

Integrated Billing V. 2.0

USER GUIDE For Patches IB*2*171 and IB*2*176

Long Term Care Copay Phase II

September 2002

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Introduction

The purpose of the Long Term Care Copay Phase II project is to meet the provisions in the Veterans Millennium Health Care and Benefits Act, Public Law 106-117 Medical Care Collections, which authorized the Department of Veterans Affairs to promulgate regulations to collect copayments for extended care services provided to veterans by the VA. Long Term Care Copay Phase I provided functionality to identify patients who financially qualify for LTC Copayment and flag episodes of care and encounters that are LTC-related. Functionality for LTC Copay Phase II includes the following:

- Implement new LTC copayment rates as defined by Public Law 106-117, Section 101.
- Identify episodes/encounters of care related to LTC (via Treating Specialties and DSS Stop Codes) to stop Means Test billing logic and start LTC billing logic.
- Determine if the patient has LTC Copayment Test (10-10EC) information on file; if not, generate a mail message bulletin to alert a designated group of users that the information is needed.
- Determine if the patient is exempt from LTC copayment; if not, obtain the patient's monthly-calculated LTC copayment obligation from the Enrollment Package.
- Create a new LTC Billing Clock to track the patient's first 21 days of LTC services in each 12 month period from the date LTC services began since they are not subject to LTC Copayment (21 free days).
- Create a new LTC Billing Clock Maintenance option to edit the patient's LTC Billing Clock (21 free days).
- Create a new LTC Billing Clock Inquiry option to display data contained in the patient's LTC Billing Clock (21 free days).
- Create a LTC monthly job that will run in the background to evaluate the patient's LTC episodes/encounters, apply special LTC billing rules, create charges not to exceed Enrollment's monthly calculated LTC copayment obligation, and pass the LTC charges to AR.
- Modify the existing Cancel/Add/Edit Patient Charges option to edit LTC charges that fall outside of the LTC Billing Clock (21 free days).
- Modify existing Outpatient/Registration Events Report to include all LTC outpatient activities within a user-specified date range.
- Modify existing Patient Billing Inquiry option to display all LTC data for a specified patient.
- Create a new LTC Single Patient Billing Profile option to display all LTC activity for a specified patient.
- Print LTC Copayment charges the patient's AR patient billing statement.

Patch IB*2*171

The primary purpose of Patch IB*2*171 is to stop Means Test (MT) billing for Long Term Care (LTC) services, and to track those patients receiving LTC services so that they can be billed in the future.

Treating Specialties are used to identify LTC services for inpatients, and Clinic Stop Codes are used to identify LTC services for outpatients. Please refer to the charts that follow for a list of these codes.

Treating Specialty (Inpatient)	Type of Care
31	Institutional Inpatient GEM
32	Institutional Inpatient GEM
33	Institutional Inpatient GEM
34	Institutional Inpatient GEM
35	Institutional Inpatient GEM
37	Institutional Inpatient Domiciliary
80	Institutional Inpatient NHCU
81	Institutional Inpatient NHCU
83	Institutional Inpatient Respite
85	Institutional Inpatient Domiciliary
86	Institutional Inpatient Domiciliary
87	Institutional Inpatient Domiciliary
88	Institutional Inpatient Domiciliary
96	Institutional Inpatient Hospice

Clinic Stop (Outpatient)	Type of Care
190	Non-institutional Outpatient ADHC
319	Non-institutional Outpatient GEM

Patch IB*2*176

The purpose of patch 176 is to implement the Long Term Care (LTC) Copayment requirement as mandated by the Veterans Millennium Health Care and Benefits Act, Public Law 106-117, Section 101. It is designed to perform LTC copayment calculations. It introduces the capability to start and maintain a LTC Billing Clock for patients, and to display LTC related information.

This patch also introduces a background job that runs on the first day of each month; however, the first time this background job will run is on the first night after the patch is installed. Therefore, expect to see the first LTC related messages and charges the day after installation. The monthly job runs automatically as part of the IB MT NIGHT COMP job, and is invisible to the end user. This monthly job performs calculations to determine LTC copayments for the previous month. The first time the monthly job is run, any prior months that have not been billed since the LTC Billing effective date (JULY 5, 2002) will also be calculated. The monthly job checks patients' LTC status, applies LTC exemptions and special LTC business rules, and uses the patients' Monthly Calculated LTC Copayment Cap (obtained from Enrollment Package) to compute the proper LTC copayment amount (if any) for the patient.

The LTC Billing Menu

BILS	Billing Activity List
CHRG	Cancel/Edit/Add Patient Charges
CLOL	LTC Billing Clock Maintenance
INQL	LTC Billing Clock Inquiry
PROL	LTC Single Patient Billing Profile

This patch adds a new menu, the LTC Billing Menu. This menu is included on the Billing Clerk's Menu and the Billing Supervisor Menu. It includes three new options: LTC Billing Clock Maintenance, LTC Billing Clock Inquiry, and LTC Single Patient Billing Profile; and two modified options: Billing Activity List (formerly the Category C Billing Activity List option) and Cancel/Edit/Add Patient Charges.

New Options

LTC Billing Clock Maintenance

This option allows you to open or edit a LTC Billing Clock for a patient. You can edit the Start Date or Days Not Subject To LTC Copay (Free Days).

If you enter a patient who does not already have a LTC Billing Clock open, you will be asked if you want to add one. If you answer yes, you will be asked for the start date.

```
Select PATIENT NAME: IBPATIENT, ONE IBPATIENT, ONE 6-1-43 000450000 07-18-00 NSC VETERAN
Enrollment Priority: Category: NOT ENROLLED End Date: 07/18/2000

The patient IBPATIENT, ONE has no LTC clock on file.
Do you want to add one? No// y (Yes)
You need to specify the clock start date
Enter a date: 1/1/02
```

Once you enter the Start Date for a new patient or the name of a patient who already has a LTC billing clock open, the billing clock information for that patient is displayed.

```
IBPATIENT, ONE
              000-45-0000 06/01/1943 NSC VETERAN
______
 LTC Copay Clock Start Date: Jan 01, 2002
                                             Clock Status: OPEN
 LTC Copay Clock End Date : Dec 31, 2002
 Free Days Remaining: 21
 Days Not Subject To LTC Copay: none
                                      May 13, 2002 3:24 pm
 User Added Entry : REDACTED
 User Last Updated:
You can edit Start Date OR Days Not Subject To LTC Copay (Free Days)
    Select one of the following:
               Start Date
               Free Days
Enter response: S Start Date
Enter a date: Jan 01, 2002// 2/1
```

If you edit the Start Date, the End Date is automatically re-calculated (for one year).

```
IBPATIENT, ONE 000-45-0000 06/01/1943 NSC VETERAN

LTC Copay Clock Start Date: Feb 01, 2002 Clock Status: OPEN
LTC Copay Clock End Date : Jan 31, 2003
Free Days Remaining: 21
Days Not Subject To LTC Copay: none

User Added Entry: REDACTED May 13, 2002 3:24 pm
User Last Updated: REDACTED May 17, 2002 3:33 pm
```

When you choose to edit the Free Days, you can add, edit, or delete the days not subject to LTC copay. Dates prior to the start of the patient's billing clock or after the current date may not be entered. Up to 21 Free Days may be entered.

Adding a Free Day

```
Enter response: Free Days
  Days Not Subject To LTC Copay: none
     Select one of the following:
         Α
                   Add
         Ε
                   Edit
                   Delete
         D
Enter response: a Add
Enter a date: 2/4
                                       ... Feb 04, 2002 was added.
Enter a date: 2/7
                                       ... Feb 07, 2002 was added.
Enter a date:
  Days Not Subject To LTC Copay:
     1 Feb 04, 2002
                      2 Feb 07, 2002
```

Editing a Free Day

```
Days Not Subject To LTC Copay:
        Feb 04, 2002
                             2 Feb 07, 2002
     Select one of the following:
         Α
                   Add
         Ε
                   Edit
         D
                   Delete
Enter response: e Edit
Enter a number (1-2): 1
Enter a date: 2/5
  Days Not Subject To LTC Copay:
     1 Feb 05, 2002
                                  Feb 07, 2002
```

Deleting a Free Day

```
Days Not Subject To LTC Copay:

1 Feb 05, 2002 2 Feb 07, 2002

Select one of the following:

A Add
E Edit
D Delete

Enter response: d Delete
Enter a number (1-2): 2

Are you sure you want to delete this date? No// y (Yes)
Days Not Subject To LTC Copay:
1 Feb 05, 2002
```

As Free Days are added and deleted, the "Free Days Remaining" and "Days Not Subject To LTC Copay" fields are re-calculated. In the following example, four free days have been entered, which leaves 17 days remaining.

LTC Billing Clock Inquiry

The LTC Billing Clock Inquiry option allows users to view the details of the LTC Billing clock for a specific patient. No changes can be made through this option.

```
Select LTC Billing Menu Option: INQL LTC Billing Clock Inquiry
Select PATIENT NAME: IBPATIENT, TWO
                                     5-1-25
                                               000450000
                                                               NSC VETERAN
12D (NHCU)
Enrollment Priority:
                              Category: IN PROCESS End Date:
Enter <RETURN> to continue. <RET>
Choose LTC BILLING CLOCK (1-2): Feb 02, 2002// ??
IBPATIENT, TWO has the following LTC Copay Clocks
              Oct 01, 2001 - Sep 30, 2002
                                               CANCELLED
              Feb 02, 2002 - Feb 01, 2003
                                             OPEN
Choose LTC BILLING CLOCK (1-2): Feb 02, 2002// <RET> (Feb 02, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>
```

IBPATIENT	, TWO	000-45	5-0000		05/0	01/1925	NSC VET	TERAN
LTC Cop Free Da	ay Clock ys Remain	Start Date: End Date : ning: 0 t To LTC Cop	Feb				Cl	ock Status: OPEN
1 2 3 4 5	Mar 26, Mar 27, Mar 28, Mar 29, Mar 30,	2002 2002 2002 2002 2002	8 9 10 11	Apr Apr Apr Apr	03, 04, 05, 06,	2002 2002 2002 2002	16 17 18	Apr 09, 2002 Apr 10, 2002 Apr 11, 2002 Apr 12, 2002 Apr 13, 2002
7	Apr 01,	2002	14	_			21	Apr 14, 2002 Feb 02, 2002
pm	-	y : REDACTED						Mar 26, 2002 4:54 May 15, 2002 11:33
Enter RET	URN to co	ontinue or '	^! to	exit	=: <u> </u>			

LTC Single Patient Billing Profile

This option prints a LTC billing profile for a specific patient. You can include the days not subject to LTC copay and/or LTC events. The default for the start with date is the start date for the LTC Billing Clock, and the default for the go to date is the current date.

```
Select PATIENT NAME: IBPATIENT, ONE
                                      IBPATIENT, ONE
                                                       12-6-59 000450000
        NSC VETERAN
                          11E REHAB
Financial query queued to be sent to HEC...
Enter <RETURN> to continue.
IBPATIENT, ONE has the following LTC Copay Clock
              Jan 05, 2002 - Jan 04, 2003
                                            OPEN
Start with DATE: Jan 05, 2002// (Jan 05, 2002)
Go to DATE: Aug 20, 2002// (Aug 20, 2002)
Include DAYS NOT SUBJECT TO LTC COPAY on this report? YES//
Include LTC EVENTS on this report? YES//
DEVICE: HOME// UCX/TELNET
                              Right Margin: 80//
```

LTC Billing Profile for IBPATIENT, ON From 01/05/02 through 08/20/02 Aug 20, 2	
LTC Copay Clock Start Date: 01/05/02 Clock TC Copay Clock End Date: 01/04/03 Days Not Subject To LTC Copay:	ock Status: OPEN
1 Apr 01, 2002 8 Apr 08, 2002 2 Apr 02, 2002 9 Apr 09, 2002 3 Apr 03, 2002 10 Apr 10, 2002 4 Apr 04, 2002 11 Apr 11, 2002 5 Apr 05, 2002 12 Apr 12, 2002 6 Apr 06, 2002 13 Apr 13, 2002 7 Apr 07, 2002 14 Apr 14, 2002	16 Apr 16, 2002 17 Apr 17, 2002 18 Apr 18, 2002 19 Jan 05, 2002 20 Jan 06, 2002
	BILL # TOT CHARGE
LTC CHARGES FOR JANUARY 2002 01/23/02 01/31/02 LTC INPATIENT GEM	К90037Z \$500.00
Monthly LTC Copay Cap: \$0.00 (181+ days) Monthly LTC Events:	\$500.00
Enter RETURN to continue or '^' to exit:	

Modified Options

The following IB options have been modified to include LTC events. For more complete documentation on how these options work, please refer to the Integrated Billing V. 2.0 User Manual in the VistA Documentation Library (VDL).

Billing Activity List

The name of this option has been changed from "Means Test Billing Activity List" to "Billing Activity List". All references to Means Test and Category C have been removed. The report has been modified to include both MT and LTC events.

```
Select OPTION NAME: Billing Activity List

Billing Activity List

Select one of the following:

0 NO
1 YES

Run this report for Purple Heart Vets only?: NO// <RET>
Start with DATE: T-60 (MAR 21, 2002)
Go to DATE: t (MAY 20, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>
```

Billing Activity	List 21/02 through 05/2		Y 20, 2002	@17 : 31	Page: 1
_	DESCRIPTION		FROM	TO	UNITS CHARGE
IBPT,ONE 0000	INPT PER DIEM	BILLED BILLED BILLED BILLED INCOMPLETE	08/29/01	04/18/02 04/10/02 04/18/02	233 \$2,330.00 233 \$2,330.00 35 \$350.00 8 \$80.00 25 \$250.00
IBPT,TWO 0000	INPT PER DIEM INPT PER DIEM	ON HOLD (IN	02/26/02 02/27/02		·
IBPT,THRE 0000	OPT COPAY INPT PER DIEM	CANCELLED ON HOLD (IN		04/19/02 04/19/02	
IBPT, FOUR 0000	LTC OPT ADHC OPT COPAY LTC OPT ADHC OPT COPAY	ON HOLD (IN ON HOLD (IN CANCELLED	04/29/02 04/29/02	04/29/02 04/29/02	1 \$15.00 1 \$15.00
* Purple Heart Recipient Enter RETURN to continue or '^' to exit:					

Cancel/Edit/Add Patient Charges

This Cancel/Edit/Add Patient Charges option has been modified to allow users to Cancel or Add LTC charges that fall outside of a patient's 21 free days in their LTC Billing Clock.

Charges		May 20, 20	02016:5	0:56	Page:	1 of 1
Cancel/Edit/	Add Charges				02/14/02 THR	U 05/20/02
Patient: IBPA	ATIENT, ONE	0000A				
Bill From	Bill To	Charge Type	Stop	Bill #	Status	Charge
1 02/14/02	02/21/02	LTC INPT RESPITE	NEW	K90033W	BILLED	\$218
2 02/24/02	02/27/02	OBSERVATION COPA	Y NEW		ON HOLD	\$50
3 02/25/02	02/25/02	OPT COPAY NEW	301		CANCELLED	\$15
4 02/25/02	02/25/02	OPT COPAY NEW	301		CANCELLED	\$15
5 02/26/02	03/24/02	INPT PER DIEM NE	N		ON HOLD	\$270
6 02/27/02	03/06/02	INPT PER DIEM NE	N		ON HOLD	\$80
7 02/27/02	03/06/02	INPT PER DIEM NE	N		ON HOLD	\$80
8 02/27/02	03/06/02	INPT PER DIEM NE	N		ON HOLD	\$80
9 02/27/02	03/24/02	INPT PER DIEM NE	M		ON HOLD	\$260
Ent	ter ?? for	more actions				
AC Add a Cha	arge	CP Change Pat.	ient	UE	Update Events	
EC Edit a Cl	harge	CD Change Date	e Range)		
CC Cancel a	Charge	PC Pass a Cha	rge			
Select Action: Quit// EC Edit a Charge						
Select Charge	e(s): (1-9)): 1				

Editing a LTC Charge

LTC Charges may not be edited in this option. You must cancel the existing charge and add a new one.

```
E D I T A C H A R G E
Processing Charge #1

Name: IBPATIENT, ONE Type: LTC INPT RESPITE NEW
ID: 000-45-0000 Amt: $218 (BILLED)

Sorry! You cannot edit LTC copayment charges.
Please cancel this charge and add a new charge.

Press RETURN to process the next charge or to return to the list: <RET>
```

Cha	arges		May 20, 20	02016:5	51:16	Page:	1 of 1
Car	ncel/Edit/A	dd Charges				02/14/02 THR	U 05/20/02
Pat	tient: IBPA	TIENT, ONE	A0000				
	Bill From	Bill To	Charge Type	Stop	Bill #	Status	Charge
1	02/14/02	02/21/02	LTC INPT RESPITE	NEW	K90033W	BILLED	\$218
2	02/24/02	02/27/02	OBSERVATION COPA	Y NEW		ON HOLD	\$50
3	02/25/02	02/25/02	OPT COPAY NEW	301		CANCELLED	\$15
4	02/25/02	02/25/02	OPT COPAY NEW	301		CANCELLED	\$15
5	02/26/02	03/24/02	INPT PER DIEM NEW	N		ON HOLD	\$270
6	02/27/02	03/06/02	INPT PER DIEM NEW	N		ON HOLD	\$80
7	02/27/02	03/06/02	INPT PER DIEM NEW	N		ON HOLD	\$80
8	02/27/02	03/06/02	INPT PER DIEM NEW	N		ON HOLD	\$80
9	02/27/02	03/24/02	INPT PER DIEM NEW	M		ON HOLD	\$260
	Ent	er ?? for	more actions				
AC	Add a Cha	rge	CP Change Pat:	ient	UE	Update Events	
EC	Edit a Ch	arge	CD Change Date	e Range)		
CC	Cancel a	Charge	PC Pass a Cha	rge			
Sel	lect Action	: Quit// A	C Add a Charge				

Adding a LTC Charge

```
ADD A CHARGE
______
  Name: IBPATIENT, ONE
                                    ** ACTIVE BILLING CLOCK **
  ID: 000-45-0000
                                    Clock Begin Date: 12/02/01
______
Select CHARGE TYPE: LTC
   1 LTC INPATIENT DOMICILARY DG LTC INPT DOM NEW
    2 LTC INPATIENT GEM DG LTC INPT GEM NEW
    3 LTC INPATIENT NURSING HOME DG LTC INPT NHCU NEW
    4 LTC INPATIENT RESPITE DG LTC INPT RESPITE NEW
      LTC OUTPATIENT ADHC DG LTC OPT ADHC NEW
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3 DG LTC INPT NHCU NEW
 **Last LTC Billing Clock Start Date: Feb 02, 2002 Free Days Remaining: 0
Charge for services from: FEB 22, 2002 (FEB 22, 2002)
 Charge for services to: FEB 28, 2002 (FEB 28, 2002)
 Calculated Monthly Copay Cap Type to be used: INPATIENT < 181 days.
            Calculated Monthly Copay Cap is: $ 30,000.00
                   Total previously billed: $ 800.00
Charge to be billed --> $679.00 (for 7 days)
Linked charge to admission on 02/02/02 (Discharged on 02/22/02) ...
Okay to add this charge? YES done.
Passing the charge directly to Accounts Receivable... done
Press RETURN to process the next charge or to return to the list: <RET>
```

Cha	arges		Ma	y 20, 2	002@17:0	9:26	Page:	1 of 1
Car	ncel/Edit/A	dd Charges					02/14/02 THR	U 05/20/02
	tient: IBPA	_	A0000					
	Bill From	Bill To	Charge T	уре	Stop	Bill #	Status	Charge
1	02/14/02	02/21/02	LTC INPT	RESPIT	_	K90033W	BILLED	\$218
2	02/22/02	02/28/02	LTC INPT	NHCU NI	ΞW		ON HOLD	\$679
3	02/24/02	02/27/02	OBSERVAT	ION COP	AY NEW		ON HOLD	\$50
4	02/25/02	02/25/02	OPT COPA	Y NEW	301		CANCELLED	\$15
5	02/25/02	02/25/02	OPT COPA	Y NEW	301		CANCELLED	\$15
6	02/26/02	03/24/02	INPT PER	DIEM N	ΞW		ON HOLD	\$270
7	02/27/02	03/06/02	INPT PER	DIEM N	ΞW		ON HOLD	\$80
8	02/27/02	03/06/02	INPT PER	DIEM N	ΞW		ON HOLD	\$80
9	02/27/02	03/06/02	INPT PER	DIEM N	ΞW		ON HOLD	\$80
10	02/27/02	03/24/02	INPT PER	DIEM N	ΞW		ON HOLD	\$260
	Ent	er ?? for	more acti	ons				
AC	Add a Cha	rge	CP Ch	ange Pa	tient	UE	Update Events	
EC	Edit a Ch	arge	CD Ch	ange Da [.]	te Range	<u>:</u>		
CC	Cancel a	Charge	PC Pa	ss a Cha	arge			
Se	Select Action: Quit// CC Cancel a Charge							
Sei	Lect Charge	(s): (1-1	0): 2					

Canceling a LTC Charge

CANCEL A CHARGE

Processing Charge #2

Name: IBPATIENT, ONE Type: LTC INPT NHCU NEW ID: 000-45-0000 Amt: \$679 (INCOMPLETE)

Select CANCELLATION REASON: ENTERED IN ERROR

Okay to cancel this charge? YES

Updating the status of the charge to 'cancelled'... done.

Press RETURN to process the next charge or to return to the list: <RET> Rebuilding list of charges...

Charges	May 20, 2002@17:10:21	Page: 1 of 1
Cancel/Edit/Add Charge:	5	02/14/02 THRU 05/20/02
Patient: IBPATIENT, ON	A0000	
Bill From Bill To	Charge Type Stop Bill #	Status Charge
1 02/14/02 02/21/02	LTC INPT RESPITE NEW K90033W	BILLED \$218
2 02/22/02 02/28/02	LTC INPT NHCU NEW	CANCELLED \$679
3 02/24/02 02/27/02	OBSERVATION COPAY NEW	ON HOLD \$50
4 02/25/02 02/25/02	OPT COPAY NEW 301	CANCELLED \$15
5 02/25/02 02/25/02	OPT COPAY NEW 301	CANCELLED \$15
6 02/26/02 03/24/02	INPT PER DIEM NEW	ON HOLD \$270
7 02/27/02 03/06/02	INPT PER DIEM NEW	ON HOLD \$80
8 02/27/02 03/06/02	INPT PER DIEM NEW	ON HOLD \$80
9 02/27/02 03/06/02	INPT PER DIEM NEW	ON HOLD \$80
10 02/27/02 03/24/02	INPT PER DIEM NEW	ON HOLD \$260
Enter ?? for	more actions	
AC Add a Charge	CP Change Patient UE	Update Events
EC Edit a Charge	CD Change Date Range	
CC Cancel a Charge	PC Pass a Charge	
Select Action: Quit//		

Outpatient/Registration Events Report

The Outpatient/Registration Events Report has been modified to include all LTC outpatient activities within a user-specified date range.

Select OPTION NAME: Outpatient/Registration Events Report
Outpatient/Registration Events Report

Start with DATE: APR 29 (APR 29, 2002)
Go to DATE: APR 30 (APR 30, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

Means Test/LTC Outpatient and Registration Activity for 04/29/02 Printed: 05/20/02 Page: 1 Patient/Event Time Clinic/Stop Appt.Type (Status) IBPATIENT, ONE 0000 **Insured** CLINIC APPT 10:00 TEST CLINIC REGULAR CHECKED OUT Stop Code: ADULT DAY HEALTH #190 Primary Care * \$15.00 OUTPATIENT COPAY ON HOLD (INS) * \$15.00 LTC OUTPATIENT ADHC ON HOLD (INS) Enter RETURN to continue or '^' to exit: <RET> Means Test/LTC Outpatient and Registration Activity for 04/30/02Printed: 05/20/02 Page: 2 Patient/Event Time Clinic/Stop Appt.Type (Status) IBPATIENT, ONE 0000 **Insured** CLINIC APPT 08:00 TEST TWO CLINIC REGULAR CHECKED OUT 10:00 TEST CLINIC REGULAR CHECKED OUT Stop Code: ALZH/DEMEN/CLIN #320 Specialty Care * \$50.00 OUTPATIENT COPAY CANCELLED * \$15.00 LTC OUTPATIENT ADHC ON HOLD (INS) Enter RETURN to continue or '^' to exit: