESEND COMPLETED BATCH, 429

RE-TRANSMIT MRA'S, 410

RETURN ADDRESS DISPLAY/EDIT, 590

REVIEW FEE PRESCRIPTION, 510

Revision History, ii

ROSTER PRINT, 237

S

SECURITY KEY REPORT FOR FEE BASIS, 431

Set up a 7078, 42

SITE PARAMETER ENTER/EDIT, 436

Social Work Service Flow Chart, 634

STATE HOME MAIN MENU

ACTIVE AUTHORIZATION REPORT, 603

CHANGE A STATE HOME AUTHORIZATION, 596

DELETE A STATE HOME AUTHORIZATION, 599

ENTER NEW STATE HOME AUTHORIZATION, 593

Overview, 591

REINSTATE STATE HOME AUTHORIZATION, 601

STATUS DISPLAY/PRINT OF UNAUTHORIZED CLAIMS, 573

STATUS OF BATCH, 105, 189, 288, 488

SUSPENSION LETTER PRINT, 300

T

Table of Contents, vii

Table of Fee Basis Unauthorized Claims Statuses, 611

TELEPHONE INQUIRY menu

Overview, 517

TELEPHONE INQUIRY MENU

CHECK DISPLAY, 518

IPAC VENDOR REPORTS MENU

DOD INVOICE NUMBER INQUIRY, 519

IPAC VENDOR DOD INVOICE REPORT, 520

IPAC VENDOR PAYMENT REPORT, 522

PAYMENT LISTING FOR VENDOR/VETERAN, 524

VENDOR PAYMENTS OUTPUT, 530

VETERAN PAYMENTS OUTPUT, 531

TERMINATE ID CARD, 455

Transaction Description, 651

Transaction Trigger Events, 652

Transaction Types, 651

TRANSFER DELETE, 201

TRANSFER EDIT, 208

TRANSFER MOVEMENT, 209

TRANSMITTED, 246

Travel Payment, 626

TRAVEL PAYMENT ONLY, 369

U

UNAUTHORIZED CLAIM MAIN MENU

DISPLAY UNAUTHORIZED CLAIM, 581

ENTER/EDIT UNAUTHORIZED CLAIM MAIN MENU

APPEAL EDIT FOR UNAUTHORIZED CLAIM, 547

COVA APPEAL ENTER/EDIT, 549

DISPOSITION UNAUTHORIZED CLAIM, 542

ENTER UNAUTHORIZED CLAIM, 537

INITIATE APPEAL FOR UNAUTHORIZED CLAIM, 545

MODIFY UNAUTHORIZED CLAIM, 540

RE-OPEN UNAUTHORIZED CLAIM, 543

LETTERS FOR UNAUTHORIZED CLAIM

BATCH PRINT LETTERS, 555

REPRINT LETTER(S), 557

UPDATE DATE LETTER SENT, 554

OUTPUTS FOR UNAUTHORIZED CLAIMS

ALL CLAIMS BY VENDOR/VETERAN/OTHER, 564

CHECK DISPLAY, 566

CLERK LOOKUP FOR UNAUTHORIZED CLAIM, 567

DISPLAY UNAUTHORIZED CLAIM, 568

DISPOSITION/STATUS STATISTICS DISPLAY/PRINT, 570

EXPIRATION DISPLAY/PRINT, 572

STATUS DISPLAY/PRINT OF UNAUTHORIZED CLAIMS, 573

UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL, 575

VENDOR PAYMENTS OUTPUT, 577

VETERAN PAYMENTS OUTPUT, 579

Overview, 533

PAYMENTS FOR UNAUTHORIZED CLAIMS, 559

Receive Requested Information, 553

REQUEST INFORMATION ON UNAUTHORIZED CLAIM, 551

Utilities for Unauthorized Claims

ADD NEW PERSON FOR UNAUTHORIZED CLAIM, 585

ASSOCIATE AN UNAUTHORIZED CLAIM TO A PRIMARY, 586

DELETE UNAUTHORIZED CLAIM, 589

DISASSOCIATE AN UNAUTHORIZED CLAIM, 588

RETURN ADDRESS DISPLAY/EDIT, 590

UTILITIES FOR UNAUTHORIZED CLAIMS

VENDOR ENTER/EDIT, 583

UNAUTHORIZED CLAIM MAIN MENU FLOW CHART, 640

UNAUTHORIZED CLAIM MAIN MENU TABLE OF ACTION, 641

UNAUTHORIZED CLAIMS COST REPORT FOR CIVIL HOSPITAL, 138, 575

UNAUTHORIZED CLAIMS FILE MENU

ADD NEW PERSON FOR UNAUTHORIZED CLAIM, 443

DISAPPROVAL REASONS FILE ENTER/EDIT, 444

DISPOSITIONS FILE EDIT, 445

REQUEST INFO FILE ENTER/EDIT, 446

UPDATE DATE LETTER SENT, 554

UPDATE FMS VENDOR FILE IN AUSTIN, 403

UPDATE REPORT OF CONTACT - CH, 35

UPDATE VENDOR CONTRACT/RATES - CNH, 248

V

VALID ID CARDS LIST, 335

VENDOR ENTER/EDIT, 249, 583

Vendor Error Codes, 621

VENDOR MRA MAIN MENU, 403, 405, 406

VENDOR PAYMENTS OUTPUT, 140, 238, 336, 513, 517, 530, 577

Vendorizing, 617

Veteran MRA, 625

VETERAN MRA MAIN MENU, 407

VETERAN PAYMENTS OUTPUT, 142, 239, 338, 515, 517, 531, 579

VOID PAYMENT MAIN MENU

CH DELETE VOID PAYMENT, 447

CH VOID PAYMENT, 448

CNH DELETE VOID PAYMENT, 449

CNH VOID PAYMENT, 450

MEDICAL DELETE VOID PAYMENT, 451

MEDICAL VOID PAYMENT, 452

PHARMACY DELETE VOID PAYMENT, 453

PHARMACY VOID PAYMENT, 454

VOUCHERED, 135, 146, 171, 177, 234, 246, 271, 277, 331, 383, 397, 416, 419, 472, 478

1. You should closely monitor both the Line Item Status and the Invoice Status while entering Pharmacy invoices, because an invoice can contain multiple line items. The Invoice Status should never be greater than the lowest Line item Status within that invoice. If there is only one line item on an invoice, the Line Item Status will equal the Invoice Status. The following is a numeric ranking of possible Line Item/Invoice Statuses:

   1. Pending Pharmacy Determination

   2. Pending MAS Completion

   3. Pending Payment Process

   4. Completed [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. We recommend that the clerk write the computer-generated invoice number on the Pharmacy invoice as it is being processed. [↑](#footnote-ref-4)
4. The Pharmacy Fee Clerk can use this option to close an invoice only when the invoice and all of the line items within that invoice have reached the Pending Payment Process status. [↑](#footnote-ref-5)