

Indian Health Service Abuquerque Area Office Collection Batches

SOFIE ROMERO

ACCOUNTING TECHNICIAN

ALBUQUERQUE AREA OFFICE

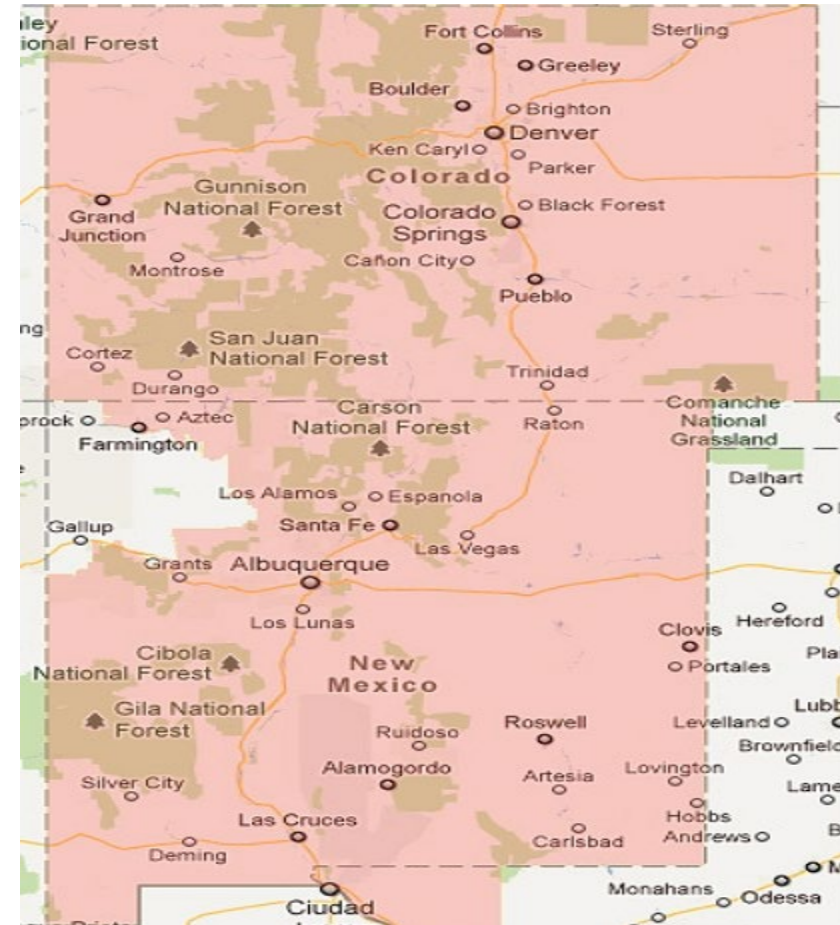
7/11/2024





ALBUQUERQUE AREA 12 FEDERAL LOCATIONS

- [Acoma-Canoncito-Laguna Service Unit](#)
- [Albuquerque Indian Hospital](#)
- [Albuquerque Indian Dental Clinic](#)
- [Jicarilla Service Unit](#)
- [Mescalero Service Unit](#)
- [New Sunrise Regional Treatment Center](#)
- [Santa Ana Health Center](#)
- [Santa Fe Service Unit](#)
- [Taos-Picuris Service Unit](#)
- [Ute Mountain Ute Service Unit](#)
- [Zia Health Clinic](#)
- [Zuni Comprehensive Health Center](#)



OBJECTIVE

**TRAIN STAFF AND PROVIDE BEST PRACTICES FOR
MANAGING COLLECTION BATCHES**

ALBUQUERQUE AREA OFFICE DAILY REPORTS FOR BATCHING

- PINACLE/ PNC BANK – DAILY EDI REMITTANCE PAYMENTS & LOCKBOX PAYMENTS**
 - CURRENT DAY SUMMARY AND DETAIL REPORT (PDF)**
 - EDI RECEIVED ITEMS DOWNLOAD REPORT FROM CSV FILE INTO EXCEL SHEET**
 - DOWNLOAD EACH LOCKBOX LOCATION ONTO ONE EXCEL SHEET**
 - SAVE LOCKBOX CHECK IMAGES**

- COLLECTIONS INFORMATION REPOSITORY (CIR)**
 - DAILY TREASURY DEPOSIT NUMBERS & DEBITS**
 - DOWNLOAD VOUCHER REPORT INTO PDF & CSV FILES INTO EXCEL SHEET**

- EDI EXCEL SPREADSHEET & LOCKBOX EXCEL SPREEDSHEET INTO PIVOT TABLE**
 - EDI BATCHING INTO RPMS FOR POSTING**
 - LOCKBOX BATCHING INTO RPMS FOR POSTING**
 - SU PNC Listing**

PINACLE/ PNC BANK REPORTS

Home My Profile Message Center Administration Contact Us Quick Links Help & Training

HEALTHCARE **INFORMATION REPORTING** SPECIAL REPORTS IMAGE ON-DEMAND INTEGRATED RECEIVABLES

You have 1 Alert and 1 Notification in the Message Center

Information Reporting

Saved Searches

You currently have no saved searches.

Favorite Reports

- ★ EDI Received Items PDF
- ★ Summary and Detail CSV
- ★ Summary and Detail CSV

Reports

- Standard
- Custom 1
- Shared 0
- Activity Detail

1. INFORMATION REPORTING TAB
2. STANDARD
3. SUMMARY AND DETAIL

Standard

Current Day Previous Day

Balance & Transaction NEW

Provides a comprehensive view of balance, summary and detail transaction activity for entitled accounts.

Balance

Provides balances plus total credits and total debits. You can drill down to account activity from the report.

Cash Position

Provides current day balances plus the investment balance and/or available credit line, if applicable. Provides a projected ending balance for the day for all accounts and a subtotal for individual accounts.

CDA Summary

Provides information on balances and transactions for entitled Controlled Disbursement accounts.

CDA Totals

Provides the total funding amount required for all entitled Controlled Disbursement accounts.

Dashboard

Provides balances plus summarized debits and credits. You can drill down to account activity from the report.

Deposit Subtotal

Provides Deposit and Lockbox deposit detail information on entitled accounts with subtotals by reference number (when applicable).

Detail

Provides all debit and credit transactions for all entitled accounts. Some information provided includes transaction type, amount, reference number and additional text.

Detail Export

Provides all detail for the debit and credit transactions for all entitled accounts in an easily exportable format. Some information provided includes transaction type, amount

Summary

Provides only summary-level account activity. Includes ledger, available, float, and a summary for all transaction types.

Summary and Detail

Provides a comprehensive view of balance, summary and detail transaction activity for entitled accounts.

Summary Export

Provides only summary-level account activity. Includes ledger, available, float, and a summary for all transaction types.

PINACLE | PNC

HEALTHCARE **INFORMATION REPORTING** SPECIAL REPORTS IMAGE ON-DEMAND INTEGRATED RECEIVABLES

You have 1 Alert and 1 Notification in the Message Center

Index First Previous Next Last Goto Page 1 of 12 View 100% Search PDF Print

SAVE THE CURRENT DAY SUMMARY DETAIL REPORT

Current Day Summary and Detail Report



As of Date: July 02, 2024

07/02/2024 09:39:01 PM

PNC BANK, NATIONAL ASSOCIATION	043000096 USD
	1001739266

Account Balance Summary

Current Ledger	\$0.00	Zero This Day	\$1,330,009.68
Current Available	\$0.00	1 Day Float	\$0.00
		2+ Day Float	\$0.00
Total Credits	\$1,330,009.68	119 Item(s)	
Total Debits	\$1,330,009.68	1 Item(s)	

PINACLE/ PNC EDI



1. Click on Special Reports Tab

2. EDI Received Items

3. EDI – Received Items

HEALTHCARE | INFORMATION REPORTING | **SPECIAL REPORTS** | IMAGE ON-DEMAND | INTEGRATED RECEIVABLES

You have 1 Alert and 1 Notification in the [Message Center](#)

Reports [Index](#) [First](#) [Previous](#) [Next](#) [Last](#) [Goto](#) Page of 10 View [PDF](#) [Print](#)

- ACH Origination
- EDI Received Items**
- EDI Remittance
- Merchant Services

EDI Service Remittance/Payment Advice Report

IHS ALBUQUERQUE

Company ID: 18530z

As Of Date: July 02, 2024 06:50 AM

- Click on Export Remittance Data
- Download, retrieve EDI from downloads, convert csv to excel.
 - Save as: Srs_edi_summary_remittance_export_current day date

Total Credit Transactions: 119 Total Credit Amount: \$1,000.00

Total Debit Transactions: 0 Total Debit Amount: \$0.00

Transaction Transactions [Export Remittance Data](#)

Amount	Originator Name	Transaction Trace Number	Credit / Debit
\$2.71	VAF A TREAS 310		CREDIT
\$8.36	BCBS NEW MEXICO	C24180E17600450	CREDIT
\$8.82	LE_CMS		CREDIT

Special Reports - EDI Received Items

Daily Reports	Last Updated	History Reports
EDI - Received Items	07/02/2024 07:05 PM	EDI - Received Items Filter

PINACLE/ PNC LOCKBOX

INTEGRATED RECEIVABLES

Notification in the Message Center

Please select one of the options below or, to access your authorized receivables / lockbox data, select a lockbox to the right

To access your contact information
Click the Contact Details link [Contact Details](#)

To access the Consolidated Receivables Hub
Click the Receivables Hub link [Receivables Hub](#)

CLE-395443	IHS Albuquerque Indian Hospital	Cleveland
CLE-395444	IHS Acoma Canoncito Laguna Indian Health	Cleveland
CLE-395445	IHS Mescalero Indian Hospital	Cleveland
CLE-395446	IHS Santa Fe Indian Hospital	Cleveland
CLE-395447	IHS Dulce Health Center	Cleveland
CLE-395448	IHS Zuni Indian Hospital	Cleveland
CLE-395449	IHS Southern Colorado Health Center	Cleveland
CLE-395450	IHS UTE Mountain UTE Health Center	Cleveland
CLE-395451	IHS Santa Clara Health Center	Cleveland
CLE-395452	IHS Taos Picuris Health Center	Cleveland
CLE-395456	IHS SIPI Dental	Cleveland
CLE-395457	IHS AIH Pharmacy	Cleveland
CLE-395458	IHS Santa Ana Health Center	Cleveland
CLE-395459	IHS ZIA Health Center	Cleveland
CLE-395475	IHS Acoma Canocito Laguna Hospital	Cleveland

3. VIEW DETAIL SPREADSHEET HIT OK TO DOWNLOAD TRANSACTION DETAIL TO YOUR DISK AS A CSV FILE. CONVERT TO EXEL

Update Password - CIR - Corporate & Institut... Z Zelis Payments Dental

PINACLE | PNC

HEALTHCARE INFORMATION REPORTING SPECIAL REPORTS IMAGE ON-DEMAND

You have 1 Alert and 1 Notification in the Message Center

[Output List](#) [View Summary Spreadsheet](#) [View Detail Spreadsheet](#)

Lockbox 395443 - IHS Albuquerque Indian Hospital - Web Pa

Batch Index

Trans Source	Batch Numbers	Transactions	Pages	Amount
ECP	1	3	6	\$ 35,308.67
Correspondence	99999	1	1	\$ 0.00

www.treasury.pncbank.com says
OK to download this transaction detail to your disk as a .csv file?

4. Save detail report as: Lockbox Output_date. Once Lockbox report is saved Copy & paste into 1 excel sheet for all Lockbox locations.

INTEGRATED RECEIVABLES

1 Notification in the Message Center

Search Help

Integrated Receivables Output List

443 - IHS Albuquerque Indian Hospital

Line Activity	Search	View Spreadsheet	View Spreadsheet	Total Amount	Num Checks	Num Corresp	Num Pages
Page		Summary	Detail	\$ 35,308.67	3	1	7

5. Under Batch Numbers: hit the 1 to into Check Images

Batch Index

Trans Source	Batch Numbers	Transactions	Pages	Amount
ECP	1	3	6	\$ 35,308.67
Correspondence	99999	1	1	\$ 0.00

6. Printable Batch PDF is where you will save each Locations Lockbox Check Images.

Lockbox CLE-395443 IHS Albuquerque Indian Hospital for 07/02/2024

Batch 1 [Printable Batch PDF](#)

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Am
1	1	ECP	2	G-2460275	071923828	30119518	07278179	\$ 9
2	2	ECP	2	G-2460346	043301627	1079902131	33064558	\$
3	3	ECP	2	G-4025714	041203824	9628000813	1011740720	\$ 35,20


COLLECTIONS INFORMATION REPOSITORY (CIR)

ER03 BI Launch Pad

Recent Documents Recently Run Applications

Documents BI Inbox Instances

- Voucher Report_V2
- Documents

You can mark the Voucher Report_V2 as a favorite to your dashboard 

Prompts

Search

- *Select a Business Date Period: 2. Previous Business Day
- *Select One or More ALCs, All for all ALCs or Members of an ALC Group: All
- *Select an ALC Group or Individual ALCs: Individual ALCs
- Select Preliminary Vouchers: N
- Select a Starting Business Date (M/d/yyyy):
- Select an Ending Business Date (M/d/yyyy):
- Select a Starting Deposit Date (M/d/yyyy):
- Select an Ending Deposit Date (M/d/yyyy):
- Select a Starting Voucher Date (M/d/yyyy):

If you click on 2. Previous Business Day this will open up to different Business Date Period to choose from.

- Business Date Period**
- 1. Today
 - 2. Previous Business Day
 - 3. Previous Calendar Week
 - 4. Current Calendar Month
 - 5. Previous Calendar Month
 - 6. Current Calendar Week
 - 7. Select Business Date Range

File Data Analyze

Prompts 21 Prompts

Voucher Report

Generated: Jul 2, 2024 11:16:37 PM

Search Criteria:
 Business Date Period: 2. Previous Business Day
 ALC: 75030657
 ALC Group: Individual ALCs
 Preliminary Vouchers: N

Sort Order
 Business Date, ALC, Voucher Type

Report Summary

Preliminary Indicator	Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count
N	\$1,399,298.06	\$0.00	\$1,399,298.06	21	0

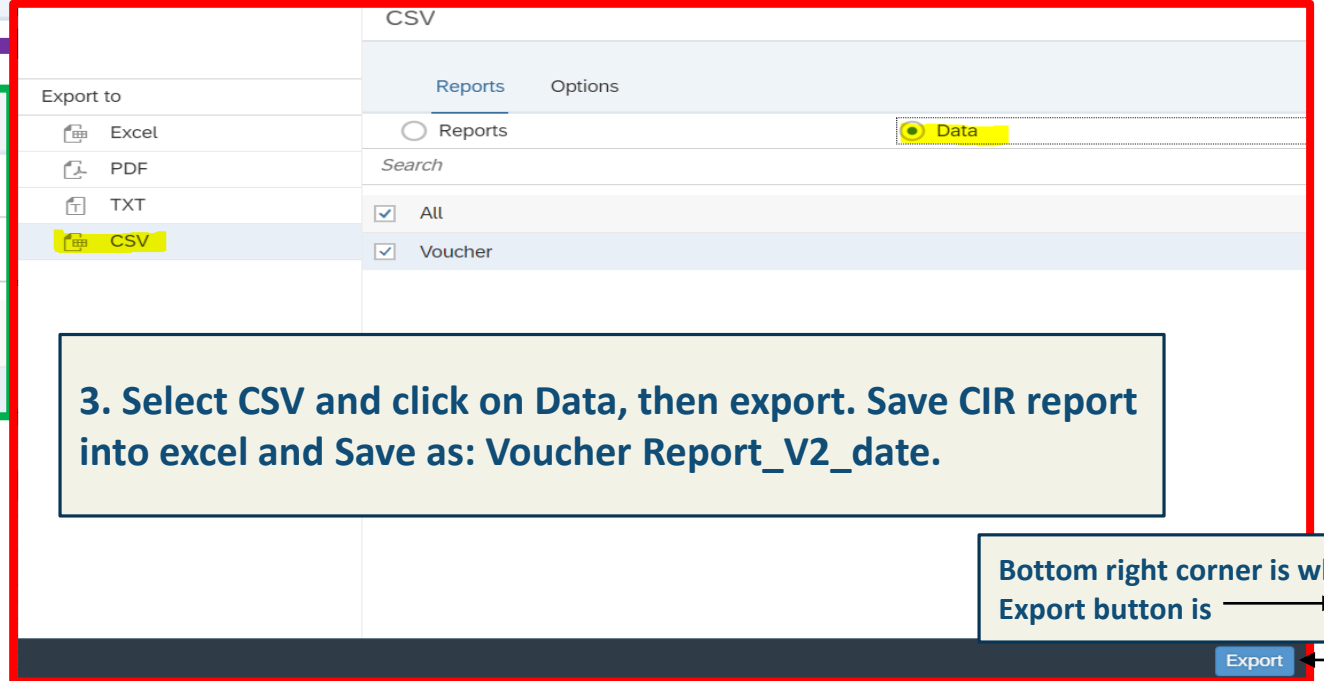
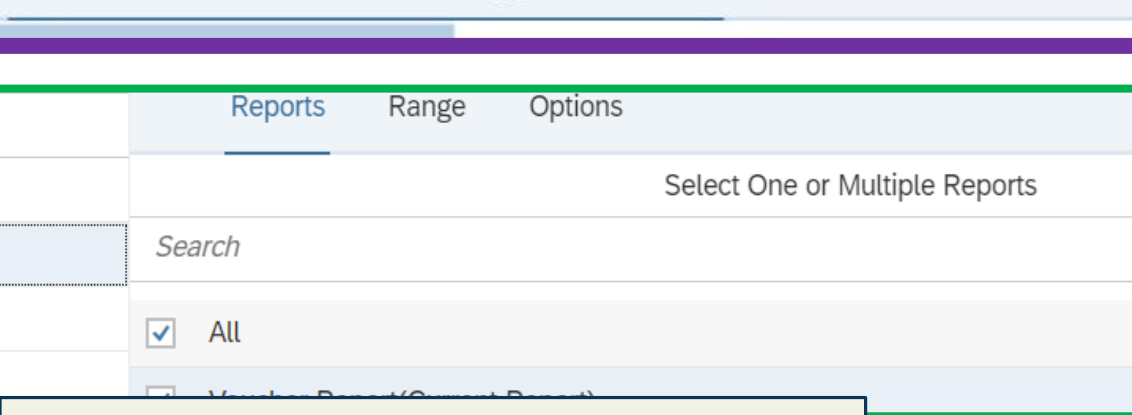
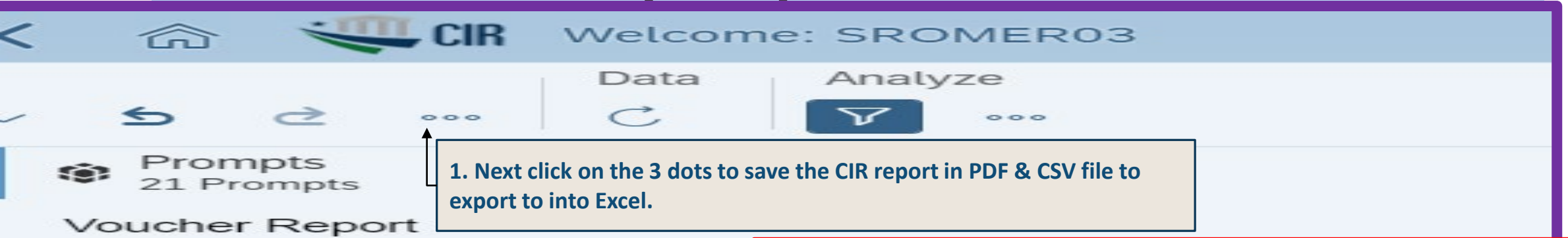
Vouchers

Voucher Number	Voucher Date	Cred Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/Subprogram	Fir C
105594	07/01/2024	Y	\$38.82	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP	
110765	07/01/2024	Y	\$1,609.37	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP	
125714	07/01/2024	Y	\$1,418.43	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP	
135564	07/01/2024	Y	\$45.54	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP	
185643	07/01/2024	Y	\$2,219.96	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP	
768906	07/02/2024	Y	\$63,956.26	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	
789045	07/02/2024	Y	\$97,637.83	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	
789053	07/02/2024	Y	\$132,831.66	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	
789055	07/02/2024	Y	\$123,530.93	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	
789064	07/02/2024	Y	\$146,796.30	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	
789066	07/02/2024	Y	\$117,705.59	215	75030657	011246	043000096	07/02/2024	07/02/2024	OTCnet Bank Deposit	

When you run the report. The CIR will bring up Treasury Deposit Lockbox and EDI deposits from PNC Bank.

Collections Information Repository (CIR)
Voucher Report

COLLECTIONS INFORMATION REPOSITORY (CIR)



EDI REPORT RAW IMAGE

srs_edi_summary_remittance_export_07032024 - Excel

Romero, Sofie (IHS/ALB) Share

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	As Of Date	Effective Date	Payment A	CR/DB Ind	Credit Rou	Credit DDA	Company I	Debit Rout	Debit DDA	Trace Number	Transactio	Transactio	Payee	Company I	Payor	Remittanc	Remittanc	Remittanc	Total Invo	Te
2	7/3/2024	7/3/2024	2.75	CREDIT	43000096	1E+09	3.07E+09	51000017		8.82418E+14	Trace Nun	5.1E+13	Dulce H.L. Ctr.		AETNA AS01				0	0
3	7/3/2024	7/3/2024	8.85	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36187E+14	Trace Nun	8.3E+13	SANTA FE INDIAN HOSPIT		HUMANA INS CO				0	0
4	7/3/2024	7/3/2024	11.73	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Nun	2.1E+13	COCHITI IHS PHARMACY -		CAPITAL RX INC	ZZ	NO VALUE		0	0
5	7/3/2024	7/3/2024	13.91	CREDIT	43000096	1E+09	5.56E+09	71000152		C24183E177706	Trace Nun	7.1E+13	CP20240701E177706000-1		BCBS NEW MEXICO				0	0
6	7/3/2024	7/3/2024	27.9	CREDIT	43000096	1E+09	5.56E+09	71000152		C24183E177705	Trace Nun	7.1E+13	CP20240701E177705700-1		BCBS NEW MEXICO				0	0
7	7/3/2024	7/3/2024	35.54	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Nun	2.1E+13	DULCE IHS PHARMACY - I		CAPITAL RX INC	ZZ	NO VALUE		0	0
8	7/3/2024	7/3/2024	37.54	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Nun	2.1E+13	ZIA INDIAN HEALTH CLIN		CAPITAL RX INC	ZZ	NO VALUE		0	0
9	7/3/2024	7/3/2024	41.12	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Nun	2.1E+13	SANTA ANA HEALTH CLINI		CAPITAL RX INC	ZZ	NO VALUE		0	0
10	7/3/2024	7/3/2024	45.94	CREDIT	43000096	1E+09	6.84E+09	1.11E+08		3245059931	Trace Nun	1.11E+14	UTE MOUNTAIN UTE HEALT		ANTHEM BLUE COSF				0	0
11	7/3/2024	7/3/2024	55.88	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Nun	2.1E+13	MESCALERO INDIAN HOSPI		CAPITAL RX INC	ZZ	NO VALUE		0	0
12	7/3/2024	7/3/2024	63.05	CREDIT	43000096	1E+09	5.56E+09	71000152		C24183E176879	Trace Nun	7.1E+13	CP20240701E176879800-1		BCBS NEW MEXICO				0	0
13	7/3/2024	7/3/2024	65	CREDIT	43000096	1E+09	6.45E+09	1.01E+08		511335587	Trace Nun	1.01E+14	Santa Ana Health Cente		ZP PRESBYTERN23				0	0
14	7/3/2024	7/3/2024	74.1	CREDIT	43000096	1E+09	1.36E+09	1.24E+08		91092748823	Trace Nun	1.24E+14	ALBUQUERQUE INDIAN HOS		AARP SUPPLEMENTA				0	0
15	7/3/2024	7/3/2024	75.27	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36195E+14	Trace Nun	8.3E+13	ANDREW LANCASTER MD		HUMANA INS CO				0	0
16	7/3/2024	7/3/2024	80.55	CREDIT	43000096	1E+09	5.56E+09	71000152		C24183E176879	Trace Nun	7.1E+13	CP20240701E176879600-1		BCBS NEW MEXICO				0	0
17	7/3/2024	7/3/2024	83.82	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36159E+14	Trace Nun	8.3E+13	ALBUGUERGUE INDIAN HEA		HUMANA INS CO				0	0
18	7/3/2024	7/3/2024	83.91	CREDIT	43000096	1E+09	5.56E+09	71000152	19313	C24183E176879	EV	71000152	ALBUQUERQUE INDIAN HEAL		BLUECROSS BLUESHIELD OF NEW MEXIC				0	0
19	7/3/2024	7/3/2024	85.29	CREDIT	43000096	1E+09	1.27E+09	1.24E+08		2452075658	Trace Nun	1.24E+14	US DEPARTMENT OF HEALT		OPTUM				0	0
20	7/3/2024	7/3/2024	91.78	CREDIT	43000096	1E+09	1.61E+09	42000013		1.36159E+14	Trace Nun	4.2E+13	ALBUGUERGUE INDIAN HEA		HUMANA CHA DISB				0	0
21	7/3/2024	7/3/2024	98	CREDIT	43000096	1E+09	1.41E+09	1.24E+08		TZ86011191	Trace Nun	1.24E+14	SANTA CLARA HEALTH CEN		UNITEDHEALTHCARE				0	0
22	7/3/2024	7/3/2024	98.2	CREDIT	43000096	1E+09	6.68E+09	21000021		511681808	Trace Nun	2.1E+13	ALBUQUERQUE IHS DENTAL		METLIFE DENTAL				0	0
23	7/3/2024	7/3/2024	116.12	CREDIT	43000096	1E+09	1.11E+09	1.24E+08		R2460926	Trace Nun	1.24E+14	US DEPARTMENT OF HEALT		UNITEDHEALTHCARE				0	0
24	7/3/2024	7/3/2024	122.67	CREDIT	43000096	1E+09	1.27E+09	1.24E+08		2452112094	Trace Nun	1.24E+14	ALBUQUERQUE INDIAN HOS		OPTUM				0	0
25	7/3/2024	7/3/2024	122.14	CREDIT	43000096	1E+09	5.52E+09	71000152	20110518	C24183E017521	EV	71000152	ALBUQUERQUE INDIAN HEAL		BLUECROSS BLUESHIELD OF NEW MEXIC				0	0

srs_edi_summary_remittance_exp

Service Unit PNC Listings

- ❖ Finance request that all service unit locations send in their daily downloads to Area Finance.
- ❖ This lets finance know where to batch payments under. Ex. Medicaid/ Medicare/ Private Insurance / Other.
- ❖ If checks numbers need to be revised, finance will update the payments so the Service Units can auto post.
- ❖ The payor name/ insurance company needs to be revised the Service Unit will let finance know what payor name/ insurance company to batch under.
- ❖ Service units can email in an excel sheet or by letting us know in an email.

ASU Batch Listing



Wednesday, July 03, 2024

Good Afternoon,

I have completed our batching list. Please see attachment. If any corrections/errors are identified, please contact me. Thanks.

Payment List - 07/03/24

The following payments were received....

Novitas – Medicare

\$32,103.47 EFT7111162
\$170.88 816285084

Humana – Medicare

\$2,074.37 136181699240701

D-Presbyterian (Capital Rx) – Medicare

\$261.80 900000007864198

Presbyterian – Medicaid

\$59,359.42 511336499

BCBS – Medicaid

\$31,118.91 C24183E17687850
\$2,157.00 C24183E17687920

Current Day Reporting

- Make sure your EDI report and CDR report match the ACH credit amount and items.
- Do not include the header, the first line.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	As Of Date	Effective Date	Payment Amount	CR/DB Ind	Credit Rate	Credit DD	Company ID	Debit Rate	Debit DDA	Trace Number	Transacti	Transa	Payee
2	#####	#####	2.75	CREDIT	4.3E+07	1E+09	3066033492	5.1E+07		882418001075997	Trace Nun	5E+13	Dulce Health Center
63	#####	#####	10912.75	CREDIT	4.3E+07	1E+09	1431420563	2.4E+08		7613333	Trace Nun	2E+14	ZUNI INDIAN HOSPITAL
64	#####	#####	10985	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511336998	Trace Nun	1E+14	Albuquerque IHS Dental
65	#####	#####	11605	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511335583	Trace Nun	1E+14	Albuquerque Indian Hea
66	#####	#####	17651	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511336464	Trace Nun	1E+14	Mescalero Indian Hospi
67	#####	#####	19219.06	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511335378	Trace Nun	1E+14	SANTA CLARA HEALTH CEN
68	#####	#####	24954.86	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511335897	Trace Nun	1E+14	Taos Picuris Health Ce
69	#####	#####	25279.65	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511336331	Trace Nun	1E+14	santa fe indian hospit
70	#####	#####	26861.21	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511335457	Trace Nun	1E+14	ACL Indian Hospital
71	#####	#####	30852	CREDIT	4.3E+07	1E+09	1811725341	9.1E+07		2437154	Trace Nun	9E+13	SOUTHERN COLORADO UTE
72	#####	#####	31118.91	CREDIT	4.3E+07	1E+09	5555519313	7.1E+07		C24183E17687850	Trace Nun	7E+13	CP20240701E176878500-1
73	#####	#####	32103.47	CREDIT	4.3E+07	1E+09	04011000H1	4.2E+07		EFT7111162	Trace Nun	4E+13	ALBUQ. AREA INDIAN HEA
74	#####	#####	37132.76	CREDIT	4.3E+07	1E+09	1431420563	2.4E+08		7613348	Trace Nun	2E+14	ALBUQUERQUE INDIAN HLT
75	#####	#####	41537	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511335459	Trace Nun	1E+14	DULCE HEALTH CENTER
76	#####	#####	54758.67	CREDIT	4.3E+07	1E+09	1752882129	9.1E+07		2500294363	Trace Nun	9E+13	ZUNI INDIAN HOSPITAL
77	#####	#####	59359.42	CREDIT	4.3E+07	1E+09	6452579291	1E+08		511336499	Trace Nun	1E+14	Zuni Indian Hospital
78	#####	#####	61834	CREDIT	4.3E+07	1E+09	1811725341	9.1E+07		2437365	Trace Nun	9E+13	UTE MOUNTAIN UTE HEALT
79			561710.78										

Current Day Summary and Detail Report



As of Date: July 03, 2024

07/03/2024 04:25:34 PM

PNC BANK, NATIONAL ASSOCIATION	043000096	USD
	1001739266	

Account Balance Summary

Current Ledger	\$0.00	Zero This Day	\$561,710.78
Current Available	\$0.00	1 Day Float	\$0.00
		2 + Day Float	\$0.00
Total Credits	\$561,710.78	77 Item(s)	
Total Debits	\$561,710.78	1 Item(s)	

Credit Summary

ACH Credits \$561,710.78 77 Item(s)

Debit Summary

Wire Transfer Out \$561,710.78 1 Item(s)

Credits

Revising the EDI spreadsheet:

1. Highlight Column J. Change the cell format to: TEXT

The screenshot shows the Excel ribbon with the 'Number' group selected. The 'Text' option is highlighted in yellow. In the spreadsheet, column J is highlighted in yellow. The formula bar shows the value '882418001075997'.

	A	B	C	D	E	F	G	H	I	J
1	As Of Date	Effective Date	Payment Amount	CR/DB Ind	Credit Round	Credit DDA	Company ID	Debit Round	Debit DDA	Trace Number
2	7/3/2024	7/3/2024	2.75	CREDIT	43000096	1E+09	3.07E+09	51000017		8.82418E+14
3	7/3/2024	7/3/2024	8.85	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36187E+14
4	7/3/2024	7/3/2024	11.73	CREDIT	43000096	1E+09	1.17E+09	21000021		

2. Find Cell L1. Highlight the 2nd Reference word

The screenshot shows the Excel ribbon with the 'Number' group selected. The 'Reference' option is highlighted in yellow. In the spreadsheet, cell L1 is highlighted in yellow. The formula bar shows the text 'Transaction Reference Reference'.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	As Of Date	Effective Date	Payment Amount	CR/DB Ind	Credit Round	Credit DDA	Company ID	Debit Round	Debit DDA	Trace Number	Transaction Reference	Transaction Reference	Payee
2	7/3/2024	7/3/2024	2.75	CREDIT	43000096	1E+09	3.07E+09	51000017		8.82418E+14	Trace Number	5.1E+13	Dulce H.L. Ctr.
3	7/3/2024	7/3/2024	8.85	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36187E+14	Trace Number	8.30001E+13	SANTA FE INDIAN
4	7/3/2024	7/3/2024	11.73	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Number	2.1E+13	COCHITI IHS PHAR

3. Change the 2nd Reference word to Number

The screenshot shows the Excel ribbon with the 'Number' group selected. The 'Number' option is highlighted in yellow. In the spreadsheet, cell L1 is highlighted in yellow. The formula bar shows the text 'Transaction Reference Number'.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	As Of Date	Effective Date	Payment Amount	CR/DB Ind	Credit Round	Credit DDA	Company ID	Debit Round	Debit DDA	Trace Number	Transaction Reference	Transaction Reference	Payee
2	7/3/2024	7/3/2024	2.75	CREDIT	43000096	1E+09	3.07E+09	51000017		8.82418E+14	Trace Number	5.1E+13	Du
3	7/3/2024	7/3/2024	8.85	CREDIT	43000096	1E+09	1.39E+09	83000056		1.36187E+14	Trace Number	8.30001E+13	SA
4	7/3/2024	7/3/2024	11.73	CREDIT	43000096	1E+09	1.17E+09	21000021			Trace Number	2.1E+13	CC

Revising the EDI spreadsheet:

4. Need to insert 3 columns between P through R.

M	N	O	P	Q	R	S	T	U
Payee	Company	Payor	Remittance F	Remittance F	Remittance F	Total Invo	Terms Dis	Adjustme
SOUTHERN COLORADO UTE	TCS TREAS 449		Invoice Num	CHV0037	0	0	0	
SANTA FE INDIAN HOSPIT	OPTUMRX				0	0	0	
UTE MOUNTAIN UTE HEALT	OPTUMRX				0	0	0	

5. Once the 3 columns are inserted.

- a. Column P Header Title is: Schedule
- b. Column Q Header Title is: Payor Type
- c. Column R Header Title is: MOS (month)

M	N	O	P	Q	R	S	T
Payee	Company	Payor	Schedule	Payor Type	MOS	Remittance F	Remittance F
SOUTHERN COLORADO UTE	TCS TREAS 449					Invoice Num	CHV0037
SANTA FE INDIAN HOSPIT	OPTUMRX						
UTE MOUNTAIN UTE HEALT	OPTUMRX						

Revising the EDI spreadsheet:

6. Find Cell Y1. Highlight in the word AMT

Adjustment **Amt**

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
u	Debit DDA	Trace Number	Transactio	Transaction Referer	Payee	Company	Payor	Schedule	Payor Type	MOS	Remittanc	Remittanc	Remittanc	Total Invo	Terms Dis	Adjustme	Adjustment Ar
7	882418001075997	Trace Nun	5.1E+13	Dulce H.L. Ctr.			AETNA AS01						0	0	0		0
7	136187433240701	Trace Nun	8.30001E+13	SANTA FE INDIAN HOSPIT			HUMANA INS CO						0	0	0		0

7. Change the word Amt to Amount

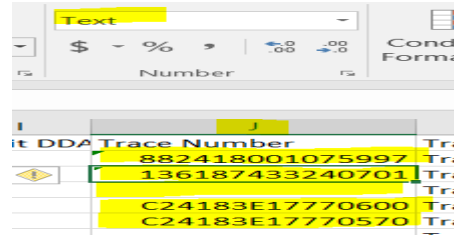
Adjustment **Amount**

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
u	Debit DDA	Trace Number	Transactio	Transaction Referer	Payee	Company	Payor	Schedule	Payor Type	MOS	Remittanc	Remittanc	Remittanc	Total Invo	Terms Dis	Adjustme	Amount
7	882418001075997	Trace Nun	5.1E+13	Dulce H.L. Ctr.			AETNA AS01						0	0	0		0
7	136187433240701	Trace Nun	8.30001E+13	SANTA FE INDIAN HOSPIT			HUMANA INS CO						0	0	0		0
7		Trace Nun	2.1E+13	COCHITI IHS PHARMACY -			CAPITAL RX INC				77	NO VALUE	0	0	0		0

Review/ Updating the EDI Report spreadsheet

❖ Columns J, M, O, P and Q will be the ones to be simultaneously updating.

➤ Column J: Trace Number, is where you update the check number with CDR or with the SU PNC Listing. Change the whole column to TEXT under the HOME tab.



J
Trace Number
135741591240628
555555550550067
121000243507797
909578270
091000011097826
091000011097656
444444440884987

➤ Column M: Payee, is where you will put the SU location with using the CDR. CDR will give you the name of the SU, Tax ID or a NPI # to identify who the payment belongs to.

CDR: SU LOCATION

\$45.94 24183011368144 \$45.94 \$0.00
 ACH CREDIT RECEIVED - Cust ID: 3245059931 Desc: HCCLAIMPMT Comp Name:
 ANTHEM BLUE CO5F Comp ID: 6840747736 Batch Discr: EDI PAYMENT SEC: CCD
 Cust Name: UTE MOUNTAIN UTE HEAL Addenda:
 705TRN*1*3245059931*1840747736\

CDR: TAX ID

\$98.20 24183013311418 \$98.20 \$0.00
 ACH CREDIT RECEIVED - Cust ID: 850434155 Desc: HCCLAIMPMT Comp Name:
 METLIFE DENTAL Comp ID: 6681754991 Batch Discr: 777 SEC: CCD Cust Name:
 ALBUQUERQUE IHS DENTA Addenda: 705TRN*1*511681808*1135581829*4444\

CDR: NPI #

\$80.55 24184008742560 \$80.55 \$0.00
 ACH CREDIT RECEIVED - Cust ID: C24183E17687960 Desc: HCCLAIMPMT Comp
 Name: BCBS NEW MEXICO Comp ID: 5555519313 Batch Discr: PAYABLE SEC: CCD
 Cust Name: CP20240701E176879600- Addenda:
 705TRN*1*C24183E17687960*1361236610*CP20240701 E176879600-1548372071\

Review/ Updating the EDI Report spreadsheet

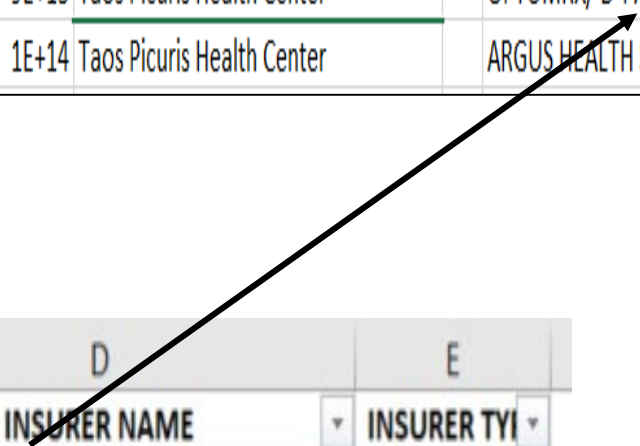
- Column O: Payor, is the insurance that is paying. You can update the Payor name with SU PNC Listing if the SU wants you to batch using a different payor name.

EDI Report

C	D	E	F	G	H	I	J	K	L	M	N	O
Paymer	CR/DB	Cre	Credit L	Compa	Debit R	Debit D	Trace Number	Transac	Tran	Payee	Payor	
67.43	CREDIT	4E+07	1E+09	4.33E+09	91000019		121000243507797	Trace Num	9E+13	Taos Picuris Health Center	OPTUMRX/ D-PACIFICARE SAVER	
1681.87	CREDIT	4E+07	1E+09	9.36E+09	1.01E+08		909578270	Trace Num	1E+14	Taos Picuris Health Center	ARGUS HEALTH SYS/ D-HUMANA (MCR	

SU PNC Listing

A	B	C	D	E
DATE FILE RECEIVE	CHECK #	CHECK AMOUNT	INSURER NAME	INSURER TYI
6/24/2024	121000243507797	\$ 67.43	D-PACIFICARE SAVER	MEDICARE



Review/ Updating the EDI Report spreadsheet

- Column P: Schedule, where you assign the TDN with using the CIR. Once you get through the EDI report with identifying all the SU locations payments you match Column C with the payment amount with the CIR. Copy the TDN and past to column P and drag down.

C	D	E	F	G	H	I	J	K	L	M	N	O	P
Paymer	CR/DB	Cre	Cre	Con	De	D	Trace Number	Transac	Tran	Payee	C	Payor	Schedule
9.52	CREDIT	4E+07	####	1E+09	####		135741591240628	Trace Num	8E+13	Taos Picuris Health Center		HUMANA INS CO	769083
29.71	CREDIT	4E+07	####	1E+09	####		555555550550067	Trace Num	4E+13	Taos Picuris Health Center		PRIME THERAPEUTI	769083
67.43	CREDIT	4E+07	####	4E+09	####		121000243507797	Trace Num	9E+13	Taos Picuris Health Center		OPTUMRX/ D-PACIFICARE SAVER	769083
1681.87	CREDIT	4E+07	####	9E+09	####		909578270	Trace Num	1E+14	Taos Picuris Health Center		ARGUS HEALTH SYS/ D-HUMANA (MCR	769083
3030.17	CREDIT	4E+07	####	9E+09	####		091000011097826	Trace Num	9E+13	Taos Picuris Health Center		NM HSD-MCAID ACH	769083
31705.48	CREDIT	4E+07	####	9E+09	####		091000011097656	Trace Num	9E+13	Taos Picuris Health Center		NM HSD-MCAID ACH	769083
33120.61	CREDIT	4E+07	####	2E+09	####		444444440884987	Trace Num	4E+13	Taos Picuris Health Center		PRIME THERAPEUTI	769083
69644.79													

768906	07/02/2024	Y	\$63,956.26
769045	07/02/2024	Y	\$97,637.83
769053	07/02/2024	Y	\$132,831.66
769055	07/02/2024	Y	\$123,530.93
769064	07/02/2024	Y	\$146,796.30
769066	07/02/2024	Y	\$117,705.59
769072	07/02/2024	Y	\$361,267.76
769074	07/02/2024	Y	\$1,438.00
769076	07/02/2024	Y	\$1,450.55
769080	07/02/2024	Y	\$49,119.07
769083	07/02/2024	Y	\$69,644.79
769087	07/02/2024	Y	\$49,872.01
769089	07/02/2024	Y	\$142,863.63
769092	07/02/2024	Y	\$17,096.10
769095	07/02/2024	Y	\$18,179.48
769097	07/02/2024	Y	\$575.98

Review/ Updating the EDI Report spreadsheet

- Column Q: Payor Type, finance has a payor listing & formula that we use to assign if the payment is Medicaid, Medicare, Private Insurance, VA or Other. This is where the PNC listing plays an important role. The SU are letting finance know where to batch payments under.
- Finance payor formula ties with column G (Company ID). You will add a sheet 2 into the EDI report. Sheet 2 has the listing of Payor names/ Insurance companies that finance has got from PNC bank over the years. Sheet 2 listing you will get from previous EDI report from the day before each time.

G
Company ID
3066033492
1391263473
1169936000
5555519313
5555519313
1169936000
1169936000

Column G reflects to Column A when sheet 2 is added

A	B	C
tbl_Payor_ID	PayorName	PayorType
9101036151	36 TREAS 310	VA Collections
1881230211	AETNA	Private Insurance
3066033492	AETNA AS01	Private Insurance
1066033492	AETNA A04	Private Insurance
1066033492	AETNA AS01	Private Insurance
6603349202	AETNA LIFE INSUR	Private Insurance
66033492	AETNA PHARMACY MANAGEMENT	Private Insurance
3299842775	AETNA	Private Insurance
5232229683	AETNA SSI	Private Insurance
1730865687	AFFINITY INS.	Private Insurance
1530865687	AFFINITY INS.	Private Insurance
870345631	ALTIUS HEALTH PLANS A COVENTRY HEALTH CARE PLAN	Private Insurance
5557249658	APWU HEALTH PLAN	Private Insurance
D420113630	AMERICAN REPUBLI	Private Insurance
#####	AMERIGROUP REALSOLUTIONS	Medicare
1202073598	AMERIGROUP CORPO	Medicare
8095525212	AMERIND RISK MANAGEMENT	Private Insurance
4232229683	AMERICAN CONTINE	Private Insurance
1770098400	AMERITAS LIFE	Private Insurance
1670098400	AMERITAS LIFE	Private Insurance
300916236	AMERITAS	Private Insurance
7480495709	ANTHEM BLUECROSS AND BLU	Private Insurance
3299125122	ANTHEM BLUECROSS BLUESHI	Private Insurance
2840747736	ANTHEM BLUE COSC	Private Insurance
6840747736	ANTHEM BLUE COSF	Private Insurance
430000631	ARGUS	Private Insurance
9363569642	ARGUS HEALTH SYS	Medicare
363569642	ARGUS HEALTH SYS	Medicare
430000630	ARGUS	Private Insurance
4363569642	ARGUS	Private Insurance
1891191	ARIZONA HEALTH CARE COST	Medicaid
8660047014	ALICEE PROGRAMMA	Medicaid

Review/ Updating the EDI Report spreadsheet

- Column Q: After sheet 2 is added with the payor listing. Finance will copy and past the payor formula which is highlighted below from the previous EDI report from the day before onto the EDI report into Column Q for current day.

E	F	G	H	I	J	K	L	M	N	O	P	Q
Credit D	Compa	Debit R	Debit D	Trace Number	Transac	Tran	Payee		Payor	Schedul	Payor T	M
+07	1E+09	9.1E+09	1.01E+08	36001200	769064	55	8942	Santa Fe Indian Hospital	##	VAFA TREAS 310	769064	VA Collect JU
+07	1E+09	5.56E+09	71000152		C24180E17600450	Trace Nurr	7E+13	Zuni Indian Hospital		BCBS NEW MEXICO	769072	=VLOOKUP

- Once payor formula is added you drag the payor formula down to last payment that is on the EDI report.

E	F	G	H	I	J	K	L	M	N	O	P	Q
74	4.3E+07	1E+09	1431420563	2.4E+08	7613348	Trace Nun	2E+14	ALBUQUERQUE INDIAN HLT		EXPRESS SCRIPTS		Private Insu JL
75	4.3E+07	1E+09	6452579291	1E+08	511335459	Trace Nun	1E+14	DULCE HEALTH CENTER		ZP PRESBYTERN23		Private Insu JL
76	4.3E+07	1E+09	1752882129	9.1E+07	2500294363	Trace Nun	9E+13	ZUNI INDIAN HOSPITAL		CAREMARK		Private Insu JL
77	4.3E+07	1E+09	6452579291	1E+08	511336499	Trace Nun	1E+14	Zuni Indian Hospital		ZP PRESBYTERN23		Private Insu JL
78	4.3E+07	1E+09	1811725341	9.1E+07	2437365	Trace Nun	9E+13	UTE MOUNTAIN UTE HEALT		STATE OF COLO		Medicaid JL
79												

Review/ Updating the EDI Report spreadsheet

- Column Q: Now that you have your Payor Type and have received the SU PNC listing. You can now update where the SU wants the payment batched under.

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Paymer	CR/DB	Cre	Cre	Con	De	D	Trace Number	Transac	Tran	Payee	Payor	Schedule	Payor T	
33.87	CREDIT	4E+07	####	1E+09	####		555555550550065	Trace Num	4E+13	Dulce Health Center	PRIME THERAPEUTI	769066	Medicare	
864.44	CREDIT	4E+07	####	4E+09	####		121000243507794	Trace Num	9E+13	Dulce Health Center	OPTUMRX/ CATAMARAN	769066	Medicare	
28106.06	CREDIT	4E+07	####	2E+09	####		444444440884984	Trace Num	4E+13	Dulce Health Center	PRIME THERAPEUTI	769066	Medicaid	
88486.45	CREDIT	4E+07	####	9E+09	####		091000011098168	Trace Num	9E+13	Dulce Health Center	NM HSD-MCAID ACH	769066	Medicaid	

JSU PNC EFT CHECK # LISTING - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A Bold Italic Underline Font Color

Wrap Text Merge & Center Alignment

Accounting \$ % , .00 .00 Number

Conditional Formatting Format as Table Comma

C71 48.83

A	B	C	D	E	F	G	H
DATE	CHECK #	AMOUNT	INSURER	TYPE			
7/2/2024	121000243507794	\$ 864.44	CATAMARAN - RX	MEDICARE			
7/2/2024	444444440884984	\$ 28,106.06	PRIME THERAPEUTICS	MEDICAID			
7/2/2024	555555550550065	\$ 33.87	PRIME THERAPEUTICS	MEDICARE			
7/2/2024	091000011098168	\$ 88,486.45	NEW MEXICO MEDICAID	MEDICAID			

Review/ Updating the EDI Report spreadsheet

- ❖ Last Column that needs to be update will be Column R, MOS. Just add the abbreviated month and drag down to the last payment on the EDI report.

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Paymer	CR/DB	Cre	Cre	Con	De	D	Trace Number	Transac	Tran	Payee	C	Payor	Schedule	Payor T	MOS
2.71	CREDIT	4E+07	####	9E+09	####	###		769064	55	8942 Santa Fe Indian Hospital	##	VAFA TREAS 310		769064 VA Collect	JUL
8.36	CREDIT	4E+07	####	6E+09	####		C24180E17600450	Trace Num	7E+13	Zuni Indian Hospital		BCBS NEW MEXICO		769072 Private Ins	JUL
8.82	CREDIT	4E+07	####	35184	####		351840597U	Trace Num	4E+13	AAO HOLD		LE_CMS		769095 Medicare	JUL
9.52	CREDIT	4E+07	####	1E+09	####		135741591240628	Trace Num	8E+13	Taos Picuris Health Center		HUMANA INS CO		769083 Medicare	JUL

Review/ Updating the EDI Report spreadsheet

❖ This is what the EDI report should look like after:

srs_edi_summary_remittance_export_07022024 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

M16 Santa Clara Health Center

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	As	Eff	Payme	CR/DB	Cre	Cr	Cor	De	D	Trace Number	Transa	Trar	Payee	Payor	Schedule	Payor	MOS	
1	#####	#####	2.71	CREDIT	#####	#####	#####	#####	###	769064	55	8942	Santa Fe Indian Hospital	##	VAVA TREAS 310	769064	VA Collect	JUL
2	#####	#####	8.36	CREDIT	#####	#####	#####	#####		C24180E17600450	Trace Nun	7E+13	Zuni Indian Hospital		BCBS NEW MEXICO	769072	Private In:	JUL
3	#####	#####	8.82	CREDIT	#####	#####	35184	#####		351840597U	Trace Nun	4E+13	AAO HOLD		LE_CMS	769095	Medicare	JUL
4	#####	#####	9.52	CREDIT	#####	#####	#####	#####		135741591240628	Trace Nun	8E+13	Taos Picuris Health Center		HUMANA INS CO	769083	Medicare	JUL
5	#####	#####	9.54	CREDIT	#####	#####	#####	#####		55555550550066	Trace Nun	4E+13	Mescalero Indian Hospital		PRIME THERAPEUTI	769055	Private In:	JUL
6	#####	#####	11.59	CREDIT	#####	#####	#####	#####		55555550550061	Trace Nun	4E+13	Acoma Canoncito Laguna Indian Health		PRIME THERAPEUTI	769053	Private In:	JUL
7	#####	#####	12.61	CREDIT	#####	#####	#####	#####		91091907605	Trace Nun	1E+14	Zuni Indian Hospital		AARP SUPPLEMENTA	769072	Private In:	JUL
8	#####	#####	12.99	CREDIT	#####	#####	#####	#####		C24180E17675320	Trace Nun	7E+13	Acoma Canoncito Laguna Indian Health		BCBS NEW MEXICO	769053	Private In:	JUL
9	#####	#####	15.6	CREDIT	#####	#####	#####	#####		135930571240629	Trace Nun	8E+13	Mescalero Indian Hospital		HUMANA INS CO	769087	Medicare	JUL
10	#####	#####	29.71	CREDIT	#####	#####	#####	#####		55555550550067	Trace Nun	4E+13	Taos Picuris Health Center		PRIME THERAPEUTI	769083	Private In:	JUL
11	#####	#####	33.87	CREDIT	#####	#####	#####	#####		55555550550065	Trace Nun	4E+13	Dulce Health Center		PRIME THERAPEUTI	769066	Medicare	JUL
12	#####	#####	39.31	CREDIT	#####	#####	#####	#####		UH0732417700813110422127	Trace Nun	1E+14	UTE Mountain UTE Health Center		UHC GOVERNMENT E/ UHC PI	769076	Private In:	JUL
13	#####	#####	44.29	CREDIT	#####	#####	35184	#####		351840597U	Trace Nun	4E+13	AAO HOLD		LE_CMS	769072	Medicare	JUL
14	#####	#####	56	CREDIT	#####	#####	#####	#####		136037972240630	Trace Nun	8E+13	Mescalero Indian Hospital		HUMANA INS CO	769087	Medicare	JUL
15	#####	#####	59.2	CREDIT	#####	#####	#####	#####		909578271	Trace Nun	1E+14	Santa Clara Health Center		ARGUS HEALTH SYS	769080	Medicare	JUL
16	#####	#####	65.1	CREDIT	#####	#####	#####	#####		29344125	Trace Nun	1E+14	Santa Clara Health Center		UNITEDHEALTHCARE	769080	Private In:	JUL
17	#####	#####	65.22	CREDIT	#####	#####	#####	#####		C24180E17676500	Trace Nun	7E+13	Santa Clara Health Center		BCBS NEW MEXICO	769080	Private In:	JUL
18	#####	#####	67.43	CREDIT	#####	#####	#####	#####		121000243507797	Trace Nun	9E+13	Taos Picuris Health Center		OPTUMRX/ D-PACIFICARE SAVER	769083	Medicare	JUL
19	#####	#####	67.59	CREDIT	#####	#####	#####	#####		1142832161	Trace Nun	4E+13	SIPI Dental		PNC-ECHO/ UNITED CONCORDIA	769087	Private In:	JUL
20	#####	#####	70.13	CREDIT	#####	#####	#####	#####		135795460240628	Trace Nun	4E+13	Albuquerque Indian Hospital		HUMANA CHA DISB	769045	Medicare	JUL
21	#####	#####	80.04	CREDIT	#####	#####	#####	#####		UH5502417701831002066264	Trace Nun	1E+14	Albuquerque Indian Hospital		GEHA	769045	Private In:	JUL
22	#####	#####	80.66	CREDIT	#####	#####	#####	#####		121000243507798	Trace Nun	9E+13	Santa Clara Health Center		OPTUMRX	769080	Medicare	JUL
23	#####	#####	101.88	CREDIT	#####	#####	#####	#####		55555550550060	Trace Nun	4E+13	Santa Fe Indian Hospital		PRIME THERAPEUTI	769064	Medicare	JUL
24	#####	#####	104.02	CREDIT	#####	#####	#####	#####		24181B1000059858	Trace Nun	9E+13	UTE Mountain UTE Health Center		ROCKY MOUNTAIN H/ UHC RAE	769076	Medicaid	JUL
25	#####	#####	114.75	CREDIT	#####	#####	#####	#####		C24180E17676490	Trace Nun	7E+13	Santa Clara Health Center		BCBS NEW MEXICO	769080	Private In:	JUL
26	#####	#####	120.18	CREDIT	#####	#####	#####	#####		135921572240629	Trace Nun	8E+13	Zuni Indian Hospital		HUMANA INS CO	769087	Medicare	JUL

PIVOT TABLE

- ❖ Need to create a pivot table to complete the EDI report. Pivot table can be found under the Insert Tab. Click on Pivot table and OK button. Highlighted below

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'PivotTable' icon is highlighted in yellow. A 'Create PivotTable' dialog box is open, showing the following options:

- Select a table or range
Table/Range: srs_edi_summary_remittance_expo!\$A\$1:\$Y\$120
- Use an external data source
Choose Connection...
- Use this workbook's Data Model
- Choose where you want the PivotTable report to be placed:
 - New Worksheet
 - Existing Worksheet
Location: [Empty]
- Choose whether you want to analyze multiple tables:
 - Add this data to the Data Model
- Buttons: OK (highlighted in yellow), Cancel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	As	Effi	Payme	CR/DB	Cre	Cr	Cor	De	C	Trace Number	Transa	Trar	Payee		Payor
2	#####	#####	2.71	CREDIT	#####	#####	#####	#####	###	769064	55	8942	Santa Fe Indian Hospital	##	VAFA TREAS 310
3	#####	#####	8.36	CREDIT	#####	#####	#####	#####		C24180E17600450	Trace Nun	7E+13	Zuni Indian Hospital		BCBS NEW MEXICO
4	#####	#####	8.82	CREDIT	#####	#####	35184	#####		351840597U	Trace Nun	4E+13	AAO HOLD		LE_CMS
5	#####	#####	9.52	CREDIT	#####	#####	#####	#####		135741591240628	Trace N	0E+13	Santa Clara Health Center		HUMANANA INS CO
6	#####	#####	9.54	CREDIT	#####	#####	#####	#####		55555550550066	Trace N				
7	#####	#####	11.59	CREDIT	#####	#####	#####	#####		55555550550061	Trace N				
8	#####	#####	12.61	CREDIT	#####	#####	#####	#####		91091907605	Trace N				
9	#####	#####	12.99	CREDIT	#####	#####	#####	#####		C24180E17675320	Trace N				
10	#####	#####	15.6	CREDIT	#####	#####	#####	#####		135930571240629	Trace N				
11	#####	#####	29.71	CREDIT	#####	#####	#####	#####		55555550550067	Trace N				
12	#####	#####	33.87	CREDIT	#####	#####	#####	#####		55555550550065	Trace N				
13	#####	#####	39.31	CREDIT	#####	#####	#####	#####		UH0732417700813110422127	Trace N				
14	#####	#####	44.29	CREDIT	#####	#####	35184	#####		351840597U	Trace N				
15	#####	#####	56	CREDIT	#####	#####	#####	#####		136037972240630	Trace N				
16	#####	#####	59.2	CREDIT	#####	#####	#####	#####		909578271	Trace N				
17	#####	#####	65.1	CREDIT	#####	#####	#####	#####		29344125	Trace N				
18	#####	#####	65.22	CREDIT	#####	#####	#####	#####		C24180E17676500	Trace N				
19	#####	#####	67.43	CREDIT	#####	#####	#####	#####		121000243507797	Trace N				
20	#####	#####	67.59	CREDIT	#####	#####	#####	#####		1142832161	Trace N				
21	#####	#####	70.13	CREDIT	#####	#####	#####	#####		135795460240628	Trace N				
22	#####	#####	80.04	CREDIT	#####	#####	#####	#####		UH5502417701831002066264	Trace N				
23	#####	#####	80.66	CREDIT	#####	#####	#####	#####		121000243507798	Trace N				
24	#####	#####	101.88	CREDIT	#####	#####	#####	#####		55555550550060	Trace N				
25	#####	#####	104.02	CREDIT	#####	#####	#####	#####		24181B1000059858	Trace N				

PIVOT TABLE

❖ Pivot Table Fields in order will be:

- PAYMENT AMOUNT
- SCHEDULE (TDN)
- PAYEE
- PAYOR TYPE
- PAYOR
- TRACE NUMBER

PivotTable Fields

Choose fields to add to report:

Search

As Of Date

Effective Date

Payment Amount

Trace Number

Transaction Reference Qualifier

Transaction Reference Number

Payee

Company ID Code

Payor

Schedule

Payor Type

PivotTable Fields

Choose fields to add to report:

Search

Debit DDA

Trace Number

Transaction Reference Qualifier

Transaction Reference Number

Payee

Company ID Code

Payor

Schedule

Payor Type

Drag fields between areas below:

FILTERS		COLUMNS	

ROWS	VALUES
Schedule ▼	Sum of Pay... ▼
Payee ▼	
Payor Ty... ▼	
Payor ▼	

PIVOT TABLE

- ❖ The Pivot table will create a sheet 3. If any changes need to be update you still have to make the changes on the EDI report, which is now in the middle of sheet 3 & sheet 2. Any updates made on the EDI report, go back to the Pivot table and hit the Refresh All button under the Data tab to show the updates.

Row Labels	Payee	Payor Type	Payor	Trace Number	Payment Amount
765104	Albuquerque Indian Hospital	Medicare	AETNA AS01	882417201083833	23.29
			AETNA AS01 Total		23.29
			BCBS ILLINOIS	M24176E33902170	324.13
				M24176E33913280	96.57
			BCBS ILLINOIS Total		420.7
			UNITED BEHAVIORA	C5901174	268.62
			UNITED BEHAVIORA Total		268.62
		Medicare Total			712.61
		Private Insurance	BCBS NEW MEXICO	C24176E17231320	218.57
				C24176E17231330	362.86
			BCBS NEW MEXICO Total		581.43
			EXPRESS SCRIPTS	007601130	25451.55
			EXPRESS SCRIPTS Total		25451.55
		Private Insurance Total			26032.98
	Albuquerque Indian Hospital Total				26745.59
765104 Total					26745.59

EDI Report is ready for batching

❖ EDI payments are ready to be batched into RPMS for SU to start posting.

Row Labels	Payee	Payor Type	Payor	Trace Number	Payment Amount
769045	AAO HOLD	Medicare	LE_CMS	351840597U	896.4
			LE_CMS Total		896.4
	AAO HOLD Total				896.4
	Albuquerque Indian Hospital	Medicaid	NM HSD-MCAID ACH	091000011097782	87138.48
			NM HSD-MCAID ACH Total		87138.48
	Medicaid Total				87138.48
		Medicare	HUMANA CHA DISB	135795460240628	70.13
			HUMANA CHA DISB Total		70.13
			UNITED BEHAVIORA/ UHC	C5918863	244.12
			UNITED BEHAVIORA/ UHC Total		244.12
	Medicare Total				314.25
		Private Insurance	BCBS NEW MEXICO	C24180E01737060	1789.68
				C24180E01737080	631.77
				C24180E17600410	175.77
				C24180E17600420	573.55
				C24180E17600440	285.89
			BCBS NEW MEXICO Total		3456.66
			GEHA	UH5502417701831002066264	80.04
			GEHA Total		80.04
			ZP PRESBYTERN23	510721025	719
				510721582	5033
			ZP PRESBYTERN23 Total		5752
	Private Insurance Total				9288.7
769045 Total	Albuquerque Indian Hospital Total				96741.43
					97637.83
769053	AAO HOLD	Medicare	LE_CMS	351840597U	166.34
			LE_CMS Total		166.34
	AAO HOLD Total				166.34
	Acoma Canoncito Laguna Indian Health	Medicaid	NM HSD-MCAID ACH	091000011097775	14515.68
				091000011098169	90607.77

Lockbox Report

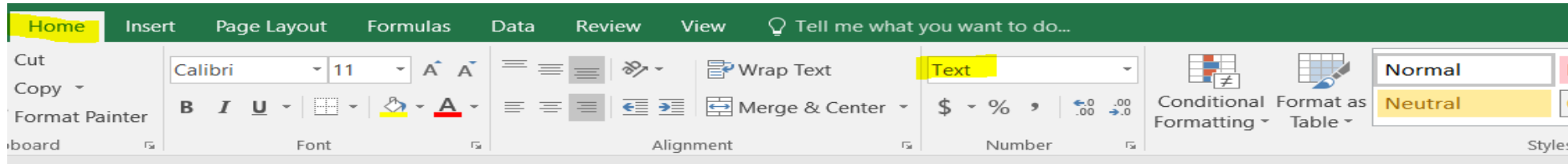
❖ Saving the Lockbox report as shown on Slide 7. Once you have copied and pasted all the SU that had incoming payments from the Integrated Receivable tab in Pinacle/ PNC bank, can revise the Lockbox report.

1. Delete the first two rows.

Num	Env Num	Envelope	Transactio	Lockbox	Date	Time	Batch	Batch Item	Check	Check Amc	ABA/RT	Account N	Check Nun	Remitter N	IRN	REMIT_ID	Invoice Pa	Check Ima	Envelope I	Invoice Image
1	1	G-246475	G-246475	CLE-395443	7/3/2024	13:30	1	1	1	\$96.80	61100790	1E+12	48492	WELLCARE	PPNC0224	RPNC0224	0;0	9	1	
2	2	G-404299	G-404299	CLE-395443	7/3/2024	13:30	1	2	2	\$174.00	71923828	30119518	7278433	BLUE CRO	PPNC0224	RPNC0224	1;0	28	20	
1	1	G-246104	G-246104	CLE-395444	7/3/2024	13:30	1	1	1	\$6.45	1.01E+08	5.01E+09	1.32E+09	AETNA	PPNC0224	RPNC0224	0;0	9	1	
2	2	G-246475	G-246475	CLE-395444	7/3/2024	13:30	1	2	2	#####	42100272	7.48E+09	4.04E+08	EXPRESS S	PPNC0224	RPNC0224	1;0	26	18	
1	1	G-246475	G-246475	CLE-395445	7/3/2024	13:30	1	1	1	\$80.19	71923828	30119518	7278432	BLUE CRO	PPNC0224	RPNC0224	0;0	9	1	
2	2	G-404299	G-404299	CLE-395445	7/3/2024	13:30	1	2	2	\$24.70	71923828	19313	50368272	BLUE CRO	PPNC0224	RPNC0224	1;0	26	18	
3	3	G-404299	G-404299	CLE-395445	7/3/2024	13:30	1	3	3	\$719.00	71923828	19313	50368260	BLUE CRO	PPNC0224	RPNC0224	2;0	43	35	
1	1	G-246475	G-246475	CLE-395446	7/3/2024	13:30	1	1	1	\$39.25	64103079	9000225	40138184	NATIONAL	PPNC0224	RPNC0224	0;0	9	1	
2	2	G-404300	G-404300	CLE-395446	7/3/2024	13:30	1	2	2	\$10.84	61100790	1E+12	366235	WESTERN	PPNC0224	RPNC0224	1;0	26	18	
3	3	G-402600	G-402600	CLE-395446	7/3/2024	13:30	1	3	3	#####	61100790	1E+12	366504	WESTERN	PPNC0224	RPNC0224	2;0	44	18	
4	4	G-402600	G-402600	CLE-395446	7/3/2024	13:30	1	4	4	\$14.65	44115443	9.88E+08	1116256	TRICARE	PPNC0224	RPNC0224	3;0	63	55	
5	5	G-402600	G-402600	CLE-395446	7/3/2024	13:30	1	5	5	\$327.40	44115443	9.88E+08	2120208	TRICARE	PPNC0224	RPNC0224	4;0	79	71	
6	6	G-402600	G-402600	CLE-395446	7/3/2024	13:30	1	6	6	\$309.20	44115443	9.88E+08	2120203	TRICARE	PPNC0224	RPNC0224	5;0	95	87	
1	1	G-402600	G-402600	CLE-395450	7/3/2024	13:30	1	1	1	#####	1.01E+08	4.3E+08	7040637	SS AND C	PPNC0224	RPNC0224	0;0	9	1	
2	2	G-402601	G-402601	CLE-395450	7/3/2024	13:30	1	2	2	#####	1.01E+08	4.3E+08	7072279	SS AND C	PPNC0224	RPNC0224	1;0	26	18	
3	3	G-246480	G-246480	CLE-395450	7/3/2024	13:30	1	3	3	\$4.58	42100272	7.48E+09	4.04E+08	EXPRESS S	PPNC0224	RPNC0224	2;0	43	35	
4	4	G-402615	G-402615	CLE-395450	7/3/2024	13:30	1	4	4	#####	42100272	7.48E+09	4.9E+08	EXPRESS S	PPNC0224	RPNC0224	3;0	59	35	
5	5	G-402615	G-402615	CLE-395450	7/3/2024	13:30	1	5	5	#####	42100272	7.48E+09	4.03E+08	EXPRESS S	PPNC0224	RPNC0224	4;0	75	35	
6	6	G-402615	G-402615	CLE-395450	7/3/2024	13:30	1	6	6	#####	42100272	7.48E+09	4.03E+08	EXPRESS S	PPNC0224	RPNC0224	5;0	91	35	

Revising the Lockbox Report:

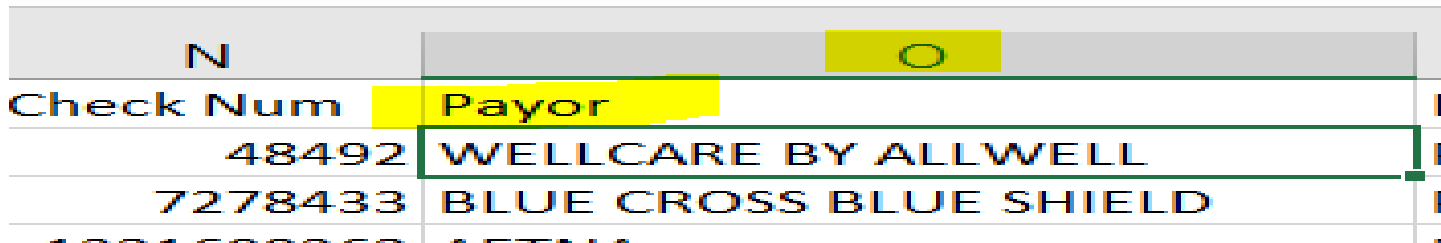
2. Column N: Check Numbers, change the column to Text under the Home tab. Highlighted below



The screenshot shows the Microsoft Excel Home tab ribbon. The 'Text' format is selected in the Number group. Below the ribbon, the spreadsheet shows columns A through N. Column N is highlighted in yellow. The data in column N is as follows:

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Env Num	Envelope	Transactio	Lockbox	Date	Time	Batch	Batch Item	Check	Check Amc	ABA/RT	Account N	Check Num
1	1	G-246475	G-246475	CLE-395443	7/3/2024	13:30	1	1	1	\$96.80	61100790	1E+12	48492
2	2	G-4042996	G-4042996	CLE-395443	7/3/2024	13:30	1	2	2	\$174.00	71923828	30119518	7278433

3. Column O: Change Header Title to Payor



The screenshot shows a close-up of the spreadsheet. Column N is labeled 'Check Num' and column O is labeled 'Payor'. The data in column O is as follows:

N	O
48492	WELLCARE BY ALLWELL
7278433	BLUE CROSS BLUE SHIELD

Revising the Lockbox Report:

3. Need to insert 3 columns between P through R.

N	O	P	Q	R
Check Num	Payor	IRN	REMIT_ID	Invoice Pa
48492	WELLCARE BY ALLWELL	PPNC0224	RPNC0224	0;0
7278433	BLUE CROSS BLUE SHIELD	PPNC0224	RPNC0224	1;0
1321699262	AETNA	PPNC0224	RPNC0224	0;0

4. Once the 3 columns are inserted.

- a. Column P Header Title is: Schedule
- b. Column Q Header Title is: Payor Type
- c. Column R Header Title is: MOS (month)

N	O	P	Q	R
Check Num	Payor	Schedule	Payor Type	MOS
48492	WELLCARE BY ALLWELL			
7278433	BLUE CROSS BLUE SHIELD			

Review/ Updating the Lockbox Report spreadsheet

❖ Columns N, O, P and Q will be the to be simultaneously updated.

➤ Column N: Check Number, is where you update check number with SU PNC listing.

➤ Column O: Payor, is the insurance that is paying. You can update the Payor name with SU PNC Listing if the SU wants you to batch using a different payor name

Lockbox

E	F	G	H	I	J	K	L	M	N	O
Lockbox	Date	Time	Batch	Batch Item	Check	Check Amount	ABA/RT	Account Num	Check Num	Payor
CLE-395444	7/1/2024	13:30	1	1	1	\$38.82	273970116	1700012991	60145948	UNITEDHEALTHCARE/ GEHA

SU PNC listing

ACL's EFT Ch CHECK#S FOR JULY 2024				
DATE	Check #	Amount	Insurer/Type	Batch Location
6/21/2024	60145948	38.82	GEHA	PI

Review/ Updating the Lockbox Report spreadsheet

➤ Column P: Schedule, where you assign the TDN with using the CIR. Once you get through the Lockbox report with their Lockbox # you will match Colum K with the payment amount with the CIR. Copy the TDN and past to column P.

E	F	G	H	I	J	K	L	M	N	O	P
Lockbox	Date	Time	Batch	Batch Item	Check	Check Amount	ABA/RT	Account Num	Check Num	Payor	Schedule
CLE-395444	7/1/2024	13:30	1	1	1	\$38.82	273970116	1700012991	60145948	UNITEDHEALTHCARE/ GEHA	105594
CLE-395445	7/1/2024	13:30	1	1	1	\$171.37	61100790	1.00021E+12	365750	WESTERN SKY COMMUNITY CA	110765
CLE-395445	7/1/2024	13:30	1	2	2	\$1,438.00	61100790	1.00021E+12	365896	WESTERN SKY COMMUNITY CA	110765
CLE-395448	7/1/2024	13:30	1	1	1	\$52.00	101219017	5008023204	1320002922	UNITEDHEALTHCARE	125714
CLE-395448	7/1/2024	13:30	1	2	2	\$1,340.99	104913912	7203583593	1793994	SAV RX	125714
CLE-395448	7/1/2024	13:30	1	3	3	\$25.44	61112788	3359980201	22837366	HUMANA MILITARY TRICARE	125714
CLE-395450	7/1/2024	13:30	1	1	1	\$45.54	43301627	1029045784	2845071	HUMANA	135564
CLE-395456	7/1/2024	13:30	1	1	1	\$504.00	121141822	7313226726	26154603	DELTA DENTAL WA	165643
CLE-395456	7/1/2024	13:30	1	2	2	\$502.20	41203824	9649481414	107632311	BCBS FEP DENTAL	165643
CLE-395456	7/1/2024	13:30	1	3	3	\$260.76	41203824	9649481414	107628033	BCBS FEP DENTAL	165643
CLE-395456	7/1/2024	13:30	1	4	4	\$591.00	121000248	4031046683	59187898	DELTA DENTAL CA	165643
CLE-395456	7/1/2024	13:30	1	5	5	\$362.00	31318619	6.1E+13	28213533	DELTA DENTAL CA	165643

Vouchers

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/Subprogram
105594	07/01/2024	Y	\$38.82	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP
110765	07/01/2024	Y	\$1,609.37	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP
125714	07/01/2024	Y	\$1,418.43	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP
135564	07/01/2024	Y	\$45.54	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP
165643	07/01/2024	Y	\$2,219.96	215	75030657	000409	041036017	07/02/2024	07/02/2024	ECP

Review/ Updated the Lockbox Report spreadsheet

- Column Q: Payor Type, finance has a payor listing & formula that we use to assign if the payment is Medicaid, Medicare, Private Insurance, VA or Other. This is where the PNC listing plays an important role. The SU are letting finance know where to batch payments under.
- Just like the EDI report you add a sheet 2 and get the payor listing from the day before Lockbox report and the payor formula. (Slide 19 & 20)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Num	Env Num	Envelope	Transaction	Lockbox	Date	Time	Batch	Batch Item	Check	Check Amount	ABA/RT	Account Num	Check Num	Payor	Schedule	Payor Type
1	1	G-2461718	G-2461718	CLE-395444	7/1/2024	13:30	1	1	1	\$38.82	273970116	1700012991	60145948	UNITEDHEALTHCARE/ GEHA	105594	Private Insu
1	1	G-7731082	G-7731082	CLE-395445	7/1/2024	13:30	1	1	1	\$171.37	61100790	1.00021E+12	365750	WESTERN SKY COMMUNITY CA	110765	Medicaid
2	1	G-7731083	G-7731083	CLE-395445	7/1/2024	13:30	1	2	2	\$1,438.00	61100790	1.00021E+12	365896	WESTERN SKY COMMUNITY CA	110765	Medicaid
1	1	G-2461715	G-2461715	CLE-395448	7/1/2024	13:30	1	1	1	\$52.00	101219017	5008023204	1320002922	UNITEDHEALTHCARE	125714	Private Insu
2	2	G-7731076	G-7731076	CLE-395448	7/1/2024	13:30	1	2	2	\$1,340.99	104913912	7203583593	1793994	SAV RX	125714	Private Insu
3	3	G-7731077	G-7731077	CLE-395448	7/1/2024	13:30	1	3	3	\$25.44	61112788	3359980201	22837366	HUMANA MILITARY TRICARE	125714	Private Insu
1	1	G-2461671	G-2461671	CLE-395450	7/1/2024	13:30	1	1	1	\$45.54	43301627	1029045784	2845071	HUMANA	135564	Medicare
1	1	G-2461683	G-2461683	CLE-395456	7/1/2024	13:30	1	1	1	\$504.00	121141822	7313226726	26154603	DELTA DENTAL WA	165643	Private Insu
2	2	G-7689396	G-7689396	CLE-395456	7/1/2024	13:30	1	2	2	\$502.20	41203824	9649481414	107632311	BCBS FEP DENTAL	165643	Private Insu
3	3	G-7689397	G-7689397	CLE-395456	7/1/2024	13:30	1	3	3	\$260.76	41203824	9649481414	107628033	BCBS FEP DENTAL	165643	Private Insu
4	4	G-7689398	G-7689398	CLE-395456	7/1/2024	13:30	1	4	4	\$591.00	121000248	4031046683	59187898	DELTA DENTAL CA	165643	Private Insu
5	5	G-7689399	G-7689399	CLE-395456	7/1/2024	13:30	1	5	5	\$362.00	31318619	6.1E+13	28213533	DELTA DENTAL CA	165643	Private Insu

Review/ Updating the Lockbox Report spreadsheet

❖ Last Column that needs to be updated will be Column R, MOS. Just add the abbreviated month and drag down to the last payment on the Lockbox report.

❖ Lockbox report is complete

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Num	Env Num	Envelope	Transaction	Lockbox	Date	Time	Batch	Batch Item	Check	Check Amount	ABA/RT	Account Num	Check Num	Payor	Schedule	Payor Type	MOS
1	1	G-2461718	G-2461718	CLE-395444	7/1/2024	13:30	1	1	1	\$38.82	273970116	1700012991	60145948	UNITEDHEALTHCARE/ GEHA	105594	Private Insu	JUL
1	1	G-7731082	G-7731082	CLE-395445	7/1/2024	13:30	1	1	1	\$171.37	61100790	1.00021E+12	365750	WESTERN SKY COMMUNITY CA	110765	Medicaid	JUL
2	1	G-7731083	G-7731083	CLE-395445	7/1/2024	13:30	1	2	2	\$1,438.00	61100790	1.00021E+12	365896	WESTERN SKY COMMUNITY CA	110765	Medicaid	JUL
1	1	G-2461715	G-2461715	CLE-395448	7/1/2024	13:30	1	1	1	\$52.00	101219017	5008023204	1320002922	UNITEDHEALTHCARE	125714	Private Insu	JUL
2	2	G-7731076	G-7731076	CLE-395448	7/1/2024	13:30	1	2	2	\$1,340.99	104913912	7203583593	1793994	SAV RX	125714	Private Insu	JUL
3	3	G-7731077	G-7731077	CLE-395448	7/1/2024	13:30	1	3	3	\$25.44	61112788	3359980201	22837366	HUMANA MILITARY TRICARE	125714	Private Insu	JUL
1	1	G-2461671	G-2461671	CLE-395450	7/1/2024	13:30	1	1	1	\$45.54	43301627	1029045784	2845071	HUMANA	135564	Medicare	JUL
1	1	G-2461683	G-2461683	CLE-395456	7/1/2024	13:30	1	1	1	\$504.00	121141822	7313226726	26154603	DELTA DENTAL WA	165643	Private Insu	JUL
2	2	G-7689396	G-7689396	CLE-395456	7/1/2024	13:30	1	2	2	\$502.20	41203824	9649481414	107632311	BCBS FEP DENTAL	165643	Private Insu	JUL
3	3	G-7689397	G-7689397	CLE-395456	7/1/2024	13:30	1	3	3	\$260.76	41203824	9649481414	107628033	BCBS FEP DENTAL	165643	Private Insu	JUL
4	4	G-7689398	G-7689398	CLE-395456	7/1/2024	13:30	1	4	4	\$591.00	121000248	4031046683	59187898	DELTA DENTAL CA	165643	Private Insu	JUL
5	5	G-7689399	G-7689399	CLE-395456	7/1/2024	13:30	1	5	5	\$362.00	31318619	6.1E+13	28213533	DELTA DENTAL CA	165643	Private Insu	JUL

PIVOT TABLE

❖ Need to create a pivot table to complete the Lockbox report. Pivot table can be found under the Insert Tab. Click on Pivot table and OK button. Highlighted below

The screenshot displays the Microsoft Excel interface with the 'Insert' tab selected. The 'PivotTable' icon is highlighted in yellow. A 'Create PivotTable' dialog box is open, showing the following options:

- Choose the data that you want to analyze:
 - Select a table or range
 - Table/Range: `srs_edi_summary_remittance_expo!A1:Y120`
 - Use an external data source
 - Use this workbook's Data Model
- Choose where you want the PivotTable report to be placed:
 - New Worksheet
 - Existing Worksheet
- Choose whether you want to analyze multiple tables:
 - Add this data to the Data Model

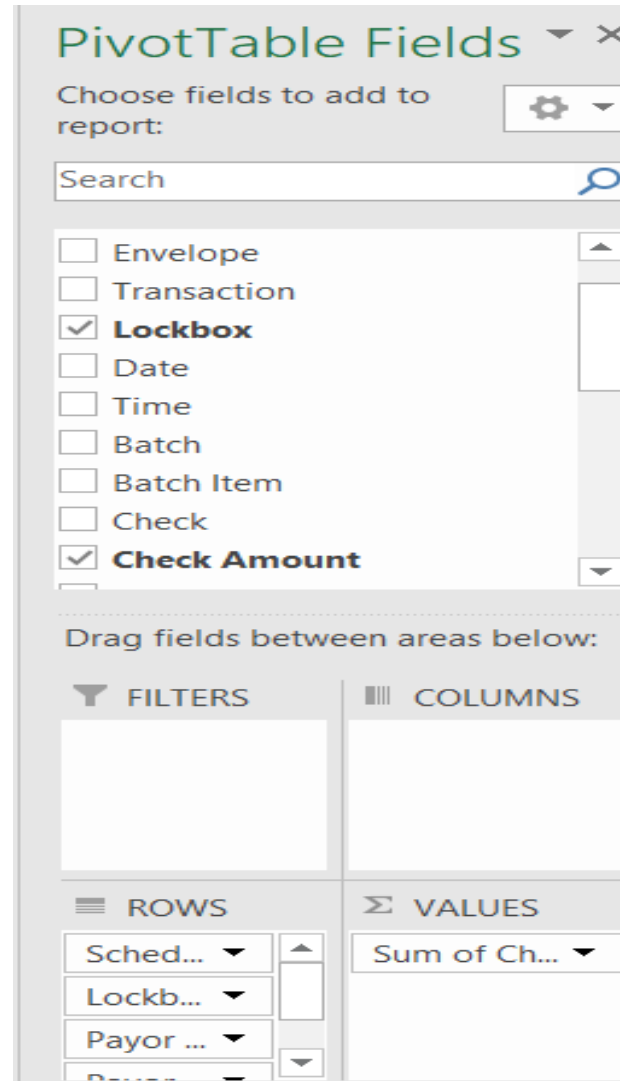
The background table contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	As	Effi	Payme	CR/DB	Cre	Cr	Cor	De	C	Trace Number	Transa	Trar	Payee		Payor
2	#####	#####	2.71	CREDIT	#####	#####	#####	#####	###	769064	55	8942	Santa Fe Indian Hospital	##	VAFA TREAS 310
3	#####	#####	8.36	CREDIT	#####	#####	#####	#####		C24180E17600450	Trace Nun	7E+13	Zuni Indian Hospital		BCBS NEW MEXICO
4	#####	#####	8.82	CREDIT	#####	#####	35184	#####		351840597U	Trace Nun	4E+13	AAO HOLD		LE_CMS
5	#####	#####	9.52	CREDIT	#####	#####	#####	#####		135741591240628	Trace N	0E+13	Trans Health Center		HUMANANA INS CO
6	#####	#####	9.54	CREDIT	#####	#####	#####	#####		55555550550066	Trace N				
7	#####	#####	11.59	CREDIT	#####	#####	#####	#####		55555550550061	Trace N				
8	#####	#####	12.61	CREDIT	#####	#####	#####	#####		91091907605	Trace N				
9	#####	#####	12.99	CREDIT	#####	#####	#####	#####		C24180E17675320	Trace N				
10	#####	#####	15.6	CREDIT	#####	#####	#####	#####		135930571240629	Trace N				
11	#####	#####	29.71	CREDIT	#####	#####	#####	#####		55555550550067	Trace N				
12	#####	#####	33.87	CREDIT	#####	#####	#####	#####		55555550550065	Trace N				
13	#####	#####	39.31	CREDIT	#####	#####	#####	#####		UH0732417700813110422127	Trace N				
14	#####	#####	44.29	CREDIT	#####	#####	35184	#####		351840597U	Trace N				
15	#####	#####	56	CREDIT	#####	#####	#####	#####		136037972240630	Trace N				
16	#####	#####	59.2	CREDIT	#####	#####	#####	#####		909578271	Trace N				
17	#####	#####	65.1	CREDIT	#####	#####	#####	#####		29344125	Trace N				
18	#####	#####	65.22	CREDIT	#####	#####	#####	#####		C24180E17676500	Trace N				
19	#####	#####	67.43	CREDIT	#####	#####	#####	#####		121000243507797	Trace N				
20	#####	#####	67.59	CREDIT	#####	#####	#####	#####		1142832161	Trace N				
21	#####	#####	70.13	CREDIT	#####	#####	#####	#####		135795460240628	Trace N				
22	#####	#####	80.04	CREDIT	#####	#####	#####	#####		UH5502417701831002066264	Trace N				
23	#####	#####	80.66	CREDIT	#####	#####	#####	#####		121000243507798	Trace N				
24	#####	#####	101.88	CREDIT	#####	#####	#####	#####		55555550550060	Trace N				
25	#####	#####	104.02	CREDIT	#####	#####	#####	#####		24181B1000059858	Trace N				

PIVOT TABLE

❖ Pivot Table Fields in order will be:

- SCHEDULE (TDN)
- LOCKBOX
- PAYOR TYPE
- PAYOR
- CHECK NUMBER



PIVOT TABLE

- ❖ The Pivot table will create a sheet 3. If any changes need to be update you still have to make the changes on the Lockbox report, which is now in the middle of sheet 3 & sheet 2. Any updates made on the EDI report, go back to the Pivot table and hit the Refresh All button under the Data tab to show the updates.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The PivotTable is structured as follows:

Row Labels	Payee	Payor Type	Payor	Trace Number	Payment Amount
765104	Albuquerque Indian Hospital	Medicare	AETNA AS01	882417201083833	23.29
			AETNA AS01 Total		23.29
			BCBS ILLINOIS	M24176E33902170	324.13
				M24176E33913280	96.57
			BCBS ILLINOIS Total		420.7
			UNITED BEHAVIORA	C5901174	268.62
			UNITED BEHAVIORA Total		268.62
		Medicare Total			712.61
		Private Insurance	BCBS NEW MEXICO	C24176E17231320	218.57
				C24176E17231330	362.86
			BCBS NEW MEXICO Total		581.43
			EXPRESS SCRIPTS	007601130	25451.55
			EXPRESS SCRIPTS Total		25451.55
		Private Insurance Total			26032.98
	Albuquerque Indian Hospital Total				26745.59
765104 Total					26745.59

The bottom of the screenshot shows the worksheet tab bar with 'Sheet3' selected, and the workbook name 'srs_edi_summary_remittance_expo'.

Lockbox Report is ready for batching

- ❖ Lockbox payments are ready to be batched into RPMS for SU to start posting

Row Labels	Lockbox	Payor Type	Payor	Check Num	Check Amount
105594	CLE-395444	Private Insurance	UNITEDHEALTHCARE/ GEHA	60145948	38.82
			UNITEDHEALTHCARE/ GEHA Total		38.82
		Private Insurance Total			38.82
	CLE-395444 Total				38.82
105594 Total					38.82
110765	CLE-395445	Medicaid	WESTERN SKY COMMUNITY CA	365750	171.37
				365896	1438
			WESTERN SKY COMMUNITY CA Total		1609.37
		Medicaid Total			1609.37
	CLE-395445 Total				1609.37
110765 Total					1609.37
125714	CLE-395448	Private Insurance	HUMANA MILITARY TRICARE	22837366	25.44
			HUMANA MILITARY TRICARE Total		25.44
			SAV RX	1793994	1340.99
			SAV RX Total		1340.99
			UNITEDHEALTHCARE	1320002922	52
			UNITEDHEALTHCARE Total		52
		Private Insurance Total			1418.43
	CLE-395448 Total				1418.43
125714 Total					1418.43

AAO CENTRALIZED RPMS BATCHING

MAIN SCREEN WHEN LOGGING INTO RPMS.



```
ASU - SecureCRT
File Edit View Options Transfer Script Tools Window Help
Enter host <Alt+R>
ASU x
(505)248-4079 or (505)248-7766 or email (AIHChelpdesk@ihs.gov).
Thanks!
*****
Volume set: AIH:HEALTHSHARE UCI: AIH Device: /dev/pts/0 (PHXAO-4077104.d1.na.i
hs.gov)
ACCESS CODE: *****
VERIFY CODE: *****
Good afternoon ROMERO,SOFIE T
You last signed on today at 16:02
You have 17 new messages. (17 in the 'IN' basket)
Enter 'ANML' to read your new messages.
Select DIVISION: ALBUQUERQUE INDIAN HEALTH CTR// ALBUQUERQUE ALBUQU
ERQUE 12 NM PHS 8137
Site set to ALBUQUERQUE INDIAN HEALTH CTR
ALBUQUERQUE INDIAN HEALTH CTR
*** NOTE: IF YOU EDIT A PATIENT AND SEE THEIR NAME IN REVERSE VIDEO ***
*** WITH '(RHI)' BLINKING NEXT TO IT, IT MEANS THEY HAVE RESTRICTED ***
*** HEALTH INFORMATION ***
GFM FileMan (General) ...
3PB Third Party Billing System ...
AHMM MailMan Menu ...
BAR A/R MASTER MENU ...
CHS Contract Health System ...
SITE Reset Default Facility
```

RPMS Batching

➤ BAR A/R MASTER MENU

➤ COL COLLECTION MENU

➤ EN COLLECTIONS ENTRY

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35                |
|                A/R MASTER MENU                                        |
|                ALBUQUERQUE INDIAN HEALTH CTR                        |
+-----+
User: ROMERO,SOFIE T                BUSINESS OFFICE                7-JUL-2024

ACM   Account Management Menu ...
COL   Collection Menu ...
MAN   Manager ...
PAS   Patient Account Statement Menu ...
PST   Posting Menu ...
RPT   Report Menu ...
SVC   Switch Service/Section
UA    User Assistance
UPL   Upload from Third Party Bill File

-----
CSH   Cashiering options ...

select A/R MASTER MENU option: COL

```

```

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35                |
|                Collection Menu                                        |
|                ALBUQUERQUE INDIAN HEALTH CTR                        |
+-----+
User: ROMERO,SOFIE T                BUSINESS OFFICE                7-JUL-2024 4:16

EN    Collections Entry
CR    Collections Reports ...
CPS   Check Posting Summary
PPS   Patient Payment Summary

-----
select Collection Menu Option: EN

```


Entering Collection Batches

- ❖ Opening a Collection Batch. Use your EDI/ Lockbox report using the Pivot Table sheet.
- ❖ EDI/ Lockbox Pivot table will let you know what collection batch to open.

Row Labels	Lockbox	Payor Type	Payor	Check Num	Check Amount
100596	CLE-395443	Medicare	WELLCARE BY ALLWELL	48492	96.8
			WELLCARE BY ALLWELL Total		96.8
		Medicare Total			96.8

```

Select Collection Menu Option: EN Collections Entry

+-----+
|                ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35                |
|                Collections Entry                                        |
|                ALBUQUERQUE INDIAN HEALTH CTR                          |
+-----+
User: ROMERO,SOFIE T                BUSINESS OFFICE                7-JUL-2024 4:18

Enter your Current Signature Code:                SIGNATURE VERIFIED
Select A/R COLLECTION POINT/IHS NAME: ??

Choose from:
AAOBO
ASU_CHIPS
ASU_MEDICAID
ASU_MEDICARE
ASU_OTHER
ASU_PI
ASU_VA

Select A/R COLLECTION POINT/IHS NAME: ASU_MEDICARE
    
```

Entering Collection Batches

- ENTER TDN/ IPAC: COPY & PASTE FROM EDI/ LOCKBOX PIVOT TABLE
- ENTER TDN/ IPAC/ DEPOSIT DATE: DEPOSIT DATE
- ENTER TDN/ IPAC/ DOLLAR AMOUNT FOR THIS BATCH: THE BATCH GRAND TOTAL
- CORRECT? YES// Here you can edit the collection batch if data was enter incorrectly

Row Labels	Lockbox	Payor Type	Payor	Check Num	Check Amount
100596	CLE-395443	Medicare	WELLCARE BY ALLWELL	48492	96.8
WELLCARE BY ALLWELL Total					96.8
Medicare Total					96.8

TDN #

```

ENTERING ASU_MEDICARE-07/07/2024-1 TYPE: ALL TYPES          BATCH TOTAL: 0
You will now be prompted for the Treasury Deposit/IPAC and an amount.
The Treasury Deposit/IPAC will be used for all items in this batch.
The total of all the items entered must equal the amount entered here or
the batch will not finalize.

Enter TDN/IPAC: 100596

Checking for duplicate TDN/IPAC... No duplicates found.
Enter TDN/IPAC/Deposit Date: 7/03/2024 (JUL 03, 2024)
Enter TDN/IPAC Dollar Amount for this Batch: ??
Type a Dollar amount between 0 and 999999999, 2 Decimal Digits
Enter TDN/IPAC Dollar Amount for this Batch: 96.8

-----
TDN/IPAC: 100596
Amount: 96.80
TDN/IPAC/Deposit Date: JUL 03, 2024
Correct? ? YES//
    
```

Entering Collection Batches

- PAYMENT TYPE: 51 (always be 51)
- PAYOR: Type in the name of the payor (Allwell)
- SELECT THE PAYOR

```
ENTERING ASU_MEDICARE-07/07/2024-1TYPE: ALL TYPES BATCH TOTAL: 0
TDN/IPAC: 100596                      TDN/IPAC AMOUNT: 96.80
TDN/IPAC/Deposit Date: JUL 03, 2024

ITEM 1                                ALLWELL MEDICARE
  ^ at Check Number to ask Payor
  ^ at Payor to exit entry
Check/EFT #:
```

Entering Collection Batches

- CHECK/ EFT #: Copy & paste the check number that is on the EDI/ Lockbox pivot table
- CHECK BANK NUMBER: Hit enter you doesn't need a entry
- CREDIT: Enter the dollar amount of the payment \$

```
ENTERING ASU_MEDICARE-07/07/2024-1TYPE: ALL TYPES BATCH TOTAL: 0
TDN/IPAC: 100596 TDN/IPAC AMOUNT: 96.80
TDN/IPAC/Deposit Date: JUL 03, 2024

ITEM 1 ALLWELL MEDICARE
^ at Check Number to ask Payor
^ at Payor to exit entry
Check/EFT #: 48492
TREASURY DEPOSIT/IPAC: 100596

CHECK BANK NUMBER:
CREDIT: 96.8
```

Entering Collection Batches

- This page is check if you entered in the correct Payor, Check Number and Amount Paid. Make sure you have what is on the EDI/ Lockbox Pivot table. Before you enter in another payment.

```
ASU_MEDICARE-07/07/2024-1ITEM: 1      TYPE: EOB CHECKBATCH TOTAL: 96.8
TDN/IPAC: 100596                      TDN/IPAC AMOUNT: 96.80
=====
CHECK NUMBER          48492
AMOUNT PAID          96.8
A/R ACCOUNT          ALLWELL MEDICARE
PAYOR                ALLWELL MEDICARE
LOCATION OF SERVICE    ALBUQUERQUE INDIAN HEALTH CTR
TREASURY DEP/IPAC #  100596
=====
AIH  ALBUQUERQUE INDIAN HEALTH CTR$   96.80

      Select one of the following:

          E          EDIT
          D          DELETE
          C          CONTINUE

Enter response: CONTINUE// █
```

Entering Collection Batches

- All payment have been entered in the collection batch you can QUIT the collection batch.

```
GETTING READY TO RUN DETAIL REPORT. PLEASE VALIDATE TREASURY DEPOSIT/IPAC AND A
MOUNT FOR ACCURACY
DO YOU WISH TO PUT THIS BATCH IN REVIEW STATUS? NO// ^
DEVICE:

DATE:          COLLECTIONS REPORT -- DETAILED          PAGE  1
07/07/24      ALBUQUERQUE INDIAN HEALTH CTR

                BATCH: ASU_MEDICARE-07/07/2024-1
            TDN/IPAC #: 100596
CHK/IPAC DEPOSIT DATE: JUL  3, 2024
                TOTAL:  96.80

=====
ITEM  RECEIVED CHECK #          A/R ACCOUNT          DISTRIBUTION          AMOUNT
=====
                PAYMENT TYPE: EOB CHECK
1      07/07/24  48492          ALLWELL MEDICARE          96.80
                ALBUQUERQUE IND
                SUBTOTAL          -----          96.80
TOTAL          -----          96.80

DO YOU WISH TO PUT THIS BATCH IN REVIEW STATUS? NO//
Select one of the following:

    A      ADD
    M      MORE
    E      EDIT
    Q      QUIT

A/M/E/Q: ADD//
```

Finalizing Collection Batches

- CR COLLECTIONS REPORTS
- FL COLLECTION REPORT FINAL. Hit Space Enter and your collection batch that you were just in will pop up.
- ENTER YES TO FINALIZE BATCH

```
A/M/E/Q: ADD// q  QUIT

EN  Collections Entry
CR  Collections Reports ...
CPS  Check Posting Summary
PPS  Patient Payment Summary

Select Collection Menu Option: CR  Collections Reports

      +-----+
      |          ACCOUNTS RECEIVABLE SYSTEM - VER 1.8p35          |
      |                   Collections Reports                   |
      |          ALBUQUERQUE INDIAN HEALTH CTR                   |
      +-----+
User: ROMERO,SOFIE T          BUSINESS OFFICE          7-JUL-2024 4:49 PM

DT  Collection Report Detail
FL  Collection Report Final
EX  Collection Report Exceptions
RFL  COLLECTION RPT FINAL REPRINT

Select Collections Reports Option: FL  Collection Report Final
Select A/R COLLECTION BATCH/IHS NAME:          ASU_MEDICARE-07/07/2024-1          ASU_MED
ICARE          100596

The batch total and the items total balance at $96.80 for TDN 100596.
ARE YOU SURE YOU WANT TO FINALIZE THIS BATCH? NO// YES
```

Finalizing Collection Batches

➤ DEVICE: SLAVE. Print collection batch

ARE YOU SURE YOU WANT TO FINALIZE THIS BATCH? NO// YES
DEVICE: SLAVE

1 S-OTHER slave printer
2 S-LASER Slave Laser
Choose 1-2> 1 S-OTHER slave printer

```
DATE: 07/07/24          COLLECTIONS REPORT -- FINAL (REPRINT)          PAGE 1
ALBUQUERQUE INDIAN HEALTH CTR

          BATCH: ASU_MEDICARE-07/07/2024-1
          TDN/IPAC #: 100596
CHK/IPAC DEPOSIT DATE: JUL 3, 2024
          TOTAL: 96.80

=====
ITEM RECEIVED CHECK # A/R ACCOUNT DISTRIBUTION AMOUNT
=====
1 07/07/24 EOB CHECK 48492 ALLWELL MEDICARE 96.80 96.80
ALBUQUERQUE IND
SUBTOTAL ----- 96.80
TOTAL ----- 96.80

Enter RETURN to continue:


DATE: 7 JUL 2024          COLLECTIONS REPORT -- FINAL (REPRINT)          SUMMARY
Collections listed above for Batch: ASU_MEDICARE-07/07/2024-1
totaling: 96.80 are transmitted herewith for appropriate action.

ROMERO, SOFIE T
BUSINESS OFFICE
ALBUQUERQUE INDIAN HEALTH CTR

RECEIPT FOR $ _____ IS HEREBY ACKNOWLEDGED.
_____
```


Completed Batches

- ❖ Once all collection batches have been entered. Collection batches get scanned and Supervisor will check to make sure AR tech has match with the EDI/ Lockbox and with CIR. Supervisor will sign-off on the collection

ITEM	RECEIVED	CHECK #	A/R ACCOUNT	DISTRIBUTION	AMOUNT
DATE: 06/10/24 COLLECTIONS REPORT -- FINAL PAGE 1 ZUNI INDIAN HOSPITAL					
BATCH: ZSU_OTHER-06/10/2024-1 TDN/IPAC #: 319190 CHK/IPAC DEPOSIT DATE: JUN 6, 2024 TOTAL: 364.71					
1	06/10/24	143634	NON-BENEFICIARY PATIENT ZUNI INDIAN HOS	187.00	187.00
2	06/10/24	143636	NON-BENEFICIARY PATIENT ZUNI INDIAN HOS	146.01	146.01
3	06/10/24	143635	NON-BENEFICIARY PATIENT ZUNI INDIAN HOS	31.70	31.70
SUBTOTAL					364.71
TOTAL					364.71
DATE: 10 JUN 2024 COLLECTIONS REPORT -- FINAL SUMMARY					
Collections listed above for Batch: ZSU_OTHER-06/10/2024-1 totaling: 364.71 are transmitted herewith for appropriate action.					
ROMERO, SOFIE T BUSINESS OFFICE ZUNI INDIAN HOSPITAL					
RECEIPT FOR \$ _____ IS HEREBY ACKNOWLEDGED.					
Raeann Metteba  Digitally signed by Raeann Metteba -S Date: 2024.07.01 12:11:26 -06'00'					
FINANCIAL MANAGEMENT					

