#### 3rd Party Accounts Report Print

This report displays all active bills containing third-party billing information that have been referred to the District Counsel or Department of Justice. Use this option to track delinquent third-party bills.

#### Admin/Interest Rates Print

This option displays a historical report showing interest rates and administrative charges and the dates they became effective.

Accounts Receivable Interest/Admin/Penalty Rate Report

 OCT 24,1994 22:23 PAGE 1

RATE ANNUAL MONTHLY ANNUAL

EFFECTIVE INTEREST ADMIN PENALTY

DATE RATE CHARGE RATE

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

 SITE: ALTOONA VAMC

JAN 1,1991 0.080 0.91

JUL 1,1991 0.085 0.91

JAN 1,1994 0.010 1.33 0.0800

JAN 1,1994 0.095 1.00 0.0500

#### DC/DOJ Debt Collection Report

This option displays a report of District Counsel and Department of Justice Debt Collection information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

DC/DOJ Debt Collection Menu

DC Debt Collection Report

DOJ Debt Collection Report

NOTE: For data to appear in the DC/DOJ Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

##### DC Debt Collection Report

This option displays a report of District Counsel information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

NOTE: For data to appear in the DC Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

##### DOJ Debt Collection Report

This option displays a report of Department of Justice Debt Collection information that must be manually transferred to the reporting forms. They are broken down by appropriation and transaction type and show outstanding balances for principal, interest, administrative costs, marshal fees, and court costs.

NOTE: For data to appear in the DOJ Debt Collection Report, you must have recorded the referral via the Refer To DC/DOJ option.

#### Co-Pay Waiver Report

This option allows the user to enter data for lines 9-20 of the co-pay waiver report. After the user accepts this data entry, a background job is queued to compile data for lines 1-8. After compilation of the data, the report is sent to G.PCWMCCR at FORUM (in string format). The report also is delivered to the senders “IN” box in a printed format.

#### Contingent 3rd Party AR Report

This option searches the records for any active tort feasor, or other Third Party bill that has been referred to the District Counsel or Department of Justice.

This is a search of the Accounts Receivable files, not the source files that were used to establish the debt record. Patient bills will only have the information that is passed to AR by the IB portion of the MAS package.

NOTE: The bills must have been recorded as referrals to the DC/DOJ for collection or follow-up action.

#### IRS Offset Report

This report is run monthly and provides a snapshot of the current status of receivables referred to IRS for offset. It shows the number of IRS offset letters that were printed since the last IRS offset report and the total amount of debt corresponding to those letters, as well as the number and value of debts actually referred to the IRS, and the amount of collections on debts that have received IRS offset letters. A mail message is also sent to the user.

Subj: IRS OFFSET Report [#6123] 24 Oct 93 23:22 17 Lines

From: AR Package in ‘IN’ basket. Page 1 \*\*NEW\*\*

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

A. Letters of Intent (LOI) issued (No.of bills/Value): 1 / 100.00

B. Referred to IRS:

 No. Value

 (1) Total: 0 0.00

 (2) Principal: 0 0.00

 (3) Interest: 0 0.00

 (4) Admin. Costs: 0 0.00

C. Collections:

 No. Value

 (1) LOI - Paid in Full: 0 0.00

 (2) LOI - Partial/Repay Agree: 1 13.01

 (3) IRS OFFSET - Paid in Full: 0 0.00

 (4) IRS OFFSET - Partial: 0 0.00

#### Medication Co-Pay Exemption Report

This option displays a report of all reimbursed debtors who were exempt from the medication co-payment. The report displays the reimbursed patient, the bill number that contained an exempt co-payment, the exempt amount, and other pertinent information necessary to understand which co-payment was exempt. Use this option to understand the amount of co-payment exemptions for a given range.

Pg. 1 MAR 26,2018

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* MEDICATION CO-PAY EXEMPTION REPORT \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 MAR 1,2017-MAR 10,2017

 BILL TRAN. EXP FILL/ EFFECTIVE

PATIENT ID NUMBER NUMBER TYP RX DRUG NAME REFL DT DATE AMOUNT

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

HHDIXUY,ILAH U H6135 558-K70A8RA 30676054D 6476729B HydrOXYzine HCL 1 01/15/17 03/01/17 16.00

 6966139A DIAZEPAM 5 MG TAB 01/15/17 03/01/17

HHDIXUY,ILAH U H6135 558-K70A9F6 30676055D 9751882 MORPHINE SULFATE 01/19/17 03/01/17 40.00

 9751883 OxyCODONE 5MG TAB 01/19/17 03/01/17

 6814568A NADOLOL 20MG TAB 01/26/17 03/01/17

HHDIXUY,ILAH U H6135 558-K70AY40 30676056D 6966139A DIAZEPAM 5 MG TAB 02/08/17 03/01/17 8.00

HHDIXUY,ILAH U H6135 558-K70B466 30676057D 9756881 MORPHINE SULFATE 02/16/17 03/01/17 16.00

 9756882 OxyCODONE 5MG TAB 02/16/17 03/01/17

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

 80.00

PDYBHSS,EXPLUI UDJELUI P3902 558-K508INV 30789518E 03/08/17 3.81

PDYBHSS,EXPLUI UDJELUI P3902 558-K508INV 30789519D 03/08/17 1.89

PDYBHSS,EXPLUI UDJELUI P3902 558-K70AY5M 30789520D 7213244 MILK OF MAGNESIA 02/10/17 03/08/17 8.00

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

 13.70

\* -indicates patient is deceased

EXEMPTION TYPES AND TOTALS

D=DECREASE ADJUSTMENT 89.89

E=INTEREST/ADMIN EXEMPTION 3.81

I=INCREASE ADJUSTMENT FOR REFUND 0.00

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

 93.70

#### Payments with Write-offs Report

This option displays a list of patients who have bills in the Write-Off status, but who have resumed payment activity since those bills were written off.

Use this report to determine if bills in the Write-Off status should be made Active for collection purposes. Written-off bills are still collectible and follow-up action should be activated for these bills if the patient is making payments.

Payments Received for Patient Accounts with Written-off Bills Page: 1

From 07/16/93 thru 10/24/93 Date: 10/24/93

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

ARpatient,one (000-11-1111)

 Bill # 000-AA0003 Amt: 500.00 TERM.BY FIS.OFFICER

 Trans #: 930 Date: 07/21/93 Amt: 6.00 PAYMENT (IN PART)

ARpatient,two (000-22-2222)

 Bill # 000-AA0008 Amt: 87.99 TERM.BY FIS.OFFICER

 Trans #: 1203 Date: 10/22/93 Amt: 10.00 PAYMENT (IN PART)

 Trans #: 1204 Date: 10/22/93 Amt: 10.00 PAYMENT (IN PART)

ARpatient,three (000-33-3333)

 Bill # 000-K00000 Amt: 2.00 TERM.BY FIS.OFFICER

 Bill # 000-AA0000 Amt: -17.00 WAIVED IN FULL

 Trans #: 1209 Date: 10/22/93 Amt: 25.00 PAYMENT (IN PART)

#### Revenue Code Totals by Rate Type

This option prints the total amount billed by Revenue Code for a selected rate type and date range. The purpose of this report is to allow sites to calculate the total amount billed for $5 (revenue code 550) and $10 (revenue code 100) Means Test Per Diems.

#### Transaction History

This option will create a report that will list all transactions sorted by type of transaction, category of bill and date for the specified type of transaction, category of bill and date range. This report may take a long time to compile—queue at a time when the printer is not busy.

### Reconciliation Reports

This menu contains report options used to reconcile service/section records with Accounts Receivable files. They are usually run on a monthly basis, but since they require the selection of a date range, they cannot be set to run on a recurring basis. They can, however, be manually queued to run at a specified time.

Reconciliation Reports Menu

Date Sorted Payment Report

MAS Reconciliation Report

DC Referred Report Print

DOJ Referred Report Print

COWC Referred Report Print

ARDC Detail Report

Payments Posted from Prepayment

#### Date Sorted Payment Report

This option prints the Agent Cashier reconciliation report for a given period of time.

Use this report for a summary of payments sorted by bill number and category. The report also contains the payment receipt number, payment amount, and amount of payment that was applied towards interest and administration charges.

Date Sorted Payment Report (Summary) OCT 24,1994 23:35 PAGE 1

 PAYMENT

 AMOUNT PRINCIPAL INTEREST ADMIN.

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

 CATEGORY: C (MEANS TEST)

SUBTOTAL 135.50 118.50 5.50 11.50

SUBCOUNT 14 14 14 14

SUBMEAN 9.68 8.46 0.39 0.82

 CATEGORY: CURRENT EMP.

SUBTOTAL 723.75 696.50 3.50 22.50

SUBCOUNT 4 4 4 4

SUBMEAN 180.94 174.13 0.88 5.63

 CATEGORY: EMERGENCY/HUMANITARIAN

SUBTOTAL 122.00 122.00 0.00 0.00

SUBCOUNT 5 5 5 5

SUBMEAN 24.40 24.40

#### MAS Reconciliation Report

This menu contains report options necessary for verifying which MAS bills have been properly transferred to the Accounts Receivable system.

MAS Reconciliation Reports Menu

Third Party Completed

Other Completed

Incomplete

##### Third Party Completed

This option prints the MAS reconciliation report for third party accounts within a given period of time. The bill number, date bill prepared, and original amount will be shown.

MAS RECONCILIATION REPORT OCT 24,1994 23:37 PAGE 1

 DATE BILL ORIGINAL

BILL NO. DEBTOR CAT. PREPARED AMOUNT STATUS

 APPROVING OFFICIAL (SERVICE)

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

000-K00000 ARpatient,one F1 08/02/93 20.00 A

 ONE,TEST

000-C00000 ARpatient,three RI 08/17/93 1000.00 CC

 TWO,TEST

 ----------

TOTAL 1020.00

COUNT 2

MEAN 373.33

##### Other Completed

This option prints the bills accepted by Fiscal for the designated period. This prints only MAS bills.

MAS OTHER COMPLETED BILLS OCT 24,1994 23:40 PAGE 1

 DATE BILL ORIGINAL

BILL NO. DEBTOR CAT. PREPARED AMOUNT STATUS

 APPROVING OFFICIAL (SERVICE)

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

000-C00000 ARpatient,two H 08/30/93 100.00 A

 ONE,TEST

000-C00000 ARpatient,three C 09/29/93 0.00 A

 FIVE,TEST

000-MAS000 ARpatient,four CE 10/15/93 80.00 PC

 ONE,TEST

 ----------

TOTAL 180.00

COUNT 3

MEAN 60.00

##### Incomplete

This option prints the bills with Bill Incomplete status generated by a service.

INCOMPLETE BILLS OCT 24,1994 23:42 PAGE 1

 DATE BILL ORIGINAL

BILL NO. DEBTOR CAT. PREPARED AMOUNT STATUS

 APPROVING OFFICIAL (SERVICE)

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

000-C20011 CE 07/21/93 BI

000-C20008 ARpatient,one V 07/21/93 BI

000-C20010 ARpatient,two F2 07/21/93 BI

000-C20009 ARpatient,three M 07/21/93 BI

000-C20007 ARpatient,four V 07/21/93 BI

000-MAS004 BI

 ----------

TOTAL 0.00

COUNT 0

#### DC Referred Report Print

This report lists the Accounts Receivable for all accounts that have been referred to the District Counsel and have been correctly entered into the system.

NOTE: If a bill covers two (or more) appropriations, both are shown, but only a single amount is displayed for the referral date.

ACCOUNTS RECEIVABLE REFERRED TO DC OCT 24,1994 23:49 PAGE 1

 REFERRAL REFERRAL

BILL NO. DEBTOR DATE AMOUNT

 APPROPRIATION

 SYMBOL

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

000-AA0000 ARpatient,one OCT 14,1994 265.00

000-K00000 ARpatient,two OCT 23,1994 1000.00

 36X0110

000-K00000 ARpatient,three OCT 23,1994 1000.00

 36X5014

000-A00000 ARpatient,four OCT 23,1994 500.00

 36X5014

ACCOUNTS RECEIVABLE REFERRED TO DC OCT 24,1994 23:49 PAGE 2

 REFERRAL REFERRAL

BILL NO. DEBTOR DATE AMOUNT

 APPROPRIATION

 SYMBOL

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

TOTAL 2765.00

COUNT 4

MEAN 691.25

#### DOJ Referred Report Print

This report lists the bills for all accounts that have been referred to the Department of Justice. Similar to the DC Referred Report Print, this one reports the amount referred and appropriation for each bill.

#### COWC Referred Report Print

This report lists the Accounts Receivable for all accounts that have been referred to the Department of Veterans Benefits Committee on Waivers and Compromise and are properly recorded in the AR files.

ACCOUNTS RECEIVABLE REFERRED TO COWC OCT 24,1994 23:55 PAGE 1

 REFERRAL REFERRED

 DATE TO AMOUNT TO

DEBTOR BILL NO. COWC COWC

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

ARpatient,one 000-AA0000 OCT 14,1994 20.00

ARpatient,two 000-K00000 OCT 15,1994 40.00

ARpatient,three 000-AA0000 OCT 23,1994 90.00

 ----------

TOTAL 150.00

COUNT 3

MEAN 50.00

## ARDC DetaIL REPORT

The MailMan message/bulletin, “ARDC Detail Report for MON/YYYY,” will be discontinued and replaced. The report shall include current status bills (New Bill, Active, Returned for Amendment, Amended Bill, Open, and Suspended bills) only. The report no longer includes any bills previously closed out. The report shall include a column for the Fund number associated with each line item on the report. The report shall include a column for the RSC (Revenue Source Code) associated with each line item on the report. This report can be run to screen, printer, or in Excel format.

ARDC Detail Report, please select the status desired below:

 AC - ACTIVE(16)

 N - NEW BILL(18)

 R - RETURNED FOR AMENDMENT(32)

 AM - AMENDED BILL(33)

 S - SUSPENDED(40)

 O - OPEN(42)

 ALL of the above (Default, press enter)

Select Status: ALL//

 This report was originally generated from the monthly background

 process and generated a MailMan message. It can now only be run

 manually through this option. The new data does not contain bills

 that have been previously closed out. Note that when running the

 new report, only specific AR current status are available.

 There will be a note that displays the oldest bill in VistA

 associated with these statuses for users to know which date

 MUST be entered into the “FROM:” prompt for monthly

 reconciliation reporting.

 Different dates can be entered for other types of audits.

 Please run after hours when possible.

 << Checking available dates. Please wait >>

The earliest date on file for selected status is: Jan 01, 1994

Date Range: FROM: 11/1/18 (NOV 01, 2018)

 TO: T//1/22/19 (JAN 22, 2019)

CAPTURE Report data to an Excel Document?? NO//

This report requires 132 characters

DEVICE: HOME (CRT) Right Margin: 80//

# ARDC Detailed Report Run Date: 01/22/19@09:38:04 Page:1

# --------------------------------------------------------------------------------Bill# Create AR Category Bill FMS Fund RSC Principal Current

#  Date Status Type Amount Balance

# ------------------------------------------------------------------------------------------------------------------------

# 000-K404STB 11/20/18 CCN TORT FEASOR ACTIVE 2A 528713 8CN9 136.91 136.91

# 000-K4051WT 11/26/18 EMERGENCY/HUMANITARI ACTIVE SV21 528704 8VZZ 777.00 777.00

# 000-K40563J 11/26/18 EMERGENCY/HUMANITARI ACTIVE SV21 528703 89ZZ 999.00 999.00

# 000-K505MS6 11/24/18 TRICARE THIRD PARTY ACTIVE BD 0160R1 555.00 555.00

# 000-K9006QB 11/02/18 CC RX CO-PAYMENT ACTIVE SV21 528714 8CC3 16.00 16.00

# 000-K9009GK 11/05/18 C (MEANS TEST) ACTIVE SV21 528703 88ZZ 50.00 50.00

# 000-K900G4S 11/05/18 CC OPT ACTIVE SV21 528714 8CC2 32.00 32.00

# 000-K900I97 11/05/18 CC RX CO-PAYMENT ACTIVE SV21 528714 8CC3 16.00 16.00

# 000-K900TZB 11/06/18 CHOICE RX CO-PAYMENT ACTIVE SV21 528714 8CC7 16.00 16.00

# 000-K9012RA 11/06/18 TRICARE PATIENT ACTIVE BD 0160R1 11.00 11.00

# 000-K9019RK 11/06/18 TRICARE PATIENT ACTIVE BD 0160R1 12.00 12.00

# 000-K901C77 11/06/18 CCN RX CO-PAYMENT ACTIVE SV21 528714 8CN3 8.00 8.00

# 000-K901F8H 11/06/18 CC MTF RX CO-PAYMENT ACTIVE SV21 528714 8CD3 8.00 8.00

# 000-K901H0V 11/06/18 CC RESPITE CARE ACTIVE SV21 528714 8CC4 15.00 15.00

# 000-K901HM0 11/06/18 C (MEANS TEST) ACTIVE SV21 528703 88ZZ 50.00 50.00

# 000-K901LK7 11/08/18 CC THIRD PARTY ACTIVE 2F 528713 8C2C 84.09 84.09

# 000-K901LTJ 11/08/18 CC MTF INPT ACTIVE SV21 528714 8CD1 17.00 17.00

#### ARDC Monthly Reconciliation Report

This report will provide a capture of the data that was sent to FMS and OIG on the monthly roll up but in detail of the bills included and their associated data at the time the roll up was done. The report will generate automatically at the end of the accounting month and is stored for three months.

Select AR DEBT COLLECTOR DATA REPORT MONTH/YEAR: Dec/2018 DEC 2018

CAPTURE Report data to an Excel Document?? NO//

This report requires 132 characters

DEVICE: HOME (CRT) Right Margin: 80// 132

 ARDC Detailed Report Run Date: 01/22/19@15:56:17 Page:1

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

Bill# Create AR Category Bill FMS Fund RSC Principal Current

 Date Status Type Amount Balance

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

000-K105707 10/30/00 C (MEANS TEST) ACTIVE SV21 528703 88ZZ 160.00 771.77

000-K105708 10/30/00 C (MEANS TEST) ACTIVE SV21 528703 88ZZ 776.00 1350.62

000-K151167 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 48.03 48.03

000-K151169 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 40.82 40.82

000-K151171 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 34.70 34.70

000-K151175 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 40.82 40.82

000-K151180 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 34.70 34.70

000-K151182 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 34.70 34.70

000-K151194 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 72.28 72.28

000-K151195 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 56.51 56.51

000-K151207 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 40.82 40.82

000-K151208 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 136.70 136.70

000-K151209 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 26.47 26.47

000-K151211 05/16/01 WORKMAN’S COMP. ACTIVE SV21 528704 87ZZ 56.51 56.51

000-K218E46 05/21/02 TORT FEASOR ACTIVE SV2A 528704 86ZZ 36.00 36.00

000-K218E47 05/21/02 TORT FEASOR ACTIVE SV2A 528704 86ZZ 36.00 36.00

000-K218E48 05/21/02 TORT FEASOR ACTIVE SV2A 528704 86ZZ 254.00 254.00

000-K505YSW 08/04/15 TRICARE ACTIVE 0160A1 8029 582.35 582.35

000-K505YT1 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K505YTD 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K505YTF 08/04/15 TRICARE ACTIVE 0160A1 8029 824.00 824.00

000-K505YTI 08/04/15 TRICARE ACTIVE 0160A1 8029 824.00 824.00

000-K505YTR 08/04/15 TRICARE ACTIVE 0160A1 8029 1422.74 1422.74

000-K505YTT 08/04/15 TRICARE ACTIVE 0160A1 8029 533.58 533.58

000-K505YTV 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K505YTX 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K505YU1 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K505YUB 08/04/15 TRICARE ACTIVE 0160A1 8029 412.00 412.00

000-K50608Y 08/07/15 TRICARE ACTIVE 0160A1 8030 313.64 313.64

000-K50609C 08/07/15 TRICARE ACTIVE 0160A1 8030 83.87 83.87

000-K5060PY 11/26/18 INELIGIBLE HOSP. ACTIVE 0160R1 236.00 236.00

000-K900G4S 11/26/18 TRICARE THIRD PARTY ACTIVE 0160R1 8029 555.00 555.00

000-K902WN3 11/26/18 TRICARE ACTIVE 0160R1 8029 1500.00 1500.00

000-K902WN7 11/26/18 TRICARE THIRD PARTY ACTIVE 0160R1 8028 3500.00 3500.00

000-K902WN8 11/26/18 CHAMPVA ACTIVE 0160R1 341.10 341.10

000-K902WNX 12/14/18 TRICARE DENTAL ACTIVE 0160R1 8096 341.10 341.10

000-K902WPD 12/14/18 TRICARE BLIND REHABI ACTIVE 0160R1 8093 341.10 341.10

000-K902WPF 12/14/18 TRICARE SCI ACTIVE 0160R1 8087 279.54 279.54

000-K902WPH 12/14/18 TRICARE TBI ACTIVE 0160R1 8090 256.45 256.45

000-K902WPJ 12/14/18 TRICARE DES ACTIVE 0160R1 8085 276.41 276.41

000-K902WPN 12/14/18 TRICARE PHARMACY ACTIVE 0160R1 8095 51.00 51.00

000-K902WPY 01/09/19 CC THIRD PARTY ACTIVE 528713 8C2C 348.60 348.60

000-K902WQ0 01/09/19 CC THIRD PARTY ACTIVE 528713 8C2C 400.00 400.00

000-K902WPQ 12/28/18 CC INPT ACTIVE 528714 8CC1 264.00 264.00

000-K902WPR 01/01/19 CC INPT ACTIVE 528714 8CC1 10.00 10.00

000-K902WPS 01/01/19 NURSING HOME CARE-LT ACTIVE 528709 8MZZ 573.00 573.00

000-K902WPT 01/03/19 C (MEANS TEST) ACTIVE 528703 88ZZ 15.00 15.00

000-K902WPU 01/04/19 C (MEANS TEST) ACTIVE 528703 88ZZ 15.00 15.00

000-K902WQ2 01/09/19 CC OPT ACTIVE 528714 8CC2 15.00 15.00

000-K902WQ3 01/10/19 CC OPT ACTIVE 528714 8CC2 10.00 10.00

#### Payments Posted from Prepayment

This option lists, by date selected, the AR transactions that are decreased 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 display based on the following conditions:

1. If the corresponding transaction is not found
2. If the decrease transaction and the payment transaction do not balance

Background Payment Posting from Prepayment Receivables Page 1 24-OCT-94

 Reporting period: SEP 4,1994 thru OCT 24,1994

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

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-K00000

09/17/94 1126 PAYMNT (FULL) $10.00 1127 ARpatient,two 000-K00000

09/17/94 1130 DECREASE $76.45 1129 ARpatient,six 000-K00000

09/17/94 1129 PAYMNT (PART) $76.45 1130 ARpatient,one 000-K00000

\* - Include the payment amount on a 928.23

## Follow-up Letter Menu

The Accounts Receivable Version 4.5 package has been designed to automatically produce demand letters for accounts at 30, 60, and 90 day intervals, provided there is an outstanding balance. An exception to this is an account where the debtor is an insurance company. In such a case, the industry standard waiting periods of 45 and 75 days will prevail. The system contains 28 different letters. Which letter is printed for a particular account depends on the category of the bill and the length of time that has elapsed since the Interest Computation Date (ICD) of the previous letter. Here is a listing that shows the abbreviated and full names of each letter.

Follow-Up Letter Menu

Hold Printing a Follow-up Letter

Remove Hold on Follow-Up Letter

Print Letters by Date

Inquire CCPC Patient Statement

CCPC Statement Errors

CCPC Totals

Build CCPC file for transmission

Transmit CCPC messages

Clear Local Statement Print Queue

List of Accounts Receivable with Holds

Local Patient Statement Print

Reprint Patient Statements

Reprint the Follow-up Letters

Reprint UB Letters

|  |  |  |
| --- | --- | --- |
| Name | Description | Follow-up |
| CREDIT | Notice of Credit Balance |  |
| FL 4-480 | Ineligible Hospital  | 1FU |
| FL 4-481 | Humanitarian  | 1FU |
| FL 4-482 | Ineligible Hospital/Humanitarian  | 2FU |
| FL 4-483 | All Debts $25.00-$599.99 (except Pharmacy/Means Test)  | 3FU |
| FL 4-483a | Current Employee/Ex-employee/Vendor | 2FU |
| FL 4-484 | Ineligible Hospital/Humanitarian $600.00-$1199.00  | 3FU |
| FL 4-485 | Emp/Ex-emp/Vendor >$599.99, Inel/Hum. >$1199.00  | 3FU |
| FL 4-513 | Pharmacy and Means Test  | 1/2/3 FU |
| FL 4-520a | Current Employee  | 1FU |
| FL 4-520b | Ex-Employee | 1FU |
| FL 4-520c | Current Employee - Prior 12/28/85  | 1FU |
| FL 4-520d | Ex-employee - Prior 12/28/85  | 1FU |
| FL 4-521 | Vendor  | 1FU |
| FL 4-534 | Ex-employee/Post Retirement  | 1FU |
| IRS OFFSET | IRS Offset Notice |  |

This manual uses the term Follow-up Letter to refer to any of these printouts, even though some of them are not complete letters by themselves. REM.SLIP, for instance, is the block of text that prints the remittance slip at the bottom of all the letters. Just keep in mind that a Follow-up letter is a document that the system prints automatically. Letters print any time from the 1st to the 28th of every month. They **do not** print between the 29th and 31st of any month.

### Hold Printing a Follow-up Letter

This option prevents the printing of follow-up letters for a given debtor.

For example, if an employee owes the medical center $50.00 for meals, provided they have met with the Fiscal Officer and have made arrangements to repay the debt, a printed letter is not needed. See the Remove Hold On Follow-Up Letter option.

NOTE: This option does not hold the printing of bills or charges on the patient statement.

### Remove Hold on Follow-up Letter

If you need to reinstate follow-up letters for a bill, this option allows you to remove the hold. See the Hold Printing A Follow-Up Letter option.

Select Follow-up Letter Menu Option: **REMOVE Hold on Follow-Up Letter**

Select ACCOUNTS RECEIVABLE BILL NO.: **K00000** 000-K00000 REIMBURS.HEALTH INS. 01-20-94 ARpatient,one COLLECTED/CLOSED $0.00

ARE YOU SURE YOU WANT TO REMOVE HOLD ON FOLLOW-UP FOR THIS ACCOUNT?NO// **Y**

OK, THE HOLD HAS BEEN REMOVED !

### Print Letters by Date

This option will print Patient Statements and Follow-up Letters that should have printed on the selected date but didn't. All statements and letters will print if no patient is selected.

NOTE: Enter a patient name to print a Patient Statement for one patient. If no statement prints and an Account Balance Discrepancy bulletin is not generated, it may be because the account has no new activity other than interest charges.

### Inquire CCPC Patient Statement

This option will allow the user to inquire into the AR CCPC STATEMENTS (#349.2) file. The user may inquire on one, many, or all patients by entering the patient name (as it appears on the CCPC Statement) or a range of names (“Start with AAAA” and “Go to AZZZZ” will provide an output of all patients whose last names begin with A). The output will list the patients’ names and account numbers, plus all the transactions for each patient.

Select Follow-up Letter Menu <TEST ACCOUNT> Option: Inquire CCPC Patient Statement

\* Previous selection: PATIENT NAME equals HHHHHHHH,DDDDD

Start with PATIENT NAME: HHHHHHHH,DDDDD// CCCCCCC,QQQQQQQ WWWWW

Go to PATIENT NAME: HHHHHHHH,DDDDD// CCCCCCC,QQQQQQQ WWWWW

DEVICE: HOME (CRT) Right Margin: 80//

PATIENT NAME: CCCCCCC,QQQQQQQ WWWWW

ACCT NO: 555559460CCCCC

DATE POSTED TRANS DESC TRANS AMT BILL NO.

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

05/23/2022 OUTPATIENT CARE(NSC) VISIT DATE: 05/23/2022

 15.00 529-K201T6M

08/05/2022 OUTPATIENT CARE(NSC) VISIT DATE: 08/05/2022

 15.00 529-K201T8X

08/05/2022 COPAY 24.00 529-K201T8Z

 BEGINNING DATE OF BILLING CYCLE: 08/05/2022

 ENDING DATE OF BILLING CYCLE: 08/05/2022

 INTEREST/ADM. CHARGE (Int:2.09 Adm:7.60 Other:0.00

 9.69

PREV BAL: 1089.75

TOTAL CHARGES: 63.69

TOTAL CREDITS: 0.00

AMOUNT DUE: 1153.44

### CCPC Statement Errors

This is an error report of the exceptions returned by the CCPC. This option will print any CCPC errors for patients who did not have patient statements printed during the most recent patient statement run *due to those errors*. If no errors are generated, the system will reply with the remark statement THERE ARE NO CCPC STATEMENT ERRORS when the option is chosen.

### CCPC Totals

This option will print the total number of statements sent to CCPC and the total acknowledged as having been printed. The display will include the CCPC Message Totals for the transmission date, the Transmission Statement Total, the CCPC Statements Printed Total, and the Total Not Printed.

Select Follow-up Letter Menu <TEST ACCOUNT> Option: CCPC Totals

DEVICE: HOME// HOME (CRT)

 CCPC Message Totals for 11/07/2022

Transmission Statement Total : 4940

CCPC Statements Printed Total : 0

Total Not Printed : 4940

### Build CCPC file for transmission

This option is Locked with the RCCPC TRANSMIT Security Key. The option allows the user to build the AR CCPC STATEMENTS (#349.2) file, which contains all information needed to print the patient statements in Austin. The option prompts the user for Requested Start Time, as it will queue the process. The default is NOW, but the user may consider queueing the process to start after hours (later in the evening).

### Transmit CCPC messages

This option is Locked with the RCCPC TRANSMIT Security Key. This option will allow the user to re-transmit the CCPC patient statement messages for the current statement period. A sample of the process is included below:

Select Follow-up Letter Menu <TEST ACCOUNT> Option: transmit CCPC messages

Enter statement date as it will appear on these statements: Oct 07, 2022// (OCT

 07, 2022)

Requested Start Time: NOW//

### Clear Local Statement Print Queue

This option is Locked with the PRCA STATEMENT PARAMETER Security Key. This option allows the user to clear the LOCAL PRINT flag for debtors after confirming that the statements were successfully printed using the LOCAL STATEMENT PRINT option. **NOTE**: Care must be taken when using this option; once the Local Statement Print Queue has been cleared, the statements cannot be reprinted. Users must be certain that the statements involved have been successfully printed before this option is used.

Select Follow-up Letter Menu <TEST ACCOUNT> Option: clear Local Statement Print

Queue

\*\*\* Clearing the queue at this time will prevent these

 statements from printing again to the Statement Printer

 through this option.

Are you sure you want to clear this print queue? (Y/N)? N//

### List of Accounts Receivable with Holds

This prints the list of follow-up letters that are currently prevented from printing. This list should be reviewed to determine if any debtors should receive follow-up letters. See the Remove Hold On Follow-Up Letter option.

LIST OF ACCOUNTS WITH HOLDS OCT 25,1994 00:05 PAGE 1

 HOLD LETTER HOLD LETTER

BILL NO. DEBTOR DATE REASON

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

000-K00000 ARpatient,one FEB 22,1994

000-K00000 ARpatient,two JUN 15,1994 OTHERS

 Comments: THIS IS A HOLD

000-K00000 ARpatient,three SEP 7,1994 PERSONAL LETTER

 Comments: TEST

### Local Patient Statement Print

This option is Locked with the PRCA STATEMENT PARAMETER Security Key. This option sends patient statements that are flagged as oversized for normal processing to a predefined local printer for mailing to the patient or printed to the screen.

Select Follow-up Letter Menu <TEST ACCOUNT> Option: Local Patient Statement Print

You are about to print oversized patient statements locally.

Are you sure you wish to print these statements? (Y/N)? Y// ES

You are about to print oversized patient statements locally.

Print to the (S)creen or to the (D)efault Printer? <Default> (S/D): D//

### Reprint Patient Statements

This option reprints Patient Statements, allowing you to simulate printing on a specified date. Enter a patient range in print order to have only the statements in that sequence reprint, or do not select a range to reprint all statements for the selected date.

### Reprint the Follow-up Letters

This option reprints Follow-up Letters, allowing you to simulate printing on a specified date. This clears the letter dates and prints them again.

You may enter a range of bills to print (print order range) or have all the Follow-up Letters reprint for that date by not selecting a bill to start or end the sort.

### Reprint UB Letters

This option reprints UB Letters, allowing you to simulate printing on a specified date.

You may enter a range of bills to print (print order range) or have all the UB Letters reprint for that date by not selecting a bill to start or end the sort.

## Establish/Edit Old Bills

This menu contains options necessary to establish or edit old bills. The process is called back-loading paper bills into the system, which are bills that have already been forwarded to the Accounting Technician.

Establish/Edit Old Bills Menu

Set Up Old Bills

Edit Incomplete Old Bills

### Set Up Old Bills

This option establishes bills/accounts that have previously been tracked on paper. Use this option to simulate creation of Old Bills back before there was an AR software system; an example is a bill that has been levied on a current employee of the medical center for meals that were provided during the course of his duty. The bill is automatically given the status Old Bill. The status should be changed to one that reflects the bill’s current position in the billing cycle. If you leave the status as Old Bill, the system will ignore the receivable for collection/tracking purposes.

Before entering old bill data, the accrued interest and administrative charges are calculated by hand from the date the last letter was sent. The entry at the “Last Int/Admin Charge Date” prompt should show the same date as the date of the last letter. Interest and administrative charges are calculated approximately 30 days after the last action, when a new letter is sent.

Once you have verified the account information and entered your Electronic Signature Code, the bill will become active and the system will begin to generate the demand letters.

NOTE: Use this option to establish bills that must be loaded into the system manually.

### Edit Incomplete Old Bills

This option displays old bills for editing or complete data entry for an old bill that has been left incomplete. After you add any optional comments, the system will display a profile of the bill, giving you an opportunity to correct account information. All transactions and bills will be listed for this debtor for verification. Enter your Electronic Signature to make the bill active.

## Transaction Profile

This option prints all information associated with a single transaction. Use this option to 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 are viewed using the Transaction Profile option.

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 Menu <TEST ACCOUNT> Option: TP Transaction Profile

Select TRANSACTION: K000000 000-K000000 CC URGENT CARE 13-32-20 ARPATIENT, ONE ACTIVE $60.00

 1 000-K000000 1111111 000-K000000 13-29-20 INCREASE ADJUSTMENT

 2 000-K000001 2222222 000-K000001 13-29-20 INCREASE ADJUSTMENT

CHOOSE 1-2: 1 1111111 000-K000000 13-29-20 INCREASE ADJUSTMENT

Select Agent Cashier Menu <TEST ACCOUNT> Option: BP Bill Profile

Select (B)ILL or (E)CME#: B// ILL NUMBER

Select BILL: K000000 000-K000000 CC URGENT CARE 13/29/20 ARPATIENT, 0NE ACTIVE

**Bill Profile** Apr 06, 2020@14:17:46 **Page: 1 of 3**

**\*\*\*\*\* ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 \*\*\*\*\***

**Account: ARPATIENT, ONE (333333333) DOB: OCT 20, 2010**

 **Addr: 609 ANY STREET, HOMETOWN, CO 80000**

 **Phone: 3333333333**

**Bill Number: 000-K000000 Category: CC URGENT CARE**

Date Prepared: JAN 29, 2020 Status: ACTIVE

Date Activated: JAN 29, 2020@01:00:06

Date Status Up: JAN 30, 2020 By:

Resulting From:

 Remark:

Interest Effective Rate Date: JAN 01, 2015 Annual Rate: .01

 Admin Effective Rate Date: JAN 01, 2015 Monthly Rate: 1.87

 Last Int/Admin Charge Date:

+ |% EEOB | Enter ?? for more actions|

BT Bill Transactions NB Select New Bill EA Exit Action

Select Action: Next Screen//

**Bill Profile** Apr 06, 2020@14:18:33 **Page:**  2 **of 3**

**\*\*\*\*\* ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 \*\*\*\*\***

Bill Balances Billed Paid

 Principal: 60.00 0.00 Original Amt: 0.00

 Interest: 0.00 0.00

Administrative: 0.00 0.00

 Current: 60.00 0.00

Accounting Data Fiscal Year Approp Code Amount

 20 528714 60.00

Rev Srce Code: 8CCU

Collection Follow up Data

 Letter1:

 Letter2:

 Letter3:

 Letter4:

+ |% EEOB | Enter ?? for more actions|

BT Bill Transactions NB Select New Bill EA Exit Action

Select Action: Next Screen//

**Bill Profile** Apr 06, 2020@14:18:58 **Page:**  3 **of 3**

**\*\*\*\*\* ACCOUNTS RECEIVABLE BILL PROFILE FOR 000-K000000 \*\*\*\*\***

+

Trans Date Type Amount Description User

1111111 01/29/20 INCREASE ADJUS 30.00 SH

2222222 01/29/20 INCREASE ADJUS 30.00 SH

 |% EEOB | Enter ?? for more actions|

BT Bill Transactions NB Select New Bill EA Exit Action

Select Action: Quit// BT Bill Transactions

**Bill Transactions Display** Apr 06, 2020@14:19:51 **Page: 1 of 1**

**Bill #: 000-K000000 Account: ARPATIENT,ONE(333333333)**

**Status: ACTIVE Addr: 609 ANY STREET, HOMETOWN, CO 80000**

 **Trans # TranDate Trans Type Principal Interest Admin**

 **01/29/20 original amount 0.00 0.00 0.00**

**1 111111101/29/20 increase adjustment 30.00 0.00 0.00**

2 222222201/29/20 increase adjustment 30.00 0.00 0.00

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

 TOTAL BALANCE FOR BILL 60.00 0.00 0.00

 |% EEOB | Enter ?? for more actions |

BP (Bill Profile) NB Select New Bill

TP Transaction Profile EA Exit Action

Select Action: Quit//

Select Action: Quit// TP Transaction Profile

Select Bill: (1-2): 1

**Transaction Profile** Apr 06, 2020@14:20:42 **Page: 1 of 2**

**Bill #: 000-K000000 Account: ARPATIENT, ONE(333333333)**

**Status: ACTIVE Addr: 609 ANY STREET, HOMETOWN, CO 80000**

**Transaction: 1111111 Type: INCREASE ADJUSTMENT**

 **TransDate: JAN 29, 2020 Adjustment: 1**

 **Processed: JAN 29, 2020@01:00:06 By: GILMORE, HAPPY**

 **Trans Amt: 30.00**

 **Fiscal Year Principal Amount FY Trans Amount**

 20 30.00 30.00

Brief Comment: Follow-up Date:

Comments:

+ |% EEOB | Enter ?? for more actions |

NT Select New Transaction EA Exit Action

Select Action: Next Screen//

**Transaction Profile** Apr 06, 2020@14:21:10 **Page:**  2 **of 2**

**Bill #: 000-K000000 Account: ARPATIENT, ONE(333333333)**

**Status: ACTIVE Addr: 609 ANY STREET, HOMETOWN, CO 80000**

Integrated Billing Data

IB Ref #: 4422889977 Outpatient Visit Date: 07/01/19 Charge Amt: 30.00

 |% EEOB | Enter ?? for more actions |

NT Select New Transaction EA Exit Action

Select Action: Quit//

## Account Management

Account Management Menu

Account Information

Address Display/Edit

Bill Comment Log

Billing Address Discrepancy Report

Brief Account Profile

Check Patient Account Balance

Debtor Comment Log

Follow-up Reports

Full Account Profile

List of Patients with Address Unknown (AR)

Remove/Add Comment From Patient Statement

Statement Discrepancy Listing

Transaction History for a Patient

Transaction Patient Statement History

This menu contains the reports and options necessary to facilitate the management of debtor accounts.

### Account Information

This option defines comment and patient statement information for each debtor’s account.

The “patient statement” prompt defines the level of detail that you would like the patient’s statement to be printed. If no level is chosen, the system’s default response will be the supervisor’s choice for the entire site. See the Statement Parameters option under the Supervisor’s AR Menu.

|  |
| --- |
| **Patient Statement Detail** |
| BRIEF | EXPANDED | SITE DEFAULT |
| Prescription number | Prescription Number | Brief/Expanded |
| Date Filled | Prescribing Physician | Brief/Expanded |
|  | Days Supplied | Brief/Expanded |
|  | Date Filled | Brief/Expanded |
|  | Drug Name | Brief/Expanded |
|  | Quantity | Brief/Expanded |

A brief description contains (1) the PRESCRIPTION NUMBERS and (2) the respective DATE each prescription was FILLED. A detailed description will contain (1) the PRESCRIPTION NUMBER, (2) the DRUG NAME, (3) the number of DAYS the prescription will SUPPLY, (4) the prescribing PHYSICIAN, (5) the quantity of the prescription, and (6) the respective DATE each prescription was FILLED.

The comment that can be defined appears when the Brief/Full Account Profile option is used to view the bill. Use this option to enter a note that would be necessary as a reminder every time you viewed their account.

Select Account Management Option: **ACCOUNT Information**

Select AR DEBTOR: **ARpatient,one**

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

PATIENT STATEMENT DETAIL: **?**

 CHOOSE FROM:

 0 USE SITE DEFAULT

 1 BRIEF

 2 EXPANDED

PATIENT STATEMENT DETAIL: **2** EXPANDED

COMMENT:

 1>**This is just a test comment!**

 2>**<ret>**

EDIT Option:**<ret>**

### Address Display/Edit

This option defines the mailing address for a given debtor. You may identify patients who need larger print size on their patient statements.

Use this to override the system’s address for a debtor. This can be used for defining a mailing address for incompetent Veterans, allowing statements to be sent to a separate address.

Address Accounts Receivable will use:

 ARpatient,one

 101 TEST ROAD

 ORLANDO, FL 43434

 Phone: 555-555-5555

Large print needed on statements: YES

Address from Patient file:

 101 TEST ROAD

 ORLANDO, FL 43434

 Phone:

Address from AR Debtor file:

 Phone:

STREET ADDRESS #1: **222 TEST Road**

STREET ADDRESS #2:**<ret>**

STREET ADDRESS #3:**<ret>**

CITY: **Orlando**

STATE: **FLORIDA**

ZIP CODE: **43434**

PHONE NUMBER: **(999)999-9999**

LARGE PRINT NEEDED ON STMT: YES//

### Bill Comment Log

This option applies a comment transaction against a given bill. Comment transactions document a manual event or action taken for a particular bill. Choosing this option will invoke several prompts asking for the date the patient and clerk contacted each other, some comments, and a follow-up date.

Use the follow-up date as a reminder to be printed on the date you select. Some useful examples for these comments are logging activities like phone calls and actions that need to be taken on a future date.

Select Account Management Option: **BILL Comment Log**

Select ACCOUNTS RECEIVABLE BILL NO.: **ARpatient,five**

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

 1 000-K00000 REIMBURS.HEALTH INS. 08-13-92 ARpatient,five

 ACTIVE $100.00

 2 000-K00000 REIMBURS.HEALTH INS. 09-04-92 ARpatient,five

 INCOMPLETE $0.00

 3 000-K00000 REIMBURS.HEALTH INS. 09-04-92 ARpatient,five

 PENDING $20.00

 4 000-K00000 REIMBURS.HEALTH INS. 09-04-92 ARpatient,five

 PENDING $0.00

 5 000-K00000 TORT FEASOR 10-12-92 ARpatient,five WRITE-OFF $2000.00

 6 000-K00000 TORT FEASOR 10-13-92 ARpatient,five WRITE-OFF $1000.00

TYPE ‘^’ TO STOP, OR

CHOOSE 1-6: **1** 000-K00000

Date of Contact: OCT 25,1994//**<ret>**

Brief Comment: **TALKED TO INS. COMPANY**

COMMENTS:

 1>**Called insurance company to inquire about reimbursement. They**

 2>**will be researching the charges.**

 3>**<ret>**

 4>**I’ll call them in 10 days to follow-up on this. I will enter a**

 5>**follow-up date to have the computer to remind me in 10 days.**

 EDIT Option:**<ret>**

Follow-up Date: t+10 (NOV 04, 1994)

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

BILL NO.: 000-K00000 ADJUSTMENT AMOUNT: 0.00

ADJUSTMENT DATE: OCT 25,1994 ADJUSTMENT NO.:

FISCAL YEAR PAT REF NO. ADJ.AMOUNT PRIN.BAL.(ADJUSTED)

 92 000-AB0063 100.00

Brief Comment: TALKED TO INS. COMPANY Follow-up Date: 11/04/93

Comments:

Called insurance company to inquire about reimbursement. They will be researching the charges. I’ll call them in 10 days to follow-up on this. I will enter a follow-up date to have the computer to remind me in 10 days.

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

Is this correct? NO// **y** (YES)

Should the BRIEF COMMENT print on the patient statement? NO//**<ret>**

### Billing Address Discrepancy Report

This report generates a list of Debtors whose AR Debtor file address is different from their Primary Residential address. The report provides a side-by-side view of the Debtor’s various addresses: the Confidential Address, the AR Debtor Address, the Temporary Address (if populated), the Permanent Address, an indicator of an Unknown AR Address, and the Bad Address Indicator.

The user may filter the report by Debtor Name by answering Yes to the Filter By Debtor Name prompt. The example in the screen capture below will generate a list of Debtors whose last names begin with the letter A to the letter D.

NOTE: When using the filter by Debtor Name, ensure the entries for the START WITH NAME and GO TO NAME fields are capitalized.

The report output is tailored for capture to an Excel document due to the amount of space required to provide the side by side data display. Instructions on capturing the output in an Excel format is included on the screen display when running the report.

The following information will be displayed in an up-caret (^) delimited format:

**Facility^Debtor^ID No.^Deceased?^Confidential Address^AR Debtor Address^Temporary Address^Permanent Address^Unknown AR Address?^Bad Address Indicator**

Select Account Management <TEST ACCOUNT> Option: Billing Address Discrepancy Report

Billing Address Discrepancy Report

Filter By Debtor Name (Y/N)? NO// y YES

Start with name: FIRST// AAAAA <- Make sure to Capitalize

Go to name: LAST// DZZZZ <- Make sure to Capitalize

 To capture as an Excel format, it is recommended that you queue this

 report to a spool device with margins of 256 and page length of 99999

 (e.g. 0;256;99999). This should help avoid wrapping problems.

 Another method would be to set up your terminal to capture the detail

 report data. On some terminals, this can be done by invoking ‘Logging’

 or clicking on the ‘Tools’ menu above, then click on ‘Capture Incoming

 Data’ to save to Desktop. To avoid undesired wrapping of the data saved

 to the file, change the DISPLAY screen width size to 132 and you can

 enter ‘0;256;99999’ at the ‘DEVICE:’ prompt.

DEVICE: 0;256;99999

### 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 to 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.

=================== A c c o u n t P r o f i l e ==================

ARpatient,one (000-11-1111) Statement Day: 8

101 TEST ROAD Last Statement: N/A

ORLANDO, FL 43434 Amount Owed: 1.00

Phone #: N/A RX Copay Exempt: NO

# Bill # Est Type Paid Prin Int Adm Balance

------------------------------- PAYMENTS (-1.00) ------------------------

\* CHECK002-1 PAYMENT -1.00 0.00 0.00 0.00 -1.00

--------------------------------- OPEN (2.00) ---------------------------

1 K00000 10/22/93 RX CO-P 48.00 2.00 0.00 0.00 2.00

Select 1-1: 1

==================== A c c o u n t P r o f i l e ===================

ARpatient,one (000-11-1111) Statement Day: 8

101 TEST ROAD Last Statement: N/A

ORLANDO, FL 43434 Amount Owed: 1.00

Phone #: N/A RX Copay Exempt: YES

Bill #: 000-K00000

# 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

5 1208 PAYMENT (IN PART) 10/22/93 10.00

 ------

 $ 2.00

Select 1-5 or ‘P’ to Print:

NOTE: All bills are characterized by their status. Also, note the asterisk beside the payment in the profile of the account (top). This indicates that the payment has not been posted. Once posted against an active bill, this transaction will appear under the profile of that bill.

### Check Patieint Account Balance

This option will check a given patient’s account and display information regarding the printout of the patient’s statement.

Use this option as a tool to fix balance discrepancies. A balance discrepancy occurs if an account’s balance does not equal the balance calculated for the same account’s patient statement. Since there are transactions that occur against an account that do not always appear on the patient’s statement, i.e., invalid transactions, the balance for the statement is calculated differently than the balance for the entire account. Theoretically, the balances should be equivalent; occasionally, however, there are “valid transactions” that are marked “invalid” for the patient statement that should not be, and vice versa. This affects the calculation for each balance.

Use this option to review a patient’s statement before it prints; however, the statement can only be printed to a printer.

Select Account Management Option: **CHECK Patient Account Balance**

Select Patient: **ARpatient,one**

ARpatient,one (D1111) ACCOUNT BALANCE DISCREPANCY REPORT

 STATEMENT DAY: 8 25-OCT-9312:37 AM PAGE 1

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

This account is out-of-balance!

Patient Statement Check:

The balance of the outstanding AR bills is: $ 2.00

The Patient Statement balance (\*amount due) is: $ 22.00

The difference between these two balances is: $ -20.00

The \*amount due balance on the Patient Statement contains:

Previous Statement balance of $0.00

 + New activity $22.00

Please create the appropriate transactions to get the overall account balance to equal the Patient Statement balance. Then review all bills to ensure the patient is being billed accurately.

Print example of patient statement? **NO**

### Debtor Comment Log

This option applies a comment transaction against a given debtor. Comment transactions document a manual event or action taken for a particular debtor. Choosing this option will invoke several prompts asking for the date the patient and clerk contacted each other, some comments, and a follow-up date.

Use the follow-up date as a reminder to be printed on the date you select. Some useful examples for these comments are logging activities like phone calls and actions that need to be taken on a future date.

Select Account Management Option: **DEBtor Comment Log**

Select AR DEBTOR: **ARpatient,one**

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

...OK, reference number assigned: 000-74-0

Date of Contact: OCT 25,1994//**<ret>**

Brief Comment: **CALLED HIM TODAY**

COMMENT:

 1>**He’s late on his payments for his account. I’ll call him**

 2>**again two days from now.**

 3>**<ret>**

EDIT Option:**<ret>**

Follow-up Date: **t+2** (OCT 27, 1994)

DEBTOR FOLLOW-UP LIST OCT 25,1994 00:40 PAGE 1

Date of Follow-up

Contact Brief Comment Date Debtor Entered By

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

10/25/93 CALLED HIM TODAY 10/27/93 ARpatient,one TWO,TEST

 000-11-1111

 He’s late on his payments for his account. I’ll call him

 again two days from now.

Is this OK? YES//**<ret>**

### Follow-Up Reports

This option will print a report of the follow-up transactions for bills and follow-up actions for a debtor. See the Debtor Comment Log and Bill Comment Log options. The report will prompt the user for date range; any comment “flagged” for follow-up within the date range will display on the report.

DEBTOR FOLLOW-UP LIST OCT 25,1994 00:43 PAGE 1

Date of Follow-up

Contact Brief Comment Date Debtor Entered By

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

10/11/93 TEST 10/11/93 ARpatient,one TWO,TEST

 000-11-1111

 TEST COMMENT

DEBTOR FOLLOW-UP LIST OCT 25,1994 00:43 PAGE 2

Date of Follow-up

Contact Brief Comment Date Debtor Entered By

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

10/20/93 test comments 10/27/93 ARpatient,one TWO,TEST

 000-11-1111

 CALL HIM NEXT MONDAY!!

### 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.

================ A c c o u n t P r o f i l e ==================

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-K00000 08/31/92 RX CO-P 54.50 0.00 0.00 0.00 0.00

2 000-AA0000 09/01/92 RX CO-P 68.00 0.00 0.00 0.00 0.00

3 000-K00000 07/21/93 RX CO-P 2.00 0.00 0.00 0.00 0.00

----------------------------- CANCELLATION (0.00) -----------------------

4 000-K00000 11/18/92 PREPAYM 0.00 -0.00 0.00 0.00 -0.00

--------------------------------- OPEN (2.00) ---------------------------

5 000-K00000 10/22/93 RX CO-P 48.00 2.00 0.00 0.00 2.00

------------------------------- REFUNDED (0.00) -------------------------

6 000-K00000 08/20/92 PREPAYM 0.00 -0.00 0.00 0.00 -0.00

7 000-K00000 12/15/92 PREPAYM 0.00 -0.00 0.00 0.00 -0.00

8 000-K00000 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

================ A c c o u n t P r o f i l e ==================

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-AA0015

# 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:

## Mark/Unmark Invalid Transactions

This option will allow or disallow a bill’s transactions to appear on a patient statement or affect an account balance. Each transaction has a property that determines whether or not it will affect an account. For instance, if a transaction appears on a patient statement, then the transaction is “marked” to appear. Choosing this option would then unmark the transaction and vice versa. This is often used as a tool for correcting actions that would jeopardize the integrity of account balances. For instance, this tool is the only mechanism for correcting payments made with a “bounced” check. One stipulation for using this option is once a patient statement has printed, the software will not allow you to mark/unmark any transactions. This will prevent any balance discrepancies.

Select Account Management Option: **MARK/Unmark Invalid Transaction**

Select Patient : **ARpatient,five**

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

\*\* There is a balance DISCREPANCY in this account. \*\*

Select AR TRANSACTION NUMBER: **435** 000-K00000 12-30-92 INCREASE

 ADJUSTMENT CALM CODE: NOT DONE

Are you sure you want to mark this transaction

as invalid for patient statement? NO// **YES**

TRANSACTION MARKED INVALID FOR PATIENT STATEMENT

### Statement Discrepancy Listing

This option will list all the AR Debtors whose accounts do not balance. Use this option to generate a list of debtors who are not receiving statements because of balance discrepancies.

ACCOUNT BALANCE DISCREPANCY LISTING OCT 25,1994 00:54 PAGE 1

 LAST

DEBTOR SSN DAY STATEMENT

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

ARpatient,one 000-11-1111 14 N/A

ARpatient,two 000-11-1111 4 N/A

ARpatient,three 000-11-1111 8 N/A

ARpatient,four 000-11-1111 14 N/A

ARpatient,five 000-11-1111 9 N/A

ARpatient,six 000-11-1111 18 N/A

ARpatient,seven 000-11-1111 5 N/A

ARpatient,eight 000-11-1111 4 N/A

ARpatient,nine 000-11-1111 13 N/A

### Transaction History for a Patient

This option prints a report of all transactions or a single transaction that has occurred for a given debtor within a given date range.

Use this option to assist in solving balance discrepancies, as well as answering patient questions about their account. The system will prompt for a patient name, a date range, and the type of transaction that you wish to search. You may select ALL to search for all types of transactions.

The report displays the date that the transaction occurred, the type of transaction (and whether it was an increase or decrease adjustment), the bill number for the transaction, and the transaction amount.

Select Account Management <TEST ACCOUNT> Option: Transaction History for a Patient

Select Patient : ARPATIENT, ONE

 SEARCHING FOR A PATIENT, (POINTED-TO BY DEBTOR)

ARPATIENT, ONE 13-8-34 333333333 NO NSC VETERAN CD

 Enrollment Priority: GROUP 8c Category: ENROLLED End Date:

 ...OK? Yes// (Yes)

History beginning: Nov 30, 2018//

History ending: (NOV 30, 2018-APR 07, 2020): Apr 07, 2020//

TRANSACTION TYPE: ALL//

DEVICE: HOME// HOME (CRT)

 Patient Transaction History Report Page 1

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

 For Patient: ARPATIENT, ONE

 SSN : 333333333

 For dates: Nov 29, 2018-Apr 07, 2020

 DATE ACTIVITY BILL # AMOUNT

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

Nov 30, 2018 INCREASE ADJUSTMENT 000-K000001 15.00

 C (MEANS TEST)

 OUTPATIENT CARE(NSC)

Feb 15, 2019 INCREASE ADJUSTMENT 000-K000002 15.00

 CC OPT

May 14, 2019 INCREASE ADJUSTMENT 000-K000003 8.00

 CC RX CO-PAYMENT

May 20, 2019 DECREASE ADJUSTMENT 000-K000004 8.00

 CC RX CO-PAYMENT

Jun 19, 2019 DECREASE ADJUSTMENT 000-K000005 10.00

 CC OPT

Jun 19, 2019 INCREASE ADJUSTMENT 000-K000006 5.00

 CC OPT

Jul 03, 2019 INCREASE ADJUSTMENT 000-K000007 30.00

 CC URGENT CARE

Jul 08, 2019 DECREASE ADJUSTMENT 000-K000008 10.00

 CC URGENT CARE

## Agent Cashier

The Agent Cashiers Menu contains options necessary to manage the collection of debts from hospital patients. See the Agent Cashier section of the User Manual.

## FMS Utilities Menu

The FMS Utilities Menu contains options necessary to manage FMS documents. See the Accounting Technicians section of the User’s Manual.

## Forward IRS Offsets to Austin

This option forwards IRS offset data to Austin, where it is collected for transmission to the IRS. The data includes names of debtors and their balances that are delinquent and have not responded to the debt notices.

Although the procedure to forward IRS offset information is automated, this option allows manual preparation and transmission to Austin. The automated process requires supervisors to define parameters.

This option can be run only during the following timeframes:

|  |  |
| --- | --- |
| **Type of Update** | **Transmission Time** |
| Master IRS Record | November 22nd through December 5th |
| (Monthly) Update  | Every Wednesday from June through Sept |

Select Clerk’s AR Menu Option: **FORWARD IRS OFFSETs to Austin**

Enter your Signature Code:**<electronic sig>** SIGNATURE VERIFIED

WARNING: Generation of IRS MASTER code sheets is only valid during

11/22 - 12/05 (Creation of MASTER IRS record)

Generation of IRS WEEKLY code sheets is only valid from January thru August.

Requested Start Time: NOW//**<ret>** (OCT 25, 1994@00:58:43)

## Refund Review and Approve

This option allows you to refund a debtor’s credit balance. If the status of the bill is Refund Review, you may approve the refund by entering your Electronic Signature Code. You will be prompted, upon sign-on to the Clerk’s AR menu, that there are refunds due. To get a detailed listing of the bills to be refunded, run the Status Listing For Bills option. When two electronic signatures have been entered for the refund (AR Clerk and Certifying Officer), an Overpayment FMS document is automatically sent to Austin where the check is then issued from. A new prompt has been added to allow the first signature user the ability to change the amount, but the status will cannot be changed without two signatures. If it remains in refund review, it will create a discrepancy. Again, to change the bill to either refunded status or cancellation status, there must be two signatures on the bill. If a request for a refund of a credit balance is made before this request is automatically processed through the AR system, the PRCAY PAYMENT SUP security key may change the Open Pre-Payment bill from the Open status to the status of the Review.

Select Clerk’s AR Menu Option: **REFUND Review and Approve**

Select ACCOUNTS RECEIVABLE BILL NO.: **K00000** 000-K00000 PREPAYMENT 07-14-93 ARpatient,oneREFUND REVIEW $22.00

Do you want to review the prepayment bill at this time? **NO**

Do you want to make any adjustments to the refund amount now? **n** NO

Do you want to approve the refund at this time? **YES**

This refund must first be approved by the refunder.

If you sign as the ‘Refunded By’ person, you CANNOT

sign as the Certifying Officer.

Sign as the ‘REFUNDED BY’ person? **YES**

Enter Electronic Signature Code:**<electronic sig>** <Signature verified>

 <APPROVED BY REFUNDER>

Building FMS Overpayment Document. Please hold...

FMS document, # 5208, built and queued for transmission.

\*\*\* AUDITED AND RELEASED \*\*\*