

Indian Health Service

A/R Reports

TESS BLODGETT-FLINTKNIFE

BERNADINE GUERRERO

ANGIE CLARK

JULY 2024



A/R Reports



Report listing:

Aged Open Item (AOI)

Age Summary Report (ASM)

UFMS Aged Summary Report (USM) “Bulk” report

Transaction Report (TAR)

Transaction Statistical Report (TSR)

Posting Productivity Report (PPR)

Check Posting Summary (CPS)

Bills Listing (BLRP)

Reprint Bill (REPR)

Aged Open Item Report

Menu Paths to find report:

A/R → RPT → ARM → AOI

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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: **RPT**

- AMRM Account Management Reports Menu ...
- ARM Aging Reports Menu ...
- BRM Batch Reports Menu ...
- FRM Financial Reports Menu ...
- MRM Maintenance Reports Menu ...
- RRM Rollback Reports Menu ...

Select Report Menu Option: **ARM**

- ADL Age Day Letter & List
- ADT Age Detail Report
- AGE Age Report
- AOI Aged Open Items Report
- ASM Age Summary Report
- USM UFMS Age Summary Report

Select Aging Reports Menu Option: **AOI**

NOTE: This report will contain data for VISIT location(s) regardless of BILLING location.

Select Visit LOCATION: **LOCATION NAME**

Select one of the following:

- 1 0-30
- 2 31-60
- 3 61-90
- 4 91-120
- 5 120+

Select aging range for bills: **120**

Select one of the following:

- I INSURER
- P PATIENT

Should the report contain data for Insurer or Patient (I/P): I/

Select Insurer or press <RETURN> for all Insurers:

Output DEVICE: HOME// **PRINTER NAME**

Age Summary Report (ASM)

A/R → RPT → ARM → ASM

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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: **RPT**

- AMRM Account Management Reports Menu ...
- ARM Aging Reports Menu ...
- BRM Batch Reports Menu ...
- FRM Financial Reports Menu ...
- MRM Maintenance Reports Menu ...
- RRM Rollback Reports Menu ...

Select Report Menu Option: **ARM**

- ADL Age Day Letter & List
- ADT Age Detail Report
- AGE Age Report
- AOI Aged Open Items Report
- ASM Age Summary Report
- USM UFMS Age Summary Report

Select Aging Reports Menu Option: **ASM**

Select Visit LOCATION: **Location**

Select one of the following:

- 1 A/R ACCOUNT
- 2 CLINIC TYPE
- 3 VISIT TYPE
- 4 DISCHARGE SERVICE
- 5 ALLOWANCE CATEGORY
- 6 BILLING ENTITY
- 7 INSURER TYPE

Select criteria for sorting: **5** ALLOWANCE CATEGORY

Select one of the following:

- 1 MEDICARE (INS TYPES R MD MH MC MMC)
- 2 MEDICAID (INS TYPES D K FPL)
- 3 PRIVATE INSURANCE (INS TYPES P H F M)
- 4 VETERANS (INS TYPES V)
- 5 OTHER (INS TYPES W C N I G T SEP TSI)

Select TYPE of ALLOWANCE CATEGORY to Display: ALL

Select one of the following:

- 1 Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
- 2 Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
- 3 Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Select REPORT TYPE: 1// Summarize by ALLOW CAT/BILL ENTITY/INS TYPE

Output DEVICE: HOME// Printer name

UFMS Aged Summary Report (USM)

A/R → RPT → ARM → USM

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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: **RPT**

- AMRM Account Management Reports Menu ...
- ARM Aging Reports Menu ...
- BRM Batch Reports Menu ...
- FRM Financial Reports Menu ...
- MRM Maintenance Reports Menu ...
- RRM Rollback Reports Menu ...

Select Report Menu Option: **ARM**

- ADL Age Day Letter & List
- ADT Age Detail Report
- AGE Age Report
- AOI Aged Open Items Report
- ASM Age Summary Report
- USM UFMS Age Summary Report

Select Aging Reports Menu Option: **USM**

BULK for Billed Date prior to 10/1/2008 will run automatically.
Enter FYnn-FYnn for a range of Fiscal Years e.g. FY09-FY12

Enter FISCAL YEAR for the Report: FY08-FY24// **FY20**

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.

Select Visit LOCATION: **Location**

Select one of the following:

- 1 A/R ACCOUNT
- 2 CLINIC TYPE
- 3 VISIT TYPE
- 4 DISCHARGE SERVICE
- 5 ALLOWANCE CATEGORY
- 6 BILLING ENTITY
- 7 INSURER TYPE

Select criteria for sorting: 5 ALLOWANCE CATEGORY

Select one of the following:

- 1 MEDICARE (INS TYPES R MD MH MC MMC)
- 2 MEDICAID (INS TYPES D K FPL)
- 3 PRIVATE INSURANCE (INS TYPES P H F M)
- 4 VETERANS (INS TYPES V)
- 5 OTHER (INS TYPES W C N I G T SEP TSI)

Select TYPE of ALLOWANCE CATEGORY to Display: ALL

Select one of the following:

- 1 Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
- 2 Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
- 3 Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

Select REPORT TYPE: 1// 3 Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE

This report is designed to be session logged or sent to a host file server device with no pauses between reports or full screens of information so please take appropriate steps to allow viewing of the entire report.

Enter RETURN to continue or '^' to exit:
DEVICE: HOME// Printer name

Transaction Report (TAR)

A/R → RPT → FRM → TAR

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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: **RPT**

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **FRM**

ADA Advise of Allowance RPT
 IPDR Inpatient Primary Diagnosis Report
 PRP Payment Summary Report by Collection Batch
 PSR Period Summary Report
 TDN Payment Summary Report by TDN
 STA A/R Statistical Report
 TAR Transaction Report
 TSR Transaction Statistical Report
 DAYS Days in AR
 ADJA Adjustment & Refund Report by Bill Approve Date
 ADJT Adjustment & Refund Report by Transaction Date
 AWOR Automatic Write-Off Report
 PAY Top Payer Report
 NBR Non-Ben Payment Report
 PPR Posting Productivity Report

Select Financial Reports Menu Option: **TAR**

INCLUSION PARAMETERS in Effect for Transaction Report:

=====

- Report Type.....: Detail

Select one of the following:

- 1 LOCATION
- 2 TRANSACTION DATE RANGE
- 3 COLLECTION BATCH
- 4 COLLECTION BATCH ITEM
- 5 A/R ENTRY CLERK
- 6 PROVIDER
- 7 REPORT TYPE

Select ONE or MORE of the above INCLUSION PARAMETERS:

From here you would want to choose the parameters you need for the report;

Location

Transaction date

Collection Batch – useful for balancing/finding error in batch

AR Entry Clerk – useful for showing how much posted

Provider – can separate by Provider but does not take in to account other factors such as type of insurance

Report Type – Detail, Summary or both

Select ONE or MORE of the above INCLUSION PARAMETERS:

Sort Report by [V]isit Type or [C]linic: V// ISIT TYPE

Select Visit Type: ALL// ALL

Output DEVICE: HOME// **printer name**

Transaction Statistical Report (TSR)

A/R → RPT → FRM → TSR

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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: **RPT**

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **FRM**

- ADA Advise of Allowance RPT
- IPDR Inpatient Primary Diagnosis Report
- PRP Payment Summary Report by Collection Batch
- PSR Period Summary Report
- TDN Payment Summary Report by TDN
- STA A/R Statistical Report
- TAR Transaction Report
- TSR Transaction Statistical Report
- DAYS Days in AR
- ADJA Adjustment & Refund Report by Bill Approve Date
- ADJT Adjustment & Refund Report by Transaction Date
- AWOR Automatic Write-Off Report
- PAY Top Payer Report
- NBR Non-Ben Payment Report
- PPR Posting Productivity Report

You have PENDING ALERTS
 Enter "VA to jump to VIEW ALERTS option

Select Financial Reports Menu Option: **TSR**

INCLUSION PARAMETERS in Effect for Transaction Statistical Report:

- =====
- Data Source.....: BOTH
 - Transaction Type.....: PAYMENT
 - Report Type.....: DETAIL

Select one of the following:

- 1 DATE RANGE
- 2 BILLING ENTITY
- 3 COLLECTION BATCH
- 4 COLLECTION BATCH ITEM
- 5 POSTING CLERK
- 6 LOCATION
- 7 PROVIDER
- 8 ALLOWANCE CATEGORY
- 9 TRANSACTION TYPE
- 10 REPORT TYPE
- 11 DATA SOURCE

Select ONE or MORE of the above INCLUSION PARAMETERS:

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

Select one of the following:

- 1 Visit Date
- 2 Approval Date
- 3 Export Date
- 4 Transaction Date
- 5 Batch Date

Select TYPE of DATE Desired:

Select ONE or MORE of the above INCLUSION PARAMETERS: 9 TRANSACTION TYPE

Select one of the following:

- 1 PAYMENT
- 2 ADJUSTMENT
- 3 STATUS CHANGE

Select ONE or MORE of the above INCLUSION PARAMETERS: 11 DATA SOURCE

Select one of the following:

- 1 ELECTRONIC
- 2 MANUAL
- 3 BOTH

Select DATA SOURCE to Display: BOTH//

Posting Productivity Report (PPR)

A/R → RPT → FRM → PPR

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
RPT Report Menu ...
SVC Switch Service/Section
UA User Assistance
UPL Upload from Third Party Bill File

CSH Cashiering Options ...

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **FRM**

Select A/R MASTER MENU Option: **RPT**

ADA Advise of Allowance RPT
 IPDR Inpatient Primary Diagnosis Report
 PRP Payment Summary Report by Collection Batch
 PSR Period Summary Report
 TDN Payment Summary Report by TDN
 STA A/R Statistical Report
 TAR Transaction Report
 TSR Transaction Statistical Report
 DAYS Days in AR
 ADJA Adjustment & Refund Report by Bill Approve Date
 ADJT Adjustment & Refund Report by Transaction Date
 AWOR Automatic Write-Off Report
 PAY Top Payer Report
 NBR Non-Ben Payment Report
 PPR Posting Productivity Report

You have PENDING ALERTS
 Enter "VA to jump to VIEW ALERTS option

Select Financial Reports Menu Option: **PPR**

INCLUSION PARAMETERS in Effect for Posting Productivity Report:

=====

- A/R Technician.....: FLINT KNIFE,M THERESA
 - 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:

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

Check Posting Summary (CPS)

A/R → COL → CPS

ACM Account Management Menu ...
COL Collection Menu ...
MAN Manager ...
PAS Patient Account Statement Menu ...
PST Posting Menu ...
ROL Rollback Bills to 3-Party
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**

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

Select Collection Menu Option: **CPS**

Select Check Number:

Check No: 9999 From: INSURANCE CO. For: 999.00

CORRECT ? YES//

Select one of the following:

P PRINT Output
B BROWSE Output on Screen

Do you wish to : P// **printer name**

BILLS LISTING (BLRP)

BILL → RPTP → BLRP

EDTP Add/Edit Claim Menu ...
MGTP Claim/Bill Management Menu ...
RPTP Reports Menu ...
PRTP Print Bills Menu ...
ELTP Eligibility Menu ...
PPTP Payment Posting
EMTP Electronic Media Claims ...
SSTP Set Site

UCSH Cashiering Options ...

Select Third Party Billing System Option: **RPTP**

BRRP Brief (single-line) Claim Listing
DERP Detailed Display of Selective Claims
PRRP Employee Productivity Report
OPRP Employee Productivity Listing (OLD)
BLRP Bills Listing
STRP Statistical Billed-Payment Report
PTRP Billing Activity for a Specific Patient
DXRP Listing of Billed Primary Diagnosis
PXRП Listing of Billed Procedures
CHRP Charge Master Listing
PARP PCC Visit Tracking/Audit
VPRP View PCC Visit
CCRP Cancelled Claims Report
CLRP Closed Claims Report
PCRП Pending Claims Status Report
MURP MEANINGFUL USE REPORTS ...
TPRP Tribal Payment Report
MPRP Medicare Providers CPT Report: G8553
CPRP CPT Charge Report

You have PENDING ALERTS
Enter "VA to jump to VIEW ALERTS option

Select Reports Menu Option: **BLRP**

Select one of the following:

- 1 UNPAID BILLS
- 2 POSTED BILLS
- 3 ALL BILLS
- 4 INCOMPLETE BILLS

Select TYPE of REPORT: 3//

Select one of the following:

- 1 LOCATION
- 2 BILLING ENTITY
- 3 DATE RANGE
- 4 APPROVING OFFICIAL
- 5 PROVIDER
- 6 ELIGIBILITY STATUS
- 7 DIAGNOSIS RANGE
- 8 CPT RANGE
- 9 REPORT TYPE

Select ONE or MORE of the above EXCLUSION PARAMETERS:

Select ONE or MORE of the above EXCLUSION PARAMETERS: 2
BILLING ENTITY

Select one of the following:

- 1 MEDICARE
- 2 MEDICAID
- 3 PRIVATE INSURANCE
- 4 NON-BENEFICIARY PATIENTS
- 5 BENEFICIARY PATIENTS
- 6 SPECIFIC INSURER
- 7 SPECIFIC PATIENT
- 8 WORKMEN'S COMP
- 9 PRIVATE + WORKMEN'S COMP
- 10 CHIP
- 11 VETERANS MEDICAL BENEFIT
- 12 3P LIABILITY
- 13 FPL 133 PERCENT
- 14 GUARANTOR
- 15 MEDICARE HMO
- 16 STATE EXCHANGE PLAN
- 17 TRIBAL SELF INSURED

Select TYPE of BILLING ENTITY to Display:

Select one of the following:

- 1 Approval Date
- 2 Visit Date

Select TYPE of DATE Desired:

Select ONE or MORE of the above EXCLUSION
PARAMETERS: 4 APPROVING OFFICIAL

Select NEW PERSON NAME:

Batch Statistical Report (BSL)

A/R → RPT → BRM → BSL

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **BRM**

BPP Batch Posted Payments
BSL Batch Statistical Report
BLDR Batch Lockdown Report
RPRT Re-Print Finance Letters
TDN Collection Batch Validation Report
TDR Treasury Deposit # Reconciliation Report
TBSL Treasury Deposit/Batch Statistical Report

Select Batch Reports Menu Option: **BSL**

Select Beginning Date: **beginning date**

Select Ending Date: **ending date**

DEVICE: **printer name**

The report will list all batches created between the dates and the balances of batches

Batch Posted Payments (BPP)

A/R → RPT → BRM → BPP

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **BRM**

BPP Batch Posted Payments
BSL Batch Statistical Report
BLDR Batch Lockdown Report
RPRT Re-Print Finance Letters
TDN Collection Batch Validation Report
TDR Treasury Deposit # Reconciliation Report
TBSL Treasury Deposit/Batch Statistical Report

Select Batch Reports Menu Option: **BPP**

Select A/R COLLECTION BATCH/IHS NAME: **Batch Name**

Select one of the following:

P PRINT Output
B BROWSE Output on Screen

Do you wish to : P//

DEVICE: **printer name**

Batch Lockdown Report (BLDR)

A/R → RPT → BRM → BLDR

AMRM Account Management Reports Menu ...
ARM Aging Reports Menu ...
BRM Batch Reports Menu ...
FRM Financial Reports Menu ...
MRM Maintenance Reports Menu ...
RRM Rollback Reports Menu ...

Select Report Menu Option: **BRM**

BPP Batch Posted Payments
BSL Batch Statistical Report
BLDR Batch Lockdown Report
RPRT Re-Print Finance Letters
TDN Collection Batch Validation Report
TDR Treasury Deposit # Reconciliation Report
TBSL Treasury Deposit/Batch Statistical Report

Select Batch Reports Menu Option: **BLDR**

- Batch Lockdown Dates: 10/01/2005 to: 07/02/2024
- 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:

** 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:

**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//

Angie Clark – Northern Navajo Medical Center

angie.clark@ihs.gov

(505)368-6043

Bernadine Guerrero – Yakama Indian Health Center

bernadine.guerrero@ihs.gov

(509)865-2102 ext. 0211

Tess Blodgett Flint Knife-Yakama Indian Health Center

theresa.blodgett-flintknife@ihs.gov

(509)865-2102 ext. 0325

