Accounts Receivable

Technical Manual/Security Guide

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Veterans Affairs

Enterprise Program Management Office

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Date	Description (Patch # if applic.)	Project Manager	Technical Writer
	Report". Added new DBIA #6747. Added description for "Unapplied EFT Deposit Report" (that was removed previously by accident) and the new report referenced above.		
September 2017	Updated for patch, PRCA*4.5*327: This patch features functionality that sends two new mail messages to the 'TCSP' mail group when a batch run is completed and when a corrupt debt occurs. See pages: 4, 5, 19, 19	Darryle Jones	April Sessler
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12/29/2004	PDF file checked for accessibility to readers with disabilities.		Mary Ellen Gray
12/29/2004	Updated to comply with SOP 192-352 Displaying Sensitive Data.		Mary Ellen Gray

Preface

This Technical Manual is designed to provide the Site Manager with information necessary to install, maintain, and troubleshoot Version 4.5 of the Accounts Receivable package. The Accounts Receivable package automates the Fiscal functions related to the management of Accounts Receivable, and is integrated with the Integrated Billing (IB) package process of preparing patient Bills on the UB-92. The Accounts Receivable package is also integrated with the National Roll-Up database.

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Introduction – Overview of Accounts Receivable

This Accounts Receivable (AR) software has resulted from a separation of Accounts Receivable functions from the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) package. It allows Fiscal Service to manage the debt collection process at a VA facility.

BILLING/ESTABLISHING ACCOUNTS RECEIVABLE

Bills are generated using either the AR billing module, or the Integrated Billing (IB) package. Once approved at the service level, these bills are processed by an Accounts Receivable Clerk, and an Accounting Technician (exception: accrued bills such as Pharmacy Copay and Means Test bills are not audited by the Accounting Technician). Once the new Accounts Receivable processing of bills is completed, bills are automatically transmitted to the FMS system in Austin, Texas. It is at this point that the bills are considered "active" and subject to the debt collection process. All calculations of interest charges, administrative costs and payment schedules are handled by the AR system, as is the printing of patient statements and follow-up letters.

COLLECTIONS OF ACCOUNTS RECEIVABLE

Payments are entered via the Agent Cashier's menu. There are options to enter cash, check/money order, or credit card payments, and prepayments are easily accommodated. The AR system provides the Receipt Number Reconciliation Report option to allow the Agent Cashier to reconcile the payments recorded for a given day against funds actually collected. When reconciliation is completed, the Agent Cashier can then approve a payment batch. Once a payment batch is approved, it will be posted automatically overnight in a batch process. Any errors occurring during posting will be identified on the 215 Report.

PATIENT ACCOUNT PROFILING

The Agent Cashier menu also includes the ability to profile a patient type debtor's account. Rather than having to profile an individual Bill to determine the number and amounts of outstanding bills for a patient, the Agent Cashier can enter a patient's name, social security number, or a Bill number to view the profile of the entire patient account.

EDI LOCKBOX

This module was added in 2003 and updated for HIPAA 5010 in 2011. Electronic payment and remittance information is received from third party payers via the Financial Services Center (FSC). Processing of these payments is performed within the EDI Lockbox menu. This module is also referred to as ePayments.

Implementation and Maintenance

IMPLEMENTATION

Before the Accounts Receivable software can run properly at your site, it requires certain start-up information. Once the software has been installed, setup your system by defining the following:

Site Parameter Edit Menu [PRCAF Supervisor Menu]

Use the following options in this sub -menu to define parameters for your site:

CBO Data Extract Parameters
EDI Lockbox Parameters
Group Parameters
Interest/Admin/Penalty Rates
RC Parameters
Statement Parameters

Agency Location Code [PRCAF Supervisor Menu]

Use this option to establish the Agency Location Code (ALC) for your site.

Mail Groups

The following mail groups should already be setup from previous versions of Accounts Receivable. If they are not, they need to be created for proper usage of version 4.5.

PRCA Adjustment Trans

Enter appropriate users to this mail group who will receive electronic mail messages regarding Automatic Decrease Adjustment to Bills, balance discrepancies, and patient deaths.

IRS

Enter appropriate users to this mail group necessary to monitor IRS transactions.

MDA

This is the Medicare Deductible Alert (MDA) queue that will receive all the MDA transmissions from Austin.

PRCA ERROR

This group is for the background job when it finds any corruption in the table files.

FMS

Information from FMS in reference to FMS documents is sent to this fiscal mail group.

CARC_RARC_DATA

This mail group receives and processes Claim Adjustment Reason Codes (CARC) and Remittance Advice Remark Codes (RARC) table updates.

RCDPE PAYMENTS

This group receives bulletins and reports from AR Nightly Process and all EDI Lockbox jobs apart from exception processing.

RCDPE PAYMENTS EXCEPTIONS

This group receives bulletins generated when errors are detected in incoming payment messages.

RCDPE PAYMENTS MGMT

This group receives bulletins that are sent when a transferred message is accepted by another site.

RCDPE AUDIT

This group receives bulletins from audited options within the EDI Lockbox menu and workload notifications for outstanding unprocessed EDI transaction from the AR Nightly Process.

RCDPE MOVE COPY

This group receives bulletins from the AR Nightly Process of any inactive claim explanation of benefits (EOB) moved or copied in the prior 24 hours.

TCSP

This mail group will receive confirmation and reject messages from AITC for Cross-Servicing transmissions. Three new domains have been added to support Cross-Servicing messaging. The Q-TPC.VA.GOV domain will be used to transmit Cross-Servicing debt/bill referral transmissions from VistA to the AITC. The Q-TPL.VA.GOV domain will be used to transmit Due Process Notification (DPN) transmissions from VistA to the AITC. The Q-TPU.VA.GOV domain will be used for Un-processable file transmissions.

The TCSP mail group will also receive notifications when the batch run is completed and when a corrupted debtor record is found during the batch run. This functionality was created with Accounts Receivable patch, PRCA*4.5*327. See figures 1 – 3 below.

Figure 1: New mail messages created with PRCA*4.5*327

```
IN Basket,    messages (1-32),
*=New/!=Priority.......Subject.........................From....................
    . **** FAILED DEBTOR ACTION NOTICE ***             AR PACKAGE
    . *** Batch Completion Notice ***                  AR PACKAGE
Enter message number or command:
```

Figure 2: Batch Completion Notice

```
Subj: *** Batch Completion Notice ***  [#723301] 08/18/17@15:30  1 line
From: AR PACKAGE  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
The batch run and transmission completed on 20170818.15305

Enter message action (in IN basket): Ignore//
```

Figure 3: Failed Debtor Action Notice

```
Subj: **** FAILED DEBTOR ACTION NOTICE ***  [#723306] 08/18/17@15:30  9 lines
From: AR PACKAGE  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
The following corrupted debtor records were found during the batch run.
They can be found in xref ^PRCA(430,_"C"_) and have no file 340 entry or a
corrupted entry (missing node 0 or 1).

CORRUPT DEBTOR INTERNAL: 5800
CORRUPT DEBTOR INTERNAL: 19234

*** These corrupt debtor file records must be reported to ***
*** region IT staff to be corrected immediately !!        ***

Enter message action (in IN basket): Ignore//
```

Accounts Receivable Nightly Process Background Job – PRCA NIGHTLY PROCESS

The PRCA NIGHTLY PROCESS option should be queued to run daily at a recommended time of 2am. The following jobs are driven by the process.

1. Verification of the following Accounts Receivable files.

   AR EVENT TYPE (#341.1)
   ACCOUNTS RECEIVABLE CATEGORY (#430.2)
   ACCOUNTS RECEIVABLE TRANS.TYPE (#430.3)

   If these files do not match what was distributed by the Accounts Receivable package, a MailMan bulletin, PRCA NIGHTLY PROCESS ABORT, is sent to the mail groups defined in the bulletin and the PRCA NIGHTLY PROCESS will stop.

2. Interest and administrative charges are added to non -patient type bills.

3. The CCPC Patient Statements are processed if it is five days before the site's statement day. This includes setting OPEN status bills to a status of ACTIVE and setting OPEN prepayments to REFUND REVIEW if the bills are ready for REFUND REVIEW.

4. Transmits Cross-Servicing documents.

5. Statement days for non-patient type bills are set or reset.

6. Receipts are checked for the following conditions:

   Receipt errored out during posting.
   Receipt has not been processed.
   Receipt is ready for posting.

   If any of these conditions exist, a MailMan message is sent to the PRCA ERROR mail group.

7. Receipts older than seven years are purged.

8. The IRS Master Code Sheets are created if the date is between November 21st and December 6th.

9. The IRS Master Weekly Code Sheets are created if it is a Monday and it is not between July 24th and August 5th, or it is not between November 15th and January 21st.

10. IRS Pre-Offset Code Sheets will be created on July 25th.

11. Patient Statement events previous to the last two statements will be purged from the AR EVENT file.

12. A check will be made on the bill numbering series.

13. A check will be made on the event numbering series.

14. Deposit tickets are checked for errors and not being processed.

15. Deposit tickets are purged if processed and older than seven years.

16. AR FMS DOCUMENTS (#347) will be purged if ACCEPTED and older than 34 days.

17. OBRs over sixty days old are deleted.

18. The AR DATA COLLECTOR is run if it is the first day of the month.

19. The BAD DEBT REPORT is sent if it is the third workday of the month.

20. IG QUARTERLY REPORTS are sent on the 1st and 15th each quarter.

21. DMC 90 Day Masters are sent on the last Thursday of the month.

22. DMC 90 Day Weekly updates are sent on every Tuesday.

23. Uniform Billing forms and HCFA forms for the Reimbursable Health Insurance bills are printed after the first 45 days and 30 days and 60 days after the first 45 days on the device defined in Integrated Billing as the device for that form type.

24. Non-patient type bills are printed (e.g., ex-employee, employee, and vendor) on the device defined in the Report Printer in the AR Site Parameters.

25. IRS OFFSET letters are printed between Sept. 1st and Sept. 20th according to the DATE OF IRS OFFSET LETTER field (#3.02) in the AR SITE PARAMETER file (#342).

26. The Unprocessed Document List is printed on the Report Printer defined in the AR Site Parameters.

27. The Follow-up List is printed on the Report Printer defined in the AR Site Parameters.

28. The Comment List is printed on the Report Printer defined in the AR Site Parameters.

    If the process fails to complete, the user is notified when entering the Clerk's AR Menu, and a MailMan message is sent to the PRCA ERROR and RCCPC STATEMENTS mail groups. To run

the PRCA NIGHTLY PROCESS again, the user can enter the One-time Option Queue [XU OPTION

QUEUE] option under the TaskMan Management menu [XUTM MGR]. The job should be run when no one is on the system.

29. EDI transactions are auto matched and receipts created for processing to FMS. Payment deposit transactions (EFT) are matched to remittance advice transactions (ERA). Unmatched transactions are reported by bulletin to RCDPE PAYMENTS mail group.

30. EDI transactions are auto posted if the auto-posting parameter is on and ERAs meet certain criteria.

31. EDI transactions are auto-decreased if the auto-decrease parameter is on and ERAs meet certain criteria.

32. Workload Notification bulletins are reported to the RCDPE AUDIT mail group.

33. Moved or copied EOB transactions in the prior 24 hours are reported to the RCDPE MOVE COPY mail group.

34. Auto auditing of paper and electronic bills that meet specific criteria.

MAINTENANCE

Updating System Information

Once the implementation information has been defined for your system, the following Supervisor's AR options will allow you to maintain this information:

Site Parameter Edit Menu

Use the options in this menu to define the following for your site:

CBO Data Extract Parameters Edit
Deactivate Group
EDI Lockbox Parameters
Group Parameters
Interest/Admin/Penalty Rates
RC Parameters Edit
Statement Parameters

Other Maintenance Issues

Edit/Add 'Bill Resulting From' List

An initial 'Bill Resulting From' list should be included with your software. Use this option to edit existing entries or add new ones.

Delete an Incomplete Transaction

Occasionally system failure may result in incomplete AR transactions. Use this option to remove such transactions and maintain system integrity.

Edit Form Letters

Under the Form Letter Menu, this option allows you to edit the text of a form letter. This is to be used only in the instance where District Counsel or VACO changes the wording or format before a scheduled release of Accounts Receivable.

Bulletin

This process runs nightly checking files 341.1(AR Event Type), 430.2 (Accounts Receivable Category), and 430.3 (Accounts Receivable Trans. Type). If errors are detected an error message is sent to users of the PRCA ERROR mail group and the background is prevented from running.

Accounts Receivable Routines and Templates

Accounts Receivable Routines

The Accounts Receivable routines use the namespaces PRCA and RC. For all Accounts Receivable routines, the next letter(s) in the routine name also provide guidance as to the module to which that routine belongs. The breakdown of the Accounts Receivable internal namespaces is as follows:

Table 1: AR Routines

Routine	Description
PRCA	Accounts Receivable
PRCAB	Billing Routines
PRCADR	Address Routines
PRCAF	IB/FMS Routines
PRCAG	Patient Statement Routines
PRCAHIS	Transaction History Routines
PRCALT	Collection Letter Routines
PRCANRU	National Roll-Up Routines for current NDB Software
PRCAOFF	IRS Offset Routines
PRCAPAY	Payment Routines
PRCAT	Compiled Template Routines
PRCAUT	Utility Routines
PRCAW	Write off Routines
PRCAX	Medical Co-Pay Exemptions
PRCAY	Agent Cashier Routines
PRY	Accounts Receivable Patches, Conversions and Installs
RCAM	Account Management Module
RCDP	EDI Lockbox Module
RCEV	Event Driver Module
RCMS	Site Parameter Module
RCTCS	Cross Servicing Routines
RCY	Agent Cashier Module

The routines distributed with Accounts Receivable Version 4 .5 are listed and briefly described below.

Table 2: AR v4.5 Routines

Routine	Description
PRCAACC	Calculates AR accrual totals
PRCAADBO	This routine calculates admin/interest charges
PRCAADIN	This routine calculates admin/interest charges
PRCAAPI	API for ASCD Project

Routine	Description
PRCAAPR	This routine generates an account profile for an AR debtor.
PRCAAPR1	Continuation of PRCAAPR
PRCAATR	This routine displays the transaction profile for a Bill.
PRCABD	This routine displays/prints the Bill (1114, 1080, and 1081) generated by a service.
PRCABIL	This routine is used to create various cross-references for file 430.
PRCABIL1	This routine is used to process the billing options -New Bill (Enter), Edit Bill, Cancel Bill, Pending Bills List, and Incomplete Bills List.
PRCABIL2	Continuation of PRCABIL1
PRCABIL3	This routine is used to approve a Bill.
PRCABIL4	DELETE BILL LEAVING AUDIT TRAIL
PRCABJ	Nightly process for accounts receivable
PRCABJ1	Nightly process for open Bill update
PRCABJ2	Nightly process for open Bill update
PRCABJV	Verification for background
PRCABP1	This routine prints a 1081 Bill
PRCABP2	This routine prints a 1080 Bill
PRCABPF	This routine prints Bill forms
PRCACDRP	This routine shows PRCA Catastrophic Disability report
PRCACLM	CALM code sheet generator
PRCACM	Comment adjustment transaction
PRCACOL	Payment history report
PRCACV10	Compiles all print and input templates and cross references
PRCADCDJ	This routine is a main routine to process District Counsel (DC) and Department of Justice (DOJ) transactions - Refer to DC/DOJ, Re-refer to DC/DOJ, and Returned from DC/DOJ.
PRCADCJ1	Continuation of PRCADCDJ
PRCADEL	This routine prints the delinquent Accounts Receivable
PRCADIN	This routine deletes an incomplete transaction
PRCADJ	This routine is used to adjust the principal balance Adjustment to AR
PRCADR	This routine displays items for the Accounts Receivable profile
PRCADR1	Continuation of PRCADR
PRCADR2	Continuation of PRCADR1
PRCADR3	This routine displays items for a Transaction Profile
PRCAEA	This routine acts as a lock for inactivate/reactivate vendors
PRCAEA1	Continuation of PRCAEA
PRCAEIN	This routine is used to edit incomplete Accounts Receivable
PRCAEOL	This routine is used to edit an incomplete old Accounts Receivable
PRCAEXM	This routine is used to adjust administrative costs
PRCAFBD	Builds the FMS Billing Document

Routine	Description
PRCAFBD1	FMS Billing Document utilities
PRCAFBDM	Builds the FMS Modified Billing Document
PRCAFBDU	FMS utilities
PRCAFDCT	View stacker information
PRCAFN	This routine supports various functions for IB package
PRCAFN1	Functions to return AR data
PRCAFOR	Via a form from billing module
PRCAFUT	FMS utilities
PRCAFUT1	FMS Utilities
PRCAFWO	Builds the FMS Write-Off Document
PRCAG	This function reprints statement/letter option entries
PRCAGD	Balance discrepancy message
PRCAGDR	Balance discrepancy report
PRCAGDT	Balance discrepancy report text
PRCAGF	Prints form letters
PRCAGF1	Continuation of PRCAGF
PRCAGP	Prints patient statement/letters
PRCAGS	Patient statement
PRCAGST	Prints patient statements
PRCAGST1	Prints patient statement bottom
PRCAGST2	Prints patient statement summary
PRCAGT	Builds patient statement transaction list
PRCAGU	Patient statement utility
PRCAHIS	Transaction history report
PRCAHIS1	Continuation of PRCAHIS
PRCAHOL	This routine is used to place a hold on sending collection letters and removes the hold.
PRCAHV	API for My HealtheVet
PRCAKBT	Builds temporary archive file
PRCAKBT1	Continuation of PRCAKBT
PRCAKM	Marks as pending archive
PRCAKMR	Prints status of pending archive
PRCAKS	Remove records-marked as archived
PRCAKTP	Purges temporary archive file
PRCAKUN	Unmark pending archive
PRCALET	This routine is used to edit or print form letters
PRCALM	Creates CALM code sheet for new transactions
PRCALST	This routine is used to print the following AR output: Incomplete, Active, Written-Off, Returned, Referred to DC/DOJ, Referred to COWC.

Routine	Description
PRCALST1	This routine prints AR Category lists upon request. It includes an entry point to print just the C Means AR Category list.
PRCALT2	Continuation of PRCALT1A
PRCAMARK	This routine marks a transaction as valid or invalid. Marking a transaction as invalid will prevent it from appearing on the patient statement.
PRCAMAS	This routine is used to print Fiscal/MAS reconciliation reports - Bill Incomplete, Suspended, and Complete (other than 3rd party Bill).
PRCAMDA1	PRCA MDA WORKLIST SCREEN
PRCAMDA2	PRCA MDA MANAGEMENT WORKLIST SCREEN
PRCAMDA3	PRCA MDA MANAGEMENT WORKLIST SCREEN
PRCAMDS	Server interface to AR from Austin
PRCAMESG	This routine provides answers for “?” from Accounts Receivable routines
PRCAMRG	ROUTINE TO MERGE ENTRIES IN AR DEBTOR FILE FOR PATIENT MERGE
PRCAMRKC	Checks mark/unmark transaction for account balance.
PRCANRU	This routine compiles and sends data to the National Roll-Up interface.
PRCANRU0	Continuation of PRCANRU
PRCAOFF	This routine prints IRS Offset letters
PRCAOFF1	This routine forwards IRS Offset letters to Austin
PRCAOFF2	This routine is a continuation of PRCAOFF1
PRCAOFF3	This routine prints reports of IRS offset amounts
PRCAOLD	This routine establishes an old Accounts Receivable
PRCAPAT	Assigns PAT ref #
PRCAPAT1	Continuation of PRCAPAT
PRCAPAY	This routine is used to process payment transactions
PRCAPAY1	Continuation of PRCAPAY
PRCAPAY2	Continuation of PRCAPAY1
PRCAPAY3	Continuation of PRCAPAY2
PRCAPCL	Prints pending CALM code report
PRCAPRO	This routine is used to display/print a profile of an Accounts Receivable.
PRCAPTR	Prints pending transaction
PRCAQUE	This routine is used to queue Accounts Receivable output and provides calls for date input
PRCAREP	This routine prints the repayment profile
PRCAREPC	CATEGORY LIST-BILLS
PRCAREPT	This routine prints the following AR reports: MAS Reconciliation Report, 3rd Party, Referred to DC/DOJ, DC Debt Collection and Contingent 3rd Party.
PRCARETN	This routine is used to return a Bill to service
PRCARFD	This routine is used to review and approve bills with credit balances under the Refund, Review, and Approve menu option.
PRCARFD1	Approve refund and generate FMS document

Routine	Description
PRCARFD2	Generate FMS Document
PRCARFD3	List refunds to be approved
PRCARFP	This routine prints the payments posted from the prepayment report
PRCARFU	This routine is the main utility routine for processing credit balances to a patient's account
PRCARPM	This routine creates a multiple bill repayment schedule
PRCARPS	This routine prints a payment statement for AR with a repayment plan
PRCARPS1	Continuation of PRCARPS
PRCARPU	Create multiple bill repayment schedule, part 2
PRCASER	This routine accepts bills from the Integrated Billing package
PRCASER1	This routine accepts transactions from the Integrated Billing package
PRCASET	This routine establishes a new Accounts Receivable
PRCASIG	This routine processes the electronic signature codes for AR
PRCASVC	This routine is used to pass billing information from IB into the AR system
PRCASVC1	Continuation of PRCASVC.
PRCASVC3	Continuation of PRCASVC2
PRCASVC6	Check out AR Bill
PRCAUDT	This routine is used to audit a new electronic Bill
PRCAUDT1	Continuation of PRCAUDT
PRCAUPD	This routine is used to update the following Accounts Receivable data -- Debtor's address, 3rd Party Information, and Locate the Debtor. This routine also runs the Refer to COWC option.
PRCAUT1	This is an AR utility routine that performs the following tasks applies a payment to multiple appropriations, edits Bill common numbering series, establishes a cross-reference for debtor and counts new bills.
PRCAUT2	This routine calculates interest and administrative costs; updates interest and administrative balance, current status, and the maximum numbers of letters to be printed daily; and provides a count of bills returned from Fiscal.
PRCAUT3	This routine is used to enter/print a comment for an Accounts Receivable
PRCAUTL	This routine is used to look up a Bill, check a debtor's active address, transfer fiscal year data between File #430 and File #433, and ask electronic signature.
PRCAWO	This routine is used to process a Full Waiver/Termination transaction
PRCAWO1	This routine is used to charge administrative costs
PRCAWOF	This routine generates the AR Write-off report
PRCAWREA	This routine reestablishes written-off bills
PRCAWV	This routine processes a Partial Waiver transaction
PRCAX	Medication copay exemption
PRCAX1	Continuation of PRCAX
PRCAXP	Prints RX copay exemption report
RCAEOB	AEOB FILE 433 CROSS-REF ROUTINE

Routine	Description
RCAM	Manager debtor information
RCAMADD	Gets debtor address
RCAMDTH	Death notification for accounts receivable
RCAMFN01	Miscellaneous AR functions
RCAMINS	CHECK FOR INSURANCE COMPANY AS DEBTOR,SECONDARY OR TERTIARY CO
RCAMINS1	CHECK FOR INSURANCE COMPANY AS DEBTOR,SECONDARY OR TERTIARY CO
RCAMLET	Edits AR form letters
RCBDBBAL	bill balances check
RCBDFST1	patient statement utilities continued
RCBDPSL1	patient statement top list manager routine
RCBDPSLM	patient statement top list manager routine
RCBDPSNO	patient statement (remove transaction)
RCBDXREF	fix cross references
RCBEADJ	Adjustment
RCBEADJI	API FOR IB IN SETTLEMENT
RCBECHGA	add admin charges to account (called by rcbechgs)
RCBECHGE	exempt interest/admin/penalty from bill
RCBECHGI	add interest charges to bill (called by rcbechgs)
RCBECHGP	add penalty charges to bills (called by rcbechgs)
RCBECHGS	add charges to an account or bill (top routine)
RCBECHGU	process the charges to bill (called by rcbechgs)
RCBEIB	integrated billing entry points
RCBEPAY	payment processing (top routine)
RCBEPAY1	create a payment transaction cont
RCBEPAY2	create a payment transaction cont
RCBEPAYC	check a payment before processing
RCBEPAYF	first party payment processing (called by rcbepay)
RCBEPAYP	check and apply prepayment to bill
RCBEREFU	refund utilities
RCBEUBI1	utilities for bills (in file 430)
RCBEUBIL	utilities for bills (in file 430)
RCBEUDEB	utilities for debtors (in file 340)
RCBEUTR1	add interest, admin charge or increase, decrease principal
RCBEUTR2	create an exempt transaction
RCBEUTRA	utilities for transactions (in file 433)
RCBMILL	millennium bill report (generator)
RCBMILL1	millennium bill report (payment detail)

Routine	Description
RCBMILL2	millennium bill report (transactions)
RCBMILL3	millennium bill report (summary)
RCBMILL4	millennium bill report (print history for date range)
RCBMILLC	millennium bill (calculations top routine)
RCBMILLD	millennium bill (calculations internal set tmp)
RCBMILLT	millennium bill (get TR data)
RCCPC0	Setup statement days for CCPC
RCCPC1	Setups for CCPC
RCCPC2	Environment check for CCPC
RCCPCBAK	AR UTILITY ROUTINE
RCCPCBJ	Background Driver for CCPC
RCCPCFN	Function calls for CCPC
RCCPCML	Send CCPC transmission
RCCPCML1	Send CCPC transmission (cont.)
RCCPCPS	Build Patient Statement File
RCCPCPS1	build description for patient statement
RCCPCSE	CCPC Statements Errors
RCCPCSTM	Patient Statement
RCCPCSV	Receive and Process CCPC messages
RCCPCSV1	Receive and Process CCPC messages
RCCPCT	CCPC Statements totals
RCCPW	Co-Pay waiver
RCCPW1	Co-Pay waiver background
RCDMB1MT	REPAYMENT PLAN MONITOR
RCDMBWL1	diagnostic measures workload report (to clerk)
RCDMBWL2	diagnostic measures workload report (to super)
RCDMBWLA	diagnostic measures workload report (build it) (Cont.)
RCDMBWLR	diagnostic measures workload report (build it)
RCDMC90	DMC 90 DAY
RCDMC90S	DMC 90 DAY (SERVER)
RCDMC90U	DMC 90 DAY
RCDMCEDT	Enter/Edit DMC Debt Valid Field
RCDMCR1A	DMC Debt Validity Report
RCDMCR1B	DMC Debt Validity Report - Collect Data
RCDMCR2A	DMC Debt Validity Management Report
RCDMCR2B	DMC Debt Validity Management Report - Collect Data
RCDMCR3A	DMC Rated Disability Eligibility Change Report
RCDMCR3B	DMC Rated Disability Elig Change - Collect Data
RCDMCR4A	DMC 0-40 Percent SC Change Reconciliation Report

Routine	Description
RCDMCR4B	DMC 0-40 Percent SC Change Reconciliation Report
RCDMCR5A	DMC First Party Charge IB Cancellation Recon Report
RCDMCR5B	DMC First Party Charge IB Cancellation Recon Report
RCDMCR6A	50-100 Percent SC Exempt Charge Reconciliation Report
RCDMCR6B	50-100 Percent SC Exempt Charge Reconciliation Report
RCDMCR7A	10-40% SC Medical Care Copayment Exempt Charge Reconciliation Report
RCDMCR7B	10-40% SC Medical Care Copayment Exempt Charge Reconciliation Report
RCDMCUT1	Utility Functions for Hold Debt to DMC Project
RCDMCUT2	Utility Functions for Hold Debt to DMC Project
RCDPAPL1	account profile list manager options
RCDPAPLI	account profile top list manager init
RCDPAPLM	account profile top list manager routine
RCDPAPST	account profile bill status select
RCDPARC	CARC Report on Payer OR CARC Code
RCDPARC1	CARC Report on Payer OR CARC Code
RCDPAYER	TPJI Utility
RCDPBPL1	bill profile options
RCDPBPLI	bill profile (build array contract/employee/vendor)
RCDPBPLM	bill profile
RCDPBTL1	bill transaction options
RCDPBTLM	bill transactions List Manager top routine
RCDPCON	Confirm a Deposit Ticket
RCDPCRE	Create a Deposit Ticket
RCDPCSA	TCSP FLAG CONTROL menu option & RCDP TCSP FLAG security key (PRCA*4.5*325)
RCDPDEP	Deposit Ticket
RCDPDPL1	deposit profile list manager options
RCDPDPLM	deposit profile list manager top routine
RCDPDPLU	deposit profile utilities
RCDPDRV1	Add alert
RCDPE215	SF215 EDI Lockbox Summary Report
RCDPE8NZ	Unapplied EFT Deposits report
RCDPEAA1	AUTO POST AWAITING RESOLUTION (APAR) - LIST OF UNPOSTED EEOBs
RCDPEAA2	APAR Screen - SELECTED EOB
RCDPEAA3	APAR Screen - callable entry points
RCDPEAC	ACTIVE BILLS WITH EEOB ON FILE
RCDPEAD	AUTO DECREASE
RCDPEAD1	AUTO DECREASE REPORT

Routine	Description
RCDPEAD2	AUTO DECREASE REPORT
RCDPEADP	AUTO-DECREASE REPORT
RCDPEAP	AUTO POST MATCHING EFT ERA PAIR
RCDPEAP1	AUTO POST MATCHING EFT ERA PAIR - CONT
RCDPEAPP	AUTO POST REPORT
RCDPEAPQ	AUTO POST REPORT
RCDPEAPS	ERA STATUS CHANGE AUDIT REPORTR
RCDPEAR	ELECTRONIC ERA AGING REPORTS FROM NIGHTLY JOB
RCDPEAR1	ELECTRONIC ERA AGING REPORT
RCDPEAR2	EFT Unmatched Aging Report
RCDPEAR3	ERA Unmatched Aging Report
RCDPEARL	Misc. Report utilities for List Manager
RCDPECH	Receipt Comment History
RCDPEDA1	DAILY ACTIVITY REPORT HEADER
RCDPEDA2	DAILY ACTIVITY REPORT
RCDPEDA3	DAILY ACTIVITY REPORT
RCDPEDA4	DAILY ACTIVITY REPORT
RCDPEDAR	DAILY ACTIVITY REPORT
RCDPEDS	Display EEOB detail from receipt
RCDPEDT	Edit Deposit Ticket.
RCDPEE	Select Partially Matched EFTs
RCDPEFTL	Locked EFT Report
RCDPELA1	AUTO POSTED RECEIPT REPORT
RCDPELAR	AUTO POSTED RECEIPT REPORT
RCDPEM	POST EFT, ERA MATCHING TO EFT
RCDPEM0	ERA MATCHING TO EFT (continued)
RCDPEM1	ERA MATCH TO EFT (continued)
RCDPEM2	MANUAL ERA AND EFT MATCHING
RCDPEM21	MANUAL ERA AND EFT MATCHING
RCDPEM3	ERA AUDIT REPORT and return EFT function
RCDPEM4	EPAYMENTS AUDIT REPORTS
RCDPEM41	EPAYMENTS AUDIT REPORTS - Cont.
RCDPEM5	EPAYMENTS MOVE EEOB TO NEW CLAIMS
RCDPEM6	DUPLICATE EFT DEPOSITS AUDIT REPORTS
RCDPEM7	OVERDUE EFT AND ERA BULLETINS
RCDPEM8	EOB MOVE/COPY BULLETINS
RCDPEM9	PAYER SELECTION
RCDPEMA	AUTO-POSTING RECEIPT CREATION
RCDPEMA1	LIST ALL AUTO-POSTED RECEIPTS REPORT

Routine	Description
RCDPEMAP	AUTO-POSTED RECEIPT REPORT
RCDPEMB	AUTO-POSTING RECEIPT CREATION
RCDPENR1	835-837 Summary Report
RCDPENR2	EFT/ERA Trending Report
RCDPENR3	EFT/ERA Trending Report
RCDPENR4	EFT/ERA Trending Report
RCDPENRU	AR DM Data Extraction
RCDPEP	Flag Payers as Pharmacy
RCDPEREC	RECONCILIATION REPORT FOR EDI LOCKBOX FMS DOCS
RCDPES10	ERA return file field captions
RCDPESP	ePayment Lockbox Site Parameters Definition
RCDPESP1	ePayment Lockbox Site Parameter Reports
RCDPESP2	ePayment Lockbox Parameter Audit and Exclusion Reports
RCDPESP3	ePayment Lockbox Exclusion Audit Report
RCDPESP4	ePayment Auto-post/Decrease for IOC testing
RCDPESP5	ePayment Lockbox Site Parameter Definition – Files 344.71
RCDPESP6	ePayment Lockbox Site Parameter Definition – Notify Changes
RCDPESP7	ePayment Lockbox Site Parameter Definition – Auto-Decrease
RCDPESP8	EDI Lockbox Site Parameter History Report
RCDPESPA	EDI Lockbox Parameter Audit Report
RCDPESR0	Server auto-update utilities - EDI Lockbox
RCDPESR1	Server interface to AR from Austin
RCDPESR2	Server auto-upd - EDI Lockbox
RCDPESR3	Server auto-update utilities - EDI Lockbox
RCDPESR4	Server interface 835ERA processing
RCDPESR5	Server interface 835XFR processing
RCDPESR6	Server auto-update file 344.4
RCDPESR8	EFT return file field captions
RCDPESR9	ERA return file field captions
RCDPESRM	835ERA matching
RCDPESRV	Server interface to AR from Austin
RCDPETR	EOB TRANSFER IN/TRANSFER OUT REPORTS
RCDPETT	payments Testing Tool
RCDPETTE	EDI Testing Tool ERA actions
RCDPETTF	EDI Testing Tool EFT actions
RCDPETTM	EDI Testing Tool MRA actions
RCDPETTP	EDI Testing Tool
RCDPETTQ	EDI Testing Tool QUICK actions
RCDPETTU	EDI Testing Tool Utilities

Routine	Description
RCDPEUPO	Unposted EFT Override
RCDPEU	ELECTRONIC ERA UTILITIES
RCDPEU1	Electronic Payer Utilities
RCDPEU2	Electronic Payer Utilities
RCDPEV	EDI LOCKBOX WORKLIST VERIFY PAYMENTS
RCDPEV0	EDI LOCKBOX WORKLIST VERIFY PAYMENTS
RCDPEWL	ELECTRONIC EOB MESSAGE WORKLIST
RCDPEWL0	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL1	ELECTRONIC EOB WORKLIST SCREEN
RCDPEWL2	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL3	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL4	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL5	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL6	ELECTRONIC EOB WORKLIST ACTIONS
RCDPEWL7	EDI LOCKBOX WORKLIST ERA DISPLAY SCREEN
RCDPEWL8	EDI LOCKBOX WORKLIST ERA LEVEL
RCDPEWLA	ELECTRONIC EOB MESSAGE WORKLIST
RCDPEWLB	EEOB WORKLIST BATCH PROCESSING
RCDPEWLP	EDI LOCKBOX ERA and EEOB WORKLIST procedures
RCDPEWLC	EEOB WORKLIST BATCH PROCESSING
RCDPEWLD	Continuation of routine RCDPEWL0
RCDPEWLZ	Block Auto-Decrease Protocol
RCDPEX	ELECTRONIC EOB EXCEPTION PROCESSING – FILE 344.5
RCDPEX0	837 EDI RETURN MSG EXTRACT MAIN LIST TEMPLATE
RCDPEX1	ELECTRONIC EOB MESSAGE EXCEPTIONS PROCESS
RCDPEX2	ELECTRONIC EOB DETAIL EXCEPTION MAIN LIST TEMPLATE
RCDPEX3	ELECTRONIC EOB EXCEPTION PROCESSING – FILE 344.4
RCDPEX31	ELECTRONIC EOB EXCEPTION PROCESSING – FILE 344.4
RCDPEX32	ELECTRONIC EOB EXCEPTION PROCESSING – FILE 344.4
RCDPEX4	ELECTRONIC EOB EXCEPTION PROCESSING
RCDPEX5	ELECTRONIC EOB EXCEPTION PROCESSING
RCDPFMS	Post Deposit Ticket to FMS
RCDPFN01	Miscellaneous Deposit functions
RCDPLPL1	link payments list manager options
RCDPLPL2	link payments list manager options
RCDPLPL3	link payments list manager options (link payment)
RCDPLPL4	Multiple Bill Link Payments
RCDPLPLM	link payments list manager top routine
RCDPLPS2	Link Payment Tracking Report

Routine	Description
RCDPLPSR	link payments suspense report
RCDPLST	Listing for Deposit Tickets.
RCDPPLB	ERA/Provider Level Adjustment Report
RCDPR215	receipt processing sf215 report
RCDPRECT	print a receipt
RCDPRLIS	list of receipts report
RCDPRPL1	receipt profile list manager options
RCDPRPL2	receipt profile list manager options
RCDPRPL3	receipt profile list manager options
RCDPRPL4	receipt profile list manager options
RCDPRPLM	receipt profile list manager top routine
RCDPRPLU	receipt profile utilities
RCDPRSEA	extended search
RCDPRTP	CLAIMS MATCHING REPORT
RCDPRTP0	CLAIMS MATCHING REPORT
RCDPRTP1	CLAIMS MATCHING REPORT (PRINT)
RCDPRTP2	CLAIMS MATCHING REPORT
RCDPRU	CARC Report on Payer or CARC Code
RCDPRU2	CARC Report on Payer or CARC Code
RCDPTAR	EFT Transaction Audit Report
RCDPTAR1	EFT Transaction Audit Report
RCDPTPLI	transaction profile init to build array
RCDPTPLM	transaction profile list manager top routine
RCDPUDEP	deposit utilities
RCDPURE1	process a receipt
RCDPUREC	receipt utilities
RCDPURED	file 344 receipt/payment dd calls
RCDPURET	receipt utilities (transactions)
RCDPUT	Utilities
RCDPVDP	Void a Deposit
RCDPVW	View a Deposit Ticket
RCDPXFIM	generate mail message for removing duplicate deposit
RCDPXFIX	fix duplicate deposits
RCDPXPA1	server, utilities for transmission file 344.2
RCDPXPAM	auto process payments, message generation
RCDPXPAP	automatically process the deposits
RCDPXPAY	server top to receive electronic payments
RCEVDD1	Process event driver DD fields
RCEVDRV1	Adds event to enter file driver

Routine	Description
RCEVGEN	Account management adjustment
RCEVUTL	Generic event utilities
RCEVUTL1	Generic event utilities
RCEXINAD	Exempt int/admin for Katrina victims from 9/1/05
RCFMCAF	Conversion AR ACCTG Fields RPT
RCFMDRV1	Add FMS Document
RCFMFN02	Return information for FMS Document processing
RCFMOBR	Bill reconciliation list
RCFMOBR1	BILL RECONCILIATIONS LIST
RCFMOBR2	BILL RECONCILIATIONS LIST
RCFMOBR3	BILL RECONCILIATIONS LIST
RCFMPUR	Purge AR Documents to FMS
RCFMUDL	Unprocessed document list
RCFN01	Miscellaneous AR functions
RCJIBFN1	FUNC. CALLS FOR JOINT IB/AR
RCJIBFN2	FUNC. CALLS FOR JOINT IB/AR
RCJIBFN3	COMMENT ADJUSTMENT TRANSACTION
RCKATP	ADJUST ACCOUNTS FOR KATRINA VETS
RCKATPD	ADJUST ACCOUNTS FOR KATRINA VETS (CON'T)
RCKATRPT	KATRINA FINANCIAL STATEMENT REPORT
RCMRGFIX	ROUTINE TO FIX DUPLICATE ENTRIES IN DEBTOR FILE
RCMSDD1	Process DD site fields
RCMSFN01	Miscellaneous site functions
RCMSITE	Edit site parameters
RCMSNUM	Assign Common Numbering Series
RCNRIG	IG REPORTS
RCNR4	National Roll-up count bill
RCNR4A	NRU data collector 2
RCNR4P	National Roll-Up report
RCNR4T	National Roll-Up (Count transactions)
RCNRBD	Performs calculations for current bad debt allowance
RCNRBD1	Performs calculations for current bad debt allowance
RCNRSUM	National Roll-Up Summary Documents
RCNRSUM1	Retransmit NDB to FMS
RCRCAC	RC TRANSACTION CODE LIST
RCRCACP	RC THIRD PARTY REFERRAL ACTION CODE LIST
RCRCAL	RC VIEW BILL LIST
RCRCAL1	TP REFERRAL ACTION LIST BUILD
RCRCAL2	RC ACTION BILL LIST SORT BUILD

Routine	Description
RCRCALB	RC FOLLOW-UP ACTION LIST BUILD
RCRCALE	TP REFERRAL ACTION SEL/MOD LIST BUILD
RCRCAT	AR/RC AR TRANSACTION TRANSMISSION
RCRCAT1	AR/RC SEND AR TRANSACTION TO RC
RCRCBL	RC VIEW BILL LIST
RCRCBL1	EOB PROCESSING LIST BUILD
RCRCBLE	TP REFERRAL ACTION SEL/MOD LIST BUILD
RCRCDIV	RC REFERRAL DIVISION UTILITY PROGRAM
RCRCEL	RCRC TRANSMISISON LOG
RCRCELE	TRANSMISSION LOG SEL/RESEQ LIST BUILD
RCRCREC	RC AND DHCP RECONCILIATION REPORTS
RCRCREC2	RC AND DHCP RECONCILIATION REP LOOP
RCRCREC3	PARSE RC/AR DATA FOR RECONCILIATION
RCRCRR	RC RECONCILIATION DRIVER
RCRCRT	RC TRANSACTION PROC OVER INTERFACE
RCRCRT1	RC AND DOJ TRANSACTION ROU 1
RCRCRT2	RC AND DOJ TRANSACTION ROU 2
RCRCSRV	RC SERVER DRIVER
RCRCUIB	RC REFERRAL UTILITY IB INTERFACE PROGRAM
RCRCUTL	RC REFERRAL UTILITY PROGRAM
RCRCVAR	RC SERVER TYPE DRIVER VARIABLES
RCRCVC	RC VIEW REFERRAL CHECK LIST
RCRCVCK	TP POSSIBLE REFERRAL LIST CHECK
RCRCVCP	THIRD PARTY REFERRAL CHECK LIST
RCRCVL	RC VIEW BILL LIST
RCRCVL1	TP POSSIBLE REFERRAL LIST BUILD
RCRCVL2	RC VIEW BILL LIST SORT BUILD
RCRCVLB	RC VIEW ACTIVE LIST BUILD
RCRCVLE	TP POSSIBLE REFERRAL SEL/MOD LIST BUILD
RCRCVXM	AR/RC ORIG BILL TRANSMISSION
RCRCXM1	AR/RC ORIGINAL TRANSMISSION SET
RCRCXMS	RC TRANSMISSION MESSAGE HANDLER
RCRJR	nightly process, monthly data extractors
RCRJRBD	bad debt extractor and report
RCRJRBDE	bad debt edit the report
RCRJRBDR	bad debt report generator
RCRJRBDT	bad debt retransmit
RCRJRCO	control collection of monthly data
RCRJRCO1	continuation of AR data collector

Routine	Description
RCRJRCO2	start of the ar2 data collector
RCRJRCOB	calculate a bills balance
RCRJRCOC	count current receivables
RCRJRCOL	start of the AR data collector
RCRJRCOR	AR data collector summary report
RCRJRCOT	calculate a transactions balance
RCRJRCOU	AR data collector summary report
RCRJRDEP	Deposit Reconciliation Report
RCRJROIG	send data for OIG extract
RCRJRTR1	transaction report (print)
RCRJRTRA	transaction report
RCTCS1	Stop/Reactivate Cross-Servicing
RCTCSJR	Cross-Servicing Debt Referral Reject Report and TCS IAI Error Code List
RCTCSJS	Processes Cross-Servicing Reject server messages from AITC
RCTCSJS1	Processes and displays Cross-Servicing reject data
RCTCSP1	Cross-Servicing Bill Report, Cross-Servicing Recall Report, Print Cross-Servicing Report
RCTCSP2	Cross-Servicing Transmission (Referrals)
RCTCSP3	Cross-Servicing Due Process Notification Processing
RCTCSP3S	Cross-Servicing Due Process Notification Processing
RCTCSP4	CS Debt Referral Stop Reactivate Report
RCTCSP4E	Continuation of RCTCSP4
RCTCSP5	Cross-Servicing Recall Report
RCTCSP6	Cross-Servicing Re-Referred Bills Report
RCTCSP7	Cross-Servicing Transmission added with PRCA*4.5*327
RCTCSPD	Cross-Servicing Transmission (Referrals, Updates, Recalls)
RCTCSPD0	Cross-Servicing Transmission added with PRCA*4.5*327
RCTCSPD4	CS Comment Transactions (File #433)
RCTCSPD5	CS Comment Transactions (File #433)
RCTCSPRS	Cross-Servicing Transmission (Process Reconciliation Server Messages from AITC)
RCTCSPS	Cross-Servicing Transmission (Un-processable)
RCTCSPU	Cross-Servicing Transmission (Updates)
RCTOP1	TOP TRANSMISSION
RCTOP2	TOP TRANSMISSION
RCTOP4	TOP TRANSMISSION
RCTOPD	TOP TRANSMISSION
RCTOPS	DMC 90 DAY (SERVER)
RCTOPU	TOP TRANSMISSION

Routine	Description
RCTRAN	Transaction History report.
RCTRAN1	Transaction History report.
RCWROFF	write off, terminated
RCWROFF1	partial waiver
RCXFMSC1	FMS cash receipt (CR) build lines
RCXFMSCR	FMS cash receipt (CR) code sheet generator
RCXFMSPR	print revenue source codes
RCXFMSSV	FMS standard voucher (SV) code sheet generator
RCXFMST1	EDI Lockbox FMS transfer (TR) code sheet gen
RCXFMSTR	TRI CARE EXTRACT ROUTINE
RCXFMSTX	FMS transfer (TR) code sheet generator
RCXFMSUF	calculate FMS fund code for a bill
RCXFMSUR	revenue source codes
RCXFMSUV	FMS vendor id
RCXFMSW1	FMS write-off (WR) code sheet generator for a transaction
RCXFMSWR	FMS write-off (WR) code sheet generator
RCXVACK	AR Data Extraction HL7 Query/ACK
RCXVCHK	Check for bad records
RCXVDC	AR Data Extraction Data Creation
RCXVDC1	AR Data Extraction Data Creation
RCXVDC10	AR Data Extraction Data Creation
RCXVDC2	AR Data Extraction Data Creation
RCXVDC3	AR Data Extraction Data Creation
RCXVDC4	AR Data Extraction Data Creation
RCXVDC5	AR Data Extraction Data Creation
RCXVDC6	AR Data Extraction Data Creation
RCXVDC7	AR Data Extraction Data Creation
RCXVDC8	AR Data Extraction Data Creation
RCXVDEQ	AR Data Extract Queue Trigger
RCXVFTC	FTP for Cache NT
RCXVFTP	FTP AR Data Extract Batch Files
RCXVFTR	Retrieve FTP messages
RCXVFTV	FTP for VMS
RCXVPARM	AR Parameter File Editor
RCXVRMV	AR Data Extract Remove
RCXVSRV	AR Data Extract Server Program
RCXVTSK	AR Data Extract Nightly Task
RCXVUTIL	AR Data Extract Utility Program
RCY	Create/edit payment patch

Routine	Description
RCY215	Report queue
RCY21A	Report calculation
RCY21B	Report print
RCYAPP	Approve batch
RCYCPAY	Calculates duplicate payment
RCYDD1	Call utilities
RCYDD2	DD call utilities
RCYE	Payment transaction processor.
RCYHLP	Help text processor
RCYLT	Transaction History report
RCYPAY	Date Sorted Payment report
RCYPT	Post transaction from temporary file
RCYPT2	Calculate data for FMS Document
RCYPT3	Create FMS Document strings
RCYPT4	Check bill status and payment amount
RCYREC	Prints receipts
RCYTRA	Transfer payment
RCYUT	Utilities
RCYVOI	Void batch

Accounts Receivable Mapped Routines

The following is a list of Accounts Receivable routines with indications of whether routine mapping is recommended, not critical, or not recommended when using a VAX/DSM operating system.

Table 3: AR Mapped Routines

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
PRCAACC		X	
PRCAADBO			X
PRCAADIN			X
PRCAAPR	X		
PRCAAPR1	X		
PRCAATR	X		
PRCABD		X	
PRCABIL			X
PRCABIL1			X
PRCABIL2			X
PRCABIL3			X
PRCABJ			X

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
PRCABJ1			X
PRCABJV			X
PRCABP1			X
PRCABP2			X
PRCABPF			X
PRCACLM			X
PRCACM			X
PRCACOL			X
PRCACV10			X
PRCADCDJ			X
PRCADCJ1			X
PRCADEL			X
PRCADIN			X
PRCADJ		X	
PRCADR			X
PRCADR1			X
PRCADR2			X
PRCADR3			X
PRCAEA			X
PRCAEA1			X
PRCAEIN			X
PRCAEOL			X
PRCAEXM			X
PRCAFBD			X
PRCAFBD1			X
PRCAFBDM			X
PRCAFBDU			X
PRCAFDCT			X
PRCAFN	X		
PRCAFN1	X		
PRCAFOR			X
PRCAFUT			X
PRCAFWO			X
PRCAG			X
PRCAGD			X
PRCAGDR			X
PRCAGDT			X
PRCAGF			X

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
PRCAGF1			X
PRCAGP			X
PRCAGS			X
PRCAGST			X
PRCAGST1			X
PRCAGST2			X
PRCAGT			X
PRCAGU			X
PRCAHIS			X
PRCAHIS1			X
PRCAHOL			X
PRCAINS1			X
PRCAINST			X
PRCAKBT			X
PRCAKBT1			X
PRCAKM			X
PRCAKMR			X
PRCAKS			X
PRCAKTP			X
PRCAKUN			X
PRCALET			X
PRCALM			X
PRCALST			X
PRCALST1			X
PRCALT2			X
PRCAMARK			X
PRCAMAS			X
PRCAMESG			X
PRCAMRKC			X
PRCANRU			X
PRCANRU0			X
PRCANTE0			X
PRCANTE1			X
PRCANTEG			X
PRCAOFF			X
PRCAOFF1			X
PRCAOFF2			X
PRCAOFF3			X

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
PRCAOLD			X
PRCAPAT			X
PRCAPAT1			X
PRCAPAY	X		
PRCAPAY1	X		
PRCAPAY2	X		
PRCAPAY3	X		
PRCAPCL			X
PRCAPRO			
PRCAPTR			X
PRCAQUE		X	
PRCAREP			X
PRCAREPT			X
PRCARETN			X
PRCARFD			X
PRCARFD1			X
PRCARFD2			X
PRCARFD3			X
PRCARFP			X
PRCARFU			X
PRCARPS			X
PRCARPS1			X
PRCASER	X		
PRCASER1	X		
PRCASET			X
PRCASIG			X
PRCASVC			X
PRCASVC1	X		
PRCASVC3	X		
PRCASVC6	X		
PRCAUDT			X
PRCAUDT1			X
PRCAUPD			X
PRCAUT1	X		
PRCAUT2	X		
PRCAUT3	X		
PRCAUTL	X		
PRCAWO			X

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
PRCAWO1			X
PRCAWOF			X
PRCAWREA			X
PRCAWV			X
PRCAX			X
PRCAX1			X
PRCAXP			X
RCAM			X
RCAMADD	X		
RCAMDTH			X
RCAMFN01	X		
RCAMLET			X
RCCPW			X
RCCPW1			X
RCDPCON			X
RCDPCRE			X
RCDPDEP			X
RCDPDRV1			X
RCDPEDT			X
RCDPFMS			X
RCDPEN01			X
RCDPLST			X
RCDPUT			X
RCDPVDP			X
RCDPVW			X
RCEVDD1		X	
RCEVDRV1	X		
RCEVGEN			X
RCEVUTL			X
RCFMCAF			X
RCFMDRV1			X
RCFMFN02			X
RCFMOBR			X
RCFMPUR			X
RCFMUDL			X
RCFN01	X		
RCMSDD1			X
RCMSFN01	X		

Routine	Mapping Highly Recommended	Mapping Is Not Critical	Mapping Not Recommended
RCMSITE			X
RCMSNUM			X
RCNR4			X
RCNR4A			X
RCNR4P			X
RCNR4T			X
RCNRSUM			X
RCNRSUM1			X
RCTRAN		X	
RCTRAN1		X	
RCY		X	
RCY215			X
RCY21A			X
RCY21B			X
RCYAPP			X
RCYCPAY			X
RCYDD1			X
RCYDD2			X
RCYE		X	
RCYHLP			X
RCYLT			X
RCYPT			X
RCYPT2			X
RCYPT3			X
RCYPT4			X
RCYREC		X	
RCYTRA			X
RCYYUT		X	
RCYVOI			X

Table 4: List of AR Input Templates

Input Template Name	File	Compiled Routine
PRCA AR DEV	411	
PRCA AR2 AMIS 243-249	2100	
PRCA AR2 AMIS 251-254	2100	
PRCA AR2 AMIS 294-296	2100	
PRCA AR2 AMIS MEDIGAP	2100	
PRCA AR2 AMIS MEDIGAP VM	2100	

Input Template Name	File	Compiled Routine
PRCA BATCH PAYMENT	433	^PRCATB
PRCA BILL 1080	430	
PRCA BILL 1081	430	
PRCA BILL 1114	430	
PRCA CAT SET	430	
PRCA CAUSED BY	430	
PRCA COMMENT	433	
PRCA CREATE BILL STUB	430	
PRCA CREATE TRANS STUB	433	
PRCA DOJ PARAM	430.5	
PRCA FORM	434	
PRCA FY ADJ1	433	
PRCA FY ADJ2	433	
PRCA FY ADJ2 BATCH	433	
PRCA FY WAIVED1	433	
PRCA FY WAIVED2	433	
PRCA IRS MASTER	423	
PRCA IRS UPDATE	423	
PRCA MONTH ADMINT	433	
PRCA OLD SET	430	^PRCATA
PRCA PARAMETER	430.5	
PRCA PAYMENT	433	
PRCA RE-ESTABLISH WRITE-OFF	433	
PRCA SET	430	^PRCATE
PRCABILLVEN	440	
PRCAC COWC REFER	430	
PRCAC DCDOJ REFER	433	
PRCAC DCDOJ REREFER	433	
PRCAC DCDOJ RETN	433	
PRCAC LOCATE DEBTOR	430	
PRCAC RC INFO	430	
PRCAC RC REFER	433	
PRCAC RC TRAN	433	
PRCAE ADDRESS	340	
PRCAE ADM INT	431	

Input Template Name	File	Compiled Routine
PRCAE ADMIN	433	
PRCAE AUDIT	430	
PRCAE BILL FROM	430.6	
PRCAE DC PARAM	430.5	
PRCAE DEBIT	433	
PRCAE F WAIVED	433	
PRCAE INSURANCE DATA	430	
PRCAE TERMINATION	433	
PRCAF COMMON SERIES	430.4	
PRCAF MAXNUM LETTERS	430.5	
PRCAF RETURN BILL	430	
PRCASV REL	430	^PRCATSE
PRCASV STATUS	430	
PRCAT EDIT GL	430	
RCAM ADDRESS EDIT	340	
RCAM COMMENT	341	
RCDP OPEN DEPOSIT	344.1	
RCDP TICKET CONFIRM	344.1	
RCDP TICKET DEPOSIT	344.1	
RCEV CLOSE EVENT	341	
RCEV OPEN EVENT	341	
RCFM CAF FILE ENTRIES	430	
RCFM OPEN DOCUMENT	347	
RCMS ACCT RECEIVABLE	342.1	
RCMS BANK DEPOSIT	342.1	
RCMS BILLING AGENCY	342.1	
RCMS CASHIER	342.1	
RCMS DEPT OF JUSTICE	342.1	
RCMS DISTRICT COUNSEL	342.1	
RCMS EDI LOCKBOX	342	
RCMS FORM LETTER	343	
RCMS GROUP 1	342.1	
RCMS GROUP 2	342.1	
RCMS GROUP 3	342.1	
RCMS GROUP 4	342.1	

Input Template Name	File	Compiled Routine
RCMS GROUP 5	342.1	
RCMS GROUP 6	342.1	
RCMS GROUP 7	342.1	
RCMS GROUP 8	342.1	
RCMS IRS	342	
RCMS NOTIFICATION	342	
RCMS RATES	342	
RCMS REGIONAL COUNSEL	342.1	
RCMS RETURN PAYMENT	342.1	
RCMS SITE	342.1	
RCMS SITE DEPOSIT	342.1	
RCNR BAD DEBT EDIT	348.1	
RCY COPY PAYMENT	344	
RCY PAYMENT 11	344	
RCY PAYMENT 3	344	
RCY PAYMENT 4	344	
RCY PAYMENT 5	344	
RCY PAYMENT 6	344	
RCY PAYMENT 7	344	
RCY PAYMENT 8	344	

Table 5: List of AR Print Templates

Print Template Name	File	Compiled Routine
PRCA 3RD PROFILE	430	^PRCATP5
PRCA 3RD REPORT	430	
PRCA ADDR LIST	340	^PRCATO1
PRCA AR LIST	430	
PRCA BILL LIST	430	
PRCA DISCREPANCY	340	
PRCA DISP ADJ	433	^PRCATO4
PRCA DISP AUDIT	430	^PRCATO2
PRCA DISP AUDIT2	430	
PRCA DISP CARE	433	^PRCATO5
PRCA FMS DRC	347	
PRCA FMS STATUS	347	^PRCATF
PRCA FMS TRANS STAT	347	^PRCATF2

Print Template Name	File	Compiled Routine
PRCA FMS UNPROCESSED LIST	347	
PRCA FOLLOW-UP	433	
PRCA LAST ACTIVITY	430	
PRCA LIST HOLD	430	
PRCA MEANS PROFILE	430	^PRCATP2
PRCA NEWB LIST	430	
PRCA OTHER PROFILE	430	^PRCATP4
PRCA PARAMETER	430.5	^PRCATO7
PRCA PROFILE	430	^PRCATP1
PRCA TCSP RECALLB	430	
PRCA TCSP RECALLD	430	
PRCA TRANS PROFILE	433	^PRCATR3
PRCA VENDOR PROFILE	430	^PRCATP3
PRCAA AMEND AUDIT	430	^PRCATR2
PRCAC RETURN AR	430	
PRCAC TR LIST	433	^PRCATW1
PRCAD COWC LIST	430	
PRCAD DC DOJ	430	
PRCAD DELINQ	430	
PRCAL CAT LIST	430	
PRCAL L DC-DOJ	430	
PRCAL MEANS LIST	430	
PRCAL PAYMENT LIST	433	
PRCAP ADM INT	431	
PRCAP AMIS	433	
PRCAP CARE WV	433	^PRCATW3
PRCAP COST	433	^PRCATO3
PRCAP DC DOJ	430.5	^PRCATO6
PRCAP DEBTOR LOCATE	430	^PRCATO9
PRCAP ESTABLISH AMIS	430	
PRCAP OUTSTAND AMIS	430	
PRCAP REPAYMENT	430	^PRCATR1
PRCAP RETURN BILL	430	^PRCATP6
PRCAP WAIVED	433	^PRCATW2
PRCAR CASH	433	
PRCAR CASH BY RECEIPT	433	
PRCAR CASH BY RECEIPT TWO	433	

Print Template Name	File	Compiled Routine
PRCAR CASH SUMMARY	433	
PRCAR CONTINGENT REPORT	430	
PRCAR MAS REPORT	430	
PRCARFD	430	^PRCATRF
PRCAS DC	433	
PRCAT DISP CP	430	^PRCATO8
PRCAT DISP GL	430	^PRCATO8
PRCAT NEW AR	430	^PRCATP7
PRCAT NEW TRANS	433	^PRCATP9
PRCAY BATCH STATUS	435	
PRCAY RECEIPT	435	
PRCAY RECEIPT LIST	435	
RCAM ADDRESS UNKNOWN	340	
RCAM COMMENT	341	
RCCPC INQUIRE STATEMENT	349.2	
RCDMC REFERRED DEBTS	430	
RCDMC90A	340	
RCDMC90AH	340	
RCDMC90B	340	
RCDP 215 FORM	344.1	
RCDP DEPOSIT LINE	344	
RCDP DEPOSIT LINE 2	344	
RCDP DEPOSIT LIST BRIEF	344.1	
RCDP DEPOSIT LIST EXPAND	344.1	
RCDP DEPOSIT PROFILE	344.1	
RCDP RECEIPT LIST HEADER	344	
RCDP RECEIPT LIST HEADER 2	344	
RCMS INT/ADM/PEN	342	
RCTOP REPORT	340	
RCTOPH	340	
RCXV ACTIVE PRINT	430	
RCY BATCH STATUS	344	
RCY RECEIPT	344	
RCY RECEIPT LIST	344	
TCS IAI ERROR CODES	348.5	

Table 6: List of AR Sort Templates

Sort Template Name	File	Compiled Routine
PRCA 3RD REPORT	430	
PRCA FOLLOW-UP	433	
PRCA LAST ACTIVITY	430	
PRCA PAYMENT DATE	433	
PRCA FMS DRC	347	
PRCAR CASH	433	
PRCAR CASH BY RECEIPT	433	
PRCAR CASH RECPT NUM SORT	433	
PRCARFD	430	
PRCAS AMIS SORT	433	
PRCAS DC SORT	433	
PRCAS ESTABLISH AMIS	430	
PRCAS OUTSTAND AMIS	430	
PRCAT NEW TRANS	433	
RCAM ADDRESS UNKNOWN	340	
RCAM COMMENT	341	
RCCPC INQUIRE STATEMENT	349.2	
RCXV ACTIVE SORT	430	

Table 7: List of AR List Templates

List Template Name	Protocol
PRCA TCSP ACCOUNT PROFILE	PRCA TCSP ACCOUNT PROFILE MENU RCDP ACCOUNT PROFILE SELECT NEW ACCOUNT RCDP ACCOUNT PROFILE SELECT STATUS PRCA TCSP WORKLIST CANCEL/EDIT/ADD RCDP FAST EXIT RCDP ACCOUNT PROFILE BILL TRANSACTIONS RCDP ACCT PROFILE STOP RCDP ACCT PROFILE TERM FISCAL RCDP ACCT PROFILE RECALL BILL RCDP ACCT PROFILE RECALL DEBTOR RCDP ACCT PROFILE DECREASE TRANS RCDP ACCT PROFILE INCREASE TRANS RCDP ACCT PROFILE SUSPEND VALM BLANK 4 VALM BLANK 5 VALM BLANK 6 RCDP ACCOUNT PROFILE BILL PROFILE

List Template Name	Protocol
RCTCSP WORKLIST	PRCA TCSP WORKLIST MENU PRCA TCSP WORKLIST EXPAND PRCA TCSP WORKLIST INSURANCE PRCA TCSP WORKLIST ACCOUNT PROFILE PRCA TCSP WORKLIST VIEW PATIENT PRCA TCSP WORKLIST PRINT STATEMENT PRCA TCSP WORKLIST REMOVE
RCTCSP WORKLIST EXPAND	RCTCSP WORKLIST EXPAND MENU PROTOCOL

Accounts Receivable Integration with Integrated Billing and National Roll-Up

The Accounts Receivable (AR) module, the Integrated Billing (IB), and National Roll-Up packages were designed to be integrated. The integration allows for patient billing information created in the IB module to be passed to AR for processing. The integration of these three packages requires close coordination between Fiscal and Medical Administration Services to insure that bills created using IB will pass the validity checks included in AR. The following pages explain the routines and files used to facilitate this integration. Following that discussion, the error processing procedures and error messages are explained. Please provide this information to both your Fiscal and MAS application coordinators.

The utilities described herein are solely for the use of the IB and National Roll-Up packages. Each of these integration points affect the Fiscal controls of AR and therefore, only packages with written permission from the Development ISC for AR may employ these utilities.

AR INTEGRATION WITH INTEGRATED BILLING

The routines PRCASVC and PRCASVC1 have been created to give IB the ability to pass billing information into the AR system. There are three entry points:

SETUP^PRCASVC, REL^PRCASVC, and STATUS^PRCASVC.

Their required key variables and data formats are described below:

[SETUP^PRCASVC]

This entry point sets up the Accounts Receivable record in File #430 and returns the record number in the variable PRCASV("ARREC"). Bill status is set to Bill Incomplete.

Table 8: Input Variables

Variable	Description
PRCASV("SITE")	Required. The three-digit station number.
PRCASV("BNO")	Required. The Bill number assigned by the service. Six alphanumeric characters.
PRCASV("SER")	Required. The section/service number, a pointer to File #49.

Table 9: Output Variables

Variable	Description
PRCASV("ARREC")	The internal record number of the entry in File #430.
PRCASV("ARBIL")	The Accounts Receivable Bill number (site_"-"_service Bill number).

These two outputs return a -1 if the inputs are improper.

[REL^PRCASVC]

This entry point releases the completed Bill from the Service to Fiscal. The status of the Bill will become New Bill. The call may take a few seconds to complete processing.

Table 10: Input Variables

Variable	Description
PRCASV("CAT")	Required. The category (type of Bill) from File #430.2, the AR Category file. The parameter "CAT" is the internal entry number for the category. If this Bill is being generated as a result of a means test, use C-type rather than Nursing Home, Outpatient, or Hospital Care.
PRCASV("DEBTOR")	Required. A variable pointer to the patient, new person, insurance company, institution, or vendor files in the format: record #;GLOBAL(File #, Accounts Receivable needs this format to match the entry in File #340 AR Debtor File. The interrelationship of the category and debtor information requires specific global references to be used to insure accuracy of Bill processing. Here are the possible category/debtor combinations and the correct global and format for each situation:

Table 11: Category/Debtor Combinations

Debtor	AR Category File (430.2)	Record #:GLOBAL (File#:
Patient	Ineligible	"4;DPT("
	Emergency/Humanitarian	"4;DPT("
	C(Means Test)	"4;DPT("
Insurance Company	No-Fault Auto Acc.	"4;DIC(36,"
	Crime of Personal Violence	"4;DIC(36,"
	Reimbursable Health Insurance	"4;DIC(36,"
	Fee Reimbursable Insurance	"4;DIC(36,"
	Federal Agencies – Reimbursable	"4;DIC(36,"
	Tort Feasor	"4;DIC(36,"
	Workman's Compensation	"4;DIC(36,"
Vendor	Military	"4;PRC(440,"
	Vendor	"4;PRC(440,"
	Federal Agencies – Refundable	"4;PRC(440,"
New Person	Current Employee	"4;VA(200,"
	Ex-Employee	"4;VA(200,"
Institution	Interagency	"4;DIC(4,"
	Medicare	"4;DIC(4,"
	Sharing Agreements	"4;DIC(4,"

Table 12: Input Variables

Variable	Description
PRCASV("BDT")	Required. The date the Bill was generated, in VA FileMan format, (e.g. 2880602).
PRCASV("ARREC")	Required. The internal record number of the entry in File #430.
PRCASV("FY")	Required. The fiscal year and amount, delimited with the up-arrow "^". Can be multiple. "FY^amount^FY^amount" e.g.: "88^69.50^87^150.00"
PRCASV("APR")	Required. Pass the internal entry number from the NEW PERSON File #200 of the user that approved the Bill at the service level.
PRCASV("CARE")	Required. Type of care for Means Test/Category C bills. Pass a two-digit number. If the first digit is a "2" indicating skilled nursing, the second digit is ignored. If the first digit is other than "2" then it is ignored and the second digit is checked: "1" or "2" for inpatient; "3" or "4" for outpatient.
PRCASV("PAT")	Required for 3rd Party. An internal pointer to the Patient file for 3rd party bills only, commonly called (DFN).
PRCASV("2NDINS")	If a third-party Bill has secondary insurance, pass an internal pointer to the Insurance file.
PRCASV("3RDINS")	If a third-party Bill has tertiary insurance, pass an internal pointer to the Insurance file.
PRCASV("INPA")	Third party primary insurance insured's (patient) name. 3-25 characters, free text.
PRCASV("INID")	Third party primary insurance policy number. 3 - 16 characters, free text.
PRCASV("GPNM")	Third party primary insurance group name. 3 - 17 characters, free text.

Output Variables

The variable PRCASVC is set at the start of REL^PRCASVC and, if all inputs are correct, it is killed at the end and the Bill status is changed to New Bill.

If a software check of the input variables finds an error, processing stops and PRCASVC remains defined. If PRCASVC is undefined at the end of the call, a calling routine can assume that the Bill was successfully released to Fiscal.

[STATUS^PRCASVC]

This entry point can be used to change the current status of a Bill.

Table 13: Input Variables

Variable	Description
PRCASV("STATUS")	Required. Pass the internal entry number corresponding to a Status Number from file #430.3 (number range 200-299).
PRCASV("ARREC")	Required. The internal record number of the entry in File #430.

RETURNING BILLS TO ORIGINATING SERVICE

There are two ways in which a Bill can be returned to the originating service after having been passed to the Accounts Receivable system via the PRCASVC routine. A new Bill going through the cycle for the first time can be returned during the audit in Fiscal Service if an error is discovered. In this instance it has a status of RETURNED FROM AR (NEW). This status applies only to new bills -- bills that are still within the agency and have not been sent to the debtor. It's possible for a Bill to loop through this part of the cycle several times and still remain new.

Once the Bill has been passed to the Accounting Technician and a CALM Code Sheet has been sent to Austin, the Bill is assigned the ACTIVE status and is sent to the debtor. If subsequent correspondence shows that there is an error in the Bill, it is returned to the originating service with a status of RETURNED FOR AMENDMENT.

The Accounts Receivable system provides a means of notifying the Billing Clerk in the service when a Bill has been returned. Two steps are required to activate this notification:

1. A call to COUNT^PRCAUT2 must be included in the Action field of the Service Billing Clerk's Menu Option. When the clerk begins a session, this will produce an on-screen message if bills have been returned. Only the services own bills are reflected in this message.
2. The option PRCAL RETURNED BILL must be included in the Service Billing Clerk's menu. Choosing this option will produce a Returned Bill List that can be queued to a printer or viewed on the terminal. The listing is service-specific; bills from other services will not be seen.

When the returned Bill has a status of RETURNED FROM AR (NEW), corrective action should be taken and the Bill passed back to the Accounts Receivable system by again calling REL^PRCASVC and providing the required variables that have been described. Processing proceeds as if the Bill were new.

If the decision has been made to cancel the Bill, the variable PRCASV("ARREC") must be set to the internal record number of the Bill and a call made to CANCEL^PRCASV1.

> **NOTE:** Only new bills can be canceled in this manner. Once a Bill has been sent to the debtor, the Amend Bill process must be followed, even if a decision is made to stop further action on the Bill.

When the service has made a decision regarding further action on bills that have been RETURNED FOR AMENDMENT, the Bill is passed back to the Accounts Receivable system by calling AMEND^PRCASVC1. The variables described are required, even if no further action will be taken on the Bill, because a permanent record is kept of Bill activity and status.

AR INTEGRATION WITH INTEGRATED BILLING

The following Accounts Receivable options require integration with Integrated Billing:

The Accounts Receivable Transaction Profile option calls Integrated Billing for FULL and BRIEF views. When doing a FULL or BRIEF profile, AR calls Integrated Billing for pharmacy prescription information. The routines ENB^IBOLK and ENF^IBOLK are called by Accounts Receivable which provides a brief and full inquiry into Integrated Billing by an Accounts Receivable transaction number.

During entry of payments by the Agent Cashier to reimbursable health insurance bills, AR is required to notify the user of holds on existing IB bills related to the same billable services. This requires the Agent Cashier to determine if the insurance company has paid the patient's portion of the Bill. The function $$IB^IBRUTL(IEN OF BILL) is used to check if other patient bills are on hold. The routine IBRREL allows the user to remove holds in the IB package. (This is the Agent Cashier's menu option: Release Holds on AR [PRCAY RELEASE HOLDS]).

PRCASER

The Accounts Receivable routine PRCASER is used for establishing a new charge (a Bill) for a debtor. When calling this routine, a new charge (Pharmacy Co-Pay, etc.), will be added to the patient's account.

Input Variable: X (delimited by "^")

$P1: Site. This is the site number of the facility the charge is being created by. Example: 503, 516, etc. This is the station number field from the Institution File #4.

$P2: Service. This is the service that is creating the Bill. This is the pointer to the Service/Section File #49.

$P3: Category Number. This is the Accounts Receivable category that the charge should fall under.

$P4: Debtor. This is the debtor that the charge should fall under. This is a variable pointer to the following files: Vendor, New Person, Institution, and Insurance. For Pharmacy Co-Pay, the debtor should be the patient in the format of "36;DPT(" (where 36 is the internal number of the patient in the Patient file).

$P5: Fiscal Year. Fiscal year that the charge should be charged to (in 2-digit format).

$P6: Amount. Must be zero or greater and less than 9999999.99.

$P7: User. This is the person who created the charge. This is a pointer to the NEW PERSON File #200.

$P8: Date Charge Generated. This is the internal VA FileMan date the charge was issued.

Output Variable: Y - if no errors are encountered (delimited by "^")

$P1: Internal Bill Number. This is the internal file number from the Accounts Receivable File #430.

$P2: Charge ID. This is the Bill number (.01 field) from the Accounts Receivable File #430. It must be 10 characters. For example, 501K000001.

$P3: Transaction Number. Since an OPEN Bill may already exist and can be used, it may be necessary to add this charge to an already existing Bill as a transaction. Hence, this would be the pointer value to the AR TRANSACTION File #433. However, if a new Bill is set up for the current charges, then this piece is equal to zero.

Output Variable: Y - if errors are encountered (delimited by "^")

$P1: Error Flag. This = -1 if unsuccessful.

$P2: Error Code. This is the error code from the Integrated Billing Error file.

PRCASER1

The Accounts Receivable routine PRCASER1 is used to make transactions to an already existing Bill. For example, a Pharmacy Co-Pay was charged and later canceled because the patient did not receive the prescription.

Input Variable: X (delimited by "^")

$P1: Transaction Type. This is the field where the transaction number is assigned to each transaction in the Accounts Receivable
Transaction Type File #430.3. Currently this program will support only decrease adjustments:

DECREASE ADJUSTMENT TRAN NUMBER:21

$P2: Amount. This is the amount of the transaction. This number must be greater than zero and less than 9999999.99.

$P3: Bill Number. This must be the .01 value of the Bill from the Accounts Receivable File #430 and must be 10 characters in length. (Example: 503-K10001).

$P4: User. This is the person who is making the adjustment. Pointer to the NEW PERSON File #200.

$P5: Adjustment Date. This is the internal VA FileMan date when the adjustment occurred.

$P6: Reason. This is a free-text field (up to 80 characters) used to add the reason the adjustment took place. (optional).

Output Variable: Y (delimited by "^")

$P1: Success Flag. Equals 0 if successful, -1 if unsuccessful.

$P2: Error Code. This is the error code from the Integrated Billing Error file.

$P3: Addition Text. If additional text is required to describe the error, then it is in the third piece (up to 80 characters).

PRCAFN

This routine supports functions for the Integrated Billing package. These functions are valid only for non-patient bills. The category type of the Bill must not be PATIENT or MEANS TEST PATIENT for these functions to work, except for the PST and CATN functions.

Function $$BN^PRCAFN(Y):

This function returns the Bill number. Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist, or the Bill does not have a Bill number.

Function $$CAT^PRCAFN(Y):

This function returns the category number, category name, and category type, separated by "^". Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist, or the Bill does not have a category.

Function $$CATN^PRCAFN(Y):

This function returns the category number, category name, and category type, separated by "^". Input to this function must be the internal entry number of a category, File #430.2. If -1 is returned, the category does not exist.

Function $$TPR^PRCAFN(Y):

This function returns the total paid principal for a specific Bill. Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist.

Function $$ORI^PRCAFN(Y):

This function returns the original amount for a specific Bill. Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist.

Function $$STA^PRCAFN(Y):

This function returns the status number and status name for a specific Bill. Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist, or the Bill does not have a status.

Function $$CLO^PRCAFN(Y):

This function returns the date the Bill was closed, in VA FileMan format. Input to this function must be the internal entry number of the Bill. If -1 is returned, the Bill does not exist, or the Bill does not have a status. If -2 is returned, the Bill is not closed.

Function $$PST^PRCAFN(Y):

This function returns the statement day for a debtor. This function is only good for patient type debtors. Input to this function must be in VA FileMan variable pointer format, for example: "1438;DPT(" . If -1 is returned, the patient is not an AR debtor or does not have a statement date assigned.

Function $$PUR^PRCAFN(Y):

This function returns the date that a Bill can be considered "closed" for purging purposes. The date will be returned in VA FileMan format. Input to this function must be the internal entry number of a Bill. If a -1 is returned, information regarding the Bill should not be purged.

References

Table 14: Accounts Receivable References to Integrated Billing

AR Routine/Option Calls	IB Routine	IB File or Global Reference	Integration Agreement
PRCAATR	ENF^IBOLK		DBIA #126
PRCAEOL	IBCAMS	'$D(^DGCR(399,PRCABN))	DBIA #309
PRCAY RELEASE HOLDS	IBRREL		DBIA #306
PRCAD REV CODE TOTALS	IBOAMS		DBIA #308
PRCALT2, PRCAGS	REPRNT^IBCF13		DBIA #307
PRCAPAY3	$$MESS^IBRFN		DBIA #310
PRCAPRO	ENB^IBOLK ENF^IBOLK		DBIA #126
RCYDD1	$$IB^IBRUTL		DBIA #304
PRCAGST1,PRCAPRO	STMT^IBRFN1(TRAN)		DBIA #301
PRCASVC3		'$D(^DGCR(399,PRCABN))	
PRCADR	SVDT^IBRFN(BILL		DBIA #300
PRCAUDT	IBCAMS	'$D(^DGCR(399,PRCABN))	DBIA #309
PRCAAPR1, RCYDD1	$$RXST^IBARXEU		DBIA #1194
RCRJRCOU	MRATYPE^IBCEMU2	^PRCA(430,^PRCA(430.3	DBIA #4385
RCNR4	$$CRIT^IBRFN2		DBIA #1182
RCDMCR5B	GETS^DIQ(350,		DBIA #4541
RCDMCR5B	$$GET1^DIQ(350.1,+	$G(^IBE(350.1,ACTTYPE,0))	DBIA #4538

Table 15: Accounts Receivable References to Kernel

AR Routine/Option Calls	Global Reference	Integration Agreement
PRCAP318	^DIC(19) – delete LOCK	DBIA #6747

Table 16: Integrated Billing References to Accounts Receivable

Integrated Billing Routine Calls	AR Routine	AR File or Global References
IBCA2	SETUP^PRCASVC3	
IBCB1	PRCASVC6 REL^PRCASVC	
IBCB2	PRCASVC6	

Integrated Billing Routine Calls	AR Routine	AR File or Global References
IBCBB	$$CATN^PRCAFN	
IBCBB1	$$BN^PRCAFN $$STA^PRCAFN	
IBCCC	SETUP^PRCASVC3	
IBCNQ	$$TPR^PRCAFN, $$BN^PRCAFN, $$STA^PRCAFN	
IBCC	$$STA^PRCAFN CANCEL^PRCASVC1 AMEND^PRCASVC1	
IBOTR2	$$TPR^PRCAFN, $$CLO^PRCAFN, $$ORI^PRCAFN	
IBCRTN	$$RETN^PRCAFN PRCASVC6 REL^PRCASVC	
IBCU61	$$CATN^PRCAFN	
IBCU	$$STA^PRCAFN $$CATN^PRCAFN	
IBCAMS	$$CAT^PRCAFN	^PRCA(430.2
IBCORCI	$$ORI^PRCAFN	

Table 17: Integrated Billing Options

IB Option	Calls AR Routine
IB BILLING CLERK MENU	COUNT^PRCAUT2
IB BILLING SUPERVISOR MENU	COUNT^PRCAUT2
IB RETURN BILL LIST	RETN^PRCALST
IB RETURN BILL MENU	COUNT^PRCAUT2

Table 18: Integrated Billing Data Dictionary

IB Data Dictionary	AR File/Global Reference
^DD(350.1,.03,0) CHARGE CATEGORY	^PRCA(430.2) AR CATEGORY
^DD(399.3,.06,0) ACCOUNTS RECEIVABLE CATEGORY	^PRCA(430.2) AR CATEGORY

Table 19: Accounts Receivable References to Outpatient Pharmacy

AR Routine/Option Calls	PSO Routine	PSO File or Global Reference	Integration Agreement
RCDMCR5B	$$GET1^PSODI	^DIC(52,IENS	DBIA #4858

Table 20: Accounts Receivable References to Scheduling

AR Routine/Option Calls	SD Routine	SD File or Global Reference	Integration Agreement
RCDMCR5B	$$GET1^DIQ(409.68,+$P(RESULT,":",2)		DBIA #5040

AR Integration with National Roll-Up

The National Roll-Up routines are in the namespace RCNR* and run as a background job called by the National Roll-Up software. National Roll-Up is a procedure to collect data from field stations and transfer it from the AR system to a National Roll-Up interface. The National Roll-Up interface resides at each field station and transmits information from the field stations to the National Roll-Up database located at the San Francisco ISC (SF ISC).

The SF ISC is responsible for the design of the National Roll-Up database and interface. Additionally, the SF ISC is responsible for generating reports, such as the Schedule 9 report, from the roll-up database.

The Accounts Receivable system compiles data and transfers it to the roll-up database without user interaction. Reports of stations' input are returned as confirmation messages. All reports derived from the National Roll-Up database are generated at the SF ISC and then transmitted to field stations, RD, OFM, and MCCR, where they are printed.

Summary Write-offs and Standard Voucher FMS documents for appropriations 5014 and 2431 are created and transmitted to FMS from the compiled data. This occurs automatically upon completion of the running of the AR component.

Scope of Accounts Receivable 4.5

CALLABLE ROUTINES

AR contains callable routines to support integration with specific modules of the Integrated Billing package. See External Relations for further information on the relationship of AR to other DHCP packages.

JOURNALING

It is recommended that the ^PRCA, ^PRC, ^RC, ^RCY, and ^RCD globals be journaled. Do not journal ^PRCAK.

PURGING/ARCHIVING

AR automatically purges processed payment batches in the Payment Batch File #344, if the batches are 60 days old or older. See appendix for archiving checklist and procedure.

EXTERNAL RELATIONS

Your system must be running the following software to successfully operate AR Version 4.5. Versions running must be those stated or later:

- KERNEL Version 7.1
- VA FileMan Version 20
- MAS Version 5.3 (PIMS)
- IFCAP Version 5.0
- IB Version 2.0
- Generic Code Sheet 2.0
- MailMan Version 8.0

Currently, the Integrated Billing (IB) package interfaces with AR routines, files, and utilities. AR also interfaces with the IB package. (See "References" of the Integrated Billing section of this manual for integration agreement numbers.)

With this version of AR, it is necessary to be running IFCAP for generation of documents to FMS and site parameter information.

INTERNAL RELATIONS
AR is an integrated system. All components must be in place for proper operation and all menus are stand alone.

PACKAGE WIDE VARIABLES
AR contains no package wide variables.

File Definitions and Key Variables

This section of the Technical Manual provides a listing of the AR files, their VA FileMan access codes, and a description of the data stored there. Also included in this section are descriptions of the exported AR primary menus which are based on specific positions within Fiscal. Another section lists AR primary options and their descriptions. There are no key variables within AR.

Accounts Receivable Files

340 - AR DEBTOR This file should NEVER be edited directly by VA FileMan. By editing this file directly data corruption can occur. This file holds information pertaining to debtor accounts. A debtor can be an insurance company, patient, person, institution, or vendor.

341 - AR EVENT This file contains events that occurred to a debtor's account. This file should NEVER be edited directly. Eventually all types of events will be stored in this file as the Accounts Receivable package moves to a transaction-based system. New data will overwrite existing data.

341.1 - AR EVENT TYPE This file is a table that allows the AR package to manage events throughout the AR package. This file must NEVER be edited by sites or any users. By editing this file, data corruption can occur and functionality in the AR package may be compromised. The contents of this file are verified by the AR Background job, routine PRCABJV. If the entries in this routine do not match the contents of the file, the background job will not run. Make certain you edit this routine if you add or delete entries in this file.

342 - AR SITE PARAMETER This file holds parameters that allows the site to customize certain functionality of the AR package.

342.1 - AR GROUP This file allows sites to define a "group", such as: Billing Agencies, Agent Cashier, Return Payment, etc. These groups represent a person, institution, or entity. Within each group, information can be defined that is used in the AR package. The main purpose for this file is for tracking address information.

342.2 - AR GROUP TYPE This file allows the user to define a group type name which can further defined in the AR GROUP file.

342.3 – AR USER CUSTOMIZE FILE This file stores the most recently selected parameters and the printer to be called by a user when customizing the screen and the printer options.

343 - AR FORM LETTER This file holds all the follow-up letters that the AR package supports. These letters can either be manually generated by the user or automatically generated by the AR package. New data will overwrite existing data. This file is not to be edited unless directed by Central Office.

344 - AR BATCH PAYMENT This file holds batch payment information. Payments no longer are posted directly to patient bills, but rather, entered into this file. Once the entries in this file are reconciled with cash on-hand and verified to be correct, they are then 'posted' to the patient bills during a background job. This file should NEVER be edited directly via VA FileMan. Information in this file should only be modified via the AR package options.

344.1 - AR DEPOSIT This file allows the user to create and define AR Deposit Tickets.

344.2 – AR PAYMENT TRANSACTIONS FILE This file is used to store payments received for automatic processing.

344.3 - EDI LOCKBOX DEPOSIT This file is used by EDI Lockbox module to store electronic deposit (EFT) summary information received as X12 835 messages via MailMan.

344.31 – EDI THIRD PARTY EFT DETAIL This file is used by EDI Lockbox module to store electronic deposit detail information from EFT messages.

344.4 – ELECTRONIC REMITTANCE ADVICE This file is used by EDI Lockbox module to store electronic remittance advice (ERA) information received as X12 835 messages via MailMan.

344.49 – EDI LOCKBOX EOB WORKLIST This work file or scratch pad is used by EDI Lockbox module to store manual adjustments made to ERA and is then used to create receipts.

344.5 – AR EDI LOCKBOX MESSAGE: This file is used by EDI Lockbox module to store message exceptions. The EDI Lockbox Exceptions option is used to process exception manually.

344.6 - RCDPE AUTO-PAY EXCLUSION: This file is populated based on the data in the ELECTRONIC REMITTANCE ADVICE file (#344.4). Whenever the nightly batch job encounters a new PAYER NAME/PAYER ID combination, a new record will be added to this file. The file will be maintained via the EDI Lockbox Parameters [RCDPE EDI LOCKBOX PARAMETERS] option.

344.61 - RCDPE PARAMETER -: This file holds the parameters specific to the EDI Lockbox processes (ePayments).

344.62- RCDPE CARC-RARC AUTO DEC: This file will store all of the CARCs or RARCs that can be used during auto-decrease of a patient's bill.

344.7 - RCDPE PARAMETER AUDIT -: This file is for auditing changes to the RCDPE PARAMETER file (#344.61).

344.71 - RCDPE SUSPENSE AUDIT: This file will store all of the audit entries when an ERA line item is placed in suspense. Once in suspense, the suspended item will update the audit log whenever the suspended item is refunded or paid.

344.72 - RCDPE AUTO-POST AUDIT: This file will store the processing history of an ERA if the ERA can be auto-posted. Once the PRCA NIGHTLY PROCESS determines that an ERA can be auto-posted, an entry will be filed for every Auto-Post Status change (file 344, field 4.02).

344.73 – RCDPE COMMENT HISTORY – This file holds the history of receipt line comments from the AR BATCH PAYMENTS file (#344)

344.9 - RCDPE DM REPORT PARAMETERS: This file stores the parameters necessary for generating and if necessary, transmitting the AR Diagnostic Measures reports.

344.91 - RCDPE DM REPORT ARCHIVE: This file will store a copy of the AR Diagnostic Measures Reports generated as part of the Nightly Process.

345 - AR EDI CARC DATA: This file stores the codes and descriptions of the Claim Adjustment Remittance Codes (CARC) file published by the Washington Publishing Company. The CARC data is updated by the FSC, which has a subscription from WPC to obtain updated codes and descriptions.

345.1 - AR PLB ADJUST CODE: This file stores the codes and descriptions of the Provider Level Balance Codes (PLB Codes). The PLB Codes are published by CMS and originate from their Healthcare Integrated General Ledger Accounting System (HIGLAS).

346 - AR EDI RARC DATA: This file stores the codes and descriptions of the Remittance Advice Remark Codes (RARC) file published by the Washington Publishing Company. The RARC data is updated by the FSC that has a subscription to WPC for these codes.

347 - AR FMS DOCUMENT This file is invoked when an FMS Document is created by a user. It contains all the necessary information for the FMS Document transmission.

347.1 - AR FMS DOCUMENT TYPE This file is a pointer file to file 347 (AR FMS DOCUMENT). The document type is defined and created in this file.

347.2 - AR FMS NDB TOTALS This file holds the totals transmitted in summary to FMS with the running of the National Data Base. Currently, this includes Standard Vouchers and Summary Write-Offs.

347.3 - REVENUE SOURCE CODES This file contains the revenue source codes required for detail FMS documents. The revenue source code is used for the Reimbursable earnings report generated by FMS.

347.4 - AR/FMS DOCUMENTS This file contains the Transaction codes sent to FMS and the transaction code for related document. IE. BD 01 is sent to FMS, any other document that references the BD 01 must contain a related trans code.

348 - AR NATIONAL DATA BASE CRITERIA This file holds the data points for the Accounts Receivable Data collectors that transmit data to the National Data Base in San Francisco.

348.1 - BAD DEBT ALLOWANCE This file is used to store figures used in the bad debt allowance calculation.

348.2 – TOP REFUND/REVERSAL CODES FILE This file is used to store the Refund and Refund Reversal codes to be placed on the corresponding TOP documents. The codes are stored by calendar year. This file is updated through a menu option, whenever Treasury advises the VA of the codes for the next year.

348.4 – AR DATA QUEUE FILE This file contains bill entries which based upon certain criteria have been triggered into this file. These bill entries are used to export data information for CBO to the Boston Allocation Resource Center (ARC).

348.5 – TCS IAI ERROR CODES FILE This file holds the Cross-Servicing error codes for the Integrated Agency Interface (IAI) file transmission of debt/debtor records into FedDebt.

348.6 - TCS IAI ACTION CODES FILE This file holds the Cross-Servicing action codes for the Integrated Agency Interface (IAI) file transmission of debt/debtor records into FedDebt.

348.7 – TCS IAI RECORD TYPES FILE This file holds the Cross-Servicing record types for the Integrated Agency Interface (IAI) file transmission of debt/debtor records into FedDebt.

349 - AR TRANSMISSION RECORDS FILE This file is used to store transmission records that are sent by the Accounts Receivable software.

349.1 - AR TRANSMISSION TYPE FILE This file stores the transmission types used in file 349 AR TRANSMISSION RECORDS.

349.2 - AR CCPC STATEMENTS FILE This file stores the patient statement information that is sent from AR to CCPC.

349.3 - AR RC TRANSMISSIONS FILE This file keeps a record of the electronic AR Transmissions sent via the Regional Counsel Interface. Entries in this file will be purged routinely. This file may grow to be very large.

349.4 - AR RC TRANSACTION CODES FILE This file contains the transaction codes sent from the Regional Counsel Office for Third Party bills that are referred. Transmissions containing these codes will be applied to the bill as the AR action that is associated with the code. These associations were predetermined by the General Counsel Office and VACO MCCR. Modification of these codes is prohibited.

348.5 - TCS IAI ERROR CODES FILE This file contains the error code ID, field name/action, record type, and error message in the IAI error code file for Cross-Servicing.

348.6 - TCS IAI ACTION CODE FILE This file contains the action code, action description, and record type in the IAI action code file for Cross-Servicing.

348.7 – TCS IAI RECORD TYPES FILE This file contains the record type ID, record type description, and data type in the IAI transmission for Cross-Servicing.

349.7 - CCPC STATEMENT ERRORS FILE This file is a list of the errors that may be returned from CCPC as reasons for a patient statement not printing.

349.8 - CCPC ERROR TYPE FILE This file has all the error code types for CCPC.

349.9 - AR TRANSMISSION SEGMENTS FILE This file holds the information for AR transmission routers based on type.

430 - ACCOUNTS RECEIVABLE This is the main file of the Accounts Receivable system. It holds a permanent record, by Bill number, of the receivable. DO NOT USE FILEMAN TO EDIT THIS FILE DIRECTLY! Using VA FileMan will compromise system integrity. Use the AR menu options.

430.2 - ACCOUNTS RECEIVABLE CATEGORY This file stores the categories used for billing purposes. DO NOT EDIT THIS FILE! New data will overwrite existing data. The contents of this file are verified by the AR Background job, routine PRCABJV. If the entries in this routine do not match the contents of this file, the background job will not run. Make certain you edit this routine if you add or delete entries in this file.

430.3 - ACCOUNTS RECEIVABLE TRANS.TYPE This file stores the type categories used to identify transactions in the AR Transaction file (No. 433) along with flags that are set to control their use. DO NOT EDIT THIS FILE! New data will overwrite existing data. The contents of this file are verified by the AR Background job, routine PRCABJV. If the entries in this routine do not match the contents of the

file, the background job will not run. Make certain you edit this routine if you add or delete entries in this file.

430.4 – AR BILL NUMBER FILE This file contains the established common numbering series for billing purposes. DO NOT USE FILEMAN TO EDIT THIS FILE DIRECTLY! Using FileMan will compromise system integrity. Use the AR menu options.

430.5 – AR PARAMETER FILE This file holds the station-specific parameters for the Billing and Accounts Receivable modules. Addresses, phone numbers, referral amounts, etc. are stored. This information is used throughout the AR system. DO NOT USE FIELMAN TO EDIT THIS FILE DIRECTLY! Using Fileman will compromise system integrity. Use the AR menu options.

430.6 - AR DEBT LIST This file holds short text entries that are used in the debt collection letters to identify the source of the Bill. DO NOT USE FILEMAN TO EDIT THIS FILE DIRECTLY! Using VA FileMan will compromise system integrity. Use the AR menu options.

430.7 – AR BILLING ERROR HANDLING FILE This file holds the error messages that appear in the bulletin that is sent when billing errors are detected by the AR package.

430.8 - AR ARCHIVE This file serves as a temporary storage file for archived AR Records. Entries in this file are populated by the AR Archive Module. DO NOT USE FILEMAN TO EDIT THIS FILE DIRECTLY!

430.9 – AR CONVERSIONS FILE This file will be used to store Account Receivable conversion data items. DO NOT USE VA FILEMANAGER TO EDIT THIS FILE DIRECTLY!

431 – AR INTEREST RATE FILE This file stores the effective dates and rates for interest and administrative charges levied on past due accounts. DO NOT USE FILEMAN TO EDIT THIS FILE DIRECTLY! Using Fileman will compromise system integrity. Use the AR menu options.

433 - AR TRANSACTION This file holds the Accounts Receivable transactions and all related information. DO NOT USE VA FILEMAN TO EDIT THIS FILE DIRECTLY! Using VA FileMan will compromise system integrity. Use the AR options.

434 - ACCOUNTS RECEIVABLE FORM LETTER FILE This file holds the text of the standardized Form Letters that must be mailed to the debtor. The text of the letters may be edited, but extreme care should be taken to not alter the formatting windows.

435 - BATCH PAYMENT FILE This file holds batch payments information. Payments no longer are posted directly to patient bills, but rather, entered into this file. Once the entries in this file are reconciled with cash on-hand and verified to be correct, they are then 'posted' to the patient bills during a background job.

436.1 - AR MEDICARE DEDUCTIBLE ALERTS PART A FILE This file is used to store Medicare Part A Deductible Alerts (MDA) that are received by the Financial Services Center (FSC) in Austin and sent to the individual sites. This data will be used by the new MDA work list so that Accounts Receivable personnel can take any necessary action.

Accounts Receivable Menu Structure and Option Definitions

The following pages are descriptions of the exported AR primary menus. There are main Accounts Receivable menus. They are as follows:

Agent Cashier Menu
AR Processing Menu
Billing Menu
Clerk Menu
Supervisor Menu
EDI Lockbox Menu

These menus were devised to follow the actual positions at a facility. Facility positions correspond to AR menus as follows:

Table 21: Facility Positions Correspond to AR Menus

Primary Menu	Brief Description	User's Position
Agent Cashier Menu	Manage the collection of patient debts	Agent Cashier
AR Processing Menu	Process debts for remote Acct System	Accounting Technician
Clerk's Menu	Manage the billing of MCCR debts	Fiscal Clerk
Billing Menu	Manage the billing of Non-MCCR debts	Billing Supervisor/Clerk
Payments Menu	Manage 3rd Party payments	ePayments Clerk
Supervisor Menu	Adjust debts and manage the AR software	AR Supervisor

There are several security keys which accompany this package and should be assigned to those individuals with a high level of authority (i.e., Fiscal Officer/Certifying Officer, Accounts Receivable Supervisor, Billing Supervisor, and certain AR Clerks.

Please note that these are only suggested menus. Your facility has the ability to create individualized menus, based on specific needs, using Menu Management. Please use the Diagram Options features of the Kernel to print copies of the full menus provided by AR. It is important that you work with the AR Application Coordinators in deciding the assignment of these menus and keys.

The following pages outline the Accounts Receivable Menu structure, along with descriptions of the menus and options.

Accounts Receivable Menu [PRCAT USER]
This is the Accounts Receivable Menu for the Accounting Technician.

Agent Cashier Menu [RCDP AGENT CASHIER MENU]:
This menu is the top-level menu for processing payments.

Account Profile [RCDP ACCOUNT PROFILE]
This option will allow you to profile a patient's account.

Auto-Posted Receipt Report [RCDPE AUTO-POST RECEIPT REPORT]
This report displays receipt details associated with auto-posted ERA/EFT, including totals.

Bill Profile [RCDP BILL PROFILE]
This option will allow you to profile a bill.

Bill Transactions [RCDP BILL TRANSACTIONS]
This option will allow you to list all the transactions for a bill.

Deposit Processing [RCDP DEPOSIT PROCESSING]
This option will allow you to process deposits.

Extended Check/Trace/Credit Card Search
[RCDP EXTENDED CHECK/CC SEARCH]
This option will search all payments for a check, trace #, or credit card number.

Link Payment to Account [RCDP LINK PAYMENT TO ACCOUNT]
This option will allow you to link an unmatched payment to an account.

Link Payment Tracking Report [RCDPE SUSPENSE AUDIT REPORT]
This report displays the processing audit trail for all receipts that were placed in suspense.

List of Receipts Report [RCDP LIST OF RECEIPTS REPORT]
This option will print a list of receipts opened between selected date ranges.

Patient Payment/Refund Transaction History Inquiry
[PRCA PAYMENT TRANS HISTORY]
This report lists a history of payment/refund transactions for a patient for a specified date range.

Receipt Processing [RCDP RECEIPT PROCESSING]
This option will allow you to process receipts.

Release Holds on AR [PRCAY RELEASE HOLDS]
This option allows the agent cashier to release holds on Means Test bills. There may be some requirements for the VA to "hold-off" billing the patient until payment is received from the insurance company. When a payment is received from an insurance company, any "holds" on bills to be sent to the patient need to be removed and the patient should be billed. This option allows the user to forward the bills from MCCR to AR to start the collection process.

Summary SF215 Report [RCDP SUMMARY 215 REPORT]
This option will print the summary 215 report for a selected deposit. It consists of an SF215 for each receipt in the deposit and a grand totals page summarizing all the receipt totals.

Third Party Joint Inquiry [IBJ THIRD PARTY JOINT INQUIRY]
Set of actions and screens for Third Party AR/IB Joint Inquiry. Provides detailed information on any Third-Party Claim.

Transaction Profile [RCDP TRANSACTION PROFILE]
This option will allow you to profile a transaction recorded against a bill.

Bill Status Edit [452 EDIT BILL STATUS]

Brief Account Profile [PRCAY ACCOUNT PROFILE]:
This option will display an Account Profile for Patient, Vendors, Insurance Companies, etc.

FMS Utilities Menu [PRCA FMS UTILITIES]
This top-level menu contains all the options to resend, edit and view FMS documents.

Document Status Inquiry [PRCA FMS DOCUMENT INQUIRY]
This main option contains the options for viewing an FMS document, for example a billing document, write-off, etc. that was sent to FMS.

Billing Document Inquiry [PRCA FMS BILL INQ]
This option is used to view the status of a detail bill sent to FMS.

Regenerate Prior Month OBR [PRCA FMS OBR MANUAL TRANS]
This option is used to regenerate the prior month Outstanding Bill Reconciliation report.

Transaction Inquiry [PRCA FMS TRANS INQ]
This option is used display the FMS status for an A/R transaction.

Unprocessed Document List [PRCA FMS UNPROCESSED LIST]
This option will print a list of FMS documents that have been updated three or more days ago.

FMS Cash Receipt Reconciliation (132 column.)[PRCA FMS DOC/RECPT COMPAR]
This report allows the user to view Cash Receipt documents from a specified ticket number or range of numbers and dates. The receipts are categorized by appropriation. Each appropriation is totaled with a grand total of all receipts shown at the end.

FMS Regeneration Menu [PRCA FMS REGENERATION]
This option is the top-level menu for regenerating FMS documents to Austin.

Billing Document Regeneration [PRCA FMS BD REGEN]
This option regenerates an FMS document rejected in Austin.

Edit FMS Accounting Elements [PRCA FMS ACCT EDIT]
This option is used to edit the accounting line information on FMS billing documents.

Modified Billing Document Regeneration [PRCA FMS MBD REGEN]
This option regenerates a modified billing document that rejected in Austin.

National Data Base Document Regeneration [PRCA FMS NDB REGEN]
This option is used to regenerate FMS national data base documents.

Overpayment (OP) Document Regeneration [PRCAT FMS OP REGEN]
This option will allow a user to retransmit a "rejected" OP document. It will only allow the retransmission of an OP document that has actually been refunded in the AR package and has been rejected by FMS.

Regenerate FMS Cash Receipt Document [PRCA FMS CASH RECEIPT].
This option is to re-create and re-transmit the Cash Receipt Documents.

Remove invalid SUB BOC [PRCA FMS SBOC]
This option is used to remove an INVALID SUB BOC from a rejected FMS document.

Write-Off Document Regeneration [PRCA FMS WRITE-OFF]
This option is used to regenerate a rejected write-off document.

Full Account Profile [PRCAY FULL ACCOUNT PROFILE]
This option will display a full account profile of all bills for a debtor regardless of the status of the Bill.

Patient Payment/Refund Transaction History Inquiry [PRCA PAYMENT TRANS HISTORY]
This report lists a history of payment/refund transactions for a patient for a specified date range.

Payments posted from Prepayment [PRCA PREPAY POST]
This option lists, by date selected, the AR transactions that are decreases from prepayment bills, and their corresponding Accounts Receivable transactions that are either payments in full, or payments in part. An error will display if the decrease transaction and the payment transaction do not balance.

Profile of Accounts Receivable [PRCAC PROFILE]
This option displays all the AR data the user needs. He may see the data on his terminal screen or print the profile on a designated printer. The profile is classified by category: patient, vendor, or 3rd party.

Status Listing for Bills [PRCAL STATUS LIST]
This report will allow users to view bills by a particular status.

Transaction Profile [PRCAC TRANS PROFILE]
Use this option to see a profile of a single transaction. More complete information on an account is available with the PRCAC PROFILE option.

Deposit Management [PRCA DEPOSIT MGR]
This submenu allows the user access to the Deposit options.

Create Deposit Ticket [PRCA CREATE DEPOSIT]: This option enables the user to create a new Deposit Ticket.

Deposit Money to Bank [PRCA DEPOSIT MONEY]: This option allows the user to approve a ticket for deposit to a bank. If a deposit ticket has no receipt associated with it, the user will be asked to provide necessary information before the ticket can be approved.

Confirm Deposit from Bank [PRCA CONFIRM DEPOSIT]: This option allows the user to select and summarily enter a confirmation that a deposit ticket number has been deposited to the bank.

Summary Listing of Deposits [PRCA SUMMARY DEPOSIT]: By choosing this option, the user is able to view information about past and current deposit tickets.

Edit a Deposit Ticket [PRCA EDIT A DEPOSIT]: This option allows the user to change information on a deposit ticket.

Process Deposit [PRCA PROCESS DEPOSIT]: This option allows the user to transmit or *process* a deposit ticket to FMS.

Receipt List for Deposit [PRCA RECEIPT LIST]: This option shows information associated with receipts that are attached to selected deposit tickets.

View a Deposit [PRCA VIEW A DEPOSIT]: By using this option, the user can view detailed information about a specific deposit ticket.

Void a Deposit [PRCAY VOID DEPOSIT]: This option allows the user to void a Deposit Ticket. The ticket must first be "emptied" of all receipts.

Print 215 Report [PRCAY PRINT 215]
This option will print a 215 Report, sorted by appropriation number for a given receipt number entered by the user. It will also show errors of payment (a payment entered without an appropriation) and posting errors.

BILLING [PRCA BILL]
This is the main menu for the Billing module. It is used by Billing Clerks and Billing Supervisors. The options on this menu that are locked with the PRCASVC key are available to and seen by Billing Supervisors, but not by Billing Clerks.

New Bill (Enter) [PRCA BIL ENTER]
This option is used to enter a new Bill. The Bill number is assigned by the system from the series established for each service. After entering all the information, the user can display or print the Bill.

Display Pending Bill [PRCA BIL PRNT]
This option allows the user to display a Bill on the current terminal or print the Bill on a printer.

Approve/Print Pending Bill [PRCA BIL APPROVE]
This option allows the user to electronically sign a Bill and send it to Fiscal.

Edit Bill [PRCA BIL EDIT]
This option allows the user to edit all information in a Bill.

Cancel Bill [PRCA BIL CANCEL]
This option allows the user to cancel a Bill that has not been approved.

Amend Bill Returned from AR [PRCA BIL AMEND]
Users at the Service/Section level can use this option to correct a Bill that has been returned for amendment.

Bill Status Listing [PRCA BILL STATUS LISTING]
This option will allow a service to list Bills in a certain status for their respective service.

List All Bills [PRCA LIST ALL BILLS]
This option will list all bills for the service of the person that has generated the report. The report will display information, such as Form Type, Original Amount, Current Balance, Debtor, and Bill # sort by Status.

View a Bill [PRCA VIEW A BILL]
This option allows the service to view a Bill that was entered. The information displayed will show the current status and follow-up action taken and the final results (Written-off, collected, canceled, etc.).

FINANCE AR MANAGER MENU [PRCA MANAGER MENU]
This menu contains both the Clerk's AR and Supervisor's AR menus. This menu is available to and used by Fiscal Officers.

Clerk's AR Menu [PRCA CLERK MENU]
This is the menu for the Accounts Receivable Clerk. It also contains the Agent Cashier Menu, which contains options available to the Agent Cashiers. Note that the locked options are seen by and accessible to only those AR Clerks and/or Agent Cashiers holding the PRCAY PAYMENT SUP security key.

Supervisor's AR Menu [PRCAF SUPERVISOR MENU]
This is the menu for the Accounts Receivable Supervisor.

EDI Diagnostic Measures Reports … [RCDPE EDI NATIONAL REPORTS]
This is a menu for AR's EDI Diagnostic Measures National Reports. These reports allow a facility to measure the current usage rates of electronic billing to and electronic payments from third party insurers.

CLERK'S AR MENU [PRCA CLERK MENU]
This is the menu for the Accounts Receivable Clerk. It also contains the Agent Cashier Menu, which contains options available to the Agent Cashiers. Note that the locked options are seen by and accessible to only those AR Clerks and/or Agent Cashiers holding the PRCAY PAYMENT SUP security key.

Audit/Set up a New Accounts Receivable [PRCAA SET/AUDIT NEW BILL]
This menu has options that allow the AR Clerk to audit bills and establish new accounts. An account for the debtor must exist before the audit of a Bill can be completed. The system will prompt for account information if necessary.

> Audit an Electronic Bill [PRCAA AUDIT]
> Audit a new Accounts Receivable from generating services such as MAS, Supply service, and Library. You may return this Bill to the originating service.
>
> Set up and Audit New Accounts Receivable [PRCAA SETUP BILL]
> This option establishes a new account for bills entered by a service. The bills will be classified by category.

Amended Bill Audit [PRCAA AMEND AUDIT]
Fiscal uses this option to audit a Bill that was returned for amendment and is on its second or subsequent pass through the system.

Edit an Incomplete Accounts Receivable [PRCAA INCOMPLETE]
This edits an incomplete accounts receivable. The current status of this account is "I"-incomplete. This account will be inactive until the status is changed to active.

New Bill Forms Print [PRCAB PRINT BILLS]
Use this option to print the newly arrived Bill forms generated by services. The Bill forms are UB-92, 1080 and 1081.

Other Bill Form Print [PRCAB PRINT OTHER BILLS]
Use this option to print the new 1080 and 1081 free form bills generated by the services.

Reprint "Other" Bill [PRCAB REPRINT OTHER BILL]
This is used to reprint 1080 and 1081 bills.

Profile of Accounts Receivable [PRCAC PROFILE]
This displays all the AR data the user needs. The user may see this data on the terminal screen or print the profile on a designated printer. The profile is classified by category, e.g. patient, vendor, or 3rd party.

Update Accounts Receivable [PRCAC CHANGE]
This supervisory menu contains the options for changing/editing accounts and accounts receivable.

Locate Debtor's Address [PRCAC LOCATE DEBTOR]
This option maintains a record of attempts to track the debtor's current address through the State Department of Motor Vehicles (or equivalent), Internal Revenue Service, Credit Agency Check, Patient Folder, etc.

DC/DOJ Action Menu [PRCAC DCDOJ ACTION MENU]
This menu contains options that create and maintain records of all accounts that are referred to the District Counsel or the Department of Justice.

Refer to DC/DOJ [PRCAC DCDOJ REFER]
Use this option to record the date and amount data for an account which is being referred to the District Counsel or Department of Justice.

Returned by DC/DOJ [PRCAC DCDOJ RETURNED]
Use this option to record the date returned by DC/DOJ for an account that was referred. This option should be used for recording accounts that are returned by DC/DOJ because the debt has been cleared as a result of corrective award action, or accounts that are returned and will be cleared by appropriate write-off because of death, bankruptcy, etc.

Re-Refer to DC/DOJ [PRCAC DCDOJ REREFER]
Use this option to re-refer an account to the District Counsel or the Department of Justice.

Debit Voucher (SF 5515) [PRCAC DCDOJ DEBIT]
Use this option to apply a debit voucher transaction from the District Counsel or the Department of Justice.

Waived by DC/DOJ [PRCAC DCDOJ WAIVER]
Use this option to apply the transaction for an account that is being waived by the District Counsel or Department of Justice. The account should have already been referred to the DC/DOJ for this option to function.

Terminated by DC/DOJ [PRCAC DCDOJ TERM]
Use this option to terminate an account that has been sent to the District Counsel or Department of Justice when it has been determined that the debt is not collectible and the DC/DOJ file has been closed.

Compromised by DC/DOJ [PRCAC DCDOJ COMPROMISE]
Use this option to apply a compromise transaction to an account that was referred to the District Counsel or Department of Justice for collection.

Repayment Plan Menu [PRCAC REPAYMENT MENU]
This is the Repayment Plan Menu.

Enter/Edit Repayment Plan [PRCAC ENTER EDIT REPAYMENT]
This option sets up a repayment plan for an account. The number of payments must be less than or equal to 60 (within 5 years).

Profile of Repayment Plan [PRCAC PROFILE REPAYMENT]
This option prints a profile of an agreed upon repayment plan for an account.

Print a Payment Statement [PRCAC PRINT STATEMENT]
This option prints a statement for a repayment plan. If a debtor has an established repayment plan and p payments are made, this statement is the official receipt and must be mailed to the debtor.

Reprint a Payment Statement [PRCAC REPRINT STATEMENT]
This option reprints a payment statement. Enter the date the original statement was printed and select the correct account.

Add an Administrative Cost [PRCAC TR ADM]
This option adds an administrative cost to the accounts receivable. The cost could be marshal fee, court cost, IRS Loc. cost, Credit Rep. cost, Dept. of Motor Vehicles Loc. cost, Consumer Rep. Agency cost, etc. These costs are accrued to the administrative cost balance automatically.

3rd Party Information Data Edit [PRCAC 3RD DATA]
Edit 3rd party information data - insurer's name, ID number, group name, group number and employer's information.

Update 'Bill Resulting From' Data [PRCAC BILL RESULTING]
Use this option to update the 'BILL RESULTING FROM' information. These are brief statements that are used in the follow-up letters to identify the source/cause of the bill.

COWC Referral [PRCAC COWC REFER]
Use this option to keep a record of an account that is being referred to the DVB Committee on Waivers and Compromise. The referral date may be changed if found to be incorrect.

Adjustment to Accounts Receivable [PRCAC TRANSACTION]
This is a menu option that contains the adjustment, waiver, suspend, reestablish, and termination transaction options.

Adjustment to an AR record [PRCAC TR ADJUSTMENT]
This option is used to make adjustments to an account. An adjustment is used to reflect revision to the principal balance. A decrease adjustment will cause a negative adjustment to principal balance.

Decrease Adjustment [PRCAC TR DECREASE]
This option enters an adjustment that decreases an account's principal balance.

Increase Adjustment [PRCAC TR INCREASE]
This option enters an adjustment that increases an account's principal balance.

Waive an Accounts Receivable [PRCAC TR WAIVED]
This option is used to waive an accounts receivable. There are two types of waiver transactions- Waived in full and waived in part. In case of waived in full, the current status of the accounts will be changed to inactive. In the case of a partial waiver, the amount will be applied to the principal balance.

Partial Waiver [PRCAC WAIVED PART]
Use this option when the AR is waived in part. The account remains active.

Full Waiver [PRCAC WAIVED FULL]
Use this option when the AR is waived in full. The account will be written-off, and its status changed to "Write-Off".

Terminate an Accounts Receivable [PRCAC TR TERMINATION]
This option is used to terminate an accounts receivable at the user's request. There are two types of Termination transactions: Terminated by Fiscal Officer and Terminated by compromise with DC/DOJ. This termination changes the current status of the account to “Write-Off”.

Fiscal Officer Terminated [PRCAC TR TERM-FISCAL]
Use this option to process the account terminated by fiscal officer. This changes the account's status to "Write-Off".

Compromise Termination [PRCAC TR TERMCOMPROMISE]
Use this option to process the account terminated by compromise. This changes the account's status to "Write-Off".

Re-Establish Bill [PRCAC TR RE-ESTABLISH BILL]
This option is used to re-activate a Bill that is in the Write-Off, Suspended, Cancellation or Collected/Closed status. This will create a Re-establish Transaction and change the status of the Bill to Active (not prepayment Bill). If the Bill has no balance, you must enter in the re-establish amount of the Bill which will be the principal balance of the Bill.

Suspend an AR Bill [PRCAC TR SUSPENDED]
This option will allow the user to place a selected AR Bill that has a principal balance into the Suspended status. A Bill in this status will not print on the patient's statement but it does accrue administrative charges. The status of the selected Bill will change to Suspended and create a SUSPENSE transaction for the current outstanding amount.

Report Menu for Accounts Receivable [PRCAD REPORT MENU]
This is a menu of options for printing formal reports for AMIS Reports, 3rd Party Bills, Delinquent Accounts, etc.

Accounts Receivable Status Reports [PRCAL LIST MENU]
This is a menu of options to display lists of bills by status (new, incomplete, active, and written-off) or referral action (District Counsel or Department of Justice).

DC Pending Referral AR Listing [PRCAL REFER DC]
This option prints a list of accounts pending referral to the District Counsel based on a principal balance within the ranges set by the PRCAF PARM DC option and showing no account activity for thirty days after the third follow-up letter.

DOJ Pending Referral AR Listing [PRCAL REFER DOJ]
This option prints a list of accounts pending referral to the Department of Justice based on a principal balance exceeding the minimum set by the PRCAF PARM DOJ option and showing no account activity for thirty days after the third follow-up letter.

Medicare Deductible Alert Worklist [PRCA MDA WORKLIST]
This option is the work list for processing Medicare Deductible Alerts.

Category Listing for Bills [PRCAL OTHER LIST]
Use this option to print a listing of receivables other than Category C. You will need to select the current status and category.

Status Listing For Bills [PRCAL STATUS LIST]
This report will allow users to view bills by a particular status.

Refunds to be Approved by Certifying Official [PRCA REFUND REVIEW LIST]
This option is used to print all refunds that have been REFUNDED, but that have not been approved by the certifying official to be transmitted to FMS.

Delinquent AR Reports [PRCAD R DELINQUENT MENU]
This is a menu of options for printing delinquent account reports.

31-90 Delinquent Accounts [PRCAD RDL 90]
This prints a list of accounts delinquent 31-90 days.

91-180 days Delinquent Accounts [PRCAD RDL 180]
This prints a list of accounts delinquent 91-180 days.

181-365 days Delinquent Accounts [PRCAD RDL 365]
This prints a list of accounts delinquent 181-365 days.

Over 365 days Delinquent Accounts [PRCAD RDL OVER365]
This prints a list of accounts delinquent more than 365 days.

Print All Delinquent Accounts [PRCAD RDL ALL]
This prints a list of all accounts delinquent more than 30 days.

Report of AR by Last Activity Date [PRCA LAST ACTIVITY]
This report will print bills, sorted by category, by the date of last activity. The date of last activity is defined as the date of when the bills were last "looked" at or had some activity. This date is derived by finding the most recent date of the following:

1) Last time a letter printed (LETTER1, LETTER2, LETTER3)
2) Date Bill was prepared
3) Date status was last updated
4) Date the last transaction was entered into the system or Transaction date

If none of these dates are found, then the default date is 01/01/91. Only those bills in an "unresolved" status (Active, Suspense, etc.) are printed. Those bills that have been resolved are not displayed.

Management Reports [PRCAD MANAGEMENT REPORT MENU]
This is a menu of options used to print reports on 3rd Party Accounts, Admin/Interest Rates, AMIS Reports, etc.

3rd Party Accounts Report Print [PRCAD R 3RD]
This prints the active 3rd Party Accounts, sorted by Debtor.

Admin/Interest Rates Print [PRCAD R INT RATE]
This prints a list of Admin/Interest Rates -- daily, monthly, and annual rates are displayed.

DC/DOJ Debt Collection Report [PRCAD DCDOJ COLLECTION]
This is a menu for the DC/DOJ debt collection report, RCS 04-0462/0464.

DC Debt Collection Report [PRCAD DC COLLECT]
Use this option to print the District Counsel debt collection report. This is needed to prepare the VA Form 4-5320a/b.

DOJ Debt Collection Report [PRCAD DOJ COLLECTION]
Use this print-out to prepare the VA Form 4-5320a/b, Department of Justice Debt Collection Report.

Co-Pay Waiver Report [PRCA 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 sender's IN box in a printed format.

Contingent 3rd party AR Report [PRCAD CONTINGENT 3RD]
This option prints the contingent 3rd Party Accounts referred to the District Counsel or Department of Justice for collection.

IRS Offset Report [PRCA IRS OFFSET]
This report is run monthly and provides a snapshot of the current status of AR's referred to IRS for offset. It shows, as of a point in time, 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 by IRS for offset.

Medication Co-pay Exemption Report [PRCAX CO-PAY EXEMPTION REPORT]
This option produces a report showing the medication co-pay exemption adjustments applied to the system for a given time period selected by the user. The report will display the patient name, patient ID, Bill number, transaction number, and transaction amount for the adjustment.

Payments with Write-offs Report [PRCA PAYMENTS WITH WRITE-OFFS]
This report will show patients that have made payments and have bills in the write-off status. This report would be used to re-evaluate if bills in the write-off status should be made active for collection purposes. Written-off bills are still collectable and follow-up action should be activated for these bills if the patient is making payments.

Revenue Code Totals by Rate Type [PRCAD REV CODE TOTALS]
Prints totals of Revenue Code amounts by Rate Type. To collect data for AMIS Segments 295 and 296.

Transaction History [PRCA TRAN TYPE 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.

Reconciliation Reports [PRCAD RECONCILE MENU]
This is a menu of options for printing reconciliation reports for District Counsel, Department of Justice, Committee on Waivers and Compromise, MAS, other services, Agent Cashier, etc.

Date Sorted Payment Report [PRCAD RECON CASHIER]
This option prints the agent cashier reconciliation report. Choose the time period for the report. The Bill #, Payment Receipt #, Payment date and Payment amount will be shown.

MAS Reconciliation Report ... [PRCAD MAS REPORT]
This is a menu for bills generated by MAS to reconcile between Fiscal and MAS.

Third Party Completed [PRCAD RECON MAS]
This option prints the MAS reconciliation report. Choose the time period for the report. This report prints the 3rd party accounts only. The Bill #, Date bill prepared, and Original amount will be shown.

Other Completed [PRCAD MAS COMPLETE]
This prints the bills accepted by Fiscal for the designated period. This prints only MAS bills.

Incomplete [PRCAD MAS INCOMPLETE]
This prints the bills with 'Bill Incomplete' status generated by Service.

DC Referred Report Print [PRCAD R DC]
This option prints a list of the Accounts which have been referred to the District Counsel.

DOJ Referred Report Print [PRCAD R DOJ]
This option prints a listing of the Accounts which have been referred to the Department of Justice. The principal balance on the account is greater than $1200 unless otherwise set.

COWC Referred Report Print [PRCAD COWC LIST]
Use this option to get a listing of the accounts referred to the DVB Committee of Waivers and Compromise.

ARDC Monthly Reconciliation Report [PRCA ARDC MONTHLY REPORT] This report will provide a capture of the data sent to FMS on the monthly roll-up basis and will include detail of the bills and associated data at the time the roll up was completed.

Payments Posted from Prepayment [PRCA PREPAY POST]
This option will list by date selected, the AR Transactions that are Decreases from Prepayment bills and their corresponding AR Transaction that is a Payment in Full or Payment in Part to an Account Receivable bill. An error will display if the decrease transaction and the payment transaction don't balance.
Payment transactions that are applied to bills that are not in the 36x5014 Appropriation will be flagged, in order to notify the AR Tech. to include that payment amount on a 928.23 transaction type code sheet.

Follow-up Letter Menu [PRCAE FOLLOW-UP]
This is a menu that contains options for Follow-up letters, Form letters, Patient Statements, and IRS Letters.

Hold Printing a Follow-up Letter [PRCAE L HOLD]
This option holds the printing of a follow-up letter until the letter is released.
NOTE: This option does not hold the printing of bills or charges on the patient statement.

Remove Hold on Follow-Up Letter [PRCAE LET REL]
This releases held letters for printing.

Print Statements/Letters by Date [PRCAE PR LETTERS]
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.

IRS offset letters (print/reprint) [PRCAE IRS OFFSET]
This option will print IRS OFFSET demand letters for ARs that are eligible for referral to IRS. This option should be run at least once a year around the third week in September. However, it can be run more than once per year, for example, at the beg inning of September and at the end of September. It is recommended to run this option at least once during the end of September, since this will find the maximum number of ARs eligible for IRS OFFSET.
NOTE: This option can only be run during 9/1 through 9/20 of each year.

List of Accounts Receivable with Holds [PRCAE LIST HOLD]
This prints the list of follow-up letters being held.

Reprint Patient Statements [PRCAE PR STATEMENT]
This option will reprint Patient Statements for the selected date. Enter a patient range in print order to have only the statements I that sequence reprint or do not select a range to reprint all statements for the selected date.
NOTE: This option will not reprint Follow-up Letters.

Reprint the Follow-up Letters [PRCAE REPRINT LETTERS]
This option allows you to reprint a Follow-up Letter for the selected date. 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.
NOTE: This option will not reprint Patient Statements.

Reprint UB Letters [PRCAE REPRINT UB]
This option allows you to reprint a UB Letter for the selected 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 [PRCAA OLD BILL]
Use this menu to establish or edit old bills. The process is called "back-loading" paper bills into the system bills that have already been forwarded to the Accounting Technician.

Set Up Old Bills [PRCAA OLD SETUP]
Use this option to enter old bills into the Accounts Receivable File. The user can back-load bills that existed before installation of the AR Package.

Edit Incomplete Old Bills [PRCAA OLD EDIT]
Use this to update the incomplete old bills. If the current status of the account is "OLD BILL", the Bill should be edited with this option.

Transaction Profile [PRCAC TRANS PROFILE]
Use this option to see a profile of a single transaction. More complete information on an account is available with the PRCAC PROFILE option.

Account Management [PRCA ACCOUNT MANAGEMENT]
This option allows the user to enter or log information specific to a debtor account, such as, address information and comments.

Account Information [PRCA ACCOUNT INFORMATION]
This option will allow the user to edit AR Debtor Information.

Address Display/Edit [PRCA VEN BIL]
This option edits the billing address of debtors.

Bill Comment Log [PRCA BILL COMMENT]
This option will allow the user to enter a COMMENT type transaction for a Bill. This allows follow-up action or patient contact to be logged against the Bill for documenting follow-up activity.

Brief Account Profile [PRCAY ACCOUNT PROFILE]
This option will display an Account Profile for Patient, Vendors, Insurance Companies, etc.

Check Patient Account Balance [PRCA ACCOUNT CHECK]
This option will check a selected patient's account and display information regarding the printing of the patient's statement. This option should be used when a discrepancy is found. This option should also be used to review a patient's statement before it prints.

Debtor Comment Log [PRCA DEBTOR COMMENT]
This option will allow the user to enter a comment for a debtor that can be later profiled.

Follow-up Reports [PRCA FOLLOW-UP REPORTS]
This option will print a report of the follow-up transactions for bills and follow-up actions for a debtor. The report will prompt the user for date range and any comment "flagged" for follow-up within the date range will display on the report.

Full Account Profile [PRCAY FULL ACCOUNT PROFILE]
This option will display a full account profile of all bills for a debtor regardless of the status of the Bill.

Mark/Unmark Invalid Transaction [PRCA MARK INVALID TRANS.]
This option is used to flag a transaction so that it does not appear on the patient statement.

Statement Discrepancy Listing [PRCA DISC LIST]
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. This option takes a while to run. You should queue this report to a printer.

Transaction History for a Patient [PRCA TRANS HISTORY]
This option will allow the user to print a type of transaction or all transactions for a patient for a selected date range.

Agent Cashier [PRCAY MASTER]
This option is the top level menu for Payment processing.

Cash Payment [PRCAY CASH PAYMENT Synonym: CS]
This option is used to enter a cash payment for both mail-in and window payments. This option batches payments to be posted to the accounts at a later time.

Check/MO Payment [PRCAY CHECK/MO PAYMENT Synonym: CM]
This option is used to enter mail-in and window check and money order payments. This option batches payments to be posted to the accounts at a later time.

Credit Card Payment [PRCAY CREDIT CARD PAYMENT Synonym: CC]
This option is used for mail-in and window credit card payments. This option batches payments that will be posted to the accounts at a later time.

Other Payment [PRCAY OTHER PAYMENT Synonym: OP]
This option allows the user to enter payment for TDA type payments. This option is very similar to the cash payment option, but allows a different receipt to be open and used for TDA payments.

Cancel a Payment Transaction [PRCAY CANCEL PAYMENT Synonym: CP]
This option will allow the Agent Cashier to cancel a payment transaction and re-enter the payment as a new transaction.

Move A Payment Transaction [PRCAY MOVE A PAYMENT Synonym: MV]
This option will allow the agent cashier to copy a payment transaction from one receipt to another, provided that the receipt being copied from is cash and the receipt or payment has not already been processed.

Patient Payment/Refund Transaction History Inquiry
[PRCA PAYMENT TRANS HISTORY Synonym: PD]
This report lists a history of payment/refund transactions for a patient for a specified date range.

Brief Account Profile [PRCAY ACCOUNT PROFILE Synonym: BR]
This option will display an Account Profile for Patient, Vendors, Insurance Companies, etc.

Deposit Management [PRCAY DEPOSIT MANAGEMENT Synonym: DM]
This sub-menu allows the user access to the Deposit options.

> Create Deposit Ticket [PRCA CREATE DEPOSIT]
> This option enables the user to create a new Deposit Ticket.
>
> Deposit Money to Bank [PRCA DEPOSIT MONEY]
> This option allows the user to approve a ticket for deposit to a bank. If a deposit ticket has no receipt associated with it, the user will be asked to provide necessary information before the ticket can be approved.
>
> Edit a Deposit Ticket [PRCA EDIT A DEPOSIT]
> This option allows the user to change information on a deposit ticket.
>
> Receipt List for Deposit [PRCA RECEIPT LIST]
> This option shows information associated with receipts that are attached to selected deposit tickets.
>
> Summary Listing of Deposits [PRCA SUMMARY DEPOSIT]
> By choosing this option, the user is able to view information about past and current deposit tickets.
>
> View a Deposit [PRCA VIEW A DEPOSIT]
> By using this option, the user can view detailed information about a specific deposit ticket.
>
> Void a Deposit [PRCAY VOID DEPOSIT]
> This option allows the user to void a Deposit Ticket. The ticket must first be “emptied” of all receipts.

Full Account Profile [PRCAY FULL ACCOUNT PROFILE Synonym: FU]
This option will display a full account profile of all bills for a debtor regardless of the status of the Bill.

Print 215 Report [PRCAY PRINT 215 Synonym: P2]
This option will print a 215 report, sorted by appropriation number for a given receipt number entered by the user. It will also show errors of payment (a payment entered without an appropriation) and posting errors.

Profile of Accounts Receivable [PRCAC PROFILE]
This displays all the AR data the user needs. He may see the data on his terminal screen or print the profile on a designated printer. The profile is classified by category: patient, vendor or 3rd party.

Release Holds on AR [PRCAY RELEASE HOLDS Synonym: RH]
This option allows the agent cashier to release "holds" on Means Test bills. There may be some requirements for the VA to "hold-off" billing the patient until payment is received from the insurance company. When a payment is received from an insurance company, any "holds" on bills to be sent to the patient need to be removed and the patient should be billed. This option allows the user to forward the bills from MCCR to AR to start the collection process.

Receipt Management [PRCAY RECEIPT MANAGEMENT Synonym: RM]
This menu will allow the user to manage receipts. This includes posting, approving, reviewing, etc. type options for receipts.

Approve a Receipt [PRCAY APPROVE BATCH]
This option will mark a batch as approved and ready for posting to the A/R Transaction File.

Edit A Receipt [PRCAY EDIT A RECEIPT]
This option allows the user to edit a receipt.

List of Receipts [PRCAY LIST RECEIPTS]
This option will print a report of all receipts recorded with un-archived payments. The report is sorted by date and shows the receipt number, date posted, amount of payment, the bill that reflects the payment, and the user who posted the payment.

Post an Approved Receipt to Accounts [PRCAY POST TRANS]
This option will post the transactions in an approved batch to the A/R Transaction File. Users can only post a batch which they approved, unless they hold the supervisors key.

Receipt Number Reconciliation Report [PRCAD RECON CASH RECEIPT]
This will print the Agent Cashier Reconciliation Report sorted by the Receipt Number.

Reprint a Customer's Receipt [PRCAY REPRINT A RECEIPT]
This option will allow an Agent Cashier to reprint a receipt for a payment transaction. If a payment was canceled, the amount printed on the receipt will be zero.

Summary of Current Receipts [PRCAY SUMMARY OF CURRENT]
This option will list a summary of current receipts in the system. This report will show who opened a receipt batch, when the batch was opened, number of transactions in the batch, and who approved the batch for posting to patient accounts.

Void A Receipt [PRCAY VOID A RECEIPT]
This option will allow a receipt that was entered in error and has not had any payment transactions entered to be voided. The receipt will be purged with the other receipts.

Transaction Profile [PRCAC TRANS PROFILE Synonym: TP]
Use this option to see a profile of a single transaction. More complete information on an account is available with the PRCAC PROFILE option.

FMS Utilities Menu [PRCA FMS UTILTIES]
This top level menu contains all the options to resend, edit and view FMS documents.

Document Status Inquiry [PRCA FMS DOCUMENT INQUIRY]
This main option contains the options for viewing an FMS doc, for example billing document, write-off, etc. that was sent to FMS

Billing Document Inquiry [PRCA FMS BILL INQ]
This option is used to view the status of a detail bill sent to FMS

Regenerate Prior Month OBR [PRCA FMS OBR MANUAL TRANS]
This option recreates and sends the Outstanding Bill Reconciliation report to the local user's group.

Transaction Inquiry [PRCA FMS TRANS INQ]
This option is used display the FMS status for an A/R transaction.

Unprocessed Document List [PRCA FMS UNPROCESSED LIST]
This option will print a list of FMS documents that have been updated three or more days ago.

FMS Cash Receipt Reconciliation (132 column) [PRCA FMS DOC/RECPT COMPAR]
This report is to print all receipts for a deposit, and gives total for each fund under the deposit within a particular status.

FMS Regeneration Menu [PRCA FMS REGENERATION]
This option is the top-level menu for regenerating FMS documents to Austin.

Billing Document Regeneration [PRCA FMS BD REGEN]
This option regenerates an FMS document rejected in Austin.

Edit FMS Accounting Elements [PRCA FMS ACCT EDIT]
This option is used to edit the accounting line information on FMS billing documents.

Modified Billing Document Regeneration [PRCA FMS MBD REGEN]
This option regenerates a modified billing document that rejected in Austin

National Data Base Document Regeneration [PRCA FMS NDB REGEN]
This option is used to regenerate FMS national data base documents.

Overpayment (OP) Document Regeneration [PRCAT FMS OP REGEN]
This option will allow a user to retransmit a "rejected" OP document. It will only allow the retransmission of an OP document that has actually been refunded in the AR package and has been rejected by FMS.

Regenerate FMS Cash Receipt Document [PRCA FMS CASH RECEIPT]
This option is to re-create and re-transmit the Cash Receipt Documents.

Remove invalid SUB BOC [PRCA FMS SBOC]
This option is used to remove an INVALID SUB BOC from a rejected FMS document.

Regenerate FMS Cash Receipt Document [PRCA FMS CASH RECEIPT]
This option is to re-create and re-transmit the Cash Receipt Documents.

Write-Off Document Regeneration [PRCA FMS WRITE-OFF]
This option is used to regenerate a rejected write-off document.

Forward IRS OFFSETs to Austin [PRCA FORWARD IRS OFFSETS]
This option forwards IRS Offset data to Austin, where it will be collected for transmission to the IRS.

Refund Review and Approve [PRCA REFUND REVIEW]
This option will allow a user to select a Prepayment Bill in the Open or Refund Review status, review the Bill and, approve the Bill by entering their Electronic Signature. The refund must be signed by a Certifying Officer, holder of the PRCAY PAYMENT SUP security key. Two signatures are needed in order for it to be processed by the Accounting Tech.
NOTE: Prepayments under $1.00 cannot be refunded.

EDI DIAGNOSTIC MEASURES REPORTS [RCDPE EDI NATIONAL REPORTS]
This is a menu for AR's EDI Diagnostic Measures National Reports. These reports allow a facility to measure the current usage rates of electronic billing to and electronic payments from third party insurers.

EX - EDI Diagnostic Measures Extracts Menu [RCDPE NR EXTRACT MENU]
This menu contains options related to the AR National Reports Extraction.

DE - Disable-Enable DM Background Job/Reports [RCDPE NR DISABLE/ENABLE]
This option allows a user to disable or re-enable the AR National Reports background job. Once a report is disabled, it won't re-queue to run via the AR National Reports process. Note that this locked option is seen by and accessible to only those holding the PRCFA SUPERVISOR security key.

RN - Manually Start DM Extract [RCDPE NR MANUAL START]
This option allows a user to restart the AR National Reports Extraction background job if the report is not running. Note that this locked option is seen by and accessible to only those holding the PRCFA SUPERVISOR security key.

TR - Manually Transmit DM Extract [RCDPE NR MANUAL TRANSMIT]
This option allows a user to retransmit an AR National Report file to FORUM for a particular month if that month's report data did not successfully transmit the first time. Note that this locked option is seen by and accessible to only those holding the PRCFA SUPERVISOR security key.

VP - View/Print Extracted Reports [RCDPE NR VIEW/PRINT EXTRACTS]
This option allows a user to see the results of previous AR National Report extractions. It shows whether or not certain reports made it through the extraction process.

VS - EDI VOLUME STATISTICS Report [RCDPE EDI VOLUME STATISTICS]
This report compiles and prints out statistical metrics for Medical (837) and Pharmacy (NCPDP) electronic claims, and the payments (835s) received for those claims. This information can either be reviewed locally or sent to the National reporting group.

TD - EFT/ERA TRENDING Report [RCDPE EFT-ERA TRENDING REPORT]
This report contains the metrics for the # of ERAs, # of EEOBs, and # of EFTs processed during a given time period. It will also calculate the # of days between each step in the electronic payments process.

SUPERVISOR'S AR MENU [PRCAF SUPERVISOR MENU]

This is the menu for the Accounts Receivable Supervisor.

Edit/Add 'Bill Resulting From' List [PRCAF EDIT BILL FROM]
Use this option to edit the entries in the "Bill Resulting From" file or entries to the list. The data appears in each debt collection letter.

Delete an Incomplete Transaction [PRCAF TR DELETE]
Delete incomplete transactions with this option. Enter the AR Bill number associated with the transaction that is flagged as incomplete.

Administrative Cost Adjustment [PRCAF ADJ ADMIN]
Use this option to adjust the administrative costs, IRS cost, DMV cost, etc.

Form Letter Menu (Edit/Print) [PRCAF U FORM MENU]
This is a menu of options for editing and printing form letters. The user may edit a letter or print it to check for proper format.

Edit Form Letters [PRCAF U FORM ED]
The Supervisor can use this option to edit the text of a form letter. Great caution should be taken NOT to alter the contents of the window functions contained in vertical bars -- | |. Formatting of the printed letter will be adversely affected.

Print Form Letter [PRCAF U PRINT FORM]
Use this option to test the printed format of a letter. The user can select any form letter/Bill combination. Data stored for the account will not be affected.

Return Bill to Service [PRCAF RETURN BILL]
Use this option to return a Bill needing amendment to the originating Service/Section.

Agency Location Code (Deposits) [PRCA AGENCY LOCATION]
This option allows the user to enter the ALC upon package installation or to edit an already existing ALC.

Archive Menu [PRCAK AR SUPERVISOR]
This option allows the AR Supervisor access to the Archive menu. The Archive process should be coordinated between IRM and Fiscal. The options available will allow Fiscal service to list all bills that are pending Archive and also removes the Bill from the list before IRM archives the Bill.

Detailed Report of Pending Archive Records [PRCAK ARCHIVE MARK PRINT]
This option will print a report of all the AR records that are flagged for Archive. (The status is "PENDING ARCHIVE"). This report includes the Bill no., Debtor name and category, the previous status before it was marked for Archive, the balance, and the date of the last activity. A total of entries marked as ARCHIVE will print at the end of the report. This total may be very useful in determining the amount of systems' activity the archive processes will create.

Unmark Records Marked for Archival [PRCAK UNMARK ARCHIVE]
This option will allow the user to change the status of a record from PENDING ARCHIVE back to the previous status. This will prevent the record from being archived. The user may unmark ALL records or select each record. If the records marked for archiving were moved to the temporary storage file, the status cannot be changed.

Bad Debt Accrual Over-Ride [RCNR BAD DEBT ACCR. EDIT]
This menu option will allow the user to over-ride the calculated write-off and contract adjustment totals.

Cross-Servicing Menu [RCTCSP MENU]
This menu option will allow the user to access the Cross-Servicing functionality.

Bill Recall/Reactivate TCSP Referral [RCTCSP RECALLB]
This option is used to allow the user to recall a bill from Cross-Servicing. It is also used to delete the recall if the recall has not taken place.

Cross-Servicing Bill Report [RCTCSP BILL REPORT]
This report lists the bills for the individual debtor who has been forwarded to Cross-Servicing. For each bill, the report displays the status code, the original amount of the bill, the current amount of the bill, the principle, interest, administrative cost, court cost, and the Cross-Servicing referral date.

Cross-Servicing Re-Referred Bills Report [RCTCSP REREFER BILL REPORT]
This report lists the bills for the individual debtor which have been re-referred to Cross-Servicing.

Cross-Servicing Recall Report [RCTCSP RECALL REPORT]
This report lists the bills that have been recalled from Cross-Servicing. The user has the option to sort by bill number or debtor name.

Cross-Servicing Stop Reactivate Report [RCTCSP STOP REACTIVATE REPORT]
The Cross-Servicing Stop Reactivate Report lists the bills that have been stopped from Cross-Servicing, or Reactivated, or both. The user may select a range of Debtors or all Debtors, and a range of dates or all dates. Excel CSV output is also supported.

Debt Referral Reject Report [RCTCSP REJECT REPORT]
This report allows the user to report debt rejected by Cross-Servicing. The report prints out based on the following user defined parameters: Range of Dates (Brief or Detail mode), sorted by Bill

Number, Debtor Name or CS Referred Date, for a given Reject Origination Source (or All), and in either Ascending or Descending print order.)

Debtor Recall/Re-activate TCSP Referral [RCTCSP RECALLD]
This option is used to allow the user to recall a debtor from Cross-Servicing. It is also used to delete the recall if the recall has not taken place. Recalls all bills referred to Cross-Servicing at the same time for the selected debtor.

List IAI Error Codes [RCTCSP IAI ERROR CODES LIST]
This option is a listing of the IAI Error Codes, in error code order. The display contains a) Error Code, b) Field Name, c) associated Record Types and d) Description.

Print Cross-Servicing Report [RCTCSP REPORT]
For each bill that has been referred to Cross-Servicing, this report displays the debtor's name and SSN, the original amount referred, and Cross-Servicing referred date. The user has the option to sort by bill number, debtor's name, or the Cross-Servicing referred date.

Reconciliation List Manager [RCTCSP RECONCILIATION WORKLIST]
List Manager for VistA AR Cross-servicing reconciliation. This option is used to work debts that are returned from Treasury.

Reconciliation Report [RCTCSP RECONCIL REPORT]
This option is used to print a Reconciliation Report. For each bill which has been returned from Treasury by reconciliation, the report will display the Debtor's name, Bill Number, Returned Date, and Closed Date. A second text line will display the Returned Code Description. If there is a Date of Death, a Date of Bankruptcy, or a Date of Dissolution, then this date will appear on a new line with a text description and the date.

Stop/Re-activate TCSP Referral [RCTCSP STOP]
This option is used to allow the user to stop a Cross-Servicing referral for a bill or debtor. It is also used to re-activate the Cross-Servicing referral for a bill or debtor that had been previously stopped.

TCSP Flag Control [RCDP TCSP FLAG CONTROL]
The options included in this menu are used to correct the bill or debtor data attributes (or flags) as needed because of a variance in the bill or debtor data between the VistA system and the Treasury system. Note that this option is only seen by and accessible to those users assigned the RCDP TCSP FLAG security key which should ONLY be allocated by CPAC IT and given ONLY to Veteran Services Supervisors and/or Veteran Services Leads (One, Two or Three).

This option will allow TCSP flag control to the following options:

1) Set cross-service flag on BILL
2) Clear cross-service flag on BILL
3) Clear cross-service flag on DEBTOR (AND ALL BILLS)
4) Set cross-service flag on DEBTOR
5) Fully re-establish debtor/bill as cross-serviced

National Roll-up Report [RCNR NATIONAL ROLLUP REPORT]
This report prints out information contained on the national roll-up. It allows selection of a range of dates and for a set of criteria by the user. It also gives the option of printing a 'detailed' report. A 'detailed' report will list all bills and transactions for each criteria selected with the corresponding amounts.

Purge Unprocessed FMS Document File [PRCAF PURGE UNPROC]
This option is used to purge the AR/FMS document file (347). This option will purge all entries older than the date entered by the user. This option should be used with care.

Site Parameter Edit [PRCA SITE PARAMETER]
This option will allow the AR Supervisor to edit the site parameters for the AR Package. The site parameters allow the system to tailor itself for specific site needs, such as number of days to purge Agent Cashier Receipts, When to generate IRS Offset Letters, etc.

> Deactivate Group [PRCA DEACTIVATE GROUP]
> Allows the user to deactivate the currently active "group".

Group Parameters [PRCA BIL AGENCY]
User can add/edit the billing agency address with this option.

Interest/Admin/Penalty Rates [PRCAF U ADMIN.RATE]
This option adds/edits the administrative costs and interest rates charged on delinquent accounts. Note that this locked option is seen by and accessible to only those holding the PRCAF LATE CHARGES security key.

IRS Parameters [PRCA IRS PARAMETERS]
This option will allow the user to modify the site parameters to control IRS Offset functionality.

Statement Parameters [PRCA NOTIFICATION PARAMETERS]
This option will allow the AR Supervisor to edit parameters specific to the Patient Statements. This will allow the user to control functionality related to statements.

AGENT CASHIER [PRCAY MASTER]
This is the top-level menu for payment processing.

Agent Cashier [PRCAY MASTER]
This option is the top-level menu for Payment processing.

> Cash Payment [PRCAY CASH PAYMENT Synonym: CS]
> This option is used to enter a cash payment for both mail-in and window payments. This option batches payments to be posted to the accounts at a later time.
>
> Check/MO Payment [PRCAY CHECK/MO PAYMENT Synonym: CM]
> This option is used to enter mail-in and window check and money order payments. This option batches payments to be posted to the accounts at a later time.
>
> Credit Card Payment [PRCAY CREDIT CARD PAYMENT Synonym: CC]
> This option is used for mail -in and window credit card payments. This option batches payments that will be posted to the accounts at a later time.
>
> Other Payment [PRCAY OTHER PAYMENT Synonym: OP]
> This option allows the user to enter payment for TDA type payments. This option is very similar to the cash payment option, but allows a different receipt to be open and used for TDA payments.

Cancel a Payment Transaction [PRCAY CANCEL PAYMENT Synonym: CP]
This option will allow the Agent Cashier to cancel a payment transaction and re-enter the payment as a new transaction.

Move A Payment Transaction [PRCAY MOVE A PAYMENT Synonym: MV]
This option will allow the agent cashier to copy a payment transaction from one receipt to another, provided that the receipt being copied from is cash and the receipt or payment has not already been processed.

Patient Payment/Refund Transaction History Inquiry
[PRCA PAYMENT TRANS HISTORY Synonym: PD]
This report lists a history of payment/refund transactions for a patient for a specified date range.

Brief Account Profile [PRCAY ACCOUNT PROFILE Synonym: BR]
This option will display an Account Profile for Patient, Vendors, Insurance Companies, etc.

Deposit Management [PRCA DEPOSIT MANAGEMENT]
This submenu allows the user access to the Deposit options.

Create Deposit Ticket [PRCA CREATE DEPOSIT]
This option enables the user to create a new Deposit Ticket.

Deposit Money to Bank [PRCA DEPOSIT MONEY]
This option allows the user to approve a ticket for deposit to a bank. If a deposit ticket has no receipt associated with it, the user will be asked to provide necessary information before the ticket can be approved.

Edit a Deposit Ticket [PRCA EDIT A DEPOSIT]
This option allows the user to change information on a deposit ticket.

Receipt List for Deposit [PRCA RECEIPT LIST]
This option shows information associated with receipts that are attached to selected deposit tickets.

Summary Listing of Deposits [PRCA SUMMARY DEPOSIT]
By choosing this option, the user is able to view information about past and current deposit tickets.

View a Deposit [PRCA VIEW A DEPOSIT]
By using this option, the user can view detailed information about a specific deposit ticket.

Void a Deposit [PRCAY VOID DEPOSIT]
This option allows the user to void a Deposit Ticket. The ticket must first be “emptied” of all receipts.

Full Account Profile [PRCAY FULL ACCOUNT PROFILE Synonym: FU]
This option will display a full account profile of all bills for a debtor regardless of the status of the Bill.

Print 215 Report [PRCAY PRINT 215 Synonym: P2]
This option will print a 215 report, sorted by appropriation number for a given receipt number entered by the user. It will also show errors of payment (a payment entered without an appropriation) and posting errors.

Profile of Accounts Receivable [PRCAC PROFILE]
This option displays all the AR data the user needs. He may see the data on his terminal screen or print the profile on a designated printer. The profile is classified by category: patient, vendor, or 3rd party.

Release Holds on AR [PRCAY RELEASE HOLDS Synonym: RH]
This option allows the agent cashier to release "holds" on Means Test bills. There may be some requirements for the VA to "hold-off" billing the patient until payment is received from the insurance company. When a payment is received from an insurance company, any "holds" on bills to be sent to the patient need to be removed and the patient should be billed. This option allows the user to forward the bills from MCCR to AR to start the collection process.

Receipt Management [PRCAY RECEIPT MANAGEMENT Synonym: RM]
This menu will allow the user to manage receipts. This includes posting, approving, reviewing, etc. type options for receipts.

> Approve a Receipt [PRCAY APPROVE BATCH]
> This option will mark a batch as approved and ready for posting to the A/R Transaction File.
>
> Edit A Receipt [PRCAY EDIT A RECEIPT]
> This option allows the user to edit a receipt.
>
> List of Receipts [PRCAY LIST RECEIPTS]
> This option will print a report of all receipts recorded with un-archived payments. The report is sorted by date and shows the receipt number, date posted, amount of payment, the bill that reflects the payment, and the user who posted the payment.
>
> Post an Approved Receipt to Accounts [PRCAY POST TRANS]
> This option will post the transactions in an approved batch to the A/R Transaction File. Users can only post a batch which they approved, unless they hold the supervisors key.
>
> Receipt Number Reconciliation Report [PRCAD RECON CASH RECEIPT]
> This will print the Agent Cashier Reconciliation Report sorted by the Receipt Number.
>
> Reprint a Customer's Receipt [PRCAY REPRINT A RECEIPT]
> This option will allow an Agent Cashier to reprint a receipt for a payment transaction. If a payment was canceled, the amount printed on the receipt will be zero.
>
> Summary of Current Receipts [PRCAY SUMMARY OF CURRENT]
> This option will list a summary of current receipts in the system. This report will show who opened a receipt batch, when the batch was opened, number of transactions in the batch, and who approved the batch for posting to patient accounts.
>
> Void A Receipt [PRCAY VOID A RECEIPT]
> This option will allow a receipt that was entered in error and has not had any payment transactions entered to be voided. The receipt will be purged with the other receipts.

Transaction Profile [PRCAC TRANS PROFILE Synonym: TP]
Use this option to see a profile of a single transaction. More complete information on an account is available with the PRCAC PROFILE option.

EDI Lockbox [RCDPE EDI LOCKBOX MENU]

This is the EDI Lockbox Menu for the ePayments clerk.

EXC - EDI Lockbox 3rd Party Exceptions [RCDPE EXCEPTIONS PROCESSING]
This option provides a list of ERA/EOB records that are currently marked with an exception condition. The option allows you to list either the ERA messages that are unfiled in VistA (transmission exceptions) or those that were filed, but have data exceptions. The records can then be viewed and various options are provided to reconcile the exceptions.

WL – EEOB Worklist [RCDPE EDI LOCKBOX WORKLIST]
This option provides a list of electronic EOB detail records that were included on a selected electronic remittance advice (ERA). It allows for the creation of a receipt that will post the detail contained in each EOB against the site's A/R and to FMS. To accomplish this, some manipulation of the payment data may be necessary and some of the tools for performing this manipulation are included in this function.

APAR - Auto-Post Awaiting Resolution [RCDPE APAR]
The Auto-Post Awaiting Resolution (APAR) option displays and allows selection and editing of ERA-EEOB line items that did not pass the auto-posting validation. This means that these line items do not have a receipt and will have to be manually worked by the Accounts Receivable clerk. Once the clerk has made the necessary adjustments to each of the EEOB line items, the line items must be 'Marked for Auto-Post' in order for the EEOBs to be processed by the Nightly Auto-Posting job.

MA – Automatic Match EFTs to ERAs [RCDPE MATCH EFT TO ERA]
This option will start the job to match the 3rd Party Lockbox EFT records that have not yet been matched to the electronic ERAs currently on file. This option runs a part of the normal nightly processing, but can be run on demand here

MCR – EEOB Move/Copy/Remove [RCDPE EEOB MOVE/COPY/REMOVE]
This option allows an EEOB incorrectly matched to a claim to be moved to the correct claim or claims. In addition, this option allows those with the appropriate security key to remove an EEOB from a claim. This is to be used when the EEOB was matched to an incorrect claim and the EEOB does not belong to this facility. That is, the matching claim does not exist in this system of records.

MM – Manual Match EFT-ERA [RCDPE MANUAL MATCH EFT-ERA]
This option will allow the user to choose an EFT detail record and an ERA record and will mark the 2 records as matched. This should be used only if the automatic matching function is not able to make the match. The EFT and ERA selected must both be unmatched and the ERA must not be associated with a receipt.

MO – Move ERA Total to Suspense [RCDPE MOVE ERA TO SUSPENSE]
This option will allow the user to choose an ERA record that is matched to an EFT deposit and will create a receipt to post the total amount reported as being paid on the EFT to SUSPENSE.

OEFT - Unposted EFT Override [RCDPE UNPOSTED EFT OVERRIDE]

Provides the capability for users assigned to the RCDPE AGED PMT security key unrestricted ERA Worklist scratchpad creation for one day.

REFT – Remove Duplicate EFT Deposits [RCDPE REMOVE DUP DEPOSITS]

Allows authorized users to mark and EFT as a duplicate. Requires that the user have the RCDPE REMOVE DUPLICATES security key.

REM - Remove ERA from Active Worklist [RCDPE REMOVE ERA FROM WORKLIST]

This option allows you to remove an ERA from the active worklist. You may only select an ERA that is unmatched to paper and that is UNPOSTED.

REP - EDI Lockbox Reports Menu [RCDPE EDI LOCKBOX REPORTS MENU]

This submenu allows the user access to the EDI Lockbox Report sub options.

WORK – Workload Reports [RCPDE EDI LOCKBOX WORKLD RPRTS]

This menu holds the Accounts Receivable/ePayments Workload reports.

DA – Daily Activity Report [RCDP EDI LOCKBOX ACT REPORT]

This option produces the EDI Lockbox Daily Activity Report.

EFT – EFT Unmatched Aging Report [RCDPE EFT AGING REPORT]

This option produces the EFT aging report.

ERA – ERA Unmatched Aging Report [RCDPE ERA AGING REPORT]

This option produces the ERA aging report.

PEO – Pending EFT Override Report [RCDPE EFT OVERRIDE REPORT]

This option produces the ERA aging report.

UN – Unapplied EFT Deposit Report [RCDPE UNAPPLIED EFT DEP REPORT]

This option produces a list of EFT deposits that have EFT detail records whose funds have not been applied to bills in A/R. These funds remain in FUND 5287, REVENUE SOURCE CODE 8NZZ.

ADJR - Adjustment Code Reports [RCPDE EDI LOCKBOX ADJCDE RPRTS]

This menu holds the Accounts Receivable/ePayments Workload reports

CR - 835 CARC Data Report [RCDPE CARC CODE PAYER REPORT]

This option will allow a user to see the full information on CARC or RARC data stored in the AR EDI CARC DATA and AR EDI DATA files.

PLB - Provider Level Adjustments Report [RCDPE PROVIDER LVL ADJ REPORT]

This report will display ERA data with PLB (Provider Level Benefits) data details. This is an ad- hoc report to allow the user to extract report data as well as view and manage refund requests for all PLB adjustment codes.

QS - CARC/RARC Quick Search [RCDPE CARC/RARC QUICK SEARCH]

This is option is a quick lookup of a CARC or RARC data. This is to be used by the user to get a full description of a single or limited set of codes.

TB - CARC/RARC Table Data Report [RCDPE CARC/RARC TABLE REPORT]
This report will allow a user to see the full information on CARC or RARC data stored in the AR EDI CARC DATA and AR EDI RARC DATA files

RESR – Additional Research Reports [RCPDE EDI LOCKBOX ARSRCH RPRTS]
This menu holds the Accounts Receivable/ePayments Workload reports

ETR – EFT/ERA TRENDING Report [RCDPE ACTIVE WITH EEOB REPORT]
This option produces the ACTIVE BILLS WITH EEOBs report.

AB – Active Bills with EEOB Report [RCDPE ACTIVE WITH EEOB REPORT]
This option produces the ACTIVE BILLS WITH EEOBs report.

AUDR – Audit Reports [RCPDE EDI LOCKBOX AUDIT RPRTS]
This menu holds the Accounts Receivable/ePayments Workload reports

AD - Auto-Decrease Adjustment report [RCDPE AUTO-DECREASE REPORT]
This report lists ERA claims with residual balances for which decrease adjustments have been automatically applied by the nightly process. The report can be filtered by Station/Division and by date range.

AP - Auto-Post Report [RCDPE AUTO-POST REPORT]
This report lists ERAs that have been auto-posted by the nightly process. The report can be filtered by Station/Division and by date range.

APR - Auto-Posted Receipt Report [RCDPE AUTO-POST RECEIPT REPORT]
The Auto-Posted Receipt Report (APR) option displays receipt details associated with auto-posted ERA/EFT, including totals.

APH – Auto Parameter History Report [RCDPE AUTO PARAM HIST REPORT]
This report lists the changes in auto parameters in the EDI Site Parameters.

DUPR –- Duplicate EFT Deposits Audit Report [RCDPE EFT AUDIT REPORT]
This report lists EFTs which have been marked as duplicates.

ESC - ERA Status Change Audit Report [RCDPE ERA STATUS CHNG AUD REP]
This report is used to track the changes to the Auto Posting Status of a single ERA or multiple ERAs by date range

ETA - EFT Transaction Audit Report [RCDPE EFT TRANSACTION AUD REP]
This report will list all actions that have been performed on a single EFT. The intent of the report is to follow the EFT from cradle to grave.

MCR – EEOB Move/Copy Audit Report [RCDPE EEOB MOVE/COPY REPORT] This report lists EOBs that have been moved or copied to new claim numbers or have been removed from a claim. The report can be filtered by Station/Division and by date range.

EMA – EEOBs Marked for Auto-Post Audit Report [RCDPE MARKED AUTO-POST REPORT]
This report lists EOBs that have been moved or copied to new claim numbers or have been removed from a claim. The report can be filtered by Station/Division and by date range.

POSR – ERA's Posted with Paper EOB Audit Report [RCDPE ERA W/PAPER EOB REPORT]
This report lists ERAs that have been marked as posted with paper EOB.

PX – Payer Implementation Report [RCDPE PAYER EXCLUSION NAME]
Launches a report to show the payers, with columns for payer name, payer TIN, and the date on which the payer was added to the database.

REMR - Remove ERA from Active Worklist Audit Report [RCDPE REMOVED ERA AUDIT]
This report lists ERAs that have been removed from the active worklist.

VP – View/Print ERA [RCDPE VIEW/PRINT ERA]
This option allows you to select an ERA and print or view its contents.

UN – Unmatch An ERA [RCDPE UNMATCH ERA]
This option allows you to remove the match status from an ERA if it was added in error.

REM - Remove ERA from Active Worklist [RCDPE REMOVE ERA FROM WORKLIST]
This option allows you to remove an ERA from the active worklist. You may only select an ERA that is unmatched to paper and that is UNPOSTED.

UP – Update ERA Posted Using Paper EOB [RCDPE ERA POSTED BY PAPER EOB]
This option is used to mark an ERA as posted when the paper EOB containing this ERA data was posted to your A/R and FMS and no reference to the ERA was included.

ZB – Mark 0-Balance ET Matched [RCDPE MARK 0-BAL EFT MATCHED]
This option allows the user to select an EFT detail record that has a 0-balance payment and mark it as matched to a paper EOB. This will remove it from the EFT UNMATCHED AGING REPORT.

IDP – Identify Payers [RCDPE PAYER IDENTIFY]
This option displays a list of payers from the PAYER EXCLUSION FILE (#344.6) and allows the user with the appropriate security access to flag entries as Pharmacy and/or Tricare. Entries can be either, neither or both. This option allows the user to filter the list by date added. This is important as entries are added to the file automatically by the nightly process. A user needs to be able see what entries were added recently and if they need to be flagged.

UNASSIGNED OPTIONS

[PRCA NIGHTLY PROCESS]
Use this option nightly to perform the following tasks.

1) Update of open status bills to active
2) Update of interest/admin charges on patients' accounts
3) Update statement days
4) Print of Patient Statements, Uniform Billing forms, and non-patient follow-up letters

5) Purge of Receipts
6) Creation of Cross-Servicing (Treasury Cross-Servicing Project) documents
7) Creation of IRS Master Code Sheets
8) Creation of IRS Update Code Sheets
9) Print of IRS Offset letters
10) Print of the Follow-up list
11) Purge AR Events
12) Flag prepayments for refund review
13) Print Comment List
14) Match EDI transactions (ERA to EFT)
15) Report Overdue EDI transactions
16) Report copied EOB transaction in prior 24 hours

Process will first check and validate AR pointer files 341.1, 430.2, and 430.3. Process will terminate and send bulletin if files are not valid.

[RCDPE EDI LOCKBOX SERVER]
This mail server option processes incoming mail messages containing payment and remittance information. The format of the messages is X12 835.

[RCDPE MOVE ERA TO SUSPENSE]
This option will allow the user to choose an ERA record that is matched to an EFT deposit and will create a receipt to post the total amount reported as being paid on the EFT to SUSPENSE.

[RCDPE WORKLOAD NOTIFICATION]
Use this scheduled option to scan for and generate bulletins for overdue EDI transactions. The option should be scheduled to run weekly, bi-weekly, or monthly as required by the site.

OTHER OPTIONS (NOT ASSIGNED TO USER MENUS)

PRCA FMS-CONV MENU

This menu contains options to reconcile bills with FMS after the CALM conversion.

PRCA FMS CAF LIST
During the conversion process, FMS sends a file to be processed by the IFCAP server. If the server fails to start, this option can be used to manually start the process. This option will also take FMS bill data from the Conversion AR Fields (CAF) file and place them in their corresponding AR file entries. Afterwards, a list will be transmitted to the G.FMS mail group showing FMS bills entered into the AR file and FMS bills that are not in the AR file, if any.

PRCA FMS-CONV DECREASE ADJ
This option will be used to decrease bills to bring the amounts in line with FMS after the CALM conversion. The resulting decrease transaction will not be sent to FMS.

PRCA FMS-CONV ACCOUNTING
This option is used to enter FMS accounting elements on converted records

PRCA FMS-CONV INCREASE ADJ
This option will be used to increase bills to bring the amounts in line with FMS after the CALM conversion. The resulting increase transaction will not be sent to FMS.

PRCA FMS-CONV SETUP BILL
This option will be used to enter bills that have been transmitted to FMS during the calm conversion and are not present on the local system. These bills are not re-sent to FMS.

PRCAK ARCHIVE
This menu contains Accounts Receivable archival options. These options should be executed in the order described in the AR Archival documentation. Because some options may cause a lot of system activity, you should coordinate the use of these options with your IRM System Manager.

PRCAK BUILD TEMP
This option will move all of the data items including the transactions for bills in the PENDING ARCHIVE status to a temporary storage file. You cannot unmark records marked for archiving once this process is started. A mail message will be sent to you when the file has successfully been populated.
WARNING: This process may be very system intensive! Please coordinate the use of this option with your IRM System Manager. Be sure you have adequate disk and journal space available.

PRCAK MARK FOR ARCHIVE
This option will change the bill status of bills whose last date of activity falls within the selected time-frame to PENDING ARCHIVE. The previous fiscal year and current fiscal year cannot be archived. A mailman bulletin will be sent containing the total number of records marked for archival. This total should be reviewed by the IRM system manager for AR Archival system activity.

PRCAK PURGE TEMP
This option will purge ALL of the archive data items in the temporary storage archive file (AR ARCHIVE File 430.8). If there are records remaining in the Pending Archive status you will have to build this file again.
**** THIS OPTION DOES NOT RESET THE RECORDS TO THE ARCHIVED STATUS ****

PRCAK REMOVE AR RECORD
This option will remove the AR record data from the Account Receivable File 430 and all corresponding transactions from the AR Transactions File 433. This option will change the status of the AR record in the 'Pending Archive' status to 'Archived'. The date entered by the user will be entered in the Date Bill Prepared field. The entry in the temporary storage file will be deleted after the AR records are updated.
NOTE: The use of this option should be coordinated with IRM and MCCR.

PRCA MDA SERVER
This option is the server for receiving Medicare Deductible Alerts for automatic processing in AR.

Accounts Receivable Cross-References

340^B
This is the regular VA FileMan "B" cross-reference and is used throughout the AR package for users to look-up information by debtor.

^^TRIGGER^340^.03
Since a patient statement day never changes, a statement day is assigned to a patient based on their internal entry number. When a new patient is added to the debtor file, this cross-reference triggers the assignment of the statement day.

340^AB^MUMPS
This cross-reference allows rapid lookup of debtors in the debtor file by the "type" of debtor. There are five types of debtors (Patient, Insurance Company, Institution, Vendor, and Person). This allows the AR software to scan the file for only a specific type of debtor rather than having to look at each entry.

340^AC
This cross-reference is used to print patient statements and Vendor, Person, and Institution follow-up letters. Since these type of debtors get notified based on their statement day, this cross-reference allows rapid look-up of which debtor is due a notification on a particular day.

340^DMC
This cross-reference will be sent if follow-up on an account is being done by the Debt Management Center (DMC).

340^TCSP^MUMPS
This cross-reference indicates whether a debtor has been sent to Cross-Servicing.

340^TOP^MUMPS
This Cross-Reference indicates whether a debtor has been sent to TOP and the date of the reference.

341^B
This cross-reference will allow look-up to the event file by identifier.

341^AD2^MUMPS
This cross-reference is used for account profiles and for printing patient statements, letters, and bills. It stores the debtor, event-type, and date/time event was closed in reverse order.

341^AC1^MUMPS
This cross reference is used to store events that are in an open status. Since only one event at a time should be in an open status for a debtor, this cross reference makes sure that no two events are in an open status for a debtor.

341^AD1^MUMPS
This-cross reference is used for account profiles and for printing patient statements, letters, and bills. It stores the debtor, event-type, and date/time event was closed in reverse order.

341^AD3^MUMPS
This cross-reference is used for account profiles and for printing patient statements, letters, and bills. It stores the debtor, event-type, and date/time event was closed in reverse order.

341^C
This cross-reference sorts events by the date/time they are closed and allows a chronological ordering of events.

341^AC2^MUMPS
This cross reference is used to store events that are in an open status. Since only one event at a time should be in an open status for a debtor, this cross reference makes sure that no two events are in an open status for a debtor.

341^AE
This cross reference is used to sort and print events by their follow-up dates.

341.1^B
This cross reference is not used in the AR package, but exists for FileMan look-up on this file by the AR event type name.

341.1^AC
Since the AR event type file is a table file, AR event types are found by their associated event number using this cross reference.

342^B
This cross reference is to allow look-up on the site parameter file by the site name.

> 342.04^B
> No Description
>
> 342.04^AC^MUMPS
> This cross-reference is used to find the most recent interest, administration, and penalty rate to apply to a bill.
>
> 342.01^B
> No Description

^^TRIGGER^342^31
No Description

342.1^B
An AR group is defined by the site and is assigned a "type" of group. This allows the site to look-up the AR GROUP by the name that was assigned to the AR GROUP type.

342.1^AC
The AR package uses this cross reference to find and return information on specific AR groups by type.

342.2^B
No Description.

342.3^B
No Description.

342.31^B
No Description.

343^B
This cross reference is used to look-up follow-up letters by name for users and also when printing follow-up letters for patient statements and bills.

344^B
This cross-reference is used for sorting and file look-up by receipt #.

^^TRIGGER^344.4^.08
No Description.

344^AA1^MUMPS
This cross-reference stores the last receipt number used by a user specific to type of payment. This cross-reference is used to show the default Receipt # when using the payment options in the Agent Cashier module.

344^AA^MUMPS
This cross-reference stores the last receipt number used by a user specific to type of payment. This cross-reference supports the cross-reference in field "OPENED BY".

344^AD
No Description.

344^ASTAT
No Description.

344^AEFT
No Description.

344.01^B
This x-ref is used for look-up and sorting by VA FileMan.

344^AN01^MUMPS
This cross reference is used to build the list of payments that are unlinked. An unlinked payment does not have an entry in field .03. The cross reference for field .03 will remove the cross reference when the field is populated. EDI Lockbox deposit receipts will not have an entry in the .03 field, but are excluded from this xref since the funds are not deposited into suspense but are instead placed in FUND 5287/revenue source code 8NZZ.

344^AC^MUMPS
This cross-reference is needed to display payments not yet posted to patient accounts during the use of the "Account Profile" option.

344^AACCT
This cross reference is used to lookup payments by account. This is especially useful when determining the pending payments for an account.

344^AN03^MUMPS
This cross reference is used to build the list of payments that are unlinked. An unlinked payment does not have an entry in field .03. This cross reference is initially set when the .01 entry is added to the file.

:^^TRIGGER^344.01^.03
This field allows a customized look-up to the Patient file and Bill number file when prompting the user for "PATIENT NAME OR BILL NUMBER" during payment entry. Once the user selects the Patient or Bill Number, this data is then moved to the "Account" field for VA FileMan Compatibility for printing.

344^ADOC
This cross reference is used to lookup up the receipt number if the cash receipt document is known.

344.1^B
This x-ref is used for look-up and sorting by VA FileMan.

344.1^AC
This cross-reference is needed to display payments not yet to patient accounts during the use of the "Account Profile" option.

344.1^ADOC
This cross reference is used for the Deposit Reconciliation Report.

344.2^B
No Description.

344.21^B
No Description.

344.3^B
No Description.

344.3^ALOCK^MUMPS
This xref is set to allow a lock to be placed on the file so only one job that tries to match EFTs to ERAs is run at a time. This xref is set the first time an entry is added to the file.

344.3^ARDEP
No Description.

344.3^C
No Description.

344.3^AD^MUMPS
Xref by deposit number at the top level and payer ID at the 344.31 level.

344.3^ARECDT
No Description.

344.31^B
No Description.

344.31^C
This xref is used for payer names of up to 60 characters.

344.31^AMATCH
No Description.

^^TRIGGER^344.3^.14
No Description.

^^TRIGGER^344.314^.02
Updates to the MATCH STATUS (#.08) field will trigger updates to the MATCH STATUS HISTORY (#314.314) sub-file.

344.31^AERA
No Description.

344.31^E
This cross reference is used to sort the file by the DATE/TIME RETURNED field (#.18).

> 314.314^B
> Standard x-ref used for look-up and sorting by VA FileMan.
>
> ^^TRIGGER^344.314^.03
> This trigger will update the EDIT USER (#.03) field with the user who has updated the MATCH STATUS field.

344.4^B
No Description.

^^TRIGGER^344.4^.14
No Description.

344.4^C
No Description.

344.4^I
Standard x-ref on the INSURANCE CO ID (#.03) field used for look-up and sorting by VA FileMan.

344.4^AFD
Created to find entries to include on ERA work list pick list.

344.4^AREC
No Description.

^^TRIGGER^344.49^.02
No Description.

344.4^AMATCH
This xref allows easy access to unmatched or mismatched ERA records.

344.4^ATRID
This cross-reference is a new-style xref. The values in the TRACE NUMBER (#.02) and INSURANCE CO ID (#.03) fields remain unchanged.

344.4^ATRIDUP
This cross-reference is used for claim matching without regard to case. The trace number and insurance company are converted to uppercase and the software uses this for matching claims by the trace number. The values in the TRACE NUMBER (#.02) and INSURANCE CO ID (#.03) fields remain unchanged.

344.4^E
The "E" cross reference is used to sort the file by DATE RETURNED.

344.41^B
No Description.

^^TRIGGER^344.4^.11
Keeps track of the number of individual EOBs in the EOB transmission.

344.41^AC
Cross references entire file by EOB detail pointer to file 361.1

344.4^ADET
Cross references entire file by EOB detail pointer to file 361.1

344.41^AD
No Description.

^^TRIGGER^344.41^.17
No Description.

344.4^AEXC
This xref is used to identify EOB records with exception conditions.

344.4^ATOUT
This cross reference allows easy access to EOBs that have been transferred out of the site to another site.

344.41^ATB
This xref is used to easily find reversal or take back EOBs in an ERA.

344.4^AFL
Created to find entries to include on ERA posted to Paper EOB report.

344.49^B
No Description.

344.491^B
No Description.

344.491^ASEQ^MUMPS
No Description.

:^^TRIGGER^344.491^.03
No Description.

344.491^ANV
No Description.

344.491^ABAT
No Description.

344.4911^B
No Description.

344.4914^B
No Description.

344.491^AC
This xref allows a quick lookup of one user's comments for the EEOB.

344.492^B
No Description.

344.493^B
No Description.

344.493^C
No Description.

344.49^AINUSE
This xref allows for a quick check to see if any batches within the ERA are in use or not.

344.5^B
No Description.

344.5^AMSEQ
This cross reference is needed to associate all 'pieces' of an ERA

344.5^AEXC
This is a cross reference by records with an exception condition.

344.5^ATIN
This is cross reference by File Date and Transferred From fields for ‘835XFR’ messages.

344.53^B
No Description.

344.54^B
No Description.

344.6^B
By Payer Name

344.6^C
By Payer ID

344.6^CPID
By Payer name and Payer ID

344.6^EXRXPOST
This x-ref is used to locate entries by Pharmacy auto-posting status.

344.611^ADU
This new style cross-reference by DATE and USER is used to sort the Auto Parameter History Report.

344.62^B
Standard x-ref used for look-up and sorting on the CARC/RARC CODE (#.01) field.

344.62^ACTV
Index will be used to obtain a list of the active CARC codes for automatic decrease to be applied

344.71^B
Standard x-ref used for look-up and sorting on the TIMESTAMP (#.01) field.

344.71^C
This is a search index to allow users to perform a lookup by the user(s) who place ERA line item in suspense or update any items that were in suspense.

344.71^D
This index allows a user to look at those entries in the Suspense audit log that have been cleared from suspense by attaching the line item (EOB) to a specific bill.

344.71^E
This index allows a user to research Suspense Audit Log entries by a Claim or Bill number if the line item in suspense (EOB) was linked to a Bill or Claim and cleared from suspense.

344.71^F
This index allows the user to search the Suspense Audit Log for all entries of a specific disposition type.

344.72^B
Standard x-ref used for look-up and sorting on the TIMESTAMP (#.01) field.

344.72^F
This index will allow for the lookup of the audit history of a specific ERA.

344.9^B
Standard x-ref used for look-up and sorting on the NAME (#.01) field.

344.91^B
Standard x-ref used for look-up and sorting on the NAME (#.01) field.

344.91^C
This index will allow for lookups of historical reports by date.

345^B
Standard x-ref used for look-up and sorting by VA FileMan.

345.1^B
Standard x-ref used for look-up and sorting by VA FileMan.

346^B
Standard x-ref used for look-up and sorting by VA FileMan.

347^B
This x-ref is used for look-up and sorting by VA FileMan.

347^AD

347^D

347^C

347^FMS
This is a cross-reference on the FMS TRANSMISSION DATE field. That field stores the date that the document was transmitted to FMS.

347.1^B
This x-ref is used for look-up and sorting by VA FileMan.

347.2^B
This x-ref is used for look-up and sorting by VA FileMan.

347.3^B
This x-ref is used for look-up and sorting by VA FileMan.

347.3^C
No Description.

347.4^B
This x-ref is used for look-up and sorting by VA FileMan.

347.4^ACR
This x-ref is used to look-up CR documents

347.4^AWR
This x-ref is used to look-up WR documents

348^B
This x-ref is used for look-up and sorting by VA FileMan.

348^C^MUMPS
This cross-reference stores the print name of the entry along with the code.

348.1^B
This x-ref is used for look-up and sorting by VA FileMan.

348.2^B
No Description.

348.4^B
No Description.

348.4^C
This cross-reference is used to look up a batch by the batch date.

348.4^AC
This cross-reference tells the status of the batch.

348.41^B
No Description.

348.42^B
No Description.

348.43^B
No Description.

348.5^B
No Description.

348.6^B
No Description.

348.7^B
No Description.

349^B
No Description.

^^TRIGGER^349^.02
This is the type of transmission record.

349^AT2^MUMPS
This cross-reference is built on TRANSMISSION TYPE and DATE CREATED.

349.1^B
No Description.

349.11^B
No Description.

349.12^B
No Description.

^^TRIGGER^349.1^33
No Description.

349.161^B
No Description.

349.2^AKEY1^MUMPS
This cross-reference is used to key the statements for CCPC.

349.2^AKEY2^MUMPS
This cross-reference is used to key the statements for CCPC.

349.2^AD^MUMPS
This is the cross-reference to find patient statement errors that are returned from CCPC.

349.3^B
No Description.

349.3^AD
This cross-ref is used to record the Purge date. Entries will be purged after this date.

349.4^B
No Description.

349.7^B
No Description.

349.8^B
No Description.

349.9^B
No Description.

^^TRIGGER^349.9^12
No Description.

430^B
This cross-reference is used for file look-up and sorting by Accounts Receivable Bill No.

430^D^MUMPS
This cross reference is used for lookup and sorts on the Accounts Receivable 6-digit Bill number (without the station number).

430^TCSP^MUMPS
This cross reference indicates whether a debt has been sent to Cross-Servicing.

^^TRIGGER^430^71
This cross reference triggers the Principal Balance field #71.

430^E
This cross reference is set for the Third-Party type category of bills.

430^AC
This cross-reference is needed to find bills by status. This cross-reference is used extensively by reports and options.

430^AS2^MUMPS
This cross-reference allows rapid look-up of bills by status for a specific debtor.

^^TRIGGER^430^60
This cross-reference triggers the Date Account Activated field. When a Bill is made Active or Open for a patient, new activity needs to be logged to that it may appear on the next patient statement.

430^C
This cross-reference allows user look-up of bills belonging to a specific debtor.

430^AS1^MUMPS
This cross-reference allows rapid look-up of bills by status for a specific debtor.

430^ATD^MUMPS
This cross-reference is not actively used and only exists to update the activity for a debtor in the event the debtor field is ever changed, which should never happen.

430^AK^MUMPS
This cross-reference is used to track accounts that have been made ACTIVE. It is used by the patient statement procedures.

430^AD
This cross reference is used for lookup bills by Referral Date.

430^TCSP^MUMPS
This Cross-Reference indicates whether a debt has been sent to Cross-Servicing.

430^AN
Cross-servicing Returned Date Index

430.01^B
This cross reference is used for lookup and sorts of the Fiscal Years for the Bill.

430.01^C^MUMPS
This x-ref has quit to remove the previous x-ref for this field that was no longer needed.

430^F^
This cross reference is set for the Pat Ref No. in the Fiscal Year multiple that is not a Bill No.

430^AJ^MUMPS
This cross reference sets the Appropriation Symbol field 18 to the non year appropriation symbol entered for this Fiscal Year.

^^TRIGGER^430.01^1
This cross reference triggers the Curr.Prin.Bal field #1.

430.02^B
This cross-reference is used for lookup and sorts for the Date of Charges.

430.02^AC^MUMPS
This cross reference calculates and sets the Total Amount field 6.

430.02^AD^MUMPS
This cross-reference calculates and sets the Total Amount field 6.

430.02^AE^MUMPS
Obsolete version 3.7 cross-reference.

430.051^B
This cross-reference is used for lookup and sorts for Repayment Due Dates.

430.2^B
This cross-reference is used for sorting and file look-up by AR Category.

430.2^C
This cross-reference is used for sorting and file look-up by the Abbreviation field.

430.2^AC
This cross-reference is used for look-ups by the Category Number field. This cross-reference is used extensively throughout the AR package and SHOULD NOT be edited. By editing this field, it may cause serious functional problems within the AR package.

430.3^B
This cross-reference is used for sorting and file look-up by the AR Transaction Type.

430.3^C
This cross-reference is used for look-up and sorting transaction types by Abbreviation.

430.3^AC^MUMPS
This cross-reference is used for look-up by Status Number.

430.4^B
This cross-reference is used for sorting and file look-up by the AR Bill Number.

430.4^C^MUMPS
This cross-reference is used for sorting and file look-up by AR bill number (without the station number prefix.).

430.5^B
This cross-reference is used for sorting and file look-up by AR Parameter.

430.5^C
This cross-reference is used for file look-up and sorting by the AR Parameter Type field.

430.5^AC
This cross-reference is used for look-up by the Number of Letters field.

430.6^B
This cross-reference is used for sorting and file look-up by AR Debt List.

430.6^C
This cross-reference is used for look-up and sorting by the Full Name field.

430.6^D
This cross-reference is used for look-up and sorting by the AR Debt List Type field.

430.7^B
This cross-reference is used for sorting and file look-up by AR Billing Error message name.

430.71^B
This cross-reference is used for look-up by the Error Code field.

430.7^AC
This cross-reference is used to sort the bills for printing the ARDC Report.

430.8^B
This cross-reference is used for look-up and sorting by Identifier.

430.9^B
This cross-reference is used for sorting and file look-up by the AR Conversion name.

430.95^B
This cross-reference is used for look-up and sorting by the Inconsistencies field.

431^B
This cross-reference is used for sorting and file look-up by effective date.

433^B
This cross-reference is used for sorting and file look-up by Transaction Number.

433.01^B
This cross-reference is used for sorting by Fiscal Year.

433^C
This cross-reference is used to determine the transaction entries associated with each internal Bill number (from file 430).

^^TRIGGER^433^19
This cross-reference is needed to log an "activity" to the patient account for printing patient statements and various reports.

433^AE^MUMPS
This cross-reference is used for sorting by Calm Code status.

433^AG
This cross-reference is used for the Follow-up List.

433^AD^MUMPS
This cross-reference will file the entry into the AR Data Queue file for transmission to the ARC.

433^AW^MUMPS
This cross-reference is set if the transaction is a 'write-off' transaction (i.e., waivers and compromises). It is used to calculate the summary write-off documents for FMS.

433^AT2^MUMPS
This cross reference is used by the National Database collector and by AR reports to look up transactions by transaction type and by date entered (processed).

433^AEOB1^MUMPS
The AEOB cross-ref will be set if the Transaction Type is Payment in Part, for a TP bill referred to RC that does not have the EOB Code field populated.

433^AI^MUMPS
This cross-ref will file the entry into the AR Date Queue file for transmission to the ARC.

433^AF
This cross-reference is used for sorting on receipt number.

433^AH^MUMPS
This cross-reference will file the entry into the AR Data Queue file for transmission to the ARC.

433^ATD^MUMPS
This cross-reference is used for the patient statement. It is sorted by the DEBTOR (field 9, file 430) and DATE ENTERED (field 19, file 433). Loop through the Debtors transactions (Date Entered) to display his transactions for a specified time period.

433^AT1^MUMPS
This cross reference is used by the National Database collector and by AR reports to look up transactions by transaction type and by date entered (processed).

433^AC^MUMPS
This cross-reference will file the entry into the AR Data Queue file for transmission to the ARC.

433^AP^MUMPS
This cross-reference is used for sorting by the Prepayment Trans. Date.

433^AEOB^MUMPS
This cross-ref is used to alert AR staff that EOB Processing should be done for a payment transaction. These payments are from Insurance Companies whose bill is referred to RC for collection action. Once the EOB Code is entered, this cross-ref can be deleted.

433.061^B
This cross-reference is used for sorting by Date of Charges.

The following three fields within File #430 contain two separate cross-references, which modify a single reference level:

- field #9, ATD x-ref, and field #60, AK x-ref, both setup "ATD";
- field #8, AS2 x-ref, and field #9 AS 1 x-ref, both setup "AS";

The re-indexing of both or either cross-reference may be done to correctly establish the index.

433^CA^MUMPS
This x-ref identifies Contract Adjustment Transactions. It is used by the FMS data collector to compile the WR 06 document for transmission to FMS.

433^ACE^MUMPS
This cross-reference is set to aid in printing the medication co-pay exemption report. It is set whenever the decrease transaction or interest exemption transaction is applied as a result of an exemption from medication co-pays. It is also set for the increase transaction if a refund Bill is set up as a result of medication co-pays.

434^B
This cross-reference is used file look-up and sorting by AR Form Letter name field.

434^C
This cross-reference is used for file look-up and sorting by Full Name.

435^B
This cross-reference is used for sorting and file look-up by receipt #.

435^AF^MUMPS
This cross-reference will kill the corresponding file 433 "AF" cross-reference when the receipt number is killed in this file.

Since the receipt number x-ref in file 433 is only needed for the printing of the 215 and requires the "Batch Payment" entry in this file, once the receipt number is purged from this file the corresponding 433 x-ref can be purged.

435^AA1^MUMPS
This x-ref stores the last receipt number used by a user specific to type of payment.

This x-ref is used to show the default Receipt # when using the payment options in the Agent Cashier module.

435^AA^MUMPS
This x-ref stores the last receipt number used by a user specific to type of payment. This x-ref supports the x-ref in field "OPENED BY".

435.01^B
This x-ref is used for look-up and sorting by Fileman.

435^AC^MUMPS
This cross-reference is needed to display payments not yet posted to patient accounts during the use of the "Account Profile" option.

^^TRIGGER^435.01^.03
No Description.

436.1^B
No Description.

436.1^C
No Description.

436.12^B
No Description.

^^TRIGGER^436.12^.02
This trigger will insert the current user into ENTERED BY field of the COMMENT DATETIME multiple.

Operating Specifics

INTRODUCTION

This section deals with the specific information you need to determine whether your facility can run AR effectively. The information presented here includes sizing, equipment requirements, journaling, routines, and external/internal relations with other DHCP packages.

SIZING INFORMATION

AR test sites were asked to provide the number of entries made in the three main files for Accounts Receivable using VA FileMan. In addition, the sites ran %ZTBKC to obtain the block count for the associated globals. These files represent the most active and fastest growing AR files. As a result, it is estimated that AR will require the following (note that block sizes are for DSM-11):

^RCD(340 - 1/5 block per entry (AR Debtor)
^PRCA(430 - 1/2 block per entry (Accounts Receivable)
^PRCA(433 - 1/4 block per entry (AR Transaction)
^RCD(341 - 1/4 block per entry(AR Event)

Please note these are an estimate of what is necessary for only a subset of the dynamic files of AR.

To get the estimate of the number of Accounts Receivable transactions, contact your Fiscal Service.

NOTE: Please be aware that Fiscal is required to have access to this information for 6 to 10 years to meet legal requirements.

RECOMMENDED EQUIPMENT

Fiscal

1 CRT per Accounting Technician
1 CRT per Accounts Receivable Clerk
1 CRT for Agent Cashier
1 CRT for Application Coordinator
1 132 column Dot Matrix Printer (for printing free-form bills, preprinted UB92 forms, reports, and patient statements)
1 Letter Quality Printer (reports and letters)
1 Letter Quality Printer (for printing collection letters)

There are three default printer locations associated with the AR package. These printers will be associated with a device number on your DHCP system. You may be able to use the same printer for multiple types of outputs. Please consult with your Application Coordinators as to what outputs may be sent to "shared" printers, and where these printers should be located within the Fiscal Service.

TRANSLATION TABLES

The following is a list of globals that should be translated to allow access in a distributed operating system environment. All globals are accessed by all users and all AR data is stored in ^PRC* and RC*.

RCD - This global contains the AR Debtor file (#340).
PRCA - This global contains the Accounts Receivable files.

NOTE: The PRCAK, PRCA, and RC globals may grow very large. (See the Sizing Information).

RC - Debtor.
RCY - Batch payment.
PRCAK - Archive Purge.

On-line Documentation

It is recommended that you print the AR Data Dictionaries immediately after you load the software. This is done through the VA FileMan option List File Attributes. The AR files include numbers 340 - 344, 347 - 348.1, and 430 - 433. You may specify a Standard or Brief Data Dictionary as your needs require. Utilizing on-line documentation is the best way to obtain the most current information available. Further information for generating On-line documentation is provided in the Kernel documentation. This can be obtained either from your IRM Service or your local ISC.

Currently AR utilizes PRCA and RC as namespaces. PRCA is in the process of being phased out. There are no special templates associated with AR V.4.5.

Upon gaining access to the system, the user is prompted to enter a menu selection for each level of the system. If no selection is listed within the prompt, or if the user is unsure of which selections are available, entering a "?" will bring up a list of available selections. Entering "??" will give additional information, and "???" will give brief descriptions of all entries. For prompts containing a selection, the user should enter a <return> to make this selection. If the "NO//" or "YES//" feature is included in the prompt, entering a <return> will indicate selection of the indicated option, and entering a "Y" for yes or "N" for no will allow the user to accept or reject the prompt selection.

Appendix 1: AR Archiving Checklist and Troubleshooting Guide

PURPOSE

This checklist and troubleshooting guide were designed to aid Fiscal and IRM services in the archiving process. The archiving process was developed to remove old bills and transactions from on-line to off-line storage. Upon completion of the archive process, an archived Bill in file 430 is identified by a stub record consisting of the Bill number, archive date, and archived status. All corresponding transactions in file 433 are removed in their entirety from the on-line system.

HARDWARE REQUIREMENTS

Archiving records requires the use of a medium such as tape or removable disk. When selecting either of these mediums, consider that .003 megabytes of available free space is necessary for every entry in file 430 to be archived.

ARCHIVE CHECKLIST

1. Check with Fiscal for the time period to begin archiving. Currently, it is not possible to archive data less than two fiscal years old. For example, if today is September 19, 1994, the latest date which data can be archived is October 1, 1992.

2. From the AR Archive Records Menu, select the option Mark AR Records for Archival.

   The start date default "None", will archive the earliest inactive data that is not under the status of Active, Amended Bill, Archived, New Bill, Open, Pending Approval, Refund Review, Returned For Amendment, Returned From AR (NEW), or Suspended.

   The end date is the latest date to archive data which is not under any of the status's listed above. This date is up to the individual Fiscal service. For example, your Fiscal service may want to have records from the past four years on-line which would mean that the end date would be entered as 10/1/90.

   Upon completion of the marking process, a message is automatically generated and sent to the user who began the process regarding the number of records that were marked "Pending Archive".

3. Fiscal should review the “Pending Archive” list using the option, Detailed Report of Pending Archive Records, to ensure the records that are marked are the desired records for archiving. If an undesired record is marked, the option Unmark Records Marked for Archival can be used to change the status from Pending Archive to its previous status.

4. On the system where the global ^PRCAK is located, calculate the amount of disk space required by multiplying the number of records to be archived by .003. “.003” is the amount of space each record takes up in megabytes. The product of this multiplication is the number of megabytes of temporary storage that will be necessary for the archiving procedure.

   Ex. 12,000 records X .003 MB = 48 MB

   Note: This space will be freed when the archive process is complete.

5. Select the option Build Temporary Archive File. During this process, the system will loop through all bills marked “Pending Archive” (file 430) and identify all corresponding transactions (file 433). For each Bill and transaction being archived, the “pointer-values” will be expanded and moved to the temporary archive file. Upon completion of the Building process, a message is generated indicating whether or not the process was successful and how many archive records were created.

6. Using the operating systems global save utility (^%GS, ^%GSAVE, etc..) write the global ^PRCAK to a removable storage medium i.e. tape, disk, etc.

7. Upon completion of step 6, use the option Remove AR Records from Files. This option will create the stub record in file 430 and remove all corresponding transactions in file 433. When this step finishes, the temporary storage space from step 5 is freed up. The date entered using this option is stored with the stub record as the “date of archival”.

Note: The actual disk space regained will vary due to fragmentation in compression algorithms used by the operating systems. Global compression utilities should be run in accordance with operating systems “cookbook” recommendations to regain unused disk space.

TROUBLESHOOTING

Table 22: Problem / Solution

PROBLEM	SOLUTION
System crashes or job stops running.	Use the option Purge Temporary Archive Storage File and rerun archive procedure.
Archive process identifies few or no records.	Rerun the archive process using a more extensive date range.
Need to restore archive records.	Using the operating systems global restore utility, restore the archived global and use VA File Manager to inquire or print file entries.

Note: Once the archive process has begun it cannot be "restarted". If an attempt is made to begin the archive process while it is still in progress, a message will appear indicating that "this process has failed because another AR archive process is already in progress".

Appendix 2: FMS Documents

The following pages contain the document structure and the nature of the data that must be supplied from each service to the Financial Management System.

COLUMN KEYS

#	=	Field Number
Field Name	=	Name of Field
Generating Package	=	Package responsible for code
Value	=	Default or pattern in Alpha/Numeric
Value Status	=	Hard Code or Variable data element
Description	=	Brief explanation of field

Any segments not listed in a document, are not required or not used.

DETAILED CASH RECEIPT (CR) DOCUMENT

Table 23: Detailed CR Control Segment

#	Field Name	Value	Value Status	Description
1	Segment-ID	CTL	HC	Segment identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction class	DOC	HC	DOC indicates document transaction
6	Transaction code	CR	HC	CR indicates cash receipt document
7	SEC1 code	4A	VAR	VHA = 10, VBA = 20
8	Batch number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date of creation of document (YYYYMMDD)
11	Transaction Time	6N	VAR	Calendar time of creation of document (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3A	VAR	IFCAP-FMS Interface Version

Table 24: Detailed CR Document Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier
2	Segment ID	CR1	HC	Segment identifier

#	Field Name	Value	Value Status	Description
3	Trans code	CR	HC	CR indicates a Cash Receipt document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
5	Header XDivision	4A	VAR	VHA = 10, VBA = 20
6	IFCAP flag	N	HC	IFCAP update control point
7	Segment ID	CR2	HC	Segment identifier
8	Record Year	2N	VAR	Calendar year of receipt deposit
9	Record Month	2N	VAR	Calendar month of receipt deposit
10	Record Day	2N	VAR	Calendar day of receipt deposit
11	Fisc Month	null	HC	
12	Fisc Year	null	HC	
13	Beg Budget FY	null	HC	
14	End Budget FY	null	HC	
15	Document Type	null	HC	
16	Document Action	E	HC	E is for original entry document
17	Acctg Trans Type	null	HC	
18	Offset Cash Account	null	HC	
19	Deposit Number	12A	VAR	
20	Fund	null	HC	
21	Document Total	15N	VAR	Payment amount (Each payment will generate a separate document)
22	Billed Fund	null	HC	
23	Accomplished Year	2N	VAR	Current calendar year
24	Accomplished Month	2N	VAR	Current calendar month
25	Accomplished Day	2N	VAR	Current day of current calendar month
26	Disbursing Office	null	HC	
27	HDR Ref Trans Code	null	HC	
28	HDR Ref Trans Number	null	HC	

Table 25: Detailed CR Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier
2	Segment ID	CRA	HC	Segment identifier
3	Line No	001	HC	Each payment will generate a separate document
4	Line Beg Budget FY	null	HC	
5	Line End Budget FY	null	HC	
6	Line Fund	null	HC	

#	Field Name	Value	Value Status	Description
7	XOrganization	null	HC	
8	Sat Station	null	HC	
9	XProgram	null	HC	
10	Revenue Source	null	HC	
11	Sub Rev Source	null	HC	
12	Budget Object Code	null	HC	
13	Sub BOC	null	HC	
14	Travel Type	null	HC	
15	Job Number	null	HC	
16	Report Category	null	HC	
17	GL Account	null	HC	
18	Vendor ID	null	HC	
19	Vendor Address Code	null	HC	
20	Line Amount	15N	VAR	Amount of collection
21	Incr/Decr Indicator	I	HC	I for increase
22	Partial Final Ind	null	HC	
23	Line Trans Type	2A	VAR	Refund (01) or Reimbursement (05)
24	Ref Trans Code	BD	HC	Referenced transaction code
25	Ref Trans Numb	11A	VAR	Bill Number
26	Ref Trans Line	001	HC	Document line to which collection is applied
27	Check Number	null	HC	
28	Advance Flag	null	HC	
29	Line Description	null	HC	
30	Agreement Numb	null	HC	
31	Travel Advance Numb	null	HC	
32	Action Out	null	HC	
33	Cost Center	null	HC	
34	Cost Sat Station	null	HC	
35	Reclass Adv Ind	null	HC	

A. SUMMARY CASH RECEIPT (CR) DOCUMENT

Table 26: Summary CR Control Segment

#	Field Name	Value	Value Status	Description
1	Segment-ID	CTL	HC	Segment identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station

#	Field Name	Value	Value Status	Description
5	Transaction class	DOC	HC	DOC indicates document transaction
6	Transaction code	CR	HC	CR indicates cash receipt document
7	SEC1 code	4A	HC	VHA = 10, VBA = 20
8	Batch number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date of creation of document (YYYYMMDD)
11	Transaction Time	6N	VAR	Calendar time of creation of document (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3A	VAR	IFCAP-FMS Interface Version

Table 27: Summary CR Document Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier
2	Segment ID	CR1	HC	Segment identifier
3	Trans code	CR	HC	CR indicates a Cash Receipt document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
5	Header XDivision	4A	HC	VHA = 10, VBA = 20
6	IFCAP flag	N	HC	IFCAP update control point
7	Segment ID	CR2	HC	Segment identifier
8	Record Year	2N	VAR	Calendar year of receipt deposit
9	Record Month	2N	VAR	Calendar month of receipt deposit
10	Record Day	2N	VAR	Calendar day of receipt deposit
11	Fisc Month	null	HC	
12	Fisc Year	null	HC	
13	Beg Budget FY	null	HC	
14	End Budget FY	null	HC	
15	Document Type	null	HC	
16	Document Action	E	HC	E is for original entry document
17	Acctg Trans Type	null	HC	
18	Offset Cash Account	null	HC	
19	Deposit Number	12A	VAR	SF-215 #
20	Fund	Null	HC	
21	Document Total	15N	VAR	Amount of collection for fund

#	Field Name	Value	Value Status	Description
22	Billed Fund	null	HC	
23	Accomplished Year	2N	VAR	Current calendar year
24	Accomplished Month	2N	VAR	Current calendar month
25	Accomplished Day	2N	VAR	Current day of current calendar month
26	Disbursing Office	null	HC	
27	HDR Ref Trans Code	null	HC	
28	HDR Ref Trans Number	null	HC	

Table 28: Summary CR Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier
2	Segment ID	CRA	HC	Segment identifier
3	Line No	001	HC	Line #
4	Line Beg Budget FY	2N		Current Fiscal Year
5	Line End Budget FY	null	HC	
6	Line Fund	6A		Appropriation code: 5014(MCCR) 2431(CATC) 3220(ADMIN) 1435(INT) 0869(Judicial Fees)
7	XOrganization	3N		Station number
8	Sat Station	null	HC*	*If these fields are activated, it will be necessary to undertake a major reconfiguration of the current AR software...
9	XProgram	null	HC	
10	Revenue Source	ARRV	HC*	
11	Sub Rev Source	null	HC*	
12	Budget Object Code	null	HC*	
13	Sub BOC	null	HC	
14	Travel Type	null	HC*	
15	Job Number	null	HC*	
16	Reporting Category	null	HC	
17	GL Account	null	HC	
18	Vendor ID	null	HC	
19	Vendor Address Code	null	HC	
20	Line Amount	15N	VAR	Amount of collection for appropriation
21	Incr/Decr Indicator	I	HC	I for increase
22	Partial Final Ind	null	HC	
23	Line Trans Type	23	HC	
24	Ref Trans Code	null	HC	

#	Field Name	Value	Value Status	Description
25	Ref Trans Number	null	HC	
26	Ref Trans Line	null	HC	
27	Check Number	null	HC	
28	Advance Flag	null	HC	
29	Line Description	null	HC	
30	Agreement Numb	null	HC	
31	Travel Advance Numb	null	HC	
32	Action Out	null	HC	
33	Cost Center	null	HC*	
34	Cost Sat Station	null	HC*	
35	Reclass Adv Ind	null	HC	

B. OVERCOLLECTION PAYMENT (OP) DOCUMENT

Table 29: OP Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction Class	DOC	HC	Document transaction
6	Transaction Code	OP	HC	Transaction Code
7	SEC1 Code	10	HC	Security 1 Code
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3N	VAR	IFCAP-FMS Interface Version

Table 30: OP Document Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment Identifier
2	Segment ID	PV1	HC	Segment Identifier

#	Field Name	Value	Value Status	Description
3	Trans Code	OP	HC	Document ID
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
5	Header XDivision	10	HC	DOC ID SEC1
6	Segment ID	PV2	HC	Segment Identifier
7	Record Month	2N	VAR	Refund processed on this calendar month
8	Record Day	2N	VAR	Refund processed on this calendar day
9	Record Year	2N	VAR	Refund processed on this calendar year
10	Fisc Month	null	HC	
11	Fisc Year	null	HC	
12	HDR Budget FY	null	HC	
13	HDR End Budget FY	null	HC	
14	Document Action	E	HC	Original Document
15	HDR Trans Type	01	HC	01 = Payment of over collection revenue
16	Document Type	null	HC	
17	Sched Year	2N	VAR	Current calendar year
18	Sched Month	2N	VAR	Current calendar month
19	Sched Day	2N	VAR	Current calendar day
20	Voucher-Schedule Type	null	HC	
21	HDR Fund	null	HC	
22	Document Desc	null	HC	
23	Disbursing Office	null	HC	
24	FA IND	null	HC	
25	Vendor ID	MISCVET	HC	Vendor Code
26	Vendor Address Code	null	HC	
27	Document Total	15N	VAR	Amount of Refund
28	Vendor Name	30A	VAR	Veteran Name
29	Vendor Address Line 1	30A	VAR	Address #1
30	Vendor Address Line 2	30A	VAR	Address #2
31	City	19A	VAR	City
32	State Code	2A	VAR	State
33	Zip Code	9A	VAR	Zip
34	Hand Pick CK IND	null	HC	

Table 31: OP Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment Identifier

#	Field Name	Value	Value Status	Description
2	Segment ID	PVA	HC	Segment Identifier
3	Line No	001	HC	Line #
4	Ref Trans Code	Null	HC	
5	Ref Trans Number	Null	HC	
6	Ref Trans Line	Null	HC	
7	Accept Year	Null	HC	
8	Accept Month	Null	HC	
9	Accept Day	Null	HC	
10	Vendor Invoice	Null	HC	
11	Vendor Invoice Line	Null	HC	
12	Line Description	Null	HC	
13	Line Trans Type	Null	HC	
14	Line Budget FY	2N	VAR	Fiscal Year
15	Line End Budget FY	Null	HC	
16	Line Fund	5014	HC	Appropriation
17	XOrganization	3N	VAR	Station number
18	Sat Station	Null*	HC	*If these fields are activated, it will be necessary to undertake a major reconfiguration of the current AR software...
19	Cost Center	Null*	HC	
20	Cost Sat Station	Null*	HC	
21	XProgram	Null*	HC	
22	Budget Object Code	Null*	HC	
23	Sub BOC	Null*	HC	
24	Job Number	Null*	HC	
25	Reporting Category	Null*	HC	
26	GL Account	Null	HC	
27	Quantity	Null	HC	
28	Revenue Source	ARRV	HC	
29	Sub Rev Source	Null*	HC	
30	Vendor Invoice Year	Null	HC	
31	Vendor Invoice Month	Null	HC	
32	Vendor Invoice Day	Null	HC	
33	Int Reason Code	Null	HC	
34	Line Amount	15N	VAR	
35	Incr/Decr Indicator	I	HC	
36	Partial Final IND	Null	HC	
37	VI Log Year	Null	HC	

#	Field Name	Value	Value Status	Description
38	VI Log Month	Null	HC	
39	VI Log Day	Null	HC	
40	Line Type	Null	HC	
41	Related GBL	Null	HC	

C. WRITE-OFF (WR) DOCUMENT

Table 32: WR Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction Class	DOC	HC	Document transaction
6	Transaction Code	WR	HC	Transaction Code
7	Sec1 Code	4A	HC	VHA = 10, VBA = 20
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3N	VAR	IFCAP-FMS Interface Version

Table 33: WR Document Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier

2	Segment ID	CR1	HC	Segment identifier
3	Trans code	WR	HC	WR indicates a Write Off document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
5	Header XDivision	4N	HC	VHA = 10, VHB = 20

6	Segment ID	CR2	HC	Segment identifier
7	Record Year	2N	VAR	Calendar year of write-off

#	Field Name	Value	Value Status	Description
8	Record Month	2N	VAR	Calendar year of write-off
9	Record Day	2N	VAR	Calendar year of write-off
10	Fisc Month	null	HC	
11	Fisc Year	null	HC	
12	Beg Budget FY	null	HC	
13	End Budget FY	null	HC	
14	Document Type	null	HC	
15	Document Action	E	HC	E is for original entry document
16	Acctg Trans Type	null	HC	
17	Offset Cash Account	null	HC	
18	Deposit Number	12’9s’	HC	Deposit Number
19	Fund	null	HC	
20	Document Total	15N	VAR	Write-off “unassigned” amount (Each write-off will generate a separate document)
21	Billed Fund	null	HC	
22	Accomplished Year	2N	VAR	Current calendar year
23	Accomplished Month	2N	VAR	Current calendar month
24	Accomplished Day	2N	VAR	Current day of current calendar month
25	Disbursing Office	null	HC	
26	HDR Ref Trans Code	null	HC	
27	HDR Ref Trans null Number	null	HC	

Table 34: WR Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier
2	Segment ID	CRA	HC	Segment identifier
3	Line No	001	HC	Same line as BD line referenced
4	Line Beg Budget FY	null	HC	
5	Line End Budget FY	null	HC	
6	Line Fund	null	HC	
7	XOrganization	null	HC	
8	Sat Station	null	HC	
9	XProgram	null	HC	
10	Revenue Source	null	HC	
11	Sub Rev Source	null	HC	
12	Budget Object Code	null	HC	

#	Field Name	Value	Value Status	Description
13	Sub BOC	null	HC	
14	Travel Type	null	HC	
15	Job Number	null	HC	
16	Report Category	null	HC	
17	GL Account	null	HC	
18	Vendor ID	null	HC	
19	Vendor Address Code	null	HC	
20	Line Amount	15N	VAR	Amount of write-off
21	Incr/Decr Indicator	I	HC	I for increase
22	Partial Final Ind	null	HC	
23	Line Trans Type	2A	VAR	01 = Refund, 02 = Reimbursement
24	Ref Trans Code	BD	HC	Reference Trans code
25	Ref Trans Numb	11A	VAR	Bill Number
26	Ref Trans Line	001	HC	Reference Trans line
27	Check Number	null	HC	
28	Advance Flag	null	HC	
29	Line Description	null	HC	
30	Agreement Numb	null	HC	
31	Travel Advance Numb	null	HC	
32	Action Out	null	HC	
33	Cost Center	null	HC	
34	Cost Sat Station	null	HC	
35	Reclass Adv Ind	null	HC	

D. STANDARD VOUCHER (SV) DOCUMENT

Table 35: SV Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction Class	DOC	HC	Document transaction
6	Transaction Code	SV	HC	Transaction code
7	SEC1 Code	10	HC	Security code 1
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0

#	Field Name	Value	Value Status	Description
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3N	VAR	IFCAP-FMS Interface Version

Table 36: SV Document Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier
2	Segment ID	SV1	HC	Segment identifier
3	Trans code	SV	HC	SV indicates a Standard Voucher document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
5	Header XDivision	10	HC	Security 1 code
6	Segment ID	SV2	HC	Segment identifier
7	Record Year	2N	VAR	Calendar year of summary
8	Record Month	2N	VAR	Calendar month of summary
9	Record Day	2N	VAR	Calendar day of summary
10	Fisc Month	null	HC	
11	Fisc Year	null	HC	
12	Document Action	E	HC	E is for original entry document
13	HDR EXP REV GL IND	null	HC	
14	Header Budget FY	null	HC	
15	Header End Budget FY	null	HC	
16	Header Fund	null	HC	
17	Reversal Fisc Year	2N	VAR	Fiscal year of next month
18	Reversal Fisc Month	2N	VAR	Fiscal month of next month
19	Document Description	null	HC	
20	Budget Override IND	null	HC	
21	Document Total	15N	VAR	Accrual total
22	Header Description	null	HC	

Table 37: SV Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier

2	Segment ID	SVA	HC	Segment identifier
3	Line No	001	HC	Each payment will generate a separate document
4	Acctg Trans Type	21	HC	Summary receivables
5	Budget FY	2N	HC	Fiscal year beginning
6	End Budget FY	null	HC	
7	Fund	6A	VAR	MCCR = 5014 Medical Service = 2431
8	XDivision	null	HC	
9	XOrganization	3N	VAR	Station number
10	Sat Station	null	HC*	*If these fields are activated, it will be necessary to undertake a major reconfiguration of the current AR software...
11	Cost Center	null	HC*	
12	Cost Sat Station	null	HC*	
13	XProgram	null	HC*	
14	OBJ Rev Srce	ARRV	HC*	
15	Sub OBJ Sub Rev Srce	null	HC*	
16	Job Number	null	HC*	
17	Reporting Category	null	HC*	
18	Vendor ID	null	HC	
19	Vendor Address Code	null	HC	
20	Vendor Name	null	HC	
21	Quantity	null	HC	
22	Voucher Schedule Type	null	HC	
23	Agency Schedule No	null	HC	
24	Disbursing Office	null	HC	
25	Guest Symbol	null	HC	
26	Ref Trans Code	null	HC	
27	Ref Trans Number	null	HC	
28	Ref Trans Line	null	HC	
29	Document Type	null	HC	
30	Vendor Invoice	null	HC	
31	Vendor Invoice Year	null	HC	
32	Vendor Invoice Month	null	HC	
33	Vendor Invoice Day	null	HC	

#	Field Name	Value	Value Status	Description
34	Vendor Invoice Line	null	HC	

1	Segment ID	SVB	HC	Segment identifier
2	Line Amount	15N	HC	Accrual amount
3	Incr/Decr Indicator	I	HC	"I" for original entry
4	Line Description	null	HC	
5	EXP Rev GI Ind	R	HC	"R" for revenue
6	Treasury Schedule No	null	HC	
7	Accomplished Year	2N	VAR	Current calendar year
8	Accomplished Month	2N	VAR	Current calendar month
9	Accomplished Day	2N	VAR	Current calendar day (last day of month)
10	Agreement Number	null	HC	
11	Advance Flag	null	HC	
12	Voucher Schedule Cat	null	HC	
13	Agency Schd Fisc YR	null	HC	
14	Obligation Fiscal YR	null	HC	

E. BILLING (BD) DOCUMENT- REFUND

Table 38: BD Control Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction Class	DOC	HC	Document transaction
6	Transaction Code	BD	HC	Transaction code
7	Sec1 Code	4A	HC	VHA = 10, VBA = 20
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3N	VAR	IFCAP-FMS Interface Version

Table 39: BD Batch Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	BAT	HC	Segment Identifier

1	Segment ID	BD0	HC	Segment Identifier
2	Batch Number	6A	VAR	Batch #
3	Net	null	HC	
4	Batch Month	null	HC	
5	Batch Day	null	HC	
6	Batch Year	null	HC	
7	Batch CTL Count	null	HC	

Table 40: BD Document Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier

2	Segment ID	BD1	HC	Segment identifier
3	Trans code	BD	HC	BD indicates a Billing document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0 Accounts Receivable billing number
5	Header XDivision	4A	HC	VHA = 10, VBA = 20

6	Segment ID	BD2	HC	Segment identifier
7	Record Month	2N	VAR	Transaction month
8	Record Day	2N	VAR	Transaction day
9	Record Year	2N	VAR	Transaction year
10	Fisc Month	null	HC	
11	Fisc Year	null	HC	
12	Acctg Trans Type	null	HC	
13	Beg Budget FY	null	HC	
14	End Budget FY	null	HC	
15	Document Action	E	HC	E: original entry document, M: modification document.
16	Vendor ID	null	HC	Vendor code: vendors, MISCE: employees, persons MISCN: insurance company, institutions, (non fed.) MISCG: (federal) MISCVET: patients

#	Field Name	Value	Value Status	Description
17	Vendor Address Code	2A	VAR	FMS vendor code (suffix)
28	Document Total	15N	VAR	Total unsigned line amounts. Decimal point-two places
29	Fund	null	HC	
30	Document Type	null	HC	
31	Document Description	null	HC	
32	Vendor Name	30A	VAR	Station name
33	Vend Address Line1	30A	VAR	Station address 1
34	Vend Address Line2	30A	VAR	Station address 2
35	Vend City	19A	VAR	Station city
36	Vend State Code	2A	VAR	Station state
37	Vend Zip 1	5A	VAR	Station zip 1
38	Vend Zip 2	4A	VAR	Station zip 2
39	Bill Print Flag	N	HC	Never printed from FMS
40	Collected Due YY	null	HC	
41	Collected Due MM	null	HC	
42	Collected Due DD	null	HC	
43	Interest Rate	null	HC	
44	Text Type	null	HC	
45	Waiver Flag	A	HC	All charges waived

Table 41: BD Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier
2	Segment ID	BDA	HC	Segment identifier
3	Line No	001	HC	Each payment will generate a separate document. SAME AS ORIGINAL
4	Line Beg Budget FY	Null	HC	Fiscal year beginning
5	Line End Budget FY	Null	HC	Fiscal year ending
6	Line Fund	6A	VAR	Fund
7	XOrganization	Null *7A	VAR	*If spending station required, infer from station field in control point table
8	Sat Station	Null *2A	VAR	*If spending substation required, prompt user for information
9	XProgram	Null *9A	VAR	*If spending OCP required, infer from OCP field in control point table
10	Revenue Source	Null	HC	

#	Field Name	Value	Value Status	Description
11	Sub Rev Source	Null	HC	
12	Budget Object Code	Null *4A	VAR	*If spending BOC required, prompt user for information
13	Sub BOC	Null *2A	VAR	*If spending sub-BOC required, prompt user for information
14	Job Number	Null *8A	VAR	*If spending job required, infer from job field in control point table
15	Report Category	Null	HC	
16	GL Account	Null	HC	
17	Line Amount	15N	VAR	Bill amount or transaction amount
18	Incr/Decr Indicator	1A	VAR	I for increase or original entry D for decrease
19	Line Description	*	HC	*AR_INTERFACE
20	Ref Trans Code	Null	HC	
21	Ref Trans Line	Null	HC	
22	Line Trans Type		HC	Refund receivable
23	Text Type	Null	HC	
24	Interest Rate	Null	HC	
25	Travel Type	Null	HC	
26	Travel Advance Numb	Null	HC	
27	Source of Overpayment	Null	HC	
28	Overpayment Type	Null	HC	
29	Action Out	Null	HC	
30	Cost Center	Null *7A	VAR	*If spending cost center required, infer from first four characters of the IFCAP cost center code + 00
31	Cost Sat Station	Null *7A	VAR	*If spending sub cost center required, infer last two characters of the IFCAP cost center code

F. BILLING (BD) DOCUMENT- REIMBURSEMENT

Table 42: BD Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	ARS	HC	Source system identification
3	Destination System	FMS	HC	Destination system identification
4	Submitting Stations	3A	VAR	IFCAP Station
5	Transaction Class	DOC	HC	Document transaction
6	Transaction Code	BD	HC	Transaction code

#	Field Name	Value	Value Status	Description
7	Sec1 Code	4A	HC	VHA = 10, VBA = 20
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3N	VAR	IFCAP-FMS Interface Version

Table 43: BD Batch Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	BAT	HC	Segment Identifier

1	Segment ID	BD0	HC	Segment Identifier
2	Batch Number	6A	VAR	Batch #
3	Net	null	HC	
4	Batch Month	null	HC	
5	Batch Day	null	HC	
6	Batch Year	null	HC	
7	Batch CTL Count	null	HC	

Table 44: BD Document Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier

2	Segment ID	BD1	HC	Segment identifier
3	Trans code	BD	HC	BD indicates a Billing document
4	Trans Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0 Accounts Receivable bill number
5	Header XDivision	4A	HC	VHA = 10, VBA = 20

6	Segment ID	BD2	HC	Segment identifier
7	Record Month	2N	VAR	Transaction month
8	Record Day	2N	VAR	Transaction day

#	Field Name	Value	Value Status	Description
9	Record Year	2N	VAR	Transaction year
10	Fisc Month	Null	HC	
11	Fisc Year	Null	HC	
12	Acctg Trans Type	Null	HC	
13	Beg Budget FY	Null	HC	
14	End Budget FY	Null	HC	
15	Document Action	E	HC	E is for original entry document M is for modification document
16	Vendor ID	Null	HC	Vendor code: vendors, MISCE: employees, persons MISCN: insurance company, institutions, (non fed.) MISCG: (federal) MISCVET: patients
17	Vendor Address Code	2A	VAR	FMS vendor code (suffix)
28	Document Total	15N	VAR	Total unsigned line amounts. Decimal point-two places
29	Fund	Null	HC	
30	Document Type	Null	HC	
31	Document Description	Null	HC	
32	Vendor Name	30A	VAR	Station name
33	Vend Address Line1	30A	VAR	Station address 1
34	Vend Address Line2	30A	VAR	Station address 2
35	Vend City	19A	VAR	Station city
36	Vend State Code	2A	VAR	Station state
37	Vend Zip 1	5A	VAR	Station zip 1
38	Vend Zip 2	4A	VAR	Station zip 2
39	Bill Print Flag	N	HC	Never printed from FMS
40	Collected Due YY	Null	HC	
41	Collected Due MM	Null	HC	
42	Collected Due DD	Null	HC	
43	Interest Rate	Null	HC	
44	Text Type	Null	HC	
45	Waiver Flag	A	HC	All charges waived

Table 45: BD Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier

#	Field Name	Value	Value Status	Description
2	Segment ID	BDA	HC	Segment identifier
3	Line No	001	HC	Each payment will generate a separate document. SAME AS ORIGINAL
4	Line Beg Budget FY	Null	HC	Fiscal year beginning
5	Line End Budget FY	Null	HC	Fiscal year ending
6	Line Fund	6A	VAR	Fund
7	XOrganization	Null *7A	VAR	*If revenue station required, prompt user for information
8	Sat Station	Null 2A	VAR	*If revenue substation required, prompt user for information
9	XProgram	Null *9A	VAR	*If revenue OCP required, prompt user for information
10	Revenue Source	Null *ARRV	VAR	*If revenue source required, hard code ARRV
11	Sub Rev Source	Null *4A	VAR	*If sub-revenue source required, prompt user for information
12	Budget Object Code	Null	HC	
13	Sub BOC	Null	HC	
14	Job Number	Null *8A	VAR	*If job required, prompt user for information
15	Report Category	Null	HC	
16	GL Account	Null	HC	
17	Line Amount	15N	VAR	Bill amount or transaction amount
18	Incr/Decr Indicator	1A	VAR	I for increase D for decrease
19	Line Description	*	HC	*AR_INTERFACE
20	Ref Trans Code	Null	HC	
21	Ref Trans Line	Null	HC	
22	Line Trans Type	02	HC	Reimbursement receivable
23	Text Type	Null	HC	
24	Interest Rate	Null	HC	
25	Travel Type	Null	HC	
26	Travel Advance Numb	Null	HC	
27	Source of Overpayment	Null	HC	
28	Overpayment Type	Null	HC	
28	Action Out	Null	HC	
29	Action Out	Null	HC	
30	Cost Center	Null	HC	

G. CONFIRMATION DOCUMENT

Table 46: Confirmation Document Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	FMS	HC	Source system identification
3	Destination System	ARS	HC	Destination system identification
4	Submitting Station	3A		IFCAP Station
5	Transaction Class	DCT	HC	Document Confirmation Transaction
6	Transaction Code	2A		Transaction code
7	Sec1 Code	4A	HC	VHA = 10, VBA = 20
8	Batch Number	null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3A	VAR	IFCAP-FMS Interface Version

Table 47: Confirmation Document Batch Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	BAT	HC	Segment identifier
2	Segment ID	DCB	HC	Segment identifier
3	Station	3A	VAR	Station
4	Status	A or R	VAR	A = Accepted, R = Rejected
5	User ID	6A	VAR	User identification
6	Batch Number	6A	VAR	
7	ERR Code 1	5A	VAR	First error code
8	ERR Message 1	30A	VAR	First error message
9	ERR Code 2	5A	VAR	Second error code
10	ERR Message 2	30A	VAR	Second error message
11	ERR Code 3	5A	VAR	
12	ERR Message 3	30A	VAR	
13	ERR Code 4	5A	VAR	
14	ERR Message 4	30A	VAR	
15	ERR Code 5	5A	VAR	

#	Field Name	Value	Value Status	Description
16	ERR Message 5	30A	VAR	
17	ERR Code 6	5A	VAR	
18	ERR Message 6	30A	VAR	
19	ERR Code 7	5A	VAR	
20	ERR Message 7	30A	VAR	
21	ERR Code 8	5A	VAR	
22	ERR Message 8	30A	VAR	
23	ERR Code 9	5A	VAR	
24	ERR Message 9	30A	VAR	
25	ERR Code 10	5A	VAR	
26	ERR Message 10	30A	VAR	

Table 48: Confirmation Document Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	DOC	HC	Segment identifier
2	Segment ID	DCD	HC	Segment identifier
3	Station	3A	VAR	Station
4	Status	A or R	VAR	A = Accepted, R = Rejected
5	User ID	6A	VAR	User identification
6	Sec1 Code	4A	VAR	VHA = 10, VBA = 20
7	Transaction Code	2A	VAR	Transaction code
8	Transaction Document Number	11A	VAR	Transaction document number
9	ERR Code 1	5A	VAR	First error code
10	ERR Message 1	30A	VAR	First error message
11	ERR Code 2	5A	VAR	Second error code
12	ERR Message 2	30A	VAR	Second error message
13	ERR Code 3	5A	VAR	
14	ERR Message 3	30A	VAR	
15	ERR Code 4	5A	VAR	
16	ERR Message 4	30A	VAR	
17	ERR Code 5	5A	VAR	
18	ERR Message 5	30A	VAR	
19	ERR Code 6	5A	VAR	
20	ERR Message 6	30A	VAR	
21	ERR Code 7	5A	VAR	

#	Field Name	Value	Value Status	Description
22	ERR Message 7	30A	VAR	
23	ERR Code 8	5A	VAR	
24	ERR Message 8	30A	VAR	
25	ERR Code 9	5A	VAR	
26	ERR Message 9	30A	VAR	
27	ERR Code 10	5A	VAR	
28	ERR Message 10	30A	VAR	

Table 49: Confirmation Document Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	LIN	HC	Segment identifier
2	Segment ID	DCL	HC	Segment identifier
3	Station	3A	VAR	Station
4	User ID	6A	VAR	User identification
5	Line No	3A	VAR	001-999
6	ERR Code 1	5A	VAR	First error code
7	ERR Message 1	30A	VAR	First error message
8	ERR Code 2	5A	VAR	Second error code
9	ERR Message 2	30A	VAR	Second error message
10	ERR Code 3	5A	VAR	
11	ERR Message 3	30A	VAR	
12	ERR Code 4	5A	VAR	
13	ERR Message 4	30A	VAR	
14	ERR Code 5	5A	VAR	
15	ERR Message 5	30A	VAR	
16	ERR Code 6	5A	VAR	
17	ERR Message 6	30A	VAR	
18	ERR Code 7	5A	VAR	
19	ERR Message 7	30A	VAR	
20	ERR Code 8	5A	VAR	
21	ERR Message 8	30A	VAR	
22	ERR Code 9	5A	VAR	
23	ERR Message 9	30A	VAR	
24	ERR Code 10	5A	VAR	
25	ERR Message 10	30A	VAR	

H. RECONCILIATION DOCUMENT

Table 50: Reconciliation Document Control Segment

#	Field Name	Value	Value Status	Description
1	Segment ID	CTL	HC	Segment Identifier
2	Source System	FMS	HC	Source system identification
3	Destination System	ARS	HC	Destination system identification
4	Submitting Station	3A	VAR	IFCAP Station
5	Transaction Class	OBR	HC	Outstanding Bill Reconciliation Statement
6	Transaction Code	Null	HC	
7	Sec1 Code	Null	HC	
8	Batch Number	Null	HC	
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
10	Transaction Date	8N	VAR	Calendar date document created (YYYYMMDD)
11	Transaction Time	6N	VAR	Time document created (HHMMSS)
12	Sequence Number	3N	VAR	Transaction part Sequence Number of Sequence Total
13	Sequence Total	3N	VAR	Total number of transaction parts
14	Version	3A	VAR	IFCAP-FMS Interface Version

Table 51: Reconciliation Document Line Segments

#	Field Name	Value	Value Status	Description
1	Segment ID	OBR	HC	Segment Identifier
2	Station	3A	HC	Station #
6	Transaction Code	2A	VAR	Transaction code
9	Transaction Number	11A	VAR	Station(3) + Fiscal Year(1) + K + Sequential(5) + 0
13	Line No	3N	VAR	001-999
14	Line Amount	17N	VAR	Outstanding dollar amount for the line

Table 52: MDA – Medicare Deductible Alert [SEQ 1]

Piece	Description	Maximum Length/Type	Comments
1	RECORD ID = ‘MDA ’	4 ALPHA	None.
2	Medicare Type	1 Alpha	Always equal to “A” for Part A
3	HICN	19 ALPHANUM	Medicare assigned member ID number.
4	Claim year	4 NUM	Year the claim deductible is applied against

Piece	Description	Maximum Length/Type	Comments
5	Patient account number	11 ALPHANUM	Claim tracking number assigned by the VA
6	DCN	25 ALPHANUM	Document Control Number for VA claim
7	Cash deductible submitted	6 NUM	
8	Cash deductible available	6 NUM	
9	Service start date	8 NUM	CCYYMMDD
10	Service end date	8 NUM	CCYYMMDD
11	Report date	8 NUM	Date report created by Medicare

Glossary

Account
Records established for an individual debtor in the AR Debtor file. One account can have any number of bills, just as a VISA or Master Card account can be used for multiple purchases.

Accounting Classification Code (ACC)
Nine-character codes used for budget purposes. The FMS ACC's replace CALM Fund Control Points.

Accounting Technician
The person in Fiscal Service who is responsible for processing accounting transactions.

Account Profile
A screen display or printout showing a summary of activity on an entire Accounts Receivable (refer to Transaction Profile for a view of a single transaction on an account).

Accounts Receivable
In the broadest sense, these are debts owed to the Department of Veterans Affairs. Throughout the documentation, this term is used interchangeably with the term "bills" for ease of expression. The Accounts Receivable section of Fiscal Service is that person or group of people whose duty it is to establish and maintain debtor account records.

Accounts Receivable Clerk
The person in Fiscal who establishes, audits, and maintains the station's debt collection files.

Adjustment
A transaction that makes an administrative change to the principal balance of a Bill or an account.

Admin Charge
An administrative charge incurred during the debt collection process and added to an account's principal balance. Fees for locator searches, marshal fees, and court costs are administrative charges.

Agent Cashier
The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.

ADP Security Officer
The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing who has access to which files.

AMIS
Automated Management Information System.

AITC
Austin Information Technology Center

Application Coordinator
The individuals responsible for the implementation, training and troubleshooting of the AR software package.

AR Event File
This file contains events that occurred to a debtor's account.

Batch Number (this is not the FMS batch number)
The number assigned to an Agent Cashier batch payment.

Bill
A receivable that has been generated by a billing service or section. See the Bill types 1080, 1081, 1114, or UB-82.

Bill for Collection
The actual Bill produced by an 1114 type billing. Formerly the second (carbon copy) page of the preprinted Form 1114 — now only accessible to the Accounts Receivable Section as an electronic Bill.

Billing Clerk
That person in a billing service or section that is responsible for generating bills.

Billing Cycle
The life cycle of a Bill. From generation through approval, transmission to AR, mailing to the debtor, and being liquidated by posted payments until the debt has been paid.

Bill Number
Each Bill has a unique number, tracked by service/section, which is used to identify it. It is usually assigned automatically by the system (see Common Bill Numbering Series).

Billing Document (BD)
An Accounts Receivable document created by using the Billing module in the AR system: an SF-1080 or and OF-1114.

Budget Object Code (BOC)
Four-digit number used to identify purchases. The FMS BOC's are equivalent to CALM subaccounts.

Cash Receipt (CR)
An Accounts Receivable document used to record deposit information from the SF-215 Deposit Ticket into FMS.

Category C (Hospital Care)
Entitlement category for inpatient care in a VA Medical Center; non-service connected veterans whose income level exceeds certain minimums as determined by the MAS eligibility unit.

Category C (Nursing Home Care)
Entitlement category for long-term care in a VA Nursing Home; non-service connected veterans whose income level exceeds certain minimums as determined by the MAS eligibility unit.

Category C (Outpatient Care)
Entitlement category for outpatient care at a VA Medical Center; non-service connected veterans whose income level exceeds certain minimums as determined by the MAS eligibility unit.

CCPC
Consolidated Copayment Processing Center

Common Bill Numbering Series
A series of numbers set aside for each billing service/section, the system uses this series to assign Bill numbers automatically whenever the billing clerk needs to generate a new Bill.

Common Numbering Series
Numbers used by Accounting Technicians to generate new accounting transactions for AR. The Application Coordinators will establish the Common Numbering Series used by your facility.

Correction
A change made to a billing record before the initial Bill is generated.

COWC
The Committee on Waivers and Compromise. An appellate body, located in The Department of Veterans Affairs Veterans Benefits Administration Regional Offices.

Credit
A payment which, when posted to an account, reduces the principal balance (the debt). Scheduled payments under a repayment plan are credits.

Crime of Personal Violence
The result of a crime of personal violence; occurs in a state where the victim is entitled to receive health care and services at the expense of the state or a political subdivision. Billings are forwarded to the District Counsel for collection.

Cross-Servicing
The Cross-Servicing functionality was delivered and integrated under the VistA AR 4.5 patch, PRCA*4.5*301. This new functionality will allow VHA to refer a debt that has been delinquent 120 days or more to Treasury for collection.

DC
The Department of Veterans Affairs' Office of the District Counsel. District Counsel areas of responsibility do not correspond to the Veterans Health Service and Research Administration regions.

Debit
A charge or fee which when posted to an account increases the principal balance (the debt). Interest and administrative charges are debits.

Debt Collection
This is the official name given to the process of sending out bills and collecting payments.

Debtor
A patient, person, vendor, insurance company, or institution who owes the VA money.

Default
A normal or suggested response that is provided by the system.

Demand Letter
The follow-up letters that are sent to a debtor, reminding them of the outstanding debt are called demand letters.

DOJ
The United States Department of Justice.

Electronic Signature
The electronic signature replaces the written signature on all AR documents used within your facility. Documents going off-station will require a written signature as well. The electronic signature code is used by all individuals who have the authority to approve actions (approve requests, purchase orders, obligations, etc.). The electronic signature is encrypted so that no one, not even a computer programmer, can tell what it is.

Federal Tax ID
A unique number that identifies your station to the Internal Revenue Service.

FL 4-480
The first demand letter for Ineligible category debtors.

FL 4-481
The first demand letter for Humanitarian category debtors.

FL 4-482
The second demand letter for Ineligible, Humanitarian and Category C debtors.

FL 4-483
The third demand letter for debts under $200 for medical care.

FL 4-484
The third demand letter for debts between $200 and $1200 for medical care.

FL 4-485
The third demand letter for debts over $1200 for medical care.

FL 4-513
The first demand for Category C (Means Test) debts.

FMS
Financial Management System which handles all centralized accounting and has replaced the CALM system.

FMS Document ID (DOC ID)
The station number + a unique document number. Formerly called the CALM PAT number.

GL
The General Ledger to which all accounting transactions are posted.

Hold
A hold is a temporary restriction placed on mailing demand letters for a particular account. It is usually used when a debtor has made arrangements to pay the debt and letters would be redundant.

Humanitarian
Humanitarian billings are for non-veterans treated at a VA facility for a medical emergency. Also includes veterans treated under presumed eligibility later found to be ineligible.

ICD
Interest Computation Date. Usually the date of the first demand letter. (NOTE: Do not confuse this with the International Classification of Disease codes—usually referred to as the ICD-9 Codes.)

Ineligible
Ineligibles are veterans who have received medical care at a VA facility, but were later found not entitled to such service.

Integrated Billing
Integrated Billing (IB) is a software package that acts as an interface between the service that establishes a debt and the billing process in AR.

Invoice Address
The address printed on a purchase order to instruct the vendor where to mail his/her invoice.

Insurance Company File
File Number 36 holds information about the insurance companies that your station does business with. Debtor's address may be drawn from this file but is maintained separately. If the desired company is not in the file, contact MAS to have it added.

Interest
Amount charged to an account being paid on a repayment plan for carrying the account or on delinquent accounts.

National Roll-Up
The National Roll-Up software includes a central database to reside at the San Francisco ISC and interface software to reside at each field station. The interface software collects Accounts Receivable data from AR Version 4.5 and sends this data to the central database. The ISC will then process the AR data collected to centrally produce, for all sites, the VA Schedule 9 Report for the U.S. Treasury.

No-fault Auto Accident
Used for medical care required as the result of a motor vehicle accident in a state this has no-fault automobile insurance.

OFM
Office of Financial Management.

Overpayment Document (OP)
FMS document used to create manual refunds to veterans and insurance companies. Formerly a 972.13 CALM code sheet.

PAT Number
Formerly, a unique number used to identify a CALM document. FMS DOC ID replaces the CALM PAT.

Patient Statement of Account
The monthly statement for patient type debtors, reflecting all activity (both charges and payments) recorded for that patient since his last statement was printed.

RCDP TCSP FLAG
This security key allows users that are assigned to edit the TCSP flag on Debtor and/or Bill. This Security Key, RCDP TCSP FLAG, should ONLY be allocated by CPAC IT and given ONLY to Veteran Services Supervisors and/or Veteran Services Leads (One, Two or Three). Introduced with routine, RCDPCSA, in Accounts Receivable patch, PRCA*4.5*325.

RD
Regional Director.

Referral Amount
Threshold amounts that determine (often independently) which accounts are referred to the District Counsel or the Department of Justice.

Repayment Plan
If a debt is so large that the debtor can't repay it in a lump sum a Repayment Plan may be established to pay it in regularly scheduled installments. Can be established by the Fiscal Officer or as the result of negotiations with the District Counsel or Department of Justice.

Schedule 9
A detailed report of receivables due to the VA. It categorizes receivables by age and status. With the release of the National Roll-up software, Schedule 9 will be centrally produced in San Francisco.

Site Parameters
Information (such as station number, cashier's address, billing address, etc.) that is unique to your station. All of AR uses a single Site Parameter file.

Tasked Job
A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.

Tort Feasor
Used for medical care provided as the result of a crime. A type of billing in which a firm receivable is not recorded until it is paid.

Transaction
Any action that affects a Bill or an account. All transactions are numbered sequentially and can be examined individually.

Transaction Number
A number assigned by the computer for an activity against a debt (such as increase adjustment, decrease adjustment, payment, etc.)

Transaction Profile
A screen display or printout that shows a summary of a single transaction.

UB-92
Uniform Bill 92 is a statement of charges for medical care used for all patient billing. Its use is restricted to the IB portion of the Medical Administration automated system.

VA Form 1080
A billing form used to transfer funds from one government agency to another when a check will be issued.

VA Form 1081
A billing form used to Bill other government agencies.

VA Form 1114
This form has been discontinued and has been replaced by the electronic Bill of Collection.

Vendor File
An AR file of all the vendors the facility does business with. This file, File #440, contains ordering and billing address, contract information, and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.

Vendor ID Number
The ID number assigned to a vendor.

Workmen's Compensation
Usually referred to as Worker's Comp. Medical care provided as a result of an incident/accident occurring during a veteran's employment and covered by the Office of Worker's Compensation Program (OWCP).

Write-off Document (WR)
FMS document created to record an Accounts Receivable write-off.