



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Accounts Receivable**

**(BAR)**

## **Addendum to User Manual**

Version 1.8 Patch 35  
March 2024

Office of Information Technology  
Division of Information Resource Management

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## 1.0 Introduction

This document provides information for the user pertaining to software enhancements and minor corrections included in Accounts Receivable v1.8 p35. Please distribute this addendum to your accounts receivable staff prior to patch installation.

**Note:** This addendum is not intended to be a process guide. Contact your business office manager or area business office coordinator for questions regarding business practices.

### 1.1 Summary of Changes

FID59950/CR6565—A new report called Posting Productivity Report was added to the Financial Reports Menu to provide user posting activity. Users are free to run this report for their own posting activity but are restricted from selecting the A/R Technician parameter and running the report for other users unless the following security key has been assigned: BARZ EMP PROD RPT. No helpdesk ticket.

FID60910/CR11876—Updated the fields and report parameters that display the Patient Preferred Name, if populated in Patient Registration. This application uses the AUPN DISPLAY PPN parameter functionality and is defaulted to OFF until Patient Preferred Name is available across the enterprise. While this parameter is turned off, the Patient Preferred Name will not display in this application except as a result of the patient lookup function. This allows the Patient Preferred Name to be turned on at once without requiring a coordinated release of all applications. Once all applications support the display of the PPN, instructions will be sent out on how to enable this parameter system-wide. No helpdesk ticket.

FID76095/CR12002—Corrected an issue with the List Transactions by File Name option incorrectly displaying PRE-UFMS COLLECTIONS in the SCHED # field for adjustments that were posted at Federal locations after the date specified in the BOOKING DATE IN UFMS field in A/R Site Parameters. This applies to adjustments that were posted in Post Adjustments option (PST > ADJ) without a collection batch, for example, and therefore don't have a TDN/IPAC associated with them. Patch 35 will display <NONE> in the FLST SCHED # field for these transactions. Reported as a helpdesk ticket by Crow/Northern Cheyenne (INC0066094).

FID76628—The following reports were added to the Tasked Reports option:

- Treasury Deposit/Batch Statistical Report (TBSL)
- Transaction Report (TAR)
- Adjustment & Refund Report by Transaction Date (ADJT)

- A/R Bill and Transaction Synchronization Report (ATS)

No helpdesk ticket. Requested via RPMS Feedback.

FID77760—A new report called Batch Lockdown Report was added to the Batch Reports Menu to provide a list of collection batches that have been locked down for posting at Federal locations or will be locked down for posting at a future date, depending on the date type and date range entered by the user. No helpdesk ticket. Requested via RPMS Feedback.

FID92427—A correction was made to the View Session File option to ensure that transactions are reported in the correct allowance category bucket. This correction was made in response to a helpdesk ticket for a site that reported a Non-Beneficiary transaction on the VSF report in the Medicaid allowance category rather than in the Other allowance category. The developer found that the site posted a Medicaid transaction and then a Non-Beneficiary transaction. For some reason, the system did not populate the allowance category for the Non-Beneficiary transaction. When the VSF report was run, the system applied the allowance category for the Medicaid transaction that was posted right before the Non-Ben transaction. This resulted in the Non-Ben transaction being reported in the Medicaid bucket rather than in the Other bucket. Reported as a helpdesk ticket by Crow/Northern Cheyenne (INC0309300).

## 2.0 Patch 35 Details

### 2.1 Batch Lockdown Report (RPT > BRM > BLDR)

A new report called Batch Lockdown Report was added to the Batch Reports Menu to provide a list of collection batches that have been locked down for posting at Federal locations or will be locked down for posting at a future date, depending on the date type and date range entered by the user.

The Accounts Receivable application tracks the date that a collection batch was finalized at Federal locations and locks it for posting when the batch has aged six months from the date it was finalized. Prior to patch 35, there wasn't a report available in A/R that allowed sites to track these batches to ensure they were posted before being locked down. The Batch Lockdown Report was designed to assist with that.

To provide this information, a field was added to the A/R Collection Batch/IHS file called BATCH LOCKDOWN DATE. This field is populated with the date that a batch will be locked down for posting by using the date the batch was finalized and adding six months. The BATCH LOCKDOWN DATE field will be populated for all finalized collection batches during patch 35 installation and can only be viewed in Fileman.

**Note:** At the time of this release, the BLDR cannot be queued when sending to a printer. It can be printed to the display screen, or exported to a Host File Server, or printed to a printer without being queued. The ability to queue the report to a printer will be released in a future patch.

NUMBER: 936	NAME: PRIVATE-03/31/2023-1
COLLECTION ID: PRIVATE	BATCH STATUS: POSTABLE
OPENED DATE/TIME: MAR 31, 2023@15:06:44	
OPENED BY USER: USER,SUPER	LAST RECEIPT NUMBER: 1
SITE LOCATION: 2017 DEMO HOSPITAL	A/R SECTION: BUSINESS OFFICE
TRANSACTION STATUS: COMPLETED	DATE/TIME FINALIZED: APR 03, 2023@09:58
FINALIZED BY USER: USER,SUPER	
TREASURY DEPOSIT NUMBER/IPAC: TDN1234567	
BATCH AMOUNT: 2000	TDN/IPAC/Deposit Date: MAR 31, 2023
NUMBER: 1	ITEM NUMBER: 1
PAYMENT TYPE: EOB CHECK	DATE/TIME STAMP: MAR 31, 2023@15:06:54
USER: USER,SUPER	A/R ACCOUNT: DEMO INSURANCE
VISIT LOCATION: 2017 DEMO HOSPITAL	ITEM STATUS: EOB WITH SUBS
TREASURY DEPOSIT NUMBER/IPAC: TDN1234567	
CREDIT: 2000	PAYOR: DEMO INSURANCE
VISIT LOCATION: 2017 DEMO HOSPITAL	PAID AMOUNT: 2000
SUFFIX (c): DH	SUB EOB POSTING TOTAL (c): 822
SUB EOB POSTING BALANCE (c): 1178	SUB EOB UNALLOCATED (c): 0
CHECK NUMBER: CHECKNBR1234567	
SYNONYM OF PAY TYPE (c): EOB	ITEM POSTING TOTAL (c): 822
ITEM POSTING BALANCE (c): 178	ITEM TOTAL REIMBURSEMENTS (c): 0



```

Select one of the following:

1      DATE RANGE
2      COLLECTION POINT
3      ALLOWANCE CATEGORY
4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
    
```

Figure 2-3: BLDR default inclusion parameters

If the default parameters are accepted, the report will provide a summary list of all collection batches that are locked down for posting as of today and have a remaining balance that wasn't posted. These batches cannot be posted in RPMS but their associated TDNs/IPACs must be reconciled on the UFMS side. In addition, any RPMS bills and/or UFMS invoices associated with these collection batches must be dealt with. Please contact your local or area finance department for guidance on those processes.

```

=====
SUMMARY REPORT OF LOCKED BATCHES                JUN 2,2023@10:50   Page 1
For LOCKDOWN DATES 10/01/2005 to 06/02/2023
Location: 2017 DEMO HOSPITAL                    LOCKDOWN PERIOD: 6 MO
=====
COLLECTION BATCH NAME      TDN/IPAC      LOCK      TOTAL
                           DATE          BATCHED    BALANCE
=====
      COLLECTION ID: MEDICARE
02/18/2022-1              TDN111111    08/18/2022    1724.16    1253.22
02/28/2022-1              TDN222222    08/28/2022     750.00     750.00
-----
      2 BATCHES                                2474.16     2003.22

      COLLECTION ID: PRIVATE
03/27/2021-1              IPAC111111    09/27/2021     618.24     618.24
07/01/2021-1*            TDN33333333    01/01/2022     500.00     250.00
07/13/2021-1              IPAC222222    01/13/2022     783.19     783.19
05/25/2022-1              IPAC333333    11/01/2022    5,000.00    5,000.00
06/09/2022-1              TDN44444444    12/09/2022     500.00     274.00
11/01/2022-1              TDN555555     05/01/2023    4,624.83    1,258.21
-----
      6 BATCHES                                12,026.26    8,183.64
=====
TOTAL                                14,500.42    10,186.86
=====
An '*' after the batch name means at least part of it is in Unallocated Cash
<END OF REPORT>
    
```

Figure 2-4: BLDR Summary (Printer) report run for default parameters

There are four main parameters available on the Batch Lockdown Report: Date Range, Collection Point, Allowance Category, and Report Type.

The Date Range parameter allows for selecting one of two date types: Lockdown Date or Date Batch Finalized. The Lockdown Date option allows for entering a future date range, up to six months from today. The Date Batch Finalized option does not allow for entering a future date range, as collection batches cannot be finalized in the future.

Both options will provide a list of batches that are either 1) already locked down for posting and/or 2) will be locked down in the future. Both options also provide the batch lockdown date.

```

INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
=====
-Batch Lockdown Dates: 10/01/2005 to: 06/06/2023
-Report Type.....: Summary (Printer)

Select one of the following:

    1      DATE RANGE
    2      COLLECTION POINT
    3      ALLOWANCE CATEGORY
    4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 1 DATE RANGE

Select one of the following:

    1      Lockdown Date
    2      Date Batch Finalized

Select TYPE of DATE Desired:

```

Figure 2-5: BLDR Date Range options

The Collection Point and Allowance Category parameters work like all other reports in Accounts Receivable. The Collection Point parameter allows for selecting one or more or all Collection Points in your system, and the Allowance Category parameter allows for selecting one or more or all Allowance Categories. Keep in mind, though, that in order to view a complete list of locked collection batches and batches that will be locked down in the future, the report should not be restricted by Collection Point or Allowance Category.

```

INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
=====
-Batch Lockdown Dates: 10/01/2005 to: 08/11/2023
-Report Type.....: Summary (Printer)

Select one of the following:

    1      DATE RANGE
    2      COLLECTION POINT
    3      ALLOWANCE CATEGORY
    4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 2 COLLECTION POINT

```





```

Select Another Allowance Category:

  INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
  =====
-Batch Lockdown Dates: 10/01/2005 to: 08/11/2023
-Collection Points: MEDICARE
                   MEDICAID
-Allowance Categories: MEDICARE (INS TYPES R MD MH MC MMC)
                      MEDICAID (INS TYPES D K FPL)
-Report Type.....: Summary (Printer)

  Select one of the following:

      1      DATE RANGE
      2      COLLECTION POINT
      3      ALLOWANCE CATEGORY
      4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
    
```

Figure 2-6: BLDR Collection Point and Allowance Category parameters

The Report Type parameter allows for choosing four report formats: Detail (Printer), Summary (Printer), Delimited Detail, and Delimited Summary.

```

Select ONE or MORE of the above INCLUSION PARAMETERS: 4 REPORT TYPE

  Select one of the following:

      1      Detail (Printer)
      2      Summary (Printer)
      3      Delimited Detail
      4      Delimited Summary

Select TYPE of REPORT desired: 2//
    
```

Figure 2-7: BLDR Report Types

The Summary (Printer) and Delimited Summary provide information on collection batches as a whole, which means the information provided is not broken down by individual collection batch item. You will run the Detail reports for individual batch item information. The Summary (Printer) is intended to be run to your display screen or sent to a printer, and the Delimited Summary is intended to be exported to a Host File Server and imported to Excel.

The two summary reports provide the same information with the only difference being the Delimited Summary report includes a column called TOTAL ITEM and provides the number of batch items in each collection batch.

To generate the Summary (Printer) report, select Report Type and then select Summary (Printer). Select any other desired parameters and run the report to your display screen or send to a printer. The report will look similar to the example below:

```

Select ONE or MORE of the above INCLUSION PARAMETERS: 4 REPORT TYPE
    
```

```

Select one of the following:

    1      Detail (Printer)
    2      Summary (Printer)
    3      Delimited Detail
    4      Delimited Summary

Select TYPE of REPORT desired: 2//  Summary (Printer)

INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
=====
-Batch Lockdown Dates: 10/01/2005  to: 06/02/2023
-Report Type.....: Summary (Printer)

Select one of the following:

    1      DATE RANGE
    2      COLLECTION POINT
    3      ALLOWANCE CATEGORY
    4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

DEVICE: HOME//

=====
SUMMARY REPORT OF LOCKED BATCHES                JUN 2,2023@10:50   Page 1
For LOCKDOWN DATES 10/01/2005 to 06/02/2023
Location: 2017 DEMO HOSPITAL                    LOCKDOWN PERIOD: 6 MO
=====
COLLECTION BATCH NAME      TDN/IPAC      LOCK      TOTAL
DATE                       BATCHED      BALANCE
=====
      COLLECTION ID: MEDICARE
02/18/2022-1      TDN111111      08/18/2022      1724.16      1253.22
02/28/2022-1      TDN222222      08/28/2022      750.00      750.00
      -----
      2 BATCHES                                2474.16      2003.22

      COLLECTION ID: PRIVATE
03/27/2021-1      IPAC111111      09/27/2021      618.24      618.24
07/01/2021-1*      TDN33333333      01/01/2022      500.00      250.00
07/13/2021-1      IPAC222222      01/13/2022      783.19      783.19
05/25/2022-1      IPAC333333      11/01/2022      5,000.00      5,000.00
06/09/2022-1      TDN44444444      12/09/2022      500.00      274.00
11/01/2022-1      TDN555555      05/01/2023      4,624.83      1,258.21
      -----
      6 BATCHES                                12,026.26      8,183.64
      -----
TOTAL                                14,500.42      10,186.86

An '*' after the batch name means at least part of it is in Unallocated Cash

<END OF REPORT>
    
```

Figure 2-8: BLDR Summary (Printer) report

To generate the Delimited Summary report, choose Report Type and Delimited Summary. At the **Device: HOME** prompt, type HFS for Host File Server and press **Enter**. At the **HOST FILE NAME** prompt, type your site's directory path followed by a backslash (\) or a forward slash (/) as appropriate, then type a report name and press **Enter**. Press **Enter** at the remaining prompts.

```

Select ONE or MORE of the above INCLUSION PARAMETERS: 4  REPORT TYPE

  Select one of the following:

      1          Detail (Printer)
      2          Summary (Printer)
      3          Delimited Detail
      4          Delimited Summary

Select TYPE of REPORT desired: 2// 4  Delimited Summary

  INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
  =====
-Batch Lockdown Dates: 10/01/2005  to: 06/02/2023
-Report Type.....: Delimited Summary

  Select one of the following:

      1          DATE RANGE
      2          COLLECTION POINT
      3          ALLOWANCE CATEGORY
      4          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

DEVICE: HOME//  HFS
HOST FILE NAME: G:\PUB\//G:\PUB\BLDR DELIMITED SUMMARY  ADDRESS/PARAMETERS: "WN
S"//

```

Figure 2-9: BLDR Delimited Summary report generation

Find the exported report on your site's directory, open it with Excel, or import it to Excel, using a caret (^) as the delimiter, and make any desired formatting changes. Your report will look similar to the example below.

```

=====
SUMMARY REPORT OF LOCKED BATCHES          Jun 6, 2023@10:45  Page 1
For LOCKDOWN DATES 10/01/2005 to 06/02/2023
Location: 2017 DEMO HOSPITAL              LOCKDOWN PERIOD: 6 MO
=====

```

COLLECTION ID	LOCATION	ALLOWANCE CATE	COLLECTION BATCH NAME	TDN/IPAC	LOCK DATE	TOTAL ITEM	TOTAL BATCHED	BALANCE
MEDICARE	2017 DEMO HOSPITAL	Medicare	MEDICARE-02/18/2022-1	TDN111111	8/18/2022	1	\$1,724.16	\$1,253.22
MEDICARE	2017 DEMO HOSPITAL	Medicare	MEDICARE-02/28/2022-1	TDN222222	8/28/2022	1	\$750.00	\$750.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-03/27/2021-1	IPAC111111	9/27/2021	1	\$618.24	\$618.24
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-07/01/2021-1*	TDN3333333	1/1/2022	1	\$500.00	\$250.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-07/13/2021-1	IPAC222222	1/13/2022	1	\$783.19	\$783.19
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-05/25/2022-1	IPAC333333	11/1/2022	1	\$5,000.00	\$5,000.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-06/09/2022-1	TDN44444444	12/9/2022	3	\$500.00	\$274.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-11/01/2022-1	TDN555555	5/1/2023	2	\$4,624.83	\$1,258.21

An '\*' after the batch name means at least part of it is in Unallocated Cash

<END OF REPORT>

Figure 2-10: BLDR Delimited Summary report imported to Excel

The Detail (Printer) and Delimited Detail report types provide information for individual collection batch items. The Detail (Printer) report is intended to be run to your display screen or sent to a printer, and the Delimited Detail is intended to be exported to a Host File Server and imported to Excel.

To generate the Detail (Printer) report, select Report Type and then select Detail (Printer). Select any other desired parameters and run the report to your display screen or send to a printer. The report will provide a list of collection batch items that are locked down or will be locked down with the A/R Account name, TDN/IPAC, Lock Date, Total Batched, and Balance.

```

Select ONE or MORE of the above INCLUSION PARAMETERS: 4  REPORT TYPE

  Select one of the following:

      1      Detail (Printer)
      2      Summary (Printer)
      3      Delimited Detail
      4      Delimited Summary

Select TYPE of REPORT desired: 2// 1  Detail (Printer)

  INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
  =====
  -Batch Lockdown Dates: 10/01/2005  to: 08/11/2023
  -Report Type.....: Detail (Printer)

  Select one of the following:

      1      DATE RANGE
      2      COLLECTION POINT
      3      ALLOWANCE CATEGORY
      4      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

DEVICE: HOME//

```

```

=====
DETAIL REPORT OF LOCKED BATCHES                                AUG 11,2023@13:39   Page 1
For LOCKDOWN DATES 10/01/2005 to 08/11/2023
Location: 2017 DEMO HOSPITAL                                LOCKDOWN PERIOD: 6 MO
=====
COLLECTION BATCH NAME          LOCK          TOTAL
  ITEM   A/R ACCOUNT          TDN/IPAC      DATE          BATCHED      BALANCE
=====
          COLLECTION ID: MEDICARE
11/28/2021-1                    TDN123456      05/28/2022      5,129.13      1,044.26
  ITEM 1  MEDICARE                    5,129.13      1,044.26
01/03/2022-1                    TDN11225       06/03/2022      1,044.78      468.00
  ITEM 1  MEDICARE                    1,044.78      468.00
07/21/2022-1                    TDN1236504     01/21/2023     12,689.24     4,000.00
  ITEM 1  MEDICARE                    7,246.19     1,500.00
  ITEM 2  MEDICARE                    5,443.05     2,500.00
          -----
          3 BATCHES                                18,863.15     5,512.26

          COLLECTION ID: PRIVATE
07/01/2021-1                    TDN07012021    01/01/2022      500.00        500.00
  ITEM 1*  NARRATIVE INSURANCE        500.00        500.00
05/25/2022-1                    TDN05252022    11/25/2022     5,873.46     5,873.46
  ITEM 1  NARRATIVE INSURANCE        412.71        412.71
  ITEM 2  NARRATIVE INSURANCE        1,005.23     1,005.23
  ITEM 3  NARRATIVE INSURANCE        3,419.80     3,419.80
  ITEM 4  NARRATIVE INSURANCE        221.18        221.18
  ITEM 5  NARRATIVE INSURANCE        814.54        814.54
06/09/2022-1                    TDN06092022    12/09/2022      500.00        274.00
  ITEM 2  BC/BS FED EMP PROG          500.00        274.00
12/13/2022-1                    TDN12132022    06/13/2023      100.00        100.00
  ITEM 2*  NEW MEXICO BC/BS INC        100.00        100.00
          -----
          6 BATCHES                                6,973.46     6,747.46

          TOTAL                                =====
          25,836.61     12,259.72
=====
An '*' after the item number means at least part of it is in Unallocated Cash
<END OF REPORT>
    
```

Figure 2-11: BLDR Detail (Printer) report example

To generate the Delimited Detail report, choose Report Type and Delimited Detail. When the desired parameters have been selected, press **Enter** at the INCLUSION PARAMETERS prompt. A prompt will be displayed asking if you wish to print the batch balance amount for each item.

If you accept the default response of No, the Item Count, Total Batched, and Balance fields will populate once for each collection batch, regardless of how many batch items are listed for a batch. If you answer Yes to this prompt, the Item Count, Total Batched, and Balance fields will be populated for every batch item on the report. Keep in mind this will result in inflated total amounts if you use the Excel AutoSum feature for those columns.

At the 'Device: HOME' prompt, type HFS for Host File Server and press **Enter**. At the 'HOST FILE NAME' prompt, type your site's directory path following by a back slash (\) or a forward slash (/) as appropriate, then type a report name and press **Enter**. Press **Enter** at the remaining prompts.

```
Select ONE or MORE of the above INCLUSION PARAMETERS: 4 REPORT TYPE

Select one of the following:

1          Detail (Printer)
2          Summary (Printer)
3          Delimited Detail
4          Delimited Summary

Select TYPE of REPORT desired: 2// 3 Delimited Detail

INCLUSION PARAMETERS in Effect for Batch Lockdown Report:
=====
-Batch Lockdown Dates: 10/01/2005 to: 08/11/2023
-Report Type.....: Delimited Detail

Select one of the following:

1          DATE RANGE
2          COLLECTION POINT
3          ALLOWANCE CATEGORY
4          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

Note: Some batches may contain more than one item on the report.
Do you wish to print the batch balance amount for each item? ? NO//

DEVICE: HOME// HFS
HOST FILE NAME: G:\pub\G:\PUB\BLDR DELIMITED DETAIL ADDRESS/PARAMETERS: "WNS
"//
```

Figure 2-12: BLDR Delimited Detail report generation

Find the exported report on your site's directory, open it with Excel, or import it to Excel, using a caret (^) as the delimiter, and make any desired formatting changes. Your report will look similar to the example below.

COLLECTION ID	LOCATION	ALLOWANCE CATEGORY	COLLECTION BATCH NAME	TDN/IPAC	LOCK DATE	ITEM COUNT	TOTAL BATCHED	BALANCE	ITEM NUMBER	PAYER	CHECK NUMBER	ITEM AMOUNT	ITEM BALANCE
MEDICARE	2017 DEMO HOSPITAL	Medicare	MEDICARE-12/13/2022-1	1234567	6/13/2022	1	\$100.00	\$100.00	2	MEDICARE	12132022	\$100.00	\$100.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-03/27/2020-1	3345669	12/30/2021	1	\$618.00	\$618.00	1	NARRATIVE INSURANCE	45118	\$618.00	\$618.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-07/01/2021-1	TDN102030	1/1/2022	1	\$500.00	\$500.00	1*	NARRATIVE INSURANCE	9876543	\$500.00	\$500.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-05/25/2022-1	GINASTDN05252022	11/25/2022	5	\$5,000.00	\$5,000.00	1	NARRATIVE INSURANCE	40506070	\$1,000.00	\$1,000.00
PRIVATE	2017 DEMO HOSPITAL	Private Insurance	PRIVATE-05/25/2022-1	GINASTDN05252022	11/25/2022	5	\$5,000.00	\$5,000.00	2	NARRATIVE INSURANCE	90807060	\$1,000.00	\$1,000.00

An "\*" after the item number means at least part of it is in Unallocated Cash

<END OF REPORT>

Figure 2-13: BLDR Delimited Detail report imported to Excel

## 2.2 Posting Productivity Report (RPT > FRM > PPR)

A new report called Posting Productivity Report was added to the Financial Reports Menu to provide user posting activity. Users are free to run this report for their own posting activity but are restricted from selecting the A/R Technician parameter and running the report for other users unless the following security key has been assigned: BARZ EMP PROD RPT.

To run the report, access the Financial Reports Menu (RPT > BRM) and select the Posting Productivity Report option (PPR). The A/R Technician parameter will be defaulted to the user running the report and the Report Type will be defaulted to Brief Listing.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          ACCOUNTS RECEIVABLE SYSTEM-VER 1.8p35          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          Posting Productivity Report          |
|          2017 DEMO HOSPITAL          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: POSTER,SUPER          BUSINESS OFFICE          21-AUG-2023 1:40 PM

NOTE: This report will contain data for the BILLING location you are logged
into. Selecting a Visit Location will allow you to run the report for
a specific VISIT location under this BILLING location.

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-A/R Technician.....: POSTER,SUPER
-Report Type.....: BRIEF LISTING (80 width)

Select one of the following:

1          LOCATION
2          ACTIVITY DATE RANGE
3          A/R TECHNICIAN
4          BILLING ENTITY
5          INSURER TYPE
6          ALLOWANCE CATEGORY
7          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
    
```

Figure 2-14: PPR Default Report Parameters

Users who do not have the security key assigned and select the A/R TECHNICIAN parameter will see a message indicating the report can only be run for themselves and will be taken back to the INCLUSION PARAMETERS prompt.

```

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-A/R Technician.....: POSTER,SUPER
-Report Type.....: BRIEF LISTING (80 width)

Select one of the following:

1          LOCATION
    
```



```

2      ACTIVITY DATE RANGE
3      A/R TECHNICIAN
4      BILLING ENTITY
5      INSURER TYPE
6      ALLOWANCE CATEGORY
7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 3  A/R TECHNICIAN

Only a user with security key BARZ EMP PROD RPT can run this report for anyone other than themselves

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
    
```

Figure 2-15: Message displayed for users who select A/R TECHNICIAN without having security key assigned

Users who do have the security key assigned and select the A/R TECHNICIAN parameter will be given two options: One Person’s Activity and All posting staff.

One Person’s Activity allows for selecting individual users by name. There is no limit to how many users can be selected. All posting staff will provide posting activity for all users.

```

Select ONE or MORE of the above INCLUSION PARAMETERS: 3  A/R TECHNICIAN

  Select one of the following:

      1      One Person's Activity
      2      All posting staff

Select: 1  One Person's Activity

Select NEW PERSON NAME: POSTER,SUSIE      SMP      A/R TECHNICIAN

Select NEW PERSON NAME: TECHNICIAN,MARY    MRT      A/R TECHNICIAN

Select NEW PERSON NAME:

  INCLUSION PARAMETERS in Effect for Posting Productivity Report:
  =====
  -A/R Technician.....: POSTER,SUSIE
                        TECHNICIAN,MARY
  -Report Type.....: BRIEF LISTING (80 width)

  Select one of the following:

      1      LOCATION
      2      ACTIVITY DATE RANGE
      3      A/R TECHNICIAN
      4      BILLING ENTITY
      5      INSURER TYPE
      6      ALLOWANCE CATEGORY
      7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
    
```

Figure 2-16: Selecting One Person’s Activity

The ACTIVITY DATE RANGE parameter is a required parameter. If the user attempts to run the report without specifying a date range, a message will be displayed indicating a date range is required and the user will be taken back to the INCLUSION PARAMETERS prompt.

```
Select ONE or MORE of the above INCLUSION PARAMETERS:

A DATE RANGE is required for this report
Enter '^' to exit

Enter RETURN to continue:
```

Figure 2-17: Message displayed if the report is run without specifying a date range

The ACTIVITY DATE RANGE parameter allows for specifying a date as well as a time. Specifying a time is not required. It's completely optional in either of the date range prompts.

```
Select one of the following:

1      LOCATION
2      ACTIVITY DATE RANGE
3      A/R TECHNICIAN
4      BILLING ENTITY
5      INSURER TYPE
6      ALLOWANCE CATEGORY
7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 2  ACTIVITY DATE RANGE
===== Entry of Activity Date Range =====

Enter STARTING ACTIVITY DATE for the Report:  8/23/23  (AUG 23, 2023)

Enter ENDING ACTIVITY DATE for the Report:  8/23/23@1630  (AUG 23, 2023@16:30)

  INCLUSION PARAMETERS in Effect for Posting Productivity Report:
  =====
-Activity Dates from...: 08/23/2023  to: 08/23/2023@16:30
-A/R Technician.....: All posting staff
-Report Type.....: BRIEF LISTING (80 width)

  Select one of the following:

1      LOCATION
2      ACTIVITY DATE RANGE
3      A/R TECHNICIAN
4      BILLING ENTITY
5      INSURER TYPE
6      ALLOWANCE CATEGORY
7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
```

Figure 2-18: Entering a date and/or a date and time in the ACTIVITY DATE RANGE parameter

There are four Report Types available. The Brief Listing and the Statistical Summary are meant to be printed to your display screen or sent to a printer. The Delimited Detail and the Validator are meant to be exported to a Host File Server and imported to Excel.

```
Select ONE or MORE of the above INCLUSION PARAMETERS: 7  REPORT TYPE

Select one of the following:

1          BRIEF LISTING (80 width)
2          STATISTICAL SUMMARY ONLY
3          DELIMITED DETAIL (HFS)
4          VALIDATOR (delimited HFS file)

Select TYPE of REPORT desired: 1//
```

Figure 2-19: PPR Report Types

The Brief Listing provides a count of transactions and a dollar amount for payments, adjustments, and refunds. Transactions that were posted via the ERA Posting option will be marked with an asterisk (\*) next to the posting date.

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          ACCOUNTS RECEIVABLE SYSTEM-VER 1.8p35          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          Posting Productivity Report          |
|          2017 DEMO HOSPITAL          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
User: SUPERVISOR,AYAR          BUSINESS OFFICE          25-AUG-2023 10:10 AM

NOTE: This report will contain data for the BILLING location you are logged
      into.  Selecting a Visit Location will allow you to run the report for
      a specific VISIT location under this BILLING location.

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-A/R Technician.....: SUPERVISOR,AYAR
-Report Type.....: BRIEF LISTING (80 width)

Select one of the following:

1          LOCATION
2          ACTIVITY DATE RANGE
3          A/R TECHNICIAN
4          BILLING ENTITY
5          INSURER TYPE
6          ALLOWANCE CATEGORY
7          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 3  A/R TECHNICIAN

Select one of the following:

1          One Person's Activity
2          All posting staff

Select: 2  All posting staff

```

```

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-A/R Technician.....: All posting staff
-Report Type.....: BRIEF LISTING (80 width)

Select one of the following:

1      LOCATION
2      ACTIVITY DATE RANGE
3      A/R TECHNICIAN
4      BILLING ENTITY
5      INSURER TYPE
6      ALLOWANCE CATEGORY
7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS: 2  ACTIVITY DATE RANGE
===== Entry of Activity Date Range =====
Enter STARTING ACTIVITY DATE for the Report:  8/24/23  (AUG 24, 2023)
Enter ENDING ACTIVITY DATE for the Report:  8/24/23  (AUG 24, 2023)

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-Activity Dates from...: 08/24/2023  to: 08/24/2023
-A/R Technician.....: All posting staff
-Report Type.....: BRIEF LISTING (80 width)

Select one of the following:

1      LOCATION
2      ACTIVITY DATE RANGE
3      A/R TECHNICIAN
4      BILLING ENTITY
5      INSURER TYPE
6      ALLOWANCE CATEGORY
7      REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

Output DEVICE: HOME// HOME
.....
.....
.....

WARNING: Confidential Patient Information, Privacy Act Applies
=====
EMP PRODUCTIVITY REPORT run by SUPERVISOR,AYAR          AUG 25,2023@10:11  Page 1
Brief Listing for ALL Posting Staff
at ALL Visit location regardless of Billing Location with ACTIVITY DATES
from 08/24/2023 to 08/24/2023
*-Denotes entries were posted using the ERA
=====
A/R TECHNICIAN
DATE      LOC      PAYMENTS      ADJUSTMENTS      REFUNDS
              CREDITS      DEBITS
-----
POSTER,ONE      1259      6,506.86  1264      3,316.86      10      3,002.00  1      20.00
    
```

POSTER, ONE									
08/24/23*DH	1259	6,506.86	1264	3,316.86	10	3,002.00	1	20.00	
POSTER, TWO	29	11,957.00	2	30.00	0	0.00	0	0.00	
POSTER, TWO									
08/24/23 DH	29	11,957.00	2	30.00	0	0.00	0	0.00	
POSTER, THREE	790	3,128.40	790	3,120.50	0	0.00	0	0.00	
POSTER, THREE									
08/24/23*DH	790	3,128.40	790	3,120.50	0	0.00	0	0.00	
TOTALS:	2078	21,589.26	2056	6,469.36	10	3,002.00	1	20.00	
<END OF REPORT>									

Figure 2-20: Brief Listing report run for all posting staff

The Statistical Summary provides a count of payments, adjustments, unallocated, refund, and message transactions. There are no dollar amounts provided on this report type.

WARNING: Confidential Patient Information, Privacy Act Applies						
=====						
EMP PRODUCTIVITY REPORT run by SUPERVISOR,AYAR			AUG 25,2023@11:29		Page 1	
STATISTICAL SUMMARY ONLY for ALL Posting Staff						
at ALL Visit location regardless of Billing Location with ACTIVITY DATES						
from 08/24/2023 to 08/24/2023						
=====						
A/R TECHNICIAN	PAYMNT	ADJUSTMENTS CREDIT	DEBIT	UN- ALLOC	REFUND	MESSGE
-----						
2017 DEMO HOSP						
POSTER, ONE	1257	1264	10	5	1	6
POSTER, TWO	29	2	0	2	0	0
POSTER, THREE	790	790	0	0	0	2
	-----	-----	-----	-----	-----	-----
2017 DEMO totals:	2078	2057	10	9	1	8
ALL LOCATIONS GRAND TOTAL						
POSTER, ONE	1259	1264	10	5	1	6
POSTER, TWO	29	2	0	2	0	0
POSTER, THREE	790	790	0	0	0	2
	=====	=====	=====	=====	=====	=====
ALL LOCATIONS totals:	2080	2057	10	9	1	8
<END OF REPORT>						

Figure 2-21: Statistical Summary report run for all posting staff

The Delimited Detail provides a count of transactions and a dollar amount for payments, credits, debits, refunds, post status change credits, post status change debits, and unallocated transactions. There are also columns for message counts, remark code counts, and a column indicating if a transaction was posted using the ERA Posting option.

To run the Delimited Detail, select Report Type and Delimited Detail, along with any other required or desired parameters. At the **Device: HOME** prompt, type HFS for Host File Server and press **Enter**. At the Host File Name prompt, type your site's directory path name followed by a back slash (\) or forward slash (/) as appropriate, type a name for the report, and press **Enter**. Press **Enter** at the remaining prompts.

```
Select ONE or MORE of the above INCLUSION PARAMETERS: 7  REPORT TYPE

  Select one of the following:

      1          BRIEF LISTING (80 width)
      2          STATISTICAL SUMMARY ONLY
      3          DELIMITED DETAIL (HFS)
      4          VALIDATOR (delimited HFS file)

Select TYPE of REPORT desired: 1// 3  DELIMITED DETAIL (HFS)

  INCLUSION PARAMETERS in Effect for Posting Productivity Report:
  =====
-Activity Dates from...: 08/24/2023  to: 08/24/2023
-A/R Technician.....: All posting staff
-Report Type.....: DELIMITED DETAIL (HFS)

  Select one of the following:

      1          LOCATION
      2          ACTIVITY DATE RANGE
      3          A/R TECHNICIAN
      4          BILLING ENTITY
      5          INSURER TYPE
      6          ALLOWANCE CATEGORY
      7          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

Output DEVICE: HOME// HFS  HOST FILE SERVER
HOST FILE NAME: C:\TEMP//G:\PUB\PPR DELIMITED DET 08252023  ADDRESS/PARAMETERS:
"WNS"//

Requested Start Time: NOW//  (AUG 25, 2023@12:06:26)
Task # 339905 queued.
```

Figure 2-22: Exporting the Delimited Detail report to the Host File Server

Find the exported report on your site's directory and open it with Excel or import it to Excel, using a caret (^) as the delimiter, and make any desired formatting changes. Your report will look similar to the example below.

The Session ID column will be populated with the user’s cashiering session number only after the session has been exported to UFMS. If the cashiering session has not been transmitted to UFMS or if a transaction was posted without using a cashiering session, the Session ID column will be populated with NO CASH SESS.

Session ID	Transaction Date	Location	A/R Technician	Payment Count	Payment Amount (Dollars)	Credit Count	Credit Amount (Dollars)	Debit Count	Debit Amount (Dollars)	Refund Count	Refund Amount (Dollars)	ERA Ind	Message Count	Remark Code	Post Status Change Credit Count	Post Status Change Credit Amount	Post Status Change Debit Count	Post Status Change Debit Amount	Unallocated Count	Unallocated Amount
3230823.132525	8/23/2023	2017 DEMO	POSTER.ONE	26	\$1,217.00	12	\$418.00	1	\$186.00	0	\$0.00		4	0	3	\$426.19	1	\$34.53	0	\$0.00
NO CASH SESS	8/23/2023	2017 DEMO	POSTER.TWO	0	\$0.00	0	\$0.00	0	\$0.00	4	\$86.19		0	0	0	\$0.00	0	\$0.00	1	\$3,412.15
3230823.143527	8/23/2023	2017 DEMO	POSTER.THREE	27	\$11,103.00	2	\$30.00	0	\$0.00	0	\$0.00	ERA	0	23	0	\$0.00	0	\$0.00	0	\$0.00
NO CASH SESS	8/23/2023	2017 DEMO	POSTER.FOUR	2	\$854.00	3	\$91.14	0	\$0.00	0	\$0.00	ERA	0	17	0	\$0.00	0	\$0.00	2	\$500.00
3230823.133118	8/23/2023	2017 DEMO	POSTER.FOUR	4	\$550.40	4	\$137.60	0	\$0.00	0	\$0.00		7	0	0	\$0.00	0	\$0.00	0	\$0.00

Figure 2-23: Delimited Detail option imported to Excel

The Validator option provides all posting activity in detail, including the bill number and patient name, if applicable.

To run the Validator option, select Report Type and Validator, along with any other required or desired parameters. At the Device prompt, type HFS for Host File Server and press **Enter**. At the Host File Name prompt, type your site’s directory path name followed by a back slash (\) or forward slash (/) as appropriate, type a name for the report, and press **Enter**. Press **Enter** at the remaining prompts.

```
Select ONE or MORE of the above INCLUSION PARAMETERS: 7 REPORT TYPE

Select one of the following:

1          BRIEF LISTING (80 width)
2          STATISTICAL SUMMARY ONLY
3          DELIMITED DETAIL (HFS)
4          VALIDATOR (delimited HFS file)

Select TYPE of REPORT desired: 1// 4 VALIDATOR (delimited HFS file)

INCLUSION PARAMETERS in Effect for Posting Productivity Report:
=====
-Activity Dates from...: 01/01/2022 to: 09/25/2023
-A/R Technician.....: All posting staff
-Report Type.....: VALIDATOR (delimited HFS file)

Select one of the following:

1          LOCATION
2          ACTIVITY DATE RANGE
3          A/R TECHNICIAN
4          BILLING ENTITY
5          INSURER TYPE
6          ALLOWANCE CATEGORY
7          REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:
```

```
Output DEVICE: HOME// HFS HOST FILE SERVER
HOST FILE NAME: C:\TEMP\G:\PUB\PPR VALIDATOR 08252023 ADDRESS/PARAMETERS: "WNS
"//

Requested Start Time: NOW// (AUG 25, 2023@12:23:17)
Task # 339912 queued.
```

Figure 2-24: Exporting the Validator report to the Host File Server

Find the exported report on your site’s directory and open it with Excel or import it to Excel, using a caret (^) as the delimiter, and make any desired formatting changes. Your report will look similar to the example below.

As with the Delimited Detail report, the Session ID column will be populated with the user’s cashiering session number only after the session has been exported to UFMS. If the cashiering session has not been transmitted to UFMS or if a transaction was posted without using a cashiering session, the Session ID column will be populated with NO CASH SESS.

Session ID	Transaction EN	Transaction Date	Location	A/R Technician	Bill Number	Patient	Transaction Type	Transaction Amount	Adjustment Category	Adjustment Type	A/R Account	Collection Batch	Item	TDN	Issuer Type	Allowance Category	ERA Flag
3240108.105717	3240108.085707.73	1/8/2024	DEMO HOSP POSTER, ONE	123456A-DH-111		DEMO, PATIENT	ADJUST ACCOUNT	\$50.00	(14)CO-PAY	(27)Co-payment	DEMO INSURANCE PRIVATE-12/29/2023-1		1	TDN11223344	PRIVATE INSURANCE PRIVATE		
NO CASH SESS	3240108.085718.74	1/8/2024	DEMO HOSP POSTER, ONE	123456A-DH-111		DEMO, PATIENT	MESSAGE	\$0.00									
3240108.116489	3240108.124613.75	1/8/2024	DEMO HOSP POSTER, TWO	222222A-DH-222		PATIENT, TEST	PAYMENT	\$100.00			MEDICARE	MEDICARE-01/02/2024-1	1	TDN55667788	MEDICARE FI	MEDICARE	ERA
3240108.116489	3240108.124612.76	1/8/2024	DEMO HOSP POSTER, TWO	222222A-DH-222		PATIENT, TEST	ADJUST ACCOUNT	\$20.00	(14)CO-PAY	(27)Co-payment	MEDICARE	MEDICARE-01/02/2024-1	1	TDN55667788	MEDICARE FI	MEDICARE	ERA
3240108.116489	3240108.124612.77	1/8/2024	DEMO HOSP POSTER, TWO	222222A-DH-222		PATIENT, TEST	ADJUST ACCOUNT	\$143.76	(4)NON PAYMENT	(21) Chgs Excd max Allowable Amt	MEDICARE	MEDICARE-01/02/2024-1	1	TDN55667788	MEDICARE FI	MEDICARE	ERA
NO CASH SESS	3240108.12472.96	1/8/2024	DEMO HOSP POSTER, THREE	NO BILL		NO PATIENT	LIN-ALLOCATED	\$1,000.00			DEMO INSURANCE PRIVATE-12/29/2023-1		1	TDN11223344	PRIVATE INSURANCE PRIVATE		
NO CASH SESS	3240108.12472.79	1/8/2024	DEMO HOSP POSTER, THREE	NO BILL		NO PATIENT	REFUND	-\$1,000.00	(19)REFUND	(109)OVER PAYMENT	DEMO INSURANCE PRIVATE-12/29/2023-1		1	TDN11223344	PRIVATE INSURANCE PRIVATE		
3240108.145926	3240108.124809.80	1/8/2024	DEMO HOSP POSTER, FOUR	33333A-DH-333		DEMO, MISSUS	PAYMENT	\$470			MEDICAID	MEDICAID-01/03/2024-1	2	TDN99887766	MEDICAID	MEDICAID	

Figure 2-25: Validator option imported to Excel

## 2.3 Tasked Reports (MAN > RTSK)

The Tasked Reports option was introduced in patch 31 and allows for certain reports to be automatically run and exported to your local server based on a date and time that's specified by your site in Taskman. You can also specify the frequency that the reports will be run (daily, weekly, monthly, etc.). Please refer to the Accounts Receivable v1.8 p31 Addendum for details on how to set this up.

P35 adds the following reports to the RTSK option:

- Treasury Deposit/Batch Statistical Report (RPT > BRM > TBSL)
- Transaction Report (RPT > FRM > TAR)
- Adjustment & Refund Report by Transaction Date (RPT > FRM > ADJT)
- A/R Bill and Transaction Synchronization Report (RPT > MRM > ATS)

```
Scheduled Option Display                MAY 30, 2023  16:41  PAGE 1
OPTION NAME                            RUN TIME      RESCHEDULING FREQUENCY
MENU TEXT
OUTPUT DEVICE                          Vol Set      Task ID
-----
```



```

NUMBER: 61
BAR RPTS MONTHLY TASKED    MAY 01,2023  22:30  1M
Monthly Reports Scheduled with Task Manager
                                BAR      113064

Tasked Reports:
LINE REPORT                                Schedule      File Name
 1 PERIOD SUMMARY REPORT                   Yes          TASKED PSR
 2 AGED SUMMARY REPORT                     Yes          TASKED ASM
 3 UFMS AGED SUMMARY REPORT                Yes          TASKED USM
 4 BATCH STATISTICAL LISTING               Yes          TASKED BSL
 5 TREASURY DEPOSIT/BATCH STAT REPORT      No
 6 Transaction Report                       No
 7 Adj & Refund Report by Transaction Date No
 8 A/R Bill and Trans Synch Report         No

Line #:
    
```

Figure 2-26: New reports added to RTSK option

The reports that are selected in the Tasked Reports option will be run for certain pre-defined parameters that cannot be changed. It's important to note that the date range used is dependent on what day of the month the reports are set to run in Taskman. If a report date range is available and the report is tasked to run on the first day of the month, it will provide data for the previous month. If tasked to run for any other day of the month, it will provide data for the current month.

These are the parameters used when the reports are tasked to run on the first day of the month:

Treasury Deposit/Batch Statistical Report (TBSL)

- Date Type: Batch
- Beginning Date: first day of previous month
- Ending Date: last day of previous month
- Sort Report by: TDN/IPAC Number

Transaction Report (TAR)

- Transaction Date Range:
  - Starting Date: first day of previous month
  - Ending Date: last day of previous month

Adjustment & Refund Report by Transaction Date (ADJT)

- Visit Location: All

Sorting: Allowance Category (All)

Adjustment Type: All

Beginning Date: first day of previous month

Ending Date: last day of previous month

Report Type: Detail by PAYER w/in ALLOW CAT/INS TYPE

Print the billed and payment amount for each adjustment? Yes

#### A/R Bill and Transaction Synchronization Report (ATS)

Visit Location: All

Type of Report: Detail

These are the parameters used when the reports are tasked to run on any day other than the first of the month:

#### Treasury Deposit/Batch Statistical Report (TBSL)

Date Type: Batch

Beginning Date: first day of current month

Ending Date: last day of current month

Sort Report by: TDN/IPAC Number

#### Transaction Report (TAR)

Transaction Date Range:

Starting Date: first day of current month

Ending Date: last day of current month

#### Adjustment & Refund Report by Transaction Date (ADJT)

Visit Location: All

Sorting: Allowance Category (All)

Adjustment Type: All

Beginning Date: 1st day of current month

Ending Date: last day of current month  
 Report Type: Detail by PAYER w/in ALLOW CAT/INS TYPE  
 Print the billed and payment amount for each adjustment? Yes

A/R Bill and Transaction Synchronization Report (ATS)

Visit Location: All  
 Type of Report: Detail

When the reports are exported, they will be automatically named with the report's mnemonic, underscore, location name, underscore, and the MonthYear the report was exported (for example, TAR\_Demo Hospital\_May2023). You may also specify a report name in the RTSK option, if desired, that will be appended to the exported report name (for example, TAR\_Demo Hospital\_May2023\_InsertSiteFileName).

## 2.4 List Transactions by File Name (CSH > SUP > RPT > FLST)

An issue was corrected with the List Transactions by File Name option incorrectly displaying 'PRE-UFMS COLLECTIONS' in the SCHED # field for adjustments that were posted at Federal locations after the date specified in the BOOKING DATE IN UFMS field in A/R Site Parameters. This applies to adjustments that were posted in Post Adjustments option (PST > ADJ) without a collection batch, for example, and therefore don't have a TDN/IPAC associated with them. P35 will display <NONE> in the FLST SCHED # field for these transactions.

The BOOKING DATE IN UFMS field is located in the A/R Site Parameter Edit option (MAN > SPE) and should be set to 10/1/2008 to indicate the date that IHS went live with UFMS.

```

+-----+
|          ACCOUNTS RECEIVABLE SYSTEM-VER 1.8p35          |
+-----+-----+
|          Site Parameter Edit          |
|          2017 DEMO HOSPITAL          |
+-----+-----+
User: POSTER,SUPER          BUSINESS OFFICE          27-APR-2023 3:54 PM

Select A/R SITE PARAMETER/IHS RPMS SITE:          2017 DEMO HOSPITAL
MULTIPLE 3P EOB LOCATIONS: NO//
MULTIPLE FISCAL EOB LOCATIONS: NO//
USABLE: USABLE//
ACCEPT 3P BILLS: ACCEPT//
ROLL OVER DURING POSTING: YES//
SMALL BALANCE: 5.00//
Location Type For Reports:
Default Path: g:\pub\//
EISS System:
    
```

```

EISS Username:
EISS Password:
EISS (local) path:
Select EDI PAYER:
PAS SORTING ORDER:
UFMS DIRECTORY: G:\PUB\//
UFMS DISPLAY DATE LIMIT: T-1//
BOOKING DATE IN UFMS: OCT 1,2008//
    
```

Figure 2-27: UFMS Booking Date field in A/R Site Parameter Edit Option

Prior to p35, adjustments that were posted after 10/1/2008 without a collection batch were reflected on the FLST report with a SCHED # of PRE-UFMS COLLECTIONS in error. These adjustments will now be reflected on the FLST with <NONE> in the SCHED # field.

VIEWING SESSIONS ASSOCIATED WITH FILE					PAGE 1
IHS_AR_RPMS_RCV_1937_606415_20230427_092300.DAT					
'*' DENOTES 'DELAYED SEND'					
SESSION ID	CASHIER	COL/BATCH	AMT		
TRANSACTION	3P BILL	SCHED #	APPLY TO		
3230406.081151	POSTER, SUPER				
3210810[A]	222222B	PRIVATE-03/24/2023-1	1000021000026131	299.00	
		TDNIPACDEMO			
3210814[A]	333333A	<NONE>	1000021000026097	-300.00	
3210811[R]	111111A	PRIVATE-03/31/2023-1	1000021000026133	800.00	
		TDNIPACDEMO			
3210812[A]	111111A	PRIVATE-03/31/2023-1	1000021000026133	-250.00	
		TDNIPACDEMO			
3210813[A]	111111A	PRIVATE-03/31/2023-1	1000021000026133	-86.71	
		TDNIPACDEMO			

Figure 2-28: FLST report example

## 2.5 Patient Preferred Name (PPN)

The fields in Accounts Receivable that display a patient’s name were updated to allow for displaying a Patient Preferred Name (PPN) if the PPN parameter is turned on and a preferred name is present in Patient Registration. This change was made to accommodate the regulation for Certified Health Information Technology from the Office of the National Coordination for Health Information Technology, which requires all Electronic Health Record systems to allow users to record, change, and access structured data on Sexual Orientation and Gender Identity.

The PPN display parameter is set at the RPMS administrative level and is defaulted to OFF until Patient Preferred Name is available across the enterprise. While this parameter is turned off, the Patient Preferred Name will not be displayed except as a result of the patient lookup function. This allows the Patient Preferred Name to be turned on at once without requiring a coordinated release of all applications. Once all applications support the display of the PPN, instructions will be sent out on how to enable this parameter system-wide.

The Preferred Name field is located on page 7 of Patient Registration and can be utilized immediately, if desired. Until the PPN display parameter is turned on, though, the PPN will only be displayed in patient lookup results. It will not be displayed in the Accounts Receivable menu options.

```

IHS REGISTRATION EDITOR (page 7)                2021 DEMO HOSPITAL
=====
DEMO, PENELOPE-PENNY*                          HRN:1111 CHS & DIRECT
=====
                                Death Info/Other Names
1.      DATE OF DEATH :
2.      STATE OF DEATH :
3. DEATH CERTIFICATE NO. :
----- Other Names -----
4.      OTHER NAMES :
5.      PREFERRED NAME : PENNY
----- Legal Names -----
CHANGED TO          BY PROOF          DOC. #          DATE
6. <NO LEGAL NAME CHANGES ON FILE>
=====
Last edited by: USER,ONE on Jan 11, 2024
=====
CHANGE which item? (1-6) NONE// :

```

Figure 2-29: Preferred Name field on Page 7 of Patient Registration

Once the PPN display parameter is turned on, the patient's name will be displayed in the Accounts Receivable menu options followed by a dash, the preferred name, and an asterisk. The preferred name will not be included on statements, debt letters or reports. It will only be displayed to the user and is intended to be informational so that the patient can be addressed with his/her preferred name.

```

Select Posting Menu <TEST ACCOUNT> Option: PAY Post Payments and Adjustments
Enter your Current Signature Code: SIGNATURE VERIFIED
Select Batch: PRIVATE-03/31/2023-1PRIVATE-03/31/2023-1 2017 DEMO HOSPITAL
====> Total Posted: $ 9.00      ====> Remaining Balance: $ 1991.00
Select Batch Item: 1 1
====> Item Total Posted: $ 9.00      ====> Item Remaining Balance: $ 1991.00
Select A/R BILL/IHS BILL NUMBER:
Select PATIENT NAME: DEMO, PENELOPE F 01-01-1970 XXX-XX-7777 MHS 1111
-PENNY*
Select Beginning Date: 1/1/22 (JAN 01, 2022)

```

Select Ending Date: 1 JAN 2022//T (APR 06, 2023)  
 Do you wish to display by Clinic(C) or Visit(V) Type? N// o-do not filter by C  
 linic or Visit Type

Claims for **DEMO, PENELOPE-PENNY\*** Page: 1  
 from 01/01/2022 to 04/06/2023

Batch : PRIVATE Item : 1  
 Amount : 2000.00 Amount : 2000.00  
 Posted : 9.00 Posted : 9.00  
 Unalloc: 0.00 Unalloc: 0.00  
 Balance: 1991.00 Balance: 1991.00

LN#	DOS	Claim #	Billed Amount	Current Payments	Current Adjust.	Current Balance
1	01/20/22	123456A-DH-1111*	299.00	0.00	0.00	0.00
2	01/20/22	123456B-DH-1111	299.00	0.00	0.00	0.00
3	09/12/22	234567A-DH-1111	3221.72	0.00	0.00	0.00
4	12/12/22	m345678A-DH-1111	5.00	0.00	0.00	0.00
5	01/03/23	m456789A-DH-1111	2136.71	0.00	0.00	1136.71

Line #:

Figure 2-30: Patient Preferred Name displayed in the PAY option with PPN parameter turned on

## Acronym List

Acronym	Term Meaning
IHS	Indian Health Service
3P	Third Party
A/R	Accounts Receivable
AUPN	IHS Dictionaries (Patient)
CR	Change Request-a legacy number assigned to a software change request
FID	Feature ID-a number assigned to a software change request
HFS	Host File Server
IHS	Indian Health Service
INC	Incident-a number assigned to a helpdesk ticket
IT	Information Technology
OIT	Office of Information Technology
PPN	Patient Preferred Name
RPMS	Resource and Patient Management System
TDN	Treasury Deposit Number
UFMS	United Financial Management System

## Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

**Phone:** (888) 830-7280 (toll free)

**Web:** <https://www.ihs.gov/itsupport/>

**Email:** [itsupport@ihs.gov](mailto:itsupport@ihs.gov)