Integrated Billing (IB)

Version 2.0

User Guide



July 2019

Department of Veterans Affairs

Office of Information and Technology (OI&T)

Revision History

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| --- | --- | --- | --- |
| July 2019 | 3.2 | Patch IB\*2.0\*624  Updated Release of Information Report criteria. | ePharmacy Development Team K.L. |
| March 2019 | 3.1 | Patch IB\*2.0\*602 updates:   * Added menu option Expire Group Plan in Patient Insurance Menu section, including description and screen and prompt samples. | MCCF EDI TAS eInsurance, R.R. |
| May 2018 | 3.0 | Patch IB\*2.0\*568  Updated Third Party Joint Inquiry sample screen shots – Type column for active and inactive bills | FY 16 Revenue Enhancements |
| August 2016 | 2.9 | Patch IB\*2.0\*549 updates:   * Updated Patient Policy Information screen shots. * Updated Patient Insurance Menu section. * Updated the List Plans by Insurance Company Report screen. * Added Insurance Plans Missing Data Report. * Updated MCCR Site Parameter Display/Edit section. * Updated MCCR Site Parameter Screen section. | FY15 eInsurance Development Team, D.W. |
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| August 2016 | 2.6 | Updated for patch IB\*2.0\*562   * Add new option IB MT FIX/DISCH SPECIAL CASE p. 47 | T. D.  T. D. |
| June 2016 | 2.5 | Comprehensive Updates for IB \*2.0\*529 and IB\*2.0\*530   * Updated title page and footers * Updated screen options p.24 – 27 * Added Reject Indicator p. 60 * Updated Insurance Payment Trend Report p. 146-147 | PM: T.T  Tech Writer V.D. |
| February 2016 | 2.4 | Patch IB\*2.0\*525 and IB\*2.0\*528 updates:   * Updated Patient to Subscriber * Added section on Manually Added HPIDs to Billing Claim Report to Patient Billing Reports Menu * Added material on viewing Patient Policy comments from Claims Tracking edit option | FY14 eInsurance Development Team |
| September 2015 | 2.3 | Updates for IB\*2.0\*522, ICD-10 Patient Treatment File (PTF) Modifications:   * Updated title page and footers. * Reformatted Revision History. * Added text describing patch changes to Enter/Edit Billing Information on p.45. | VA OI&T Product Development, ICD-10 PTF Modifications Team |
| January 2015 | 2.2 | Patch IB\*2.0\*521 updates:   * Updated cover page. * Updated footer dates. * Updated screenshots on pages 34 and 296 for addition of HPID/OEID in TPJI. | PM: M.H.  FirstView Team |
| November 2014 | 2.1 | Patch IB\*2.0\*519:   * Modified footer * Updated screens for ‘Insurance Company Editor’ screens | PM: M.H.  FirstView Team |
| September 2014 | 2.0 | Patch IB\*2.0\*461 updates.   * Changed all references to ICD-9 to generic ICD: pp. [15](#p461_15), [116](#p461_115), [117](#p461_116), [122](#p461_121), [155](#p461_155) * Added ICD-10 text to Glossary:  [p.](#ICDp320) [334](#p461_332) | VA PM: K.T.  Tech Writer: E.P. and L.R. |
| 3/5/2014 | 1.9 | Patch IB\*2.0\*385:   * Updated and highlighted the following options under the Medication Copayment Income Exemption Menu to include changes implemented by the Veterans’ Financial Assessment Project implemented with IB\*2.0\*385. * Letters to Exempt Patients * Reprint Single Income Test Reminder Letter | D.S. |
| 1/27/2014 | 1.8 | Patch IB\*2.0\*497 updates:   * Updated cover page. * Updated footer dates. * Replaced screenshots where screens went from double column to single column to accommodate longer fields. | PM: M.H.  FirstView Team |
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| 3/26/2013 | 1.6 | Updated for patch IB\*2.0\*458:   * Added new ROI Consent option to Claims Tracking Editor screen on pp. 17, 21, and 22 * Added new ROI Special Consent screen to pp. 20 and 22 * Reformatted bulleted lists and added note about additional review types on pp.18, 115, and 120; * Updated Days Denied Report description and sample output on pp. 142-143; * Added new ROI Expired Consent Report to p. 217; * Added new RC Change Facility Type option to Charge Master IRM Menu on p. 317. | PM: K.N.  Tech Writer: K.R. |
| 3/26/2013 | 1.5 | Updated for patch IB\*2.0\*474. Changed last sentence under “Rate Schedule Adjustment Enter/Edit” option on p.317. | PM: A.S.  Tech Writer: B.S. |
| 8/17/2011 | 1.4 | Updated for patch IB\*2.0\*449.  Technical writer review— formatting and convert to Section 508 compliant PDF. | PM: C.M.  Tech Writers: E.Z. and S.S. |
| 10/16/2007 | 1.3 | Updated for patch IB\*2\*303 | T.D. |
| 5/27/2005 | 1.2 | Re-paged for clarity. | M.G. |
| 12/29/2004 | 1.1 | Updated to comply with SOP 192-352 Displaying Sensitive Data. | M.G. |
| 12/29/2004 | 1.0 | Pdf file checked for accessibility to readers with disabilities. | M.G. |

# Preface

This is the user manual for the Integrated Billing (IB) software package.

This manual is designed to provide guidance to a broad range of users within VA medical facilities in daily usage of the Integrated Billing software.

### Related Manuals

|  |  |
| --- | --- |
| **Reference** | **Location** |
| Electronic Insurance Verification (eIV) User Guide | [https://www.va.gov/vdl/](https://www.va.gov/vdl/%20) |

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# Introduction

The release of Integrated Billing (IB) version 2.0 introduces fundamental changes to the way MCCR-related tasks are done. This software introduces three new modules: Claims Tracking, Encounter Form Utilities, and Insurance Data Capture.

There are also significant enhancements to the two previous modules, Patient Billing and Third Party Billing. IB has moved from a package with the singular purpose of identifying billable episodes of care and creating bills, to a package responsible for the whole billing process through to the passing of charges to Accounts Receivable (AR). Functionality has been added to assist in capturing patient data, tracking potentially billable episodes of care, completing utilization review (UR) tasks, and capturing more complete insurance information.

This version of IB has been targeted for a much wider audience than previous versions.

The Encounter Form Utilities module is used by MAS ADPACs or clinic supervisors to create and print clinic-specific forms. Physicians use the forms and consequently provide input into their creation.

A separate Claims Tracking User Manual has been created and Claim Tracking module information can be located in that document. This new User Guide can be utilized by UR nurses within MCCR and Quality Management (QM) to track episodes of care, do pre-certifications, do continued stay reviews and complete other UR tasks.

Insurance verifiers use the Insurance Data Capture module to collect and store patient and insurance carrier-specific data.

The billing clerks see substantial changes to their jobs with the enhancements provided in the Patient Billing and Third Party Billing modules.

Following is an overview of the major functions of the Integrated Billing software, excluding the Encounter Form functionality. That information can be found in the IB User Manual, Encounter Form Utilities Module.

**Patient Billing**

automates billing of pharmacy, inpatient, nursing home care unit (NHCU), and outpatient copayments; inpatient and NHCU per diem charges; and passing charges to Accounts Receivable (AR).

automatically exempts patients who are eligible for VA Pension, Aid and Attendance, or House Bound benefits from the Medication Copayment requirement.

provides for manual assignment of hardship exemptions from the copayment requirement and the ability to track those exemptions.

integrates with the checkout functionality released in the PIMS V. 5.3 package. Patients who claim exposure to Agent Orange and environmental contaminants, and who are treated for conditions not related to this exposure, are billed automatically.

allows patient charges to be added, edited, or deleted if there is no automated charge or the automated charge is incorrect.

creates subsistence charges for CHAMPVA patients and passes to Accounts Receivable. This functionality will not be activated until the AR package releases a patch that allows AR to process CHAMPVA receivables.

allows Means Test billing data to be transmitted between facilities in conjunction with PDX V. 1.5.

automatically creates Means Test charges when a verified Means Test is electronically received from the Income Verification Match (IVM) Center.

**Third Party Billing**

automates the creation of third party billing forms (UB-82, UB-92, HCFA-1500), allowing for the entry, editing, authorizing, printing, and canceling of bills.

provides the ability to add prescription refills and prosthetic items to bills.

expands the UB-92 functionality to include ability to add/edit all unlabeled form locators (except 49), additional diagnosis, some occurrence spans, and value codes.

provides a check-off sheet (can be replaced by the Encounter Form depending on local needs) that can be printed in a variety of site configurable formats to be used in clinics to identify Current Procedural Terminology (CPT) codes.

allows the transfer of CPT codes between the billing screens and the SCHEDULING VISITS file.

provides reports to identify billable episodes of care, patient and insurance inquiries, and statistical data.

provides the ability to create CHAMPVA bills. You will not be able to pass them to Accounts Receivable until the AR package releases a patch that allows AR to process CHAMPVA receivables.

provides an employer report, which lists uninsured patients who are employed.

allows printing of all authorized bills in user-specified order.

provides an Automated Biller which will automatically generate reimbursable insurance bills for inpatient stays, outpatient visits, and prescription refills. Through the use of site parameters, sites can specify which types of events are billed using the Automated Biller.

provides an expanded HCFA-1500 claim form to include inpatient bills, user-specified charges, and multiple pages.

provides an addendum sheet to HCFA-1500 claim form to list the bill's prescription refills and prosthetic items.

**Insurance Data Capture**

stores multiple addresses (main mailing, outpatient claims, inpatient claims, prescription claims, appeals, inquiries) for each insurance carrier.

provides insurance company-specific billing parameters so bills can reflect local insurance company requirements.

provides the ability to establish group plans which will be pointed to by each patient with a policy attached to the plan. This saves re-entry of the same policy data for each patient.

stores annual benefits associated with group plans.

provides tools to maintain and/or clean up the INSURANCE COMPANY file.

allows patient insurance information to be updated and verified.

stores benefits used by a patient, such as deductibles and lifetime maximums.

provides an insurance worksheet for use by the insurance verifier.

**Additional Functionality**

purges data from selected IB files.

provides the medical centers flexibility in implementing the package functionality through site parameters.

provides the ability to enter new billing rates and VA pension income thresholds.

produces management reports to provide workload, productivity, statistical, and historical data.

Related materials include the IB User Manual, Encounter Form Utilities Module; IB Technical Manual; Package Security Guide; Installation Guide; and Release Notes. The Technical Manual assists the site manager in maintenance of the software. The Package Security Guide provides information concerning security requirements for the package. The Installation Guide provides assistance in installation of the package while the Release Notes describe modifications and enhancements to the software that are new to this version.

# Orientation

**How to Use This Manual**

This manual is presented in an online format, but it may also be printed; however, because its intent is for online viewing, and it is not anticipated that is will be printed in its entirety, it has not been formatted for double-sided printing.

The best way to navigate through this manual is by using the Table of Contents (for Word format) and Bookmarks (for pdf format). In later versions of Word, you may also use the Navigation pane.

The Table of Contents and Bookmarks are presented in a format similar to the exported menu structure.

# Package Management

Data in the Integrated Billing Action file should not be added to, edited, or deleted. This data is designed to provide an audit trail of transactions. If the charges for a copayment are removed, a separate transaction that is a cancellation type will be created and cause the decrease adjustment to be made. If charges are to be changed, the original (or last) charges are cancelled and the new charges are set-up as an update type transaction. Data in this file is maintained through documented routine calls from the Outpatient Pharmacy and MAS packages to Integrated Billing. Data in other Integrated Billing files should be maintained through package options.

Instructions to enter new billing rates and VA pension income thresholds will be provided by VACO and/or the Albany ISC.

The automated billing of Category C veterans for outpatient copayments, inpatient copayments, and per diems happens automatically through links to the scheduling event driver, the MAS movement event driver, and the nightly background job.

There are numerous parameters in the IB SITE PARAMETERS file that affect the functional and technical operations of the billing software.

There are several options that contain parameters that affect the operation of the IB package. The MCCR Site Parameter Enter/Edit option parameters affect the operation of the Patient and Third Party Billing modules. The Select Default Device for Forms option affects where forms will print. The Claims Tracking Parameter Edit option affects the operation of the Claims Tracking module. The Enter/Edit Automated Billing Parameters option allows the site to determine when and which bills the Automated Biller generates. The Enter/Edit IB Site Parameters option on the System Manager's IB Menu affects many of the technical aspects of the IB package.

Per VHA Directive 10-93-142, many of the IB routines, data dictionaries, and data files are not to be modified. Only the routines for Encounter Form utilities and selected outputs may be modified.

An electronic signature code is required for users of the Manually Change Copay Exemption (Hardships) option under the Medication Copayment Income Exemption Menu and the Purge Update File and Archive Billing Data options under the Purge Menu.

# Package Operation

**On-line Help**

When the format of a response is specific, a Help message is usually provided for that prompt. Help messages provide lists of acceptable responses or format requirements which provide instruction on how to respond.

A Help message can be requested by typing one or two question marks. The Help message will appear under the prompt, then the prompt will be repeated. For example:

BILLING LOCATION OF CARE: 1//

and you need assistance answering. You enter ?? and the Help message would appear.

BILLING LOCATION OF CARE: 1// **??**

This identifies the type of facility at which care was administered.

Choose from:

1 HOSPITAL (INCLUDES CLINIC) - INPT. OR OPT.

2 SKILLED NURSING (NHCU)

3 CLINIC (WHEN INDEPENDENT OR SATELLITE)

BILLING LOCATION OF CARE: 1//

For some prompts, the system will list the possible answers from which you can choose. Any time choices appear with numbers, the system will usually accept the number or the name.

A Help message may not be available for every prompt. If you enter question marks at a prompt that does not have a Help message, the system will repeat the prompt.

**Note to Users with "QUME" Terminals**

It is very important that you set up your Qume terminal properly. After entering your access and verify codes, you will see the following prompt.

Select TERMINAL TYPE NAME: {type}//

Please make sure that C-QUME is entered here. This entry will become the default and you can then enter <RET> for all subsequent log-ins. If any other terminal type configuration is set, options using the List Manager utilities will not display nor function properly on your terminal.

## Billing Clerk's Menu

##### Third Party Joint Inquiry

This option provides information needed to answer questions from insurance carriers regarding specific bills or episodes of care. This information is presented in List Manager Screens. Because the same actions are available on most screens, and most screens can be accessed from any other screen; these “Common Actions” are listed first and are not repeated under each screen description. Only actions specific to a screen are included with that screen description.

Note: When viewing the TPJI main screen, the user must have already selected a specific Claim # for which to see additional information.

You may QUIT from any screen, which will bring you back one level or screen. EXIT is also available on most screens. EXIT returns you to the menu. For more information on the use of the List Manager utility, please refer to the appendix at the end of this manual.

Claim Information Jun 26, 2014@09:08:14 Page: 1 of 3

%Kxxxxxx xxxxxxx E xxxx DOB: xxxxx Subsc ID: xxxxxxxxx

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

Insurance Demographics

Bill Payer: CIGNA\*

Claim Address: CIGNA HEALTH CARE\*

PO BOX 188017

CHATTANOOGA, TN 37422

Claim Phone: 800-244-6224

Subscriber Demographics

Group Number: 321XXXX

Group Name: INTERNATIONAL PAPER

Subscriber ID: U419XXXXXX

Employer: xxxxxxxxxxxxx

Insured's Name: xxxxxxxxxx

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

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

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

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CB Change Bill HS Health Summary EL Patient Eligibility

ED EDI Status AL Go to Active List EB Expand Benefits

RX ECME Information EP ERA/835 EX Exit

**Common Actions**

*BC Bill Charges* - Accesses the Bill Charges screen.

*DX Bill Diagnoses* - Accesses the Bill Diagnoses screen.

*PR Bill Procedures* - Accesses the Bill Procedures screen.

*CB Change Bill -* Accesses the Change Bill screen.

*ED EDI Status -* Accesses the EDI Status screen*.*

*RX ECME Information -* Accesses the EDI Information screen.

*AR Account Profile -* Accesses the Account Profile screen.

*CM Comment History -* Accesses the Comment History screen.

*IR Insurance Reviews* - Accesses the Insurance Reviews screen.

*HS Health Summary -* Displays a Health Summary report. The information displayed on the Health Summary is site specified through the MCCR Site Parameter Display/Edit option.

*AL Go to Active List-* Returns you to the Third Party Active Bills screen if that screen was accessed upon entering this option; otherwise, this action returns you to the menu

*EP ERA/835 -* Accesses the ERA/835 screen.

*VI Insurance Company -* Accesses Insurance Company Screen

*VP Policy - Displays the same information and action options as when selecting the same action option from TPJI Main Screen and returns the user to the ERA/835 screen.*

*AB - Annual Benefits -* Accesses the Annual Benefits screen.

*EL Patient Eligibility - Displays the same information and action options as when the same action option is selected from the TPJI Main Screen and returns the user to the ERA/835 screen.*

*EB Expand Benefits – Displays detailed information on patient benefits*

*EX Exit -* Exit the TPJI Claim Information screen*.*

*CI Go to Claim Screen* - Returns you to the Claim Information screen from any of the common actions screens and is available on all screens that may be opened from the Claim Information screen.

**Third Party Active Bills Screen**

This is the first screen displayed if you enter a patient name at the first prompt of this option. It lists all active third party bills for the specified patient in order of date created. All bills created in the Integrated Billing Third Party Billing module can be found on this screen or the Inactive Bills screen.

**Actions**

*IL Inactive Bills* - Accesses the Inactive Bills screen.

*PI Patient Insurance -* Accesses the Patient Insurance screen.

CP Change Patient - Allows you to choose another patient and re-displays the Third Party Active Bills screen for that patient.

**Inactive Bills Screen**

This screen lists inactive bills for a specified patient. All bills created in the Integrated Billing Third Party Billing module are found on this screen or the Third Party Active Bills screen. Bills are displayed beginning with most recent “statement from” date.

**Actions**

CD Change Dates - Allows you to change the bills listed by changing the most recent “statement from” date to be displayed.

**Patient Insurance Screen**

This screen displays the list of insurance policies for a patient. It is based on the Patient Insurance Management screen of the Patient Insurance Info View/Edit option. It is only available from the Third Party Active Bills screen.

**Claim Information Screen**

This screen contains bill data and status information to provide an overall status of the bill. This is the primary claim screen for the inquiry, and many actions are provided to expand on the details of the claim.

If a policy has been updated but the bill has not, those changes are not reflected on this screen. Updated or current insurance information may be viewed using the three insurance screens.

**Actions**

CB Change Bill - Allows you to change the bill being displayed. If you entered a patient name at the first prompt of this option, only bills for that patient may be selected. If you entered a bill number at the first prompt, any bill may be selected.

**Bill Charges Screen**

This screen displays a bill's charge information as it would print on the bill. For UB-92 bills, this closely corresponds to Form Locators 42 - 49; therefore, any prosthetic items, Rx refills, or additional diagnoses and procedures are included. For HCFA 1500 bills, this closely corresponds to Block 24.

**Bill Diagnosis Screen**

This screen displays all diagnoses assigned to the bill, in the order they are printed on the bill.

**Bill Procedures Screen**

This screen lists all procedures assigned to a bill, in the order they are printed on the bill.

**AR Account Profile Screen**

This screen provides the financial history of a claim's account. This includes the current status of the bill in both IB and AR, as well as the payment or transaction history of the bill from Accounts Receivable. This screen is loosely based on the Profile of Accounts Receivable option.

**Actions**

*VT Transaction Profile –* Accesses the AR Transaction Profile screen for a selected transaction.

**AR Transaction Profile Screen**

This screen displays detailed account transaction information for individual claim transactions. It is loosely based on the Accounts Receivable Transaction Profile option.

**AR Comment History Screen**

This screen displays AR comments for the claim's account.

**Actions**

AD Add AR Comment – Allows you to add an AR Transaction Comment to the bill being displayed. Comment transactions may not be added to a bill that has not been authorized in IB.

**Insurance Reviews/Contacts Screen**

This screen displays all insurance reviews and contacts for the episodes of care on a bill. It is based on the Insurance Reviews/Contacts screen of the Claims Tracking Insurance Review Edit option. The primary difference between the two screens is that this screen consolidates all contacts for each episode being billed on a claim, while the Claims Tracking screen displays the contacts for a single episode of care.

**Actions**

*VR Reviews/Appeals* - Displays expanded information on a selected insurance contact. The screen accessed by this action will depend on the type of contact selected. If the contact is an appeal or denial, the Expanded Appeals/Denials screen is opened; otherwise, the Expanded Insurance Reviews screen is opened.

**Expanded Appeals/Denials Screen**

This screen displays expanded information on insurance appeals and denials listed on the Insurance Review/Contacts screen. This screen is based on the Expanded Appeals/Denials screen of the Claims Tracking Appeal/Denial Edit option.

**Expanded Insurance Reviews Screen**

This screen displays expanded information on insurance reviews listed on the Insurance Reviews/Contacts screen. This screen is based on the Expanded Insurance Reviews screen of the Claims Tracking Insurance Review Edit option.

**Insurance Company Screen**

This screen displays extended information on an Insurance Company. It is based on the Insurance Company Editor screen of the Insurance Company Entry/Edit option. This screen may be entered from the Patient Insurance screen or from any of the bill specific screens. Once a bill is selected, this screen displays only information related to the insurance carriers assigned to that bill.

**Patient Policy Information Screen**

This screen displays extended information on insurance policies. It is based on the Patient Policy Information screen of the Patient Insurance Info View/Edit option. This screen may be entered from either the Patient Insurance screen or from any of the bill specific screens. Once a bill is selected, this screen will only display information related to the insurance policies assigned to the bill.

The PT action is used to view Patient Policy Comments history. This action does not allow one to add, edit, or delete comments. NOTE: You will NOT be able to view the Patient Policy Comments history if TPJI was entered using a bill number at the first prompt of the option.

**Annual Benefits Screen**

This screen displays extended information on the annual benefits of insurance policies. It is based on the Annual Benefits Editor screen of the Patient Insurance Info View/Edit option. This screen may be entered from the Patient Insurance screen or from any of the bill specific screens. Once a bill has been chosen, this screen displays information related to the insurance policies assigned to that bill.

**Patient Eligibility Screen**

This screen displays the current information on the patient's eligibility for care and service connection status. It is loosely based on the Eligibility Inquiry for Patient Billing option. This screen is available from the Third Party Active Bills screen and the bill specific screens.

If this screen is accessed from one of the bill specific screens, such as the Claim Information screen, the standard list of bill screen actions will be available from this screen.

If this screen is accessed from the Patient Insurance screen, no other screens are available as actions from this screen; and you must return to a previous screen to access other screens.

Sample Screens

Third Party Active Bills Feb 28, 2018@15:19:44 Page: 1 of 1

IBPATIENT,ONE I9999 NSC

Bill # From To MT? Type Stat Rate Insurer Orig Amt Curr Amt

1 %K70B1ZL 01/03/17 01/03/17 NO O/I/O A REIM IN NALC HI 8451.27 7519.05

2 %K70C59A 02/13/17 02/13/17 NO O/I/O A REIM IN NALC HI 230.73 230.73

3 K70CFNLe 04/04/17 04/04/17 NO O/ /R A REIM IN CAREMAR 158.68 78.52

4 K70D3HKe 05/02/17 05/02/17 NO O/ /R A REIM IN CAREMAR 132.31 93.12

5 K70D9PKe 05/05/17 05/05/17 NO O/ /R A REIM IN CAREMAR 158.68 78.52

|r Referred|\* MT on Hold |+ Multi Carriers|% EEOB|

CI Claim Information IL Inactive Bills PI Patient Insurance

CP Change Patient HS Health Summary EL Patient Eligibility

Select Action: Quit//

**Inactive Bills** Feb 28, 2018@15:40:48 Page: 1 of 4

IBPATIENT,ONE I9999 \*\* All Inactive Bills \*\* (51)

Bill # From To Type Stat Rate Insurer Orig Amt Curr Amt

1 K30AIKK 05/05/13 05/05/13 O/I/O CB REIM IN 0.00 0.00

2 %K309XEF 04/02/13 04/02/13 O/I/O CC REIM IN +CLAIMS 3932.93 0.00

3 K309BUX 04/01/13 04/16/13 I/P/I CB REIM IN +MEDICAR 0.00 0.00

4 %K309TV4 04/01/13 05/05/13 I/P/I CC REIM IN +CLAIMS 104.29 0.00

5 K30A1G7 04/01/13 05/05/13 I/P/I CB REIM IN +MEDICAR 0.00 0.00

6 %K3097R4 03/28/13 04/01/13 I/I/I CC REIM IN +CLAIMS 1184.00 0.00

7 %K3099QA 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 2.05 0.00

8 %K3099TW 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 12.06 0.00

9 %K3099TX 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 25.93 0.00

10 %K3099TY 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 1.71 0.00

11 %K3099TZ 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 5.48 0.00

12 %K3099U2 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 19.54 0.00

13 %K3099U4 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 16.29 0.00

14 %K3099U5 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 19.54 0.00

15 %K3099U7 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 20.20 0.00

16 %K309BV0 03/28/13 04/01/13 I/P/I CC REIM IN +CLAIMS 1.71 0.00

+ |r Referred|\* MT on Hold |+ Multi Carriers|% EEOB|

CI Claim Information AL Go to Active List CD Change Dates

EX Exit

Select Action: Next Screen//

|  |
| --- |
| Claim Information Dec 12, 2013@08:10:10 Page: 1 of 3  K2013PIe P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  --------------------------------------------------------------------------------  Insurance Demographics  Bill Payer: CAREMARK 6XXXXX  Claim Address: PO BOX XXXXX  PHOENIX, AZ XXXXX  Claim Phone: 111-111-1111  Subscriber Demographics  Group Number: GRP PLN 1605501  Group Name: GICRX  Subscriber ID: XXXXXX000  Employer: BIG COMPANY  Insured's Name: IB,SPOUSE  Relationship: SPOUSE  +---------|% EEOB | Enter ?? for more actions|----------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Next Screen// NEXT SCREEN  Claim Information Dec 12, 2013@08:10:21 Page: 2 of 3  K2013PIe PATIENT,IB P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  +-------------------------------------------------------------------------------  Claim Information  Bill Type: OUTPATIENT Charge Type:  Time Frame: ADMIT THRU DISCHARGE Service Dates: 01/31/12 - 01/31/12  Rate Type: REIMBURSABLE INS. Orig Claim: 12.85  AR Status: COLLECTED/CLOSED Balance Due: 0.00  Sequence: PRIMARY  Purch Svc: NO  ECME No: XXXXXX000508  ECME Ap No: XXXXXX000XXXXXX00010  NPI: XXXXXX0007  HPID: 7XXXXXXXXX  +---------Enter ?? for more actions---------------------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Next Screen// NEXT SCREEN  Claim Information Dec 12, 2013@08:10:24 Page: 3 of 3  K2013SWe PATIENT,IB P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  +-------------------------------------------------------------------------------  Entered: 01/31/12 by IB,TESTER  Authorized: 01/31/12 by IB,TESTER  First Printed: 01/31/12 by IB,TESTER  Related Prescription Copay Information  Rx: 2326479 Chg: $8.00 Status: On Hold Bill:  ----------Enter ?? for more actions---------------------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Quit// |

**Patient Insurance**  May 31, 1995 @10:07:11 Page 1 of 1

Insurance Management for Patient: IBpatient,one 1111

Insurance Co. Type of Policy Group Holder Effect. Expires

1 HEALTH INS LTD GN 48923222 SELF 01/01/87

2 ABC MAJOR MEDICAL AE 76899354 SPOUSE 10/1/90 19/30/95

3 XYZ INS INDEMNITY T109 OTHER 10/1/94 01/01/95

4 BC/BS MAJOR MEDICAL GN 392043 SELF 01/01/90 12/31/92

VI Insurance Company VP Policy AB Annual Benefits

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Charges**  May 31, 1995 @10:07:11 Page 1 of 1

N10072 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE Orig Amt: 199.00

OUTPATIENT VISIT

500 OUTPATIENT SVS 178.00 1 178.00

PRESCRIPTION

257 DRGS/NONSCRPT 21.00 1 21.00

001 TOTAL CHARGE 199.00

OP VISIT DATE(S) BILLED: NOV 16, 1993

PRESCRIPTION REFILLS:

30948 NOV 17, 1993 ABBOCATH-T 18G 1.25 IN

QTY: 20 for 10 days supply

Bill Remark: This is a demonstration bill created for Joint Billing Inquiry.

Enter ?? for more actions

DX Bill Diagnosis AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Charges**  May 31, 1995 @10:07:11 Page 1 of 1

N10273 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

03/02/94 - 03/31/94 INTERIM - FIRST CLAIM Orig Amt: 11221.00

30 DAYS INPATIENT CARE

INTERMEDIATE CARE

101 ALL INCL R&B 246.00 30 7380.00

240 ALL INCL ANCIL 48.00 30 1440.00

960 PRO FEE 49.00 30 1470.00

274 PROSTH/ORTH DEV 931.00 1 931.00

001 TOTAL CHARGE 11221.00

PROSTHETIC ITEMS:

Sep 18, 1994 WHEELCHAIR

Sep 21, 1994 CANE-ALL OTHER

Enter ?? for more actions

DX Bill Diagnosis AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

Bill Diagnosis May 17, 1996 14:07:56 Page: 1 of 1

N10072 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE CLAIM Orig Amt: 199.00

1) 490. BRONCHITIS NOS

2) 030.1 TUBERCULOID LEPROSY

3) 101. VINCENT'S ANGINA

4) 330.1 CEREBRAL LIPIDOSES

5) 461.0 AC MAXILLARY SINUSITIS

6) 310.0 FRONTAL LOBE SYNDROME

7) 200.01 RETICULOSARCOMA HEAD

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Procedures** May 17, 1996 14:12:58 Page: 1 of 1

N10072 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE CLAIM Orig Amt: 199.00

11000 SURGICAL CLEANSING OF SKIN 11/16/93

11001 ADDITIONAL CLEANSING OF SKIN 11/16/93

12001 REPAIR SUPERFICIAL WOUND(S) 11/16/93

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Account Profile** May 31, 1995 @10:07:11 Page: 1 of 1

N10273 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

AR Status: ACTIVE Orig Amt: 11221.00 Balance Due: 856.45

04/01/94 IB Status: Printed (Last) 11221.00 11221.00

1 1578 05/07/94 PAYMENT (IN PART) 7856.21 3364.79

2 1598 07/07/94 PAYMENT (IN PART) 2508.34 856.45

3 1601 07/08/94 COMMENT 0.00 856.45

Total Collected: 10364.55

Percent Collected: 92.37%

Enter ?? for more actions

BC Bill Charges VT Transaction Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Transaction Profile**  May 31, 1995 @10:07:11 Page 1 of 1

N10273 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

AR Status: ACTIVE Orig Amt: 11221.00 Balance Due: 856.45

TRANS. NO: 1578 TRANS. TYPE: PAYMENT (IN PART)

TRANS. DATE: 05/07/94 DATE POSTED: 05/10/94 (ARH)

TRANS. AMOUNT: 7856.21 RECEIPT #: D2982398

BALANCE COLLECTED

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

PRINCIPLE: 3364.79 7856.21

INTEREST: 0.00 0.00

ADMINISTRATIVE: 0.00 0.00

MARSHALL FEE: 0.00 0.00

COURT COST: 0.00 0.00

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TOTAL: 3364.79 7856.21

FY: 94 PR AMT: 3364.79 FY TR AMT: 7856.21

COMMENTS: Date of Deposit: MAY 10, 1994

Enter ?? for more actions

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Comment History** May 17, 1996 14:21:37 Page: 1 of 1

L10260 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: AH33334

AR Status: CANCELLED Orig Amt: 1026.02 Balance Due: 1026.02

1582 04/21/92 Copy of bill sent. FOLLOW-UP DT: 05/12/92

Carrier did not receive initial bill.

1594 05/20/92 Bill canceled, wrong form type. FOLLOW-UP DT: 06/01/92

Carrier refuses to process this type of bill on a UB-92. They are requiring the HCFA 1500 form.

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis AD Add AR Comment VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Insurance Reviews/Contacts** May 31, 1995 @10:07:11 Page: 1 of 1

Insurance Review Entries for: N10072 IBpatient,one 1111

Date Ins. Co. Type Contact Action Auth. No. Days

OUTPATIENT VISIT of AMBULATORY SURGERY OFFICE on 11/16/93

1 11/30/93 HEALTH INS LIMITED 1st Appeal-Clin APPROVED AU 39824

2 11/17/93 HEALTH INS LIMITED OPT DENIAL 0

PRESCRIPTION REFILL of 30948 on 11/17/93

3 11/17/93 HEALTH INS LIMITED OPT APPROVED RN 9384222

Service Connected: NO Previous Spec. Bills: TORT >>>

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures VR Reviews/Appeals AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Expanded Appeals/Denials**  May 31, 1995 @10:07:11 Page 1 of 2

Insurance Appeal/Denial for: IBpatient,one 1111 ROI: NOT REQUIRED

**Visit Information Action Information**

Visit Type: OUTPATIENT VISIT Type Contact: INITIAL APPEAL

Visit Date: 03/09/94 9:00 am Appeal Type: CLINICAL

Clinic: AMBULATORY SURGERY Case Status: OPEN

Appt. Status: CHECKED OUT No Days Pending:

Appt. Type: REGULAR Final Outcome:

Special Cond:

**Clinical Information Appeal Address Information**

Provider: Ins. Co. Name: HEALTH INS LIMITED

Provider: Alternate Name:

Diagnosis: Street line 1: HIL - APPEALS OFFICE

Diagnosis: Street line 2: 1099 THIRD AVE, SUITE

Special Cond: Street line 3:

City/State/Zip: TROY, NY 12345

**Insurance Policy Information**

Ins. Co. Name: HEALTH INS LIMITED Subscriber Name: IBpatient,one

Group Number: GN 48923222 Subscriber ID: 000111111

Whose Insurance: VETERAN Effective Date: 01/01/87

Pre-Cert Phone: 444-444-444 E Expiration Date:

**User Information Contact Information**

Entered By: EMPLOYEE Contact Date: 04/01/94

Entered On: 11/16/93 3:30 pm Person Contacted: SPOUSE

Last Edited By: Contact Method: PHONE

Last Edited On: Call Ref. Number: RN 3320944

Review Date: 06/02/95

**Comments**

Policy should cover treatment.

**Service Connected Conditions:**

Service Connected: NO

NO SC DISABILITIES LISTED

Enter ?? for more actions >>>

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**Expanded Insurance Reviews**  May 31, 1995 @10:07:11 Page 1 of 2

Insurance Review Entries for: IBpatient,one 1111 ROI: NOT REQUIRED

**Contact Information Action Information**

Contact Date: 11/17/93 Type Contact: OUTPATIENT TREATMEN

Person Contacted: Steve Opt Treatment: RX REFILL

Contact Method: PHONE Action: APPROVED

Call Ref. Number: RN 9384222 Auth. Number: RN 9384222

Review Date: 06/02/95

**Insurance Policy Information**

Ins. Co. Name: HEALTH INS LIMITED Subscriber Name: IBpatient,one

Group Number: GN 48923222 Subscriber ID: 000111111

Whose Insurance: VETERAN Effective Date: 01/01/87

Pre-Cert Phone: 933-3434 Expiration Date:

**Appeal Address Information User Information**

Ins. Co. Name: HEALTH INS LIMITED Entered By: EMPLOYEE

Alternate Name: Entered On: 11/17/93 12:54 pm

Street line 1: HIL - APPEALS OFFICE Last Edited By: EMPLOYEE

Street line 2: 1099 THIRD AVE, SUITE 301 Last Edited On: 11/20/93 12:55 pm

Street line 3:

City/State/Zip: TROY, NY 12345

**Comments**

One refill of prescription approved.

**Service Connected Conditions:**

Service Connected: NO

NO SC DISABILITIES LISTED

Enter ?? for more actions >>>

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**Insurance Company** May 17, 1996 15:25:42 Page: 1 of 5

Insurance Company Information for: HEALTH INS LIMITED Primary

Type of Company: HEALTH INSURANCE Currently Active

**Billing Parameters**

Signature Required?: YES Attending Phys. ID: AT PH ID VAH500000

Reimburse?: WILL REIMBURSE Hosp. Provider No.:

Mult. Bedsections: YES Primary Form Type:

Diff. Rev. Codes: Billing Phone:

One Opt. Visit: NO Verification Phone:

Amb. Sur. Rev. Code: Precert Comp. Name: ABC INSURANCE

Rx Refill Rev. Code: Precert Phone: 444-444-4444

Filing Time Frame:

**Main Mailing Address**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-1234

Street 3: Fax: 555-4884

**Inpatient Claims Office Information**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-0392

Street 3: Fax: 555-4432

**Outpatient Claims Office Information**

Street: 789 3RD STREET City/State: ALBANY, NY 12345

Street 2: Phone: 333-444-5676

Street 3: Fax: 333-444-9245

**Prescription Claims Office Information**

Company Name: GHI PROCESSING Street 3:

Street: 1933 CORPORATE DRIVE City/State: RIVERSIDE, NY 39332

Street 2: TANGLEWOOD PARK Phone: 339-0000

Fax:

**Appeals Office Information**

Street: HIL - APPEALS OFFICE City/State: TROY, NY 12345

Street 2: 1099 THIRD AVE, SUITE 301 Phone: 555-1923

Street 3: Fax: 555-5464

**Inquiry Office Information**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-1923

Street 3: Fax: 555-5336

**Remarks**

**Synonyms**

Enter ?? for more actions >>>

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

|  |
| --- |
| Patient Policy Information Dec 12, 2013@08:13:21 Page: 1 of 5  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  --------------------------------------------------------------------------------  Insurance Company  Company: IB INSURANCE  Street: SOME ST  Street 2:  City/State: SOME CITY, MD XXXXX  Billing Ph: (XXX)XXX-XXXX  Precert Ph: (XXX)XXX-XXXX  Plan Information  Is Group Plan: YES  Group Name: GROUP NAME  Group Number: XXXXXXXXXX  BIN:  PCN:  Type of Plan:  Plan Filing TF:  ePharmacy Plan ID:  +---------Enter ?? for more actions---------------------------------------------  AL Active List PT Pt Policy Comments EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:30 Page: 2 of 5  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  ePharmacy Plan Name:  ePharmacy Natl Status:  ePharmacy Local Status:  Utilization Review Info Effective Dates & Source  Require UR: NO Effective Date: 01/01/13  Require Amb Cert: NO Expiration Date:  Require Pre-Cert: NO Source of Info: INTERVIEW  Exclude Pre-Cond: NO Stop Policy From Billing: NO  Benefits Assignable: YES  Subscriber Information  Whose Insurance: VETERAN  Subscriber Name: IB,PATIENT  Relationship: SELF  Primary ID: XXXXXX  +---------Enter ?? for more actions---------------------------------------------  AL Go To Active List PT Pt Policy Comments EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:31 Page: 3 of 5  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  Coord. Benefits: PRIMARY  Subscriber's Employer Information  Employment Status: Emp Sponsored Plan: No  Employer: Claims to Employer: No, Send to Insurance  Street: Retirement Date:  City/State:  Phone:  Primary Provider:  Prim Prov Phone:  Subscriber's Information (use Subscriber Update Action)  Insured's DOB: XX/XX/XXXX  Str 1: SOME ST  Str 2:  +---------Enter ?? for more actions---------------------------------------------  AL Active List PT Pt Policy Comments EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:32 Page: 4 of 5  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  City: SOME CITY  St/Zip: MA XXXXX  SubDiv:  Country:  Phone: XXX-XXX-XXXX  Insured's Sex: MALE  Insured's Branch: ARMY  Insured's Rank:  Insurance Company ID Numbers (use Subscriber Update Action)  Subscriber ID: XXXXXX  Plan Coverage Limitations  Coverage Effective Date Covered? Limit Comments  +---------Enter ?? for more actions---------------------------------------------  AL Active List PT Pt Policy Comments EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:39 Page: 5 of 5  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Comment –- Group Plan  None  Comment – Patient Policy  Dt Entered Entered By Method Person Contacted  +03/17/16 IB,CLERK  Patient Policy Comment    03/14/16 POSTMASTER  TEST COMENT  Personal Riders  Rider #1: DENTAL COVERAGE  ----------Enter ?? for more actions---------------------------------------------  AL Active List PT Pt Policy Comments EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| **Annual Benefits** May 17, 1996 15:39:23 Page: 1 of 3  Annual Benefits for: GHI Ins. Co Primary  Policy: GN 48923222 Ben Yr: MAR 01, 1993  **Policy Information**  Max. Out of Pocket: $ 500  Ambulance Coverage (%): 85 %  **Inpatient**  Annual Deductible: $ 500 Drug/Alcohol Lifet. Max: $  Per Admis. Deductible: $ 100 Drug/Alcohol Annual Max: $  Inpt. Lifetime Max: $ Nursing Home (%):  Inpt. Annual Max: $ Other Inpt. Charges (%):  Room & Board (%):  **Outpatient**  Annual Deductible: $ 50 Surgery (%):  Per Visit Deductible: $ 50 Emergency (%): 85%  Lifetime Max: $ Prescription (%): 80%  Annual Max: $ Adult Day Health Care?: UNK  Visit (%): Dental Cov. Type: PERCENTAGE AMOU  Max Visits Per Year: Dental Cov. (%): 48%  **Mental Health Inpatient Mental Health Outpatient**  MH Inpt. Max Days/Year: MH Opt. Max Days/Year:  MH Lifetime Inpt. Max: $ MH Lifetime Opt. Max: $  MH Annual Inpt. Max: $ MH Annual Opt. Max: $  Mental Health Inpt. (%): Mental Health Opt. (%):  **Home Health Care Hospice**  Care Level: Annual Deductible: $  Visits Per Year: Inpatient Annual Max.: $  Max. Days Per Year: Lifetime Max.: $  Med. Equipment (%): Room and Board (%):  Visit Definition: Other Inpt. Charges (%):  **Rehabilitation IV Management**  OT Visits/Yr: IV Infusion Opt?: UNK  PT Visits/Yr: IV Infusion Inpt?: UNK  ST Visits/Yr: IV Antibiotics Opt?: UNK  Med Cnslg. Visits/Yr: IV Antibiotics Inpt?: UNK  **User Information**  Entered By: EMPLOYEE  Entered On: 02/02/94  Last Updated By: EMPLOYEE  Last Updated On: 02/18/94    Enter ?? for more actions >>>  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CI Go to Claim Screen HS Health Summary EL Patient Eligibility  AL Go to Active List EX Exit Action  Select Action: Quit// |

**Patient Eligibility** May 20, 1996 07:45:44 Page: 1 of 1

N10273 IBpatient,one 1111 DOB: 07/07/50 Subsc ID:

Means Test: CATEGORY A Insured: Yes

Date of Test: 08/24/94 A/O Exposure:

Co-pay Exemption Test: Rad. Exposure:

Date of Test:

Primary Elig. Code: NSC

Other Elig. Code(s): EMPLOYEE

AID & ATTENDANCE

Service Connected: No

Rated Disabilities: BONE DISEASE (0%-NSC)

DEGENERATIVE ARTHRITIS (40%-NSC)

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EX Exit Action

AL Go to Active List

Select Action: Quit//

##### Enter/Edit Billing Information

The IB EDIT security key is required to access this option.

The Enter/Edit Billing Information option is used to enter the information required to generate a third party bill and to edit existing billing information. A new bill can be entered or an existing bill can be edited, as long as the existing bill has not been authorized or cancelled. Once a bill has been filed (billing record number established), it cannot be deleted. The bill can be cancelled through the Cancel Bill option.

If the selected patient's eligibility has not been verified and the ASK HINQ IN MCCR parameter is set to YES, the user will have the opportunity to enter a HINQ (Hospital Inquiry) request into the HINQ Suspense File. This request will be transmitted to the Veterans Benefits Administration to obtain the patient's eligibility information. If Means Test data such as category, Means Test last applied, and date Means Test completed is available, it will be displayed after the patient name or bill number has been entered.

When entering a new bill, the system will prompt for EVENT DATE. When billing for multiple outpatient visits, the date of the initial visit is used. For an inpatient bill, the date of the admission is used. If an interim bill is being issued, the EVENT DATE should be the date of admission for that episode of care.

The Medical Care Cost Recovery data is arranged so that it can be viewed and edited through various screens. The data is grouped into sections for editing. Each section is labeled with a number to the left of the data items. Data group numbers enclosed by brackets ([ ]) can be edited while those enclosed by arrows (< >) cannot. The patient's name, social security number, bill number, the bill classification (Inpatient or Outpatient) and the screen number appear at the top of every screen. A <?> entered at the prompt which appears at the bottom of every screen will provide you with a HELP SCREEN for that particular screen. The HELP SCREEN lists the data groups found on that screen, and provides the name and number of each available screen in the option. Please see the Supplement at the end of this section for descriptions and samples of the billing screens.

The bill mailing address appears on this screen. Please see the Supplement at the end of this section for important information on how this is determined.

**NOTE:** In September 2015, the Inpatient Bill/Claim was updated to accommodate the expanded number of ICD-10 diagnosis and procedure codes available in the Patient Treatment File (PTF). Enter/Edit Billing Information displays and allows selection of all diagnoses and procedures in the PTF record within the date range of the bill, and the screen displays the Present On Admission (POA) indicator associated with the diagnosis, if present in PTF. The screen also displays an asterisk “\*” before each PTF ICD procedure that matches a procedure and date already assigned to the bill. It is possible that the same procedure may be completed multiple times on the same date. These duplicate ICD procedures are displayed in the list of PTF ICD procedures as separate line items, and duplicates are allowed to be added to the bill.

When insurance companies are entered into the INSURANCE COMPANY file, the system prompts for whether or not this company will reimburse VA for the cost of the patient's care. Entry of an insurance company that has been designated as "will not reimburse" is not allowed at this screen. For bills where the payer is the insurance company and the patient has one insurance company that will reimburse the government, that company will be stored as the primary insurance company. Inactivating the insurance company has no effect on the insurance carriers associated with the bill.

Selection of insurance companies is limited to the primary, secondary, and tertiary insurance companies that are billable for the event date. A provider number can be entered for each of the three possible insurance carriers. This field will be loaded from the Hospital Provider Number if one has been entered for the insurance carrier.

Insurance company addresses can only be edited through the Insurance Company Entry/Edit option.

Any bill with a CHAMPVA rate type requires the primary insurance carrier to have a type of coverage defined as CHAMPVA; otherwise, the bill cannot be authorized.

If the MULTIPLE FORM TYPES site parameter is set to YES, a form type prompt will appear. The UB-82 and UB-92 are considered a single form, so for a site to have multiple forms they would have to use one of the UB forms and the HCFA-1500.

Changing the form type to HCFA-1500 will cause the CODING METHOD field to default to CPT-4 if it has not already been defined. Changing the primary insurance carrier or responsible institution will cause the revenue codes to be rebuilt and charges to be recalculated.

If the MCCR site parameter USE OP CPT SCREEN is set to YES, the Current Procedural Terminology Code Screen will appear when editing procedure codes. The screen will list CPT codes for the dates associated with the bill.

An associated diagnosis (diagnosis responsible for the procedure being performed) must be entered for each procedure for HCFA-1500s. You can enter from 1 to 4 associated diagnoses. The associated diagnosis must match one of the first four diagnoses entered.

Adding a BASC procedure or an OP VISIT DATE will cause the revenue codes to be rebuilt and charges recalculated for both UB-82/92 and HCFA-1500 form types. Only one visit date is allowed on a UB-82/92 that also has BASC procedures. This restriction does not apply to HCFA-1500s.

A print order can be specified for each procedure/diagnosis entered. If no print order is specified, the procedures/diagnoses will print in the order entered. The six procedures and nine diagnoses with the lowest print order will be printed in the boxes on the form and the remainder will print as additional procedures/diagnoses.

If the TRANSFER PROCEDURES TO SCHED? parameter is set to YES, any ambulatory surgery entered on the bill can be transferred to the Scheduling Visits file and stored under a 900 stop code. An associated clinic must be entered for all procedures that are to be transferred to the Scheduling Visits file.

Several site parameters and two security keys affect the prompts that will appear at the end of this option. Please see the Supplement at the end of this section for an explanation of how these site parameters and security keys affect the option.

A mail group can be specified (through the site parameters) so that every time a bill is disapproved during the authorization phase of the billing process, all members of this group are notified via electronic mail. If this group is not specified, only the billing supervisor, the initiator of the billing record and the user who disapproved the bill will be a recipient of the message. An example of this message can be found in the Supplement.

The UB-82, UB-92, and HCFA-1500 billing forms are the output which can be produced from this option. The data elements and design of these forms has been determined by the National Uniform Billing Committee and has been adapted to meet the specific needs of the Department of Veterans Affairs. They must be generated (printed) at 80 characters per line at 10 pitch. Copies of the billing forms are included in the Print Bill option documentation.

The UB-82, UB-92, and HCFA-1500 billing forms are the output which may be produced from this option. The data elements and design of these forms has been determined by the National Uniform Billing Committee and has been adapted to meet the specific needs of the Department of Veterans Affairs. They must be generated (printed) at 80 characters per line at 10 pitch. Copies of the billing forms are included in the Print Bill option documentation.

### Automated Means Test Billing Menu

##### Cancel/Edit/Add Patient Charges

The IB AUTHORIZE security key is required to access this option.

The Cancel/Edit/Add Patient Charges option allows you to manually cancel, edit, or add per diem and copayment patient charges or fee services for a specified patient and date range. When a charge is edited, the original charge is canceled and a new charge is added. Once added or edited, the charges are passed to Accounts Receivable. You may receive Accounts Receivable mail messages when editing/canceling through this option.

You cannot add medication copayment charges for patients determined to be exempt from the medication copayment requirement.

You can choose whether or not to include pharmacy copay charges. Only pharmacy charges which have been added through this option can be edited or deleted through this option.

You can also choose to bill CHAMPVA inpatient subsistence charges for past admissions. (Current and future admissions will be billed automatically at discharge). The CHAMPVA inpatient subsistence charge may be canceled through this option, but it will be canceled **only** in IB. You **must** go into the AR module to decrease the receivable to zero ($0).

Charges are displayed for the specified patient and date range and several "actions" can be taken against these charges. You can add/edit/cancel a charge, pass a charge to Accounts Receivable, change to another patient or date range, update an event by changing the event status, or change the date used to record the last date for which Means Test charges were billed for the admission.

List Manager actions are also available (e.g., First Screen, Last Screen, Up a Line, Down a Line, etc.). If you need help in using the List Manager functionality, please refer to the Appendix of this user manual.

Once action has been taken on a charge, the screen is redisplayed showing the new data. If you have edited a charge, the status of the original entry is changed to CANCELLED, and two new entries are added. The first entry offsets the original charge (the amount appears in parentheses indicating a credit) and the new charge is shown.

Charges added or edited through this option are added/edited to the INTEGRATED BILLING ACTION file (#350). When adjustments are made through this option which affect the number of inpatient days or inpatient amount, you are prompted to choose whether or not you wish to make the adjustment to the Means Test Billing Clock.

##### Patient Billing Clock Maintenance

The IB AUTHORIZE security key is required to access this option.

This option allows adding or editing of patient billing clocks. Most often this option will be used to add or edit clocks of patients transferred from other facilities. The following fields are editable: clock begin date, status, 90 day inpatient amounts, and number of inpatient days. A free text field to include a reason for the update is also provided.

The fields contained in this option are used to determine, and directly affect, the copayment charges billed to the patient for care received. These fields can also be affected by other options such as the Cancel/Edit/Add Patient Charges option. For further details, please see that option documentation.

The clock will automatically be closed after 365 days or on the date the patient is no longer Category C, whichever is earlier. Billing clocks which may have been "left open" due to a lack of billable activity will be closed during the nightly compilation job which is run automatically. Billing clocks which must be deleted for any reason will have a status of CANCELLED.

##### Estimate Category C Charges for an Admission

This option is used to estimate the Means Test/Category C charges for an episode of hospital or nursing home care for a proposed length of stay. It can also be used to estimate charges to be billed to a current inpatient for the remainder of his/her stay.

The report will indicate whether or not the patient has an active billing clock, the start date, and the number of inpatient days of care within that clock.

If a patient has an active clock and has already been charged a copayment for the current 90 days of inpatient care, that amount billed is shown. Also provided is the amount of copay and per diem that would be billed for this proposed episode of care. Following is a description of fields.

**Field Description**

Clock date Date the current billing clock began for this patient.

Days of inpatient Number of days of inpatient care within the current billing clock.

care within clock

Copayments made for Total amount of copayment made for the

current 90 days of current 90 days of inpatient care for the

inpatient care current billing clock.

COPAYMENT CHARGES Amount of the copayment charge for this

FOR {type of care} proposed inpatient stay. The copayment charge differs depending on the type of inpatient care; however, it will not exceed the current Medicaid deductible. Once the deductible is met, the patient is covered for a 90 day period. For the second, third and fourth 90 days of hospital care, the copayment charge is half of the current Medicaid deductible. For other than hospital care (i.e., NHCU), the full deductible applies for each 90 days of care.

billing dates Date(s) the copayment occurred. If the proposed episode of

{from/to} care was for a total of five days (2/1/92 – 2/5/92) but the deductible was met the first day, the billing dates (from and to) would reflect the first day only (2/1/92).

INPATIENT DAYS On which days of the current 90 days of inpatient care

{1st/Last} this copayment occurred. If the patient previously had two days of inpatient care in the current 90 days and the deductible was met the first day of this proposed episode of care, the "inpatient days" would reflect day three as the days (1st and last) this copayment was incurred.

CLOCK DAYS On which days of the current billing clock this copayment

{1st/Last} was incurred. If the current billing clock began on 2/1/92 and the copayment for this proposed episode of care was incurred on 2/15 and 2/16/92, the "clock days" would reflect day 15 for the 1st and day 16 for the last.

CHARGE Amount of the copayment or per diem charge for this proposed episode of care.

PER DIEM CHARGES FOR A daily charge for the inpatient stay. No charge is incurred

{type of care} for the day of discharge (i.e., if the proposed inpatient stay is 2/1/92 thru 2/5/92 and the per diem rate is $10.00, the total per diem charge would be $40.00).

TOTAL ESTIMATED Total of the copayment and the per diem charges for the

CHARGES proposed inpatient stay.

### On Hold Menu

##### On Hold Charges Released to AR

This report lists all charges identified as once being ON HOLD (after the installation of patch IB\*2\*70) that currently have a status of BILLED, and the DATE LAST UPDATED is within the specified date range.

**Sample Output**

List of ON HOLD Charges released to AR between JAN 09, 1998 and MAR 10, 1998

Date Printed: MAR 10,1998 Page 1

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

Name Pt.ID Act.ID Bill # Type From To Charge

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

IBpatient,one 1111 500759 K700069 OPT 08/30/94 08/30/94 36.00

IBpatient,two 2222 5001083 K700079 OPT 02/07/96 02/07/96 41.00

IBpatient,three 3333 500852 K700071 OPT 01/25/95 01/25/95 39.00

IBpatient,four 4444 500592 K700068 OPT 05/02/94 05/02/94 36.00

IBpatient,five 5555 5001140 K700077 OPT 05/14/96 05/14/96 41.00

5001244 K700078 INPT 01/21/97 01/21/97 736.00

IBpatient,six 6666 500680 K700063 INPT 07/15/94 07/15/94 696.00

500773 K700063 INPT 10/13/94 10/13/94 348.00

500793 K700064 NHCU 11/09/94 11/10/94 348.00

##### Count/Dollar Amount of Charges on Hold

This option produces the Count and Dollar Amount of Charges on Hold Report. The report provides a subtotal and subcount, by action type, of each patient charge with an ON HOLD status. These charges have not been passed to Accounts Receivable. Accounting is responsible for supplying these figures to FMS on a monthly basis.

##### Days on Hold Report

This option produces the “Days on Hold Report”. The report lists all Integrated Billing charges that have had a status of ON HOLD for an extended period of time.

**Sample Output**

CHARGES ON HOLD LONGER THAN 60 DAYS Mar 10, 1998@11:42:06 PAGE 1

HELD CHARGES CORRESPONDING THIRD PARTY BILLS

===============================================================================================||================================

On Hold # Days || AR

Name Pt.ID Act.ID Type From To Date On Hold Charge|| Bill# Status Charge Paid

===============================================================================================||================================

IBpatient,one 1550P 5001254 INPT 04/10/97 04/10/97 08/11/97 88 368.00||

5001256 INPT 07/14/97 07/15/97 08/11/97 88 736.00||

##### Held Charges Report

The Held Charges Report provides you with a list of all charges with a status of ON HOLD. Charges for Category C patients with insurance are placed on hold until the patient's insurance company bill is resolved. When payment is received from the insurance carrier, the status of the charge is updated through the Release Charges 'On Hold' option.

This report can be used to insure that there is an insurance bill established for each charge on hold, and to identify charges that should be released when payments are received from insurance carriers.

**Sample Output**

CATEGORY C CHARGES ON HOLD MAR 10,1998 PAGE 1

HELD CHARGES CORRESPONDING THIRD PARTY BILLS

=====================================================================================||=====================================

Name Pt.ID Act.ID Type Bill# From To Charge || Bill# AR-Status Charge Paid

=====================================================================================||=====================================

=====================================================================================||=====================================

IBpatient,one 1111 500942 OPT L10220 03/01/92 03/11/92 30.00 || L10209 NEW BILL 148.00 0.00

500948 INPT L10233 03/11/92 03/14/92 652.00 ||

500954 OPT L10229 03/11/92 03/11/92 30.00 ||

IBpatient,two 2222 5002661 OPT L10305 05/08/92 05/08/92 30.00 ||

IBpatient,three 3333 5001488 OPT L10259 04/07/92 04/07/92 30.00 ||

5001512 OPT L10259 04/03/92 04/03/92 30.00 || L10342 NEW BILL 296.00 0.0

IBpatient,four 4444 5002673 INPT L10304 05/19/92 05/19/92 238.00 ||

IBpatient,five 5555 5001449 INPT L10178 03/01/92 03/01/92 652.00 || L10235 NEW BILL 5736.00 0.00

IBpatient,six 6666 5001476 INPT L10261 04/13/92 04/16/92 652.00 ||

IBpatient,seven 7777 5001024 OPT L10121 03/23/92 03/23/92 30.00 || L10329 NEW BILL 740.00 0.00

5001025 OPT L10121 03/23/92 03/23/92 30.00 ||

5001026 OPT L10121 03/23/92 03/23/92 30.00 ||

5001029 OPT L10121 03/23/92 03/23/92 30.00 ||

5001030 OPT L10121 03/23/92 03/23/92 30.00 ||

CATEGORY C CHARGES ON HOLD MAR 10,1998 PAGE 1

HELD CHARGES CORRESPONDING THIRD PARTY BILLS

=====================================================================================||========================================

Name Pt.ID Act.ID Type Bill# From To Charge || Bill# AR-Status Charge Paid

=====================================================================================||========================================

=====================================================================================||========================================

IBpatient,one 1111 Insurance Co. Subscriber ID Group Eff Dt Exp Dt

=====================================================================================||========================================

BLUE CROSS/BLUE GEE302 MAN32 01/00/93

Plan Coverage Effective Date Covered? Limit Comments

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

INPATIENT BY DEFAULT

OUTPATIENT BY DEFAULT

PHARMACY BY DEFAULT

DENTAL BY DEFAULT

MENTAL HEALTH BY DEFAULT

LONG TERM CARE BY DEFAULT

PROSTHETICS BY DEFAULT

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

5001261 OPT 03/02/98 03/02/98 45.80 ||

##### History of Held Charges

This option provides a count and dollar amount of charges that have been on hold for a specified date range. This report sorts charges by their current status. You will be able to keep track of how many charges are cancelled, released (billed), or remain on hold. This report only counts charges with an ON HOLD DATE defined.

##### Release Charges 'On Hold'

The IB AUTHORIZE security key is required to access this option.

The Release Charges 'On Hold' option is used to release Means Test Category C charges, with a status of ON HOLD, to Accounts Receivable. This option is also available on the Agent Cashier's Menu in Accounts Receivable.

If the HOLD MT BILL W/INS parameter is set to YES, inpatient and outpatient copayments for Category C patients with insurance will automatically be placed on hold. These charges will not be passed to Accounts Receivable until they are released through this option. Please note that the $5/$10 hospital/NHCU per diem charges are not placed on hold.

If the original bill number is no longer open when the charge is passed to Accounts Receivable, a new bill number is assigned.

##### List Charges Awaiting New Copay Rate

The List Charges Awaiting New Copay Rate option is used to generate a list of all Means Test outpatient copayment charges which have been placed on hold because the copay rate is over one year old.

New billing rates are scheduled to be released from VA Central Office at the beginning of each fiscal year (10/1). However, there may be a delay in the release of these new rates. If the rate on file for the Means Test outpatient copayment charge is over one year old at the time the bill is created, these charges will be held until the new copay rate is entered. When the rate is entered, you are given the opportunity to release the charges to Accounts Receivable at that time or they can be released through the Release Charges Awaiting New Copay Rate option.

**Sample Output**

LIST OF ALL OUTPATIENT COPAYMENT CHARGES 'ON HOLD'

AWAITING ENTRY OF THE NEW COPAYMENT RATE

Page: 1

Run Date: 10/18/93

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

Patient Name (ID) Visit Date Charge

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

IBpatient,one (1111) 10/08/93 $33

IBpatient,two (2222) 10/12/93 $33

IBpatient,three (3333) 10/05/93 $33

10/04/93 $33

IBpatient,four (4444) 10/01/93 $33

IBpatient,five (5555) 10/05/93 $33

##### Send Converted Charges to A/R

The IB AUTHORIZE security key is required to access this option.

This option is designed for use after the Integrated Billing conversion is completed. After the conversion, certain inpatient and outpatient charges will have a status of CONVERTED. This option allows you to choose which converted charges are passed to Accounts Receivable.

During the conversion, the BILLS/CLAIMS file (#399) is checked to insure that each outpatient visit has been billed. For each visit without an established bill, one is established and given a status of CONVERTED. The conversion cannot determine whether or not an episode of care has been billed for inpatients; therefore, all billable inpatient episodes are provided a status of CONVERTED and you must determine which ones should be passed.

You can choose to pass the charges by patient or date. If patient is selected, all billing actions with a status of CONVERTED are displayed. You can then select which actions will be passed to accounts receivable. If date is selected, all outpatient copay and fee service billing actions that were created on or before the selected date are passed to accounts receivable.

If the HOLD MT BILL W/INS parameter at your site is set to YES, inpatient and outpatient copayments for Category C patients with insurance will automatically be placed on hold. These charges will not be passed to Accounts Receivable until they are released through the Release Charges 'On Hold' or Cancel/Edit/Add Patient Charges options. You may wish to set this parameter to NO until all charges that should be passed to A/R are passed.

This option is being distributed as "out of order" as it is no longer needed and will probably be deleted in the next release of Integrated Billing.

##### Release Charges 'Pending Review'

The Release Charges 'Pending Review' option is used to review charges which have been created when an Income Verification Match (IVM) verified Means Test has been received and filed at the medical facility. If such a Means Test results in changing the patient's Means Test status from Category A to Category C, copayment and per diem charges for previous episodes of care will automatically be created. The charges will not be automatically passed to Accounts Receivable but will be held in Billing until a review of the charges is complete. A mail message is sent to the Category C Billing mail group notifying users that the charges have been created and are pending review.

After review, you may pass the charges to Accounts Receivable for billing or cancel the charges. If passed to AR, the billing information will also be passed to the IVM software which will in turn transmit it to the IVM Center in Atlanta.

Since the billing clock was updated when the charge was originally built, you may need to update the billing clock if the charge is cancelled. This can be accomplished through the Patient Billing Clock Maintenance option.

##### List Current/Past Held Charges by Pt

This option lists all IB Actions for a patient that are currently on hold or were on hold for a specified date range. The report lists IB Action ID, Rate Type, Bill #, AR status, IB Status and information related to corresponding Third Party Claims. Only charges placed on hold since the installation of patch IB\*2\*70 will appear on this report.

**Sample Output**

List of all HELD bills for IBpatient,one SSN: 000-11-1111 NOV 7,1997 PAGE 1

PATIENT CHARGES CORRESPONDING THIRD PARTY BILLS

==================================================================||=================================

Action ID Type Bill# Svc Dt Dt to AR Charge AR-Sts IB-Sts|| Bill# AR-Status Charge % Paid

==================================================================||=================================

5001254 INPT C 08/11/97 368.00 ON HOL||

5001256 INPT C 08/11/97 736.00 ON HOL||

5003424 OPT CO K70025 02/20/97 05/07/97 38.80 ACTIVE BILLED||

5003423 OPT CO K70007 02/18/97 04/25/97 38.80 COLLEC BILLED||

5003411 OPT CO K70007 02/06/97 04/25/97 38.80 COLLEC BILLED|| K70073 ACTIVE 194.00 80%

5003409 OPT CO K70007 02/05/97 04/25/97 38.80 COLLEC BILLED||

5003398 OPT CO 02/04/97 38.80 CANCEL|| REASON: INSURANCE CO PD IN FULL

5003396 OPT CO K70006 02/03/97 05/19/97 38.80 COLLEC BILLED|| K70212 NEW BILL 194.00 0%

##### Release Charges Awaiting New Copay Rate

The Release Charges Awaiting New Copay Rate option is used to release charges which have been placed on hold because the outpatient copay rate is over one year old.

New billing rates are scheduled to be released from VA Central Office at the beginning of each fiscal year (10/1). However, there may be a delay in the release of these new rates. If the rate on file for the Means Test outpatient copayment charge is over one year old at the time the bill is created, these charges will be held until the new copay rate is entered. When the rate is entered, you are given the opportunity to release the charges to Accounts Receivable at that time or they can be released through this option. You will be prompted to task off a job which will automatically update the dollar amount and bill all such charges. The user will receive a message when the tasked job has completed.

If the copay rate currently in your Billing Table is too old to use, the following message will appear.

"The current copay rate (effective {date}) is still too old to use. Please be sure that you have entered the most current rate in your Billing Rates table."

##### Patient Billing Clock Inquiry

This option allows you to display data contained in the patient billing clock. It can be used to view the number of inpatient days and amount billed for inpatient copayments for Category C patients.

When the patient is selected, all billing clocks for that patient are displayed. The reference number, patient name, and the cycle begin date are provided. Once a clock is selected, information such as the clock status, primary eligibility code, cycle begin and end dates, number of inpatient days, and 90 day inpatient amounts are displayed.

##### Category C Billing Activity List

The Category C Billing Activity List option is used to list all Means Test/Category C charges within a specified date range. The list is alphabetical by patient name.

This output provides the patient name and ID, a brief description, the status and the billing period for the bill, the units (the number of days a charge occurred), and the amount of the charge. For inpatient copay charges, the description includes the treating specialty for the episode of care.

As stated above, the units reflect the number of days a charge occurred. For inpatient copay charges the unit will always be one, even if the patient accrued the charges over a number of days before the Medicaid deductible was met.

**Sample Output**

Category C Billing Activity List FEB 26, 1992@09:14:28 Page: 1

Charges from 01/01/92 through 02/26/92

PATIENT/ID DESCRIPTION STATUS FROM TO UNITS CHARGE

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

IBpatient,one 2086 INPT PER DIEM BILLED 01/02/92 01/03/92 2 $20.00

INPT COPAY (ALC) BILLED 01/02/92 01/03/92 1 $476.00

IBpatient,two 8745 OPT COPAY PENDING A/R 02/11/92 02/11/92 1 $0.00

IBpatient,three 8761 INPT PER DIEM BILLED 01/13/92 01/14/92 2 $20.00

INPT COPAY (MED) BILLED 01/13/92 01/14/92 1 $652.00

IBpatient,four 0978 OPT COPAY PENDING A/R 02/12/92 02/12/92 1 $0.00

IBpatient,five 9065 OPT COPAY BILLED 02/17/92 02/17/92 1 $30.00

IBpatient,six 1243 OPT COPAY BILLED 02/13/92 02/13/92 1 $30.00

IBpatient,seven 1122 INPT PER DIEM BILLED 01/13/91 01/18/92 6 $60.00

INPT COPAY (MED) BILLED 01/13/92 01/18/92 1 $24.00

IBpatient,eight 9467 OPT COPAY BILLED 02/12/92 02/12/92 1 $30.00

##### Single Patient Category C Billing Profile

The Single Patient Category C Billing Profile option provides a list of all Means Test/Category C charges within a specified date range for a selected patient.

You will be prompted for patient name, date range, and device. The default at the "Start with DATE" prompt is October 1, 1990. This is the earliest date for which charges can be displayed.

This output displays the date the Category C billing clock began, bill date, bill type (including the treating specialty for inpatient copay charges), the bill number, bill to date (for inpatient charges), amount of each charge, and the total charges for the selected date range.

**Sample Output**

Category C Billing Profile for IBpatient,one 000-11-1111

From 02/26/91 through 02/26/92 FEB 10, 1994@13:56 Page: 1

BILL DATE BILL TYPE BILL # BILL TO TOT CHARGE

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

04/28/91 Begin Category C Billing Clock

04/28/91 OPT COPAYMENT L10038 $26.00

09/07/91 INPT PER DIEM L10085 09/08/91 $20.00

09/07/91 INPT CO-PAY (NEU) L10084 09/08/91 $628.00

02/10/92 OPT COPAYMENT L10038 $30.00

02/24/92 OPT COPAYMENT L10038 $30.00

----------

$774.00

##### Disposition Special Inpatient Billing Cases

The Disposition Special Inpatient Billing Cases option is used to enter the reason for not billing inpatient billing cases for veterans whose care is related to their exposure to Agent Orange, ionizing radiation, or environmental contaminants. This option can also be used to edit the reason on cases that have already been dispositioned.

Inpatient bills created for veterans who claim exposure to Agent Orange, ionizing radiation, or environmental contaminants are automatically placed on hold. Once the veteran's treatment has been completed and s/he is discharged, a determination needs to be made if in fact the care rendered was related to the claimed exposure. If the case was not related, charges will have to be entered through the Cancel/Edit/Add Patient Charges option and passed to Accounts Receivable for billing. If the care was related, the patient will not be billed and the case will be dispositioned after the reason for not billing is entered through this option.

You will be prompted for the patient name. The following information will be displayed for the case record: patient name, type, admission date, discharge date, care related to exposure (yes/no), case dispositioned (yes/no), date record last edited, and edited by. You will then be prompted for the reason the case was not billed. This is a free text field allowing up to 80 characters.

##### List Special Inpatient Billing Cases

The List Special Inpatient Billing Cases option is used to provide a listing of all special inpatient billing cases, both dispositioned and un-dispositioned. Special inpatient billing cases are those where the veteran has claimed his need for treatment is related to exposure to Agent Orange, ionizing radiation, or environmental contaminants.

Inpatient care for NSC Category C veterans who claim exposure to Agent Orange, ionizing radiation, or environmental contaminants is not automatically billed. Once the veteran's treatment has been completed and s/he is discharged, a determination needs to be made if in fact the care rendered was related to the claimed exposure. If the care was related, the patient should not be billed and the case should be dispositioned through the Disposition Special Inpatient Billing Cases option. If the case was not related to exposure, charges will have to be entered manually through the Cancel/Edit/Add Patient Charges option and passed to Accounts Receivable for billing. If the case is billed, the system automatically dispositions the special case.

The following information may be displayed for each case record on the output: patient name, type, admission date, discharge date, care related to exposure (yes/no), case dispositioned (yes/no), date record last edited, and edited by.

###### Sample Output

LIST ALL SPECIAL INPATIENT BILLING CASES

Page: 1

Run Date: 10/20/93

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

Pt. Name: IBpatient,one (1111) Care related to EC: NO

Type: ENV CONTAMINANT Case Dispositioned: YES

Adm Date: 11/17/93 2:23 pm Date Last Edited: 11/22/93 10:04 am

Disc Date: 11/22/93 9:52 am Last Edited By: JOHN

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

Charges Billed:

INPT COPAY (MED) NEW 11/17/93 11/17/93 $676 BILLED

INPT PER DIEM NEW 11/17/93 11/21/93 $40 BILLED

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

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

Pt. Name: IBpatient,one (1111) Care related to AO: YES

Type: AGENT ORANGE Case Dispositioned: YES

Adm Date: 10/03/93 10:10 pm Date Last Edited: 10/20/93 7:46 am

Disc Date: 10/06/93 2:25 pm Last Edited By: JANE

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

Reason for Non-Billing:

TREATMENT FOR AGENT ORANGE

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

### CHAMPUS Billing Menu

##### Delete Reject Entry

This option allows you to delete individual entries from the CHAMPUS PHARMACY REJECTS (#351.52) file. Entries are automatically deleted from this file when a rejected transmission is re-submitted and subsequently approved. However, there will be instances when rejected transmissions will not be re-submitted. Therefore, this option may be used to purge unwanted reject transactions from the file.

##### Reject Report

The Reject Report allows you to view all of the entries in the CHAMPUS PHARMACY REJECTS (#351.52) file and determine the reason(s) for the rejected entries. Rejected entries for transactions which will not be re-submitted and continue to be displayed on this report may be deleted using the Delete Reject Entry option.

Sample Output

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

Date: 05/30/97 IPS Unresolved Reject Report Page: 1

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

RX# 100136, filled on 09/10/96 (IBpatient,one 000111111) rejected because:

Invalid NDC Number

Missing/Invalid Insurance data

NDC not in local AWP file

Call Failed

RX# 100114, filled on 02/03/94 (IBpatient,one 000111111) rejected because:

Modem is not Responding

Bad/Invalid baud Rate Setting

Call Interrupted by User

Bad/Invalid Data bits Setting

##### Resubmit a Claim

This option is used to re-submit a transaction that was originally rejected by the FI (Fiscal Intermediary – the company with which a Tricare patient holds their Tricare insurance coverage). The user is allowed to select a prescription that has not been submitted for billing, or was submitted and then rejected. The prescription is then placed in the queue to be processed by the IB background filer, and it is processed in the same manner as prescriptions that are queued by the foreground processor. If the prescription was previously submitted and rejected, the reject entry in file #351.52 will automatically be deleted if the prescription is authorized for billing.

##### Reverse a Claim

This option may be used to reverse or cancel a claim for a prescription that was submitted in error. The user is allowed to select a prescription that was previously billed. The prescription is then placed in the queue to be processed by the IB background filer. The filer creates a cancellation-type transaction message that is transmitted to the RNA package. When the receipt confirmation has been received by V*IST*A from the Fiscal Intermediary (FI), through RNA, another job is queued which cancels the patient copayment charge and the claim for the FI.

##### Transmission Report

The Transmission report allows you to view a list of pharmacy transmissions for prescriptions which were filled during a specified date range.

Sample Output

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

Date: 05/30/97 IPS Prescription Status Report Page: 1

JAN 1,1996 through MAY 30,1997

RX# Fill Date Patient Name Patient SSN

NDC AWP Copay Ing Cost Fee Paid Total PD

Auth. # Message

Reject Failure Codes

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

100136 09/10/96 IBpatient,one 000111111

Drug Name: PRESAMINE 50MG TABS

Status: Rejected

Invalid NDC Number

Missing/Invalid Insurance data

NDC not in local AWP file

Call Failed

##### IB MT FIX/DISCH SPECIAL CASE

This option will update records in the Special Inpatient Billing Cases File (#351.2) with discharge dates, if any exist in the Patient Movement File (#405).

### Patient Billing Reports Menu

##### Catastrophically Disabled Copay Report

The Catastrophically Disabled Copay Report option provides a list of charges for a specified date range that may need to be cancelled due to a patient’s Catastrophically Disabled status. The Catastrophically Disabled legislation effective date is May 5, 2010. You should not enter a date prior to that date, any date entered before that will be automatically changed to May 5, 2010. It should be queued to a printer off hours as it can take some time to run with at least a margin of 132 columns. The report is based on the Date of Decision date stored in the Patient (#2) file. Even though charges may be cancelled, the report may continue to show $0 charges. If the charge in IB is cancelled but there are still charges on the AR side on the same bill number they will continue to appear on the report. This is because there is no way of determining which charges on an AR bill are actually cancelled vs. not cancelled. Sites should not expect to see a clean report; the report is for informational purposes for review. After review of a specified timeframe is completed it is recommended sites use subsequent timeframes for review.

**Sample Output**

Catastrophically Disabled Copayment Charge Report PAGE: 1

PATIENT SSN CD DATE DOS RX TYPE BILL NO STATUS BALANCE PD PRIN INT ADM TOP FUND RSC

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

IBPATIENT,ONE 0469 03/01/11 03/25/11 DG OPT CO K402KHM BILLED 15.00 0.00 0.00 0.00 528703

IBPATIENT,TWO A 7271 03/31/11 03/31/11 712815 PSO NSC R K402MEQ BILLED 64.00 0.00 0.00 0.00 528701

IBPATIENT,THREE 2111 02/05/11 05/31/11 712816 PSO NSC R K402MRR BILLED 64.00 0.00 0.00 0.00 528701

IBPATIENT,FOUR 3675 03/21/11 03/31/11 DG OPT CO K402LX1 BILLED 185.00 0.00 0.00 0.00 528703

##### Patient Currently Cont. Hospitalized since 1986

This option allows you to print a list (from the IB CONTINUOUS PATIENT file) of current inpatients continuously hospitalized at the same level of care since 1986. This report can be used to verify that all continuous patients are correctly identified. The margin width for this report is 132 columns.

Patients continuously hospitalized since 7/1/86 are exempt from the Medicare deductible copayments, but may still be subject to per diem charges. Facilities are authorized to charge inpatients a per diem charge of $10.00 a day for each day of inpatient care or $5.00 for each day of NHCU care.

**Sample Output**

APR 28,1992 \*\*\*Patients Continuously Hospitalized Since July 1, 1986\*\*\* PAGE 1

Patient NAME Pt-Id Ward Location Last Means Means Test Eligibility

Test Date Status

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

IBpatient,one 000-11-1111 4D(NHCU) NSC

IBpatient,two 000-22-2222 4A(NHCU) 04/02/90 CATEGORY C NSC

IBpatient,three 000-33-3333 4B(NHCU) 02/18/92 CATEGORY C NSC

IBpatient,four 4B(NHCU) 02/18/92 CATEGORY C NSC

##### Print IB Actions by Date

The Print IB Actions by Date option provides a list of the Integrated Billing actions for a specified date range. Although totals are included, this output should not be used for statistical reporting. The Statistical Report option is provided for that purpose.

This output can be sorted by a specified field. <??> can be entered for a list of appropriate fields for selection and additional commands which may be used to customize your report. If you choose to sort by a certain field, you will be prompted to enter a range for that field. If you accept the default of FIRST, the system will assume you want to include first to last.

**Sample Output**

INTEGRATED BILLING ACTION LIST APR 19,1991 10:34 PAGE 1

PATIENT REF. NO TYPE STATUS DATE ADDED UNITS CHARGE BRIEF DESCRIPTION CHARGE ID

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

IBpatient,one 500283 SC RX COPAY NEW BILLED APR 5,1991 1 2.00 322B-RANITIDINE 15-1 500-M10027

IBpatient,two 500285 SC RX COPAY NEW BILLED APR 5,1991 1 2.00 230A-AMPICILLIN 50-1 500-M10033

IBpatient,three 500286 NSC RX COPAY NEW BILLED APR 5,1991 1 2.00 193B-BELLADONNA TI-1 500-M10033

IBpatient,four 500287 SC RX COPAY NEW BILLED APR 5,1991 3 6.00 357-BENZTROPINE 1M-3 500-M10009

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

SUBTOTAL 6 12.00

SUBCOUNT 4

IBpatient,one 500263 SC RX COPAY NEW CANCELLED APR 4,1991 1 2.00 352-AMPICILLIN 25, 1 500-M10027

IBpatient,two 500264 SC RX COPAY NEW CANCELLED APR 4,1991 1 2.00 286A-CIMETIDINE 3, 1 500-M10027

IBpatient,three 500275 SC RX COPAY NEW CANCELLED APR 4,1991 3 6.00 167A-ACETAMINOPHE, 3 500-M10009

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

SUBTOTAL 5 10.00

SUBCOUNT 3

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

TOTAL 11 22.00

COUNT 7

##### Employer Report

The Employer Report option is used to provide a listing of patients and spouses' employers for patients without active insurance that can be used by billing clerks to confirm insurance coverage with those employers.

The report is sorted by employer name and is run for a selected date range. You can run the report for inpatient admissions or outpatient visits. One, many, or all divisions can be chosen. For outpatients, patients are included on the report if they have an event within the specified date range, do not have active insurance on the event date, and the patient or spouse's employment status is one of the following.

EMPLOYED FULL TIME

EMPLOYED PART TIME

SELF EMPLOYED

RETIRED

Events include admissions for inpatients and scheduled/unscheduled visits and dispositions that are not Application without Exam for outpatients.

Deceased veterans do not appear on the report.

The following information may appear on the output: employer name, address, phone number, patient name, SSN, occupation, employment status, home and work phone numbers, primary eligibility, admission date, transaction type, appointment date, and appointment type. This report requires a 132 column margin width.

**Sample Output**

EMPLOYER REPORT FOR INPATIENT ADMISSIONS JUN 1,1993 - OCT 21,1993 OCT 21, 1993 11:15 PAGE 1

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

ACME 4444 E KINDER RD, ALBANY, NEW YORK 12443

Patient: IBpatient,one 000-11-1111 NSC JUN 10, 1993 ADMISSION Home:

Employed: Spouse: SPOUSE DAY CARE RETIRED

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

XYZ, INC. 518-5551234 5678 South St, Troy, New York 12345

Patient: IBpatient,three 000-11-1111 NSC JUN 10, 1993 ADMISSION Home: 518-5559393

Employed: Patient: IBpatient,one 000-22-2222 Hertygertyman FULL TIME Work: 518-5558383

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

XXX CORPORATION 000-11-1111 1 XXX LANE, OSSINING, NEW YORK 10045

Patient: IBpatient, two 000-33-3333 SC 1 JUN 02, 1993 ADMISSION Home: 345-5552332

Employed: Patient: IBpatient, two 000-44-4444 Computer Operator FULL TIME Work: 345-5551234

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

##### Episode of Care Bill List

The Episode of Care Bill List option is used to list all bills related to an episode of care. The bills are listed by event date in reverse date order. The bill number, rate type, bill classification, event date, statement from and to dates, bill status, and time frame of bill will be displayed for each bill on the list.

You may enter the bill number, event date, or patient name at the bill selection prompt. If the event date or patient name is entered, all bills with that event date or for that patient will be listed for selection. Only patients with bills on file may be entered.

The output produced by this option must be generated at a 132 column margin width.

**Sample Output**

LIST OF ALL BILLS FOR AN EPISODE OF CARE JUL 5,1990@08:16 PAGE 1

FOR PATIENT: IBpatient,one EVENT DATE: FEB 13,1987

STATEMENT STATEMENT

BILL NO. RATE TYPE CLASSIFICATION EVENT DATE FROM DATE TO DATE STATUS TIMEFRAME OF BILL

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

900071 MEANS TEST/CAT. C INPATIENT 02/13/87 02/13/87 03/12/87 PRINTED INTERIM - CONTINUING

PAYOR: Patient - IBpatient,one

000491 REIMBURSABLE INS. INPATIENT 02/13/87 03/13/87 04/12/87 PRINTED INTERIM - CONTINUING

PAYOR: Insurance Co. - ABC INSURANCE

000543 REIMBURSABLE INS. INPATIENT 02/13/87 04/13/87 04/30/87 AUTHORIZED INTERIM - LAST

PAYOR: Insurance Co. - ABC INSURANCE

##### Estimate Category C Charges for an Admission

This option is used to estimate the Means Test/Category C charges for an episode of hospital or nursing home care for a proposed length of stay. It may be used to answer patient inquiries pertaining to estimated charges to be billed for an inpatient stay.

The report will indicate whether or not the patient has an active billing clock, the start date, and the number of inpatient days of care within that clock.

If a patient has an active clock and has already been charged a copayment for the current 90 days of inpatient care, the amount billed is shown. Also provided is the amount of copay and per diem that would be billed for this proposed episode of care. A description of fields follows.

|  |  |
| --- | --- |
| **DATA ELEMENT** | **DESCRIPTION** |
|  |  |
| Clock date | Date the current billing clock began for this patient. |
|  |  |
|  |  |
| Days of inpatient  care within clock | Number of days of inpatient or nursing home care within the current billing clock. |

|  |  |
| --- | --- |
| **DATA ELEMENT** | **DESCRIPTION** |
|  |  |
| Copayments made for  current 90 days of  inpatient care | Total amount of copayments made for the current 90 days of inpatient care for the current billing clock. |
|  |  |
|  |  |
| COPAYMENT CHARGES  FOR {type of care} | Amount of the copayment charge for this proposed inpatient stay. The copayment charge differs depending on the type of inpatient care; however, it will not exceed the current Medicare deductible. Once the deductible is met, the patient is covered for 90 days of hospital care. For the second, third, and fourth 90 days of hospital care, the copayment charge is half of the current Medicaid deductible. For other than hospital care (i.e., NHCU), the full deductible applies for each 90 days of care. |
|  |  |
|  |  |
| billing dates  {from/to} | Date(s) the copayment occurred. If the proposed episode of care was for a total of five days (2/1/92 – 2/5/92), but the deductible was met the first day; the billing dates (from and to) would reflect the first day only (2/1/92). |
|  |  |
|  |  |
| INPATIENT DAYS  {1st/Last} | On which days of the current 90 days of inpatient care this copayment occurred. If the patient previously had two days of inpatient care in the current 90 days and the deductible was met the first day of this proposed episode of care, the "inpatient days" would reflect day three as the days (1st and last) this copayment was incurred. |

|  |  |
| --- | --- |
| **DATA ELEMENT** | **DESCRIPTION** |
|  |  |
| CLOCK DAYS  {1st/Last} | On which days of the current billing  clock this copayment was incurred. If the current billing clock began on 2/1/92 and the copayment for this proposed episode of care was incurred on 2/15/92 and 2/16/92, the "clock days" would reflect day 15 for the 1st and day 16 for the last. |
|  |  |
|  |  |
| CHARGE | Amount of the copayment or per diem charge for this proposed episode of care. |
|  |  |
|  |  |
| PER DIEM CHARGES FOR  {type of care} | A daily charge for the inpatient stay.  No charge is incurred for the day of discharge (i.e., if the proposed inpatient stay is 2/1/92 thru 2/5/92 and the per diem rate is $10.00, the total per diem charge would be $40.00). |
|  |  |
|  |  |
| TOTAL ESTIMATED  CHARGES | Total of the copayment and the per diem charges for the proposed inpatient stay. |

##### Outpatient/Registration Events Report

In Integrated Billing V. 1.5, the Outpatient/Registration Events Report was used primarily to list potentially billable outpatient activity (for Category C veterans) for the purpose of billing charges that were not automatically billable by the system. As IB V. 2.0 completes the automation of Means Test billing for all outpatient activity, this report becomes a validation tool.

This option lists all episodes of outpatient care for Category C veterans within a user specified date range; appointments, stop codes, and registrations. For each visit, the clinic, appointment time, type, and status are provided. Clinics with a default type of "research" are flagged on the report to assist sites in determining if regular appointments are being scheduled in clinics where the primary intent is research. For each patient listed, the report indicates whether the patient has claimed exposure to Agent Orange, ionizing radiation, or environmental contaminants and whether the patient has active insurance. If exposure is claimed, the responses to the Classification questions answered during the checkout process are displayed. Any charges associated with the episode of care are included.

A separate page will print for each date within the date range; therefore, you may wish to limit the date range selected. You may also wish to run this report during off hours, as it may be quite time consuming.

**Sample Output**

Category C Outpatient and Registration Activity for 09/01/93

Printed: 09/13/93 Page: 1

Patient/Event Time Clinic/Stop Appt.Type (Status)

IBpatient,one 1111 [AO] \*\*Insured\*\*

CLINIC APPT 12:00 PODIATRY REGULAR NO ACTION TAKEN

IBpatient,two 2222 [AO] \*\*Insured\*\*

CLINIC APPT 09:00 GEN. MEDICAL REGULAR CHECKED OUT

Care related to AO? YES

STOP CODE 09:00 EKG REGULAR

09:00 LABORATORY REGULAR

Category C Outpatient and Registration Activity for 09/02/93

Printed: 09/13/93 Page: 2

Patient/Event Time Clinic/Stop Appt.Type (Status)

No Outpatient activity recorded for Category C patients on 09/02/93.

##### Held Charges Report

The Held Charges Report provides you with a list of all charges with a status of ON HOLD. Charges for Category C patients with insurance are placed on hold until the patient's insurance company bill is resolved. When payment is received from the insurance carrier, the status of the charge is updated through the Release Charges 'On Hold' option.

This report may be used to insure that there is an insurance bill established for each charge on hold, and to identify charges that should be released when payments are received from insurance carriers.

**Sample Output**

CATEGORY C CHARGES ON HOLD MAY 26,1992 PAGE 1

HELD CHARGES CORRESPONDING THIRD PARTY BILLS

==========================================================================||======================================

Name Pt.ID ActionID Type Bill# From To Charge || Bill# AR-Status Charge Paid

==========================================================================||======================================

IBpatient,one 1111 500942 OPT L10220 03/01/92 03/11/92 30.00 || L10209 NEW BILL 148.00 0.00

500948 INPT L10233 03/11/92 03/14/92 652.00 ||

500954 OPT L10229 03/11/92 03/11/92 30.00 ||

IBpatient,two 2222 5002661 OPT L10305 05/08/92 05/08/92 30.00 ||

IBpatient,three 3333 5001488 OPT L10259 04/07/92 04/07/92 30.00 ||

5001512 OPT L10259 04/03/92 04/03/92 30.00 || L10342 NEW BILL 296.00 0.00

IBpatient,four 4444 5002673 INPT L10304 05/19/92 05/19/92 238.00 ||

IBpatient,five 5555 5001449 INPT L10178 03/01/92 03/01/92 652.00 || L10235 NEW BILL 5736.00 0.00

IBpatient,six 6666 5001476 INPT L10261 04/13/92 04/16/92 652.00 ||

IBpatient,seven 7777 5001024 OPT L10121 03/23/92 03/23/92 30.00 || L10329 NEW BILL 740.00 0.00

5001025 OPT L10121 03/23/92 03/23/92 30.00 ||

5001026 OPT L10121 03/23/92 03/23/92 30.00 ||

5001029 OPT L10121 03/23/92 03/23/92 30.00 ||

5001030 OPT L10121 03/23/92 03/23/92 30.00 ||

##### Manually Added HPIDs to Billing Claim Report

This report generates a list of Health Plan (HPID) numbers that have been added directly to claims. It allows billing staff to track the instances when an HPID number is added to a third-party claim and to generate an ad-hoc report of authorized claims with this entry information. Only HPIDs that have been manually added will appear on this report.

You will be prompted for date range, report format, and device. The date range pertains to when the HPID was manually added to the claim.

This output displays patient name, last 4 of SSN, payer, HPID, claim number, user name, date HPID added, Professional ID and Institutional ID.

**Sample Output**

MANUALLY ADDED HPIDS TO BILLING CLAIM REPORT AUG 02, 2015@19:59 Page: 1

PT NAME SSN PAYER HPID CLAIM # USER NAME DATE HPID ADDED PROF ID INST ID

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

IBPATIENT,ONE 1111 BLUE CROSS 7414615444 500-K400003 IBUSER,ONE 12/02/2014 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7399982967 500-K400005 IBUSER,ONE 01/15/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400003 IBUSER,ONE 01/22/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400005 IBUSER,ONE 01/22/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7467061371 500-K400003 IBUSER,ONE 01/23/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400005 IBUSER,ONE 02/05/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7462706327 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7444643416 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7908996151 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

##### Patient Billing Inquiry

The Patient Billing Inquiry option allows you to display/print information on any reimbursable insurance bill, Pharmacy Copay, or Means Test bill. The information provided differs depending on the bill type.

For reimbursable insurance bills, the information provided includes bill status, rate type, reason cancelled (if applicable), admission date (for inpatients), all outpatient visits (for outpatients), charges, amount paid, statement to and from dates, each action that was taken on that bill, and the user who performed it. If you choose to view the full inquiry, address information from the PATIENT file (#2) and the bill is also provided.

The information provided in a brief inquiry for Pharmacy Copay charges includes date of charge, type of charge (syntax: patient eligibility - action type - status), brief description (syntax: prescription # - drug name - # of units), amount of charge or credit, and an explanation of any charge removed, if applicable. A full inquiry, in addition to the information provided in the brief inquiry, provides information from the PRESCRIPTION file (#52), as well as address information on the patient.

The display/output for Means Test bills is very similar to the brief inquiry for Pharmacy Copay. It includes the date of charge, charge type, brief description, units, and amount of charge. A full inquiry also includes address information on the patient.

The medication copayment exemption status and reason are displayed for medication copayment and Means Test bills.

**Sample Output of Brief Inquiry**

IBpatient,one 000-11-1111 500-000303 FEB 19, 1992@14:17 PAGE: 1

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

Bill Status : PRINTED - RECORD IS UNEDITABLE

Rate Type : REIMBURSABLE INSURANCE

Form Type : UB-82

Op Visit dates : APR 14,1992

Charges : $148.00

LESS Offset : $30.00

Bill Total : $118.00

Statement From : APR 14,1992

Statement To : APR 14,1992

Entered : APR 15, 1992 by ED

First Reviewed : APR 16, 1992 by SUE

Last Reviewed : APR 16, 1992 by SUE

Authorized : APR 16, 1992 by SUE

Last Printed : APR 16, 1992 by GARY

IBpatient,one 000-11-1111 500-000303 FEB 19, 1992@14:17 PAGE: 2

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

\*\*\* ADDRESS INFORMATION \*\*\*

Patient Address: 117 TEST DRIVE

COLONIE, NEW YORK

518-555-0990

Mailing Address: ABC INS

1262 MOONBEAM AVENUE

LOS ANGELES, CALIFORNIA 12345

Ins Co. Address: ABC INS

1262 MOONBEAM AVENUE

LOS ANGELES, CALIFORNIA 12345

618-555-5555

**Sample Output of Full Inquiry**

IBpatient,one 000-11-1111 500-L10098 FEB 24, 1992@09:09 PAGE: 1

Medication Copayment Exemption Status: NON-EXEMPT

Patient's income is greater than Copay Income Threshold

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

FEB 14, 1992 INPT COPAY (MED) NEW INPT CO-PAY (MED) 1 $200.00

FEB 20, 1992 INPT COPAY (MED) CAN INPT CO-PAY (MED) 1 ($200.00)

Charge Removal Reason: MT CHARGE EDITED

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

$0.00

IBpatient,one 500-L10098 FEB 24, 1992@09:09 PAGE: 2

Medication Copayment Exemption Status: NON-EXEMPT

Patient's income is greater than Copay Income Threshold

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

\*\*\* ADDRESS INFORMATION \*\*\*

Patient Address: 28 TEST RD

EASTHAM, MASSACHUSETTS

508-555-4321

**Sample Output of Brief Inquiry for a Pharmacy Copay bill.**

IBpatient,one 000-11-1111 500-M10004 FEB 24, 1992@09:18 PAGE: 1

Medication Copayment Exemption Status: EXEMPT

Patient's income below Copay Income Threshold

DATE CHARGE TYPE BRIEF DESCRIPTION UNITS CHARGE

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

MAR 15, 1991 SC RX COPAY NEW RX#111128-REF 5-ENDU 3 $6.00

MAR 15, 1991 SC RX COPAY NEW RX#111199 9999-CLONI 4 $8.00

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

$14.00

##### List all Bills for a Patient

The List all Bills for a Patient option is used to print a list of all bills on file for a selected patient. The patient may be selected by name or social security number.

The bills are listed by date of care in reverse date order. The bill number, date printed, action/rate type, classification, date of care, statement from and to dates, amount collected, status, and time-frame of the bill will be displayed for each bill on the list. Below is a brief explanation of some of these data elements.

**Bill Number** If IB action is incomplete, "pending" is displayed. If IB action is converted, this field will be blank.

**Date Printed** Date bill generated.

**Action/Rate Type** Action for IB actions; rate type for insurance bills.

**Date of Care** Admission date for inpatients; opt visit date for outpatients; date medication dispensed for Pharmacy Copay.

**Amount Collected** Not applicable to patient bills; amount from Accounts Receivable for insurance bills.

**Time frame of Bill** Null if IB action.

**Reject Indicator** The “c” indicates a rejected bill. A reject is defined to be a billing reject that is on the Claim Status Awaiting Resolution (CSA) or Medicare Remittance Advice Worklist (MRW) report.

You will be prompted for a patient name and whether or not to include Pharmacy Copay charges on the report.

The output produced by this option must be generated at a 132 column margin width.

**Sample Output**

List of all Bills for IBpatient,one MAR 5,1992@08:16 PAGE 1

BILL DATE DATE OF STATEMENT STATEMENT AMOUNT

NO. PRINTED ACTION/RATE TYPE CLASSIFICATION CARE FROM DATE TO DATE COLLECTED STATUS TIMEFRAME OF BILL

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

M10053 02/20/92 NSC RX COPAY PHARMACY COPAY 02/20/92 02/20/92 02/20/92 N/A BILLED

L10157 02/07/92 NSC RX COPAY PHARMACY COPAY 02/07/92 02/07/92 02/07/92 N/A UPDATED

L10063 02/11/92 REIMBURSABLE INS. OUTPATIENT 01/30/92 01/01/92 01/31/92 0.00 PRINTED ADMIT-DISCHARGE

##### Category C Billing Activity List

The Category C Billing Activity List option is used to list all Means Test/Category C charges within a specified date range. The list is alphabetical by patient name.

This output provides the patient name and ID, a brief description, the status and the billing period for the bill, the units (the number of days a charge occurred), and the amount of the charge. For inpatient copay charges, the description includes the treating specialty for the episode of care.

As stated above, the units reflect the number of days a charge occurred. For inpatient copay charges the unit will always be one, even if the patient accrued the charges over a number of days before the Medicare deductible was met.

**Sample Output**

Category C Billing Activity List FEB 26, 1992@09:14:28 Page: 1

Charges from 01/01/92 through 02/26/92

PATIENT/ID DESCRIPTION STATUS FROM TO UNITS CHARGE

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

IBpatient,one 1111 INPT PER DIEM BILLED 01/02/92 01/03/92 2 $20.00

INPT COPAY (ALC) BILLED 01/02/92 01/03/92 1 $476.00

IBpatient,two 2222 OPT COPAY PENDING A/R 02/11/92 02/11/92 1 $0.00

IBpatient,three 3333 INPT PER DIEM BILLED 01/13/92 01/14/92 2 $20.00

INPT COPAY (MED) BILLED 01/13/92 01/14/92 1 $652.00

IBpatient,four 4444 OPT COPAY PENDING A/R 02/12/92 02/12/92 1 $0.00

### Third Party Output Menu

##### Veterans w/Insurance and Discharges

The Veterans w/Insurance and Discharges option is used to produce a list of all patients who have reimbursable insurance and who were discharged from the medical center during a selected date range. For dates of care prior to 10/1/90, service-connected veterans with insurance who were treated for a non-service-connected condition (from the PTF record) will be included on the list. This list may be used to help insure that a bill exists for all billable inpatient episodes of care for that date range.

You may include unbilled patients, previously billed patients, or both on the report. If you choose to print ALL (both unbilled and previously billed), the report is sorted by these two categories. The unbilled patients portion displays the patient ID#, patient name, SSN, eligibility status, date of care (event date), and the patient's insurance companies. The previously billed list displays the same data plus every bill within the selected date range for each patient showing the bill number, bill rate type, statement from and to dates, and the debtor.

The lists are printed in alphabetical order by patient name or numerically by terminal digit (8th and 9th digit of the SSN, then 6th and 7th, etc.). For multidivisional sites, you may print a list for each division.

It is recommended the report be queued to print during non-peak user hours.

**Sample Output**

\*Veterans with Reimbursable Insurance and INPATIENT Discharges for the period covering FEB 01,1992 through FEB 29,1992

UNBILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF DISCHARGE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 20,1992@15:51:15 ABC

2222 IBpatient,two 000-22-2222 NON-SERVICE CONN FEB 19,1992@12:52:51 ALLSTATE

3333 IBpatient,three 000-33-3333 NON-SERVICE CONN FEB 19,1992@14:40:18 NORTHWEST

\*Veterans with Reimbursable Insurance and INPATIENT Discharges for the period covering FEB 01,1992 through FEB 29,1992

PREVIOUSLY BILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF DISCHARGE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 7,1992@13:48:23 ABC

L10042 REIM INS-INPT From: 02/07/92 To: 02/07/92 Debtor: ABC

2222 IBpatient,two NON-SERVICE CONN FEB 14,1992@13:00 ABC

L10030 REIM INS-INPT From: 02/14/92 To: 02/19/92 Debtor: ABC

3333 IBpatient,three 000-33-3333 NON-SERVICE CONN FEB 7,1992@13:48:23 ABC

L10042 REIM INS-INPT From: 02/07/92 To: 02/10/92 Debtor: ABC

##### Veteran Patient Insurance Information

The Veteran Patient Insurance Information option provides insurance information on veteran inpatients. This includes such information as insurance company, insurance number, group number, and insurance expiration date. Medical information is also shown. Dates of admission and discharge and status of the PTF records are provided. The report is broken down by patient, with information on length of stay for each bedsection, diagnoses, and diagnostic codes. The total length of stay is shown with the primary diagnosis.

The form indicates whether or not the policy shown will reimburse VA for the cost of medical care. If the REIMBURSE field of the INSURANCE COMPANY file is set to NO for any of the companies that cover the applicant, an asterisk (\*) will be shown next to the insurance company name and the following message will appear.

\* - Insurer may not reimburse!!

All of this information is used in billing the insurance companies for the cost of the veteran's care.

The report may be sorted sequentially by discharge or admission date. You will be prompted for a date range and device. Depending on the number of applicable admissions and the size of the date range specified, generation of this report could be time-consuming. You may choose to queue the report to print during non-peak user hours.

**Sample Output**

THIRD PARTY REIMBURSEMENT PRINTED: JAN 11,1991@0915

IBpatient,one EMPLOYMENT STATUS: EMPLOYED

(PT ID: 000111111) EMPLOYER: ABC LUMBER

307 TEST BLVD OCCUPATION: CARPENTER

TOLEDO, OHIO 55555

INSURANCE TYPE INSURANCE # GROUP # EXPIRES HOLDER

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

ABC INS 123 887 01/01/93 VETERAN

\*XYZ INS 64098 21 12/31/91 VETERAN

\* - Insurer may not reimburse!!

Admitted: APR 9,1990@14:00 Discharged: APR 19,1990@13:39

PTF Record not closed

DATE LOS BEDSECTION LOS DIAGNOSES

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

APR 10,1990@11:29 OPHTHALMOLOGY 1 334.4 (CORNEAL ABRASION)

APR 11,1990@10:10 UROLOGY 1 778.0 (URINARY TRACT INFECTION,

UNSPEC.)

APR 19,1990@13:39 CARDIOLOGY 8 654.00 (MYOCARDIAL INFARCTION)

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

TOTAL LOS: 10 DXLS: 654.00 (MYOCARDIAL INFARCTION)

##### Veterans w/Insurance and Inpatient Admissions

The Veterans w/Insurance and Inpatient Admissions option is used to produce a list of all patients who have reimbursable insurance and who had admissions to the medical center during a selected date range. For dates of care prior to 10/1/90, service-connected veterans with insurance who were treated for a non-service-connected condition (from the PTF record) will be included on the list. This list may be used to help insure that a bill exists for all inpatient billable episodes of care for the selected date range.

You may include unbilled patients, previously billed patients, or both on the report. If you choose to print ALL (both unbilled and previously billed), the report is sorted by these two categories. The unbilled patients portion displays the patient ID#, patient name, SSN, eligibility status, date of care (event date), and the patient's insurance companies. The previously billed list displays the same data plus every bill within the selected date range for each patient showing the bill number, bill rate type, statement from and to dates, and the debtor.

The lists are printed in alphabetical order by patient name or numerically by terminal digit (8th and 9th digit of the SSN, then 6th and 7th, etc.). For multidivisional sites, you may print a list for each division.

Depending on the size of your database and the date range selected, this report could be quite lengthy. It is recommended the report be queued to print during non-peak user hours.

**Sample Output**

Veterans with Reimbursable Insurance and INPATIENT Admissions for period covering FEB 1,1992 through FEB 29, 1992

UNBILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF CARE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 05,1992@15:51:15 ABC

2222 IBpatient,two 000-22-2222 NON-SERVICE CONN FEB 13,1992@13:40 NATIONWIDE

Veterans with Reimbursable Insurance and INPATIENT Admissions for period covering FEB 1,1992 through FEB 29, 1992

PREVIOUSLY BILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF CARE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 1,1992@11:10 XYZ INS

000272 REIM INS-INPT From: 02/01/92 To: 02/10/92 Debtor: XYZ INS

2222 IBpatient,two 000-22-2222 NON-SERVICE CONN FEB 24,1992@08:09 UNITED WORKERS

000312 REIM INS-INPT From: 02/24/92 To: 02/28/92 Debtor: UNITED WORKERS

000346 REIM INS-INPT From: 02/28/92 To: 02/29/92 Debtor: UNITED WORKERS

3333 IBpatient,three 000-33-3333 NON-SERVICE CONN FEB 10,1992@13:34 INTERNATIONAL

000287 REIM INS-INPT From: 02/10/92 To: 02/14/92 Debtor: INTERNATIONAL

##### Veterans w/Insurance and Opt. Visits

The Veterans w/Insurance and Opt. Visits option is used to produce a list of all patients who have reimbursable insurance and who had outpatient visits to the medical center during a selected date range. For dates of care prior to 10/1/90, service-connected veterans with insurance will be included on the list.

Non-count clinics and unbillable appointment types are excluded from the list. This list may be used to help insure that a bill exists for all outpatient billable episodes of care for that time frame.

This report includes patients who have either add/edit stop codes, 10-10 registrations, or scheduled appointments during the selected date range. The stop code, registration type, or clinic is included on the output for each entry. This information may be used to aid in determining how a charge should be billed.

You may include unbilled patients, previously billed patients, or both on the report. If you choose to print ALL (both unbilled and previously billed), the report is sorted by these two categories. The unbilled patients portion displays the patient ID#, patient name, SSN, eligibility status, date of care (event date), and the patient's insurance companies. The previously billed list displays the same data plus every bill within the selected date range for each patient showing the bill number, bill rate type, statement from and to dates, and the debtor.

The lists are printed in alphabetical order by patient name or numerically by terminal digit (8th and 9th digit of the SSN, then 6th and 7th, etc.). For multidivisional sites, you may print a list for each division.

It is recommended the report be queued to print during non-peak user hours.

**Sample Output**

Veterans with Reimbursable Insurance and OUTPATIENT Appointments for period covering FEB 1,1992 through FEB 29, 1992

UNBILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF CARE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 12,1992@09:45 XYZ INS

Add/Edit Stop Code with 900,

2222 IBpatient,two 000-22-2222 NON-SERVICE CONN FEB 23,1992@13:40 ABC

Clinic: Dermatology

3333 IBpatient,three 000-33-3333 NON-SERVICE CONN FEB 29,1992@09:44 ABC

Clinic: Dermatology

4444 IBpatient,four 000-44-4444 NON-SERVICE CONN FEB 18,1992@23:45 BLUE SHIELD

Registration: HOSPITAL ADMISSION

Veterans with Reimbursable Insurance and OUTPATIENT Appointments for period covering FEB 1,1992 through FEB 29, 1992

PREVIOUSLY BILLED PATIENTS for Division ALBANY Printed: MAR 01,1992@06:00 Page: 1

PT ID PATIENT SSN ELIGIBILITY DATE OF CARE INSURANCE COMPANIES

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

1111 IBpatient,one 000-11-1111 NON-SERVICE CONN FEB 11,1992@14:34 BLUE CROSS

Add/Edit Stop Code with 102, 301, 706

00024A REIM INS-OUTP From: 02/11/92 To: 02/11/92 Debtor: BLUE CROSS

2222 IBpatient,two 000-22-2222 NON-SERVICE CONN FEB 12,1992@07:09 ABC INSURANCE

Clinic: MEDICAL

00089A REIM INS-OUTP From: 02/12/92 To: 02/12/92 Debtor: ABC INSURANCE

3333 IBpatient,three 000-33-3333 NON-SERVICE CONN FEB 26,1992@09:45 ABC INSURANCE

Clinic: MEDICAL

00096A REIM INS-OUTP From: 02/26/92 To: 02/29/92 Debtor: ABC INSURANCE

##### Patient Review Document

The Patient Review Document option is used to print the Third Party Review Form by patient name and admission date specifications. This form is used in connection with veteran patients admitted to the hospital who have private medical insurance. The form provides patient's name, patient ID#, admission date, diagnoses, and ward location. Insurance information provided includes insurance company name, address and phone number, policy number, and group number. The insurance data is not displayed if the insurance has expired.

The form is then divided into four sections. Section one concerns pre-admission certification. It shows whether or not pre-admission certification is required. If required, it provides information concerning the decision made by the insurance company regarding the admission. Information includes number of days certified, whether medical information is insufficient, and whether outpatient care is more appropriate. Section two concerns the need for a second surgical opinion, if required, and results of the second opinion. Section three provides information concerning the length of stay review; if further stay was approved or if disapproved, the reasons for denial. Section four shows bill status – denied in full, denied in part, or paid in full. If denied, the reasons for denial are given. The bill number is also shown.

**Sample Output**

NAME: IBpatient,one DATE PRINTED: DEC 12, 1990

PT ID: 000111111

INSURANCE CARRIER: ABC Insurance Company

ADDRESS: 234 Test St., Loma Linda, California 15436

PHONE: 555-4789 POLICY #: 6740879BB GROUP #: 10

PRE-CERT PHONE: BILLING PHONE:

INSURANCE CARRIER:

ADDRESS:

PHONE: POLICY #: GROUP #:

PRE-CERT PHONE: BILLING PHONE:

INSURANCE CARRIER:

ADDRESS:

PHONE: POLICY #: GROUP #:

PRE-CERT PHONE: BILLING PHONE:

ADMITTING DX: Pneumonia WARD: 8A

SCHEDULED ADMISSION DATE: ADMISSION DATE: JUN 26, 1986

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

PRE-ADMISSION CERTIFICATION:

\_\_\_NUMBER DAYS CERTIFIED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AUTHORIZATION NUMBER

\_\_\_NOT REQUIRED

\_\_\_FAILURE TO MEET ESTABLISHED ADMISSION CRITERIA

\_\_\_MEDICAL INFORMATION IS INSUFFICIENT

\_\_\_OPT CARE IS MORE APPROPRIATE

\_\_\_OTHER LEVELS OF SERVICE ARE MORE APPROPRIATE (NURSING HOME VS HOSPITAL)

\_\_\_POLICY DOES NOT COVER MEDICAL CARE REQUIRED

\_\_\_COVERAGE EXHAUSTED

\_\_\_OTHER PREPARED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

SECOND SURGICAL OPINION NEEDED: \_\_\_\_\_\_YES \_\_\_\_\_\_NO

SECOND SURGICAL OPINION OBTAINED: \_\_\_\_\_\_YES \_\_\_\_\_\_\_OUTSIDE MD RECOMMENDED AGAINST SURGERY

\_\_\_\_\_\_NOT APPLICABLE \_\_\_\_\_\_\_OTHER

\_\_\_\_\_\_NOT RECEIVED PREPARED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

LOS REVIEW DATE: \_\_\_\_\_\_\_\_\_\_ DATE APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF DAYS EXTENDED: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AUTHORIZATION NUMBER

\_\_\_PRE-OP DAYS DENIED \_\_\_APPROPRIATE ALTERNATIVE TREATMENT OPTIONS EXIST

\_\_\_MORE MEDICAL INFORMATION NEEDED \_\_\_ALTERNATIVE TREATMENT NOT COVERED BY POLICY

\_\_\_FAILURE TO MEET CONTINUED STAY CRITERIA \_\_\_AVAILABILITY OF ALTERNATIVE TREATMENT

\_\_\_APPROPRIATE ALTERNATIVE TREATMENT OPTIONS EXIST \_\_\_COVERAGE EXHAUSTED

\_\_\_OTHER PREPARED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

BILLS DENIED IN FULL: BILL DENIED IN PART:

\_\_\_\_\_\_\_\_\_EXCLUSIONARY CLAUSE STILL IN EFFECT \_\_\_\_\_\_\_\_\_DEDUCTIBLE/COPAYMENT APPLIES

\_\_\_\_\_\_\_\_\_DEDUCTIBLE/COPAYMENT APPLIES \_\_\_\_\_\_\_\_\_PORTION OF CARE NOT COVERED BY POLICY

\_\_\_\_\_\_\_\_\_TYPE OF CARE NOT COVERED BY POLICY \_\_\_\_\_\_\_\_\_EXCEEDS USUAL AND CUSTOMARY CHARGES

\_\_\_\_\_\_\_\_\_PATIENT DOES NOT HAVE CURRENT COVERAGE \_\_\_\_\_\_\_\_\_PAYMENT LIMITED TO PREAUTHORIZED DAYS

\_\_\_\_\_\_\_\_\_INSURER WILL NOT PAY PER DIEM RATES \_\_\_\_\_\_\_\_\_OTHER

\_\_\_\_\_\_\_\_\_TREATMENT/ADMISSION NOT AUTHORIZED BY INSURANCE CARRIER

\_\_\_\_\_\_\_\_\_OTHER \_\_\_\_\_\_\_\_\_BILL PAID IN FULL

PREPARED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

REMARKS:

BILL # \_\_\_\_\_\_\_\_\_\_\_\_\_

##### Inpatients w/Unknown or Expired Insurance

This option allows you to print a list of veteran inpatients with no insurance, expiring insurance (expired or will expire within 30 days), or unknown insurance. You may include any or all of these categories. The output may then be used to obtain insurance information from veterans while they are current inpatients.

If your site is multidivisional, one, many, or all divisions may be included. A subtotal is provided for each division.

The report may be printed for the current date or a specified date range. When you select a date range, all patients who were admitted during that date range are included. If you choose to display for the current date, all patients who are currently inpatients are included. The report may be further sorted by ward.

Producing this output may be very time consuming. It is recommended you queue this option to run during off hours. The required margin width is 132 columns.

**Sample Output**

JUN 1,1993 PAGE 1

VETERANS WITH NO INSURANCE THAT WERE ADMITTED BETWEEN MAY 22,1993 AND JUN 1,1993

PATIENT/WARD PT ID ADMISSION DATE AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: NORTHSIDE

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

Ward: 11B

IBpatient,one 000-11-1111 MAY 22,1993@16:37 55 40 WIDOW/WIDOWER EMPLOYED FULL TIME

11B Address: 555 KILBOURN Tele: 518-272-9292

TROY,NY 12180

Employer: ACME CONSTRUCTION Tele: 518-462-0926

MAPLE AVE

ALBANY,NY 12208

IBpatient,two 000-22-2222 MAY 30,1993@07:00 62 0 MARRIED EMPLOYED FULL TIME

11B Address: 000 1ST ST. Tele: 518-555-0909

ALBANY,NY 12208

Employer: ALBANY PLUMBING Tele: 518-555-3311

23 RAILROAD AVE.

ALBANY,NY 12208

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Ward: 11C

IBpatient,three 000-33-3333 JUN 1,1993@11:32 42 0 MARRIED EMPLOYED FULL TIME

11C Address: 121 TEST AVE Tele: 518-555-0097

COHOES,NY 12184

Employer: VAMC ALBANY Tele: 518-555-3311

113 HOLLAND AVE.

ALBANY,NY 12208

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Subtotal: 3

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Total: 3

JUN 1,1993 PAGE 2

VETERANS WHOSE INSURANCE IS EXPIRED OR WILL EXPIRE WITHIN 30 DAYS THAT WERE ADMITTED BETWEEN MAY 22,1993 AND JUN 1,1993

PATIENT/WARD PT ID ADMISSION DATE AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: NORTHSIDE

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

Ward: 11B

IBpatient,one 000-11-1111 MAY 25,1993@16:37 35 0 WIDOW/WIDOWER NOT EMPLOYED

11B Address: 49 TEST AVE Tele: 518-555-8374

TROY,NY 12180

Insurance: XYZ INS Expiration: JUN 15,1993

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Subtotal: 1

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

Total: 1

JUN 1,1993 PAGE 3

VETERANS WHOSE INSURANCE IS UNKNOWN THAT WERE ADMITTED BETWEEN MAY 22,1993 AND JUN 1,1993

PATIENT/WARD PT ID ADMISSION DATE AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: NORTHSIDE

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

Ward: 11C

IBpatient,one 000-11-1111 MAY 22,1993@16:37 82 10 WIDOW/WIDOWER RETIRED

11C Address: 55 TEST AVE Tele: 518-555-9090

TROY,NY 12180

IBpatient,two 000-22-2222 MAY 25,1993@07:00 60 0 MARRIED EMPLOYED FULL TIME

11C Address: 256 HOLLAND AVE. Tele: 518-555-0786

ALBANY,NY 12208

Employer: ABC SECURITY Tele: 518-555-7485

519 4TH ST

TROY,NY 12208

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Subtotal: 2

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

Total: 2

##### Outpatients w/Unknown or Expired Insurance

This option allows you to print a list of veteran outpatients with no insurance, expiring insurance (expired or will expire within 30 days), or unknown insurance for a specified date range. You may include any or all of these categories.

One, many, or all divisions (if your site is multidivisional) and clinics may be included. A subtotal is provided for each division/clinic.

This option may be used to identify those patients who should be interviewed for insurance information while visiting a specified clinic. This report may be printed for a specified date or range of dates and sent to the appropriate clinic for follow-up.

This output may be very time consuming and should be queued. The margin width is 132 columns.

**Sample Output**

OUTPATIENT VISITS FOR VETERANS WITH NO INSURANCE JUN 1,1992 PAGE 1

FOR APPOINTMENTS FROM MAY 22,1992 TO JUN 1,1992

PATIENT NAME PT ID APPT DATE/TIME AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: ALBANY

Clinic: DERMATOLOGY

IBpatient,one 000-11-1111 MAY 22,1992@16:37 55 40 WIDOW/WIDOWER EMPLOYED FULL TIME

Address: 555 TEST Tele: 518-555-9292

TROY,NY 12180

Employer: ACME CONSTRUCTION Tele: 518-555-0926

MAPLE AVE

ALBANY,NY 12208

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinic Subtotal : 1

Clinic: ORTHOPEDIC

IBpatient,two 000-22-2222 JUN 1,1992@11:32 42 0 MARRIED EMPLOYED FULL TIME

Address: 121 TEST AVE Tele: 518-555-0097

COHOES,NY 12184

Employer: VAMC ALBANY Tele: 518-555-3311

113 HOLLAND AVE.

ALBANY,NY 12208

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinic Subtotal : 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Subtotal: 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total : 2

OUTPATIENT VISITS FOR VETERANS WHOSE INSURANCE IS EXPIRED OR WILL EXPIRE WITHIN 30 DAYS JUN 1,1992 PAGE 1

FOR APPOINTMENTS FROM MAY 22,1992 TO JUN 1,1992

PATIENT NAME PT ID APPT DATE/TIME AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: ALBANY

Clinic: OPHTHALMOLOGY

IBpatient,one 000-11-1111 MAY 25,1992@16:37 35 0 WIDOW/WIDOWER NOT EMPLOYED

Address: 49 TEST AVE Tele: 518-555-8374

TROY,NY 12180

Insurance: XYZ INS Expiration: JUN 15,1992

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinic Subtotal : 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Subtotal: 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total : 1

OUTPATIENT VISITS FOR VETERANS WHOSE INSURANCE IS UNKNOWN JUN 1,1992 PAGE 1

FOR APPOINTMENTS FROM MAY 22,1992 TO JUN 1,1992

PATIENT NAME PT ID APPT DATE/TIME AGE %SC MARITAL STATUS EMPLOYMENT STATUS

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

Division: ALBANY

Clinic: MEDICAL

IBpatient,two 000-22-2222 MAY 22,1992@16:37 82 10 WIDOW/WIDOWER RETIRED

Address: 55 TEST AVE Tele: 518-555-9090

TROY,NY 12180

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinic Subtotal : 1

Clinic: SURGICAL

IBpatient,three 000-33-3333 MAY 25,1990@07:00 60 0 MARRIED EMPLOYED FULL TIME

Address: 256 TESTING AVE. Tele: 518-555-0786

ALBANY,NY 12208

Employer: GAVIN'S SECURITY Tele: 518-555-7485

519 4TH ST

TROY,NY 12208

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinic Subtotal : 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Subtotal: 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total : 2

##### Single Patient Category C Billing Profile

The Single Patient Category C Billing Profile option provides a list of all Means Test/Category C charges within a specified date range for a selected patient.

You will be prompted for patient name, date range, and device. The default at the "Start with DATE" prompt is October 1, 1990. This is the earliest date for which charges may be displayed.

This output displays the date the Category C billing clock began, bill date, bill type (including the treating specialty for inpatient copay charges), the bill number, bill to date (for inpatient charges), amount of each charge, and the total charges for the selected date range.

**Sample Output**

Category C Billing Profile for IBpatient,one 000-11-1111

From 02/26/91 through 02/26/92 FEB 10, 1994@13:56 Page: 1

BILL DATE BILL TYPE BILL # BILL TO TOT CHARGE

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

04/28/91 Begin Category C Billing Clock

04/28/91 OPT COPAYMENT L10038 $26.00

09/07/91 INPT PER DIEM L10085 09/08/91 $20.00

09/07/91 INPT CO-PAY (NEU) L10084 09/08/91 $628.00

02/10/92 OPT COPAYMENT L10038 $30.00

02/24/92 OPT COPAYMENT L10038 $30.00

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$774.00

### Third Party Billing Menu

##### Print Bill Addendum Sheet

This option is used to print the addendum sheets that may accompany HCFA-1500 prescription refill or prosthetic bills. The addendum contains information that could not fit on the bill form.

Prescription refill data provided on the addendum sheet may include prescription number, refill date, drug, quantity, # of days’ supply, and the National Drug Code (NDC) #. Prosthetic data will include the date delivered to the patient and the item.

In order for the bill addendums to automatically print for every HCFA-1500 bill with prescription refills or prosthetic items, the billing default printer for the BILL ADDENDUM form type must be set through the Select Default Device for Forms option found on the System Manager's Integrated Billing Menu.

**Sample Output**

BILL ADDENDUM FOR IBpatient,one - T10088 JAN 28, 1994 11:00 PAGE 1

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

PRESCRIPTION REFILLS:

481 Jan 03, 1994 DIGOXIN 0.25MG QTY: 60 DAYS SUPPLY: 30 NDC #: 19-929-922

432 Jan 10, 1994 NAPROXEX 250MG S.T. QTY: 10 DAYS SUPPLY: 10 NDC #: 22-834-871

PROSTHETIC ITEMS:

JAN 02, 1994 WALKER-FOLDING-WHEELED

JAN 02, 1994 CANE-ALL OTHER

##### Authorize Bill Generation

The Authorize Bill Generation option is used to authorize the printing of third party bills and the release of the information to Fiscal Service.

When a billing record is selected, the system performs a check to determine if another user is currently processing the same record. If not, the system will lock the record. If the lock is unsuccessful, it means another user already has that record locked and the following message will be displayed.

"No further processing of this record permitted at this time. Record locked by another user. Try again later."

A final review/edit of the information in the billing record may be performed through this option. The data is arranged so that it may be viewed and edited through various screens. The data is grouped into sections for editing. Each section is labeled with a number to the left of the data items. Data group numbers enclosed by brackets ([ ]) may be edited while those enclosed by arrows (< >) may not. The patient's name, social security number, bill number, the bill classification (Inpatient or Outpatient), and the screen number appear at the top of every screen. A <?> entered at the prompt which appears at the bottom of every screen will provide you with a HELP SCREEN for that particular screen. The HELP SCREEN lists the data groups found on that screen, and also provides the name and number of each available screen in the option. For more detailed documentation on editing a bill, please see the Enter/Edit Billing Information option documentation.

For a detailed explanation of all screens, please see the Supplement at the end of this section.

The CAN INITIATOR AUTHORIZE? site parameter and the IB AUTHORIZE security key affect the prompts which appear at the end of this option.

CAN INITIATOR AUTHORIZE?

If set to YES, the user who initiated the bill can authorize generation of billing form (if required security key held). If this parameter is set to NO, the initiator of the bill will not be allowed to authorize its generation.

IB AUTHORIZE

Allows the holder to authorize generation of bills. You must hold this key to access this option.

The UB-82, UB-92, and HCFA-1500 billing forms are the output which may be produced from this option. The data elements and design of these forms has been determined by the National Uniform Billing Committee and has been adapted to meet the specific needs of the Department of Veterans Affairs. They must be generated (printed) at 80 characters per line at 10 pitch. Copies of the billing forms are included in the Print Bill option documentation.

##### Enter/Edit Billing Information

The IB EDIT security key is required to access this option.

The Enter/Edit Billing Information option is used to enter the information required to generate a third party bill and to edit existing billing information. A new bill may be entered or an existing bill can be edited. Only existing bills that have not been authorized or cancelled may be edited. Once a bill has been filed (billing record number established), it cannot be deleted. The bill may be cancelled through the Cancel Bill option.

If the selected patient's eligibility has not been verified and the ASK HINQ IN MCCR parameter is set to YES, the user will have the opportunity to enter a HINQ (Hospital Inquiry) request into the HINQ Suspense File. This request will be transmitted to the Veterans Benefits Administration to obtain the patient's eligibility information. If Means Test data such as category, Means Test last applied, and date Means Test completed is available, it will be displayed after the patient name or bill number has been entered.

When entering a new bill, the system will prompt for EVENT DATE. When billing for multiple outpatient visits, the date of the initial visit is used. For an inpatient bill, the date of the admission is used. If an interim bill is being issued, the EVENT DATE should be the date of admission for that episode of care.

The Medical Care Cost Recovery data is arranged so that it may be viewed and edited through various screens. The data is grouped into sections for editing. Each section is labeled with a number to the left of the data items. Data group numbers enclosed by brackets ([ ]) may be edited while those enclosed by arrows (< >) may not. The patient's name, social security number, bill number, the bill classification (Inpatient or Outpatient) and the screen number appear at the top of every screen. A <?> entered at the prompt which appears at the bottom of every screen will provide you with a HELP SCREEN for that particular screen. The HELP SCREEN lists the data groups found on that screen and also provides the name and number of each available screen in the option.

##### Cancel Bill

The IB AUTHORIZE security key is required to access this option.

The Cancel Bill option allows the user to cancel a bill at any point in the billing process. Once the bill is cancelled, there is no way to view the data contained in that bill.

If you select a bill which has been previously cancelled, certain prompts will appear with defaults.

A mail group may be specified (through the site parameters) so that every time a bill is cancelled, all members of this group are notified through electronic mail. If this group is not specified, only the billing supervisor and the user who cancelled the bill will be recipients of the message. An example of this message may be found in the Example Section of this option.

When a bill is cancelled, it is removed as a Prior Bill Number from previous bills in the Primary/Secondary/Tertiary Series.

Sample Mail Message

Subj: MAS UB-92 BILL CANCELLATION BULLETIN [#120774] 22 Mar 95 13:22 11 Lines

From: EMPLOYEE (ALBANY ISC) in 'IN' basket. Page 1

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

The following UB-92 bill has been cancelled:

Bill Number: N10276

Patient Name: IBpatient,one PT ID: 000-11-1111

Event Date: MAR 12,1995@08:00

Reason for cancellation: Patient is service connected.

Status when cancelled: CANCELLED - Not passed to AR

Select MESSAGE Action: IGNORE (in IN basket)//

##### Copy and Cancel

The IB AUTHORIZE security key is required to access this option.

The CAN INITIATOR AUTHORIZE? site parameter affects this option.

This option is used to cancel a bill, copy all the information into a new bill, and edit the new bill where necessary. The status of the new bill is ENTERED/NOT REVIEWED. This process prevents having to use the Enter/Edit Billing Information option to create a new bill which would require re-entry of ALL data. Bills returned from Accounts Receivable with minor inconsistencies can quickly and easily be corrected through this option.

The Medical Care Cost Recovery data is arranged so that it may be viewed and edited through various screens. The data is grouped into sections for editing. Each section is labeled with a number to the left of the data items. Data group numbers enclosed by brackets ([ ]) may be edited while those enclosed by arrows (< >) may not. The patient's name, social security number, bill number, the bill classification (Inpatient or Outpatient), and the screen number appear at the top of every screen. A <?> entered at the prompt which appears at the bottom of every screen will provide you with a HELP SCREEN for that particular screen. The HELP SCREEN lists the data groups found on that screen and also provides the name and number of each available screen in the option.

A mail group may be specified (through the site parameters) so that every time a bill is disapproved during the authorization phase of the billing process, or suspended during the generation phase, all members of this group are notified via electronic mail. If this group is not specified, only the billing supervisor, the initiator of the billing record, and the user who disapproved or generated the bill will be recipients of the message. Examples of messages may be found in the Enter/Edit Billing Information documentation. An explanation of how the bill mailing address field is determined is provided in the Supplement at the end of this option documentation.

The UB-82, UB-92, and HCFA-1500 billing forms are the output which may be produced from this option. The data elements and design of both forms has been determined by the National Uniform Billing Committee and has been adapted to meet the specific needs of the Department of Veterans Affairs. Both must be generated (printed) at 80 characters per line at 10 pitch. Copies of the billing forms are included in the Print Bill option documentation.

Please see the Supplement found at the end of this section for descriptions of the parameter and security key as well as a description of most fields included on the billing screens.

##### Delete Auto Biller Results

This option is used to delete entries from the Automated Biller Errors/Comments report prior to a user-selected date for any entry not associated with a bill.

The auto biller checks a variety of data elements concerning an event before a bill is created. The auto biller will only create reimbursable insurance bills, so the patient must be a veteran with active insurance. The disposition prior to the event date is checked and if the need for care was related to an accident or the veteran's occupation, the auto biller will not create a bill. Since dental is usually billed separately, any event with a dental clinic stop will also be excluded. The auto biller also checks to ensure that the event has not already been billed.

Entries are removed from the Automated Biller Errors/ Comments report in two ways. If a bill was created for the event, the bill's entry is removed from the report when the bill is either printed or cancelled. If a bill was not created, this option must be used to delete the entry.

You will be prompted for a date. The default value provided is three days previous to the current date.

##### Print Bill

The Print Bill option is used to print third party bills on the appropriate form (UB-82/92 or HCFA-1500) after all required information has been input and the billing record has been authorized. You may also reprint a previously printed bill.

A final review of the information in the billing record may be performed through this option. The data is arranged so that it may be viewed through various screens. The patient's name, social security number, bill number, the bill classification (Inpatient or Outpatient), and the screen number appear at the top of every screen. A <?> entered at the prompt which appears at the bottom of each screen will provide you with a HELP SCREEN for that particular screen. The HELP SCREEN lists the name and number of each available screen for the bill you are working on and the data groups for that particular screen.

No editing of the data is allowed in this option. Data can be edited through the Enter/Edit Billing Information option, if necessary.

The UB-82, UB-92, and HCFA-1500 billing forms are the output which may be produced from this option. The data elements and design of these forms has been determined by the National Uniform Billing Committee and has been adapted to meet the specific needs of the Department of Veterans Affairs. They must be generated (printed) at 80 characters per line at 10 pitch.

##### Patient Billing Inquiry

The Patient Billing Inquiry option allows you to display/print information on any reimbursable insurance bill, pharmacy copay, or Means Test bill. The information provided differs depending on the bill type.

For reimbursable insurance bills, the information provided includes bill status, rate type, reason cancelled (if applicable), admission date (for inpatients), all outpatient visits (for outpatients), charges, amount paid, statement to and from dates, each action that was taken on that bill, and the user who performed it. If you choose to view the full inquiry, address information from the PATIENT file and the bill is also provided.

The information provided in a brief inquiry for Pharmacy Copay charges includes date of charge, type of charge (syntax: patient eligibility - action type - status), brief description (syntax: prescription # - drug name - # of units), amount of charge or credit, and an explanation of any charge removed, if applicable. A full inquiry, in addition to the information provided in the brief inquiry, provides information from the PRESCRIPTION file, as well as address information on the patient.

The display/output for Means Test bills is very similar to the brief inquiry for Pharmacy Copay. It includes the date of charge, charge type, brief description, units, and amount of charge. A full inquiry also includes address information on the patient.

Sample Outputs

*Full inquiry for a reimbursable insurance bill.*

IBpatient,one 000-11-1111 500-000303 FEB 19, 1992@14:17 PAGE: 1

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

Bill Status : PRINTED - RECORD IS UNEDITABLE

Rate Type : REIMBURSABLE INSURANCE

Op Visit dates : APR 14,1992

Charges : $148.00

LESS Offset : $30.00

Bill Total : $118.00

Statement From : APR 14,1992

Statement To : APR 14,1992

Entered : APR 15, 1992 by ED

First Reviewed : APR 16, 1992 by SUE

Last Reviewed : APR 16, 1992 by SUE

Authorized : APR 16, 1992 by SUE

Last Printed : APR 16, 1992 by GARY

IBpatient,one 000-11-1111 500-000303 FEB 19, 1992@14:17 PAGE: 2

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

\*\*\* ADDRESS INFORMATION \*\*\*

Patient Address: 117 TEST DRIVE

COLONIE, NEW YORK

518-786-0990

Mailing Address: ABC

1262 TEST AVENUE

LOS ANGELES, CALIFORNIA 12345

Ins Co. Address: ABC

1262 TEST AVENUE

LOS ANGELES, CALIFORNIA 12345

618-567-5555

*Full inquiry for a Means Test bill.*

IBpatient,one 000-11-1111 500-L10098 FEB 24, 1992@09:09 PAGE: 1

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

FEB 14, 1992 INPT COPAY (MED) NEW INPT CO-PAY (MED) 1 $200.00

FEB 20, 1992 INPT COPAY (MED) CAN INPT CO-PAY (MED) 1 ($200.00)

Charge Removal Reason: MT CHARGE EDITED

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

$0.00

IBpatient,one 000-11-1111 500-L10098 FEB 24, 1992@09:09 PAGE: 2

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

\*\*\* ADDRESS INFORMATION \*\*\*

Patient Address: 28 TEST RD

EASTHAM, MASSACHUSETTS

508-321-4321

*Brief inquiry for a Pharmacy Copay bill.*

IBpatient,one 000-11-1111 500-M10004 FEB 24, 1992@09:18 PAGE: 1

DATE CHARGE TYPE BRIEF DESCRIPTION UNITS CHARGE

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

MAR 15, 1991 SC RX COPAY NEW RX#111128-REF 5-ENDU 3 $6.00

MAR 15, 1991 SC RX COPAY NEW RX#111199 9999-CLONI 4 $8.00

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

$14.00

##### Print Auto Biller Results

This option is used to print the Automated Biller Errors/Comments report. The results of the execution of the auto biller are listed on this report. For Claims Tracking events for which the auto biller attempted to create a bill, this report will list either the reason a bill was not created or the bill number and any comments on the bill.

The auto biller checks a variety of data elements concerning an event before a bill is created. The auto biller will only create reimbursable insurance bills, so the patient must be a veteran with active insurance. The disposition prior to the event date is checked and if the need for care was related to an accident or the veteran's occupation, the auto biller will not create a bill. Since dental is usually billed separately, any event with a dental clinic stop will also be excluded. The auto biller also checks to ensure that the event has not already been billed.

Entries are removed from the Automated Biller Errors/ Comments report in two ways. If a bill was created for the event, the bill's entry is removed from the report when the bill is either printed or cancelled. If a bill was not created, the Delete Auto Biller Results option must be used to delete the entry.

The bills will be grouped on the output by the date entered. The following information may appear on the report: patient name, event type, episode date, bill number, bill status, timeframe of bill, and statement covers from and to dates. Comments relating to individual bills may also be provided.

You will be prompted for a date range, a patient range, and a device.

**Sample Output**

AUTOMATED BILLER ERRORS/COMMENTS FOR Nov 1, 1993 - Nov 10, 1993 DEC 10,1993 13:19 PAGE 1

EVENT BILL TIMEFRAME OF STATEMENT STATEMENT

PATIENT TYPE EPISODE DATE NUMBER STATUS BILL COVERS FROM COVERS TO

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

DATE ENTERED: NOV 1,1993

IBpatient, one B6711 INPA SEP 1,1993 17:07 N10003 ENTERED INTERIM - FIRST SEP 1,1993 SEP 30,1993

IBpatient, two C4949 INPA SEP 1,1993 01:00 N10005 ENTERED INTERIM - FIRST SEP 1,1993 SEP 30,1993

IBpatient, three K2123 INPA SEP 14,1993 11:42 N10002 ENTERED ADMIT THRU DISC SEP 14,1993 SEP 14,1993

No billable Days.

DATE ENTERED: NOV 3,1993

IBpatient,one B6711 INPA SEP 1,1993 17:07 N10023 ENTERED INTERIM - CONTI OCT 1,1993 OCT 31,1993

IBpatient,one C4949 INPA SEP 1,1993 01:00 N10025 ENTERED INTERIM - CONTI OCT 1,1993 OCT 31,1993

DATE ENTERED: NOV 8,1993

IBpatient,one D3333 INPA SEP 15,1993 12:30 N10027 ENTERED INTERIM - CONTI OCT 1,1993 OCT 31,1993

##### Print Authorized Bills

The Print Authorized Bills option will print all bills with a status of AUTHORIZED in a user-specified order. The bills may be sorted by zip code, insurance company name, and patient name.

You may enter <??> at the "Begin printing bills?" prompt to see a list of all the bills which will print when this option is utilized. The list will show bill number, patient name, event date, inpatient or outpatient bill, bill type, bill status (AUTHORIZED), and bill form type. If this list is quite lengthy, you may wish to queue the output to print during off hours.

You are not prompted for a device in this option. Each bill form type will print on the billing default printer specified through the Select Default Device for Forms option on the System Manager's Integrated Billing Menu. Any form type not set up there, will not print when utilizing this option.

### Return Bill Menu

##### Edit Returned Bill

The IB EDIT security key is required to access this option.

The Edit Returned Bill option is used to correct bills with a status of RETURNED FROM AR (NEW) which have been returned to MAS from Accounts Receivable. You should generate the returned bill report through the Returned Bill List option before utilizing this option. That report contains a listing of all bills which have been returned to MAS providing the reason returned for each. This information is required to make the appropriate corrections to each bill. The bill number appears on that report preceded by the station number. The station number should not be entered when selecting the bill for editing.

After editing, the option allows you to return the bill to Accounts Receivable and print the bill if the required security key is held. It should be noted that returned bills with a status of RETURNED FOR AMENDMENT cannot be edited through this option and must be corrected through the Copy and Cancel option.

Supplemental information such as sample billing screens is provided in the Supplement at the end of this section.

Note: It is possible to edit a returned bill if it is not an "electronically transmittable" bill. For returned electronically transmittable bills/claims, the IB COPY AND CANCEL option will need to be used.

##### Returned Bill List

The Returned Bill List option prints a listing of all bills that have been returned to MAS from Accounts Receivable. When you log on the Billing System, you may see the following message.

"You have {#} bill(s) returned from Fiscal (New Bill)."

When this occurs, you need to generate the output produced by this option to obtain a listing of the returned bills.

The following data items may be provided for each bill on the list: bill number, payer, previous and current status of bill, original bill amount, service which approved bill and when, returned by, reason returned, and date returned. The bill number appears on this report preceded by the station number. The station number should not be entered when selecting the bill for editing.

You will need this report when using the Edit Returned Bill option to determine why the bill was returned and what needs to be corrected. Once the bills have been corrected and sent back to Accounts Receivable, they no longer will appear on the Returned Bill List.

**Sample Output**

<< BILL RETURNED FROM AR >>

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

BILL NO.: 500-90032A PAYER: ABC

PREV. STATUS: NEW BILL CURR. STATUS: RETURNED FROM AR (NEW)

ORIGINAL AMOUNT: $70 SERVICE: MEDICAL ADMINISTRATION

<< SERVICE >>

APPROV. BY: JAMES DATE: JUL 2,1990

<< FISCAL >>

RETN'D BY: ALAN DATE: JUL 5,1990

RETN'D REASON:

RETURNED FOR CORRECT RATES

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

<< BILL RETURNED FROM AR >>

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

BILL NO.: 500-T00006 PAYER: ABC

PREV. STATUS: NEW BILL CURR. STATUS: RETURNED FROM AR (NEW)

ORIGINAL AMOUNT: $673 SERVICE: MEDICAL ADMINISTRATION

<< SERVICE >>

APPROV. BY: JAMES DATE: JUL 2,1990

<< FISCAL >>

RETN'D BY: ALAN DATE: JUL 5,1990

RETN'D REASON:

RETURNED FOR CORRECT INS ADDRESS

##### Return Bill to A/R

The IB AUTHORIZE security key is required to access this option.

The Return Bill to A/R option is used to send bills that have been returned to MAS back to Accounts Receivable after they have been corrected. Editing is not allowed in this option. All editing is done through the Edit Returned Bill option; however, all billing screens associated with the bill may be displayed for viewing.

##### UB-82 Test Pattern Print

The UB-82 Test Pattern Print option is used to print a test pattern on the UB-82 billing form so that the form alignment in the printer may be checked. This will insure that each data item prints in the correct block on the form.

The test pattern displays which data element should appear in the different blocks of the billing form. For example, in Block 3 - Patient Control Number, "BILL NUMBER" will be printed in that block when this option is utilized.

Sample Output

\*\*\* UB-82 TEST PATTERN \*\*\*

AGENT CASHIER

AGENT CASHIER STREET F. L. 2 BILL NUMBER XXX

CITY STATE ZIP

PHONE # BC/BS # FED TAX # F. L. 9

PATIENT NAME PATIENT ADDRESS

PT DOB X X ADM DT HR X X AH DH XX FROM TO F. L. 27

OC DATE OC DATE OC DATE OC DATE OC DATE

MAILING ADDRESS NAME

STREET ADDRESS 1 CC CC CC CC CC F. L. 45

STREET ADDRESS 2

STREET ADDRESS 3

CITY STATE ZIP

000 DAYS MEDICAL CARE

REV CODE 1 000.00 000 00 0000.00

REV CODE 2 000.00 000 00 0000.00

REV CODE 3 000.00 000 00 0000.00

SUBTOTAL 00000.00

TOTAL 00000.00

PAYER 1 X X

PAYER 2 X X

PAYER 3 X X

INSURED NAME 1 X XX POLICY # 1 GROUP NAME 1 GROUP # 1

INSURED NAME 2 X XX POLICY # 2 GROUP NAME 2 GROUP # 2

INSURED NAME 3 X XX POLICY # 3 GROUP NAME 3 GROUP # 3

X X EMPLOYER NAME CITY STATE ZIP

PRINCIPAL DIAGNOSIS CODE CODE CODE CODE CODE

X PRINCIPAL PROCEDURE CODE DATE CODE DATE CODE DATE

TX. AUTH. Dept. Veterans Affairs F. L. 93

Patient ID: XXXXXXXXX

Bill Type: XXXX XXXXXXX

UB-82 TEST PATTERN

\*\*TEST PATTERN\*\* UB-82 SIGNER NAME

UB-82 SIGNER TITLE DATE

##### UB-92 Test Pattern Print

The UB-92 Test Pattern Print option is used to print a test pattern on the UB-92 billing form so that the form alignment in the printer may be checked. This will insure that each data item prints in the correct block on the form.

**Sample Output**

##SR \*\*\* UB-92 TEST PATTERN \*\*\*

AGENT CASHIER

AGENT CASHIER STREET BN XXX XXX

CITY STATE ZIP

PHONE # TAX# XXXX 5/1/93 5/4/93

PATIENT NAME PT SHORT ADDRESS

DOB X X DATE HR X X DR ST 000-00-0000 CC CC CC CC CC CC CC

OC DATE OC DATE OC DATE OC DATE OC DATE

RESPONSIBLE PARTY'S NAME

STREET ADDRESS 1

STREET ADDRESS 2

STREET ADDRESS 3

CITY STATE ZIP

CD1 REV CODE description xx xxxx.xx

CD2 REV CODE description xx xxxx.xx

CD3 REV CODE description xx xxxx.xx

Subtotal xxxx.xx

Total xxxx.xx

For your information, even though the patient may be otherwise eligible

for Medicare, no payment may be made under Medicare to any Federal provider

of medical care or services and may not be used as a reason for non-payment.

Please make your check payable to the Department of Veterans Affairs and

send to the address listed above.

The undersigned certifies that treatment rendered is not for a

service connected disability.

Name of Payer 1 Provider # x x

Name of Payer 2 Provider # x x

Name of Payer 3 Provider # x x

Insured's Name 1 x Insurance # Group Name Group #

Insured's Name 2 x Insurance # Group Name Group #

Insured's Name 3 x Insurance # Group Name Group #

Treatment Auth. Cd x Employer Name Employer Location

x Employer Name Employer Location

x Employer Name Employer Location

PDX Dx Cd Dx Cd Dx Cd Dx Cd Dx Cd Dx Cd Dx Cd Dx Cd ADMT DX

P-code mmddyy P-code mmddyy P-code mmddyy Attending Phys. ID#

P-code mmddyy P-code mmddyy P-code mmddyy Other Phys. ID#

Patient ID#: xxx-xx-xxxx

Bill Type: xxx xxxxxx

UB 92 TEST PATTERN Provider Representative DATE

\*\*\* comment \*\*\*

##### HCFA-1500 Test Pattern Print

This option allows you to print a test pattern on the HCFA-1500 form in order for the form alignment in the printer to be checked. The test pattern displays which data element should appear in the different blocks of the billing form. This insures that each data item prints in the correct block on the form.

**Sample Output**

INSURANCE CARRIER NAME

CARRIER ADDRESS LINE 1

CARRIER ADDRESS LINE 2

CARRIER ADDRESS LINE 3

CARRIER CITY, STATE ZIP

SUBSCRIBER ID#

PATIENT NAME MM DD YY INSURED'S NAME

PATIENT ADDRESS STREET INSURED'S ADDRESS STREET

PATIENT ADDRESS CITY ST INSURED'S ADDRESS CITY ST

PT ZIP CODE 999 999-9999 INS ZIP CODE 999 999-9999

OTHER INSURED'S NAME INSURED'S POLICY GROUP

OTHER POLICY NUMBER MM DD YY

MM DD YY ST INSURED'S EMPLOYER

OTHER'S EMPLOYER INSURANCE PLAN NAME

OTHER'S INSURANCE PLAN

MM DD YY MM DD YY MM DD YY MM DD YY

REFERRING PHYSICIAN PHYSICIAN ID MM DD YY MM DD YY

9999.99 9999.99

X99.99 X99.99

X99.99 X99.99

MM DD YY MM DD YY CPT MODIF DIAG 9999.99 BC/BS#

MM DD YY MM DD YY CPT MODIF DIAG 9999.99 BC/BS#

FEDERAL TAX ID PAT ACCT# 9999.99 9999.99 9999.99

VAMC AGENT CASHIER (999) 999-9999

STREET ADDRESS STREET ADDRESS

CITY, STATE ZIP CITY, STATE ZIP

##### Outpatient Visit Date Inquiry

The Outpatient Visit Date Inquiry option allows you to display information on any outpatient insurance bill for a selected patient. You will be prompted for a patient name and an outpatient visit date. You may select any patient with billed outpatient visits. <??> may be entered at the second prompt for a list of billed visits for the selected patient.

The information provided includes bill status, rate type, reason cancelled (if applicable), outpatient visit date, charges, amount paid, statement from and to dates, each action that was taken on that bill, the date, and the user who performed it.

**Sample Output**

IBpatient,one 000-11-1111 500-L10171 MAR 19, 1992@14:17 PAGE: 1

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

Bill Status : CANCELLED - RECORD IS UNEDITABLE

Rate Type : REIMBURSABLE INS.

Reason Canceled: Write off

Op Visit dates : JAN 25,1992

Charges : $148.00

LESS Offset : $30.00

Bill Total : $118.00

Statement From : JAN 25,1991

Statement To : JAN 25,1991

Entered : FEB 15, 1991 by EDWARD

First Reviewed : FEB 16, 1991 by SUE

Last Reviewed : FEB 16, 1991 by SUE

Authorized : FEB 16, 1991 by SUE

Last Printed : FEB 16, 1991 by GARY

Cancelled : MAR 6, 1992 by EMPLOYEE

## Patient Insurance Menu

##### Patient Insurance Info View/Edit

The Patient Insurance Info View/Edit option is used to look at a patient's insurance information and edit that data, if necessary. The system groups information that is specific to the insurance company, specific to the patient, specific to the group plan, specific to the annual benefits available, and the annual benefits already used. This option also displays eIV Response data. Inactive policies will be listed as long as the patient has not been repointed from that inactive policy to an active policy.

**About the Screens...**

In the top left corner of each screen is the screen title. On some screens, the following line is a description of the information displayed. A plus sign (+) at the bottom of the screen indicates there are additional screens. Left or right arrows (<<< >>>) may be displayed to indicate there is additional information to the left or right of the screen. Available actions are displayed below the screen. <??> entered at any "Select Action" prompt displays all available actions for that screen.

You may QUIT from any screen which will bring you back one level or screen. EXIT is also available on most screens. When EXIT is entered, you are asked if you wish to "Exit option entirely?". A yes response returns you to the menu. A NO response has the same result as the QUIT action. For more information on the use of the List Manager utility, please refer to the appendix at the end of this manual.

Following is a listing of the screens found in this option and a brief description of the actions they allow. Once an action has been selected, <??> may be entered at most of the prompts that appear for lists of acceptable responses or instruction on how to respond.

**Patient Insurance Management Screen**

Once a patient is selected, this screen is displayed listing all the patient's insurance policies. Information provided for each policy may include type of policy, group name, holder, effective date, and expiration date.

**Actions**

AP Add Policy - Allows you to add an insurance policy for the selected patient.

*VP Policy Edit/View (accesses Patient Policy Information*

*screen)* - Allows you to view and edit extensive insurance policy data.

DP Delete Policy - Allows you to delete an insurance policy for the selected patient. IB INSURANCE SUPERVISOR security key is required.

*AB Annual Benefits - (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy. IB GROUP PLAN EDIT security key is required for editing.

EA Fast Edit All - A quick way to enter portions of the patient insurance information. IB GROUP PLAN EDIT security key is required for editing.

*BU Benefits Used (accesses the Benefits Used By Date Editor screen)* - Used to enter policy benefits already used.

VC Verify Coverage - Allows the user to enter into the system verification that the insurance coverage exists and the information is correct.

RI Personal Riders - Displays current riders and allows addition of new riders.

CP Change Patient - Allows you to change to another patient without returning to the beginning of the option.

WP Worksheet Print - Used to print the standard worksheet showing the data for the benefit year within the past 12 months. If no benefit year on file, will print the standard form without the data. Must be printed at 132 column margin width.

PC Print Insurance Cov. - Similar to worksheet. Used when bulk of information is already in the computer. Will show two most recent benefit years. If no benefit years on file, will offer WP action (see above).

**Patient Policy Information Screen**

This screen is displayed listing expanded policy information for the selected company. Categories include utilization review data, subscriber data, subscriber's employer information, effective dates, plan coverage limitations, last contact, and comments on the patient policy or insurance group plan. The sections on user information and insurance company information are not editable.

**Actions**

PI Change Plan Info - Allows entry/edit of group plan information. IB GROUP PLAN EDIT security is required to change plan information.

UI UR Info - Allows entry/edit of utilization review information. IB GROUP PLAN EDIT security key is required for editing.

ED Effective Dates - Allows you to edit the effective date and expiration date of the insurance policy.

SU Subscriber Update - Allows you to edit the subscriber (person who holds the insurance coverage) information.

IP Inactive Plan - Allows you to inactivate an insurance plan, or move subscribers from multiple insurance plans into one master plan. IB GROUP PLAN EDIT security key is required.

GC Group Plan Comments- Allows the user to view, add, edit, or delete comments regarding the group plan. IB GROUP PLAN EDIT security key is required to edit comments.

EM Employer Info - Allows you to edit the subscriber's employer information.

PT Pt Policy Comments - Allows the user to view, add, edit, or delete comments regarding the patient's policy.[[1]](#footnote-2) For more detailed information on Patient Policy Comments, refer to the eIV User Guide.

EA Fast Edit All - A quick way to enter portions of the patient insurance information. IB GROUP PLAN EDIT security key is required for editing.

CP Change Policy Plan - Allows you to change the plan to which a veteran is subscribing.

VC Verify Coverage - Allows the user to enter into the system verification that the insurance coverage exists and the information is correct.

*AB Annual Benefits (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy.

CV Add/Edit Coverage - Allows you to add or edit coverage limitations for a specific plan. IB GROUP PLAN EDIT security key is required for editing.

*BU Benefits Used - (accesses the Benefits Used By Date*

*Editor screen)* - Used to enter policy benefits already used.

**Annual Benefits Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits for the selected insurance policy and benefit year. Benefit categories may include inpatient benefits, outpatient benefits, mental health, home health care, hospice, rehabilitation, and IV management.

**Actions**

PI Policy Information - Allows entry/edit of maximum out of pocket and ambulance coverage.

IP Inpatient - Allows entry/edit of inpatient benefits data.

OP Outpatient - Allows entry/edit of outpatient benefits data.

MH Mental Health - Allows entry/edit of mental health inpatient and outpatient benefits data.

HH Home Health - Allows entry/edit of home health care benefits data.

HS Hospice - Allows entry/edit of hospice benefits data.

RH Rehab - Allows entry/edit of rehabilitation benefits data.

IV IV Mgmt. - Allows entry/edit of intravenous management benefits data.

EA Edit All - Lists editable fields line by line for quick data entry.

CY Change Year - Allows you to change to another benefit year.

**Benefits Used By Date Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits used for the selected insurance policy and benefit year. Benefit categories may include inpatient and outpatient deductibles.

PI Policy Info - Allows entry/edit of policy information such as deductible met and pre-existing conditions.

OD Opt Deduct - Allows entry/edit of the outpatient deductible insurance information.

ID Inpt Deduct - Allows entry/edit of the inpatient deductible insurance information.

AC Add Comment - Allows the user to add a comment regarding claims filed.

EA Edit All - A quick way to enter portions of the patient insurance information.

CY Change Year - Allows you to change to another benefit year.

Sample Screens

Select Patient Insurance Menu <TEST ACCOUNT> Option: PI Patient Insurance Info View/Edit

Select PATIENT NAME: IBSUB,AC,ACTIVE A IBSUB,ACTIVE A 2-2-22 XXXXXXXXX NO NSC VETERAN

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

Patient Insurance Management Jul 22, 2013@11:51:39 Page: 1 of 1

Insurance Management for Patient: IBSUB,ACTIVE A I8542 XX/XX/XXXX

\*\*\* Patient has Insurance Buffer Records

Insurance Co. Type of Policy Group Holder Effect. Expires

1 AETNA COMPREHENSIVE M GRP NUM 13 SPOUSE 01/01/13

----------Enter ?? for more actions--------------------------------------->>>

AP Add Policy EA Fast Edit All CP Change Patient

VP Policy Edit/View BU Benefits Used WP Worksheet Print

DP Delete Policy VC Verify Coverage PC Print Insurance Cov.

AB Annual Benefits RI Personal Riders EB Expand Benefits

RX RX COB Determination EX Exit

Select Item(s): Quit// VP Policy Edit/View .......................

|  |
| --- |
| Patient Policy Information Dec 12, 2013@08:13:21 Page: 1 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  --------------------------------------------------------------------------------  Insurance Company  Company: IB INSURANCE  Street: SOME ST  Street 2:  City/State: SOME CITY, MD XXXXX  Billing Ph: (XXX)XXX-XXXX  Precert Ph: (XXX)XXX-XXXX  Plan Information  Is Group Plan: YES  Group Name: GROUP NAME  Group Number: XXXXXX  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info IC Insur. Contact Inf. CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update AC Add Comment BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:30 Page: 2 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  BIN:  PCN:  Type of Plan: MEDICARE (M)  Plan Category: MEDICARE PART A  Electronic Type: MEDICARE A or B  Plan Filing TF: 1 YEAR (1 YEAR(S))  ePharmacy Plan ID:  ePharmacy Plan Name:  ePharmacy Natl Status:  ePharmacy Local Status:  Utilization Review Info Effective Dates & Source  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:31 Page: 3 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Require UR: NO Effective Date: 01/01/13  Require Amb Cert: NO Expiration Date:  Require Pre-Cert: NO Source of Info: INTERVIEW  Exclude Pre-Cond: NO Policy Not Billable: NO  Benefits Assignable: YES  Subscriber Information  Whose Insurance: VETERAN  Subscriber Name: IB,PATIENT  Relationship: SELF  Primary ID: XXXXXX  Coord. Benefits: PRIMARY  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comment BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:31 Page: 4 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's Employer Information  Employment Status: Emp Sponsored Plan: No  Employer: Claims to Employer: No, Send to Insurance  Street: Retirement Date:  City/State:  Phone:  Primary Provider:  Prim Prov Phone:  Subscriber's Information (use Subscriber Update Action)  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comment BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:32 Page: 5 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's DOB: XX/XX/XXXX  Str 1: SOME ST  Str 2:  City: SOME CITY  St/Zip: MA XXXXX  SubDiv:  Country:  Phone: XXXXXX  Subscriber's Sex: MALE  Subscriber's Branch: ARMY  Subscriber's Rank:  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:36 Page: 6 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Insurance Company ID Numbers (use Subscriber Update Action)  Subscriber ID: XXXXXX  Plan Coverage Limitations  Coverage Effective Date Covered? Limit Comments  -------- -------------- -------- --------------  INPATIENT 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  OUTPATIENT 07/01/1998 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:37 Page: 7 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  01/01/1998 NO  11/01/1996 NO  PHARMACY 08/29/2008 NO  07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  DENTAL 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  MENTAL HEALTH 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:38 Page: 8 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  LONG TERM CARE 07/01/1998 NO  01/01/1998 NO  PROSTHETICS 07/01/1998 NO  01/01/1998 NO  User Information  Entered By:  Entered On: 06/05/13  Last Verified By:  Last Verified On:  Last Updated By: IB,TESTER  Last Updated On: 09/24/13  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info IC Insur. Contact Inf. CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update AC Add Comment BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:39 Page: 9 of 9  For: IB,PATIENT XXX-XX-XXXX XX/XX/XXXX DoD: XX/XX/XXXX  IB INSURANCE \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Comment -- Group Plan  This is a long group comment. This area can hold much more than 80  Characters in the field.  Comment -- Patient Policy  Dt Entered Entered By Method Person Contacted  09/25/15 IBCLERK,TWO PHONE USER-A  JUST A COMMENT AND NOTHING ELSE    +09/25/15 IBCLERK,TWO PHONE USER-A  THIS IS A COMMENT THAT IS LONGER THAN 77 CHARACTERS TO TEST THE WRAP INDICATO  Personal Riders  Rider #1: DENTAL COVERAGE  ----------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Quit// |

##### View Patient Insurance

The View Patient Insurance option is used to look at a patient's insurance information. The system groups information that is specific to the insurance company, specific to the patient, specific to the group plan, specific to the annual benefits available, and the annual benefits already used. Editing of the data is not allowed through this option.

**About the Screens...**

In the top left corner of each screen is the screen title. On some screens, the following line is a description of the information displayed. A plus sign (+) at the bottom of the screen indicates there are additional screens. Left or right arrows (<<< >>>) may be displayed to indicate there is additional information to the left or right of the screen. Available actions are displayed below the screen. <??> entered at any "Select Action" prompt displays all available actions for that screen.

You may QUIT from any screen which will bring you back one level or screen. EXIT is also available on most screens. When EXIT is entered, you are asked if you wish to "Exit option entirely?". A yes response returns you to the menu. A NO response has the same result as the QUIT action. For more information on the use of the List Manager utility, please refer to the appendix at the end of this manual.

Following is a listing of the screens found in this option and a brief description of the actions they allow.

**Patient Insurance Management Screen**

Once a patient is selected, this screen is displayed listing all the patient's insurance policies. Information provided for each policy may include type of policy, group name or individual, holder, effective date, and expiration date.

*VP View Policy Info (accesses Patient Policy Information screen)* - Allows you to view extensive insurance policy data.

**Actions**

*AB Annual Benefits - (accesses Annual Benefits Editor screen)* - Used to view annual benefits data for the selected policy.

*BU Benefits Used - (accesses Benefits Used By Date Editor screen) -* Used to view policy benefits already used.

CP Change Patient - Allows you to change to another patient without returning to the beginning of the option.

**Patient Policy Information Screen**

This screen is displayed listing expanded policy information for the selected company. Categories include utilization review data, subscriber data, subscriber's employer information,

policy information, effective dates, plan coverage limitations, last contact, comments on the patient policy or insurance group plan, and personal riders. The only action allowed from this screen is EXIT.

**Annual Benefits Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits for the selected insurance policy and benefit year. Benefit categories may include inpatient benefits, outpatient benefits, mental health, home health care, hospice, rehabilitation, and IV management. The only actions allowed from this screen are CY to change the benefit year and EXIT.

**Benefits Used By Date Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits used for the selected insurance policy and benefit year. Benefit categories may include inpatient and outpatient deductibles. The only actions allowed from this screen are CY to change the benefit year and EXIT.

Sample Screens

Select PATIENT NAME: **IBpatient,one**  11-28-31 000111111 YES SC VETERAN ..

**Patient Insurance Management** Nov 22, 1993 13:51:09 Page: 1 of 1

Insurance Management for Patient: IBpatient,one 1111 XX/XX/XXXX

Insurance Co. Type of Policy Group Holder Effect. Expires

1 RIGHA 1546 UNKNOWN

2 XYZ INS MAJOR MEDICAL 123 SELF 04/01/93

Enter ?? for more actions >>>

VP Policy Edit/View BU Benefits Used EX Exit

AB Annual Benefits CP Change Patient

Select Item(s): Quit// **VP=2** View Policy Info

Patient Insurance Management Jul 22, 2013@11:51:39 Page: 1 of 1

Insurance Management for Patient: IBSUB,ACTIVE A I8542 XX/XX/XXXX

\*\*\* Patient has Insurance Buffer Records

Insurance Co. Type of Policy Group Holder Effect. Expires

1 AETNA COMPREHENSIVE M GRP NUM 13 SPOUSE 01/01/13

----------Enter ?? for more actions--------------------------------------->>>

AP Add Policy EA Fast Edit All CP Change Patient

VP Policy Edit/View BU Benefits Used WP Worksheet Print

DP Delete Policy VC Verify Coverage PC Print Insurance Cov.

AB Annual Benefits RI Personal Riders EB Expand Benefits

RX RX COB Determination EX Exit

Select Item(s): Quit// VP Policy Edit/View .......................

|  |
| --- |
| Patient Policy Information Dec 12, 2013@08:13:21 Page: 1 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  --------------------------------------------------------------------------------  Insurance Company  Company: MEDICARE (WNR)  Street: PO BOX 10066  Street 2: HEALTH CARE FINANCING  City/State: BALTIMORE, MD 21207  Billing Ph: (787)749-4949  Precert Ph: (787)740-4232  Plan Information  Is Group Plan: YES  Group Name: MEDICARE PART A  Group Number: XXXXXX00010  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:30 Page: 2 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  BIN:  PCN:  Type of Plan: MEDICARE (M)  Plan Category: MEDICARE PART A  Electronic Type: MEDICARE A or B  Plan Filing TF: 1 YEAR (1 YEAR(S))  ePharmacy Plan ID:  ePharmacy Plan Name:  ePharmacy Natl Status:  ePharmacy Local Status:  Utilization Review Info Effective Dates & Source  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:31 Page: 3 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Require UR: NO Effective Date: 01/01/13  Require Amb Cert: NO Expiration Date:  Require Pre-Cert: NO Source of Info: INTERVIEW  Exclude Pre-Cond: NO Policy Not Billable: NO  Benefits Assignable: YES  Subscriber Information  Whose Insurance: VETERAN  Subscriber Name: IBSUB,TWOTRLRS  Relationship: SELF  Primary ID: XXXXXX000A  Coord. Benefits: PRIMARY  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:31 Page: 4 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's Employer Information  Employment Status: Emp Sponsored Plan: No  Employer: Claims to Employer: No, Send to Insurance  Street: Retirement Date:  City/State:  Phone:  Primary Provider:  Prim Prov Phone:  Insured Subscriber's Information (use Subscriber Update Action)  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:32 Page: 5 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's DOB: 05/05/1955  Str 1: PALMER HOUSE HEALTH CARE  Str 2: SHEARER ST  City: PALMER  St/Zip: MA 01069  SubDiv:  Country:  Phone: XXXXXX0001  Subscriber's Sex: MALE  Subscriber's Branch: ARMY  Subscriber's Rank:  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:36 Page: 6 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Insurance Company ID Numbers (use Subscriber Update Action)  Subscriber ID: XXXXXX000A  Plan Coverage Limitations  Coverage Effective Date Covered? Limit Comments  -------- -------------- -------- --------------  INPATIENT 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  OUTPATIENT 07/01/1998 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:37 Page: 7 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  01/01/1998 NO  11/01/1996 NO  PHARMACY 08/29/2008 NO  07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  DENTAL 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  MENTAL HEALTH 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:38 Page: 8 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  LONG TERM CARE 07/01/1998 NO  01/01/1998 NO  PROSTHETICS 07/01/1998 NO  01/01/1998 NO  User Information  Entered By: IB,TESTER  Entered On: 06/05/13  Last Verified By:  Last Verified On:  Last Updated By: IB,TESTER  Last Updated On: 09/24/13  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN  Patient Policy Information Dec 12, 2013@08:13:39 Page: 9 of 9  For: IBSUB,TWOTRLRS XXX-XX-XXXX DOD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Comment -- Group Plan  This is a long group comment. This area can hold much more than 80  Characters in the field.  Comment -- Patient Policy  Dt Entered Entered By Method Person Contacted  09/25/15 IBCLERK,TWO PHONE USER-A  JUST A COMMENT AND NOTHING ELSE    +09/25/15 IBCLERK,TWO PHONE USER-A  THIS IS A COMMENT THAT IS LONGER THAN 77 CHARACTERS TO TEST THE WRAP INDICATO    Personal Riders  Rider #1: DENTAL COVERAGE  ----------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Quit// |

##### Insurance Company Entry/Edit

The Insurance Company Entry/Edit option is used to enter new insurance companies into the INSURANCE COMPANY file and edit data on existing companies. An insurance company must be in the INSURANCE COMPANY file before it can be entered into a patient's record.

When entering new insurance companies, you will be prompted for the company street address, city, and whether or not the company will reimburse for treatment.

Following is a listing of the actions found on the screen in this option and a brief description of each. Once an action has been selected, <??> may be entered at most of the prompts that appear for lists of acceptable responses or instruction on how to respond.

**Insurance Company Editor Screen**

Once the insurance company is selected, this screen is displayed listing the following groups of information for that company: billing parameters, main mailing address, inpatient claims office data, outpatient claims office data, prescription claims office data, appeals office data, inquiry office data, remarks, and synonyms.

BP Billing Parameters - Allows you to add/edit the billing parameters for the selected insurance company.

MM Main Mailing Address - Allows you to add/edit the company's main mailing address. The address entered here will automatically be entered for the other office addresses.

IC Inpt Claims Office - Allows you to add/edit the company's inpatient claims office name, address, phone and fax numbers.

OC Opt Claims Office - Allows you to add/edit the company's outpatient claims office name, address, phone and fax numbers.

PC Prescr Claims Of - Allows you to add/edit the company's prescription claims office name, address, phone and fax numbers.

AO Appeals Office - Allows you to add/edit the company's appeals office name, address, phone and fax numbers.

IO Inquiry Office - Allows you to add/edit the company's inquiry office name, address, phone and fax numbers.

RE Remarks - Allows the user to enter comments concerning the selected insurance company.

SY Synonyms - Allows you to add/edit any synonyms for the selected company.

EA Edit All - Lists editable fields line by line for quick data entry.

AI (In)Activate Company - Allows you to activate/inactivate the selected insurance company. This may be used to inactivate duplicate companies in the system. When an insurance company is no longer valid, it is important to inactivate the company rather than delete it from the system. The IB INSURANCE SUPERVISOR security key is required. Once a company has been inactivated, it may not be selected when entering billing information.

You may also obtain a report of patients insured by a given company through this action.

CC Change Insurance Co. - Allows you to change to another company without returning to the beginning of the option.

DC Delete Company - Allows you to delete an entry from the Insurance Company (#36) file. If claims have been submitted to the company, another company must be selected in which to point all claims and receivables information.

*PL Plans* *(accesses Insurance Plan List screen)* - Allows you to display and change plan attributes associated with the insurance company.

**Insurance Plan List Screen**

This screen lists all plans (active and inactive, group and individual) for the selected insurance company.

**Actions**

*VP View/Edit Plan (accesses View/Edit Plan screen)* - Allows you to display /change plan detailed information.

IP Inactive Plan - Allows you to inactivate an insurance plan, or move subscribers from multiple insurance plans into one master plan. IB GROUP PLAN EDIT security key is required.

*AB Annual Benefits (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy. IB GROUP PLAN EDIT security key is required for editing.

**Annual Benefits Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits for the selected insurance policy and benefit year. Benefit categories may include inpatient benefits, outpatient benefits, mental health, home health care, hospice, rehabilitation, and IV management.

**Actions**

PI Policy Information - Allows entry/edit of maximum out of pocket and ambulance coverage.

IP Inpatient - Allows entry/edit of inpatient benefits data.

OP Outpatient - Allows entry/edit of outpatient benefits data.

MH Mental Health - Allows entry/edit of mental health inpatient and outpatient benefits data.

HH Home Health - Allows entry/edit of home health care benefits data.

HS Hospice - Allows entry/edit of hospice benefits data.

RH Rehab - Allows entry/edit of rehabilitation benefits data.

IV IV Mgmt. - Allows entry/edit of intravenous management benefits data.

EA Edit All - Lists editable fields line by line for quick data entry.

CY Change Year - Allows you to change to another benefit year.

**View/Edit Plan Screen**

This screen displays plan information for viewing/editing including utilization review info, plan coverage limitations, annual benefit dates, user information, and plan comments.

**Actions**

PI Policy Information - Allows entry/edit of maximum out of pocket and ambulance coverage. IB GROUP PLAN EDIT security key for editing.

UI UR Info - Allows entry/edit of utilization review information. IB GROUP PLAN EDIT security key is required for editing.

CV Add/Edit Coverage - Allows you to add or edit coverage limitations for a specific plan. IB GROUP PLAN EDIT security key is required for editing.

PC Plan Comments - Allows editing of comments for the plan. IB GROUP PLAN EDIT security key is required for editing.

IP (In)Activate Plan - Allows you to inactivate an insurance plan, or move subscribers from multiple insurance plans into one master plan. IB GROUP PLAN EDIT security key is required.

*AB Annual Benefits - (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy. IB GROUP PLAN EDIT security key is required for editing.

CP Change Plan - Allows you to select another plan for this insurance company without having to exit back to the previous screen.

Although this option is not locked, the MCCR System Definition Menu is locked with the IB SUPERVISOR security key.

Sample Screens

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:19:25 Page: 1 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  --------------------------------------------------------------------------------  Billing Parameters  Signature Required?: YES Type Of Coverage: HEALTH INSURAN  Reimburse?: WILL NOT REIMBURSE Billing Phone:  Mult. Bedsections: YES Verification Phone:  One Opt. Visit: NO Precert Comp. Name:  Diff. Rev. Codes: Precert Phone:  Amb. Sur. Rev. Code:  Rx Refill Rev. Code:  Filing Time Frame: (1 YEAR(S))    EDI Parameters  Transmit?: YES-LIVE Insurance Type: GROUP POLICY  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |
| Insurance Company Editor Nov 26, 2014@12:24:58 Page: 2 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Inst Payer Primary ID: Prof Payer Primary ID:  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Bin Number: Prnt Sec/Tert Auto Claims:  HPID/OEID: Prnt Med Sec Claims w/o MRA: YES    Main Mailing Address  Street: PO BOX City/State:  Street 2: Phone:  Street 3: Fax:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:26:11 Page: 3 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------      Inpatient Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Outpatient Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:26:53 Page: 4 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Street 2: Phone:  Fax:      Prescription Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Appeals Office Information  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:27:16 Page: 5 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Inquiry Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:    +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:27:39 Page: 6 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------    Associated Insurance Companies  This insurance company is not defined as either a Parent or a Child.      Provider IDs  Billing Provider Secondary ID    Additional Billing Provider Secondary IDs    VA-Laboratory or Facility Secondary IDs    +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:27:51 Page: 7 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------    ID Parameters  Attending/Rendering Provider Secondary ID Qualifier (1500):  Attending/Rendering Provider Secondary ID Qualifier (UB-04):  Attending/Rendering Secondary ID Requirement: NONE REQUIRED  Referring Provider Secondary ID Qualifier (1500): UPIN  Referring Provider Secondary ID Requirement: NONE  Use Att/Rend ID as Billing Provider Sec. ID (1500): NO  Use Att/Rend ID as Billing Provider Sec. ID (UB-04): NO  Always use main VAMC as Billing Provider (1500)?: NO  Always use main VAMC as Billing Provider (UB-04)?: NO  Transmit no Billing Provider Sec. ID for the Electronic Plan Types:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:28:12 Page: 8 of 9  Insurance Company Information for: INSURNACE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------      Payer Information: e-IV  Payer Name: INSURANCE COMPANY  VA National ID: VA1 CMS National ID:    Payer Application: eIV FSC Auto-Update: YES  National Active: YES Deactivated: NO  Local Active: YES      Remarks  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |
| Insurance Company Editor Nov 26, 2014@12:28:30 Page: 9 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  6/05 Will not pay for Omeprazole/Prilosec..jc  1/1/04 All XXXXX are combined to this one this year and an all inclusive  # is xxx-xxx-xxxx..ID# are changing over to W + 9 digits now too..jc  This insurance carrier entry and phone number is inclusive for the  'Bxxxxx Company'. mdm    Synonyms  XXX  ----------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Quit// |

##### View Insurance Company

The View Insurance Company option is used to look at data related to a selected insurance company. Editing of the data is not allowed through this option.

**About the Screen...**

In the top left corner of each screen is the screen title. The following line is a description of the information displayed. A plus sign (+) at the bottom of the screen indicates there are additional screens. Left or right arrows (<<< >>>) may be displayed to indicate there is additional information to the left or right of the screen. Available actions are displayed below the screen. <??> entered at any "Select Action" prompt displays all available actions for that screen.

You may QUIT from any screen which will bring you back one level or screen. EXIT is also available on most screens. When EXIT is entered, you are asked if you wish to "Exit option entirely?". A yes response returns you to the menu. A NO response has the same result as the QUIT action. For more information on the use of the List Manager utility, please refer to the appendix at the end of this manual.

**Insurance Company Editor Screen**

Once the insurance company is selected, this screen is displayed listing the following groups of information for that company: billing parameters, main mailing address, inpatient claims office data, outpatient claims office data, prescription claims office data, appeals office data, inquiry office data, remarks, and synonyms.

The two actions available through this option are CC Change Insurance Co. which allows you to change to another company without returning to the beginning of the option, and EXIT.

**Sample Screens**

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:46:36 Page: 1 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  --------------------------------------------------------------------------------  Billing Parameters  Signature Required?: NO Type Of Coverage: HEALTH INSURAN  Reimburse?: WILL REIMBURSE Billing Phone:  Mult. Bedsections: YES Verification Phone:  One Opt. Visit: NO Precert Comp. Name:  Diff. Rev. Codes: Precert Phone:  Amb. Sur. Rev. Code:  Rx Refill Rev. Code:  Filing Time Frame: (NO FILING TIME FRAME LIMIT)  EDI Parameters  Transmit?: YES-LIVE Insurance Type: GROUP POLICY  Inst Payer Primary ID: Prof Payer Primary ID:  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:46:50 Page: 2 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Bin Number: Prnt Sec/Tert Auto Claims:  HPID/OEID: Prnt Med Sec Claims w/o MRA:  Main Mailing Address  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Street 3: Fax:  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:39 Page: 3 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Inpatient Claims Office Information  Company Name: BIG LOSS INSURANCE Street 3:  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Fax:  Outpatient Claims Office Information  Company Name: BIG LOSS INSURANCE Street 3:  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Fax:  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:42 Page: 4 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Prescription Claims Office Information  Company Name: BIG LOSS INSURANCE Street 3:  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Fax:  Appeals Office Information  Company Name: BIG LOSS INSURANCE Street 3:  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Fax:  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:43 Page: 5 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Inquiry Office Information  Company Name: BIG LOSS INSURANCE Street 3:  Street: 123 STREET City/State: MEDICINE BOW, WY 5180  Street 2: Phone:  Fax:  Associated Insurance Companies  This insurance company is not defined as either a Parent or a Child.  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:45 Page: 6 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Provider IDs  Billing Provider Secondary ID  Additional Billing Provider Secondary IDs  VA-Laboratory or Facility Secondary IDs  ID Parameters  Attending/Rendering Provider Secondary ID Qualifier (1500):  Attending/Rendering Provider Secondary ID Qualifier (UB-04):  Attending/Rendering Secondary ID Requirement: NONE REQUIRED  Referring Provider Secondary ID Qualifier (1500): UPIN  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:46 Page: 7 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Referring Provider Secondary ID Requirement: NONE  Use Att/Rend ID as Billing Provider Sec. ID (1500): NO  Use Att/Rend ID as Billing Provider Sec. ID (UB-04): NO  Always use main VAMC as Billing Provider (1500)?: NO  Always use main VAMC as Billing Provider (UB-04)?: NO  Transmit no Billing Provider Sec. ID for the Electronic Plan Types:  Payer Information: e-IV  Payer Name: BCBS DIST OF COLUMBIA (CAREFIRST)  VA National ID: VA706 CMS National ID:  Payer Application: eIV FSC Auto-Update: YES  +---------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Next Screen// NEXT SCREEN |

|  |
| --- |
| Insurance Company Editor May 29, 2014@13:47:47 Page: 8 of 8  Insurance Company Information for: BIG LOSS INSURANCE  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  National Active: YES Deactivated: NO  Local Active: YES  Remarks  Synonyms  ----------Enter ?? for more actions------------------------------------------>>>  CC Change Insurance Co. EX Exit  Select Action: Quit// |

##### Process Insurance Buffer

The IB INSURANCE SUPERVISOR security key is required to use the Reject Entry and Accept Entry actions. Adding new insurance companies requires the IB INSURANCE COMPANY ADD security key.

This option is used to process and manage the Insurance Buffer through the use of the following screens and actions.

**Insurance Buffer List Screen**

This screen contains the list of all Insurance Buffer file entries that have not yet been processed by authorized insurance personnel.

**Actions**

Process Entry Action

Opens the Insurance Buffer Process screen for a selected buffer entry. The buffer entry can then be compared against existing insurance records, viewed, edited, rejected or accepted.

Reject Entry Action

Allows you to reject a selected buffer entry without any changes to the existing permanent insurance records. This also results in the buffer entries insurance and patient data being deleted, leaving a stub record in the Buffer file for tracking and reporting purposes. The permanent Insurance files are not modified by this action. If the patient has no active insurance then any bills on hold will be released.

Expand Entry Action

Opens the Insurance Buffer Entry screen for a selected buffer entry. This screen displays the complete buffer entry and allows the data to be edited.

Add Action

Allows you to create then edit a new Insurance Buffer entry.

Sort List

Re-sorts the list of unprocessed buffer entries on the Insurance Buffer List screen by a selected data element.

**Insurance Buffer Process Screen**

This screen contains the information and actions needed to process a buffer entry. The screen display includes data to assist in matching the buffer entry with any existing insurance records. There are two versions of this screen, Patient (list is broken into 2 sections) and Insurance Company.

Accept Entry Action

Allows you to accept the buffer data and transfer the insurance information from the buffer entry into the permanent insurance records. New insurance records can be created, or existing Insurance records can be updated with the buffer data. The new/updated Insurance record is flagged as verified. The insurance and patient data is deleted from the buffer entry leaving only a stub record for tracking and reporting purposes. If a new policy is added for the patient, the on hold date of any patient bills is updated to the current date.

Reject Entry Action

Allows you to reject the buffer entry without any changes to the existing permanent insurance records. This also results in the buffer entries insurance and patient data being deleted, leaving a stub record in the Buffer file for tracking and reporting purposes. The permanent insurance files are not modified by this action. If the patient has no active insurance, any bills on hold are released.

Compare Entry Action

Displays the buffer entry and a user selected Insurance Policy side by side so they can be compared to determine if they match. It is also possible to edit the buffer entry data within this action. The display and editing is broken into 3 parts: Insurance Company data, Group/Plan data, and Patient Policy data.

Expand Entry Action

Opens the Insurance Buffer Entry screen for the buffer entry. It displays the complete buffer entry and allows the data to be edited.

Insurance Co/Patient Action

Toggles between the two versions of the Insurance Buffer Process screen: Patient or Insurance Company. If an Insurance Company is selected the Insurance Company version of the screen is displayed, if no company is selected the Patient version of the screen is displayed.

**Insurance Buffer Entry Screen**

This screen displays all data defined for a buffer entry and allows that data to be edited.

Insurance Co Edit Action

Edits the Insurance Company specific data in the buffer entry.

Group/Plan Edit Action

Edits the Insurance Group/Plan specific data in the buffer entry.

Patient Policy Edit Action

Edits the Patient Policy specific data in the buffer entry.

All Edit Action

Edits all three types of data in the buffer entry: Insurance Company, Group/Plan, and Patient Policy.

Verify Entry Action

Option to flag the buffer entry as verified before it is accepted. If the buffer entry is later accepted, the person that uses this action is added as the verifier in the permanent insurance policy.

Sample Screens

Insurance Buffer List Nov 05, 1998 09:44:09 Page: 1 of 1

Buffer File entries not yet processed. (sorted by Patient Name)

Patient Name Insurance Company Subscr Id S Entered iIECH

1 IBpatient,one 2343 GEHA 123 I 10/09/98 I

2 \*IBpatient,two 6666 HARTFORD 006066666 I 09/15/98 i C

3 IBpatient,three 0111 BLUE CROSS/BLUE S 12345 I 09/29/98 i

4 IBpatient,four 0111 GHI P 09/30/98 i

5 IBpatient,five 0111 HARTFORD I 09/30/98 i

Enter ?? for more actions

Process Entry EE Expand Entry Sort List

Reject Entry Add Entry X Exit

Select Action: Quit//

Insurance Buffer Process Nov 05, 1998 11:01:21 Page: 1 of 1

IBpatient,one 000-11-1111 DOB: JUN 2,1926 AGE: 72

HARTFORD (2222 SOUTH STREET, SAN DIEGO, CA)

-HARTFORD 000-CHAMPUS 006066666 PATIEN

Patient's Existing Insurance

Insurance Company Group # Subscriber Id Holder Effective Expires

1 HARTFORD 000 000111111 SPOUSE 01/01/97

2 BC/BS OF ALBANY 415 000111111 PATIEN

Any Group/Plan that may match Group Name or Group Number

Insurance Company Group Name Group Number

3 HARTFORD 2222 South St CHAMPUS PRIM 000

Enter ?? for more actions

Accept Entry Compare Entry Insurance Co/Patient

Reject Entry EE Expand Entry X Exit

Select Action: Quit//

##### Manually Added HPIDs to Billing Claim Report

This report generates a list of Health Plan (HPID) numbers that have been added directly to claims. It allows billing staff to track the instances when an HPID number is added to a third-party claim and to generate an ad-hoc report of authorized claims with this entry information. Only HPIDs that have been manually added will appear on this report.

You will be prompted for date range, report format, and device. The date range pertains to when the HPID was manually added to the claim.

This output displays patient name, last 4 of SSN, payer, HPID, claim number, user name, date HPID added, Professional ID and Institutional ID.

**Sample Output**

MANUALLY ADDED HPIDS TO BILLING CLAIM REPORT AUG 02, 2015@19:59 Page: 1

PT NAME SSN PAYER HPID CLAIM # USER NAME DATE HPID ADDED PROF ID INST ID

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

IBPATIENT,ONE 1111 BLUE CROSS 7414615444 500-K400003 IBUSER,ONE 12/02/2014 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7399982967 500-K400005 IBUSER,ONE 01/15/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400003 IBUSER,ONE 01/22/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400005 IBUSER,ONE 01/22/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7467061371 500-K400003 IBUSER,ONE 01/23/2015 1234567890 0987654321

IBPATIENT,ONE 1111 BLUE CROSS 7947434214 500-K400005 IBUSER,ONE 02/05/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7462706327 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7444643416 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

IBPATIENT,TWO 9341 BLUE CROSS 7908996151 500-K400008 IBUSER,ONE 02/09/2015 1234567890 0987654321

##### Expire Group Plan (XPIR)

This Patient Insurance Menu (PI) option is used to specify an expiration date for all subscribers in a plan, effectively “terminating” the plan, without having to move the subscribers to a different plan. This option offers the user the option to inactivate the plan as part of the expiration or to allow the plan to remain active.

Sample Screens/Prompts

EXPIRE ALL SUBSCRIBERS WITHIN A GROUP PLAN

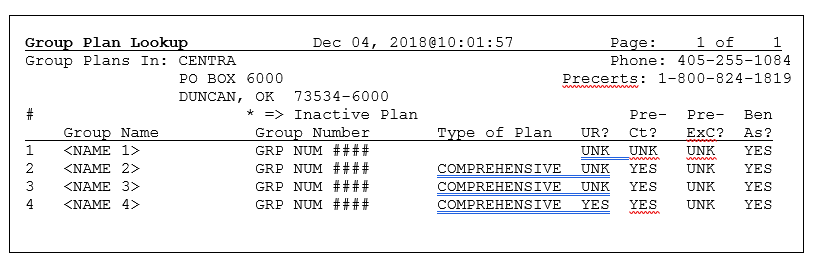
You can use this option to specify an expiration date for all subscriber policies in a group plan without moving the subscribers to another group plan. If the group plan status is currently “active,” you can also choose to “inactivate” the group plan.

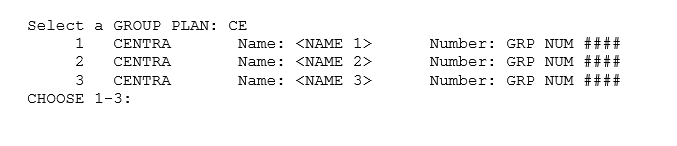
Select INSURANCE COMPANY:

You may select an existing Plan from a list or enter a specific Plan.

Do you wish to enter a specific plan? NO

* If the user response is **NO**, the Group Plan Lookup screen displays:

If the user response is **YES**, the following prompts display:



* When the user selects a Group Plan, the following prompts display:

Collecting Subscribers . . .

This group plan has ## subscribers. All subscribers will be expired.

Do you want to expire all subscribers’ policies for this plan? //YES

Enter expiration date (applies to all subscribers in this plan):

You selected to expire ## subscriber(s) with Expiration Date <MMM dd, yyyy> for:

Insurance Company <INSURANCE COMPANY NAME>

Plan Name <GROUP NAME> Number <GRP NUM #####>

Please note that the policy will be EXPIRED in the patient profile!!

Okay to continue? //YES

Expiring Policies . . .

Done. ## Subscribers’ policies were expired as of <MMM dd, yyyy>.

A Bulletin was sent to you and members of ‘IB NEW INSURANCE’ Mail Group.

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

EXPIRE ALL SUBSCRIBERS WITHIN A GROUP PLAN

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

* One of the following messages may display if there are subscribers (policies) that **were not/could not be expired**:

These # entries could not be processed, they’ll need to be adjusted manually.

Patient Name/ID Whose Employer Effective Expires

<patient name ####> <relation> <employer> <date> <date>

Examine the entries that could not be processed.

Press RETURN to continue.

-or-

After processing, no changes were needed, no policies were expired.

Press RETURN to continue.

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

EXPIRE ALL SUBSCRIBERS WITHIN A GROUP PLAN

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

* If the group plan is **active**, the *inactivate plan* prompt, shown below, displays. The following *warning* displays with the *inactivate* *plan* prompt if there are subscribers (policies) that were not/could not be expired:

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Warning

There are still active subscribers

that will need to be adjusted manually.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Do you wish to inactivate plan <GROUP NAME>? //N

* If user response is **YES**, the following displays:

The <GROUP NAME> plan has been inactivated.

* If user response is **NO**, the following displays:

The <GROUP NAME> plan is still active.

* If the group plan is **inactive**, the following prompt displays:

Please note the <GROUP NAME> plan is already inactive.

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

EXPIRE ALL SUBSCRIBERS WITHIN A GROUP PLAN

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

##### Insurance Reports

The Insurance Reports menu provides the options to run the following reports:

* ABUF Insurance Buffer Activity
* AU User Edit Report
* EBUF Insurance Buffer Employee
* GP List Group Plans without Annual Benefits
* ID Generate Insurance Company Listings
* IN Patients with Unidentified Insurance
* INSC Veterans w/Insurance and Inpatient Admissions
* IU eIV Patient Insurance Update Report
* LC List Inactive Ins. Co. Covering Patients
* LP List Plans by Insurance Company
* LR eIV Payer Link Report
* MD Insurance Plans Missing Data Report
* NC Verification of No Coverage Report
* NE Active Policies with no Effective Date Report
* NI Potential New Insurance Found ...
* NV List New not Verified Policies
* ONSC Veterans w/Insurance and Opt. Visits
* PO Insurance Policies Not Verified
* PR eIV Payer Report
* PT Insurance Payment Trend Report)
* RR eIV Response Report
* SOUR Source Of Information Report
* SR eIV Statistical Report
* UNKI Inpatients w/Unknown or Expired Insurance
* UNKO Outpatients w/Unknown or Expired Insurance
* WNR Patients Without MEDICARE (WNR) Insurance
* WO Patients with or without Insurance Report

##### List Inactive Ins. Co. Covering Patients

The List Inactive Ins. Co. Covering Patients option is used to provide a listing of inactive insurance companies that are listed in the system as providing patient coverage.

Occasionally, an insurance company may be in the system twice under slightly different names (i.e., Blue Cross and Blue Cross of New York) when in fact they are the same company. Once the correct name is established, it would be necessary to inactivate the incorrect name and "repoint" those patients to the correct name. This option provides the number of patients which should be repointed to another company.

Information provided on the output includes insurance company name and address and the number of patients the system shows as having coverage by that company.

Sample Output

INACTIVE INSURANCE COMPANIES WITH PATIENTS NOV 16,1993 08:46 PAGE 1

NUMBER

INSURANCE COMPANY STREET CITY STATE PATIENTS

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

ABC INSURANCE COMPANY 2123 MAIN STREET NEW YORK NY 1

ABC INS 235 PENN AVE COHOES NY 19

NATIONWIDE 77 PARKER BLVD ROCHESTER MN 1

XYZ INS 345 SECOND AVE ALBANY NY 2

##### List Plans by Insurance Company

This report provides insurance information from both a plan and subscriber perspective. It is designed to generate lists of plans by insurance company, and lists of subscribers (policies) by insurance plan. It can be used to generate plan and subscriber lists to be used for your database clean-up efforts. Once your database integrity has been restored, the report can be used to generate a list of subscribers to particular plans or companies.

This report is formatted to print at 132 columns.

Sample Screen

**Insurance Plan Lookup** Sep 19, 1995 13:29:50 Page: 1 of 1

All Plans for: ABC INS Phone: 618-567-987

123 MAIN Ave. Precerts: 987-965-8754

LOS ANGELES, CA 00098

# + => Indiv. Plan \* => Inactive Plan Pre- Pre- Ben

Group Name Group Number Type of Plan UR? Ct? ExC? As?

1 AE 93932 MEDICAL EXPEN NO YES YES YES

2 NYS 12343221 MEDI-CAL YES YES YES YES

3 KROGER 112222 MAJOR MEDICAL NO YES NO YES

4 RETIRED 4321 MAJOR MEDICAL YES YES NO YES

Enter ?? for more actions

SP Select Plan

Select Action: Quit// **sp=1 4** Select Plan

Would you like to select any other plans? NO// **<RET>**

Sample Output

LIST OF PLANS BY INSURANCE COMPANY MAR 12, 2015@13:19 Page: 1

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

+ =>INDIV. PLAN \* => INACTIVE

Filters: Active Insurance, Active Group Plans

INSURANCE COMPANY TWO

PO BOX XXXXXX FTF= 1(YRS) GROUP PLAN TOTAL= 4

KANSAS CITY, MO SUBSCRIBER TOTAL= 1000

64106-7711

GROUP NUMBER GROUP NAME TYPE OF PLAN ELEC PLAN FTF

PART A PART A MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 250

PART B PART B MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 20

+PART A RR PART A RR MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 1

PART B RR PART B RR MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 250

\*INSURANCE COMPANY THREE

PO BOX XXXXXX FTF= 1(YRS)

KANSAS CITY, MO GROUP PLAN TOTAL= 5

66666-5555 SUBSCRIBER TOTAL= 1000

GROUP NUMBER GROUP NAME TYPE OF PLAN ELEC PLAN FTF

PART A PART A MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 250

\*PART B PART B MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 20

PART A RR PART A RR MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 5

PART B RR PART B RR MEDICARE MEDICARE 1(YRS)

SUBSCRIBERS = 250

\*\*\*\*\*End of Report\*\*\*\*

##### List New not Verified Policies

The List New not Verified Policies option is used to produce a list by patient of new insurance entries that have not been verified. After running this report, you would use the Verify Coverage action of the Patient Insurance Info View/Edit option to verify coverage for individual patients.

You may specify a date range and patient name range to limit the parameters of the report.

Information provided on the output includes patient name and ID#, insurance company name, subscriber ID, person who made the entry, and date entered. A total count is also provided.

REPORT OF NEW, NOT VERIFIED INSURANCE ENTRIES FROM: 8/01/93 TO: 12/01/93 DEC 16,1993 15:05 PAGE 1

PATIENT PATIENT ID INSURANCE CO SUBSCRIBER ID WHO ENTERED DATE ENTERED

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

IBpatient,one 000111111 XYZ INS 3483920 NANCY AUG 17,1993

IBpatient,two 000222222 BLUE CROSS BLUE SHIELD 123456 BETH SEP 17,1993

IBpatient,three 000333333 XYZ INS 2587 ELLEN OCT 12,1993

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

COUNT 3

##### Insurance Plans Missing Data Report

The Insurance Plans Missing Data option creates a list of insurance plan missing specified information.

This report can display plans that are missing group number, type of plan, timely filing time frame, electronic plan type, coverage limitations, BIN, and PCN.

Sample Screen

1. List All 1365 Active Ins. Companies

2. List Only Active Ins. Companies That You Select

SELECT 1 or 2:

Display Active Group(s) missing Group Number? YES// YES

Display Active Group(s) missing Type of Plan? YES//YES

Display Active Group(s) missing Timely Filing Time Frame? YES//YES

Display Active Group(s) missing Electronic Plan Type? YES//YES

Display Active Group(s) missing Coverage Limitations? YES//YES

Display Active Group(s) missing BIN? YES//YES

Display Active Group(s) missing PCN? YES//YES

DEVICE: HOME//

Sample Output

INSURANCE PLANS MISSING DATA MAR 12, 2015@13:19 Page: 1 of 1

Missing Data: Group #, Plan Type, FTF, Elec Plan, BIN, PCN, Coverage Limitation

MEDICARE (WNR) PO BOX xxxxx KANSAS CITY, MO 64444-1111

GROUP # GROUP NAME TYPE OF PLAN ELEC PLAN FTF

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

######## PART B MEDICARE MEDICARE 1(YRS)

PART B PART B MEDICARE MEDICARE #######

PART A RR ######## MEDICARE MEDICARE #######

PART B RR PART B ###### MEDICARE #######

PART G PART G MEDICARE ######### 1(YRS)

PART A RR ####### MEDICARE MEDICARE #######

Coverage Effective Date Covered?

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

INPATIENT ######## BY DEFAULT

PART G PART G MEDICARE ######### 1(YRS)

PART A RR ####### MEDICARE MEDICARE #######

CAREMARK PO BOX 13999 KANSAS CITY, MO 64106-7711 PRESCRIPTION ONLY

GROUP # GROUP NAME TYPE OF PLAN ELEC PLAN FTF BIN PCN

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

######## PART B PRESCRIPTION PRESCRIPTION 1(YRS) ### A8R1264

######## PART B PRESCRIPTION PRESCRIPTION 1(YRS) 123654 #####

PART B PART B PRESCRIPTION PRESCRIPTION 1(YRS) ### #####

\*\*\*\*\*End of Report\*\*\*\*

##### Release of Information Report

The VA Mission Act of 2018 modified the requirement for a signed Release of Information (ROI) when billing sensitive diagnoses. A signed ROI is not required for any bill for a sensitive diagnosis and a date of service on or after January 28, 2019. A date of service prior to January 28, 2019 will still require a signed ROI for a sensitive diagnosis.

This report provides a list of ROI for sensitive diagnosis medication and the associated expiration dates. The ROI report is designed to sort by expiration date, in reverse chronologocial order.

This report is formatted to print at 132 columns.

Sample Output

BEGINNING EXPIRATION DATE: T-180// (MAY 07, 2015)

ENDING EXPIRATION DATE: T+60// (JAN 02, 2016)

Select one of the following:

A ACTIVE

I INACTIVE

B BOTH

Display (A)ctive or (I)active or (B)oth ROI Status:: Both// BOTH

Export the report to Microsoft Excel (Y/N)? NO//

WARNING - THIS REPORT REQUIRES THAT A DEVICE WITH 132 COLUMN WIDTH BE USED.

IT WILL NOT DISPLAY CORRECTLY USING 80 COLUMN WIDTH DEVICES

DEVICE: HOME// 0;132 VIRTUAL TELNET

Please wait...

Release of Information Expiration Report Page: 1

Date Range: 05/07/2015 - 01/02/2016 Run Date: Nov 03, 2015@12:38:35

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

Date of Eff. Exp. Date

Patient Name Death Date Date St Added Entered By Insurance Name Drug Name

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

PATIENT,ONE 12/16/15 01/02/16 A 12/30/15 USER,ONE ABC INSURANCE DRUG ONE

PATIENT,TWO 01/01/15 12/31/15 A 05/24/13 USER,FOUR ABC INSURANCE DRUG TWO

PATIENT,TWO 01/01/15 12/31/15 A 02/13/13 USER,ONE ABC INSURANCE DRUG ONE

PATIENT,THREE 01/01/15 12/31/15 A 05/28/15 USER,TWO XYZ INSURANCE DRUG THREE

\*\*\* END OF REPORT \*\*\*

## Billing Supervisor Menu

\*Documentation for the Unbilled Amounts Menu, which was released to the field as patch IB\*2\*19, has been included in this section of the manual as a matter of convenience. The Unbilled Amounts Menu [IBT UNBILLED MENU] need not be assigned to the Billing Supervisor Menu. It may be assigned to any menu in Integrated Billing, or to a user’s secondary menu, as deemed appropriate by IRMS.

##### Insurance Buffer Activity

This report provides a summary of the activity within the Insurance Buffer for a specified date range. Counts, percentages, and average processing times are included for both processed and unprocessed entries. The report can be printed with totals only or by month within the selected date range.

Sample Output

INSURANCE BUFFER ACTIVITY REPORT Apr 17, 1998 - Nov 05, 1998 11/5/98 11:06 PAGE 1

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

TOTALS

AVERAGE LONGEST SHORTEST

STATUS COUNT PERCENT # DAYS # DAYS # DAYS

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

ENTERED 24 58.5% 39.0 146.0 0.0

VERIFIED 4 9.8% 26.7 105.0 0.0

ACCEPTED (&V) 5 12.2% 22.6 108.9 0.2

REJECTED 7 17.1% 62.6 146.0 3.0

REJECTED (V) 1 2.4% 4.8 4.8 4.8

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

NOT PROCESSED 28 68.3% 37.3 146.0 0.0

PROCESSED 13 31.7% 42.8 146.0 0.2

TOTAL 41 100.0% 39.0 146.0 0.0

0 New Companies (0%), 0 New Group/Plans (0%), 1 New Patient Policy (20%)

### Management Reports (Billing) Menu

##### Statistical Report (IB)

This report lists the total number of Integrated Billing actions by action type along with the total charge by type for a date range. Integrated Billing actions include inpatient copayments by treating specialty, inpatient and NHCU per diems; and NHCU, outpatient, and pharmacy copayments.

Net statistics compute the current status for each new entry in the selected date range to calculate the net totals. Net totals are derived from the last update for a parent (even when the update is not within the date range) using the following formula: new entries (+) updates within the date range (-) cancellations.

The gross statistics count only the entries in the date range. It is possible that the net and gross statistics may not match. For example, if a charge was cancelled after the selected date range of the report but before the report actually ran, the net figures would reflect this but the gross figures would not.

**Sample Output**

INTEGRATED BILLING STATISTICAL REPORT

ALBANY (500)

From: JUN 10, 1992

To: JUN 10, 1992

Date Printed: JUN 10, 1992

Page: 1

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

NET TOTALS BY ACTION TYPE

FEE SERVICE (OPT) NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $30

INPT COPAY (ALC) NEW

NUMBER ENTRIES: 0

DOLLAR AMOUNT: $0

INPT COPAY (PSY) NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $162

INPT PER DIEM NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $10

OPT COPAY NEW

NUMBER ENTRIES: 13

DOLLAR AMOUNT: $390

SC RX COPAY NEW

NUMBER ENTRIES: 5

DOLLAR AMOUNT: $24

NSC RX COPAY UPDATE

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $2

GROSS TOTALS BY ACTION TYPE

FEE SERVICE (OPT) NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $30

INPT COPAY (ALC) NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $238

INTEGRATED BILLING STATISTICAL REPORT

ALBANY (500)

From: JUN 10, 1992

To: JUN 10, 1992

Date Printed: JUN 10, 1992

Page: 2

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

INPT COPAY (PSY) NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $162

INPT PER DIEM NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $10

OPT COPAY NEW

NUMBER ENTRIES: 16

DOLLAR AMOUNT: $480

NSC RX COPAY NEW

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $2

SC RX COPAY NEW

NUMBER ENTRIES: 5

DOLLAR AMOUNT: $28

INPT COPAY (ALC) CANCEL

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $238

OPT COPAY CANCEL

NUMBER ENTRIES: 3

DOLLAR AMOUNT: $90

NSC RX COPAY CANCEL

NUMBER ENTRIES: 2

DOLLAR AMOUNT: $44

SC RX COPAY UPDATE

NUMBER ENTRIES: 1

DOLLAR AMOUNT: $4

##### Most Commonly used Outpatient CPT Codes

This option will list the most common ambulatory procedures and ambulatory surgeries performed within a date range for selected clinic(s). This list may be used to help select which codes to include when building CPT check-off sheets through the Build CPT Check-off Sheet option under the Ambulatory Surgery Maintenance Menu.

You may sort by clinic or procedure. When sorting by procedure, you may also include full procedure descriptions.

All reports provide the CPT code and procedure, a count of each procedure that has been entered for a clinic visit, number billed, the OPC status, and charge amount. The status and charge amount given are as of the current date. If no charge amount is shown, the procedure is not a billable procedure.

This output requires 132 column margin width.

Depending on the date range chosen, this report could be quite lengthy. You may wish to queue this to print during non-work hours.

Sample Output

CLINIC CPT USAGE FOR JAN 1,1991 - JAN 1,1992 APR 16, 1992 11:22 PAGE 1

ALL DIVISIONS AND CLINICS

AMBULATORY PROCEDURE COUNT #BILLED OPC STATUS CHARGE

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

10121 REMOVE FOREIGN BODY 38 38 NATIONALLY ACTIVE 256.50

INCISION AND REMOVAL OF FOREIGN BODY, SUBCUTANEOUS TISSUES;

COMPLICATED

11000 SURGICAL CLEANSING OF SKIN 56 NATIONALLY ACTIVE

DEBRIDEMENT OF EXTENSIVE ECZEMATOUS OR INFECTED SKIN; UP TO 10% OF

BODY SURFACE

13152 REPAIR OF WOUND OR LESION 89 34 NATIONALLY ACTIVE 394.20

REPAIR, COMPLEX, EYELIDS, NOSE, EARS AND/OR LIPS; 2.6 CM TO 7.5 CM

24925 AMPUTATION FOLLOW-UP SURGERY 29 394.20

AMPUTATION, ARM THROUGH HUMERUS; SECONDARY CLOSURE OR SCAR REVISION

40654 REPAIR LIP 1 1 NATIONALLY ACTIVE 394.20

REPAIR LIP, FULL THICKNESS; OVER ONE HALF VERTICAL HEIGHT, OR

COMPLEX

65235 REMOVE FOREIGN BODY FROM EYE 18 15 INACTIVE 343.80

REMOVAL OF FOREIGN BODY, INTRAOCULAR; FROM ANTERIOR CHAMBER OR LENS

66820 INCISION, SECONDARY CATARACT 36 NATIONALLY ACTIVE

DISCISSION OF SECONDARY MEMBRANEOUS CATARACT (OPACIFIED POSTERIOR

LENS CAPSULE AND/OR ANTERIOR HYALOID; STAB INCISION TECHNIQUE

(ZIEGLER OR WHEELER KNIFE)

85102 BONE MARROW BIOPSY 12 NATIONALLY ACTIVE

BONE MARROW BIOPSY, NEEDLE OR TROCAR;

##### Insurance Buffer Employee

This report provides a summary of entries and actions in the Insurance Buffer by employee for a specified date range. It can be printed for those employees who create buffer entries (primarily non-insurance personnel) or for those employees who verify and process (accept/reject) buffer entries (primarily insurance personnel). The report can also be printed for one specific employee or all employees. Counts, percentages, and average processing times are included and can be printed with totals only or by month.

Sample Output

INSURANCE BUFFER EMPLOYEE REPORT Apr 17, 1998 - Nov 05, 1998 11/5/98 11:13 PAGE 1

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

ELLEN TOTALS

AVERAGE LONGEST SHORTEST

STATUS COUNT PERCENT # DAYS # DAYS # DAYS

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

ACCEPTED (&V) 1 12.5% 0.2 0.2 0.2

REJECTED 6 75.0% 72.5 146.0 21.7

REJECTED (V) 1 12.5% 4.8 4.8 4.8

TOTAL 8 100.0% 55.0 146.0 0.2

0 New Companies (0%), 0 New Group/Plans (0%), 1 New Patient Policy (100%)

INSURANCE BUFFER EMPLOYEE REPORT Apr 17, 1998 - Nov 05, 1998 11/5/98 11:13 PAGE 2

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

HARPER,A TOTALS

AVERAGE LONGEST SHORTEST

STATUS COUNT PERCENT # DAYS # DAYS # DAYS

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

VERIFIED 1 20.0% 105.0 105.0 105.0

ACCEPTED (&V) 3 60.0% 37.3 108.9 1.0

REJECTED 1 20.0% 3.0 3.0 3.0

TOTAL 5 100.0% 44.0 108.9 1.0

0 New Companies (0%), 0 New Group/Plans (0%), 0 New Patient Policies (0%)

INSURANCE BUFFER EMPLOYEE REPORT Apr 17, 1998 - Nov 05, 1998 11/5/98 11:13 PAGE 3

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

GRAVES,CATHI TOTALS

AVERAGE LONGEST SHORTEST

STATUS COUNT PERCENT # DAYS # DAYS # DAYS

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

VERIFIED 3 75.0% 0.6 1.0 0.0

ACCEPTED (&V) 1 25.0% 0.8 0.8 0.8

TOTAL 4 100.0% 0.7 1.0 0.0

0 New Companies (0%), 0 New Group/Plans (0%), 0 New Patient Policies (0%)

INSURANCE BUFFER EMPLOYEE REPORT Apr 17, 1998 - Nov 05, 1998 11/5/98 11:13 PAGE 4

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

TOTALS

AVERAGE LONGEST SHORTEST

STATUS COUNT PERCENT # DAYS # DAYS # DAYS

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

VERIFIED 4 23.5% 26.7 105.0 0.0

ACCEPTED (&V) 5 29.4% 22.6 108.9 0.2

REJECTED 7 41.2% 62.6 146.0 3.0

REJECTED (V) 1 5.9% 4.8 4.8 4.8

TOTAL 17 100.0% 39.0 146.0 0.0

0 New Companies (0%), 0 New Group/Plans (0%), 1 New Patient Policy (20%)

##### Clerk Productivity

The Clerk Productivity option allows you to print a report for bills entered, authorized, or printed within a selected date range. The report is sorted alphabetically by the clerk who first entered, authorized, or printed the bill.

You may print either a full or summary report. If you print a full report, you may select specific clerk(s) and rate type(s) you wish to include.

A summary report will list the clerk, rate type, and the count and dollar amount of bills entered for each rate type for each clerk. A subtotal is provided for each clerk. The total amount for the report is also displayed.

The full report will list the clerk, rate type, date entered, current status, bill number, total charges, patient name, and patient ID for each bill included on the report. The full report should be printed at 132 column margin width.

Depending on the date range and other specifications you choose, this report could be quite lengthy. You may wish to queue the report to print during off hours.

Sample Output

CLERK PRODUCTIVITY REPORT FOR JUN 1,1995 - NOV 26,1995 NOV 26,1995 13:02 PAGE 1

BILL TOTAL

ENTERED/EDITED BY RATE TYPE DATE ENTERED CURRENT STATUS NUMBER AMOUNT NAME PATIENT ID

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

JOHN REIMBURSABLE INS. NOV 10,1995 ENTERED/NOT REV N10026 IBpatient,one 000-11-1111

REIMBURSABLE INS. NOV 17,1995 ENTERED/NOT REV N10032 IBpatient,two 000-22-2222

REIMBURSABLE INS. NOV 17,1995 ENTERED/NOT REV N10033 IBpatient,three 000-33-3333

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

SUBTOTAL 0.00

SUBCOUNT 3

ANDREW REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10562 IBpatient,one 000-11-1111

REIMBURSABLE INS. SEP 7,1995 AUTHORIZED L10563 5000.00 IBpatient,two 000-22-2222

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10564 IBpatient,three 000-33-3333

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10565 IBpatient,four 000-44-4444

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10566 IBpatient,five 000-55-5555

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10567 IBpatient,six 000-66-6666

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10568 IBpatient,seven 000-77-7777

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10569 IBpatient,eight 000-88-8888

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10570 IBpatient,nine 000-99-9999

REIMBURSABLE INS. SEP 7,1995 ENTERED/NOT REV L10571 IBpatient,ten 000-00-0000

REIMBURSABLE INS. NOV 23,1995 ENTERED/NOT REV N10073 IBpatient,one 000-11-1111

REIMBURSABLE INS. NOV 25,1995 ENTERED/NOT REV N10074 IBpatient,two 000-22-2222

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

SUBTOTAL 5000.00

SUBCOUNT 12

CHARLES REIMBURSABLE INS. SEP 28,1995 ENTERED/NOT REV L10681 IBpatient,one 000-11-1111

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

SUBTOTAL 0.00

SUBCOUNT 1

PAUL REIMBURSABLE INS. SEP 10,1995 AUTHORIZED L10676 163.00 IBpatient,two 000-22-2222

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

SUBTOTAL 163.00

SUBCOUNT 1

LINDA REIMBURSABLE INS. JUN 10,1995 ENTERED/NOT REV L10549 IBpatient,three 000-33-3333

REIMBURSABLE INS. JUN 10,1995 ENTERED/NOT REV L10550 163.00 IBpatient,four 000-44-4444

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

SUBTOTAL 163.00

SUBCOUNT 2

BETH REIMBURSABLE INS. SEP 15,1995 CANCELLED L10677 163.00 IBpatient,five 000-55-5555

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

SUBTOTAL 163.00

SUBCOUNT 1

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

TOTAL 5489.00

COUNT 20

##### Rank Insurance Carriers By Amount Billed

The Rank Insurance Carriers By Amount Billed option is used to generate a listing of insurance carriers ranked by the total amount billed. You will be prompted for a date range from which bills should be selected and the number of carriers to be ranked.

Please note that insurance carriers which have been inactivated will be flagged as such on this report. If an inactivated company is associated with an active company to which all patients’ policies have been recorded, the amount billed to the inactive company is credited to the active company.

This option no longer allows you to transmit the report to the MCCR Program Office. Now, your IRM Service has the capability to transmit the report electronically to the Program Office. A patch will be issued with specific instructions should this report be required to be transmitted.

Sample Output

Ranking Of The Top 9 Insurance Carriers By Total Amount Billed

Facility: ALBANY (633) Run Date: 05/24/95

Date Range: 10/01/93 thru 05/24/95 Page: 1

\*\* - denotes an inactive company

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

Rank Insurance Carrier Total Amt Billed

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

1. HEALTH INSURANCE LTD. $215,868.78

23 3RD ST

Suite 450

TROY, NEW YORK 12181

2. ABC INS $35,843.63

123 Ave Of The Moons

LOS ANGELES, CALIFORNIA 00098

3. \*\* GHI $4,902.00

675 THIRD AVE

TROY, NEW YORK 12345

4. ABC INS $4,048.06

789 UBIQUITOUS STREET

SALT LAKE CITY, UTAH 44432

5. ABC INS $3,153.24

567 RAIN AVE.

SIOUX CITY, IOWA 33321

6. XYZ INS $2,862.43

123 MAIN STREET

YORKVILLE, NEW YORK 33343

7. ABC INS $1,576.00

123 MASON STREET

NEW YORK, NEW YORK 11234

8. STRAIT INSURANCE $950.00

98 PARK AVE

SAN ANTONIO, TEXAS 43222

9. TRAVELERS-RICHMOND $482.69

1234 THOMAS ST.

RICHMOND, VIRGINIA 12345

Total Amount Billed to all Ranked Carriers: $269,686.83

##### Billing Rates List

The Billing Rates List option will print a list of billing rates for a selected date range. It is an efficient way to verify that all billing rate entries have been entered correctly.

The output generated by this option displays the CHAMPVA, Health Care Finance Administration (HCFA) ambulatory surgery rates, Medicare deductible, and copayments. The effective date, amount (basic rate), and additional amount will be shown for each rate, if applicable. Certain ambulatory surgeries may be billed at the HCFA rate. The amount shown (if any) in the "Additional Amount" column is an extra amount which may be charged for all procedures within that rate group. The amount shown under "Inpatient Per Diem" and "NHCU Per Diem" is the daily charge for Category C patients.

Any billing rate that is effective for any date within the selected range is displayed. If more than one rate was effective within the date range, both rates are displayed.

Sample Output

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 1

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

CHAMPVA LIMIT

Effective Date Amount Additional Amount

OCT 01, 1991 $25

CHAMPVA SUBSISTENCE

Effective Date Amount Additional Amount

OCT 01, 1994 $9.50

HCFA AMB. SURG. RATE 1

Effective Date Amount Additional Amount

JAN 01, 1992 $285

HCFA AMB. SURG. RATE 2

Effective Date Amount Additional Amount

JAN 01, 1992 $382

Sample Output

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 2

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

HCFA AMB. SURG. RATE 3

Effective Date Amount Additional Amount

JAN 01, 1992 $438

HCFA AMB. SURG. RATE 4

Effective Date Amount Additional Amount

JAN 01, 1992 $539

HCFA AMB. SURG. RATE 5

Effective Date Amount Additional Amount

JAN 01, 1992 $615

HCFA AMB. SURG. RATE 6

Effective Date Amount Additional Amount

JAN 01, 1992 $580 $200

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 3

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

HCFA AMB. SURG. RATE 7

Effective Date Amount Additional Amount

JAN 01, 1992 $853

HCFA AMB. SURG. RATE 8

Effective Date Amount Additional Amount

JAN 01, 1992 $705 $200

HCFA AMB. SURG. RATE 9

Effective Date Amount Additional Amount

JAN 01, 1992 $0

INPATIENT PER DIEM

Effective Date Amount Additional Amount

OCT 01, 1990 $10

Sample Output

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 4

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

MEDICARE DEDUCTIBLE

Effective Date Amount Additional Amount

JAN 01, 1996 $736

NHCU PER DIEM

Effective Date Amount Additional Amount

OCT 01, 1990 $5

NSC PHARMACY COPAY

Effective Date Amount Additional Amount

OCT 01, 1992 $2

JUN 09, 1997 $5.00 $2.00

SC PHARMACY COPAY

Effective Date Amount Additional Amount

OCT 01, 1990 $2

##### Revenue Code Totals by Rate Type

The Revenue Code Totals by Rate Type option prints the total amount billed by revenue code for a selected rate type and date range.

Circular 10-91-012 requires that revenue code 100 be used for the $10.00 hospital per diem and revenue code 550 be used for the $5.00 nursing home per diem. The purpose of this report is to allow sites to calculate the total amount billed for $5 (revenue code 550) and $10 (revenue code 100) Means Test per diems for input to AMIS segments 295 and 296.

You may print a list of all revenue codes (for the date range) with the associated patient name, patient ID, bill #, and individual amount or a summary list which provides the total amount and total number of bills for each code. It should be noted that because more than one revenue code may appear on a bill, the total number of bills does not equal the sum of the number of bills containing a specific revenue code.

Revenue Code Totals for MEANS TEST/CAT. C JUN 3, 1992@15:34:31 PAGE 1

For Bills First Printed JUN 1, 1992 to JUN 3, 1992

Patient Pt. ID. Bill No. Rev. Code Amount

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

IBpatient,one 000-11-1111 L10068 510 $30.00

IBpatient,two 000-22-2222 L10069 100 $50.00

IBpatient,three 000-33-3333 L10174 001 $652.00

IBpatient,four 000-44-4444 L10203 550 $155.00

IBpatient,five 000-55-5555 L10239 100 $150.00

IBpatient,six 000-66-6666 L10489 550 $90.00

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

REVENUE CODE TOTALS

Revenue Code: 001 .......... $652.00 1 Bills

Revenue Code: 100 .......... $200.00 2 Bills

Revenue Code: 510 $30.00 1 Bills

Revenue Code: 550 $245.00 2 Bills

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

$1,127.00 6 Bills

##### Bill Status Report

The Bill Status Report option is used to print a listing of bills and their status for a specified date range. You may choose to include all statuses or a single status. The report may be sorted by the event date (date beginning the bill's episode of care), bill date (date the bill was initially printed) or entered date (date the bill was first entered).

The following data items will be provided in the first portion of the report for each bill listed: bill number, patient name and patient ID#, event date, initials of the person who entered the bill, rate type, Means Test category, charges, and bill status with date of that status. If you choose to sort by bill date or entered date, the bills are grouped for each date (billed or entered) of the selected range. The second portion of the report provides summary totals. The dollar amount and total number of bills for each bill type and for each status are included. Grand totals are also provided.

For bills which have been disapproved during the authorization process, the report will show \*REVIEWED/DISAPP (will appear only for bills prior to this version of the IB software) or \*AUTHORIZED/DISAPP after the status. The bill status will be followed by the initials of the user responsible for that status and his/her DUZ number. This is a number which uniquely identifies the user to the system. If a bill is pending (i.e., not printed or cancelled), the bill status will be preceded by an asterisk (\*) on the report.

Date/Time Printed: DEC 16,1993@09:14

Medical Care Cost Recovery Bill Status Report for period covering JUN 1, 1993 through JUN 16, 1993 Page 1

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

EVENT ENTRD MT

BILL NO. PATIENT NAME PT.ID DATE BY RATE TYPE CATEGORY CHARGES BILL STATUS

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

L10574 IBpatient,one 1111 06/01/93 ARH REIM INS-OPT N/A $936.40 \* AUTHORIZED 09/07/93 (ARH/10869)

L10651 IBpatient,two 2222 06/02/93 ARH REIM INS-OPT A $442.20 \* AUTHORIZED 09/07/93 (ARH/10869)

L10647 IBpatient,three 3333 06/03/93 ARH MT/CAT C-OPT N/A $30.00 PRINTED 09/07/93 (ARH/10869)

N10046 IBpatient,four 1111 06/03/93 ARH REIM INS-OPT R $633.10 PRINTED 11/19/93 (ARH/10869)

L10660 IBpatient,five 5555 06/04/93 ARH REIM INS-OPT N/A $623.60 \* AUTHORIZED 09/07/93 (ARH/10869)

L10620 IBpatient,six 6666 06/07/93 ARH REIM INS-OPT N/A $0.00 \* ENTERED 09/07/93 (ARH/10869)

L10648 IBpatient,seven 7777 06/07/93 ARH CRIME-OPT N/A $0.00 \* AUTHORIZED 09/07/93 (ARH/10869)

L10601 IBpatient,eight 8888 06/09/93 ARH REIM INS-OPT N $150.00 \* ENTERED 09/07/93 (ARH/10869)

L10632 IBpatient,nine 9999 06/09/93 ARH REIM INS-OPT A $128.00 \* ENTERED 09/07/93 (ARH/10869)

L10549 IBpatient,ten 0000 06/10/93 LR REIM INS-OPT N/A $491.80 \* ENTERED 06/10/93 (LR/700)

\* Denotes that the bill status is not Printed or Cancelled

Date/Time Printed: DEC 16,1993@09:14

Medical Care Cost Recovery Bill Status Report for period covering JUN 1, 1993 through JUN 16, 1993 Page 2

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

REPORT STATISTICS

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

CRIME-OPT .................... $0.00 1 BILLS

MT/CAT C-OPT .................... $30.00 1 BILLS

REIM INS-OPT .................... $3,405.10 8 BILLS

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

$3,435.10 10 BILLS

AUTHORIZED .................... $2,002.20 4 BILLS

ENTERED .................... $769.80 4 BILLS

PRINTED .................... $663.10 2 BILLS

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

**$3,435.10 10 BILLS**

##### Rate Type Billing Totals Report

The Rate Type Billing Totals Report option is used to obtain a listing of all billing totals for each rate type for a specified date range. The date range is selected by event date (the date beginning the bill's episode of care) or bill date (the date the bill was initially printed).

The report is generated in two sections. The first section divides all the bills for each rate type (Category C, Workman's Compensation, Tort Feasor, etc.) into the following categories: initiated, pending, printed, and cancelled. The exact number of bills and dollar amount for each category is provided. The total amounts (sum of all rate types) are also given for each category.

The second section of the report is a breakdown of all the pending billing records (the "pending" category in the first section). All the pending bills for each rate type are divided into the following categories: no action, reviewed, and authorized. The exact number of bills and the dollar amount for each category is provided. The total amounts (sum of all rate types) are also given for each category.

The margin width of this output is 132.

Sample Output

Date/Time Printed: JUL 14,1988@07:46

Billing Summary Report for period covering JAN 3,1988 through MAR 1,1988 (by Event Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INITIATED | PENDING | PRINTED | CANCELLED |

BILL TYPE Number Dollars| Number Dollars| Number Dollars| Number Dollars|

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

CRIME VICTIM 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

DENTAL 1 $127.00 | 0 $0.00 | 0 $0.00 | 1 $127.00 |

HUMANITARIAN 1 $0.00 | 1 $0.00 | 0 $0.00 | 0 $0.00 |

INTERAGENCY 1 $7,200.00 | 0 $0.00 | 1 $7,200.00 | 0 $0.00 |

MEANS TEST/CAT. C 13 $11,964.00 | 8 $11,284.00 | 4 $160.00 | 1 $520.00 |

MEDICARE ESRD 1 $124,900.00 | 1 $124,900.00 | 0 $0.00 | 0 $0.00 |

NO FAULT INS. 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

REIMBURSABLE INS. 20 $138,852.00 | 6 $12,190.00 | 8 $102,985.00 | 6 $23,677.00 |

SHARING AGREEMENT 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

TORT FEASOR 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

UNKNOWN 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

WORKERS' COMP. 1 $2,250.00 | 0 $0.00 | 1 $2,250.00 | 0 $0.00 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTALS 38 $285,293.00 | 16 $148,374.00 | 14 $112,595.00 | 8 $24,324.00 |

Date/Time Printed: JUL 14,1988@07:46

Summary of Pending Bill Authorizations for period covering JAN 3,1988 through MAR 1,1988 (by Event Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL PENDING | NO ACTION | REVIEWED | AUTHORIZED |

BILL TYPE Number Dollars| Number Dollars| Number Dollars| Number Dollars|

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

CRIME VICTIM 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

DENTAL 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

HUMANITARIAN 1 $0.00 | 1 $0.00 | 0 $0.00 | 0 $0.00 |

INTERAGENCY 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

MEANS TEST/CAT. C 8 $11,284.00 | 3 $0.00 | 0 $0.00 | 5 $11,284.00 |

MEDICARE ESRD 1 $124,900.00 | 1 $124,900.00 | 0 $0.00 | 0 $0.00 |

NO FAULT INS. 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

REIMBURSABLE INS. 6 $12,190.00 | 2 $0.00 | 3 $12,140.00 | 1 $50.00 |

SHARING AGREEMENT 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

TORT FEASOR 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

UNKNOWN 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

WORKERS' COMP. 0 $0.00 | 0 $0.00 | 0 $0.00 | 0 $0.00 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PENDING TOTALS 16 $148,374.00 | 7 $124,900.00 | 3 $12,140.00 | 6 $11,334.00 |

##### Insurance Payment Trend Report

This option allows you to analyze payment trends among insurance companies and track receivables which are due your facility. Many different criteria may be specified to limit the selection of bills such as rate type, inpatient or outpatient bills, open or closed bills, treatment dates, bill printed dates, and insurance companies.

The report may be run for a single insurance company or a range of companies. In addition, the user may analyze any specialized subset of bills by selecting an additional field from the BILL/CLAIMS file (#399) and specifying a range of values for that field.

The Insurance Payment Trend Report displays the Payer’s Name/TIN in the Header on the Summary and Main reports using the Payer TIN and Name stored in the (835).

The Insurance Payment Trend Report displays the 835 indicator (%) in front of the Patient Name if an 835 (ERA) is attached to the reported claim.

Sample Output

REIMBURSABLE INS. PAYMENT TREND REPORT - OUTPATIENT BILLING MAY 06, 2014 PAGE 1

DATE BILL PRINTED: 05/05/14 - 05/06/14

Note: '\*' after the Bill No. denotes a CLOSED bill

BILL PATIENT DATE DATE BILL #

AMOUNT AMOUNT AMOUNT AMOUNT PERC

NUMBER NAME (AGE) BILL FROM - TO PRINTED CLOSED DAYS

BILLED COLLECTED UNPAID PENDING COLL

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

M A I N R E P O R T

INSURANCE CARRIER: AARP**/<PAYER TIN>**

P.O. BOX 819

ATLANTA, GEORGIA 303740189 Phone: 800 523-5800

Group #42

Kxxxxxx **%**<Patient Name> 04/07/14 04/07/14 05/06/14 ACTIVE 0

19.11 0.00 19.11 19.11 0.00

You have the option to run a detailed report for all claims which meet the report criteria, or to print summary statistics only. The detailed report includes the bill number, patient name and age (as of the bill event date), bill from and to dates, date the bill was printed (authorized), date the bill closed, the number of days the bill has been open (the difference between the DATE PRINTED and the DATE BILL CLOSED fields), the amounts billed, collected, unpaid, remaining open, and percentage collected. The AMOUNT PENDING column has been added to differentiate the number of unpaid dollars and the number of dollars which are still pending collection. If the bill is not closed, the amount pending is the same as the amount unpaid. If the bill is closed (signified by an asterisk next to the bill number), the amount pending is zero.

The report is sorted alphabetically by insurance company name and a subtotal for number of bills, amount billed, amount collected, amount unpaid, amount pending, and percentage collected is given for each company. If you choose only to print summary statistics, only these subtotals are printed. Also included, for either the detailed or summary report, are the grand totals for these categories. A margin width of 132 cols. is required for this output.

The DATE BILL CLOSED field will always have an entry. If the bill is not actually closed, the Accounts Receivable status of the bill will appear on the report in the DATE BILL CLOSED column. If a bill is closed, an asterisk (\*) will appear after the bill number. If a bill is rejected a “c” will display next to that bill number.

Sample Output for a Range of Insurance Companies

REIMBURSABLE INS. PAYMENT TREND REPORT -- COMBINED INPATIENT AND OUTPATIENT BILLING NOV 26, 1993 PAGE: 1

DATE BILL PRINTED: 01/01/92 - 03/04/92 Note: '\*' after the Bill Number denotes a CLOSED bill

DISCHARGE STATUS: ALL VALUES

BILL PATIENT DATE DATE BILL # AMOUNT AMOUNT AMOUNT AMOUNT PERCENT

NUMBER NAME/ (AGE) BILL FROM - TO PRINTED CLOSED DAYS BILLED COLLECTED UNPAID PENDING COLLECTED

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

PRIMARY INSURANCE CARRIER: ABC

123 Ave Of The Moons

LOS ANGELES, CALIFORNIA 00098 Phone: 618-567-9871

L10042 IBpatient,one (49) 02/07/92 02/07/92 02/07/92 NEW BILL 658 200.00 100.00 100.00 100.00 50.00

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

TOTAL NUMBER OF BILLS: 1 200.00 100.00 100.00 100.00 50.00

PRIMARY INSURANCE CARRIER: ABC

789 UBIQUITOUS STREET

SALT LAKE CITY, UTAH 44432

L10030 IBpatient,two (33) 04/09/91 04/14/91 02/06/92 NEW BILL 659 2770.00 0.00 2770.00 2770.00 0.00

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

TOTAL NUMBER OF BILLS: 1 2770.00 0.00 2770.00 2770.00 0.00

PRIMARY INSURANCE CARRIER: STRAIT INSURANCE

98 PARK AVE

SAN ANTONIO, TEXAS 43222

L10029 IBpatient,three (45) 02/05/91 02/05/91 02/18/92 11/26/93 647 950.00 702.50 247.50 0.00 75.00

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

TOTAL NUMBER OF BILLS: 1 950.00 702.50 247.50 0.00 75.00

GRAND TOTAL NUMBER OF BILLS: 3

GRAND TOTAL AMOUNT BILLED: 3920.00

GRAND TOTAL AMOUNT COLLECTED: 802.50

GRAND TOTAL AMOUNT UNPAID: 3117.50

GRAND TOTAL AMOUNT PENDING: 2870.00

PERCENTAGE COLLECTED: 20.47

Sample Output for a Single Insurance Company

REIMBURSABLE INS. PAYMENT TREND REPORT -- COMBINED INPATIENT AND OUTPATIENT BILLING SEP 27, 1995 PAGE: 1

DATE BILL PRINTED: 01/01/95 - 09/27/95 Note: '\*' after the Bill Number denotes a CLOSED bill

BILL PATIENT DATE DATE BILL # AMOUNT AMOUNT AMOUNT AMOUNT PERC

NUMBER NAME/ (AGE) BILL FROM - TO PRINTED CLOSED DAYS BILLED COLLECTED UNPAID PENDING COLL

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

PRIMARY INSURANCE CARRIER: ABC

123 AVE OF THE MOONS

LOS ANGELES, CALIFORNIA 00098 Phone: 618-555-9871

L01226 IBpatient,one (70) 06/22/95 07/10/95 09/20/95 NEW BILL 1 194.00 0.00 194.00 194.00 0.00

L01227 IBpatient,two (70) 07/17/95 07/31/95 09/20/95 NEW BILL 1 194.00 0.00 194.00 194.00 0.00

L00381 IBpatient,three (46) 01/01/92 07/02/92 03/28/95 NEW BILL 177 4460.00 0.00 4460.00 4460.00 0.00

L00823 IBpatient,four (68) 10/22/93 10/22/93 03/15/95 NEW BILL 190 178.00 0.00 178.00 178.00 0.00

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

TOTAL NUMBER OF BILLS: 4 5026.00 0.00 5026.00 5026.00 0.00

GRAND TOTAL NUMBER OF BILLS: 4

GRAND TOTAL AMOUNT BILLED: 5026.00

GRAND TOTAL AMOUNT COLLECTED: 0.00

GRAND TOTAL AMOUNT UNPAID: 5026.00

GRAND TOTAL AMOUNT PENDING: 5026.00

PERCENTAGE COLLECTED: 0.00

##### Unbilled BASC for Insured Patient Appointments

The Unbilled BASC for Insured Patient Appointments report lists all BASC (billable ambulatory surgical code) procedures for scheduled appointments of insured patients that could not be matched with BASC procedures entered on a bill for the patient for a selected date range. The match is based on the appointment date in Scheduling and the procedure date in Billing. The purpose of this report is to find all CPTs that were entered in Scheduling but never brought into Billing.

The list is printed in alphabetical order by patient name and provides the patient ID, appointment date, CPT code, and procedure.

Sample Output

PATIENT NAME PATIENT ID APPOINTMENT DATE BILLABLE AMBULATORY PROCEDURE

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

IBpatient,one 000-11-1111 MAR 27,1992 15950 REMOVE THIGH PRESSURE SORE

15951 REMOVE THIGH PRESSURE SORE

IBpatient,two 000-22-2222 MAR 3,1992 85102 BONE MARROW BIOPSY

IBpatient,three 000-33-3333 MAR 7,1992 11042 CLEANSING OF SKIN/TISSUE

IBpatient,four 000-44-4444 MAR 13,1992 24925 AMPUTATION FOLLOW-UP SURGERY

##### ROI Expired Consent

This report will list the ROI Special Consents that will expire within a user-specified date range.

Sample Output

ROI Special Consent To Expire Feb 01, 2013 - Apr 01, 20133/26/13  11:40 PAGE 1

Patient                             Effective        Expiration

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

IBpatient,one                       Jun 26, 2012     Mar 31, 2013

IBpatient,one                       Jun 26, 2012     Apr 01, 2013

IBpatient,five                      Mar 01, 2013     Mar 31, 2013

IBpatient,six                       Jan 01, 2013     Mar 20, 2013

IBpatient,nine                      Jan 01, 2013     Apr 01, 2013

IBpatient,nine                      Feb 01, 2013     Mar 20, 2013

### Medication Copayment Income Exemption Menu

##### Print Charges Canceled Due to Income Exemption

This option enables you to print a report which lists patients and medication copayment charges that are cancelled due to the income exemption (charges to patients determined to be exempt from the medication copayment requirement).

You are prompted for a date range. The "start date" defaults to the effective date of the medication copayment legislation (Public Law 102-568), October 30, 1992, and the "to date" defaults to the date of the conversion completion.

This report should be reconciled periodically with the Accounts Receivable Medication Co-Pay Exemption Report (Medication Co-Pay Exemption Report option) to insure accuracy of patients' accounts.

Initially, this report will print a list of charges cancelled during the installation/conversion process. Later, this report may be used to list charges automatically cancelled. This occurs when a patient with a status of NON-EXEMPT due to no income data becomes EXEMPT due to income below the threshold level.

This report includes the patient name and ID, prescription date and number, cancel date and IB number, bill number and amount, a patient count, and dollar total. You may also print a Conversion Quick Status Report with the listing which includes data such as the dates the conversion started and completed, total number of patients checked, number of patients exempt and non-exempt, the number of bills checked, dollar amount checked, total bills cancelled, and amount cancelled.

You may wish to queue this report to print during non-work hours as it may be very lengthy. The output for this option requires 132 columns.

Sample Output

Medication Copayment Exemption Conversion Status

Conversion was started on: FEB 4, 1993@11:18:28

The conversion completed on: FEB 4, 1993@18:19:01

Elapse time for Conversion was: 7 Hours, 0 Minutes, 33 Seconds

Last Patient DFN Checked == 91

1. Total Patients Checked == 7455

Exempt Patients == 2069

Non-Exempt Patients == 5386

2. Total Number of Bills checked == 36568

Dollar Amount Checked == $ 86252

No. of Exempt Bills Checked == 14218

Exempt Dollar amount == $ 33426

No. of Non-Exempt Bills Checked == 22350

Non-exempt Dollar amount == $ 52826

3. Total Bills Actually canceled == 14113

Amount Actually canceled == $ 33158

Rx Copay Income Exemption Report MAR 4, 1993 11:18:43 Page 1

Cancel Cancel Original

Name Pt. ID Rx Date Rx/Refill Date IB Number Bill No. Amount

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

IBpatient,one 000-11-1111 02/01/93 100146 02/02/93 500210 500-P30048 $2

02/01/93 100147 02/02/93 500211 500-P30048 $2

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

Count = 2

Amount = $ 4

IBpatient,two 000-22-2222 01/26/93 100037/1 01/27/93 500157 500-P30014 $4

01/26/93 1003 01/27/93 500158 500-P30014 $2

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

Count = 2

Amount = $ 6

IBpatient,three 000-33-3333 01/26/93 100045 01/27/93 500155 500-P30016 $2

01/26/93 100045/1 01/27/93 500156 500-P30016 $2

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

Count = 2

Amount = $ 4

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

Total Patient Count = 3

Total Rx Count = 6

Total Dollar amount = $ 14

##### Edit Copay Exemption Letter

This option allows you to edit IB form letters. You are first prompted to edit the header field. This text is automatically centered at the top of the letter (it is not necessary for you to center them), and must be edited to your facility's name and address. You are limited to six lines of text.

The second field, the MAIN BODY, contains the text of the letter including the signer's title. Because the person signing this letter may be site specific, it might be necessary to edit the signer's title.

The default for the starting address line (patient address) is 15. This may be edited to any number between 10 and 25. This feature is provided to account for slight differences in printers and automated letter folders at each site.

When editing the IB Income Test Reminder letter you are also prompted for a reprint date, whether or not to exclude domiciliary patients, and to schedule the days on which you want the letters to print. The days you select to print the letters actually represent the mornings you want to pick up the letters from the printer. For example, if you choose Monday the letters actually print Sunday evening and are ready to be picked up on Monday morning. You can also

prevent the letters from being printed by answering YES to the “Do you wish to stop this job from running?” prompt.

After editing is completed, you can test print one letter. If you choose to test print, you are prompted to select a patient and device. The letter is queueable to any printer.

Sample Letter

Department of Veterans Affairs Medical Center

113 Holland Avenue

Albany, New York 12208

DEC 14, 1995

In Reply Refer To:

000-11-1111

ONE IBPATIENT

54 BROADWAY

BOSTON, MA 04443

The VA is required by law to charge veterans who receive medications

on an outpatient basis for the treatment of nonservice-connected

conditions, a copayment of $2.00 for each 30-day (or less) supply

of medication provided. Based on the income information requested

each year, some veterans may be exempt from the copayment.

Our records indicate that your medication copayment exemption

status will expire on December 31, 1995.

To update your income information so we may review your

copayment exemption status, please call 555-3311 x9372

to set up an appointment to provide us with current

income information.

Chief, MAS

##### Inquire to Medication Copay Income Exemptions

This option allows you to print a brief or full inquiry of exemptions for a patient. The brief inquiry is used to view past and/or present exemptions, and the full inquiry is used to view the entire audit history of all changes to a patient's exemption status.

Both inquiries provide the patient name and current status. The brief inquiry provides the following information on all active exemptions for the selected patient: effective date, type, status, reason, how the entry was added, and when. The full inquiry provides the following information for each exemption for the patient: effective date, status, whether active or inactive, how the entry was added, by whom and when, type, and reason for exemption.

Note to Programmers

For users whose FileMan Access ="@" (DUZ(0)="@"), the full inquiry feature will display the patient internal entry number and the billing exemption internal entry number to aid in problem resolution.

Sample Output

Billing Exemption Inquiry MAR 5, 1993 13:10:46 Page 1

IBpatient,one 1111 Currently: NON-EXEMPT-INCOME>PENSION 02/10/93

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

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: NON-EXEMPT Reason: NO INCOME DATA

Active: NO, INACTIVE User: ALAN

How Added: SYSTEM When Added: FEB 10, 1993@15:14:12

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: EXEMPT Reason: HARDSHIP

Active: NO, INACTIVE User: MICHAEL

How Added: MANUAL When Added: FEB 11, 1993@09:17:06

Charges Canceled: FEB 10, 1993 To: FEB 11, 1993

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: NON-EXEMPT Reason: INCOME>PENSION

Active: NO, INACTIVE User: MICHAEL

How Added: SYSTEM When Added: FEB 11, 1993@09:55:38

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: EXEMPT Reason: HARDSHIP

Active: NO, INACTIVE User: PETER

How Added: MANUAL When Added: FEB 11, 1993@09:56:22

Charges Canceled: FEB 10, 1993 To: FEB 11, 1993

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: NON-EXEMPT Reason: INCOME>PENSION

Active: NO, INACTIVE User: STEPHEN

How Added: SYSTEM When Added: FEB 11, 1993@10:00:37

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: EXEMPT Reason: HARDSHIP

Active: NO, INACTIVE User: PETER

How Added: MANUAL When Added: FEB 11, 1993@10:00:49

Charges Canceled: FEB 10, 1993 To: FEB 11, 1993

Effective Date: FEB 10, 1993 Type: COPAY INCOME EXEMPTION

Status: NON-EXEMPT Reason: INCOME>PENSION

Active: NO, INACTIVE User: PETER

How Added: SYSTEM When Added: FEB 17, 1993@15:28:39

##### Manually Change Copay Exemption (Hardships)

This option is designed to grant and/or remove hardship waivers for patients who request the new copay income test. It may also be used to grant exemptions to Means Test patients; however, if MAS grants a hardship waiver to the Means Test by changing a patient's Means Test status from Category C to Category A, a hardship exemption is automatically generated.

A message or alert is generated anytime a hardship exemption is granted or removed. If the USE ALERTS site parameter is set to NO (or the field is left unanswered), a mail bulletin is generated; if set to YES, an alert is generated. A sample mail bulletin is provided in the example.

The system attempts to keep the effective date of the exemption the same as the effective date of the income test by defaulting to the effective date of the last exemption at the "Select Effective Date" prompt. Only the date of previous exemptions or the current date may be entered at this prompt.

Occasionally, the creation of a patient's exemption may be interrupted unexpectedly. In such cases, this option may be used to detect copay exemption discrepancies and correct/

update the patient's exemption status.

Once a waiver is granted, the exemption is good for one year from the date it is granted. An electronic signature code is required to grant a hardship waiver.

Sample Output

Subj: Medication Copayment Exemption Status Change [#547] 20 Apr 93 14:53

11 Lines

From: INTEGRATED BILLING PACKAGE in 'IN' basket. Page 1 \*\*NEW\*\*

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

The following Patient's Medication Copayment Exemption Status has changed:

Patient: IBpatient,one PT. ID: 000-11-1111

Old Status: NON-EXEMPT - NO INCOME DATA Dated 03/09/93

New Status: EXEMPT - HARDSHIP Dated 03/10/93

Patient has been given a Hardship Exemption.

by: MARK/(Manual)

on: MAR 10, 1993 @ 14:53:40

Select MESSAGE Action: DELETE (from IN basket)//

##### Letters to Exempt Patients

This option is used to print the letters to be sent to patients who have been determined to be exempt from the medication copay. A range of patients and exemption effective dates may be specified. No letters will print for deceased patients, non-veterans, and patients who are SC>50%.

When this option is initially run, you are asked if you would like to store the results of the search in a template. If you answer YES, a search template, IB EXEMPTION LETTER, is created. This data may be accessed through the Print File Entries option in FileMan. For each subsequent search, you are asked if you wish to delete the results of the previous search. If you answer YES, the previous search template is deleted, and you again have the option of storing the results of your search. Only one IB EXEMPTION LETTER search template may exist at a time.

Medication copayment exemptions based on annual income must be re-evaluated yearly on the anniversary of a patient's copayment test. If a patient is exempt due to income below the threshold, a renewal date is shown below the "in reply" heading of the letter. The patient must complete a new copay income test by the renewal date or he/she will no longer be considered exempt from the pharmacy copayment requirement.

This letter is designed to be one page and to print to a pin fed printer, on plain paper, in either 10 or 12 pitch. The default is set to start the address on line 15; however, this may be edited through the Edit Copay Exemption Letter option. If address line three contains data, that data prints at the end of address line two. If defined, temporary addresses are used.

IB\*2.0\*385 is part of VistA host file DG\_53\_P858.KID and provides Integrated Billing (IB) enhancements to support the Veterans Financial Assessment (VFA) Project. The VFA Project eliminates the annual means test renewal requirement for Veterans subject to means testing. Prior to the implementation of VFA, means test with a status of MT COPAY EXEMPT, GMT COPAY REQUIRED, or PENDING ADJUDICATION were considered “expired” 365 days from the effective date. Means tests with these statuses will no longer expire, and will be considered “current” when the means test effective date is less than one year old from the VFA start date and forward. The VFA START DATE is a new field in the MAS PARAMETER File set to 1/1/2013 during installation of the VFA host file.

Please note: The VFA Project did not include nor make any enhancements to copay exemption tests.

The following business rules pertain for exemptions letters where the billing exemption record was based on current means tests:

Exemptions letters based on a current means test will not include the renewal date. The letter should not state the means test needs to be re-evaluated yearly on the means test anniversary date.Sample Letter

Department of Veterans Affairs Medical Center

113 Holland Avenue

Albany, NY 12208

MAY 5, 1993

In Reply Refer To:

000-11-1111

Renewal Date: MAY 3, 1994

ONE IBPATIENT

77 MAIN ST

CABOT COVE, ME 09876

Public Law 102-568 enacted on October 29, 1992, provided for an exemption

to the prescription copayment for those veterans who had income levels

less than the maximum rate of VA pension. Charges established before

October 29, 1992, were not exempted by the legislation.

We have reviewed your income and eligibility information contained in our

records and determined that you are eligible for the exemption. We are

currently reviewing your account and will make the appropriate adjustments

to it in the near future. If you are eligible for a refund for payments

made on charges established since October 29, 1992, we will forward you a

check. While we are reviewing your account we will not be sending out a

statement.

Medication copayment exemptions based upon annual income must be

re-evaluated yearly on the anniversary of your means test or copayment

test. If a renewal date is shown below the 'in reply' heading you must complete a new copay income test by that date or you will no longer be considered exempt from the pharmacy copayment requirement.

Please do not send in any more payments until we have completed this review

and forwarded a statement to you.

FINANCE OFFICER

##### List Income Thresholds

This option allows you to print an output which lists the income thresholds used in the medication copayment income exemption process sorted by type of threshold and effective date.

If you accept the default of FIRST at the start date prompt, first to last is assumed.

This output requires 132 columns.

Sample Output

Medication Copayment Income Thresholds MAR 15,1993 08:29 PAGE 1

EFFECTIVE 1 2 3 4 5 6 7 8 ADDITIONAL

DATE BASE RATE DEPENDENT DEPENDENTS DEPENDENTS DEPENDENTS DEPENDENTS DEPENDENTS DEPENDENTS DEPENDENTS AMOUNT

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

TYPE: PENSION PLUS A&A

DEC 1,1992 12187.00 14548.00 15844.00 17140.00 18436.00 19732.00 21028.00 22324.00 23620.00 1296.00

##### Print Patient Exemptions or summary

This option allows you to print a list of copayment exemption statistics. Both exempt and non-exempt patients are included.

You are given the option to print a detailed patient listing or a summary. The detailed report may be sorted by either exemption status or exemption reason. The information given includes the patient name, patient ID, primary eligibility code, status, reason for exemption/non-exemption, and status date. This data is followed by a summary showing subtotals for each exemption reason and totals for exempt and non-exempt patients. If you choose to "Print Summary Only", the detailed portion of the output is omitted. Deceased patients are not included in the summary provided with the detailed listing; however, if you choose to print the summary only, deceased patients are included.

When printing only a summary, sorting by the EXEMPTION STATUS default reduces the time required to produce the report.

The detailed patient listing requires 132 columns. You may wish to queue this output to print during non-work hours as it may be very lengthy.

Sample Output

Patient Medication Copayment Exemption Report

MAR 15,1993 17:00 PAGE 1

PATIENT PT ID PRIMARY ELIGIBILITY STATUS REASON STATUS DATE

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

IBpatient,one 000-11-1111 NSC NON-EXEMPT INCOME>PENSION JAN 25,1993

IBpatient,two 000-22-2222 SC NON-EXEMPT INCOME>PENSION FEB 1,1993

IBpatient,three 000-33-3333 NSC NON-EXEMPT INCOME>PENSION JAN 21,1993

IBpatient,four 000-44-4444 SC NON-EXEMPT NO INCOME DATA FEB 4,1993

IBpatient,five 000-55-5555 SC NON-EXEMPT NO INCOME DATA FEB 4,1993

IBpatient,six 000-66-6666 NSC EXEMPT DIS. RETIREMENT FEB 10,1993

IBpatient,seven 000-77-7777 NSC EXEMPT DIS. RETIREMENT FEB 17,1993

IBpatient,eight 000-88-8888 NSC EXEMPT DIS. RETIREMENT JAN 25,1993

IBpatient,nine 000-99-9999 NSC EXEMPT HARDSHIP FEB 5,1993

IBpatient, ten 000-00-0000 HUMANITARIAN EXEMPT NON-VETERAN FEB 10,1993

IBpatient, eleven 000-11-1111 HUMANITARIAN EXEMPT NON-VETERAN JAN 25,1993

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

Non-Exempt Status:

INCOME>PENSION = 3

NO INCOME DATA = 2

Exempt Status:

DIS. RETIREMENT = 3

HARDSHIP = 1

IN RECEIPT OF A&A = 8

IN RECEIPT OF HB = 0

IN RECEIPT OF PENSION = 0

INCOME<PENSION = 0

NON-VETERAN = 2

Total Exempt Patients = 5

Total Non-Exempt Patients = 6

##### Reprint Single Income Test Reminder Letter

This option is used to generate an Income Test reminder letter for a patient whose effective copay exemption is based upon income.

If the patient is currently non-exempt due to no income data reported, a letter may be generated if the patient’s previous exemption status is based on income.

IB\*2.0\*385 is part of VistA host file DG\_53\_P858.KID and provides Integrated Billing (IB) enhancements to support the Veterans Financial Assessment (VFA) Project. The VFA Project eliminates the annual means test renewal requirement for Veterans subject to means testing. Prior to the implementation of VFA, means test with a status of MT COPAY EXEMPT, GMT COPAY REQUIRED, or PENDING ADJUDICATION were considered “expired” 365 days from the effective date. Means tests with these statuses will no longer expire, and will be considered “current” when the means test effective date is less than one year old from the VFA start date and forward. The VFA START DATE is a new field in the MAS PARAMETER File set to 1/1/2013 during installation of the VFA host file.

Please note: The VFA Project did not include nor make any enhancements to copay exemption tests.

The following business rules pertain for reminder letters where the billing exemption record was based on current means tests:

Reminder Letters:

The user will receive a warning when the Veterans current medication copayment exemption is based on a current means test. The user is returned to the (menu or select patient prompt) and the letter is not printed.

Sample Letter

Department of Veterans Affairs Medical Center

113 Holland Avenue

Albany, New York 12208

DEC 14, 1995

In Reply Refer To:

000-11-1111

ONE IBPATIENT

00 BROADWAY

BOSTON, MA 04443

The VA is required by law to charge veterans who receive medications

on an outpatient basis for the treatment of nonservice-connected

conditions, a copayment of $2.00 for each 30-day (or less) supply

of medication provided. Based on the income information requested

each year, some veterans may be exempt from the copayment.

Our records indicate that your medication copayment exemption

status will expire on December 31, 1995.

To update your income information so we may review your

copayment exemption status, please call 462-3311 x9372

to set up an appointment to provide us with current

income information.

Chief, MAS

##### Add Income Thresholds

This option is used to enter/edit the income thresholds used in the medication copayment income exemption.

The thresholds are determined and released by VBA (Veterans Benefits Administration) December 1 of each year. These are the same thresholds used for A&A pensions.

Once the ADDITIONAL DEPENDENT AMOUNT is entered, the amount for each additional dependent can be automatically calculated when the copayment income exemptions are built. However, if the amount for each additional dependent does not have to be calculated, the exemption can be built much faster; therefore, it is advantageous to enter the amount for each dependent.

In the event that the new income thresholds are released or entered after the normal effective date, this package was designed to note exemptions created with thresholds over one year old and to allow automatic recomputation of just those exemptions.

##### Print/Verify Patient Exemption Status

This option will search the BILLING EXEMPTIONS file (#354.1) and compare the currently stored active exemption for each patient against what the system calculates to be the correct exemption status for the patient based on current data from the MAS files.

Once you select a date range, you are asked whether or not you wish to update each incorrect exemption status. If you enter NO, a list of discrepancies is printed without updating the incorrect statuses. If you enter YES, the same report will print and the statuses are updated. Initially, the report should be run without updating the exemptions.

The Manually Change Copay Exemptions (Hardship) option may also be used to update exemptions to the correct status one patient at a time.

This output requires 132 columns. You may wish to queue to print during non-work hours as it can be quite lengthy.

Sample Output

Medication Copayment Exemption Problem Report MAR 17, 1993 09:42 Page 1

Patient PT. ID Error Current Exemption Computed Exemption Action

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

IBpatient,one 000-11-1111 Exemption incorrect 02/10/93 NO INCOME DATA 02/10/93 INCOME<PENSION Nothing Updated

IBpatient,two 000-22-2222 Exemption incorrect 02/17/93 NO INCOME DATA 02/17/93 INCOME<PENSION Nothing Updated

IBpatient,three 000-33-3333 Exemption incorrect 01/25/93 DIS. RETIREMENT 01/25/93 INCOME<PENSION Nothing Updated

There were 3 discrepancies found in 75 exemptions checked.

### MCCR System Definition Menu

The MCCR System Definition Menu is locked with the IB SUPERVISOR security key.

##### Enter/Edit Automated Billing Parameters

The Enter/Edit Automated Billing Parameters option is used to enter or edit the parameters that control automated third party billing. Only entries in the Claims Tracking module will be billed automatically. Currently, only inpatient stays, outpatient encounters, and prescription refills are included in automated billing.

Following is a brief description of the parameters.

AUTO BILLER FREQUENCY

Number of days between each execution of the automated biller. For example, if the auto biller should run once a week, enter 7; if it should run every night, enter 1. If this field is left blank, the auto biller will never run.

INPATIENT STATUS (AB)

This is the status that a PTF record must be in before the automated biller will attempt to create an inpatient bill. The PTF record must be closed before an automated bill can be created.

AUTOMATE BILLING

This parameter controls the automated creation of bills. If this field is set to YES, the bills will be automatically created for possible billable events with no user interaction. If this field is left blank, the earliest auto bill date must be added to each event in Claims Tracking before a bill is automatically created by the auto biller.

BILLING CYCLE

This is the maximum number of days allowed to be billed on a single bill. If this field is left blank, the date range will default to the event date through the end of the month in which the event took place or for inpatient interim bills, the next month after the last interim bill.

Claims Tracking events may be added to the list of events for which an auto bill should be created by adding a date to the earliest auto bill date in Claims Tracking. Events may be removed from the auto biller list by adding a reason not billable or deleting the earliest auto bill date.

DAYS DELAY

This field controls the number of days after the end of the BILLING CYCLE that a bill should be created. This parameter is used at two different points to determine if a bill should be created. The first is when the Claims Tracking entry is first created. At that time, the EARLIEST AUTO BILL DATE will be set to the current date plus the number of DAYS DELAY. The second time this parameter is used is when the auto biller is trying to set up a date range for the events bill. In that case, DAYS DELAY is added to the BILLING CYCLE to determine if the correct amount of time has elapsed for the bill to be created.

For example, if DAYS DELAY is 3 and BILLING CYCLE is 10, a bill will not be created for at least 13 days after the initial entry was created in Claims Tracking. Inpatients are slightly different. If an inpatient is discharged, the auto biller will try to create a bill for that stay DAYS DELAY after the discharge date. The auto biller cannot, however, create a bill until the PTF record is closed. Therefore, the actual delay before bill creation for inpatient bills may be longer than DAYS DELAY.

### Charge Master Menu

##### Enter/Edit Charge Master

This option is used for the maintenance of Third Party rates and charges. It contains the List Manager screens, which display all rate elements/fields. It also includes enter and edit actions so each element can be updated. All edit actions within these screens require the IB SUPERVISOR key.

**Screen Descriptions**

Introduction Screen

This screen displays a brief description of the elements of the Charge Master that may be viewed/edited through this option. You can display/edit rate types, billing rates, charge sets, and rate schedules.

Rate Type Screen

This is a display/edit screen for Billing Rate Types. All Rate Types currently defined are displayed.

Billing Rates Screen

This is a display/edit screen for Billing Rates. All Billing Rates currently defined are displayed. Part of the definition of a Billing Rate includes what types of item the rate’s charges are associated with (Billable Item) and how the charge should be calculated (Charge Method).

Charge Set Screen

This is a display/edit screen for Charge Sets. All Charge Sets currently defined will be displayed. These sets define a sub-set of charges for a Billing Rate. The editing of Charge Sets is restricted to non-critical elements if there are Charge Items defined for the set. Since Revenue Code and Bedsection are required to add charges to a bill, the Default Revenue Code and Default Bedsection are required unless these are defined for each individual Charge Item in the Set.

Charge Item Screen

This is a display/edit screen for Charge Items. These are the actual records of the item and its corresponding charge. This screen displays items that have active charges in a specified date range for the selected Charge Set. All active Charge Items are displayed for a Charge Set with a Billable Item of Bedsection. However, this screen has been specifically limited to displaying either one CPT or one AWP item at a time. The Effective Date is required for all entries and controls when the charge is active. Each item entry overrides any previously effective charge for the item. A Revenue Code is only required if the Revenue Code for the item is different from the Default Revenue Code of the Charge Set.

Billing Regions Screen

This is a display/edit screen for Billing Regions. All Billing Regions currently defined will be displayed. Billing Regions can be set-up which show the set of divisions that are billed the same charges for a particular Billing Rate. A Billing Region need only be defined if the charges for a rate vary by region/locality/division and more than one Region will be billed at the site. Currently only Billing Rates based on CPT charges may vary by region.

Rate Schedule Screen

This is a display/edit screen for Rate Schedules. These schedules link the charges and the types of bills they may be added to. All Rate Schedules currently defined are displayed. Rate Schedules must be defined for both inpatient and outpatient charges for a Rate Type and all Charge Sets that may be charged to that type of bill should be added. A Charge Set can set-up to be automatically added to bills or to require user input before the charges are added. The effective dates should only be added if there is a specific date that billing to the payer can start or stop.

Sample Screens

Introduction May 29, 1997 13:09:26 Page: 1 of 1

Only authorized persons may edit this data: IB SUPERVISOR key required to edit.

Rate Type: Type of Payer.

Billing Rate: Type of Charge.

Charge Set: Charges for a specific Billing Rate, broken down by

type of event to be billed/charged.

Charge Item: The individual items for a Set

and their charge amounts.

Billing Region: The region or divisions the

charges apply to.

Rate Schedule: Definition of charges billable to specific payers.

Link between Charge Sets and Rate Types.

Once the Rate Type is set for a bill, the

Rate Schedule will be used to find all charges to

add to the bill.

Enter ?? for more actions

RS Rate Schedules RT Rate Types

CS Charge Sets BR Billing Rates

Select Action: Quit//

Rate Types May 29, 1997 13:14:25 Page: 1 of 5

This is a Standard file with entries released nationally.

Rate Type: CHAMPUS

Bill Name: CHAMPUS AR Category: CHAMPUS

Abbreviation: CHAMPUS Who's Respns: INSURER

Third Party?: YES RI Statement?: YES

Inactive: NSC Statement?: YES

Rate Type: CHAMPVA REIMB. INS.

Bill Name: REIMBURSABLE INS. AR Category: CHAMPVA THIRD PARTY

Abbreviation: REIM INS Who's Respns: INSURER

Third Party?: YES RI Statement?: YES

Inactive: NSC Statement?: YES

Rate Type: CRIME VICTIM

Bill Name: THIRD PARTY AR Category: CRIME OF PER.VIO.

Abbreviation: CRIME Who's Respns: INSURER

Third Party?: YES RI Statement?:

Inactive: NSC Statement?: YES

+ Enter ?? for more actions

ED Edit Rate Type MS Main Screen EX Exit

Select Action: Next Screen//

Billing Rates May 29, 1997 13:16:47 Page: 1 of 1

Rate Abbrv Distrb Bill Item Chg Mthd

INTERAGENCY IA NATIONAL BEDSECTION COUNT

TORTIOUSLY LIABLE TORT NATIONAL BEDSECTION COUNT

VA COST VA COST NATIONAL VA COST

AMBULATORY SURGERY ASC LOCAL CPT COUNT

AVERAGE WHOLESALE PRICE AWP LOCAL NDC # QUANTITY

CMAC CMAC LOCAL CPT COUNT

Enter ?? for more actions

ED Edit Rate MS Main Screen EX Exit

Select Action: Quit//

Charge Sets May 29, 1997 13:19:06 Page: 1 of 2

Default

Charge Set Bill Event Type Rv Cd Bedsection Region

Billing Rate: AMBULATORY SURGERY

AMB SURG REGION 1 PROC 500 OUTPATIENT

AMB SURG REGION 2 PROC 490 OPT DNTL

Billing Rate: INTERAGENCY

IA-INPT INPT BEDS 001

IA-OPT DENTAL OPT VST DT 512

IA-OPT VST OPT VST DT 500

IA-RX FILL RX FILL 257

Billing Rate: TORTIOUSLY LIABLE

TL-INPT (INCLUSIVE) INPT BEDS 001

TL-INPT (NPF) INPT BEDS INST

TL-INPT (PF) INPT BEDS PROF 960

TL-CAT C OPT COPAY OPT VST DT 500

TL-OPT DENTAL OPT VST DT 512

+ Enter ?? for more actions

CI Charge Items RG Billing Regions BR Billing Rates

ED Edit Charge Set MS Main Screen EX Exit

Select Action: Next Screen//

Charge Items May 29, 1997 13:25:32 Page: 1 of 1

BEDSECTION items billable to Charge Set TL-INPT (INCLUSIVE) on 05/29/97

Default Revenue Code: 001

Charge Item Unit Charge Rv Cd Effective Inactive

ALCOHOL AND DRUG TREATMENT 300.00 05/27/97

BLIND REHABILITATION 973.00 10/01/96

GENERAL MEDICAL CARE 1046.00 10/01/96

INTERMEDIATE CARE 428.00 10/01/96

NEUROLOGY 1014.00 10/01/96

NURSING HOME CARE 288.00 10/01/96

PSYCHIATRIC CARE 501.00 10/01/96

REHABILITATION MEDICINE 822.00 10/01/96

SPINAL CORD INJURY CARE 977.00 10/01/96

SURGICAL CARE 1923.00 10/01/96

Enter ?? for more actions

CD Change Dates CI Change Item BI Billing Item Edit

ED Edit Charge Item MS Main Screen EX Exit

Select Action: Quit//

Billing Regions May 29, 1997 13:34:38 Page: 1 of 1

Sets of divisions covered by the same charges

Region Division

No Billing Regions defined

Enter ?? for more actions

ED Edit Region MS Main Screen EX Exit

Select Action: Quit//

Rate Schedules May 29, 1997 13:37:01 Page: 1 of 4

Link types of payers and charges

Schedule Bill Svs Charge Set(s) Effectiv Inactive Adj

CRIME VICTIM: Inpatient

CV-INPT INPT TL-INPT (NPF)

TL-INPT (PF)

CRIME VICTIM: Outpatient

CV-OPT TL-OPT VST

TL-RX FILL

DENTAL: Outpatient

DNTL-OPT DENTAL TL-OPT DENTAL

HUMANITARIAN: Inpatient

HMN-INPT INPT TL-INPT (INCLUSIVE)

HUMANITARIAN: Outpatient

HMN-OPT TL-OPT VST

TL-RX FILL

+ ~ charges not auto added to bills >>>

ED Edit Schedule MS Main Screen EX Exit

Select Action: Next Screen//

##### Print Charge Master

This option provides reports for all elements of the Charge Master and maintenance of Third Party rates. The full Charge Item report could be lengthy if many items have been added, such as CMAC (CHAMPUS Maximum Allowable Charges) charges.

Sample Output

RATE TYPE LIST MAY 27,1997 08:48 PAGE 1

NSC

THIRD STATEMENT

PARTY ACCOUNTS RECEIVABLE WHO'S REIMB ON UB

NAME BILL NAME INACTIVE ABBREVIATION BILL? CATEGORY RESPONSIBLE INS? BILLS

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

CHAMPUS CHAMPUS CHAMPUS YES CHAMPUS INSURER YES YES

CHAMPVA REIMB. INS. REIMBURSABLE INS. REIM INS YES CHAMPVA THIRD PARTY INSURER YES YES

CRIME VICTIM THIRD PARTY CRIME YES CRIME OF PER.VIO. INSURER NO YES

DENTAL DENTAL DENTAL NO EMERGENCY/HUMANITARI PATIENT YES YES

HUMANITARIAN HUMANITARIAN HUMAN NO EMERGENCY/HUMANITARI PATIENT NO NO

INTERAGENCY INTERAGENCY INTER YES INTERAGENCY OTHER (INST YES

MEANS TEST/CAT. C MEANS TEST/CAT. C NO MT/CAT C NO C (MEANS TEST) PATIENT NO YES

MEDICARE ESRD MEDICARE ESRD MEDICARE YES INTERAGENCY OTHER (INST NO YES

MILITARY MILITARY NO MIL YES INTERAGENCY OTHER (INST YES

NO FAULT INS. NO FAULT INS. NO FAULT YES REIMBURS.HEALTH INS. INSURER NO YES

REIMBURSABLE INS. REIMBURSABLE INS. REIM INS YES REIMBURS.HEALTH INS. INSURER YES YES

SHARING AGREEMENT SHARING AGREEMENT SHARING YES SHARING AGREEMENTS OTHER (INST YES

##### Activate Revenue Codes

The Activate Revenue Codes option allows users to activate the revenue codes which their sites have chosen to use for third party billing.

The revenue codes are provided by the National Uniform Billing Committee. The full set of 999 codes is sent to each site. All codes have an INACTIVE status when received. The site chooses which codes they wish to use for billing purposes by activating them through this option. Some of the codes are reserved for national assignment (no definition as yet). These reserve codes cannot be activated. Only activated revenue codes may be selected during the billing process.

Adding codes to or deleting them from the REVENUE CODE file is NOT allowed.

##### Enter/Edit Billing Rates

The Enter/Edit Billing Rates option is used to edit billing rates for per diem rates; the Medicare deductible (this is the only place the Medicare deductible is entered); the HCFA ambulatory surgery rates, pharmacy copayment amounts, and CHAMPVA subsistence rates that are used in the automatic calculation of costs when preparing a third party bill.

Although the option allows entry of new rates, it should only be used for editing and for the entry of duplicate rates. Duplicate rates are those where two different rates are used for the same revenue code/bedsection/effective date dependent on payor. All other new billing rates should be entered through the Fast Enter New Billing Rates option.

If YES is answered at the "NON-STANDARD RATE" prompt, that billing rate will only be used with insurance companies where the selected revenue code has been listed in the DIFFERENT REVENUE CODES TO USE field of the INSURANCE COMPANY file.

You may enter an additional amount as well as the basic amount to be charged for all rates. This is a fixed additional dollar amount that will be added to the basic charge after it has been computed. An example would be the additional charge of $200 added to HCFA Ambulatory Surgery rate groups for inter-ocular lens implants.

Accuracy in entering billing rates is critical. Incorrect entries will result in erroneous bills. After new rates are entered, it is suggested you print the Billing Rates List (Billing Rates List option on the Management Reports Menu) to verify that all entries are correctly recorded.

##### Flag Stop Codes/Dispositions/Clinics

Outpatient encounters recorded in the Scheduling package as either registrations or "stand-alone" stop codes will be billed automatically as those events are checked out. The Flag Stop Codes/Dispositions/Clinics option is used to flag/unflag those stop codes and dispositions which should not be billed. The option may also be used to flag clinics where Means Test billing is not appropriate.

If you make more than one selection, you will be given the opportunity to review the selections and deselect any, if necessary. All selections will be assigned the same effective date and billable status.

Note that once a selection has been flagged as non-billable, it may later be flagged as billable if it is subsequently determined it would be appropriate to continue billing.

##### Flag Stop Codes/Clinics for Third Party

*Non-billable* stop codes or clinics are those that should not be billed to a Third Party payer. By default, if a stop code or clinic is non-billable, it will not be billed by the auto biller; and therefore, is non-auto billable.

*Non-auto billable* stop codes or clinics are those that may be billable to a Third Party payer, but the auto biller should not be used for billing. These are visits that may need more research than can be performed by the auto biller to determine if they *are* billable.

These parameters are flagged by date and may be inactivated and reactivated.

##### Insurance Company Entry/Edit

The Insurance Company Entry/Edit option is used to enter new insurance companies into the INSURANCE COMPANY file and edit data on existing companies. An insurance company must be in the INSURANCE COMPANY file before it can be entered into a patient's record.

When entering new insurance companies, you will be prompted for the company street address, city, and whether or not the company will reimburse for treatment.

Following is a listing of the actions found on the screen in this option and a brief description of each. Once an action has been selected, <??> may be entered at most of the prompts that appear for lists of acceptable responses or instruction on how to respond.

**Insurance Company Editor Screen**

Once the insurance company is selected, this screen is displayed listing the following groups of information for that company: billing parameters, main mailing address, inpatient claims office data, outpatient claims office data, prescription claims office data, appeals office data, inquiry office data, remarks, and synonyms.

BP Billing Parameters - Allows you to add/edit the billing parameters for the selected insurance company.

MM Main Mailing Address - Allows you to add/edit the company's main mailing address. The address entered here will automatically be entered for the other office addresses.

IC Inpt Claims Office - Allows you to add/edit the company's inpatient claims office name, address, phone and fax numbers.

OC Opt Claims Office - Allows you to add/edit the company's outpatient claims office name, address, phone and fax numbers.

PC Prescr Claims Of - Allows you to add/edit the company's prescription claims office name, address, phone and fax numbers.

AO Appeals Office - Allows you to add/edit the company's appeals office name, address, phone and fax numbers.

IO Inquiry Office - Allows you to add/edit the company's inquiry office name, address, phone and fax numbers.

RE Remarks - Allows the user to enter comments concerning the selected insurance company.

SY Synonyms - Allows you to add/edit any synonyms for the selected company.

EA Edit All - Lists editable fields line by line for quick data entry.

AI (In)Activate Company - Allows you to activate/inactivate the selected insurance company. This may be used to inactivate duplicate companies in the system. When an insurance company is no longer valid, it is important to inactivate the company rather than delete it from the system. The IB INSURANCE SUPERVISOR security key is required. Once a company has been inactivated, it may not be selected when entering billing information.

You may also obtain a report of patients insured by a given company through this action.

CC Change Insurance Co. - Allows you to change to another company without returning to the beginning of the option.

DC Delete Company - Allows you to delete an entry from the Insurance Company (#36) file. If claims have been submitted to the company, another company must be selected in which to point all claims and receivables information.

*PL Plans* *(accesses Insurance Plan List screen)* - Allows you to display and change plan attributes associated with the insurance company.

**Insurance Plan List Screen**

This screen lists all plans (active and inactive, group and individual) for the selected insurance company.

**Actions**

*VP View/Edit Plan (accesses the View/Edit Plan screen)* - Allows you to display/change plan detailed information.

IP Inactive Plan - Allows you to inactivate an insurance plan, or move subscribers from multiple insurance plans into one master plan.

*AB Annual Benefits - (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy.

**Annual Benefits Editor Screen**

Once the benefit year is selected, this screen is displayed listing all the benefits for the selected insurance policy and benefit year. Benefit categories may include inpatient benefits, outpatient benefits, mental health, home health care, hospice, rehabilitation, and IV management.

**Actions**

PI Policy Information - Allows entry/edit of maximum out of pocket and ambulance coverage.

IP Inpatient - Allows entry/edit of inpatient benefits data.

OP Outpatient - Allows entry/edit of outpatient benefits data.

MH Mental Health - Allows entry/edit of mental health inpatient and outpatient benefits data.

HH Home Health - Allows entry/edit of home health care benefits data.

HS Hospice - Allows entry/edit of hospice benefits data.

RH Rehab - Allows entry/edit of rehabilitation benefits data.

IV IV Mgmt. - Allows entry/edit of intravenous management benefits data.

EA Edit All - Lists editable fields line by line for quick data entry.

CY Change Year - Allows you to change to another benefit year.

**View/Edit Plan Screen**

This screen displays plan information for viewing/editing including utilization review info, plan coverage limitations, annual benefit dates, user information, and plan comments.

**Actions**

PI Policy Information - Allows entry/edit of maximum out of pocket and ambulance coverage.

UI UR Info - Allows entry/edit of utilization review information.

CV Add/Edit Coverage - Allows you to add or edit coverage limitations for a specific plan.

PC Plan Comments - Allows editing of comments for the plan.

IP Inpatient - Allows entry/edit of inpatient benefits data.

*AB Annual Benefits - (accesses Annual Benefits Editor screen)* - Used to enter annual benefits data for the selected policy.

CP Change Plan - Allows you to select another plan for this insurance company without having to exit back to the previous screen.

Sample Screen

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:19:25 Page: 1 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  --------------------------------------------------------------------------------  Billing Parameters  Signature Required?: YES Type Of Coverage: HEALTH INSURAN  Reimburse?: WILL NOT REIMBURSE Billing Phone:  Mult. Bedsections: YES Verification Phone:  One Opt. Visit: NO Precert Comp. Name:  Diff. Rev. Codes: Precert Phone:  Amb. Sur. Rev. Code:  Rx Refill Rev. Code:  Filing Time Frame: (1 YEAR(S))    EDI Parameters  Transmit?: YES-LIVE Insurance Type: GROUP POLICY  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:24:58 Page: 2 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Inst Payer Primary ID: Prof Payer Primary ID:  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Inst Payer Sec ID Qual: Prof Payer Sec ID Qual:  Inst Payer Sec ID: Prof Payer Sec ID:  Bin Number: Prnt Sec/Tert Auto Claims:  HPID/OEID: Prnt Med Sec Claims w/o MRA: YES    Main Mailing Address  Street: City/State:  Street 2: Phone:  Street 3: Fax:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:26:11 Page: 3 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------      Inpatient Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Outpatient Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:26:53 Page: 4 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Street 2: Phone:  Fax:      Prescription Claims Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Appeals Office Information  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

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| --- |
| Insurance Company Editor Nov 26, 2014@12:27:16 Page: 5 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:      Inquiry Office Information  Company Name: INSURANCE COMPANY Street 3:  Street: City/State:  Street 2: Phone:  Fax:    +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:27:39 Page: 6 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------    Associated Insurance Companies  This insurance company is not defined as either a Parent or a Child.      Provider IDs  Billing Provider Secondary ID    Additional Billing Provider Secondary IDs    VA-Laboratory or Facility Secondary IDs    +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:27:51 Page: 7 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------    ID Parameters  Attending/Rendering Provider Secondary ID Qualifier (1500):  Attending/Rendering Provider Secondary ID Qualifier (UB-04):  Attending/Rendering Secondary ID Requirement: NONE REQUIRED  Referring Provider Secondary ID Qualifier (1500): UPIN  Referring Provider Secondary ID Requirement: NONE  Use Att/Rend ID as Billing Provider Sec. ID (1500): NO  Use Att/Rend ID as Billing Provider Sec. ID (UB-04): NO  Always use main VAMC as Billing Provider (1500)?: NO  Always use main VAMC as Billing Provider (UB-04)?: NO  Transmit no Billing Provider Sec. ID for the Electronic Plan Types:  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |

|  |
| --- |
| Insurance Company Editor Nov 26, 2014@12:28:12 Page: 8 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------      Payer Information: e-IV  Payer Name: INSURANCE COMPANY  VA National ID: VA1 CMS National ID:    Payer Application: eIV FSC Auto-Update: YES  National Active: YES Deactivated: NO  Local Active: YES      Remarks  +---------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Next Screen// |
| Insurance Company Editor Nov 26, 2014@12:28:30 Page: 9 of 9  Insurance Company Information for: INSURANCE COMPANY  Type of Company: HEALTH INSURANCE Currently Active  +-------------------------------------------------------------------------------  6/05 Will not pay for Omeprazole/Prilosec..jc  1/1/04 All XXXXX are combined to this one this year and an all inclusive  # is xxx-xxx-xxxx..ID# are changing over to W + 9 digits now too..jc  This insurance carrier entry and phone number is inclusive for the  'Bxxxxx Company'. mdm    Synonyms  XXX  ----------Enter ?? for more actions------------------------------------------>>>  BP Billing/EDI Param IO Inquiry Office EA Edit All  MM Main Mailing Address AC Associate Companies AI (In)Activate Company  IC Inpt Claims Office ID Prov IDs/ID Param CC Change Insurance Co.  OC Opt Claims Office PA Payer DC Delete Company  PC Prescr Claims Of RE Remarks VP View Plans  AO Appeals Office SY Synonyms EX Exit  Select Action: Quit// |

##### List Flagged Stop Codes/Dispositions/Clinics

The List Flagged Stop Codes/Dispositions/Clinics option is used to generate a list of all stop codes, dispositions, and clinics which have been flagged as not being billable for Means Test billing.

You are prompted for the effective date of the list and a device. The output contains a separate page for non-billable dispositions, stop codes, and clinics.

Sample Output

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

LIST OF NON-BILLABLE DISPOSITIONS

As Of: 12/16/93

Page: 1

Run Date: 12/16/93

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

DEAD ON ARRIVAL

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

LIST OF NON-BILLABLE CLINIC STOP CODES

As Of: 12/16/93

Page: 2

Run Date: 12/16/93

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

EMPLOYEE HEALTH

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

LIST OF NON-BILLABLE CLINICS

As Of: 12/16/93

Page: 3

Run Date: 12/16/93

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

ALLERGY RESEARCH

##### List Flagged Stop Codes/Clinics for Third Party

This output is used to generate a list of all stop codes and clinics that are flagged through the Flag Stop Codes/Clinics for Third Party option as *non-billable* or *non-auto billable*. These flags can be deactivated and reactivated through the above mentioned option.

*Non-billable* stop codes or clinics are those that should not be billed to a Third Party payer. By default, if a stop code or clinic is non-billable, it will not be billed by the auto biller; and therefore, is non-auto billable.

*Non-auto billable* stop codes or clinics are those that may be billable to a Third Party payer, but the auto biller should not be used for billing. These are visits that may need more research than can be performed by the auto biller to determine if they *are* billable.

Sample Output

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

LIST OF CLINIC STOP CODES FLAGGED FOR THIRD PARTY BILLING

As Of: 10/01/96

Page: 1

Run Date: 10/01/96

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

NON-BILLABLE

AMPUTATION CLINIC CARDIAC SURGERY

CARDIOVASCULAR NUCLEAR MED CWT SUBSTANCE ABUSE

CWT/TR-HCMI CWT/TR-SUBSTANCE ABUSE

EMPLOYEE HEALTH ENT

RMS COMPENSATED WORK THERAPY RMS COMPENSATED WORK THERAPY

RMS INCENTIVE THERAPY RMS INCENTIVE THERAPY

RMS VOCATIONAL ASSISTANCE RMS VOCATIONAL ASSISTANCE

TELEPHONE TRIAGE TELEPHONE/ALCOHOL DEPENDENCE

TELEPHONE/ANCILLARY TELEPHONE/DENTAL

TELEPHONE/DIAGNOSTIC TELEPHONE/DIALYSIS

TELEPHONE/DRUG DEPENDENCE TELEPHONE/GENERAL PSYCHIATRY

TELEPHONE/MEDICINE TELEPHONE/PROSTHETICS/ORTHOTIC

Enter RETURN to continue or '^' to exit: <RET>

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

LIST OF CLINIC STOP CODES FLAGGED FOR THIRD PARTY BILLING

As Of: 10/01/96

Page: 2

Run Date: 10/01/96

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

TELEPHONE/PTSD TELEPHONE/REHAB AND SUPPORT

TELEPHONE/SPECIAL PSYCHIATRY TELEPHONE/SUBSTANCE ABUSE

TELEPHONE/SURGERY

NOT AUTO BILLED

GENERAL MEDICINE

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

LIST OF CLINICS FLAGGED FOR THIRD PARTY BILLING

As Of: 10/01/96

Page: 3

Run Date: 10/01/96

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

NON-BILLABLE

No clinics are flagged as NON-BILLABLE

NOT AUTO BILLED

GENERAL MEDICAL

##### Billing Rates List

The Billing Rates List option will print a list of billing rates for a selected date range. It is an efficient way to verify that all billing rate entries have been entered correctly.

The output generated by this option displays the CHAMPVA, Health Care Finance Administration (HCFA) ambulatory surgery rates, Medicare deductible, and copayments. The effective date, amount (basic rate), and additional amount will be shown for each rate, if applicable. Certain ambulatory surgeries may be billed at the HCFA rate. The amount shown (if any) in the "Additional Amount" column is an extra amount which may be charged for all procedures within that rate group. The amount shown under "Inpatient Per Diem" and "NHCU Per Diem" is the daily charge for Category C patients.

Any billing rate that is effective for any date within the selected range is displayed. If more than one rate was effective within the date range, both rates are displayed.

Sample Output

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 1

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

CHAMPVA LIMIT

Effective Date Amount Additional Amount

OCT 01, 1991 $25

CHAMPVA SUBSISTENCE

Effective Date Amount Additional Amount

OCT 01, 1994 $9.50

HCFA AMB. SURG. RATE 1

Effective Date Amount Additional Amount

JAN 01, 1992 $285

HCFA AMB. SURG. RATE 2

Effective Date Amount Additional Amount

JAN 01, 1992 $382

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 2

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

HCFA AMB. SURG. RATE 3

Effective Date Amount Additional Amount

JAN 01, 1992 $438

HCFA AMB. SURG. RATE 4

Effective Date Amount Additional Amount

JAN 01, 1992 $539

HCFA AMB. SURG. RATE 5

Effective Date Amount Additional Amount

JAN 01, 1992 $615

HCFA AMB. SURG. RATE 6

Effective Date Amount Additional Amount

JAN 01, 1992 $580 $200

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 3

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

HCFA AMB. SURG. RATE 7

Effective Date Amount Additional Amount

JAN 01, 1992 $853

HCFA AMB. SURG. RATE 8

Effective Date Amount Additional Amount

JAN 01, 1992 $705 $200

HCFA AMB. SURG. RATE 9

Effective Date Amount Additional Amount

JAN 01, 1992 $0

INPATIENT PER DIEM

Effective Date Amount Additional Amount

OCT 01, 1990 $10

JUN 11,1997 \*\*\*Billing Rates Listing\*\*\* PAGE 4

Rates in effect from: JAN 01, 1997

to: JUN 11, 1997

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

MEDICARE DEDUCTIBLE

Effective Date Amount Additional Amount

JAN 01, 1996 $736

NHCU PER DIEM

Effective Date Amount Additional Amount

OCT 01, 1990 $5

NSC PHARMACY COPAY

Effective Date Amount Additional Amount

OCT 01, 1992 $2

JUN 09, 1997 $5.00 $2.00

SC PHARMACY COPAY

Effective Date Amount Additional Amount

OCT 01, 1990 $2

##### MCCR Site Parameter Enter/Edit

The MCCR Site Parameter Enter/Edit option allows the user to define and edit the MCCR site specific billing parameters. The parameters are displayed upon entering the option. They are divided into groups for editing. Each group is labeled with a number to the left of the data items. Some values may be filled in by the system.

**Group 1:** The medical center name is automatically filled in and is not editable. The federal tax number is the tax ID# assigned to the medical center and is a required field. There may be more than one Blue Cross/Blue Shield provider number assigned to a site for different categories of care. The main Blue Cross/Blue Shield provider number should be entered here. This is a required field. The Medicare provider number is furnished to your facility by Medicare. The MAS Service Pointer is Medical Administration Service the way it is entered in your HOSPITAL SERVICE file. The default division will appear as the default to the division question when entering Billable Ambulatory Surgical Codes on a bill.

**Group 2:** The name and title of bill signer will appear on the third party billing form. The billing supervisor name does not appear on the form. This is used in conjunction with the Bill Cancellation and Bill Disapproval Mail Groups. If these groups are not specified, the billing supervisor will be one of the few recipients of both messages.

**Group 3:** The Multiple Form Types parameter should be set to YES if your facility uses more than one health insurance billing form. UB forms and HCFA-1500 are the forms currently available. If this field is left blank or answered NO, only UB forms will be allowed. Beginning with version 1.5 of Integrated Billing, the review step of creating a bill has been eliminated. If the CAN INITIATOR AUTHORIZE parameter is set to YES and the initiator holds the IB AUTHORIZE security key, the initiator of the bill will be allowed to authorize the bill. If this parameter is set to NO, another user who holds the IB AUTHORIZE key will have to authorize the bill.

The CAN CLERK ENTER NON-PTF CODES parameter affects editing of diagnosis and procedure codes on inpatient bills. If this parameter is set to YES, diagnosis and procedure codes not found in the PTF record may be entered into the billing record. The ASK HINQ IN MCCR parameter, if set to YES, will allow the billing clerk to enter a request in the HINQ Suspense file while entering a bill for a patient whose eligibility has not been verified. If set to YES, the USE OP CPT SCREEN parameter will allow the Current Procedural Terminology Codes Screen for outpatient bills to be displayed on Billing Screen 5. The date range of this listing will be determined by the OP VISIT DATE(S) on file in the bill. If there are none, the STATEMENT COVERS FROM and TO dates will be used to determine which CPT codes can be selected for inclusion in the bill.

When billing Billable Ambulatory Surgical Codes (BASC), the entry at the DEFAULT AMB SURG REV CODE parameter will be the default revenue code stored in the bill. If this is not appropriate for any particular insurance company, the AMBULATORY SURG. REV. CODE field in the Insurance Company file may be entered and used for that particular insurance company entry.

CPT procedures may be stored as ambulatory procedures in the Scheduling Visits file (using the Add/Edit Stop Code option), and they may be stored in the billing record as procedures to print on a bill. There is now a two way sharing of information between these two files. If the TRANSFER PROCEDURES TO SCHED parameter is answered YES, as CPT procedures that are also ambulatory procedures are entered into a bill, the user will be prompted to indicate whether they should also be transferred to the Scheduling Visits file. Conversely, the USE OP CPT SCREEN parameter allows importing of ambulatory procedures into a bill. Only CPT procedures that are either Billable Ambulatory Surgical Codes or nationally or locally active ambulatory procedures may be transferred.

The per diem start date is the date that your facility informed Category C patients of the new per diem charges and began per diem billing. This field represents the earliest date for which the hospital or nursing home per diem charge may be billed to a Category C patient. This billing is mandated by Public Law 101-508, which was implemented on November 5, 1990. Please note that per diem billing will not occur if this field is blank.

A default revenue code, diagnosis code, and CPT procedure code can be set to be used on every bill that has prescription refills. The revenue code default will be overridden by the PRESCRIPTION REFILL REV. CODE for an insurance company, if one exists. Only activated revenue codes can be entered.

Set the SUPPRESS MT INS BULLETIN parameter to YES to suppress the bulletin sent when any Means Test charge covered by the patient's health insurance is billed.

**Group 4:** This number is the revenue code for total charges. If the HOLD MT BILLS W/INS parameter is answered YES, automated Category C bills will automatically be placed on hold if the patient has active insurance. The bills may be released to Accounts Receivable after claim disposition from the insurance company. The next parameter allows the user to enter remarks to appear on every printed UB billing form type. The UB-92 Address Col and HCFA 1500 Addr Col parameters determine where the mailing address will begin printing on the billing form. The cancellation remark is the message which will be sent to Fiscal Service every time a bill is cancelled in MAS.

The next two parameters in this group allow mail groups to be set up so that whenever a bill is cancelled or disapproved, members of these groups are notified via electronic mail. If these groups are not specified, only the billing supervisor, user who cancelled/disapproved, and the initiator of the bill (for disapproval message only) will be notified. The Copay Background Error group is the mail group that will receive mail messages from the IBE filer when an unsuccessful attempt to file is detected. The Category C Billing mail group members will receive messages when Means Test/Category C billing processing errors have been encountered, and when movements and Means Tests for Category C patients have been edited or deleted. The mail groups must have been established through MailMan in order to be entered at these prompts.

**Group 5:** The agent cashier's mailing symbol, complete address, and telephone number are specified here. The street address will not appear on the screen. All billing payments made to the site should be received at the agent cashier's office.

The default form type is the form most commonly used at your facility (UB-82 or UB-92). All new bills and all follow-up bills will be printed on this form unless the primary insurer has the other UB form defined as their form type. The default form type parameter helps to control the transition between the UB-82 and the UB-92.

The MCCR System Definition Menu and this option is locked with the IB SUPERVISOR security key.

If necessary, please refer to the Data Supplement at the end of this option documentation for an explanation of the required response for each parameter.

Sample Screen

MEDICAL CARE COST RECOVERY PARAMETER ENTER/EDIT

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

[1] Medical Center Name: SAN DIEGO Federal Tax # : 13-8887799

Default BC/BS # : 1029765384123 Medicare Number : 12332143

MAS Service Pointer: MEDICAL ADMIN. Default Division : SAN DIEGO

[2] Bill Signer Name : HARVEY Title: CHIEF, MAS

Billing Supervisor : PATRICIA

[3] Multiple Form Types: YES Initiator Authorize: YES

Use Non-PTF Codes? : UNSPECIFIED Ask Hinq in MCCR?: UNSPECIFIED

Use OP CPT Screen? : UNSPECIFIED Default ASC Rev. Cd: 490

Xfer Proc to Sched?: YES Per Diem Start Date: NOV 5, 1990

Default RX Rev. Cd : 257 Suppress MT Ins Bulletin: UNSPECIFIED

Default RX Dx Cd : V68.1 Default RX CPT Cd: 99070

[4] '001' for Total? : YES Hold MT Bills W/Ins: YES

Remark on each bill: TEST BILL UB-92 Address Col: UNSPECIFIED

Cancellation Remark: TESTING HCFA 1500 Addr Col: 25

Cancelled Mailgroup: PTF Disap. Mailgroup: PTF

Copay Mailgroup : IB ERROR Cat C Mailgroup: IB CAT C

[5] Agent Cashier : ISC-04

Phone : 518-562-4307 Default Form Type : UB-92

Enter 1-5 to EDIT, or '^' to QUIT:

DATA SUPPLEMENT

|  |  |
| --- | --- |
| AGENT CASHIER MAIL SYMBOL | Mailing symbol of agent cashier at your facility. |
|  |  |
| AGENT CASHIER STREET ADDRESS | Mailing address of agent cashier at your facility. |
| AGENT CASHIER CITY |  |
| AGENT CASHIER STATE |  |
| AGENT CASHIER ZIP CODE |  |
|  |  |
| AGENT CASHIER PHONE NUMBER | Telephone number of agent cashier at your facility. |
|  |  |
| ASK HINQ IN MCCR | YES or NO: Allow billing clerk to enter a request in the HINQ Suspense file while entering a bill for a patient whose eligibility is not verified. |
|  |  |
| BILL CANCELLATION MAIL GROUP | Specify the mail group you want notified whenever a third party bill is cancelled. |
|  |  |
| BILL DISAPPROVED MAIL GROUP | Specify the mail group you want notified whenever a third party bill is disapproved. |
|  |  |
| BILLING SUPERVISOR NAME | Name of billing supervisor at your facility. |
|  |  |
| BLUE CROSS/SHIELD PROVIDER # | Main provider number (3 - 13 characters). |
|  |  |
| CAN CLERK ENTER NON-PTF CODES | YES or NO - Can diagnosis and procedure codes not found in the PTF record be entered into the billing record. |
|  |  |
| CAN INITIATOR AUTHORIZE | YES or NO - Beginning with Version 1.5 of Integrated Billing, the review step of creating a bill has been eliminated. If this parameter is answered YES and the initiator holds the IB AUTHORIZE key, the initiator of the bill will be allowed to authorize the bill. If this field is answered NO, another user who holds the IB AUTHORIZE key must authorize the bill. |

|  |  |
| --- | --- |
|  |  |
| CANCELLATION REMARK FOR FISCAL | Remark (reason for cancellation, 3-75 characters) which will be sent to Fiscal Svc. every time a bill is cancelled in MAS. |
|  |  |
| CATEGORY C BILLING MAIL GROUP | Members of this mail group will receive messages when Means Test/Category C billing processing errors have been encountered, and when movements and Means Tests for Category C patients have been edited or deleted. |
|  |  |
| COPAY BACKGROUND ERROR GROUP | This is the mail group that will receive mail messages from the IBE filer when an unsuccessful attempt to file is detected. |
|  |  |
| DEFAULT AMB SURG REV CODE | When billing BASCs (Billable Ambulatory Surgical Codes), this will be the default revenue code stored in the bill. If this is not appropriate for any particular insurance company, the AMBULATORY SURG. REV. CODE field in the Insurance Company file may be used for that particular insurance company entry. |
|  |  |
| DEFAULT DIVISION | This field will appear as the default answer to the division question when entering Billable Ambulatory Surgeries on a bill. |
|  |  |
| DEFAULT FORM TYPE | Enter the form type most commonly used at your facility. Choose from UB-82 or UB-92. |
|  |  |
| DEFAULT RX REFILL CPT | Enter a CPT procedure code that should be printed on every bill that contains RX refills. If entered, this procedure will automatically be added to every bill that has a prescription refill. |
|  |  |
| DEFAULT RX REFILL DX | Enter a diagnosis code that should be added to every RX refill bill. If entered, this diagnosis will automatically be added to every bill that has a prescription refill. |
|  |  |
| DEFAULT RX REFILL REV CODE | Enter the revenue code that should be used for RX refills. This default will be over-ridden by the PRESCRIPTION REFILL REV. CODE for an insurance company, if one exists. Only activated revenue codes can be selected. |

|  |  |
| --- | --- |
|  |  |
| FEDERAL TAX NUMBER | Enter the federal tax number for your facility in NN-NNNNNNN format. |
|  |  |
| HCFA 1500 ADDRESS COLUMN | This is the column the mailing address should begin printing on row 1 of the HCFA-1500 form. |
|  |  |
| HOLD MT BILLS W/INS | If this parameter is answered YES, the automated Category C bills will automatically be placed on hold for patients with active insurance. The bills may be released to Accounts Receivable after claim disposition from the insurance company. |
|  |  |
| MAS SERVICE POINTER | Medical Administration Service as it is entered in your HOSPITAL SERVICE file. |
|  |  |
| MEDICARE PROVIDER NUMBER | Provided by Medicare to your facility (1-8 characters). This number will print in Form Locator 7 on the UB-82 form. |
|  |  |
| MULTIPLE FORM TYPES | YES or NO - Set this field to YES if your facility uses more than one type of health insurance form. The UB forms and the HCFA-1500 are the form types currently available. If this parameter is set to NO or left blank, only UB forms will be allowed. |
|  |  |
| NAME OF CLAIM FORM SIGNER | Name of person responsible for signing |
|  |  |
| PER DIEM START DATE | This is the date that your facility informed Category C patients of the new per diem charges and began per diem billing. Per diem billing will not occur if this field is left blank. |
|  |  |
| PRINT '001' FOR TOTAL CHARGES | YES or NO - Print '001' (revenue code for total charges) next to total charges on third party bill. |
|  |  |
| REMARKS TO APPEAR ON EACH FORM | Facility specific remarks to print on every UB type bill. |
|  |  |
| SUPPRESS MT INS BULLETIN | YES or NO - Set this parameter to YES to suppress the bulletin sent when any Means Test charge covered by the patient's health insurance is billed. |

|  |  |
| --- | --- |
|  |  |
| TITLE OF CLAIM FORM SIGNER | Title of person responsible for signing |
|  |  |
| TRANSFER PROCEDURES TO SCHED | YES or NO - If this parameter is answered |
|  |  |
| UB-92 ADDRESS COLUMN | This is the column on which the mailing address should begin printing on the UB-92. |
|  |  |
| USE OP CPT SCREEN | YES or NO - Allow Current Procedural Terminology Codes Screen to appear when editing procedure codes on Screen 5. The screen will list CPT codes for the dates associated with the bill. |

##### Purge Insurance Buffer

When a Buffer entry is processed, most of the data is immediately deleted from that entry leaving only a stub entry for tracking and reporting purposes. This option deletes Insurance Buffer entries that were processed (accepted or rejected) before the selected date. A minimum of 1 year of buffer processed records is maintained on line; therefore, the latest selectable date is one year prior to the current date.

Sample Screen

INSURANCE BUFFER PURGE

This option will purge Buffer file records Processed before a given date.

When a Buffer record is Processed a stub entry remains in the Buffer file

for tracking and reporting purposes. This option deletes all stub entries

of Buffer records processed at least a year ago. Once a record is purged,

it can not be retrieved and will no longer be included in Buffer reports.

To maintain a record of the Buffer activity, consider printing the Buffer

reports for the date range you are going to be purging.

Purge Buffer Records Processed Before: Nov 05, 1997// 6/1/97 (JUN 01, 1997)

Ok to Purge Buffer records Processed before Jun 01, 1997? y YES

Purge of Insurance Buffer queued for this evening at 8:00pm.

##### MCCR Site Parameter Display/Edit

Parameter Group Security Key Required

IB Site Parameters IB PARAMETER EDIT

Claims Tracking Parameters IB PARAMETER EDIT IB PARAMETER EDIT

Third Party Auto Billing Parameters IB PARAMETER EDIT

Insurance Verification IB SUPERVISOR

MCCR SITE PARAMETERS IB PARAMETER EDIT

This option consolidates parameters from the Enter/Edit IB Site Parameters, MCCR Site Parameter Enter/Edit, Claims Tracking Parameter Edit, and Enter/Edit Automated Billing Parameters options. The initial screen lists three parameter groups.

Following is a list of the screens, the actions they provide, and a brief description of each action. Actions shown in *italics* access other screens.

**MCCR Site Parameters Screen**

*IB Site Parameters* - accesses the IB Site Parameter screen which displays general Integrated Billing site parameters.

*Claims Tracking Parameters* - accesses the Claims Tracking Parameters screen which displays parameters specific to the set-up and control of Claims Tracking functions.

*Third Party Auto Billing Parameters* - accesses the Automated Billing Parameters screen which displays the control parameters for the Third Party Automated Biller.

*Insurance Verification* - accesses the IV site parameters screen. More detail in the IV site parameters is provided in the eIV User Guide, Section 2.

**IB Site Parameters Screen**

Descriptions for most of the parameters included on this screen can be found in the Enter/Edit IB Site Parameters and MCCR Site Parameter Enter/Edit option documentation. Following is a description of the six parameters (group 12) used to configure the Tricare Pharmacy billing interfaces that are user set. The other seven parameters in this group that appear on the right hand side of the screen are set by the system.

Rx Billing Port - This is the logical port that is opened to establish a TCP/IP connection with the RNA package to submit Pharmacy claims. This is normally a number between 2000 and 10000. The number that is selected is programmed into the RNA package, as this is the port that the RNA package constantly polls for input from V*IST*A. The Billing port must be entered to start the billing engine.

AWP Update Port - This is the logical port that is opened to establish a TCP/IP connection with the RNA package to receive AWP updates. This is normally a number between 2000 and 10000. This number is also programmed into the RNA package, as it is the port through which the RNA package transmits the AWP updates. This port number must be different from the Billing port number, or the background job to receive AWP updates will not be queued to run.

TCP/IP Address - This is the TCP/IP address used to reach the RNA package. This address is usually determined by the facility systems manager and supplied to RNA on the Plan Installation Worksheet. This address must be entered to start the billing engine.

Task UCI,VOL - This is UCI and Volume set on which the queued background jobs should run. If this field has no value (i.e., for Alpha sites), the jobs will be queued to run on the current UCI and Volume.

AWP Charge Set - This is the Charge Set within the Charge Master which was used to load the AWP. The interface must know which Charge Set should be used to extract a unit price for a specific NDC number (drug). A valid Charge Set must be entered to start the billing engine.

Prescriber ID - This is the DEA number assigned to your facility, which you should determine prior to the installation of the RNA package. This number must be submitted with the Pharmacy Billing transaction. The number must be entered to start the billing engine.

Edit Set - This action allows you to view/edit the fields included in the 12 sets displayed.

**Claims Tracking Parameters Screen**

Descriptions of the parameters included on this screen can be found in the Claims Tracking Parameter Edit option documentation.

Tracking - allows you to edit the data displayed under the Tracking Parameters heading. These parameters control which episodes of care are added to Claims Tracking.

Random Sample - allows you to edit the data displayed under the Random Sample Parameters heading. These parameters control the selection of random samples.

General - allows you to edit the data displayed under the General Parameters heading.

Edit All - allows you to edit all data displayed on the Claims Tracking Parameters screen.

**Automated Billing Parameters Screen**

Descriptions of the parameters included on this screen can be found in the Enter/Edit Automated Billing Parameters option documentation.

General - allows you to edit the data displayed under the General Parameters heading.

Inpatient - allows you to edit the data displayed under the Inpatient Admission heading. These parameters control if and when inpatient episodes of care are processed by the Third Party automated biller.

Outpatient - allows you to edit the data displayed under Outpatient Visit the heading. These parameters control if and when outpatient visits are processed by the Third Party automated biller.

Prescription - allows you to edit the data displayed under the Prescription Refill heading. These parameters control if and when prescription refills are processed by the Third Party automated biller.

Sample Screens

MCCR Site Parameters May 13, 1996 10:45:52 Page: 1 of 1

Display/Edit MCCR Site Parameters.

Only authorized persons may edit this data.

IB Site Parameters Claims Tracking Parameters

Facility Definition General Parameters

Mail Groups Tracking Parameters

Patient Billing Random Sampling

Third Party Billing

Third Party Auto Billing Parameters

General Parameters

Inpatient Admission

Outpatient Visit

Prescription Refill

Enter ?? for more actions

IB Site Parameter CT Claims Tracking EX Exit Action

CT Claims Tracking IV Ins. Verification

Select Action: Quit//

IB Site Parameters Mar 10, 1998 11:49:27 Page: 1 of 3

Only authorized persons may edit this data.

[1] Copay Background Error Mg: IB ERROR

Copay Exemption Mailgroup: IB ERROR

Use Alerts for Exemption : NO

[2] Hold MT Bills w/Ins : YES # of Days Charges Held: 90

Suppress MT Ins Bulletin : NO

Cat C Mailgroup : IB CAT C

Per Diem Start Date : 01/01/91

[3] Disapproval Mailgroup :

Cancellation Mailgroup :

Cancellation Remark : CANCELLED BY MAS

[4] New Insurance Mailgroup : IB NEW INSURANCE

Unbilled Mailgroup : IB UNBILLED AMOUNTS

Auto Print Unbilled List : NO

+ Enter ?? for more actions

EP Edit Set EX Exit Action

Select Action: Next Screen// MCCR System Definition Menu

Claims Tracking Parameters May 13, 1996 10:52:27 Page: 1 of 1

Only authorized persons may edit this data.

**Tracking Parameters** **Random Sample Parameters**

Track Inpatient: ALL PATIENTS Medicine Sample: 5

Track Outpatient: INSURED ONLY Medicine Admissions: 5

Track Rx: ALL PATIENTS Surgery Sample: 5

Track Prosthetics: INSURED ONLY Surgery Admissions: 5

Reports Can Add CT: YES Psych Sample: 0

Psych Admissions: 5

**General Parameters**

Initialization Date: 09/01/94

Use Admission Sheet: YES

Header Line 1: ALBANY VAMC

Header Line 2: 113 HOLLAND AVE

Header Line 3: ALBANY, NY 12305

Enter ?? for more actions

TP Tracking RS Random Sample GP General

EA Edit All EX Exit Action

Select Action: Quit//

Automated Billing Parameters May 13, 1996 10:54:11 Page: 1 of 1

Only authorized persons may edit this data.

**GENERAL PARAMETERS** **INPATIENT ADMISSION**

Auto Biller Frequency: 1 Automate Billing: YES

Date Last Completed: 04/30/96 Billing Cycle: 20

Inpatient Status: Closed Days Delay: 1

**OUTPATIENT VISIT** **PRESCRIPTION REFILL**

Automate Billing: YES Automate Billing: YES

Billing Cycle: 10 Billing Cycle: 3

Days Delay: 1 Days Delay: 1

Enter ?? for more actions

GP General IP Inpatient OP Outpatient

RX Prescription EX Exit Action

Select Action: Quit//

##### Re-Generate Average Bill Amounts

This option is used to rebuild and store the monthly and yearly counts and dollar amounts of inpatient and outpatient bills for a single month. This data will overwrite any previously stored data.

If a past month is selected, the monthly totals for that month are recomputed and the subsequent yearly totals are updated. Previous months' data is also calculated, when required, in order to obtain yearly values. This information is used to compute the average bill amount for the Unbilled Amounts Report.

Once the average bill amounts are calculated, the Unbilled Amounts Report is automatically generated , via electronic mail, for the selected month. This mail message is sent to the mail group specified in the UNBILLED MAIL GROUP field of the IB SITE PARAMETERS file.

##### Re-Generate Unbilled Amounts Report

This option is used to regenerate the Unbilled Amounts Report for a single month. This recomputes the unbilled care for the month and updates the unbilled amounts. To simply view previously computed data, please use the View Unbilled Amounts option.

Sample Output

Unbilled Inpatient Patient Listing for: 01/95 Page 1 Mar 20, 1995@10:40:09

Claims

Patient Name Pt. ID. Date of Care Tracking ID Eligibility Insurance Companies

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

IBpatient,one 000-11-1111 Nov 27, 1993@11:22 500382 NON-SERVICE CONN GHI,BIG TREE I

IBpatient,two 000-22-2222 Mar 29, 1994@13:00 500410 SC, LESS THAN 50 BLUE CROSS

IBpatient,three 000-33-3333 Mar 24, 1994@07:34 500399 HUMANITARIAN EME HEALTH INS

IBpatient,four 000-44-4444 Sep 01, 1993@17:07 50020 SC, 50% TO 100% GHI

##### Send Test Unbilled Amounts Bulletin

This option allows you to send a test mail message to the mail group receiving the unbilled amounts messages. This option should be used prior to reporting problems to assist sites in determining whether the mail groups are set up correctly. The mail group you wish to receive the message should be specified in the UNBILLED MAIL GROUP (6.25) field in the IB SITE PARAMETERS file (350.9).

Sample Message

Subj: UNBILLED AMOUNTS Report for Oct. 2099 [#121659] 06 Jul 95 09:38

20 Lines

From: INTEGRATED BILLING PACKAGE in 'IN' basket. Page 1 \*\*NEW\*\*

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

The Unbilled Amounts for Oct. 2099 has successfully completed for

ALBANY (633).

Test Data Only, Test Data Only, Test Data Only

Inpatient Care

Number of Unbilled Inpt Cases : 1,111

Average Inpt. Bill Amount : $9,999.99

Total Unbilled Inpt Care : $11,109,988.89

Outpatient Care:

Number of Unbilled Opt Cases : 33,333

Average Opt. Bill Amount : $222.22

Total Unbilled Opt. Care : $7,407,259.26

Total Unbilled Amount all care : $18,517,248.15

Enter RETURN to continue or '^' to exit: <RET>

Subj: UNBILLED AMOUNTS Report for Oct. 2099 [#121659] Page 2

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

Note: Average bill Amount is based on Bills Authorized during the 12

months preceding the month of this report.

Note: Number of cases is insured cases in Claims Tracking that are

not billed (or bill not authorized) but appear to be billable.

Select MESSAGE Action: IGNORE (in IN basket)//

##### View Unbilled Amounts

This option is used to view previously computed unbilled amounts without having to re-compile the data.

Sample Output

Unbilled Amounts Report Page 1 Mar 22, 1995@09:09:28

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

Inpatient Care: 02/95

Number of Unbilled Inpt. Cases: 54

Average Inpt. Bill Amount: $5,552.22

Total Inpatient Unbilled: $299,819.88

Outpatient Care: 02/95

Number of Unbilled Opt. Cases: 192

Average Opt. Bill Amount: $179.00

Total Outpatient Unbilled: $34,368.00

Inpatient Care: 01/95

Number of Unbilled Inpt. Cases: 16

Average Inpt. Bill Amount: $5,832.75

Total Inpatient Unbilled: $93,324.00

Outpatient Care: 01/95

Number of Unbilled Opt. Cases: 0

Average Opt. Bill Amount: $178.93

Total Outpatient Unbilled: $0.00

##### Third Party Joint Inquiry

This option provides information needed to answer questions from insurance carriers regarding specific bills or episodes of care. This information is presented in List Manager Screens.

Because the same actions are available on most screens, and most screens can be accessed from any other screen; these “Common Actions” are listed first and are not repeated under each screen description. Only actions specific to a screen are included with that screen description.

You may QUIT from any screen which will bring you back one level or screen. EXIT is also available on most screens. EXIT returns you to the menu. For more information on the use of the List Manager utility, please refer to the appendix at the end of this manual.

Actions *shown in italics* access other screens.

**Common Actions**

*BC Bill Charges* - Accesses the Bill Charges screen.

*DX Bill Diagnoses* - Accesses the Bill Diagnoses screen.

*PR Bill Procedures* - Accesses the Bill Procedures screen.

CI Go to Claim Screen - Returns you to the Claim Information screen. Available on all screens that may be opened from the Claim Information screen.

*AR Account Profile* - Accesses the AR Account Profile screen.

*CM Comment History* - Accesses the AR Comment History screen.

*IR Insurance Reviews* - Accesses the Insurance Reviews/ Contacts screen.

HS Health Summary - Displays a Health Summary report. The information displayed on the Health Summary is site specified through the MCCR Site Parameter Display/Edit option.

*AL Go to Active List* - Returns you to the Third Party Active Bills screen if that screen was accessed upon entering this option; otherwise, this action returns you to the menu.

*VI Insurance Company -* Accesses the Insurance Company screen.

*VP Policy -* Accesses the Patient Policy Information screen.

*AB Annual Benefits* - Accesses the Annual Benefits screen.

*EL Patient Eligibility* - Accesses the Patient Eligibility screen.

EX Exit Action - Exits the option.

**Third Party Active Bills Screen**

This is the first screen displayed if you enter a patient name at the first prompt of this option. It lists all active third party bills for the specified patient in order of date created. All bills created in the Integrated Billing Third Party Billing module can be found on this screen or the Inactive Bills screen.

**Actions**

*IL Inactive Bills* - Accesses the Inactive Bills screen.

*PI Patient Insurance* - Accesses the Patient Insurance screen.

CP Change Patient - Allows you to choose another patient and re-displays the Third Party Active Bills screen for that patient.

**Inactive Bills Screen**

This screen lists inactive bills for a specified patient. All bills created in the Integrated Billing Third Party Billing module are found on this screen or the Third Party Active Bills screen. Bills are displayed beginning with most recent “statement from” date.

**Actions**

CD Change Dates - Allows you to change the bills listed by

changing the most recent “statement from” date to be displayed.

**Patient Insurance Screen**

This screen displays the list of insurance policies for a patient. It is based on the Patient Insurance Management screen of the Patient Insurance Info View/Edit option. It is only available from the Third Party Active Bills screen.

**Claim Information Screen**

This screen contains bill data and status information to provide an overall status of the bill. This is the primary claim screen for the inquiry, and many actions are provided to expand on the details of the claim.

If a policy has been updated but the bill has not, those changes are not reflected on this screen. Updated or current insurance information may be viewed using the three insurance screens.

**Actions**

CB Change Bill - Allows you to change the bill being displayed. If you entered a patient name at the first prompt of this option, only bills for that patient may be selected. If you entered a bill number at the first prompt, any bill may be selected.

**Bill Charges Screen**

cont. This screen displays a bill's charge information as it would print on the bill. For UB-92 bills, this closely corresponds to Form Locators 42-49; therefore, any prosthetic items, Rx refills, or additional diagnoses and procedures are included. For HCFA 1500 bills, this closely corresponds to Block 24.

**Bill Diagnosis Screen**

This screen displays all diagnoses assigned to the bill, in the order they are printed on the bill.

**Bill Procedures Screen**

This screen lists all procedures assigned to a bill, in the order they are printed on the bill.

**AR Account Profile Screen**

This screen provides the financial history of a claim's account. This includes the current status of the bill in both IB and AR, as well as the payment or transaction history of the bill from Accounts Receivable. This screen is loosely based on the Profile of Accounts Receivable option.

**Actions**

*VT Transaction Profile* - Accesses the AR Transaction Profile screen for a selected transaction.

**AR Transaction Profile Screen**

This screen displays detailed account transaction information for individual claim transactions. It is loosely based on the Accounts Receivable Transaction Profile option.

**AR Comment History Screen**

This screen displays AR comments for the claim's account.

**Actions**

AD Add AR Comment - Allows you to add an AR Transaction Comment to the bill being displayed. Comment transactions may not be added to a bill that has not been authorized in IB.

**Insurance Reviews/Contacts Screen**

This screen displays all insurance reviews and contacts for the episodes of care on a bill. It is based on the Insurance Reviews/Contacts screen of the Claims Tracking Insurance Review Edit option. The primary difference between the two screens is that this screen consolidates all contacts for each episode being billed on a claim, while the Claims Tracking screen displays the contacts for a single episode of care.

**Actions**

*VR Reviews/Appeals* - Displays expanded information on a selected insurance contact. The screen accessed by this action will depend on the type of contact selected. If the contact is an appeal or denial, the Expanded Appeals/Denials screen is opened; otherwise, the Expanded Insurance Reviews screen is opened.

**Expanded Appeals/Denials Screen**

This screen displays expanded information on insurance appeals and denials listed on the Insurance Review/Contacts screen. This screen is based on the Expanded Appeals/Denials screen of the Claims Tracking Appeal/Denial Edit option.

**Expanded Insurance Reviews Screen**

This screen displays expanded information on insurance reviews listed on the Insurance Reviews/Contacts screen. This screen is based on the Expanded Insurance Reviews screen of the Claims Tracking Insurance Review Edit option.

**Insurance Company Screen**

This screen displays extended information on an Insurance Company. It is based on the Insurance Company Editor screen of the Insurance Company Entry/Edit option. This screen may be entered from the Patient Insurance screen or from any of the bill specific screens. Once a bill is selected, this screen displays only information related to the insurance carriers assigned to that bill.

**Patient Policy Information Screen**

This screen displays extended information on insurance policies. It is based on the Patient Policy Information screen of the Patient Insurance Info View/Edit option. This screen may be entered from either the Patient Insurance screen or from any of the bill specific screens. Once a bill is selected, this screen will only display information related to the insurance policies assigned to the bill.

**Annual Benefits Screen**

This screen displays extended information on the annual benefits of insurance policies. It is based on the Annual Benefits Editor screen of the Patient Insurance Info View/Edit option. This screen may be entered from the Patient Insurance screen or from any of the bill specific screens. Once a bill has been chosen, this screen displays information related to the insurance policies assigned to that bill.

**Patient Eligibility Screen**

This screen displays the current information on the patient's eligibility for care and service connection status. It is loosely based on the Eligibility Inquiry for Patient Billing option. This screen is available from the Third Party Active Bills screen and the bill specific screens.

If this screen is accessed from one of the bill specific screens, such as the Claim Information screen, the standard list of bill screen actions will be available from this screen.

If this screen is accessed from the Patient Insurance screen, no other screens are available as actions from this screen; and you must return to a previous screen to access other screens.

Sample Screens

**Third Party Active Bills**  May 31, 1995 @10:07:11 Page 1 of 1

IBpatient,one 1111 NSC

Bill # From To Type Stat Rate Insurer Orig Amt Curr Amt

1 L10263 04/20/92 04/20/92 O/P/O BI REIM INS HEALTH 0.00 0.00

2 L10270 04/20/92 04/24/92 O/P/O PC REIM INS HEALTH 698.30 698.30

3 N10072 \* 11/16/93 11/17/93 O/P/O N REIM INS + HEALTH 199.00 199.00

4 N10094 02/16/94 02/16/94 O/P/I PC REIM INS + HEALTH 196.00 196.00

5 N10123 \* 03/01/94 03/15/94 O/P/O BI REIM INS + HEALTH 0.00 0.00

6 N10150 \* 03/14/94 03/15/94 O/P/R BI REIM INS + ABC 0.00 0.00

7 N10173 \* 03/02/94 03/03/94 O/P/P BI REIM INS ABC 0.00 0.00

8 N10174 \* 03/06/94 03/07/94 O/I/O N REIM INS ABC 356.00 356.00

9 N10222 05/01/94 05/31/94 I/P/I BI REIM INS HEALTH 0.00 0.00

10 N10236 06/01/94 06/05/94 I/P/P BI REIM INS HEALTH 0.00 0.00

11 N10273 \* 03/03/94 03/31/94 I/I/P A REIM INS + HEALTH 11221.00 856.45

12 N10275 08/30/94 09/30/94 I/P/I BI REIM INS ABC 0.00 0.00

+ | \* Cat C Charges on Hold | + 2nd/3rd Carrier |

CI Claim Information IL Inactive Bills PI Patient Insurance

CP Change Patient HS Health Summary EL Patient Eligibility

Select Action: Next Screen//

**Inactive Bills** May 17, 1996 13:30:26 Page: 1 of 2

IBpatient,one 1111 \*\* All Inactive Bills \*\* (9)

Bill # From To Type Stat Rate Insurer Orig Amt Curr Amt

1 N10397 06/01/94 06/05/94 I/P/I CC REIM INS + ABC 935.00 0.00

2 N10198 06/01/94 06/05/94 I/P/R CB REIM INS + HEALTH 0.00 0.00

3 N10212 05/07/94 05/12/94 I/P/R CB REIM INS HEALTH 0.00 0.00

4 N10148 \* 03/02/94 03/03/94 O/P/P CB REIM INS 0.00 0.00

5 N10162 \* 03/02/94 03/03/94 O/P/R CB REIM INS 0.00 0.00

6 N10095 02/16/94 02/16/94 O/P/O CB REIM INS 0.00 0.00

7 L10260 04/14/92 04/20/92 O/P/O CB REIM INS ABC 1026.02 1026.02

8 L00389 02/08/90 02/08/90 O/P/R CC REIM INS BC/BS 26.00 0.00

9 00036A 02/07/90 02/07/90 O/P/R CC REIM INS BC/BS 26.00 0.00

+ |\* Cat C Charges on Hold |+ 2nd/3rd Carrier |

CI Claim Information AL Go to Active List CD Change Dates

EX Exit Action

Select Action: Next Screen//

|  |
| --- |
| Claim Information Dec 12, 2013@08:10:10 Page: 1 of 3  K2013PIe P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  --------------------------------------------------------------------------------  Insurance Demographics  Bill Payer: CAREMARK 6XXXXX  Claim Address: PO BOX XXXXX  PHOENIX, AZ XXXXX  Claim Phone: 111-111-1111  Subscriber Demographics  Group Number: GRP PLN 1605501  Group Name: GICRX  Subscriber ID: XXXXXX000  Employer: BIG COMPANY  Insured's Name: IB,SPOUSE  Relationship: SPOUSE  +---------|% EEOB | Enter ?? for more actions|----------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Claim Information Dec 12, 2013@08:10:21 Page: 2 of 3  K2013PIe PATIENT,IB P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  +-------------------------------------------------------------------------------  Claim Information  Bill Type: OUTPATIENT Charge Type:  Time Frame: ADMIT THRU DISCHARGE Service Dates: 01/31/12 - 01/31/12  Rate Type: REIMBURSABLE INS. Orig Claim: 12.85  AR Status: COLLECTED/CLOSED Balance Due: 0.00  Sequence: PRIMARY  Purch Svc: NO  ECME No: XXXXXX000508  ECME Ap No: XXXXXX000XXXXXX00010  NPI: XXXXXX0007  HPID: 7XXXXXXXXX  +---------Enter ?? for more actions---------------------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Claim Information Dec 12, 2013@08:10:24 Page: 3 of 3  K2013SWe PATIENT,IB P0000 DOB: 01/06/33 Subsc ID: XXXXXX000  +-------------------------------------------------------------------------------  Entered: 01/31/12 by IB,TESTER  Authorized: 01/31/12 by IB,TESTER  First Printed: 01/31/12 by IB,TESTER  Related Prescription Copay Information  Rx: 2326479 Chg: $8.00 Status: On Hold Bill:  ----------Enter ?? for more actions---------------------------------------------  BC Bill Charges AR Account Profile VI Insurance Company  DX Bill Diagnosis CM Comment History VP Policy  PR Bill Procedures IR Insurance Reviews AB Annual Benefits  CB Change Bill HS Health Summary EL Patient Eligibility  ED EDI Status AL Go to Active List EB Expand Benefits  RX ECME Information EX Exit  Select Action: Quit// |

**Patient Insurance**  May 31, 1995 @10:07:11 Page 1 of 1

Insurance Management for Patient: IBpatient,one 1111

Insurance Co. Type of Policy Group Holder Effect. Expires

1 HEALTH INS LTD GN 48923222 SELF 01/01/87

2 ABC MAJOR MEDICAL AE 76899354 SPOUSE 10/1/90 19/30/95

3 XYZ INS INDEMNITY T109 OTHER 10/1/94 01/01/95

4 BC/BS MAJOR MEDICAL GN 392043 SELF 01/01/90 12/31/92

VI Insurance Company VP Policy AB Annual Benefits

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Charges**  May 31, 1995 @10:07:11 Page 1 of 1

N10072 IBpatient,one 1111 DOB: 00/00/00 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE Orig Amt: 199.00

OUTPATIENT VISIT

500 OUTPATIENT SVS 178.00 1 178.00

PRESCRIPTION

257 DRGS/NONSCRPT 21.00 1 21.00

001 TOTAL CHARGE 199.00

OP VISIT DATE(S) BILLED: NOV 16, 1993

PRESCRIPTION REFILLS:

30948 NOV 17, 1993 ABBOCATH-T 18G 1.25 IN

QTY: 20 for 10 days supply

Bill Remark: This is a demonstration bill created for Joint Billing Inquiry.

Enter ?? for more actions

DX Bill Diagnosis AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Charges**  May 31, 1995 @10:07:11 Page 1 of 1

N10273 IBpatient,one 1111 DOB: 00/00/00 Subsc ID: 000111111

03/02/94 - 03/31/94 INTERIM - FIRST CLAIM Orig Amt: 11221.00

30 DAYS INPATIENT CARE

INTERMEDIATE CARE

101 ALL INCL R&B 246.00 30 7380.00

240 ALL INCL ANCIL 48.00 30 1440.00

960 PRO FEE 49.00 30 1470.00

274 PROSTH/ORTH DEV 931.00 1 931.00

001 TOTAL CHARGE 11221.00

PROSTHETIC ITEMS:

Sep 18, 1994 WHEELCHAIR

Sep 21, 1994 CANE-ALL OTHER

Enter ?? for more actions

DX Bill Diagnosis AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Diagnosis** May 17, 1996 14:07:56 Page: 1 of 1

N10072 IBpatient,one 1111 DOB: 00/00/00 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE CLAIM Orig Amt: 199.00

1) 490. BRONCHITIS NOS

2) 030.1 TUBERCULOID LEPROSY

3) 101. VINCENT'S ANGINA

4) 330.1 CEREBRAL LIPIDOSES

5) 461.0 AC MAXILLARY SINUSITIS

6) 310.0 FRONTAL LOBE SYNDROME

7) 200.01 RETICULOSARCOMA HEAD

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

PR Bill Procedures CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Bill Procedures** May 17, 1996 14:12:58 Page: 1 of 1

N10072 IBpatient,one 1111 DOB: 00/00/00 Subsc ID: 000111111

11/16/93 - 11/17/93 ADMIT THRU DISCHARGE CLAIM Orig Amt: 199.00

11000 SURGICAL CLEANSING OF SKIN 11/16/93

11001 ADDITIONAL CLEANSING OF SKIN 11/16/93

12001 REPAIR SUPERFICIAL WOUND(S) 11/16/93

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

CI Go to Claim Screen IR Insurance Reviews AB Annual Benefits

HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Account Profile** May 31, 1995 @10:07:11 Page: 1 of 1

N10273 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: 000111111

AR Status: ACTIVE Orig Amt: 11221.00 Balance Due: 856.45

04/01/94 IB Status: Printed (Last) 11221.00 11221.00

1 1578 05/07/94 PAYMENT (IN PART) 7856.21 3364.79

2 1598 07/07/94 PAYMENT (IN PART) 2508.34 856.45

3 1601 07/08/94 COMMENT 0.00 856.45

Total Collected: 10364.55

Percent Collected: 92.37%

Enter ?? for more actions

BC Bill Charges VT Transaction Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Transaction Profile**  May 31, 1995 @10:07:11 Page 1 of 1

N10273 IBpatient,one 1111 DOB: 00/00/00 Subsc ID: 000111111

AR Status: ACTIVE Orig Amt: 11221.00 Balance Due: 856.45

TRANS. NO: 1578 TRANS. TYPE: PAYMENT (IN PART)

TRANS. DATE: 05/07/94 DATE POSTED: 05/10/94 (ARH)

TRANS. AMOUNT: 7856.21 RECEIPT #: D2982398

BALANCE COLLECTED

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

PRINCIPLE: 3364.79 7856.21

INTEREST: 0.00 0.00

ADMINISTRATIVE: 0.00 0.00

MARSHALL FEE: 0.00 0.00

COURT COST: 0.00 0.00

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

TOTAL: 3364.79 7856.21

FY: 94 PR AMT: 3364.79 FY TR AMT: 7856.21

COMMENTS: Date of Deposit: MAY 10, 1994

Enter ?? for more actions

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**AR Comment History** May 17, 1996 14:21:37 Page: 1 of 1

L10260 IBpatient,one 1111 DOB: 5/22/50 Subsc ID: AH33334

AR Status: CANCELLED Orig Amt: 1026.02 Balance Due: 1026.02

1582 04/21/92 Copy of bill sent. FOLLOW-UP DT: 05/12/92

Carrier did not receive initial bill.

1594 05/20/92 Bill canceled, wrong form type. FOLLOW-UP DT: 06/01/92

Carrier refuses to process this type of bill on a UB-92. They are requiring the HCFA 1500 form.

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis AD Add AR Comment VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Insurance Reviews/Contacts** May 31, 1995 @10:07:11 Page: 1 of 1

Insurance Review Entries for: N10072 IBpatient,one 1111

Date Ins. Co. Type Contact Action Auth. No. Days

OUTPATIENT VISIT of AMBULATORY SURGERY OFFICE on 11/16/93

1 11/30/93 HEALTH INS LIMITED 1st Appeal-Clin APPROVED AU 39824

2 11/17/93 HEALTH INS LIMITED OPT DENIAL 0

PRESCRIPTION REFILL of 30948 on 11/17/93

3 11/17/93 HEALTH INS LIMITED OPT APPROVED RN 9384222

Service Connected: NO Previous Spec. Bills: TORT >>>

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures VR Reviews/Appeals AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Expanded Appeals/Denials**  May 31, 1995 @10:07:11 Page 1 of 2

Insurance Appeal/Denial for: IBpatient,one 1111 ROI: NOT REQUIRED

**Visit Information Action Information**

Visit Type: OUTPATIENT VISIT Type Contact: INITIAL APPEAL

Visit Date: 03/09/94 9:00 am Appeal Type: CLINICAL

Clinic: AMBULATORY SURGERY Case Status: OPEN

Appt. Status: CHECKED OUT No Days Pending:

Appt. Type: REGULAR Final Outcome:

Special Cond:

**Clinical Information Appeal Address Information**

Provider: Ins. Co. Name: HEALTH INS LIMITED

Provider: Alternate Name:

Diagnosis: Street line 1: HIL - APPEALS OFFICE

Diagnosis: Street line 2: 1099 THIRD AVE, SUITE

Special Cond: Street line 3:

City/State/Zip: TROY, NY 12345

**Insurance Policy Information**

Ins. Co. Name: HEALTH INS LIMITED Subscriber Name: IBpatient,one

Group Number: GN 48923222 Subscriber ID: 000111111

Whose Insurance: VETERAN Effective Date: 01/01/87

Pre-Cert Phone: 444-444-444 E Expiration Date:

**User Information Contact Information**

Entered By: EMPLOYEE Contact Date: 04/01/94

Entered On: 11/16/93 3:30 pm Person Contacted: SPOUSE

Last Edited By: Contact Method: PHONE

Last Edited On: Call Ref. Number: RN 3320944

Review Date: 06/02/95

**Comments**

Policy should cover treatment.

**Service Connected Conditions:**

Service Connected: NO

NO SC DISABILITIES LISTED

Enter ?? for more actions >>>

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**Expanded Insurance Reviews**  May 31, 1995 @10:07:11 Page 1 of 2

Insurance Review Entries for: IBpatient,one 1111 ROI: NOT REQUIRED

**Contact Information Action Information**

Contact Date: 11/17/93 Type Contact: OUTPATIENT TREATMEN

Person Contacted: Steve Opt Treatment: RX REFILL

Contact Method: PHONE Action: APPROVED

Call Ref. Number: RN 9384222 Auth. Number: RN 9384222

Review Date: 06/02/95

**Insurance Policy Information**

Ins. Co. Name: HEALTH INS LIMITED Subscriber Name: IBpatient,one

Group Number: GN 48923222 Subscriber ID: 000111111

Whose Insurance: VETERAN Effective Date: 01/01/87

Pre-Cert Phone: 933-3434 Expiration Date:

**Appeal Address Information User Information**

Ins. Co. Name: HEALTH INS LIMITED Entered By: EMPLOYEE

Alternate Name: Entered On: 11/17/93 12:54 pm

Street line 1: HIL - APPEALS OFFICE Last Edited By: EMPLOYEE

Street line 2: 1099 THIRD AVE, SUITE 301 Last Edited On: 11/20/93 12:55 pm

Street line 3:

City/State/Zip: TROY, NY 12345

**Comments**

One refill of prescription approved.

**Service Connected Conditions:**

Service Connected: NO

NO SC DISABILITIES LISTED

Enter ?? for more actions >>>

CI Go to Claim Screen AL Go to Active List EX Exit Action

Select Action: Quit//

**Insurance Company** May 17, 1996 15:25:42 Page: 1 of 5

Insurance Company Information for: HEALTH INS LIMITED Primary

Type of Company: HEALTH INSURANCE Currently Active

**Billing Parameters**

Signature Required?: YES Attending Phys. ID: AT PH ID VAH500000

Reimburse?: WILL REIMBURSE Hosp. Provider No.:

Mult. Bedsections: YES Primary Form Type:

Diff. Rev. Codes: Billing Phone:

One Opt. Visit: NO Verification Phone:

Amb. Sur. Rev. Code: Precert Comp. Name: ABC INSURANCE

Rx Refill Rev. Code: Precert Phone: 444-444-4444 E

Filing Time Frame:

**Main Mailing Address**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-1234

Street 3: Fax: 555-4884

**Inpatient Claims Office Information**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-0392

Street 3: Fax: 555-4432

**Outpatient Claims Office Information**

Street: 789 3RD STREET City/State: ALBANY, NY 12345

Street 2: Phone: 333-555-5676

Street 3: Fax: 333-555-9245

**Prescription Claims Office Information**

Company Name: GHI PROCESSING Street 3:

Street: 1933 CORPORATE DRIVE City/State: RIVERSIDE, NY 39332

Street 2: TANGLEWOOD PARK Phone: 555-0000

Fax:

**Appeals Office Information**

Street: HIL - APPEALS OFFICE City/State: TROY, NY 12345

Street 2: 1099 THIRD AVE, SUITE 301 Phone: 555-1923

Street 3: Fax: 555-5464

**Inquiry Office Information**

Street: 2345 CENTRAL AVENUE City/State: ALBANY, NY 12345

Street 2: FREAR BUILDING Phone: 555-1923

Street 3: Fax: 555-5336

**Remarks**

**Synonyms**

Enter ?? for more actions >>>

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

|  |
| --- |
| Patient Policy Information Dec 12, 2013@08:13:21 Page: 1 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  --------------------------------------------------------------------------------  Insurance Company  Company: MEDICARE (WNR)  Street: PO BOX 10066  Street 2: HEALTH CARE FINANCING  City/State: BALTIMORE, MD 21207  Billing Ph: (787)749-4949  Precert Ph: (787)740-4232  Plan Information  Is Group Plan: YES  Group Name: MEDICARE PART A  Group Number: XXXXXX00010  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:30 Page: 2 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  BIN:  PCN:  Type of Plan: MEDICARE (M)  Plan Category: MEDICARE PART A  Electronic Type: MEDICARE A or B  Plan Filing TF: 1 YEAR (1 YEAR(S))  ePharmacy Plan ID:  ePharmacy Plan Name:  ePharmacy Natl Status:  ePharmacy Local Status:  Utilization Review Info Effective Dates & Source  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:31 Page: 3 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Require UR: NO Effective Date: 01/01/13  Require Amb Cert: NO Expiration Date:  Require Pre-Cert: NO Source of Info: INTERVIEW  Exclude Pre-Cond: NO Policy Not Billable: NO  Benefits Assignable: YES  Subscriber Information  Whose Insurance: VETERAN  Subscriber Name: IBSUB,TWOTRLRS  Relationship: SELF  Primary ID: XXXXXX000A  Coord. Benefits: PRIMARY  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:31 Page: 4 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's Employer Information  Employment Status: Emp Sponsored Plan: No  Employer: Claims to Employer: No, Send to Insurance  Street: Retirement Date:  City/State:  Phone:  Primary Provider:  Prim Prov Phone:  Subscriber's Information (use Subscriber Update Action)  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:32 Page: 5 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Subscriber's DOB: 05/05/1955  Str 1: PALMER HOUSE HEALTH CARE  Str 2: SHEARER ST  City: PALMER  St/Zip: MA 01069  SubDiv:  Country:  Phone: XXXXXX0001  Subscriber's Sex: MALE  Subscriber's Branch: ARMY  Subscriber's Rank:  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:36 Page: 6 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Insurance Company ID Numbers (use Subscriber Update Action)  Subscriber ID: XXXXXX000A  Plan Coverage Limitations  Coverage Effective Date Covered? Limit Comments  -------- -------------- -------- --------------  INPATIENT 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  OUTPATIENT 07/01/1998 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:37 Page: 7 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  01/01/1998 NO  11/01/1996 NO  PHARMACY 08/29/2008 NO  07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  DENTAL 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  MENTAL HEALTH 07/01/1998 NO  01/01/1998 NO  11/01/1996 NO  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:38 Page: 8 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  LONG TERM CARE 07/01/1998 NO  01/01/1998 NO  PROSTHETICS 07/01/1998 NO  01/01/1998 NO  User Information Insurance Contact (last)  Entered By: IB,TESTER Person Contacted:  Entered On: 06/05/13 Method of Contact: PHONE  Last Verified By: Contact's Phone:  Last Verified On: Call Ref. No.:  Last Updated By: IB,TESTER Contact Date: SEP 24, 2013  Last Updated On: 09/24/13  +---------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Next Screen// NEXT SCREEN |
| Patient Policy Information Dec 12, 2013@08:13:39 Page: 9 of 9  For: IBSUB,TWOTRLRS XXX-XX-X000 DoD:XX/XX/XXXX  MEDICARE (WNR) Insurance Company \*\* Plan Currently Active \*\*  +-------------------------------------------------------------------------------  Comment -- Group Plan  This is a long group comment. This area can hold much more than 80  Characters in the field.  Comment -- Patient Policy  Dt Entered Entered By Method Person Contacted  09/25/15 IBCLERK,TWO PHONE USER-A  JUST A COMMENT AND NOTHING ELSE    +09/25/15 IBCLERK,TWO PHONE USER-A  THIS IS A COMMENT THAT IS LONGER THAN 77 CHARACTERS TO TEST THE WRAP INDICATO  Personal Riders  Rider #1: DENTAL COVERAGE  ----------Enter ?? for more actions---------------------------------------------  PI Change Plan Info GC Group Plan Comments CP Change Policy Plan  UI UR Info EM Employer Info VC Verify Coverage  ED Effective Dates CV Add/Edit Coverage AB Annual Benefits  SU Subscriber Update PT Pt Policy Comments BU Benefits Used  IP Inactivate Plan EA Fast Edit All EB Expand Benefits  EX Exit  Select Action: Quit// |

**Annual Benefits** May 17, 1996 15:39:23 Page: 1 of 3

Annual Benefits for: ABC Ins. Co Primary

Policy: GN 48923222 Ben Yr: MAR 01, 1993

**Policy Information**

Max. Out of Pocket: $ 500

Ambulance Coverage (%): 85 %

**Inpatient**

Annual Deductible: $ 500 Drug/Alcohol Lifet. Max: $

Per Admis. Deductible: $ 100 Drug/Alcohol Annual Max: $

Inpt. Lifetime Max: $ Nursing Home (%):

Inpt. Annual Max: $ Other Inpt. Charges (%):

Room & Board (%):

**Outpatient**

Annual Deductible: $ 50 Surgery (%):

Per Visit Deductible: $ 50 Emergency (%): 85%

Lifetime Max: $ Prescription (%): 80%

Annual Max: $ Adult Day Health Care?: UNK

Visit (%): Dental Cov. Type: PERCENTAGE AMOU

Max Visits Per Year: Dental Cov. (%): 48%

**Mental Health Inpatient Mental Health Outpatient**

MH Inpt. Max Days/Year: MH Opt. Max Days/Year:

MH Lifetime Inpt. Max: $ MH Lifetime Opt. Max: $

MH Annual Inpt. Max: $ MH Annual Opt. Max: $

Mental Health Inpt. (%): Mental Health Opt. (%):

**Home Health Care Hospice**

Care Level: Annual Deductible: $

Visits Per Year: Inpatient Annual Max.: $

Max. Days Per Year: Lifetime Max.: $

Med. Equipment (%): Room and Board (%):

Visit Definition: Other Inpt. Charges (%):

**Rehabilitation IV Management**

OT Visits/Yr: IV Infusion Opt?: UNK

PT Visits/Yr: IV Infusion Inpt?: UNK

ST Visits/Yr: IV Antibiotics Opt?: UNK

Med Cnslg. Visits/Yr: IV Antibiotics Inpt?: UNK

**User Information**

Entered By: EMPLOYEE

Entered On: 02/02/94

Last Updated By: EMPLOYEE

Last Updated On: 02/18/94

Enter ?? for more actions >>>

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EL Patient Eligibility

AL Go to Active List EX Exit Action

Select Action: Quit//

**Patient Eligibility** May 20, 1996 07:45:44 Page: 1 of 1

N10273 IBpatient,one 1111 DOB: 07/07/50 Subsc ID:

Means Test: CATEGORY A Insured: Yes

Date of Test: 08/24/94 A/O Exposure:

Co-pay Exemption Test: Rad. Exposure:

Date of Test:

Primary Elig. Code: NSC

Other Elig. Code(s): EMPLOYEE

AID & ATTENDANCE

Service Connected: No

Rated Disabilities: BONE DISEASE (0%-NSC)

DEGENERATIVE ARTHRITIS (40%-NSC)

Enter ?? for more actions

BC Bill Charges AR Account Profile VI Insurance Company

DX Bill Diagnosis CM Comment History VP Policy

PR Bill Procedures IR Insurance Reviews AB Annual Benefits

CI Go to Claim Screen HS Health Summary EX Exit Action

AL Go to Active List

Select Action: Quit//

##### Fast Enter of New Billing Rates

The IB SUPERVISOR security key is required to edit.

This option is designed to allow quick entry of new rates into the Charge Master for Interagency and Tortiously Liable Billing Rates. This option should only be used for the annual updated Interagency and Tortiously Liable Rates. The charges will be asked for by charge type category: inpatient, outpatient, prescription, outpatient dental, Cat C copayment. Enter all charges for a category, then move to the next section for the next category. For example, you are first prompted for Inpatient Charges. When you have entered all inpatient bedsections and their related charges, a <RET> entered at the "Select Inpatient Bedsection" prompt will bring you to the next charge type, Outpatient, and so on until you have entered the charges for all charge types.

Revenue codes may be edited through the Enter/Edit Charge Master option.

##### Delete Charges from the Charge Master

The IB SUPERVISOR security key is required to edit.

This option is used to delete charges from a Charge Set that are no longer needed. All charges that are inactive or that have been replaced before the specified date are deleted. A report of charges that *will be* deleted based on the date entered can be printed before the actual deletion to confirm the charges should be deleted.

Sample Output

Charges (to be deleted) in TL-OPT DENTAL set (ALL CHARGES IN SET) May 28, 1997 09:49 Page 1

Charge Item Effective Inactive Charge Rev Cd

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

CHARGE SET: TL-OPT DENTAL

OUTPATIENT DENTAL 10/01/92 97.00

OUTPATIENT DENTAL 10/01/93 102.00

OUTPATIENT DENTAL 10/01/94 119.00

OUTPATIENT DENTAL 10/01/95 104.00

OUTPATIENT DENTAL 10/01/96 121.00

5 Charges to be deleted

Enter RETURN to continue or '^' to exit:

##### Inactivate/List Inactive Codes in Charge Master

This option searches the charges in the Charge Master for inactive CPT codes. It then inactivates all charges associated with those inactive CPT codes. To confirm the charges should be inactivated, a report of charges for inactive CPT codes may be printed.

Sample Output

Charges for Inactive CPT's May 29, 1997 13:47 Page 1

Charge Item Effective Inactive Charge Set Charge Rev Cd

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

00806 02/01/95 AMB SURG REGION 394.00 333

11701 02/01/95 AMB SURG REGION 343.34

11701 - 54 05/01/96 AMB SURG REGION 34.20

25146 - 66 02/01/95 AMB SURG REGION 942.00

25153 05/01/96 AMB SURG REGION 234.23

5 Charges for Inactive CPT's

## IRM System Manager's Integrated Billing Menu

##### Purge Functionality

The first option in the Purge Menu, Purge Update File, is used to delete all CPT entries from the temporary file, UPDATE BILLABLE AMBULATORY SURGICAL CODE (#350.41), after they have been transferred to the permanent file, BILLABLE AMBULATORY SURGICAL CODES (#350.4). This is usually done yearly, after a HCFA update of the CPT codes.

The remainder of the options in this menu are used to archive and purge billing data. The files which may be archived and subsequently purged are the INTEGRATED BILLING ACTION file (#350) (pharmacy copayment transactions only), the CATEGORY C BILLING CLOCK file (#351), and the BILL/CLAIMS file (#399).

Billing data from the current and one previous fiscal year, at a minimum, must be maintained on-line; however, you may choose to maintain data from additional fiscal years, if desired.

The following criteria must be met to purge billing data.

INTEGRATED BILLING ACTION file

(pharmacy copayment actions) The prescription that caused the action to be created must have been purged from the pharmacy database before the action may be archived. In addition, the bill must be closed in Accounts Receivable. The date the bill was closed is the date used to determine whether it will be included.

CATEGORY C Only clocks with a status of CLOSED or

BILLING CLOCK file CANCELLED and a clock end date prior

to the selected time frame are included.

BILL/CLAIMS file The bill must be closed in Accounts Receivable. The date the bill was closed is the date used to determine whether it will be included.

There are three steps involved in the archiving and purging of these files.

A search is conducted to find all entries which may be archived through the Find Billing Data to Archive option. You choose which of the three files you wish to include in the search. The entries found are temporarily stored in a sort (search) template in the SORT TEMPLATE file (#.401). An entry is also made to the IB ARCHIVE/PURGE LOG file (#350.6). This log may be viewed through the Archive/Purge Log Inquiry and List Archive/Purge Log Entries options.

The List Search Template Entries option allows you to view the contents of a search template. You may delete entries from the search template using the Delete Entry from Search Template option.

The entries are archived using the Archive Billing Data option. It is highly recommended that you archive the entries to paper (print to a non-slave printer) as there is currently no functionality to retrieve or restore data that has been archived.

The data is purged from the database using the Purge Billing Data option. The search template containing the purged entries is also deleted. An electronic signature code and the XUMGR security key are required to archive and purge data.

##### Select Default Device for Forms

This option is used to select the default devices on which third party claim forms will print. The devices entered through this option will appear as the default devices when using options which generate these forms. Separate devices may be entered for each type of form.

You will be prompted for the form type. To avoid making duplicate entries of the same form type, it is suggested you type <??> at this prompt to first view the selections.

You will then be prompted for a default printer (in Billing) and a follow-up printer (in Accounts Receivable). You **must** enter an Accounts Receivable default device for follow-ups for every form except the UB-82.

In order to utilize the Print Authorized Bills option on the Third Party Billing Menu, you must set up billing default printers for each form type through this option. Any form type not set up with a billing default printer will not print when utilizing the Print Authorized Bills option.

The billing default printer must be added for the BILL ADDENDUM form type in order for the addendums to automatically print for every HCFA-1500 bill with prescription refills or prosthetic items.

##### Display Integrated Billing Status

The Display Integrated Billing Status option allows you to view data from the IB SITE PARAMETER file and pertinent information about the status of the IB background filer. For further explanation of the IB site parameters, please refer to the Enter/Edit IB Site Parameters option documentation.

One or more of the following messages may appear.

"The Integrated Billing filer has more than 10 transactions in the queue."

"The Integrated Billing filer is not running and has transactions to file."

"The Integrated Billing filer is late. It hasn't run since {date/time}."

If the second message appears, use the Start the Integrated Billing Background Filer option to start the filer. If the first or third message appear, recheck the status in a few minutes. If the message(s) persists or the "Number of Transactions in Queue" increases, use the Start the Integrated Billing Background Filer option to start the filer.

##### Enter/Edit IB Site Parameters

The Enter/Edit IB Site Parameters option allows you to enter or edit the INTEGRATED BILLING SITE PARAMETER file.

The following is a list of the parameters which may be entered/edited through this option. It should be noted that modification of these parameters may affect the performance of the Integrated Billing background filer.

FACILITY NAME - The name of your facility from your INSTITUTION file (there must be a station number associated with this entry). This value will be used by IFCAP in determining the bill number.

FILE IN BACKGROUND - If set to YES, the background filer will run as a background job. If set to NO or left blank, filing will occur as applications pass data to Integrated Billing.

FILER UCI,VOL - The UCI and volume set where you want the IBE filer to run. It is recommended that the filer run on the volume set that contains either the IB globals or the PRC globals. VAX sites should leave this field blank.

FILER HANG TIME - The number of seconds that the filer will remain idle after finishing all transactions and before checking for more transactions to file. The filer will shut itself down after 200 hangs with no activity detected. If this field is left blank, the default value is two.

COPAY BACKGROUND ERROR GROUP - This is the mail group you wish to receive mail messages from the IBE filer when an unsuccessful attempt to file is detected. "IB ERROR" will be entered during installation and will appear as a default the first time this option is used; however, it may be edited to any mail group you choose.

COPAY EXEMPTION MAIL GROUP - This is the mail group you wish to receive the copay exemption messages. The mail group specified as the Copay Background Error Group will be entered during installation and will appear as the default the first time this option is used. It may be edited to any mail group you choose.

USE ALERTS - If your facility has Version 7 or higher of Kernel installed, you may choose whether or not to use alerts or bulletins for internal messages in Integrated Billing. The same mail group (Copay Background Error Group) will receive both alerts and bulletins. This functionality is only available for the Medication Copayment Exemption software; however, if this is a desirable feature it may be expanded in the future. If this field is left unanswered, it defaults to NO and IB will use bulletins.

CATEGORY C BILLING MAIL GROUP - Members of this mail group will receive messages when Means Test/Category C billing processing errors have been encountered and when movements and Means Tests for Category C patients have been edited or deleted. "IB CAT C" will be entered during installation and will appear as a default the first time this option is used; however, it may be edited to any mail group you choose.

PER DIEM START DATE - The date that your facility informed Category C patients of the new per diem charges and began per diem billing. This field represents the earliest date for which the hospital ($10.00) or nursing home ($5.00) per diem charge may be billed to a Category C patient as mandated by Public Law 101-508 (implemented on November 5, 1990). Per diem billing will not occur if this field is left blank.

##### Inquire an IB Action

The Inquire an IB Action option provides a display of a captioned inquiry for a specified IB action. The purpose of this inquiry is to provide a quick reference of all the fields for all IB actions for a particular reference number.

##### Patient IB Action Inquiry

The Patient IB Action Inquiry option provides a brief display of IB actions for a selected patient and date range. The purpose of this inquiry is to provide a quick reference of all the fields for all IB actions for a particular patient.

##### Repost IB Action to Filer

The Repost IB Action to Filer option allows Integrated Billing action entries that did not successfully pass to Accounts Receivable to be reposted to the IB filer.

Though this option will seldom, if ever, be used, it allows transactions with a status of COMPLETE (which do not have an Accounts Receivable transaction number assigned to them) to be reposted.

If there is not enough data to repost the action or if the number selected already has an Accounts Receivable transaction number assigned to it, an appropriate message will be displayed and the first prompt will be repeated. If the reposting is successful, you will simply return to the first prompt.

##### Start the Integrated Billing Background Filer

When a filer job has terminated unexpectedly, this option may be used to force a filer to start running.

If a filer is currently running, the following message will be displayed.

"<<<<WARNING!!! Filer appears to have been started on (date/time)>>>>".

You will then be given the option of starting a second filer.

##### Stop the Integrated Billing Background Filer

This option may be used to shutdown the IB background filer. The filer will cease when it has finished processing all its known transactions. Processing with Accounts Receivable will then be accomplished in the foreground.

When you shutdown the filer through this option, the FILE IN BACKGROUND site parameter is automatically edited to NO. The IB engine will file in the foreground until that parameter is edited to YES through the Enter/Edit IB Site Parameters option.

##### Verify RX Co-Pay Links

The Verify RX Co-Pay Links option compares the softlink stored in Integrated Billing with the pointer in the PRESCRIPTION file pointing back to Integrated Billing to provide a display/printout of all integrated billing actions which do not verify for a selected range of reference numbers.

Means Test charges may appear on this report if they are listed in the B cross-reference when there is no actual entry for the reference (this should rarely happen) or if the Means Test charge has no softlink.

This option should be used as a tool for resolving problems. False errors may be reported for a number of legitimate occurrences, such as the RX was deleted or the copay cancelled.

Sample Output

Verify Integrated Billing links to Pharmacy APR 10, 1991 Page:1

Verify IB Reference Number 5001 to 50010

REF. NO. PATIENT SSN RX# REFILL IB LINK

CHARGE ID TRANS ERROR MESSAGE

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

5001 IBpatient,one 1111 RX#125 120 52:125

500-M10003 5 RX ENTRY MISSING IB NODE

5002 IBpatient,two 2222 RX#111125 51 52:111125;1:1

500-M10003 5 RX ENTRY MISSING IB NODE

5003 IBpatient,three 3333 RX#111128 1 52:111128;1:1

500-M10004 6 RX ENTRY MISSING IB NODE

5004 IBpatient,four 4444 RX#111199 99991 52:111199;1:1

500-M10004 6 RX ENTRY MISSING IB NODE

5007 IBpatient,five 5555 RX#125 120 52:125

500-M10006 11 RX ENTRY MISSING IB NODE

5008 IBpatient,six 6666 RX#111125 51 52:111125;1:1

500-M10006 11 RX ENTRY MISSING IB NODE

5009 IBpatient,seven 7777 RX#111128 1 52:111128;1:1

500-M10007 12 RX ENTRY MISSING IB NODE

5009 IBpatient,eight 8888 RX#111128 1 52:111128;1:1

500-M10007 12 IB CROSS-REFERENCE BUT NO ENTRY

50010 IBpatient,nine 9999 RX#111199 99991 52:111199;1:1

500-M10007 12 RX ENTRY MISSING IB NODE

##### Forms Output Utility

This option displays a list of local forms defined for your site and the associated actions allow you to add local forms and data elements and to override specific fields on a local form associated with the national one. It also allows you to define a local SCREEN 9 for bill data entry.

**List of Local Forms Screen**

Add Local Form

This action allows you to define local output billing forms and local input data screens that are not supported nationally but are needed for specific insurance companies or bill types. It provides the ability to create new forms/screens from scratch, as well as provides for two ways to easily create a new form "copy" based on an existing nationally released form.

The WANT TO ASSOCIATE THIS FORM WITH A NATIONAL FORM? field allows you to associate a new local form with a nationally released form without actually copying any data. This association allows each site to create a local form, but only require modifications to the fields of the form that are different from the nationally released definitions. Any form field definition that is not changed on the local form will continue to use the standard national definition. Any changes from the national definition however, will be stored as local entries that, when a bill is generated using this local form definition, will override the nationally released definition for these changed fields only. This way, data changes can be made without the site having to take responsibility for maintaining the entire form. Only forms that have the same BASE FILE NUMBER and FORM TYPE can be copied. Any local changes made must be tracked carefully as the site will be responsible for maintaining any locally modified fields should future changes become necessary. Since unmodified fields still rely on the national form for their definition, any changes made via a nationally released update to unmodified fields on the form will be automatically incorporated into a local form definition associated with a national form definition.

The WANT TO COPY ALL FIELDS FROM AN EXISTING FORM? field allows a straight copy, where the field definitions for a selected form are all copied into new entries referencing the new local form. Any local form created via an "unassociated" copy will have NO link back to the national form once the copy is completed.

Since no changes to nationally released software will be made to these local entries, you are free to modify the new form definition in whatever way you need to and are responsible for any and all changes that are made or will need to be made in the future.

Form View/Edit

Allows you to view and edit a selected form. This action brings you to the Detailed View of Local Form Screen. See below.

Add/Edit Local Data Elements

Allows you to define local data elements that are not supported nationally but are needed to be included on one or more local billing form(s). Nationally released data element definitions CANNOT be modified via this action.

View Data Element

Allows you to view the description, extract code, and other attributes of any data element defined at the site, both national and local.

Test Form

Allows you to test the output of a selected form.

**Detailed View of Local Form Screen**

Edit Local Form Demographics

Allows you to edit the name, description, pre and post processing logic and the extract and output logic for local forms.

Delete A Local Form

Allows you to delete a locally defined form. When the form is deleted, all form fields and form field definitions (not data element definitions) associated with that form are also deleted.

Edit Form Fields

Allows you to edit the field content defined for a local form associated with a national form that has local "override" field content definitions; or to edit any local, unassociated form field's form position data and field content definitions. This action brings you to the Bill Form Fields Screen. See below.

Switch Form

Allows you to switch between forms without exiting the option.

**Bill Form Fields Screen**

Add Local/Override Field

Allows you to add fields to a local unassociated form and allows the addition of ‘override’ fields for local modifications to any form.

Delete Local Form Field

Allows you to delete the 'override' form field content definitions for a local form associated with a national form or to delete any fields defined for an unassociated local form that do not have override fields defined for them (You must delete any override fields first).

Edit Local Form Field

Allows you to edit the field content for a local form such as page or sequence, first line number, starting column or piece, maximum number of lines, short description, etc.

Local Field Content Definition

Allows you to edit the "override" form field content definitions for a local form associated with a national form, or to edit the form field content of any field on an unassociated local form.

Add/Edit Local Data Elements

Allows you to define local data elements that are not supported nationally but are needed to be included on one or more local billing form(s). Nationally released data element definitions CANNOT be modified via this action.

View Data Element

Allows you to view the description, extract code, and other attributes of any data element defined at the site, both national and local.

View Form Fields

Allows you to view the composition of a local ‘override’ or national form field for a local form. This includes both the form field's form position data as well as the associated form field content definition.

**Example 1 - CUSTOM BILL PRINT**

Your site needs to print the total charge, not unit charge, in Block 24F on the HCFA 1500.

1. If there is not currently a local form defined for the HCFA 1500, use the ADD A LOCAL FORM option to add a form that will become the local HCFA 1500. Base file will be 399, print form type will be P (printed). Respond Yes to associate with national form question and choose the HCFA 1500 as the parent form. Give it a form length of 66 and enter a short description like Local 1500. Since this form is now "associated" with the national HCFA 1500 form, all of the fields will default to the definition provided by the national HCFA 1500 form when the bills are printed. The only time you'll want to change the pre and post processing, edit or output routines is if you do not want the national defaults, but want to write your own. Be very careful if you change any of these executable fields.

2. Select View Form and, if prompted for selection, enter the local HCFA 1500 form sequence # from the list displayed. This will display the general characteristics of this form.

3. Choose the Edit Form Fields action (FF). This will display a list of the form fields that make up this form.

4. Press return for NEXT SCREEN until the field CHARGES (BX-24F) appears in the field list.

5. The charge field is a data element that is not able to be extracted on its own. Its value depends on the "line" within box 24 that it will print on because it depends on revenue, code, date, etc. This kind of data element is considered part of a "group" element and that group element must be extracted before any of its group member data element can be output. The group data element for charges is N-HCFA 1500 SERVICES (PRINT). If you use the View Data Element option and enter this group element name, you'll see it sets up the array, IBXSAVE("BOX24",line #) for later use by its group member elements. You will also see that the 9th "^" piece of this array is the # of units. This is a calculate only field (no output from it when it is processed).

6. Select the Add Local/Override Field option and enter the sequence number of the CHARGES field.

7. Respond Yes to OK? prompt and to the copy over from the original field question. This is almost always a good idea so you can see what the original format of the field was.

8. Leave the data element field the same and do not enter an insurance company or bill type unless you want to restrict this change to a specific insurance company and/or bill type.

9. Now change the format field to multiply the value of charges (in variable IBXDATA(line #)) by the value of the units on the corresponding line # (in the 9th "^" piece of IBXSAVE("BOX24",line #)).

Replace $J(IBXDATA(Z)

With $J(IBXDATA(Z)\*$P($G(IBXSAVE("BOX24",Z)),"^",9)

10. Now modify the format description to reflect the change you just made, and the override of the field is complete.

11. To make the formatter print the local copy of the HCFA 1500, use the IRM menu option, Select Default Device For Forms, and enter the name of your local form as the value of the PRINT FORM field. The next time a HCFA 1500 bill prints, it will print the charges as total charges, not a unit charge.

**Example 2 - LOCAL SCREEN 9**

Your site needs to print the provider's phone number in Form Locator 11 on the UB-92 for inpatient bills for insurance company Blue Cross of East Wherever and this data is not currently captured in V*IST*A.

There are several steps involved in this task. First, you must set up a local field for this data in the bill/claims file and define a local data element in the forms data element file, then create or modify a local Screen 9 to enable the clerks to input this data for this insurance company's bills. You then need to edit your local UB-92 print form to include this data in Form Locator 11 for this insurance company and attach this local Screen 9 to the national UB-92 bill form. Only the steps for the creation of local Screen 9 are included here.

1. Use FileMan to add a local form field, numbered at least 10000 and stored on a numeric node of at least 10000 for this new data element. These are the only kind of fields that can be INPUT on a local Screen 9 (any field can be displayed).

2. Using the output formatter, select the Add/Edit Local Data Elements action. Enter a name for this new data element. Only national fields can start with N-, so any other name is valid. Set the base file to 399 and the type of element to "F" (FileMan). Type the name that you gave the local field in step 1 as the FileMan field reference. Make sure you type it correctly as no edit checks are made on the field at this point. For FileMan return format, use "I" if you want the "raw" data returned or "E" if you want FileMan to return it in display format. Then enter a description of the field so you can identify it the next time you need to see the list of local data elements.

3. Again using the output formatter, if there is not currently a local form defined for local Screen 9 for the national UB-92 form, use the ADD A LOCAL FORM option to add this form. Base file will be 399, print form type will be S (screen). Respond No to associate with national form question and to the copy fields form another form question. Enter a short description. For now, do not put any code in the form pre and post processing fields. Code can be written to do edits for the data on the screen that will prevent it from being authorized unless the edits are passed (post-processing). The pre-processing is used to set up any variables that may be needed to process this screen. The pre-processing is executed before the screen is displayed, the post-processing takes place after the standard authorize edits are executed upon leaving the bill.

4. Select View Form (VF) and, if prompted for selection, enter the local UB-92 screen form sequence #. This will display the general characteristics of this form.

5. Choose the Edit Form Fields action (FF). This will display a list of the form fields that make up this form or, if a new form, will display "No fields currently defined for this form".

6. Choose Add Local/Override Field action (AF). If there are any fields already defined for this screen, there will be a prompt to allow you to override an existing field. Respond No if this question is asked. Respond 1 for page/seq then enter the number of the line on the screen where you want to prompt for this field to appear and the column the prompt should start in. Skip max # of lines since this data element can have only one value per bill. Enter a length for the field and it should be long enough to hold the data and its prompt, if one is desired. Leave pad as none, and edit status as editable. Give it an edit group number that is different from any other group that may already be on the screen. For this data element, assume the field will be output exactly as it is stored, so no format code is needed.

7. Now follow steps 1-3 in the first example, but use the UB-92 national form wherever it says to use the HCFA 1500.

8. Press return for NEXT SCREEN until the field FORM LOCATOR 11 (FL-11/1) appears in the field display area.

9. Select the Add Local/Override Field action and enter the sequence number of the FORM LOCATOR 11 (FL-11/1) field.

10. Respond Yes to OK? prompt and No to the copy over from the original field question. This is OK in this case because the new data element is a single-valued field that has absolutely nothing to do with the field it is overriding.

11. Enter the name of your local data element for the provider phone number in the data element field. Enter the BLUE CROSS of EAST WHEREVER insurance company name at the insurance company prompt. Enter bill type as inpatient to restrict this change to a specific bill type for this one insurance company. There is no need to enter Format code or description as we're assuming the data is displayed the same way it is stored in the database. If you want it displayed with dashes, but store just the numerics, you can reformat it using M code here. Make sure there is a FileMan input transform on the data field to strip out the dashes before it stores it. This will now be the override field output for inpatient bills for the BL CR of EAST WHEREVER insurance company's form locator 11.

12. To make the formatter print the local copy of the UB-92 and to associate this local Screen 9 with the UB-92 form type, use the IRM menu option, Select Default Device For Forms, and enter the name of your local form as the value of the PRINT FORM field and the name of your local UB-92 Screen 9 as the local form you just created/edited.

13. The next time a UB-92 bill is entered/edited whose insurance company is BL CROSS of EAST WHEREVER, there will be a Screen 9 available to allow entry of the provider phone #. This field will also print on the UB-92 as the first line in Form Locator 11 when the bill is printed.

### Purge Menu

##### Purge Update File

The XUMGR security key is required to access this option.

The Purge Update File option is used to delete all CPT entries in the temporary file, UPDATE BILLABLE AMBULATORY SURGICAL CODE (#350.41) that have been successfully transferred to the permanent file, BILLABLE AMBULATORY SURGICAL CODE (#350.4). Upon completion, a total number of entries deleted is provided.

If the UPDATE BILLABLE AMBULATORY SURGICAL CODE file is not purged, the next time you transfer the file through the Run Amb. Surg. Update option, all of the entries that were previously transferred successfully will show as errors under "Codes already have entries for given effective date" and "Codes unable to transfer".

##### Archive Billing Data

The XUMGR security key and an electronic signature code are required to complete the archive process.

This option is used to archive data contained in search templates. Search templates are created from the INTEGRATED BILLING ACTION file (#350) (pharmacy copayment transactions only), the CATEGORY C BILLING CLOCK file (#351), and/or the BILL/CLAIMS file (#399) using the Find Billing Data to Archive option. You may select which of the files you wish to archive.

It is recommended that you archive the entries to paper (print to a device) as there is currently no functionality to retrieve or restore archived data.

The archive process is automatically queued. All data elements in the file for each entry in the search template are archived.

You will be notified of the results via electronic mail. The ARCHIVE/PURGE LOG file (#350.6) is updated when the purge is completed. The log # provided in the mail message may be used for inquiries to this file.

Sample Message

Subj: INTEGRATED BILLING ARCHIVING OF BILLING DATA [#109348] 24 Jun 92 15:32 8 Lines

From: INTEGRATED BILLING PACKAGE in 'IN' basket. Page 1 \*\*NEW\*\*

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

The subject job has yielded the following results:

Archive Archive # Records

File Log# Begin Date/Time End Date/Time Archived

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

CATEGORY C BILLING CLOCK 120 06/24/92@15:29:26 06/24/92@15:51:07 235

BILL/CLAIMS 121 06/24/92@15:51:10 06/24/92@16:32:39 463

Select MESSAGE Action: IGNORE (in IN basket)//

Sample Outputs

Archived CATEGORY C BILLING CLOCK JUN 24, 1992@15:29:28 Page: 1

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

REFERENCE NUMBER: 50045 PATIENT: IBpatient,one

CLOCK BEGIN DATE: JAN 11, 1986 STATUS: CLOSED

1ST 90 DAY INPATIENT AMOUNT: 1738.00 NUMBER INPATIENT DAYS: 2

CLOCK END DATE: JAN 10, 1987

REFERENCE NUMBER: 50178 PATIENT: IBpatient,two

CLOCK BEGIN DATE: MAR 16, 1989 STATUS: CANCELLED

1ST 90 DAY INPATIENT AMOUNT: 754.00 NUMBER INPATIENT DAYS: 1

CLOCK END DATE: MAR 17, 1989 USER ADDING ENTRY: JOHN

DATE ENTRY ADDED: MAR 19, 1989

Archived BILL/CLAIMS JUN 24, 1992@15:30:30 Page: 1

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

ACCOUNTS RECEIVABLE NUMBER: 500-K20987 BILL NUMBER: K20987

PATIENT NAME: IBpatient,one EVENT DATE: NOV 3, 1988

LOCATION OF CARE: HOSPITAL (INCLUDES CLINIC) - INPT. OR OPT.

BILL CLASSIFICATION: OUTPATIENT

TIMEFRAME OF BILL: ADMIT THRU DISCHARGE CLAIM

RATE TYPE: MEANS TEST/CAT. C WHO'S RESPONSIBLE FOR BILL?: PATIENT

STATUS: PRINTED STATUS DATE: JAN 30, 1990

PRIMARY BILL: K20987 SC AT TIME OF CARE: YES

FORM TYPE: UB-82

MAILING ADDRESS NAME: ONE IBPATIENT

MAILING ADDRESS STREET: 123 MAIN STREET

MAILING ADDRESS CITY: ALBANY MAILING ADDRESS STATE: NEW YORK

MAILING ADDRESS ZIP CODE: 12208

NUMBER: 500 REVENUE CODE: 500

CHARGES: 127.00 UNITS OF SERVICE: 1

TOTAL: 127.00 BEDSECTION: OUTPATIENT VISIT

DATE ENTERED: NOV 3, 1988

ENTERED/EDITED BY: RICHARD

INITIAL REVIEW: YES INITIAL REVIEW DATE: NOV 3, 1988

INITIAL REVIEWER: RICHARD

SECONDARY REVIEW: YES SECONDARY REVIEW DATE: NOV 3, 1988

SECONDARY REVIEWER: RICHARD

AUTHORIZE BILL GENERATION?: YES AUTHORIZATION DATE: NOV 3, 1988

AUTHORIZER: RICHARD DATE FIRST PRINTED: NOV 3, 1988

FIRST PRINTED BY: RICHARD

DATE LAST PRINTED: NOV 3, 1988 LAST PRINTED BY: RICHARD

STATEMENT COVERS FROM: NOV 3, 1988 STATEMENT COVERS TO: NOV 3, 1988

IS THIS A SENSITIVE RECORD?: NO BC/BS PROVIDER #: 000111222

TOTAL CHARGES: 127.00 FISCAL YEAR 1: 89

FY 1 CHARGES: 127.00

##### Archive/Purge Log Inquiry

The XUMGR security key is required to access this option.

This option is used to provide a full inquiry of any entry in the IB ARCHIVE/PURGE LOG file (#350.6). Once you enter the log #, all fields in the file for the selected entry will be displayed.

This output may be used to determine the status of a search template, whether archiving or purging has been completed, and who completed the search and/or archive/purge. The number of records, log status, initiator, and begin and end time for each of the three stages of the process (if applicable) are provided. The number of records found, archived, or purged will differ if records are deleted from the search template between processing steps.

Sample Output

LOG #: 121 BILL/CLAIMS JUN 24, 1992@17:38:16

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

Search Template : IB ARCHIVE/PURGE #121

# Records Purged : 33

Log Status : CLOSED

Search Begin Date/Time : JUN 24, 1992@14:51:38

Search End Date/Time : JUN 24, 1992@15:24:08

Search Initiator : EMPLOYEE

Archive Begin Date/Time : JUN 24, 1992@15:40:10

Archive End Date/Time : JUN 24, 1992@16:15:39

Archive Initiator : EMPLOYEE

Purge Begin Date/Time : JUN 24, 1992@16:32:47

Purge End Date/Time : JUN 24, 1992@17:10:05

Purge Initiator : EMPLOYEE

##### Delete Entry from Search Template

Once an entry meets the search criteria to be archived and subsequently purged and has been included in a search template, this option may be used to remove the entry from the template and prevent it from being purged. This option might be used for entries that meet the search criteria but because of unusual circumstances must be maintained on-line.

If more than one search template exists, they will be displayed for selection. Once selected, all records in that template will be displayed. You will then be allowed to choose which records to delete from the template.

##### Find Billing Data to Archive

The Purge Menu and this option are locked with the XUMGR security key.

This option is used to identify records that meet the criteria to be archived and purged from the INTEGRATED BILLING ACTION file (#350), the CATEGORY C BILLING CLOCK file (#351), and the BILL/CLAIMS file (#399). Entries which are selected to be archived and subsequently purged are placed in a search (sort) template in the SORT TEMPLATE file (#.401). These entries may be viewed/printed through the List Search Template Entries option.

You may choose which of the three files to include in the search and specify a different archive/purge time frame for each file; however, a minimum of the current plus one previous fiscal year must be maintained on-line. In cases where interim claims exist, they may only be archived/purged if the final claim can be archived/purged.

The following criteria must be met in order for the prescription, clock, or bill to be included.

INTEGRATED BILLING ACTION file (pharmacy copay actions)

The prescription which caused the action to be created must have been purged from the pharmacy database before the action may be archived. In addition, the bill must be closed in Accounts Receivable. The date the bill was closed is the date used to determine whether it will be included.

BILLING CLOCK file

Only clocks with a status of CLOSED or CANCELLED and a clock end date prior to the selected time frame are included.

BILL/CLAIMS file

The bill must be closed in Accounts Receivable. The date the bill was closed is used to determine whether it will be included.

The search is automatically queued and you are notified of the results via electronic mail. An entry is made in the ARCHIVE/PURGE LOG file (#350.6) each time a search template is created. The log # provided in the mail message may be used for inquiries to this file.

Sample Message

Subj: INTEGRATED BILLING SEARCH OF BILLING DATA [#114481] 16 Dec 93 14:41

8 Lines

From: INTEGRATED BILLING PACKAGE in 'IN' basket. Page 1 \*\*NEW\*\*

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

The subject job has yielded the following results:

Search Search # Records

File Log# Begin Date/Time End Date/Time Found

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

CATEGORY C BILLING CLOCK 154 12/16/93@14:40:50 12/16/93@14:40:54 82

BILL/CLAIMS 155 12/16/93@14:40:55 12/16/93@14:40:58 1

Select MESSAGE Action: IGNORE (in IN basket)//

##### List Archive/Purge Log Entries

The XUMGR security key is required to access this option.

This option is used to list all log entries in the IB ARCHIVE/PURGE LOG file (#350.6). Entries are listed in the order in which they were added to the file. A new entry is filed each time a new search template is created through the Find Billing Data to Archive option. The log number, archive file, date created, initiator, and status is provided for each entry.

For a more detailed display on specific entries, please use the Archive/Purge Log Inquiry option.

Sample Output

INTEGRATED BILLING ARCHIVE/PURGE LOG ENTRIES JUN 25,1992 07:57 PAGE 1

DATE

LOG# ARCHIVE FILE CREATED INITIATOR STATUS

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

1 INTEGRATED BILLING ACTION 05/01/92 IBpatient,one CLOSED

2 CATEGORY C BILLING CLOCK 05/01/92 IBpatient,two CANCELLED

3 CATEGORY C BILLING CLOCK 05/01/92 IBpatient,three CLOSED

4 BILL/CLAIMS 05/01/92 IBpatient,four CLOSED

5 INTEGRATED BILLING ACTION 06/01/92 IBpatient,five CLOSED

6 CATEGORY C BILLING CLOCK 06/01/92 IBpatient,six CLOSED

7 BILL/CLAIMS 06/01/92 IBpatient,seven CLOSED

8 INTEGRATED BILLING ACTION 07/02/92 IBpatient,eight CLOSED

9 CATEGORY C BILLING CLOCK 07/02/92 IBpatient,nine CANCELLED

10 BILL/CLAIMS 07/02/92 IBpatient, ten CLOSED

##### List Search Template Entries

A search template is created in the SORT TEMPLATE file (#.401) each time the Find Billing Data to Archive option is used. The List Search Template Entries option is used to list all entries in a search template that are scheduled to be archived and subsequently purged. This list may be used to review the entries and ensure that they should be included in the archive/purge of the file. If you have an entry that meets the purge criteria, but due to unusual circumstances must be maintained on-line, it may be deleted from the search template through the Delete Entry from Search Template option.

If more than one template exists, they will be listed for selection. The output may be sorted by patient as well as an additional specified field. <??> may be entered for a list of appropriate fields for selection and additional commands which may be used to customize your list. The selectable fields differ depending on the file. You will be prompted to enter a range for patient name(s) and the additional field (if selected). If you accept the default of FIRST, the system will assume you wish to include all entries.

The fields included in the display will depend on which of the three files the template is created from. The patient name and status is displayed for all three files. The INTEGRATED BILLING ACTION file (#350) also displays a brief description of the pharmacy prescription and the date it was added to the field. The CATEGORY C BILLING CLOCK file (#351) displays the clock begin and end dates. The BILL/CLAIMS file (#399) displays the rate type and status date.

Sample Output

CATEGORY C BILLING CLOCK SEARCH TEMPLATE JUN 23,1992 16:35 PAGE 1

CLOCK BEGIN CLOCK END

PATIENT DATE STATUS DATE

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

IBpatient,one JUN 28,1988 CLOSED JUN 27,1989

IBpatient,two MAY 30,1989 CANCELLED MAY 29,1990

IBpatient,three MAR 15,1989 CLOSED MAR 14,1990

IBpatient,four SEP 1,1988 CLOSED AUG 31,1989

IBpatient,five JAN 2,1989 CLOSED JAN 1,1990

##### Purge Billing Data

This option is used to purge data from the INTEGRATED BILLING ACTION file (#350) (pharmacy copayment transactions only), the CATEGORY C BILLING CLOCK file (#351), and/or the BILL/CLAIMS file (#399). In order for entries to be purged, they must first be stored in a search template created by the Find Billing Data to Archive option, and archived through the Archive Billing Data option. If there is more than one search template created and archived, you may select which file(s) you wish to purge.

The XUMGR security key and an electronic signature code are required to complete the purge process. The purge is automatically queued, all data elements in the file for each entry in the search template are purged, and the search template is deleted.

You will be notified of the results via electronic mail. The ARCHIVE/PURGE LOG file (#350.6) is updated when the archive is completed. The log # provided in the mail message may be used for inquiries to this file.

Sample Message

Subj: INTEGRATED BILLING PURGING OF BILLING DATA [#109349] 24 Jun 92 15:41

8 Lines

From: INTEGRATED BILLING PACKAGE in 'IN' basket. Page 1 \*\*NEW\*\*

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

The subject job has yielded the following results:

Purge Purge # Records

File Log# Begin Date/Time End Date/Time Purged

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

CATEGORY C BILLING CLOCK 120 06/24/92@15:35:56 06/24/92@15:50:29 235

BILL/CLAIMS 121 06/24/92@15:50:47 06/24/92@16:41:05 463

Select MESSAGE Action: IGNORE (in IN basket)//

### Charge Master IRM Menu

##### Load Host File Into Charge Master

This option allows new rates and charges to be added to the Charge Master form host files. This is only available for specific rates and charges. The Host file must be in a predefined format to be read correctly. Following are the available choices.

*Load CMAC into XTMP* - Upload the CMAC from a host file.

*Load AWP into XTMP* - Upload Average Wholesale Price list from a host file.

*Assign Charge Set* - Assign charges loaded into XTMP to Charge Sets.

*Check Data Validity* - Check files waiting to be loaded into the Charge Master for data validity.

*Load into Charge Master* - Check files waiting to be loaded into the Charge Master for data validity, and upload them.

*Delete XTMP files* - Delete files in XTMP.

##### Rate Schedule Adjustment Enter/Edit

This option allows the enter/edit of the Rate Schedule Adjustment field (#363.10). This field causes all charges for a particular schedule to be adjusted by a site defined amount. It requires M-code that is executed to provide the adjusted amounts and; therefore, requires programmer access (DUZ(0)="@").

This Adjustment will have an immediate effect on the charges of the Rate Schedule. The user can confirm the adjustment with a Yes response, deny the adjustment with a No response, or enter ‘^’ to exit the option and not change the adjustment.

##### RC Change Facility Type

This option allows a site to change the Facility Designation of a particular division for which charges have been installed from Provider Based to Non-provider Based or vice versa. This entails multiple steps to inactivate the existing charges and then calculate and load the new charges.

##### Start the CHAMPUS Rx Billing Engine

This option is used by IRM personnel to queue the background filer. Several parameters must be set before this job can be queued to run; if they are not set, the job will not be queued. This job actually will cause four jobs to be queued. The first job is the background filer itself. After this job has been queued and has successfully opened a TCP/IP channel with the RNA system, this job will queue off a secondary filer job. If the first job aborts in any way, the secondary filer will assume the responsibilities of the primary filer and spawn another secondary filer. The option also directly queues a second job to open a separate TCP/IP channel with the RNA system to receive updates of the Average Wholesale Pricelist (AWP). This update is normally received weekly. The AWP Update job will also spawn a secondary job, in a manner similar to the background filer, which will take over for the primary AWP update job if that job aborts. Note that after the AWP Update is received, members of the IB CHAMP RX START mail group will receive an alert notifying the user that the update has completed.

##### Stop the CHAMPUS Rx Billing Engine

This option may be used to gracefully shut down the billing engine if a planned system shutdown is scheduled to occur, or if the RNA system is scheduled to be shutdown. The option sets a flag which calls for both the background filer and AWP update engine to stop running. The secondary jobs for both of these jobs will shutdown as well.

##### Edit the CIDC Insurance Switch

The IB SUPERVISOR security key is required to access this option.

This option is used to edit the CIDC (Clinical Indicators Data Capture) insurance switch. The CIDC switch controls how CIDC will function in related VistA applications.

Depending on how the parameter is set, users who hold a PROVIDER KEY will, or will not be prompted with CIDC questions.

Following are the parameters for the CIDC switch. The default is set to ‘0’. Changing this default parameter will affect how other CIDC related applications interact with both Providers and Back Door users.

0 = Do not prompt any patients (CIDC prompts do not appear).

1 = Prompt patients only with active billable insurance (CIDC prompts appear; conditional).

2 = Prompt for all patients (CIDC prompts appear).

# Glossary

Admission Sheet Worksheet commonly used in front of inpatient charts with a workspace available for concurrent reviews.

ALOS Average Length of Stay

AMIS Automated Management Information System

Automated Biller Utility which establishes third party bills with no user intervention.

Background Filer A background job that accumulates charges and causes adjustment transactions to a bill.

BASC Billable Ambulatory Surgical Code

Billing Clock A 365 day period, usually beginning when a patient is Means Tested and is placed in Category C, through which a patient's Means Test charges are tracked. An inpatient's Medicare deductible copayment entitles the patient to 90 days of hospital/nursing home care. These 90 days must fall within the 365 day billing clock.

Category C Patient Those patients responsible for making copayments as a result of Means Test legislation.

Check-off Sheet A site-configurable printed form containing CPT codes, descriptions, and dollar amounts (optional). Each check-off sheet may be assigned to an individual clinic or multiple clinics.

Claims Tracking Module which allows for the tracking of an episode of care, from scheduling through final disposition of the bill.

Collateral A visit by a non-veteran patient whose appointment is

Visit related to or associated with a patient's treatment.

Continuous Patients continuously hospitalized at the same level of care

Patient since July 1, 1986.

Converted During the conversion, the BILLS/CLAIMS file (#399) is

Charges checked to insure that each outpatient visit has been billed. For each visit without an established bill, one is established and given a status of CONVERTED.

Copayment The charges, required by legislation, that a patient is billed for services or supplies.

CPT Current Procedural Terminology

A coding method developed by the American Hospital Association to assign code numbers to procedures which are used for research, statistical, and reimbursement purposes.

Diagnosis Code A numeric or alpha-numeric classification of the terms describing medical conditions, causes, or diseases.

Encounter Form A paper form used to display data pertaining to an out-patient visit and used to collect additional data pertaining to that visit.

Form Locator A block on the UB-82 or UB-92 bill form.

HCFA Health Care Finance Administration

HCFA-1500 AMA approved health insurance claim form used for outpatient third party billings.

HINQ Hospital Inquiry

HPID Health Plan Identifier

ICD-9 International Classification of Diseases, Ninth Modification

A coding system designed by the World Health Organization to assign code numbers to diagnoses and procedures for statistical, research, and reimbursement purposes.

ICD-10 International Classification of Diseases, Tenth Modification

A coding system designed by the World Health Organization to assign code numbers to diagnoses and procedures for statistical, research, and reimbursement purposes.

Integrated The billing record of an event or an increase/decrease in

Billing Action the charges related to an event. An event is any billable goods or services provided by the VA.

Interqual Criteria A method of evaluating appropriateness of care.

Locality Rate The Geographic Wage Index that is used to account for wage

Modifier differences in different localities when calculating the ambulatory surgery charge. It is multiplied by the wage component to get the final geographic wage component of the charge.

MCCR Medical Care Cost Recovery - The collection of monies by the

Department of Veterans Affairs (VA).

Means Test A financial report used to determine if a patient may be required to make copayments for care.

OEID Other Entity Identifier

Principal Condition, established after study, to be chiefly responsible

Diagnosis for the patient's admission.

Provider A person, facility, organization, or supplier which furnishes health care services.

Reimbursable Health insurance that will reimburse VA for the cost of

Insurance medical care provided to its subscribers.

Revenue Code A code on a third party bill identifying a specific accommodation, ancillary service, or billing calculation.

Stop Code A three-digit number corresponding to an additional stop/

service a patient received in conjunction with a clinic visit. Stop code entries are used so that medical facilities may receive credit for the services rendered during a patient visit.

Third Party Billings Instances where a party other than the patient is charged.

UB-82 AMA approved health insurance claim form previously used for third party billings.

UB-92 AMA approved health insurance claim form used for third party billings.

Utilization Review Review carried out by allied health personnel at predetermined times during the hospital stay to assess the appropriateness of care.

Wage Percentage The percentage of the rate group unit charge that is the wage component to be used in calculating the HCFA charge for ambulatory surgical procedures.

***Military Time Conversion Table***

STANDARD MILITARY

12:00 MIDNIGHT 2400 HOURS

11:00 PM 2300 HOURS

10:00 PM 2200 HOURS

9:00 PM 2100 HOURS

8:00 PM 2000 HOURS

7:00 PM 1900 HOURS

6:00 PM 1800 HOURS

5:00 PM 1700 HOURS

4:00 PM 1600 HOURS

3:00 PM 1500 HOURS

2:00 PM 1400 HOURS

1:00 PM 1300 HOURS

12:00 NOON 1200 HOURS

11:00 AM 1100 HOURS

10:00 AM 1000 HOURS

9:00 AM 0900 HOURS

8:00 AM 0800 HOURS

7:00 AM 0700 HOURS

6:00 AM 0600 HOURS

5:00 AM 0500 HOURS

4:00 AM 0400 HOURS

3:00 AM 0300 HOURS

2:00 AM 0200 HOURS

1:00 AM 0100 HOURS

# List Manager Appendix

The List Manager is a tool that displays a list of items in a screen format and provides the following functionality.

browse through the list

select items that need action

take action against those items

select other List Manager actions without leaving the option

Actions(s) are entered by typing the name(s) or mnemonics(s) at the "Select Action" prompt. Where applicable, multiple actions may be selected with one entry by separating them with a semicolon (;). For example, the single entry "AL;CI" would cause the software to advance through two separate actions (Appointment Lists and Check In).

You can also select an action and entry number by using an equals sign (=).

CI=1 will process entry 1 for check in

CI=3 4 5 will process entries 3, 4, 5 for check in

CI=1-3 will process entries 1, 2, 3 for check in

In addition to the various actions that may be available specific to the option you are working in, List Manager provides generic actions applicable to any List Manager screen. You may enter double question marks (??) at the "Select Action" prompt for a list of all actions available. On the following page is a list of generic List Manager actions with a brief description. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

**Action Description**

Next Screen [+] move to the next screen

Previous Screen [-] move to the previous screen

Up a Line [UP] move up one line

Down a Line [DN] move down one line

Shift View to Right [>] move the screen to the right if the screen width is more than 80 characters

Shift View to Left [<] move the screen to the left if the screen width is more than 80 characters

First Screen [FS] move to the first screen

Last Screen [LS] move to the last screen

Go to Page [GO] move to any selected page in the list

Re Display Screen (RD) redisplay the current screen

Print Screen [PS] prints the header and the portion of the list currently displayed

Print List [PL] prints the list of entries currently displayed

Search List [SL] finds selected text in list of entries

Auto Display(On/Off) [ADPL] toggles the menu of actions to be displayed/not displayed automatically

Quit [QU] exits the screen

1. When the Patient Policy Information Screen is accessed by either the Third Party Joint Inquiry [IBJ Third Party Joint Inquiry] option or any of the Claims Tracking Editing options, the patient policy comments are in view only mode. User will not be able to edit, add, or deleted comments. [↑](#footnote-ref-2)