

AR - Accounts Receivable Menu

| AR- Accounts Receivable Menu |
|--|
| Brief Account Profile |
| Deposit Management... |
| FMS Utilities Menu... |
| Full Account Profile |
| Patient Payment/Refund Transaction History Inquiry |
| Payments Posted from Prepayment |
| Print 215 Report |
| Profile of Accounts Receivable |
| Status Listing for Bills |
| Transaction Profile |

Figure 1 AR

BRIEF ACCOUNT PROFILE

This option displays all *outstanding* bills and payments for a given account. Outstanding bills include bills with a status of *Open*, *Active*, or *Refund Review*. The profile groups bills by their status and includes a total balance of all bills with that status. The option also allows you to view a bill and any of its associated transactions.

This profile is helpful when quickly searching a patient's account for bills and viewing transactions. After viewing the profile, the system will prompt for a transaction that appears on the profile. Simply enter the number of the transaction and view a descriptive profile for that transaction.

Payments that appear in the profile indicate that they are applied to the account but haven't been posted against a bill. Once their respective receipt is approved, those payments will be applied to outstanding bills or a prepayment bill.

```

===== Account Profile =====
ARpatient,one      (000-11-1111)      Statement Day: 8
101 TEST ROAD      Last Statement: N/A
ORLANDO, FL 43434  Amount Owed: 2.00
Phone #: N/A       RX Copay Exempt: YES

#  Bill #      Est      Type      Paid      Prin      Int      Adm      Balance
-----
*  PLASTIC01-1      PAYMENT -10.00      0.00      0.00      0.00      0.00      -10.00
-----
                                OPEN (12.00) -----
1  000-K401881  10/22/93  RX CO-P   38.00      12.00      0.00      0.00      12.00

Select 1-1: 1
===== Account Profile =====
ARpatient,one      (000-11-1111)      Statement Day: 8
101 TEST ROAD      Last Statement: N/A
ORLANDO, FL 43434  Amount Owed: 2.00
Phone #: N/A       RX Copay Exempt: YES
Bill #: 000-K401881

#      Tr #      Type      Date      Amount
-----
                                Original Amount      10/22/93      0.00
1      1202      INCREASE ADJUSTMENT  10/22/93      50.00
2      1205      PAYMENT (IN PART)    10/22/93      15.00
3      1206      PAYMENT (IN PART)    10/22/93      20.00
4      1207      PAYMENT (IN PART)    10/22/93      3.00
                                -----
                                                $ 12.00
    
```

Select 1-4 or 'P' to Print:

DEPOSIT MANAGEMENT MENU

The options within the Deposit Management sub-menu under the Accounts Receivable main menu are identical to those found in the Deposit Management sub-menu of the Agent Cashier's menu with the exception of the following additions.

| Deposit management Menu |
|-----------------------------|
| Create Deposit Ticket |
| Deposit Money to Bank |
| Confirm Deposit from Bank |
| Summary Listing of Deposits |
| Edit a Deposit Ticket |
| Process Deposit |
| Receipt List for Deposit |
| View a Deposit |
| Void a Deposit |

CONFIRM DEPOSIT FROM BANK

This option allows the user to select and summarily enter a confirmation that a deposit ticket number has been deposited to the bank. (The ticket must have been deposited first!) If there are no receipts associated with a ticket, the user will be informed with a message before it can be confirmed. The confirmation data consists of entering the Bank Deposit Date (the date the bank actually recorded the deposit- not the date the deposit was presented to the bank) and the Bank Trace Number. The Bank Trace number, unlike the Bank Deposit Date, is not required for confirmation to occur. Upon entering the confirmation information, the user is prompted to accept the data. If a mistake has been made while entering the data, the user answers NO to the prompt and will be able to edit the information. When confirmation has taken place, the deposit ticket is marked processed and the appropriate document is sent to FMS.

```

Select Deposit Management Option: CONfirm Deposit from Bank
Select TICKET NUMBER to CONFIRM: 312321// 08-14-94 ONE,TEST
$50.00 DEPOSITED

BANK DEPOSIT DATE: T (AUG 17, 1994)

BANK TRACE NUMBER: 43256

DEPOSIT TICKET

Ticket #: 312321 AUG 17,1994 13:55
=====
Opened By: ONE,TEST JUN 14,1994 13:18
Deposited By: TWO,TEST AUG 16,1994 09:55
Confirmed By:

Agency Title: SITE (DEPOSIT) Bank Name: MELLON BANK (CENTRAL)
Status of Ticket: DEPOSITED Agency Loc. Code: 1090000-1

```

Bank Trace Number: 43256
Number of Receipts: 4

Presented to Bank: AUG 16,1994
Bank Deposit Date: AUG 17,1994

Deposit Amount: \$50.00

Comment:
TEST

Is this OK? YES//

... Deposit confirmation accepted
... Deposit marked as processed

PROCESS DEPOSIT

This option allows the user to “manually” mark a deposit ticket for transmitting to FMS. The deposit ticket must be in either processed or confirmed status to be marked. A deposit ticket with no receipts associated with it can be marked but will not be transmitted. This option should be used only if the confirmation processed erred or was aborted.

Select AR MASTER MENU Option: AR - Accounts Receivable Menu
Select AR - Accounts Receivable Menu Option: **Deposit Management**
Select Deposit Management Option: **Process Deposit**
Select TICKET NUMBER to PROCESS: **12345** 05-20-94 ONE,TEST
\$10012.10 CONFIRMED

DEPOSIT TICKET

Ticket #: 12345 AUG 17,1994 14:20
=====

Opened By: ONE,TEST MAY 20,1994 13:56
Deposited By: TWO,TEST MAY 20,1994 14:03
Confirmed By: THREE,TEST JUN 14,1994 13:32

Agency Title: Bank Name: MELLON BANK (CENTRAL)
Status of Ticket: CONFIRMED Agency Loc. Code: 1090000-1
Bank Trace Number: 000-4949 Presented to Bank: MAY 20,1994
Number of Receipts: 2 Bank Deposit Date: MAY 27,1994

Deposit Amount: \$10012.10

Comment:

Are you sure you want to post to FMS? NO// YES
... Deposit queued for transmission to FMS

FMS UTILITIES MENU

The FMS Utilities Menu contains the options which are necessary to manage data being sent

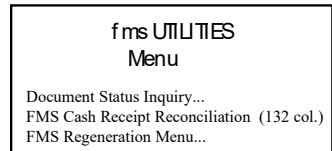


Figure 2Utilities

to the Financial Management System in Austin.

DOCUMENT STATUS INQUIRY

This sub-menu allows the user to check the status of FMS documents

| |
|---|
| document status inquiry Menu Billing Document Inquiry Transaction Inquiry Regenerate Prior Month OBR Unprocessed Document List |
|---|

BILLING DOCUMENT INQUIRY

This option is used to view the status of a detail bill that had been sent to FMS. The status's include sent, not sent, rejected, and accepted.

```
Select Document Status Inquiry Option:  Bill Inquiry
Select A/R BILL: 000-4K0005B  VENDOR  04-29-94  SAM'S SUPPLY STORE
ACTIVE $100.00

                                A/R Document Status Inquiry
Bill Number: 000-4K0005B  Amount: 50.00  Debtor: SAM'S SUPPLY STORE
Last Update: JUL 26,1994  15:55  STATUS: SENT
```

TRANSACTION INQUIRY

This option enables a user to display the FMS status for a user-specified AR transaction. Such information would be useful in determining the cause of inconsistencies that may exist in the OBR report.

REGENERATE PRIOR MONTH OBR

This option regenerates the previous month's outstanding bill reconciliation report and sends it to the local FMS mail group. The OBR prints routinely at the end of each month and lists all open receivable sent to FMS. This option is the "manual" queue in the event that the OBR doesn't run automatically. Should a discrepancy occur between FMS and AR, it would be listed on the OBR as an error. Some typical errors would include balance discrepancies between FMS and AR, or transactions being listed in FMS and not AR (or vice-versa).

After answering YES to the prompt which asks if the user wishes to regenerate the prior month's OBR, the user is returned to the Document Status Inquiry menu. The OBR will appear in the user's local mailman.

UNPROCESSED DOCUMENT LIST

This option will print a list of FMS documents that have an FMS status other than accepted. This report will show documents that are three or more days old. FMS status's include: Accepted- document was accepted at FMS, Sent- document was passed from AR to the Generic Code Sheet package and are awaiting transmission to FMS, Not Sent- document is being processed by AR, Rejected- document has been sent to FMS and was rejected due to an error.

```

Select Document Status Inquiry Option:  Unprocessed Document List
START WITH DOCUMENT DATE: FIRST// 8-1
GO TO DOCUMENT DATE: LAST// 8-10
DEVICE:  VIRTUAL      RIGHT MARGIN: 80//
FMS UNPROCESSED DOCUMENT LIST          AUG 31,1994  15:30    PAGE 1
Type of Document      FMS Doc. #           Doc. Dt.  Status    AR Bill #
-----
BILLING-DOCUMENT ESTABL  BD000K400095         08/17/94  NOT-SENT  000-K400095
BILLING-DOCUMENT ESTABL  BD000K400058         08/18/94  NOT-SENT  000-K400058
BILLING-DOCUMENT ESTABL  000K400055           08/01/94  SENT      000-K400055
CASH-RECEIPT  DETAIL    000K4A0253           08/09/94  SENT      000-K400022
CASH-RECEIPT  SUMMARY   000K4A0254           08/09/94  SENT      000-K400023
CASH-RECEIPT  SUMMARY   000K4A0255           08/09/94  SENT      000-4K00069
    
```

FMS CASH RECEIPT RECONCILIATION (132 COL.)

This report allows the user to view Cash Receipt documents from a specified ticket number or range of numbers and dates. The receipts are categorized by appropriation. Each appropriation is totaled with a grand total of all receipts shown at the end.

```

Select FMS Utilities Menu Option: FMS DOCument Comparison Report (132 col.)
START WITH DEPOSIT TICKET: FIRST//
START WITH DATE LAST UPDATE: : FIRST//
DEVICE:  VIRTUAL      RIGHT MARGIN: 80//

AR FMS DOCUMENT LIST          NOV 14,1994  11:55    PAGE 1
RECEIPT #    FMS DOCUMENT NUMBER    FUND    AMOUNT
AR BILL NUMBER
-----
DEPOSIT TICKET: 387435
DATE LAST UPDATE: OCT 13, 1994
STATUS:  ACCEPTED
11446119    CR-000K5A0158        1435    0.09
11446120    CR-000K5A0162        1435    0.66
11446121    CR-000K5A0166        1435    2.14
-----
SUBTOTAL                                2.89

11446121    CR-000K5A0165        2431    37.37
-----
SUBTOTAL                                37.37

11446119    CR-000K5A0159        3220    1.80
11446120    CR-000K5A0163        3220    4.20
    
```

AR - Accounts Receivable Menu

| | | | |
|--------------------------------|---------------|------|--------|
| 11446121 | CR-000K5A0167 | 3220 | 6.45 |
| | | | ----- |
| SUBTOTAL | | | 12.45 |
| DATE LAST UPDATE: OCT 25, 1994 | | | |
| STATUS: ACCEPTED | | | |
| 11446118 | CR-000K5A0286 | 5014 | 42.00 |
| 11446118 | CR-000K5A0287 | 5014 | 22.00 |
| 11446119 | CR-000K5A0288 | 5014 | 351.54 |
| 11446119 | CR-000K5A0289 | 5014 | 4.00 |
| | | | ----- |
| SUBTOTAL | | | 419.54 |
| | | | ----- |
| TOTAL | | | 472.16 |

FMS REGENERATION MENU

This sub-menu of the FMS utilities contains the options that allow the regeneration and subsequent re-transmission of the various FMS document types to Austin.

| |
|--|
| fms r e g e n e r a t i o n Menu |
| Billing Document Regeneration Edit FMS Accounting Elements Modified Billing Document Regeneration National Data Base Document Regeneration Overpayment (OP) Document Regeneration Regenerate FMS Cash Receipt Document Remove invalid SUB BOC Write-Off Document Regeneration |

BILLING DOCUMENT REGENERATION

This option regenerates and re-transmits a billing document that has been rejected in FMS and subsequently corrected by the user. The initial prompt requires a *bill number*. (See reject list from FMS that is sent daily to your site.)

Select FMS Regeneration Menu Option: **BILL**ing Document Regeneration
 Select BILL NUMBER: **000-K400084** VENDOR 06-16-94 SAM'S SUPPLY STORE
 ACTIVE \$110.00
 This will RESEND the selected Billing Document to FMS.
 Are you sure? NO// **YES**

Building FMS Billing Document. Please hold...

EDIT FMS ACCOUNTING ELEMENTS

This option is used to edit the accounting line information on rejected FMS Billing Documents. Once the edit is made, the FMS Billing Document is re-translated.

Select FMS Regeneration Menu Option: **EDIT** FMS Accounting Elements
 Select BILL NUMBER: **000-4K0005D** VENDOR 04-29-94 SAM'S SUPPLY STORE
 ACTIVE \$25.00

```

=====
                BILL # : 000-4K0005D                DEBTOR : SAM'S SUPPLY STORE

FISCAL YEAR                FUND (APPROPRIATION)                ORIGINAL AMOUNT
    
```

94 0151A1 50.00

*** REFUND ***

CONTROL POINT : 301
BUDGET OBJECT : 2660 COST CENTER : 800100
SUB : SUB : 00

*** REIMBURSEMENT ***

REVENUE SOURCE : SUB :

Select one of the following:

- 1 REFUND
- 2 REIMBURSEMENT

BILL TYPE: REIMBURSEMENT// 1 REFUND
CONTROL POINT: 301// 101
101 LAB TESTING 101//
SAT STATION:
COST CENTER: 800100//
BOC (SUB ACCOUNT): 2660// 2696 LAB TEST BOC
Building FMS Billing Document. Please hold...

MODIFIED BILLING DOCUMENT REGENERATION

This option regenerates and re-transmits a modified billing document that has been rejected in Austin, The initial prompt requires a *transaction number but will accept a bill number*. (See reject list from FMS that is printed daily at your site.)

Select FMS Regeneration Menu Option: **Modified Billing Document Regeneration**
Select A/R TRANSACTION NUMBER: **136** 000-K400025 08-26-94 INCREASE
ADJUSTMENT CALM CODE: NOT DONE
This will RESEND the selected Billing Document to FMS.
Are you sure? NO// **YES**

Creating FMS Modified Billing Document...
Document #43 Created.

NATIONAL DATA BASE DOCUMENT REGENERATION

This option is used to regenerate and re-transmits National Data Base Documents that have been rejected by FMS.

```
Select FMS Regeneration Menu Option: National Data Base Document Regeneration
Select NDB Document to Retransmit: ??
CHOOSE FROM:
  27    SUMMARY VOUCHER      07-06-94    REJECTED    NDB0630SV5014
  30    WRITE-OFF SUMMARY    07-06-94    REJECTED    NDB0630WR5014

Select NDB Document to Retransmit: 27          SUMMARY VOUCHER      07-06-94
REJECTED          NDB0630SV5014
Code Sheet Retransmitted
```

OVERPAYMENT (OP) DOCUMENT REGENERATION

This option will allow a user to regenerate and re-transmits a rejected OP Document. It will only allow the re-transmission of an OP document that has actually been refunded in the AR package and has been rejected by FMS. The initial prompt requires a *bill number*. (See reject list from FMS that is printed daily at your site.)

```
Select FMS Regeneration Menu Option: Overpayment (OP) Document Retransmit
Select ACCOUNTS RECEIVABLE BILL NO.: 000-K400044      PREPAYMENT      05-20-94
      FOUR,PATIENT      REFUNDED $0.00

Creating an FMS Overcollection Payment Voucher . . .
```

REGENERATE FMS CASH RECEIPT DOCUMENT

This option is to re-create and re-transmit the Cash Receipt Documents.

```
Select FMS Regeneration Menu Option: REG
RECEIPT #:      88888888      ONE,TEST      09-22-94      CASH PAYMENT
Is this the correct RECEIPT to regenerate? y YES
Cash Receipt Document/s were REGENERATED and sent to FMS!!!
```

REMOVE INVALID SUB BOC

This option is used to remove an invalid Sub Budget Object Code (BOC). *For salary receivables only.*

```
Select FMS Regeneration Menu Option: REMove invalid SUB BOC
Select ACCOUNTS RECEIVABLE BILL NO.:      000-K400044      PREPAYMENT      05-20-94
ARpatient,one      REFUNDED $0.00
SUB BOC removed.
```

WRITE-OFF DOCUMENT REGENERATION

This option is used to regenerate and re-transmits a rejected FMS Write-Off Document. The initial prompt requires a *transaction number*. (See reject list from FMS that is printed daily at your site.)

```

Select FMS Regeneration Menu Option:  Write-Off Document Regeneration
Select A/R TRANSACTION NUMBER: 30      000-4K00082      05-06-94      INCREASE
ADJUSTMENT          CALM CODE: DONE
This will RESEND the selected Billing Document to FMS.
Are you sure? NO// YES

Creating FMS Write-Off Document...
Document #43 Created.
    
```

FULL ACCOUNT PROFILE

This option displays all *non-outstanding* and *outstanding* bills and payments for a given account. This means bills with any status. The profile groups bills by their status and includes a total balance of all bills with that status. The option also allows you to view a bill and any of its associated transactions.

This profile is helpful when quickly searching a patient's account for bills and viewing transactions. After viewing the profile, the system will prompt for a transaction that appears on the profile. Simply enter the number of the transaction and view a descriptive profile for that transaction. Payments that appear in the profile indicate that they are applied to the account but haven't been posted against a bill. Once their respective receipt is approved, those payments will be applied to outstanding bills or a prepayment bill.

```

===== Account Profile =====

ARpatient,one      (000-11-1111)      Statement Day: 8
101 TEST ROAD      Last Statement: N/A
ORLANDO, FL 43434      Amount Owed: 2.00
Phone #: N/A      RX Copay Exempt: YES

#  Bill #      Est      Type      Paid      Prin      Int      Adm      Balance
----- COLLECTED/CLOSED (0.00) -----
1  000-K400141  08/31/92  RX CO-P   54.50     0.00     0.00     0.00     0.00
2  000-K400151  09/01/92  RX CO-P   68.00     0.00     0.00     0.00     0.00
3  000-K401311  07/21/93  RX CO-P    2.00     0.00     0.00     0.00     0.00
----- CANCELLATION (0.00) -----
4  000-K400201  11/18/92  PREPAYM   0.00     -0.00     0.00     0.00     -0.00
----- OPEN (2.00) -----
5  000-K401881  10/22/93  RX CO-P   48.00     2.00     0.00     0.00     2.00
----- REFUNDED (0.00) -----
6  000-K400041  08/20/92  PREPAYM   0.00     -0.00     0.00     0.00     -0.00
7  000-K400292  12/15/92  PREPAYM   0.00     -0.00     0.00     0.00     -0.00
8  000-K400493  12/17/92  PREPAYM   0.00     -0.00     0.00     0.00     -0.00
----- BILL INCOMPLETE (0.00) -----

Select 1-8 or return to continue: 2
    
```

```

===== Account Profile =====
ARpatient,one      (000-11-1111)      Statement Day: 8
101 TEST ROAD      Last Statement: N/A
ORLANDO, FL 43434  Amount Owed: 2.00
Phone #: N/A       RX Copay Exempt: NO
Bill #: 000-K400151
    
```

| # | Tr # | Type | Date | Amount |
|------|------|---------------------|----------|--------|
| | | Original Amount | 09/01/92 | 0.00 |
| 1 | 65 | INCREASE ADJUSTMENT | 09/01/92 | 4.50 |
| 2 | 66 | INCREASE ADJUSTMENT | 07/01/92 | 50.00 |
| 3 | 67 | INCREASE ADJUSTMENT | 06/05/92 | 44.50 |
| 4 | 87 | PAYMENT (IN PART) | 09/03/92 | 3.00 |
| 5 | 195 | PAYMENT (IN PART) | 11/12/92 | 45.00 |
| 6 | 208 | INCREASE ADJUSTMENT | 12/01/92 | 2.00 |
| 7(I) | 209 | PAYMENT (IN PART) | 12/01/92 | 10.00 |
| 8 | 218 | DECREASE ADJUSTMENT | 12/03/92 | 2.00 |
| 9 | 234 | DECREASE ADJUSTMENT | 12/22/92 | 0.01 |

Select 1-9 or 'P' to Print or return to continue:

PATIENT PAYMENT/REFUND TRANSACTION HISTORY INQUIRY

This option lists a history of payment/refund transactions for a patient and a given date range. Use this report to respond to patient questions concerning their payments or refunds. It will provide information about the amount applied towards fees, charges, and services.

When the system prompts for the beginning date, the default response is the last statement date if it exists or T-30 if the last statement date does not exit.

Patient Payment History Report

For Patient: ARpatient,one
 SSN : 000111111
 For dates: Sep 22, 1994-Oct 22, 1994

| DATE OF PAYMENT/REFUND | BILL # | REFUND RECEIPT # | AMOUNT | PRIN. | INT. | ADMIN. |
|---------------------------|-------------|------------------|--------|-------|-------|--------|
| Oct 22, 1994 | 000-K401883 | CHECK001 | 15.00 | 15.00 | 0.00 | 0.00 |
| Oct 22, 1994 | 000-K401883 | CHECK001 | 20.00 | 20.00 | 0.00 | 0.00 |
| Oct 22, 1994 | 000-K401883 | IRSPAY01 | 3.00 | 3.00 | 0.00 | 0.00 |
| Oct 22, 1994 | 000-K401883 | PLASTIC01 | 10.00 | 10.00 | 0.00 | 0.00 |
| Total Principal Paid: | | | | | 48.00 | |
| Total Interest Paid: | | | | | 0.00 | |
| Total Admin Paid: | | | | | 0.00 | |
| Total Paid: | | | | | 48.00 | |
| Total Refund: | | | | | 0.00 | |

PAYMENTS POSTED FROM PREPAYMENT

This option lists, by date selected, the AR transactions that are decreases from prepayment bills and their corresponding Accounts Receivable transactions that are either payments in full or payments in part. Two types of error messages will be displayed based on the following conditions:

- If the corresponding transaction is not found
- If the decrease transaction and the payment transaction do not balance

This is often used to identify monies that should be transferred from one appropriation to another, such as an MCCR appropriation to a non-MCCR appropriation. An asterisk (*) will appear beside any transaction that should be transferred.

Background Payment Posting from Prepayment Receivables Page 1 22-OCT-93
Reporting period: AUG 23,1994 thru OCT 22,1994

```

=====
Tran.   Tran.   Tran.   Tran.   Corresponding   Patient   Bill
Date    No.     Type    Amount  Tran. No.      Name      No.
-----
09/17/94  1127   DECREASE    $10.00   1126   ARpatient,one   000-K400554
09/17/94  1126   PAYMNT (FULL) $10.00   1127   ARpatient,one   000-K400605
09/17/94  1130   DECREASE    $76.45   1129   ARpatient,one   000-K400554
09/17/94  1129   PAYMNT (PART) $76.45   1130   ARpatient,one   000-K400605

```

* - Include the payment amount on a 928.23

PRINT 215 REPORT

This option prints a 215 Report for a given receipt number entered by the user. This report shows, in order of appropriation, how payments included in the receipt were posted during the automatic batch posting of payments process. Additionally, it identifies errors that took place during the posting process, as well as any payments that were made without an appropriation.

Since every cashier receipt contains a 215 Report, select this option and enter the receipt number for the 215 Report you wish to view. You may also select the type of report, accrued or detailed. A detailed report will show the debtor name along with charges applied (interest, court cost, admin. charge, marshal fee) for each bill.

Use this option when reconciling the Agent Cashier AR listings with each accounting document.

AR - Accounts Receivable Menu

Select AR - Accounts Receivable Menu Option: **print 215 Report**
RECEIPT #: **check001** ONE,TEST 10-21-93 CHECK/MO PAYMENT
Select one of the following:

A ACCRUED
D DETAILED

ACCRUED OR DETAILED REPORT: ACCRUED// **DETAILED**

DEVICE:<ret> VIRTUAL RIGHT MARGIN: 80//<ret>

Pg. 1 OCT 22,1994@21:44:08

***** 215 REPORT *****
RECEIPT #: CHECK001

Appropriation: 36X5014

| | | | | | | |
|----|-------------|-------|--------------------------|-------|-------|---------------|
| 1) | 000-K400081 | 19.01 | DEBTOR: ARpatient,one | | | |
| | INT: | 0.08 | ADMIN: | 0.91 | MARS: | 0.00 CC: 0.00 |
| 2) | 000-K401881 | 35.00 | DEBTOR: TWO,TEST PATIENT | | | |
| | INT: | 0.00 | ADMIN: | 0.00 | MARS: | 0.00 CC: 0.00 |
| | | | | ----- | | |
| | | 54.51 | | | | |

| | |
|-------------------------|-------|
| INTEREST: (APP:36X1435) | 0.08 |
| ADMIN: (APP:36 3220) | 0.91 |
| MARSHALL: | 0.00 |
| COURT COSTS: | 0.00 |
| | ----- |
| | 0.99 |

PREPAYMENTS:

ERRORS:

TOTALS:

| | |
|-------------------------|-------|
| TOTAL AMOUNT POSTED: | 55.00 |
| TOTAL UNAPPLIED AMOUNT: | 0.00 |

PROFILE OF ACCOUNTS RECEIVABLE

This option prints a report of all information and activities or events that have occurred against any account. You may view these accounts by entering the debtor name, bill number or PAT number. If the debtor is a patient, you may enter the social security number.

Use this option to obtain information for veteran or third party inquires. Also, it can be used to accumulate information for submitting delinquent debts to District Counsel.

```

OCT 22,1994 16:11 ACCOUNTS RECEIVABLE PROFILE
=====
NAME: ARpatient,one                               BILL #: 000-K400144

101 TEST ROAD                                     SOC.SEC.NO.: 000-11-1111
ORLANDO, FL 43434                               DATE OF BIRTH: 03-04-34
PHONE NO.:                                       DATE POSTED: AUG 31,1992 17:45:58

CURRENT STATUS: COLLECTED/CLOSED                CATEGORY: RX CO-PAYMENT/NSC VET
GL #:                                           DATE BILL PREPARED: AUG 31,1992

INTEREST EFFECTIVE RATE DATE: JUL 1,1991      ANNUAL INTEREST RATE: .085
ADMIN EFFECTIVE RATE DATE: JUL 1,1991        MONTHLY ADMIN RATE: .91

ORIGINAL AMOUNT: 0.00

FISCAL YEAR      APPROP. CODE          PAT REFERENCE #      AMOUNT
-----
          92                                0.00
BALANCES        PAID          LETTER1/ICD:
PRINCIPAL:      0.00          54.50          LETTER2:
INTEREST:       0.00          0.00          LETTER3:
ADMINISTRATIVE: 0.00          0.00          IRS LETTER:
CURRENT:        0.00          54.50         DC/DOJ REF.DATE:

TRANSACTIONS:
62      1          INCREASE ADJUSTMENT      08/31/92      50.00
63      2          INCREASE ADJUSTMENT      08/26/92      4.50
79      B2222222    PAYMENT (IN PART)        08/31/92      2.00
80      B2222222    PAYMENT (IN PART)        08/31/92      5.00
86      B3333333    PAYMENT (IN FULL)        09/03/92      47.00

BILL RESULTING FROM:  UNEARNED MD/DD BONUS

Statement date: NOV 8,1994
OTHER BILLS:
000-K400014 (PREP/REFU) 000-K400115 (RX C/COLL) 000-K400420 (PREP/CANC)
000-K400229 (PREP/REFU) 000-K400429 (PREP/REFU) 000-K400461 (VEND/PEND)
000-K400172 (CURR/BILL) 000-K401131 (RX C/COLL) 000-K401436 (EX-E/PEND)
000-K401828 (RX C/OPEN)
    
```

STATUS LISTING FOR BILLS

This option lists all bills with a given status. This report will contain the bill's number, date, category, debtor, and balance. In addition, a summary will appear at the end of the report which will show the total number of bills with this status and the total balance of all bills with this status. To view this report, enter the status name at the system prompt. Common statuses searched for by Accounting Technicians are New Bill, and Refund Review; however, Accounting Technicians have the ability to get any status listing that would fulfill their needs.

The following table shows a list of all valid bill statuses.

| Bill Statuses | |
|------------------|------------------------|
| ACTIVE | OLD BILL |
| ADD (AMEND) | OPEN |
| AMEND | PENDING APPROVAL |
| AMENDED BILL | PENDING ARCHIVE |
| ARCHIVED | RE-ESTABLISH |
| BILL INCOMPLETE | REFUND REVIEW |
| CANCELLATION | REFUNDED |
| CANCELED BILL | RETURNED FOR AMENDMENT |
| COLLECTED/CLOSED | RETURNED FROM AR (NEW) |
| DELETE (AMEND) | SUSPENDED |
| IN-ACTIVE | SUSPENSE |
| INCOMPLETE | WRITE-OFF |
| NEW BILL | |

Select AR - Accounts Receivable Menu Option: **STATUS Listing For Bills**

List for STATUS: **OPEN**

DEVICE: HOME//<ret> VIRTUAL RIGHT MARGIN: 80//<ret>

Status: OPEN

| Bill no. | Date Prepared | Category | Debtor | Balance |
|----------|---------------|----------|--------|---------|
|----------|---------------|----------|--------|---------|

| | | | | |
|-------------|-------------|-----------------|---------------|-------|
| 000-K400354 | NOV 1,1992 | RX CO-PAYMENT/N | ONE,TEST | 8.00 |
| 000-K400434 | JUL 14,1994 | PREPAYMENT | TWO,TEST | 7.00 |
| 000-K400356 | OCT 1,1994 | PREPAYMENT | THREE,TEST | 20.00 |
| 000-K401837 | OCT 22,1994 | RX CO-PAYMENT/S | *FOUR,TEST | 10.00 |
| 000-K401838 | OCT 22,1994 | RX CO-PAYMENT/N | ARpatient,one | 2.00 |

TOTAL: 47.00

COUNT: 5.00

MEAN: 9.40

* -indicates that patient is deceased

TRANSACTION PROFILE

This option is used to view or print all information associated with a single transaction.

If a "?" or "???" is entered at the prompt to enter a bill or transaction number, a list of all transactions is generated. A nice feature about this listing is that it will display a summary of the bill number for the transaction, the transaction date, and the type of transaction. At the end of this list, enter the appropriate transaction number and all information for this transaction will be printed.

This option is often used in conjunction with the Profile of Accounts Receivable option. Transactions that appear on that profile can be viewed using the Transaction Profile option. To generate a profile, enter the bill number at the system prompt.

NOTE: This option will not generate a listing for a "new" bill. New bills must be audited in order to see a profile.

Select Agent Cashier Option: **TRANSACTION Profile**

```

ENTER AR TRANSACTION NO. OR BILL NO.: 000-K300134      RX CO-PAYMENT/NSC VET
08-31-92      ARpatient,one      COLLECTED/CLOSED $0.00
  1      62      000-K400134      08-31-92      INCREASE ADJUSTMENT
  2      63      000-K400134      08-26-92      INCREASE ADJUSTMENT
  3      79      000-K400134      08-31-92      PAYMENT (IN PART)
  4      80      000-K400134      08-31-92      PAYMENT (IN PART)
  5      86      000-K400134      09-03-92      PAYMENT (IN FULL)
CHOOSE 1-5: 1 62
Do you want to queue this output ? NO//<ret>      (NO)
DEVICE:<ret> VIRTUAL      RIGHT MARGIN: 80//<ret>

```

TRANSACTION PROFILE

```

=====
ACCOUNT: ARpatient,one      SSN: 000111111
TRANS. NO: 62      BILL NO: 000-K400134
TRANS. DATE: AUG 31,1992      TRANS. TYPE: INCREASE ADJUSTMENT

TRANS. AMOUNT: $50.00      DATE POSTED: AUG 31,1992 17:45:58

ADJUSTMENT #: 1

FISCAL YEAR      PAT REFERENCE #      PRINCIPAL AMOUNT      FY TRANS. AMOUNT
-----
          92      -----
                    50.00      50.00

Brief Comment:      Follow-up Date:
COMMENTS:
RECEIPT #:
PROCESSED BY: TEST,ONE

```
