

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 EFFECTIVE DATE	ANNUAL INTEREST RATE	MONTHLY ADMIN CHARGE	ANNUAL PENALTY 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 feisor, 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		MEDICATION CO-PAY EXEMPTION REPORT						MAR 26, 2018	
		MAR 1, 2017-MAR 10, 2017							
PATIENT	ID	BILL NUMBER	TRAN. NUMBER	EXP TYP RX	DRUG NAME	FILL/ REFL DT	EFFECTIVE DATE	AMOUNT	
HHDIXUY, IIAH 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, IIAH 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, IIAH U	H6135	558-K70AY40	30676056D	6966139A	DIAZEPAM 5 MG TAB	02/08/17	03/01/17	8.00	
HHDIXUY, IIAH 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	F3902	558-K508INV	30789518E				03/08/17	3.81	
PDYBHSS, EXPLUI UDJELUI	F3902	558-K508INV	30789519D				03/08/17	1.89	
PDYBHSS, EXPLUI UDJELUI	F3902	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

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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)

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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
BILL NO.	DEBTOR	CAT.	DATE BILL PREPARED	ORIGINAL 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
BILL NO.	DEBTOR	CAT.	DATE BILL PREPARED	ORIGINAL 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	
BILL NO.	DEBTOR	CAT.	DATE BILL PREPARED	ORIGINAL 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
BILL NO.	DEBTOR	REFERRAL DATE	REFERRAL AMOUNT	
APPROPRIATION SYMBOL				
000-AA0000	ARpatient, one	OCT 14, 1994	265.00	
000-K00000 36X0110	ARpatient, two	OCT 23, 1994	1000.00	
000-K00000 36X5014	ARpatient, three	OCT 23, 1994	1000.00	

000-A00000	ARpatient, four	OCT 23, 1994	500.00
	36X5014		
ACCOUNTS RECEIVABLE REFERRED TO DC		OCT 24, 1994	23:49 PAGE 2
BILL NO.	DEBTOR	REFERRAL DATE	REFERRAL 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 DATE TO COWC		REFERRED AMOUNT TO COWC
DEBTOR	BILL NO.			

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.

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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//

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

Bill#	Create Date	AR Category	Bill Status	FMS Fund Type	RSC	Principal Amount	Current 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

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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-K901HMO 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

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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 Date	AR Category	Bill Status	FMS	Fund Type	RSC	Principal Amount	Current Balance
000-K105707	10/30/00	C (MEANS TEST)	ACTIVE	SV21	52 8703	8 82Z	160.00	771.77
000-K105708	10/30/00	C (MEANS TEST)	ACTIVE	SV21	52 8703	8 82Z	776.00	1350.62
000-K151167	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	48.03	48.03
000-K151169	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	40.82	40.82
000-K151171	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	34.70	34.70
000-K151175	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	40.82	40.82
000-K151180	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	34.70	34.70
000-K151182	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	34.70	34.70
000-K151194	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	72.28	72.28
000-K151195	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	56.51	56.51
000-K151207	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	40.82	40.82
000-K151208	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	136.70	136.70
000-K151209	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	26.47	26.47
000-K151211	05/16/01	WORKMAN'S COMP.	ACTIVE	SV21	52 8704	8 72Z	56.51	56.51
000-K218E46	05/21/02	TORT FEASOR	ACTIVE	SV2A	52 8704	8 62Z	36.00	36.00
000-K218E47	05/21/02	TORT FEASOR	ACTIVE	SV2A	52 8704	8 62Z	36.00	36.00
000-K218E48	05/21/02	TORT FEASOR	ACTIVE	SV2A	52 8704	8 62Z	254.00	254.00

000-K505YSW	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	582.35	582.35
000-K505YT1	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K505YTD	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K505YTF	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	824.00	824.00
000-K505YTI	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	824.00	824.00
000-K505YTR	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	1422.74	1422.74
000-K505YTT	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	533.58	533.58
000-K505YTV	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K505YTX	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K505YU1	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K505YUB	08/04/15	TRICARE	ACTIVE	01 60A1	8 029	412.00	412.00
000-K50608Y	08/07/15	TRICARE	ACTIVE	01 60A1	8 030	313.64	313.64
000-K50609C	08/07/15	TRICARE	ACTIVE	01 60A1	8 030	83.87	83.87
000-K5060PY	11/26/18	INELIGIBLE HOSP.	ACTIVE	01 60R1		236.00	236.00
000-K900G4S	11/26/18	TRICARE THIRD PARTY	ACTIVE	01 60R1	8 029	555.00	555.00
000-K902WN3	11/26/18	TRICARE	ACTIVE	01 60R1	8 029	1500.00	1500.00
000-K902WN7	11/26/18	TRICARE THIRD PARTY	ACTIVE	01 60R1	8 028	3500.00	3500.00
000-K902WN8	11/26/18	CHAMPVA	ACTIVE	01 60R1		341.10	341.10
000-K902WNX	12/14/18	TRICARE DENTAL	ACTIVE	01 60R1	8 096	341.10	341.10
000-K902WPD	12/14/18	TRICARE BLIND REHAB	ACTIVE	01 60R1	8 093	341.10	341.10
000-K902WPF	12/14/18	TRICARE SCI	ACTIVE	01 60R1	8 087	279.54	279.54
000-K902WPH	12/14/18	TRICARE TBI	ACTIVE	01 60R1	8 090	256.45	256.45
000-K902WPH	12/14/18	TRICARE DES	ACTIVE	01 60R1	8 085	276.41	276.41
000-K902WPN	12/14/18	TRICARE PHARMACY	ACTIVE	01 60R1	8 095	51.00	51.00
000-K902WPY	01/09/19	CC THIRD PARTY	ACTIVE	52 8713	8C2C	348.60	348.60
000-K902WQ0	01/09/19	CC THIRD PARTY	ACTIVE	52 8713	8C2C	400.00	400.00
000-K902WPK	12/28/18	CC INPT	ACTIVE	52 8714	8CC1	264.00	264.00
000-K902WPR	01/01/19	CC INPT	ACTIVE	52 8714	8CC1	10.00	10.00
000-K902WPS	01/01/19	NURSING HOME CARE-LT	ACTIVE	52 8709	8MZZ	573.00	573.00
000-K902WPT	01/03/19	C (MEANS TEST)	ACTIVE	52 8703	88ZZ	15.00	15.00
000-K902WPU	01/04/19	C (MEANS TEST)	ACTIVE	52 8703	88ZZ	15.00	15.00
000-K902WQ2	01/09/19	CC OPT	ACTIVE	52 8714	8CC2	15.00	15.00
000-K902WQ3	01/10/19	CC OPT	ACTIVE	52 8714	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:

- If the corresponding transaction is not found
- 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. Date	Tran. No.	Tran. Type	Tran. Amount	Corresponding Tran. No.	Patient Name	Bill 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/Mean 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// CCCCCC,QQQQQQ WWWW
Go to PATIENT NAME: HHHHHHHH,DDDDD// CCCCCC,QQQQQQ WWWW
DEVICE: HOME (CRT) Right Margin: 80//

PATIENT NAME: CCCCCC,QQQQQQ WWWW
ACCT NO: 55559460CCCC
```

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.

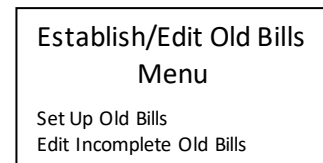
REPRINT UB LETTERS

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.



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, ONE
 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	Original Amt:	
Principal:	60.00	0.00		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	
<u>User</u>					
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

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.

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

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 and can be used to override the official billing mailing address for a debtor, allowing statements to be sent to a separate address as allowed by policy. It can identify patients who request statements utilizing a larger font size than normal. Overriding the official mailing address for a patient/Veteran with Medical Debt is restricted to users assigned the PRCA MED DEBTOR EDIT Security Key. The process of updating Vendor and Individual (i.e., Employees) non-medical debtors address is unaffected. Insurance and Institution debtors mailing address should not be updated using this option. The system records the user, date and time of the last update of the address information.

The system will display a message if the user attempts to modify address information for a medical debtor but does not have the PRCA MED DEBTOR EDIT Security Key:

Select Account Management <TEST ACCOUNT> Option: Address Display/Edit

Select AR DEBTOR: AAAAAAAA,MMMMMM DDDDDD

Address Accounts Receivable will use:

AAAAAAA,MMMMMM DDDDDD
4343 WEST COYOTE LANE
CHEYENNE, WY 82001
Phone: 444-444-4444

Address from Patient file:

4343 WEST COYOTE LANE
CHEYENNE, WY 82001
Phone: 444-444-4444

Address from AR Debtor file:

Phone:

Unable to edit this debtor's AR Debtor Address.
A Medical Debtor's address is locked by the PRCA MED DEBTOR EDIT security key.
Please contact Enrollment to have the Debtor's Confidential Address updated.

Select AR DEBTOR:

When the user has the PRCA MED DEBTOR EDIT Security Key:

Select Account Management <TEST ACCOUNT> Option: Address Display/Edit

Select AR DEBTOR: AAAAAAAA,MMMMMM DDDDD

Address Accounts Receivable will use:

AAAAAAA,MMMMMM DDDDD
4343 WEST COYOTE LANE
CHEYENNE, WY 82001
Phone: 444-444-4444

Address from Patient file:

4343 WEST COYOTE LANE
CHEYENNE, WY 82001
Phone: 444-444-4444

Address from AR Debtor file:

Phone:

ADDRESS UNKNOWN: NO// NO
STREET ADDRESS #1:
STREET ADDRESS #2:
STREET ADDRESS #3:
CITY:
STATE:
ZIP CODE:
PHONE NUMBER:
LARGE PRINT NEEDED ON STMT: NO//

Select AR DEBTOR:

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.

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

```
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

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

```
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 PATIENT 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

CALLLED 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 Contact	Brief Comment	Follow-up Date	Debtor	Entered By
10/11/93	TEST TEST COMMENT	10/11/93	ARpatient,one 000-11-1111	TWO,TEST
DEBTOR FOLLOW-UP LIST		OCT 25,1994 00:43		PAGE 2
Date of Contact	Brief Comment	Follow-up Date	Debtor	Entered By
10/20/93	test comments CALL HIM NEXT MONDAY!!	10/27/93	ARpatient,one 000-11-1111	TWO,TEST

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		ORLANDO, FL 43434		Last Statement: N/A		Amount Owed: 2.00			
Phone #: N/A		RX Copay Exempt: YES							
#	Bill #	Est	Type	Paid	Prin	Int	Adm	Balance	
1	000-K00000	08/31/92	RX CO-P	54.50	0.00	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	0.00
3	000-K00000	07/21/93	RX CO-P	2.00	0.00	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

```

===== 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-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
DEBTOR	SSN	DAY	LAST 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 C (MEANS TEST) OUTPATIENT CARE (NSC)	000-K000001	15.00
Feb 15, 2019	INCREASE ADJUSTMENT CC OPT	000-K000002	15.00
May 14, 2019	INCREASE ADJUSTMENT CC RX CO-PAYMENT	000-K000003	8.00
May 20, 2019	DECREASE ADJUSTMENT CC RX CO-PAYMENT	000-K000004	8.00
Jun 19, 2019	DECREASE ADJUSTMENT CC OPT	000-K000005	10.00
Jun 19, 2019	INCREASE ADJUSTMENT CC OPT	000-K000006	5.00
Jul 03, 2019	INCREASE ADJUSTMENT CC URGENT CARE	000-K000007	30.00
Jul 08, 2019	DECREASE ADJUSTMENT CC URGENT CARE	000-K000008	10.00

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 PRCA 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 ***
