



Medicaid Information Technology System

**State & Local Government Solutions
Medicaid Information Technology System (MITS)**

Expenditures & Accounts Payable Participant Guide

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**HP Enterprise Services
Suite 100
50 West Town Street
Columbus, OH 43215**

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Course Overview

Overview

The goal of this course is to provide you with the knowledge and common skills necessary to create expenditures, and complete expenditure-related settlement tasks, using the Ohio Medicaid Information Technology System (MITS).

Expenditures are non-claims payments made to a provider or other payee.

Prerequisites

Before taking this course, you must complete the following courses:

- *Introduction to MITS*
- *General Financial Overview*

Objective(s)

After completing this course you should be able to:

- Define the purpose of an expenditure
- Identify the two methods for creating expenditures and when each is appropriate
- Describe the financial processing cycles that affect the payment of an expenditure
- Define advance payment and describe the unique requirements for this expenditure reason
- Search for and review the details of an expenditure record
- Create an expenditure
- Activate an advance payment
- Identify the expenditure-related batch reports available in MITS
- Identify the parameters used for creating expenditures and accounts receivable for HCAP
- Generate HCAP letters
- Create hospital cost settlement records
- Create expenditures and accounts receivable for hospital cost settlement
- Generate hospital cost settlement letters

Agenda

Topic	Time
Housekeeping & Introductions	10 minutes
Course Overview	5 minutes
Introduction to Expenditures	20 minutes
Introduction to Expenditure Search Function	15 minutes
Break	15 minutes
Searching For and Viewing Expenditures	10 minutes
Introduction to Expenditure Panels	20 minutes
Creating an Expenditure	20 minutes
Creating an Advance Payment Expenditures	15 minutes
Lunch	60 minutes
Activating an Advance Payment Expenditure	10 minutes
Managing Comments	15 minutes
Modifying and Deleting Expenditures	10 minutes
Break	15 minutes
Introduction To the Hospital Care Assurance Program (HCAP)	15 minutes
Generating the HCAP letters	20 minutes
Determining Whether the HCAP Payment Is For the Full Amount Due	20 minutes
Break	15 minutes
Introduction To Hospital Cost Settlement	15 minutes
Searching For a Hospital Cost Settlement Record	15 minutes
Creating a Hospital Cost Settlement Record	20 minutes
Break	15 minutes
Creating an Expenditure For Hospital Cost Settlement	15 minutes

Topic	Time
Creating Accounts Receivable For Hospital Cost Settlement	15 minutes
Modifying a Hospital Cost Settlement Record	20 minutes
Generating Hospital Cost Settlement Letters	20 minutes
Review	10 minutes

Introduction To Expenditures

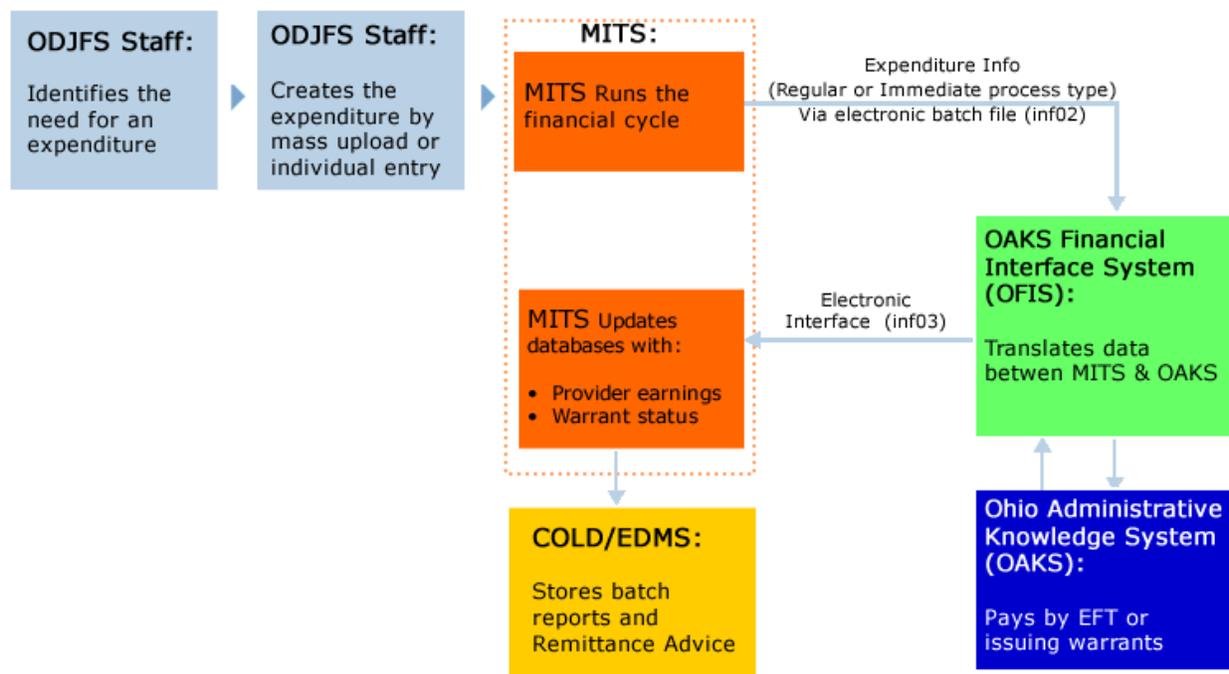
Overview

Expenditures are non-claims payments made to a provider or other payee. The following are examples of expenditures:

- Non-claims payments to providers such as Hospital Care Assurance Program (HCAP), Upper Payment Limit (UPL), and cost settlement payments
- Advance payments
- Refunds of cash received in error
- Payments to consumers such as premium refunds or direct reimbursements

The Expenditure Payment Process Flow

The image below provides a general overview of the major functions that compose the expenditure process:



Expenditure Process Types

When you create an expenditure, you select a process type. It is the process type that specifies how MITS processes an expenditure, and whether MITS sends the expenditure to the OAKS Financial Interface System (OFIS) for payment by the Ohio Administrative Knowledge System (OAKS).

The four expenditure process types appear below:

- **Regular** - MITS processes the payments in the standard, scheduled weekly financial cycle.
- **Immediate** - MITS processes the payments according to a special cycle schedule, separate from the regular financial cycle. You use the immediate process type for limited purposes, such as HCAP, UPL, capitation payments, or advance payments. This is to ensure that the expenditure is not offset by accounts receivable or payment deductions that may be scheduled for processing during the regular, weekly financial cycle.
- **Informational** - MITS records the expenditure for accounting purposes only. These expenditures do not generate a payment, because they do not transfer to OFIS for payment by OAKS. Expenditures specified as "Informational" report to BIAR, but they do not affect the provider's 1099 earnings and do not appear on remittance advices.
- **Earnings Only** - MITS records the expenditure for accounting purposes only. These expenditures do not generate a payment, because they do not transfer to OFIS for payment by OAKS. Expenditures specified as "Earnings Only" report to BIAR. They do affect the provider's 1099 earnings, but they do not appear on remittance advices.



Recording a manual check is an example of a reason to use the "Earnings Only" or "Informational" process types.



The Earnings Only and Informational process types are restricted for use by those with the appropriate MITS security role.

Creation Methods

There are two methods for creating an expenditure. The table below lists these methods and explains when to use each of them:

Creation Method	Description
Mass Upload	<p>You can use the mass upload process when you need to create a large number of expenditures at one time. For example, this method is perfect for Hospital Care Assurance Program (HCAP) and Upper Payment Limit (UPL) expenditures.</p> <p>The mass upload process involves submitting a list of expenditures, on an Excel spreadsheet, to the Office of Information Services (OIS). OIS then loads the expenditures into MITS for you.</p> <p>To create expenditures by mass upload, you follow the following process:</p> <ol style="list-style-type: none"> 1) Review the payment request and gather all of the required information. 2) Record the following, required information on the mass upload spreadsheet: <ol style="list-style-type: none"> a) Payee Type b) Provider Number/Payee ID c) Expenditure Reason d) Fund Code e) Payout Amount f) Process Type g) Add Date h) Issue Date 3) Submit a Customer Service Request (CSR) and forward the request and completed worksheet to OIS for processing. 4) After the mass upload is complete, use the MITS panels to manually review the expenditures for accuracy. 5) After the financial cycle is complete, review the expenditure detail reports to ensure that all of your expenditures are complete and correct.
Individual Entry	<p>You may want to create expenditures individually when you have a small number of expenditures to create.</p> <p>In addition, the mass upload spreadsheet may not be appropriate when you have to create expenditures for the following reasons:</p> <ul style="list-style-type: none"> • Hospital cost settlement - You have to use the MITS panels to relate the expenditure to other records. • Advance payments - You have to use the MITS panels to specify recoupment information.

Expenditure Reason Codes

When you create a new expenditure, you specify an expenditure reason. This is true whether you use the mass upload spreadsheet or create the expenditure individually using the MITS expenditure panels.

Some examples of expenditure reasons are:

- Misc Payment
- Statute Limit
- TPL Health
- IRS Withholding
- Capitation
- Cash Refund



Choose expenditure reason codes carefully! The reason code that you select directly affects how MITS accounts for the expenditure. An error in your selection can have a negative impact on accounting, reporting, and other MITS functionality.

Special Reason Codes

Some reason codes determine whether other MITS functions can occur at all. The table below contains examples of reason codes that directly impact other MITS functionality:

Reason Code	Effect On System Functionality
Hospital Care Assurance Program (HCAP)	<ul style="list-style-type: none"> • Affects the total amount billed to provider hospitals during HCAP settlement • Impacts whether HCAP letters print accurately
Upper Payment Limit (UPL)	<ul style="list-style-type: none"> • Affects the total amount billed to provider hospitals during UPL settlement • Impacts whether UPL letters print accurately
Advance	<ul style="list-style-type: none"> • Activates the Advance panel and requires recoupment information • Requires activation by an authorized person • Automatically creates a corresponding A/R record for recoupment



Your organization's reason codes may vary in order to support your unique business needs. For that reason, this is not an exhaustive list.

Reports

Listed below are the most commonly-used reports for expenditures:

ID	Report Name	Frequency	Report Description
FIN-T101-R	Financial Transactions Input - Payouts	Weekly	<p>This report displays all of the payout transactions for the current processing week.</p> <p>This report groups the payout transactions by process type, then by provider number.</p>
FIN-T104-R	Financial Transactions Input - Payouts by Reason Code	Weekly	<p>This report displays all payout transactions for the current processing week.</p> <p>This report groups the transactions by process type, then by reason code.</p>
FIN-7500-W-		Weekly	<p>Report numbers beginning with FIN-7500-W- are for Federal reporting and are pertinent to the CMS 64.</p> <p>Search COLD/EDMS using the partial prefix "FIN-7500-W" to retrieve a complete list of reports beginning with FIN-7500-W.</p>

Summary

In this lesson, you learned the following information about expenditures:

- There are four process types that determine when an expenditure payment occurs:
 - Regular
 - Immediate
 - Informational
 - Earnings Only
- There are two ways to create an expenditure:
 - Mass upload
 - Individually, using the MITS panels
- Expenditure reason codes exist not only for accounting purposes, but can affect other MITS functionality.
- There are several batch reports that you can retrieve to monitor expenditures.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

MITS is the system that pays providers, either by EFT or by issuing warrants.

- A. True
- B. False

Which of the following expenditure reasons require information that you can only enter through MITS panels? (Select all that apply.)

- A. Miscellaneous payments
- B. Advance payments
- C. Hospital cost settlement
- D. HCAP payment to a provider

Read the definition below and select the correct process type from the choices provided:

"This expenditure type does affect the provider's 1099 earnings, but does not appear on the remittance advice."

- A. Regular
- B. Immediate
- C. Earnings Only
- D. Informational

Introduction To the Expenditure Search Function

Overview

There are two panels that you can use to search for expenditures. Each of the panels requires specific information in order to return search results:

- The **Mini-Search** panel requires that you provide only an expenditure ID.
- The **Financial Expenditure Search** panel searches using an expenditure ID, Payee Name, or Payee ID.

In this lesson you will have the opportunity to see both of the search panels and familiarize yourself with the required fields.

The Financial Expenditure Search panel

The **Financial Expenditure Search** panel enables you to search for existing expenditures by providing either an expenditure ID, or the payee ID. One of these values is required to execute an expenditure search.

In addition, you can specify any of these additional search criteria to narrow your search results:

- Status
- Expenditure reason
- Payment date range

The image illustrates the **Financial Expenditure Search** panel:

The screenshot shows the 'Financial Expenditure Search' interface. It includes input fields for 'Expenditure ID', 'Payee Type' (set to 'Provider'), and 'Payee ID' (8520079536). There are also dropdowns for 'Expenditure Reason' and 'Status'. A 'Payment Date' range is defined with 'From' and 'Thru' fields. A 'Records' dropdown is set to 20. A search button is present. Below the search panel is a 'Search Results' table with the following data:

Expenditure ID	Payee ID	Payee Type	Expenditure Reason	Expenditure Amount	Payment Date	Activation Date
2806440	8520079536	Provider	8335 - Medicare	\$2,500.00	0	07/09/2010
2806439	8520079536	Provider	8300 - Misc. Payment	\$1,000.00	0	07/09/2010
Total Number of Expenditures: 2				Totals:	\$3,500.00	

Select an expenditure record from the search results to view the details..

The Expenditure Mini-Search panel

The **Expenditure Mini-search** panel provides an easy way for you to find and view an existing expenditure using only the expenditure ID number.

The following image illustrates the **Expenditure Mini-search** panel:

The screenshot shows the 'Expenditure Mini-Search' panel. At the top, there is a navigation bar with various menu items like 'Home', 'Claims', 'Drug', etc. Below that, a search bar is visible with 'Next Search By: Expenditure' and 'Search by Expenditure ID' selected. The search results are displayed in a table format with three columns: Payee Information, Expenditure Information, and Fund Information.

Expenditure Information		
Payee ID	8520079536	Expenditure ID
Payee Type	Provider	Payout Amt
Name	MCDONALD PEDIATRICS LLC	\$1.00
Address	9803 MATTHEWS STREET	Expenditure Reason
City	COPPEROPOLIS	Misc. Payment
State	OH	Process Type
Zip	18722	Regular
Phone	(497)011-5354	Status
		Pending
		Add Date
		08/03/2010
		Activated
		Time Active
		Issue Date
		Payment #
		Fund Code
		4510REG
		Fund Payer
		000 - Dummy Payer for Denies
		Setup User ID
		TRAIN13
		Approval User ID
		Request Doc
		Related Transaction
		Type
		AR ADVANCE
		Number
		30031017

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic.

Review the topic if your score is below your standards.

Which of the following search criteria can you use to search expenditures from the **Mini-search** panel?

- A. Payee ID
- B. Expenditure ID

Which of the following expenditure search criteria is required when using the **Financial Expenditure Search** panel?

- A. Status
- B. Expenditure reason
- C. Payee ID
- D. Payment date range

Summary

In this lesson, you learned that there are two expenditure search panels:

- **Expenditure Mini-Search** panel
- **Financial Expenditure Search** panel

You also learned that you must, at a minimum, provide one of the following search criteria:

- Expenditure ID
- Payee Type and Payee ID combination.

Searching For and Viewing Expenditures

What

In this topic you learn how to search for expenditure records.

Who

ODJFS Staff

When

You may want to search for and view an expenditure for any of the following reasons:

- Review the details of an expenditure record
- Validate work to avoid duplication
- Add comments to an existing expenditure record
- Modify one of the editable fields before payment
- Relate the expenditure record to another transaction, such as a CPAO cost settlement or hospital cost settlement record
- Activate an advance payment

Relevance

You perform a search so that you can review the details, comments, or related documentation of an expenditure record.

Failure to complete this task correctly could result in:

- Not finding the correct expenditure
- Duplicating work that is already complete

Requirements

You must have the following information to complete this task:

- Access to the financial subsystem and expenditures panels
- Payee ID number/name OR Expenditure ID number

How To

Follow these steps from the MITS home page to search for and view an expenditure:

Step	Action						
1	Click Financial from the main menu.						
2	Click exp.						
3	Do you know the expenditure ID number? <table border="1" data-bbox="371 653 1373 911"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> a. Type the expenditure ID number in the Expenditure ID field. b. Click search. The expenditure record appears. c. This task is complete. Stop here. </td> </tr> <tr> <td>No</td> <td>Go To Step 4.</td> </tr> </tbody> </table>	IF:	THEN:	Yes	<ul style="list-style-type: none"> a. Type the expenditure ID number in the Expenditure ID field. b. Click search. The expenditure record appears. c. This task is complete. Stop here. 	No	Go To Step 4.
IF:	THEN:						
Yes	<ul style="list-style-type: none"> a. Type the expenditure ID number in the Expenditure ID field. b. Click search. The expenditure record appears. c. This task is complete. Stop here. 						
No	Go To Step 4.						
4	Select a value from the Payee Type drop-down list.						
5	Type the payee's identification number in the Payee ID field, and then press the Tab key on your keyboard to initiate the payee validation function. <ul style="list-style-type: none"> • If the ID that you provide is valid, an ID type indicator (NPI, MCD, and BSE) appears next to the search. • If the ID you provided is not valid, the Payee ID search panel opens. <p>Note: If you do not know the payee's identification number, then click the Search link to search for it.</p>						
6	Complete any of these fields to narrow your search results: <ul style="list-style-type: none"> • Expenditure Reason • Status (Pending, Active, Paid) • Payment Date From • Payment Date Thru 						
7	Select the maximum number of records to appear in your search results from the Records drop-down list.						
8	Click the search button to execute the search. A list of any records that match you search criteria appears.						
9	Locate the expenditure from the list that you want to view, and select the desired row to display the expenditure.						

How To

Follow these steps from the **Base Information** panel on any form with a **Payee ID** or **Provider ID** field to search for a payee:

Step	Action
1	Click the [Search] link next to the Payee ID field to display the Payee ID dialog box.
2	Complete any of the following fields with as much information as you have about the payee/provider: <ul style="list-style-type: none"> • Provider ID/Payee ID • Business or Last Name • First Name • MI (Middle Initial) <p>Note: The fields that appear in this dialog box vary depending on the payee type that you have selected.</p>
3	Click Search .
4	Locate the payee/provider in the list returned by your search. <p>Hint: Use the pagination controls at the bottom of the page to view additional pages of results.</p>
5	Select the row that contains the desired payee/provider. The Payee ID/Provider ID field populates with their number.

Success

You have successfully completed this task when the intended expenditure record appears. The following image illustrates the **Expenditure Information** panel that appears as a result of a successful search:

Expenditure Information					
Payee ID	8520079536	Expenditure ID	2806439	Fund Code	4545SCH
Payee Type	Provider	Payout Amt	\$1,000.00	Fund Payer	000 - Dummy Payer for Denies
Name	MCDONALD PEDIATRICS LLC	Expenditure Reason	Misc. Payment	Setup User ID	TRAIN12
Address	9803 MATTHEWS STREET	Process Type	Regular	Approval User ID	TRAIN12
City	COPPERPOLIS	Status	Active	Request Doc	
State	OH	Add Date	07/09/2010	Related Transaction	
Zip	18722	Activated	07/09/2010	Type	
Phone	(497)011-5354	Time Active	01:48:56	Number	
		Issue Date			
		Payment #			

Annotations in the image: Red arrows point from the text "Payee Information" to the Payee details, "Expenditure Details" to the Expenditure details, "User Information" to the User details, and "Transaction Linkage" to the Transaction details.



Fields in this panel are not editable.

Practice #1

Search for an expenditure using this information:

Expenditure ID: Use the number assigned to you.

When you are done, leave the expenditure open on your screen and be prepared to answer questions about the details of the expenditure.

Practice #2

Search for an expenditure using this information:

- **Payee Type:** Provider
- **Provider ID:** Search for your provider, using the provider name assigned to you.
- **Status:** Pending

When you are done, leave the expenditure open on your screen and be prepared to answer questions about the details of the expenditure.

Introduction to Expenditure Panels

Overview

MITS provides a series of panels that you use for searching, viewing, creating, modifying and deleting expenditures. In this lesson, you will see the MITS expenditure panels and gain an understanding of the function of each of them.

The Expenditure Maintenance Panel

The **Expenditure Maintenance** panel provides links to the other expenditure panels. In addition, buttons for saving your expenditure or starting a new expenditure appear here.

The following image illustrates the **Expenditure Maintenance** panel:



The Base Information Panel

The **Base Information** panel contains the primary, required fields for an expenditure record. Use these fields for creating a new expenditure or editing the details of an existing expenditure.



An asterisk (*) appears next to the names of required fields.

The following image illustrates the **Base Information** panel:

Base Information

Expenditure ID

*Payee Type

*Payee ID [Search]

Name

Address

City

State

Zip

Phone

*Payout Amt

*Process Type

*Expenditure Reason

*Fund Code [Search]

Cash Disposition

Disp Reason

CCN [Search]

Setup User ID

Add Date

Status

Payment #

Issue Date

*Activated

Time Active

Approval User ID

Request Doc

Related Txn

Type

Number [Search]

delete activate

Use this panel to provide the required, minimum information for an expenditure.

An asterisk (*) appears next to the required fields

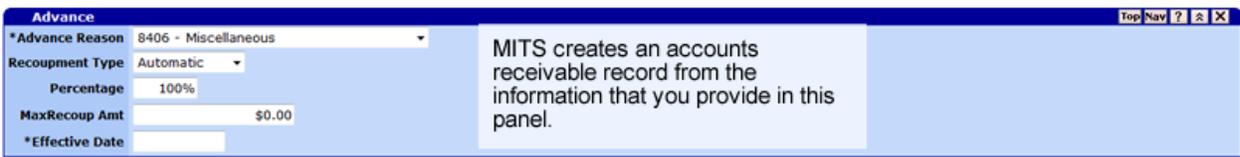
Additional Information Panels

The Advance Panel

The **Advance** panel allows specify the recoupment information for an advance payment expenditure made to a payee.

When you create an advance payment expenditure, MITS automatically creates an Accounts Receivable (A/R) record based upon this information.

The following image illustrates the **Advance** panel:

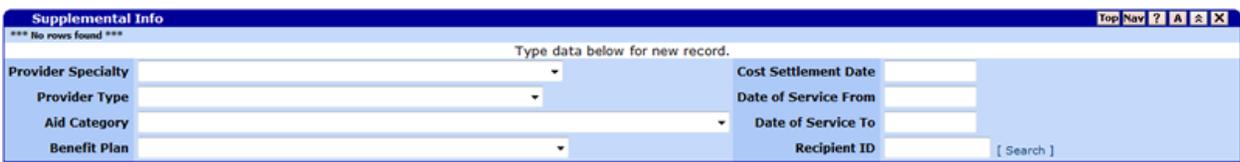


The Supplemental Info panel

The **Supplemental Info** panel allows you to provide additional information about an expenditure.

MITS does not require that you provide this information; however, you should follow your local business process regarding the appropriate use of these fields.

The following image illustrates the **Supplemental Info** panel:



These optional fields are for additional categorization.

The Document Control Number panel

The **Document Control Number** panel provides links to scanned documentation that pertains to your expenditure.

The following image illustrates the **Document Control Number** panel:

Document Number	Date Added
5309100000001	01/01/2001

Select row above then click image button to view document.

Document Control Number: 5309100000001

Date Added: 01/01/2001

Image

The Comments Panel

The **Comments** panel allows you to enter free-form comments related to the expenditure.

The following image illustrates the **Comments** panel:

Seq Number	Date	User ID	Comment	
A	0	07/19/2010	TRAIN12	Comment #4 You can enter up to to 250 characters
D	1	07/19/2010	TRAIN12	Comment #3
M	2	07/19/2010	TRAIN12	Comment #2
	3	07/19/2010	TRAIN12	Comment #1

Type data below for new record.

Comment #4 You can enter up to to 250 characters on a comment. The full text of the comment appears here. Only a small amount of the comment appears in the comments list that appears above.

Comment List

Comment Details

delete and add buttons.

delete add

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

Which of the expenditure panels contains links for opening other panels?

- A. **Expenditure Maintenance**
- B. **Advance**
- C. **Document Control Number**
- D. **Base Information**

Summary

In this lesson, you viewed illustrations and read descriptions of each of the MITS expenditure panels.

You should be able to explain the function of each of them.

Creating an Expenditure

What

In this topic you learn how to create a new expenditure record.

Who

ODJFS Staff

When

You perform this task when it is necessary to create an expenditure record using the MITS panels, rather than using the mass upload process.

Relevance

You perform this task to make a non-claims payment to a provider or other payee.

Failure to complete this task correctly could result in one or more of the following consequences:

- Paying too much
- Paying too little
- Paying late
- Failing to pay
- Sending a payment to the incorrect payee

Guidelines

Under most circumstances, you can use the mass upload process to create an expenditure, rather than creating it individually using MITS panels.

Exceptions include expenditures for which you must provide additional information, such as advance payments or cost settlements.

How To

Follow these steps from any MITS page to create an expenditure:

Step	Action						
1	Click Financial .						
2	Click exp .						
3	Click add to display the Base Information panel in edit mode.						
4	Select the type of payee in the Payee Type drop-down list.						
5	Type the payee's identification number in the Payee ID field, and then press the Tab key on your keyboard to initiate the payee lookup function. If you provided a valid payee ID, other fields on the page will populate with that payee's information. Note: If you do not know the payee's identification number, then click the Search link to search for it.						
6	Type the amount to be paid in the Payout Amt field.						
7	Select the appropriate option from the Process Type field.						
8	Select the appropriate option from the Expenditure Reason drop-down list.						
9	Is the Fund Code field already populated? <ul style="list-style-type: none"> • If yes, continue to the next step. • If no, click the Search link to find the appropriate fund code. 						
10	Do you need to delay the activation (processing) of this expenditure? <ul style="list-style-type: none"> • If yes, change the date in the Activated field to a later date. • If no, continue to step 11. 						
11	Is this expenditure for Hospital Cost Settlement or CPAO Cost Settlement? <table border="1" data-bbox="371 1507 1377 1764"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> a. Select the appropriate option from the Related Txn Type drop-down list. b. Type the Cost settlement number in the Number field. c. Continue to the next step. </td> </tr> <tr> <td>No</td> <td>Continue to the next step.</td> </tr> </tbody> </table>	IF:	THEN:	Yes	<ul style="list-style-type: none"> a. Select the appropriate option from the Related Txn Type drop-down list. b. Type the Cost settlement number in the Number field. c. Continue to the next step. 	No	Continue to the next step.
IF:	THEN:						
Yes	<ul style="list-style-type: none"> a. Select the appropriate option from the Related Txn Type drop-down list. b. Type the Cost settlement number in the Number field. c. Continue to the next step. 						
No	Continue to the next step.						

Step	Action
12	Optionally, click Supplemental Information and complete any of the following fields that are appropriate for this expenditure: <ul style="list-style-type: none">• Provider Specialty• Provider Type• Aid Category• Benefit Plan• Cost Settlement Date• Date of Service From• Date of Service To• Recipient ID
13	Optionally, use the Comments field to add important notes to the expenditure record.
14	Click save .

How To

Follow these steps from the **Base Information** panel on any form with a **Payee ID** or **Provider ID** field to search for a payee:

Step	Action
1	Click the [Search] link next to the Payee ID field to display the Payee ID dialog box.
2	<p>Complete any of the following fields with as much information as you have about the payee/provider:</p> <ul style="list-style-type: none"> • Provider ID/Payee ID • Business or Last Name • First Name • MI (Middle Initial) <p>Note: The fields that appear in this dialog box vary depending on the payee type that you have selected.</p>
3	Click Search .
4	<p>Locate the payee/provider in the list returned by your search.</p> <p>Hint: Use the pagination controls at the bottom of the page to view additional pages of results.</p>
5	Select the row that contains the desired payee/provider. The Payee ID/Provider ID field populates with their number.

How To

Follow these steps from the **Fund Code** field on the expenditure or A/R **Base Information** panel to search for a fund code:

Step	Action
1	Click the [Search] link next to the Fund Code field.
2	Complete any of the following fields with as much information as you have about the fund: <ul style="list-style-type: none"> • Fund Code • Fund Payer • First Fund Description • Disp Share Type
3	Click Search .
4	Locate the fund in the list returned by your search. Hint: Use the pagination controls at the bottom of the page to view additional pages of results.
5	Select the row that contains the information for your fund code to populate the Fund Code field.

Success

You have successfully completed this task when a "Save Successful" message appears in the **Expenditure Maintenance** panel.

Practice

Create an expenditure using this information:

- **Payee Type** = Provider
- **Payee ID** = Search for your provider, using the name assigned to you.
- **Payout Amount** = 1250.00
- **Process Type** = Regular
- **Expenditure Reason** = Misc

When you are done, write down the expenditure ID number here:

Regular Expenditure: _____.

You will need this number for use later in the course.

Creating an Advance Payment Expenditure

What

In this topic you learn how to create an advance payment expenditure.

Who

ODJFS Staff

When

You perform this task when it is necessary to make an advance payment to a provider or other payee.

Relevance

You perform this task to make an advance payment to a provider or other payee.

Failure to complete this task correctly could result in one or more of the following consequences:

- Categorizing the payment incorrectly
- Failing to recoup the advance payment
- Recouping too much at once, causing financial difficulty for the payee
- Recouping too little or nothing at all

Requirements

You must notify an authorized approver to activate an advance payment expenditure.

Guidelines

Advance expenditures differ from regular expenditures in the following ways:

- You create advance payment expenditures individually using MITS panels, rather than using the mass upload process.
- You provide recoupment information so MITS can automatically create an A/R to recoup the advanced funds.

How To

Follow these steps from any MITS page to create an advance payment expenditure:

Step	Action
1	Click Financial .
2	Click exp .
3	Click add .
4	Complete the following fields, just as you would for any other expenditure: <ul style="list-style-type: none"> • Payee Type • Payee ID • Payout Amt • Fund Code
5	Select Advance from the Expenditure Reason drop-down list.
6	Select Immediate from the Process Type drop-down list.
7	Scroll down to the Advance panel.
8	Select a reason from the Advance Reason drop-down list.
9	Complete either the Percentage or MaxRecoup Amount fields. This specifies how much money to recoup during the financial cycles. The percentage or amount that you specify will be repeated during subsequent cycles until the entire advance has been recouped.
10	Complete the Effective Date field to specify when to begin recouping the advance.  Ensure that the date you select is not within the next cycle. Specifying a date in the next cycle would cause the expenditure and the resulting A/R to occur in the same week, thereby eliminating the benefit of an advance payment.
11	Optionally, click Supplemental Information and complete any of the fields that are appropriate for this expenditure:
12	Optionally, use the Comments field to add important notes to the expenditure record.
13	Click Save .

Success

You have successfully completed this task when a "Save Successful" message appears in the **Expenditure Maintenance** panel.

In addition, the following changes occur on the **Expenditure Information** panel:

- The **Related Transaction Type** field displays "AR ADVANCE."
- The **Related Transaction Number** field populates with the corresponding A/R number.

The following image illustrates the **Information** panel after successfully creating an advance payment expenditure:

Expenditure Information			
Payee ID	8520079536	Expenditure ID	2806448
Payee Type	Provider	Payout Amt	\$100.00
Name	MCDONALD PEDIATRICS LLC	Expenditure Reason	Advance
Address	9803 MATTHEWS STREET	Process Type	Immediate
City	COPPEROPOLIS	Status	Pending
State	OH	Add Date	08/10/2010
Zip	18722	Activated	
Phone	(497)011-5354	Time Active	
		Issue Date	
		Payment #	
		Fund Code	4510REG
		Fund Payer	000 - Dummy Payer for Denies
		Setup User ID	TRAIN12
		Approval User ID	
		Request Doc	
		Related Transaction	
		Type	AR ADVANCE
		Number	30031022

Expenditure Maintenance											
Select an area to add or modify											
	Advance	Base Information	Comments								
	Document Control Number	Supplemental Info									
Expenditure											
<p>The following messages were generated:</p> <table border="1"> <thead> <tr> <th>Message Description</th> <th>Panel</th> <th>Field</th> <th>Row</th> </tr> </thead> <tbody> <tr> <td>Save Successful</td> <td>Base Information</td> <td></td> <td></td> </tr> </tbody> </table>				Message Description	Panel	Field	Row	Save Successful	Base Information		
Message Description	Panel	Field	Row								
Save Successful	Base Information										

Next Steps

Notify the appropriate approver to activate the expenditure. Provide the expenditure number with your request.

Practice

Create an advance payment using this information:

- **Payee Type** = Provider
- **Payee ID** = Use the provider ID number assigned to you.
- **Payout Amount** = 5000.00
- **Process Type** = Immediate
- **Expenditure Reason** = Advance
- **Advance Reason** = Select an option of your choice.
- **Recoupment Type** = Automatic
- **Percentage** = 100%
- **Effective Date** = (Choose a date during or after the next business week, so you don't recoup in the same cycle that you pay the advance.)

When you are done, write down the expenditure ID number here:

Advance Expenditure: _____.

You will need this number for use later in the course.

Activating an Advance Payment

What

In this topic, you learn how to activate advance payment expenditure.



Activation is only necessary for advance payments.

Who

ODJFS staff with the authority to activate advance payments.

When

You perform this task every time a staff member creates an advance-payment expenditure.



Complete this task before the financial cycle runs to ensure that this expenditure is paid on time.

Relevance

You perform this task to activate an advance payment. Advance payments are the only expenditure types that require activation.

Failure to correctly complete this task can result in the following consequences:

- The provider does not receive the advance payment in a timely manner.
- The expenditure is paid in the same cycle as the recoupment A/R and payment is reduced or nullified.

Requirements

To complete this task you must have the authority to activate advance payments.

In addition, you will need to know how to search for an expenditure.

How To

Follow these steps from any MITS page to activate an advance payment expenditure:

Step	Action						
1	Click Financial .						
2	Click exp .						
3	Do you know the Expenditure ID? <table border="1" data-bbox="371 653 1373 968"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> a. Type the expenditure number in the Expenditure ID field. b. Click Search. c. Continue to the next step. </td> </tr> <tr> <td>No</td> <td> <ul style="list-style-type: none"> a. Provide, or search for, the provider's ID. b. Select Advance from the Expenditure Reason drop-down list. c. Select Pending from the Status drop-down list. d. Click Search. </td> </tr> </tbody> </table>	IF:	THEN:	Yes	<ul style="list-style-type: none"> a. Type the expenditure number in the Expenditure ID field. b. Click Search. c. Continue to the next step. 	No	<ul style="list-style-type: none"> a. Provide, or search for, the provider's ID. b. Select Advance from the Expenditure Reason drop-down list. c. Select Pending from the Status drop-down list. d. Click Search.
IF:	THEN:						
Yes	<ul style="list-style-type: none"> a. Type the expenditure number in the Expenditure ID field. b. Click Search. c. Continue to the next step. 						
No	<ul style="list-style-type: none"> a. Provide, or search for, the provider's ID. b. Select Advance from the Expenditure Reason drop-down list. c. Select Pending from the Status drop-down list. d. Click Search. 						
4	If an individual expenditure appears, continue to Step 5. If a list of results appears, double-click the correct expenditure record, and then continue to Step 5.						
5	Click Base Information in the Expenditure Maintenance panel.						
6	Click Activate .						
7	Click Save .						

Success

When you have successfully completed this task, the **Expenditure Maintenance** panel displays a "Save Successful" message.

In addition, the following changes occur on the **Expenditure Information** panel:

- The **Status** field displays "**Active**."
- The **Activated** field populates (date).
- The **Time Activate** field populates.
- The **Approval User ID** field populates.

Expenditure Information

Payee ID: 8520079536	Expenditure ID: 2806444	Fund Code: 4510REG
Payee Type: Provider	Payout Amt: \$100.00	Fund Payer: 000 - Dummy Payer for Denies
Name: MCDONALD PEDIATRICS LLC	Expenditure Reason: Advance	Setup User ID: TRAIN12
Address: 9803 MATTHEWS STREET	Process Type: Immediate	Approval User ID: TRAIN12
City: COPPEROPOLIS	Status: Active	Request Doc:
State: OH	Add Date: 07/19/2010	Related Transaction:
Zip: 18722	Activated: 07/19/2010	Type: AR ADVANCE
Phone: (497)011-5354	Time Active: 06:06:42	Number: 30031016
	Issue Date:	
	Payment #:	

Expenditure Maintenance

Select an area to add or modify: **Advance** | Base Information | Comments

Document Control Number | Supplemental Info

The following messages were generated:

Message Description	Panel	Field	Row
Save Successful	Base Information		

Practice

Activate an advance expenditure using this information:

Expenditure ID: Use the advance expenditure that you created during practice.

When you are done, write down the following:

- **Approver ID:** _____
- **Activation date:** _____

Managing Comments

What

In this topic you learn how to add comments to a MITS record using the **Comments** panel.

Who

ODJFS Staff

When

You perform this task when you have additional, important information to provide regarding a record or transaction.

Relevance

You perform this task to add important notes or information that specifically relates to another record, for example an expenditure or A/R record.

Guidelines

- Task records cannot exceed 250 characters in length.
- You must click **save** on the **Maintenance** panel to save new or modified comments.

How To

Add a Comment

Follow these steps from the **Maintenance** panel on any MITS page that allows comments:

Step	Action
1	Click Comments .
2	Scroll down to the Comments panel.
3	Click add .
4	Type your comments in the Comment field. Note: The letter “ A ” to the left of Comment Summary row indicates that you are in <i>Add</i> mode, and your comment is not yet saved as part of the record.
5	Click save to attach your comment to the record.

Update a Comment

Follow these steps from the **Maintenance** panel on any MITS page that allows comments:

Step	Action
1	Click Comments .
2	Scroll down to the Comments panel.
3	Select a comment summary row.
4	<p>Modify or append the comment as necessary.</p> <p>Note: If you select a comment summary row, or move to another comment record, the letter "M" appears to the left of the modified comment summary line indicating that this comment was modified.</p> <p>You have to save the expenditure to commit the change to the record.</p>
5	Click save .

Delete a Comment

Follow these steps from the **Maintenance** panel on any MITS page that allows comments.

Step	Action
1	Click the Comments link.
2	Scroll down to the Comments panel.
3	Select a Comment Summary row.
4	<p>Click Delete.</p> <p>Note: The letter "D" appears to the left of the Comment Summary row, indicating that this comment is marked for deletion.</p>
5	Click save .

Success

You have successfully completed this task when your comments are saved to the record.

Determining the Status of Comments

The following image illustrates the **Comments** panel, and shows how to determine the status of a comment record:



Indicates the current mode for an unsaved comment record:

A = Add
 D = Delete
 M = Modify
 Blank = No changes



When the code: **A**, **D**, or **M** appears on a comment summary line, this means that you have not yet saved your comment. You **must** save your record (expenditure or A/R) in order to save the comment as part of the record.

Practice

The instructions below are relevant for comments that you add to expenditure records or accounts receivable (A/R) records.

Practice #1

Add a Comment to a record using this information:

- **Expenditure ID/AR Number:** Search for the record that you created.
- **Comment:** Use "My test comment", or something similar.

Practice #2

Modify a comment on a record using this information:

- **Expenditure/AR Number:** Use the **Mini-search** panel to reopen your record. (This simulates going back at a later date.)
- **Comment:** Modify your comment by adding more information to the existing comment details.

Practice #3

Delete the comment that you added to your misc. expenditure:

- **Expenditure ID/AR Number:** Use the **Mini-search** panel to reopen your record. (This simulates going back at a later date.)
- **Comment:** Modify your comment as if you were correcting an error or adding information.

Modifying and Deleting Expenditures

What

In this topic you learn how to modify and delete unpaid expenditures.

Who

ODJFS Staff

When

You perform this task when you modify the details of an expenditure, or delete an expenditure.

Relevance

You perform this task to make necessary changes to an expenditure.

Requirements

- You can add comments to an expenditure at any time.
- You can make other modifications only to unpaid expenditures.
- You can delete only unpaid expenditures.

How To

Follow these steps from the **Financial Expenditure Search** panel to modify or delete an expenditure.

Step	Action
1	Search for the expenditure using either the Expenditure ID or Payee ID .
2	Do you want to delete the expenditure? If yes, click delete in the Base Information panel. If no, continue to step 3.
3	Modify any of the active fields as necessary.
4	Click save .

Success

You have successfully completed this task when a "Save Successful" message appears in the **Expenditure Maintenance** panel.

Practice #1

Modify an expenditure using this information:

- Search for and open your advance payment expenditure.
- Increase the **Payout Amount** by \$1.00.
- Save the expenditure.

Practice #2

Delete an expenditure using this information:

- Search for and open your regular expenditure.
- Delete the expenditure.

Practice #3

Delete an expenditure using this information:

- Search for and open your advance payment expenditure.
- Delete the expenditure.

Introduction To the Hospital Care Assurance Program (HCAP)

Overview

States must make additional payments to qualified hospitals that provide inpatient services to a disproportionate number of Medicaid recipients and/or to other low-income or uninsured persons under what is known as the "disproportionate share hospital" (DSH) adjustment.

The Hospital Care Assurance Program (HCAP) is the name of the ODJFS disproportionate share hospital adjustment process.

An HCAP assessment occurs annually, and is charged in two equal installments. An expenditure and an accounts receivable record is required for each of the two installments, resulting in two expenditure records and two Accounts Receivable (A/R) records for each provider. In addition, a third A/R record may be necessary for charging late fees.

MITs and the HCAP Process

The HCAP process is a mostly manual process. Analysts use the hospital cost reports to manually calculate amounts due.

At the appropriate times in the process, analysts create the required expenditure and A/R records, and send the HCAP notification letters.

Expenditures for HCAP

During the HCAP assessment period, you will create an expenditure record to adjust balances when the *both* the first and second HCAP payments are due from provider hospitals. This is a total of two, required expenditure records.

The standard procedure is to use the mass upload process to create expenditures for HCAP. You can, however, create an HCAP expenditure individually using the MITS panels if necessary.

When creating an HCAP expenditure, use the following field values:

- **Expenditure Reason = HCAP**
- **Process Type = Immediate**



Remember to create your HCAP-related expenditures in a timely manner. You cannot generate the HCAP final assessment, or late fee letters unless all of the required expenditure records exist in MITS.

Accounts Receivable for HCAP

During the HCAP assessment period, you will create an accounts receivable (A/R) record for each participating hospital provider, for both of the payments due. This means that there will be two required A/R records for each provider.

You may also need to create a third A/R record to charge late fees when appropriate.

The standard procedure is to use the mass upload process to create A/R records for HCAP. You can, however, create an HCAP A/R individually using the MITS panels if necessary.

When creating an HCAP A/R, use the following field values:

- **Reason Code = HCAP**
- **Frequency = Weekly**
- **Type = OAKS Manual**
- **AR Number =** Create a number manually according to local work instructions.



Remember to create your HCAP-related A/Rs in a timely manner. You cannot generate the HCAP final assessment, or late fee letters unless all of the required A/R records exist in MITS.

HCAP Letters

Types of On-Demand Letters

You determine when to generate HCAP letters based upon your standard business processes. Because HCAP letters do not run automatically, they are known as "on-demand" letters.

MITS creates two types of on-demand letters:

Standard	MITS automatically provides all of the required information that appears in the letter. The content of the letter is not editable.
Live Edit	You provide some of the key information using editable fields in the letter. Most of this information comes from sources outside of MITS.

HCAP Letters

During the HCAP assessment period, there are several letters that you will need to send to provider hospitals. You will generate and send the following letters at the appropriate points in the manual HCAP process:

Letter Name	Type	Period/ Timing	Description
Hospital CS HCAP letter	Standard	Hospital Cost Settlement Period	This letter informs providers that data from their cost reports will be used to assign amounts for HCAP.
Hospital CS HCAP Adjustment Letter	Standard	Hospital Cost Settlement Period	This letter informs providers that their requested changes to the cost report may change the amounts assigned for HCAP, but not the monetary amount due or owed for their cost settlement.
HCAP Pre-Assessment Letter	Live Edit	HCAP Assessment Period	This letter notifies participating providers of the preliminary assessment amount to be paid for the year's Hospital Care Assurance Program.
HCAP Final Assessment Letter	Live Edit	HCAP Assessment Period	This letter notifies participating providers of the final assessment amount to be paid for this year's Hospital Care Assurance Program.
HCAP Late Letter	Live Edit	HCAP Assessment Period	This letter notifies participating providers of a fine associated with one or both of their late HCAP payments.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

What is the name of the ODJFS disproportionate share hospital adjustment process?

- A. HCAP
- B. UPL
- C. TPL
- D. Hospital Cost Settlement

You perform the calculations for HCAP using a manual process, outside of MITS.

- A. True
- B. False

What is the correct process type for HCAP expenditures?

- A. Regular
- B. Immediate
- C. Earnings Only
- D. Informational

What is the correct A/R type for HCAP accounts receivable?

- A. Regular
- B. Immediate
- C. Earnings Only
- D. OAKS Manual

Summary

In this lesson you learned the following information:

- HCAP is the name of the ODJFS disproportionate share hospital adjustment process.
- You perform the calculations for HCAP manually, outside of MITS.
- You use MITS to create expenditures, create A/Rs, and generate HCAP letters.
- You generate HCAP letters on-demand, when you need them.

In addition you learned the correct expenditure and A/R parameters to use for HCAP.

Generating the HCAP letters

What

In this topic you learn how to locate and run the three HCAP assessment letters.

Who

ODJFS Staff

When

You perform this task yearly, as part of the regular HCAP assessment. You send each of the letters at a specific time during the manual HCAP assessment process.

Relevance

You perform this task to notify participating providers of the amounts due for the year's HCAP assessment. The relevance of each letter and the consequences for not completing the tasks correctly appear below:

- **Pre-assessment letter** - This letter informs the provider hospital of the preliminary assessment amount to be paid for the year's HCAP assessment. This letter is sent early in the process and gives the hospital a chance to review and respond to discrepancies. Failure to complete this task correctly could delay the HCAP cycle and the collection of funds due from the provider hospital.
- **Final assessment letter** - This letter notifies the provider hospital of the final assessment amount to be paid for this year's HCAP assessment. Failure to complete this task correctly could result in late notification and could cause late payments to occur.
- **Late fees letter** - You perform this task to ensure that participating hospitals are charged appropriately for late HCAP fee payments. Failure to complete this task correctly could result in mischarging the provider hospital for late fees incurred.

Requirements

You must have the following information to achieve the successful completion of this task:

Letter	Requirements
Pre-assessment	<ul style="list-style-type: none"> • Cost reports or other related spreadsheets • Completion of manual analysis and calculations
Final Assessment	<ul style="list-style-type: none"> • Cost reports or other related spreadsheets • Final HCAP assessment amounts • All required A/R and expenditure records created in MITS
Late Fees	<ul style="list-style-type: none"> • Accurate calculation of how many days late for both the first and second HCAP due dates • All required A/R and expenditure records created in MITS

Guidelines

The HCAP process is a mostly manual process.

Letter generation takes place in MITS, however all calculations in preparation for those letters occurs in manual spreadsheets and is provided by the user when completing the live-edit letters.

How To

Follow these steps from any MITS page to generate an HCAP Assessment letter:

Step	Action
1	Click Financial .
2	Click rpts & ltrs in the Financial submenu.
3	Click Letters on the Reports and Letters panel.
4	Click HCAP Pre-Assessment Letter .
5	Complete the Provider ID field, and then press the Tab key on your keyboard to initiate the provider validation function. If you provided a valid provider ID, the payee's name will appear on the panel. Note: If you do not know the provider's identification number, then click the Search link to search for it.
6	Click Search .
7	Click Open on the File Download dialog box.
8	For each of the live-edit fields, provide the correct value. A brief description of the required information appears in a tool tip when you move your mouse pointer over the field.
9	Click the Other Actions icon, and select Local Print from the pop-up menu.
10	Click OK on the Live Edit dialog box that displays the success message.
11	When the LiveEditor dialog box opens and displays the location (URL) where your letter is stored, you can write down this address if you want. Click OK .
12	When the Adobe Acrobat Viewer opens your letter in PDF mode complete the following steps: a. Review the letter for the correct provider name and address. b. Review the letter to ensure that every live edit field is complete and contains accurate values.
13	Print the letter.

Success

You have successfully completed this task when you have generated and printed the appropriate HCAP letter.

Next Steps

Follow local work procedures to mail the letter to the provider.

Practice

Generate an HCAP letter using this information:

- **Provider ID**= Use the instructor's provider ID.
- Choose one of the three HCAP letters.
- Please do not print the letter.

Determining Whether the HCAP Payment Is For the Full Amount Due

What

In this topic you learn how determine whether an HCAP payment is for the full balance due.

Who

ODJFS Staff

When

You perform this task during the standard, yearly HCAP cycle.

Relevance

You perform this task to verify whether an HCAP A/R has been paid in full.

Failure to complete this task correctly could result in the following consequences:

- The participating hospital may not be billed correctly on a subsequent A/R.
- ODJFS may incorrectly charge late fees to a hospital.

Requirements

You must have access to the A/R search function to achieve the successful completion of this task.

Guidelines

When searching for the A/R, use the provider ID or search using the HCAP reason code as a filter.

How To

Follow these steps from the MITS home page to find and view information about an AR:

Step	Action								
1	Point to Financial tab in MITS and click Accounts Receivable in the drop-down list menu.								
2	<p>To Search for an A/R or A/Rs, perform the following steps, all of which can be used in any combination:</p> <table border="1"> <thead> <tr> <th>To Search by:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>A/R Number</td> <td> <ol style="list-style-type: none"> Type the A/R number in the AR Number field. Click the search button in the Financial AR Search panel. </td> </tr> <tr> <td>Provider</td> <td> <ol style="list-style-type: none"> Check the Payee Type field, which should be set to Provider. If you know the Payee ID number, then: <ul style="list-style-type: none"> - Type it in the Payee ID field. If you do not know the Payee ID number, then: <ul style="list-style-type: none"> - Click the [Search] button next to the Payee ID field; and search to populate this field. Press the tab key on the keyboard to enter the Payee ID number into the field. Click the search button in the Financial AR Search panel. </td> </tr> <tr> <td>Effective Date From and Effective Date To</td> <td> <ol style="list-style-type: none"> Type the earliest date you wish to view A/Rs from into the Effective Date From field. Type the latest date you wish to view A/Rs from into the Effective Date To field. Click the search button in the Financial AR Search panel. </td> </tr> </tbody> </table> <p>Note: In order to narrow or broaden your search results choose any optional steps from Step 3.</p>	To Search by:	THEN:	A/R Number	<ol style="list-style-type: none"> Type the A/R number in the AR Number field. Click the search button in the Financial AR Search panel. 	Provider	<ol style="list-style-type: none"> Check the Payee Type field, which should be set to Provider. If you know the Payee ID number, then: <ul style="list-style-type: none"> - Type it in the Payee ID field. If you do not know the Payee ID number, then: <ul style="list-style-type: none"> - Click the [Search] button next to the Payee ID field; and search to populate this field. Press the tab key on the keyboard to enter the Payee ID number into the field. Click the search button in the Financial AR Search panel. 	Effective Date From and Effective Date To	<ol style="list-style-type: none"> Type the earliest date you wish to view A/Rs from into the Effective Date From field. Type the latest date you wish to view A/Rs from into the Effective Date To field. Click the search button in the Financial AR Search panel.
To Search by:	THEN:								
A/R Number	<ol style="list-style-type: none"> Type the A/R number in the AR Number field. Click the search button in the Financial AR Search panel. 								
Provider	<ol style="list-style-type: none"> Check the Payee Type field, which should be set to Provider. If you know the Payee ID number, then: <ul style="list-style-type: none"> - Type it in the Payee ID field. If you do not know the Payee ID number, then: <ul style="list-style-type: none"> - Click the [Search] button next to the Payee ID field; and search to populate this field. Press the tab key on the keyboard to enter the Payee ID number into the field. Click the search button in the Financial AR Search panel. 								
Effective Date From and Effective Date To	<ol style="list-style-type: none"> Type the earliest date you wish to view A/Rs from into the Effective Date From field. Type the latest date you wish to view A/Rs from into the Effective Date To field. Click the search button in the Financial AR Search panel. 								

Step	Action												
3	<p>These steps are optional and will further narrow search results.</p> <table border="1" data-bbox="375 359 1377 1035"> <thead> <tr> <th data-bbox="375 359 500 415">Number:</th> <th data-bbox="500 359 1377 415">Steps:</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 415 500 472">A.</td> <td data-bbox="500 415 1377 472">Click the desired setting the Reason field drop-down list.</td> </tr> <tr> <td data-bbox="375 472 500 590">B.</td> <td data-bbox="500 472 1377 590">Click the arrow in the and type the Fund Code; or click the [search] button next to the Fund Code field to search for a Fund Code to use.</td> </tr> <tr> <td data-bbox="375 590 500 785">C.</td> <td data-bbox="500 590 1377 785">Click the desired setting in the Status field drop-down list. Note: Set to closed to find only records that are inactive, meaning there is no outstanding balance. Set to Active if you want the A/Rs WITH an outstanding balance to display.</td> </tr> <tr> <td data-bbox="375 785 500 873">D.</td> <td data-bbox="500 785 1377 873">Click the arrow in the Type field and drag down to the narrow the results by the type of transactions related to the AR.</td> </tr> <tr> <td data-bbox="375 873 500 1035">E.</td> <td data-bbox="500 873 1377 1035">Next to the View field choose either Summary or Detail boxes. Note: Summary means that the search will not return fund codes and reason codes for an AR. Detail will show those fields in addition to the other fields.</td> </tr> </tbody> </table> <p>Note: After clicking the Search button, results will display in a search results panel, (unless there is only one match for the search, in which case the AR Information panel and the AR Maintenance panels open. The AR Information panel gives the information on that A/R.)</p>	Number:	Steps:	A.	Click the desired setting the Reason field drop-down list.	B.	Click the arrow in the and type the Fund Code ; or click the [search] button next to the Fund Code field to search for a Fund Code to use.	C.	Click the desired setting in the Status field drop-down list. Note: Set to closed to find only records that are inactive, meaning there is no outstanding balance. Set to Active if you want the A/Rs WITH an outstanding balance to display.	D.	Click the arrow in the Type field and drag down to the narrow the results by the type of transactions related to the AR.	E.	Next to the View field choose either Summary or Detail boxes. Note: Summary means that the search will not return fund codes and reason codes for an AR. Detail will show those fields in addition to the other fields.
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D.	Click the arrow in the Type field and drag down to the narrow the results by the type of transactions related to the AR.												
E.	Next to the View field choose either Summary or Detail boxes. Note: Summary means that the search will not return fund codes and reason codes for an AR. Detail will show those fields in addition to the other fields.												
4	<p>If you are able to satisfy the request for information with the results in the search panel, then task is ended.</p> <p>If not, then click on one of the A/Rs listed in the search results panel.</p>												
5	<p>If you are able to satisfy the request for information by using the results in the AR Information panel displayed, then task is ended.</p> <p>If not, go to the next step.</p>												

Step	Action														
6	<p>You can find out more information about an AR by following these steps:</p> <table border="1" data-bbox="345 363 1403 1833"> <thead> <tr> <th data-bbox="345 363 646 447">For More Information About:</th> <th data-bbox="646 363 1403 447">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 447 646 537">How the A/R was set up</td> <td data-bbox="646 447 1403 537">Click Base Information in the AR Maintenance Panel.</td> </tr> <tr> <td data-bbox="345 537 646 884">Individual dispositions in this A/R</td> <td data-bbox="646 537 1403 884"> a. Click Dispositions in the AR Maintenance Panel, and review information dispositions in list format for this A/R. If you are able to satisfy the request for information by using the results in the Disposition panel displayed, then task is ended. b. Click the line representing the disposition for which you which you need to check the information in the Related Payment: Number or Related Payment: Issue Date field of that disposition. </td> </tr> <tr> <td data-bbox="345 884 646 1003">Comments entered about this A/R</td> <td data-bbox="646 884 1403 1003">Click comments in the AR Maintenance Panel, and review information comments in list format for this A/R.</td> </tr> <tr> <td data-bbox="345 1003 646 1402">Scanned documents exist that related to this A/R</td> <td data-bbox="646 1003 1403 1402"> a. Click Document Control Number in the AR Maintenance panel, and review available scanned documents in list format for this AR. If you are able to satisfy the request for information by using the results in the Document Control Number panel displayed, then task is ended. b. Click the line representing the scanned document you wish to view. c. Click the Image button in the lower right corner of the Document Control Panel to open the image. If you are able to satisfy the request for information by using the image displayed, then task is ended. </td> </tr> <tr> <td data-bbox="345 1402 646 1522">Supplemental Information</td> <td data-bbox="646 1402 1403 1522">Click Supplemental Information in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.</td> </tr> <tr> <td data-bbox="345 1522 646 1833">AR Rollup Xref – (active only if an account has been “rolled up,” the recoupment type set to OAKS Manual, with a reason relating to late payment.)</td> <td data-bbox="646 1522 1403 1833">Click AR Rollup Xref in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.</td> </tr> </tbody> </table>	For More Information About:	THEN:	How the A/R was set up	Click Base Information in the AR Maintenance Panel.	Individual dispositions in this A/R	a. Click Dispositions in the AR Maintenance Panel, and review information dispositions in list format for this A/R. If you are able to satisfy the request for information by using the results in the Disposition panel displayed, then task is ended. b. Click the line representing the disposition for which you which you need to check the information in the Related Payment: Number or Related Payment: Issue Date field of that disposition.	Comments entered about this A/R	Click comments in the AR Maintenance Panel, and review information comments in list format for this A/R.	Scanned documents exist that related to this A/R	a. Click Document Control Number in the AR Maintenance panel, and review available scanned documents in list format for this AR. If you are able to satisfy the request for information by using the results in the Document Control Number panel displayed, then task is ended . b. Click the line representing the scanned document you wish to view. c. Click the Image button in the lower right corner of the Document Control Panel to open the image. If you are able to satisfy the request for information by using the image displayed, then task is ended.	Supplemental Information	Click Supplemental Information in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.	AR Rollup Xref – (active only if an account has been “rolled up,” the recoupment type set to OAKS Manual, with a reason relating to late payment.)	Click AR Rollup Xref in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.
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Comments entered about this A/R	Click comments in the AR Maintenance Panel, and review information comments in list format for this A/R.														
Scanned documents exist that related to this A/R	a. Click Document Control Number in the AR Maintenance panel, and review available scanned documents in list format for this AR. If you are able to satisfy the request for information by using the results in the Document Control Number panel displayed, then task is ended . b. Click the line representing the scanned document you wish to view. c. Click the Image button in the lower right corner of the Document Control Panel to open the image. If you are able to satisfy the request for information by using the image displayed, then task is ended.														
Supplemental Information	Click Supplemental Information in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.														
AR Rollup Xref – (active only if an account has been “rolled up,” the recoupment type set to OAKS Manual, with a reason relating to late payment.)	Click AR Rollup Xref in the AR Maintenance Panel, and review Supplemental Information comments in list format for this A/R.														

Success

You have successfully completed this task when you have confirmed whether a provider hospital's HCAP AR is paid in full.

Next Steps

Continue with the manual HCAP process as required.

Practice

View the balance of an AR record. The instructor will provide an AR number for your use.

Introduction To Hospital Cost Settlement

Overview

The hospital cost settlement process occurs annually. During this time, hospitals mail their cost reports to ODJFS. ODJFS analyzes the reports, and works to determine the Title XIX and Title V settlement amounts. In this lesson you will learn about the MITS tasks that you perform in support of the annual hospital cost settlement process.

MITS and the Hospital Cost Settlement Process

During the annual hospital cost settlement process, ODJFS receives costs reports completed by provider hospitals. This report is an Excel spreadsheet with formulas that calculate how much a provider owes, based on all hospital paid claims for that provider.

Upon receipt, ODJFS performs manual analysis and processing of the cost reports. During the analysis and processing cycle, you use MITS only for the following tasks:

- Creating the hospital cost settlement record
- Creating the required accounts receivable records and linking them to the hospital cost settlement record
- Creating the required expenditure records and linking them to the hospital cost settlement record
- Sending the appropriate hospital cost settlement letters to the provider hospitals, at the appropriate times

Status Phases

There are several status phases in the analysis cycle. These phases occur in this order:

- 1) As Filed
- 2) Desk Review
- 3) Interim
- 4) Amended Interim
- 5) Final Settle - PAO Mailed
- 6) Final Settle - PAO Accepted
- 7) Final Settle - Not Accept
- 8) Final Adjudication Sent
- 9) Final Settle – Reconsideration

During any of these phases, adjustments to the cost settlement amounts may be necessary. Although creating a hospital cost settlement record normally occurs during the first phase, creating new expenditure and A/R records may be necessary during any of the phases to adjust the settlement amounts.

Hospital Cost Settlement Records

During the first phase of the settlement process, you will create a hospital cost settlement record. This record specifies the period covered, as well as the amounts for both Title XIX and Title V.

During each phase of the process, you will update the hospital cost settlement record with the corrected settlement amounts.

The following image illustrates the panels that you use to maintain the hospital cost settlement record for each provider hospital. A description of the purpose of each numbered panel appears below the image.

1 Base Information

Payee Type: Provider
 *Payee ID: 8560468847 NPI [Search]
 *Period Type: SF09 - STATE FISCAL YEAR 2009
 Title XIX Settlement Amount: \$15,000.00
 Title V Settlement Amount: \$5,000.00
 *Service Date From: 01/01/2009
 *Service Date Thru: 12/31/2009

2 Status History

Status Added Date	Status
07/20/2010	AS FILED
07/20/2010	DESK REVIEW

Type data below for new record.

Status Added Date: 07/20/2010 6:15 PM
 *Status: 2 - DESK REVIEW

delete add

3 Related Transactions

Transaction Number	Related Txn Type	Fund Code	Date Added	Amount
134	EXPENDITURE	4541BCC	12/27/2006	\$521,835.00
134	ACCOUNTS RECEIVABLE	4539FPL	11/01/2007	(\$343,512.16)
135	EXPENDITURE	4541BCC	12/27/2006	\$208,188.00
135	ACCOUNTS RECEIVABLE	4539FPL	11/01/2007	(\$79,836.40)
136	EXPENDITURE	4541BCC	12/27/2006	\$6,411.00
136	ACCOUNTS RECEIVABLE	4539FPL	11/01/2007	(\$187,427.35)
137	EXPENDITURE	4541BCC	12/27/2006	\$3,081.00
137	ACCOUNTS RECEIVABLE	4539FPL	11/01/2007	(\$15,588.52)
Totals:				\$113,150.57

- 1) **Base Information** - Complete this information when you create the hospital cost settlement record.
- 2) **Status History** - Update this information whenever you modify the base information amount during the review cycles.
- 3) **Related Transactions** - Monitor this panel to ensure that all related expenditure and A/R records have been properly related to the hospital cost settlement record.

In addition, the following panels are available for use with hospital cost settlement records:

- **Comments**
- **Document Control Number**

Expenditures and A/Rs for Hospital Cost Settlement

During each phase of the hospital cost settlement process, you will create expenditures or accounts receivable based upon the results of that analysis phase.



The mass upload spreadsheet does not contain the fields required to link an expenditure or A/R to the hospital cost settlement record. For this reason, you create these expenditures and A/Rs individually using the MITS panels.

Hospital Cost Settlement Letters

During the hospital cost settlement process period, there are several letters that you need to send to provider hospitals. You generate and send the following letters at the appropriate points in the manual hospital cost settlement process:

Letter Name	Letter Number	Send During This Settlement Phase/Status	Description
Hospital 2918 Interim Settlement Letter	FIN-1600-O	3 - Interim	<p>This letter Informs the provider <u>there is no offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE:</p> <p>This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>
Hospital 2919 Interim Settlement Letter	FIN-1650-O	3 - Interim	<p>This letter Informs the provider that <u>there is an offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE:</p> <p>This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>

Letter Name	Letter Number	Send During This Settlement Phase/Status	Description
Hospital CS HCAP letter	FIN-1200-O	3 - Interim	This letter Informs the provider that data from their cost reports will be used to assign amounts for HCAP.
Hospital CS HCAP Adjustment Letter	FIN-1250-O	3 - Interim	This letter Informs the provider that their requested changes to the cost report may change the amounts assigned for HCAP, but not the monetary amount due or owed for their cost settlement.
Hospital Waiver	FIN-1800-O	This letter may be appropriate during the following phases: 5 – Final Settle – PAO Mailed 6 – Final Settle – PAO Accepted 7 – Final Settle – PAO Not Accept	The Hospital Waiver letter is a notification of a proposed adjudication order with a waiver and request for settlement.
Hospital Check Received letter	FIN-1300-O	8 – Final Adjudication Sent	This letter notifies the provider that their final settlement check has been received and the audit is final.
Hospital No Response letter	FIN-1400-O	8 – Final Adjudication Sent	This letter notifies the provider that the State has not received a response to the Hospital Waiver and audit is final.
Hospital Money Owed letter	FIN-1500-O	8 – Final Adjudication Sent	This letter is an order of adjudication implementing an audited final settlement and indicates monies due or owing.

Letter Name	Letter Number	Send During This Settlement Phase/Status	Description
Hospital 2920	FIN-1700-O	8 – Final Adjudication Sent	<p>This letter Informs the provider that <u>there is an offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>
Hospital 2921	FIN-1750-O	8 – Final Adjudication Sent	<p>This letter Informs the provider that <u>there is no offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>

Reports

Listed below are the most commonly-used reports for hospital cost settlement:

ID	Report Name	Frequency	Description
FIN-AR43-W	Accounts Receivable - Weekly Activity - by RSN Code	Weekly	This report aids in the tracking and control of accounts receivable and to track all weekly activity associated with an outstanding account receivable. It provides a summary of weekly activity associated with outstanding provider accounts receivable for each financial cycle. This report is grouped by reason code, and includes subtotals at reason code breaks.
FIN-FE20-Q	Hospital Cost Settlement - Provider Detail	Quarterly	This report is a provider detail report for A/Rs. It includes reason codes, recoupment dates, and recoupment amounts.
FIN-FE21-Q	Hospital Cost Settlement - Provider Summary	Quarterly	This report lists all of the federal fiscal years, by provider, associated with claim recoveries for each quarter based on the original claim paid dates. The report is for federal reporting.
FIN-FE22-Q	Hospital Cost Settlement - FFY Summary	Quarterly	This report provides summary totals by fiscal year.

Summary

In this lesson you learned about the MITS tasks that you perform in support of the annual hospital cost settlement process.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

You use the MITS panels to complete which of the following hospital cost settlement tasks? (Select all correct answers.)

- A. Creating the required A/R records
- B. Creating the required expenditure records
- C. Generating the appropriate hospital cost settlement letters
- D. Creating the hospital cost settlement record

Why should you use the MITS panels to create an A/R for hospital cost settlement?

- A. The A/R type is not recognized by the mass upload process.
- B. The A/R upload process will fail if hospital cost settlement A/Rs appear on the spreadsheet.
- C. It is against ODJFS policy.
- D. You have to link the A/R record to the hospital cost settlement record by hand using the MITS panels.

You only send hospital cost settlement letters during the final settlement phase.

- A. True
- B. False

Searching For a Hospital Cost Settlement Record

What

In this topic you learn how to search for a hospital cost settlement record.

Who

ODJFS Staff

When

You perform this task when you need to retrieve a hospital cost settlement record for any of the following reasons:

- Review the record details and status
- Review the list of related accounts receivable and expenditure records
- Modify the record details
- Generate hospital cost settlement letters

Relevance

You perform this task to locate and review the hospital cost settlement panels.

Failure to complete this task correctly could result in not finding the correct hospital cost settlement record.

How To

Follow these steps from any MITS page to search for a hospital cost record:

Step	Action								
1	Click Financial .								
2	Click hospital cost settlement .								
3	Choose a search method from the table below: <table border="1" data-bbox="344 655 1404 1438"> <thead> <tr> <th>To search by:</th> <th>Follow these steps</th> </tr> </thead> <tbody> <tr> <td>Cost Settlement Number</td> <td> a. Type the Cost Settlement ID number in the Cost Settlement Number field. b. Click Search. </td> </tr> <tr> <td>Payee ID</td> <td> a. Complete the Payee ID field (by typing in the ID, or using the search function). b. Optionally, make a selection from the Period Type or Status drop-down lists. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search. </td> </tr> <tr> <td>Period Type</td> <td> a. Make a selection from the Period Type drop-down lists. b. Optionally, make a selection from the Status drop-down list. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search. </td> </tr> </tbody> </table>	To search by:	Follow these steps	Cost Settlement Number	a. Type the Cost Settlement ID number in the Cost Settlement Number field. b. Click Search .	Payee ID	a. Complete the Payee ID field (by typing in the ID, or using the search function). b. Optionally, make a selection from the Period Type or Status drop-down lists. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search .	Period Type	a. Make a selection from the Period Type drop-down lists. b. Optionally, make a selection from the Status drop-down list. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search .
To search by:	Follow these steps								
Cost Settlement Number	a. Type the Cost Settlement ID number in the Cost Settlement Number field. b. Click Search .								
Payee ID	a. Complete the Payee ID field (by typing in the ID, or using the search function). b. Optionally, make a selection from the Period Type or Status drop-down lists. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search .								
Period Type	a. Make a selection from the Period Type drop-down lists. b. Optionally, make a selection from the Status drop-down list. c. Optionally, select the maximum number of records to appear in your search results from the Records drop-down list. d. Click Search .								
4	If only one record exists for the provider that you specified, it will open. If a list of records appears, select a row to open it.								

Success

You have successfully completed this task when the intended hospital cost settlement record(s) appear.

Next Steps

The next steps depend on where you are in the manual process. Normally, a search for a hospital cost settlement is followed by one or more of the following tasks:

- Modifying a hospital cost record
- Creating the required expenditures or A/R records
- Generating a letter to the hospital provider

Practice

Search for a hospital cost settlement record using this information:

- **Provider Type**=Provider
- **Provider ID**= The instructor will provide a provider number for this exercise.
- **Period Type** = Do not specify
- **Status** = Do not specify

When you are done be prepared to answer the instructor's questions about the fields that appear on the panels.

Creating a Hospital Cost Settlement Record

What

In this topic you learn how to create a hospital cost settlement record.

Who

ODJFS Staff

When

You perform this task during the yearly hospital cost settlement cycle, based upon the hospitals' reported costs.

Create this record after reviewing the first, "As Filed," set of hospital cost reports.

Relevance

You perform this task to create the cost record used during every review phase of hospital cost settlement. Each Accounts Receivable and Expenditure record for hospital cost settlement includes a linkage to a hospital cost settlement record.

Failure to complete this task correctly can result in incorrectly tracking related A/R or expenditure records.

Requirements

You must have the following requirements to achieve the successful completion of this task:

- Cost report
- Knowledge of which period type (State Fiscal Year) is applicable
- Assurance that the record has not already been created
- Amounts for XIX and Title X, as determined from the analysis of the hospital cost report
- Specific recovery amounts or percentages if requested by the hospital provider

How To

Follow these steps from any MITS page to create a hospital cost settlement record:

Step	Action
1	Click Financial .
2	Click hospital cost settlement .
3	Click add .
4	Type the payee's identification number into the Payee ID field, and then press the Tab key on your keyboard to initiate the payee validation function. Note: If you do not know the payee's identification number, then click the Search link to search for it.
5	Select the Period Type .
6	Complete the following fields: <ul style="list-style-type: none"> • Title XIX Settlement Amount • Title V Settlement Amount • Service Date From • Service Date Thru
7	Add comments to the record if necessary.
8	Click add .
9	Select As Filed from from the Status drop-down list.
10	Click save .

Success

You have successfully completed this task when a "Save Successful" message appears in the **Maintenance** panel.

Next Steps

Continue with the manual hospital cost settlement process.

At points during the process, you will create A/R or expenditure records and link them to this hospital cost settlement record.

Practice

Create a hospital cost settlement record using this information:

- **Payee ID** = Use the provider ID assigned to you.
- **Period Type** = SF09 - State Fiscal year 2009
- **Title XIX Settlement Amount** = 1000.00
- **Title V settlement Amount** = 1500.00
- **Service Date From** = 1/1/2009
- **Service Date Thru** = 12/31/2009
- **Comments** = "Created for training purposes"
- **Status** = 1 - AS FILED

When you are done, write down the cost settlement record number here: _____

Creating an Expenditure For Hospital Cost Settlement

What

In this topic you learn how to create a new expenditure record for a provider hospital for hospital cost settlement purposes.

Who

ODJFS Staff

When

You perform this task when it is necessary to create an expenditure record for hospital cost settlement.

Relevance

You perform this task to make a payment to a provider hospital during the cost settlement process.

Failure to complete this task correctly could result in one or more of the following consequences:

- Paying too much
- Paying too little
- Paying late
- Failing to pay at all
- Sending a payment to an incorrect payee

Requirements

- Manual cost reports from hospitals process provide the input information you use for processing hospital cost settlements.
- You must create hospital cost settlement expenditures individually, using MITS panels. The required, related transaction fields are only available on the MITS panel.

Guidelines

- Create expenditures for hospital cost settlement individually using MITS panels.
- To avoid duplicate work, it is good practice to search first to ensure that no one has already created the required expenditure.

Field Values

The table below lists the expenditure fields where you will select or provide values unique to hospital cost settlement.

Field	Selection	Reason
Process Type	Immediate	To separate this expenditure from the regular financial cycle to ensure that it is not offset by unrelated accounts receivable.
Expenditure Reason	Select the appropriate hospital cost settlement reason.	To ensure that the expenditure is categorized correctly in MITS
Related Txn Type	Hospital Cost Settlement	To ensure that this expenditure is tied to the correct related transaction type.
Related Txn Number	Type (or search for) the correct hospital cost settlement ID for this record.	To link this expenditure with the hospital cost settlement record for this provider.

Expenditure Base Information

The following image illustrates the fields that you must be sure to complete when creating an expenditure for hospital cost settlement:

Base Information		Related Txn	
Expenditure ID	0	Type	2 - HOSP COST SETTLE
*Payee Type	Provider	Number	100
*Payee ID	8520079536 [Search]		
Name	MCDONALD PEDIATRICS LLC		
Address	9803 MATTHEWS STREET		
City	COPPEROPOLIS		
State	OH		
Zip	18722		
Phone	(497)011-5354		
*Payout Amt	\$5,000.00		
*Process Type	Immediate		
*Expenditure Reason	9504 - Hosp InterimAud		
*Fund Code	4510REG [Search]		
Setup User ID	TRAIN13		
Add Date	08/19/2010		
Status	Pending		
Payment #			
Issue Date			
*Activated	08/19/2010		
Time Active			
Approval User ID			
Request Doc			
Cash Disposition			
Disp Reason			
CCN			

How To

Follow these steps from any MITS page to create an expenditure for hospital cost settlement:

Step	Action
1	Click Financial .
2	Click exp .
3	Click add to display the Base Information panel.
4	Select the type of payee in the Payee Type drop-down list.
5	Type the payee's identification number in the Payee ID field, and then press the Tab key on your keyboard to initiate the payee validation function. Note: If you do not know the payee's identification number, then click the Search link to search for it.
6	Type the amount to be paid in the Payout Amt field.
7	Select Immediate from the Process Type drop-down list.
8	Select the appropriate hospital cost settlement reason code from the Expenditure Reason drop-down list.
9	Is the Fund Code field already populated? <ul style="list-style-type: none"> • If yes, continue to the next step. • If no, click the Search link to find the appropriate fund code.
10	Do you need to delay the activation of this expenditure to a later date? Note: This will delay payment until the appropriate cycle following the new date that you specify. <ul style="list-style-type: none"> • If yes, change the date in the Activated field to a later date. • If no, continue to step 11.
11	Select HOSP COST SETTLE from the Related Txn Type drop-down list.

Step	Action
12	<p>Do you know the hospital cost settlement number that pertains to this expenditure record?</p> <p>If yes, type the hospital cost settlement ID number in the Related Txn Number field.</p> <p>If no, click Search and use the resulting Number dialog panel to search for the correct hospital cost settlement number.</p> <p>Note: You will have to provide the payee ID number, and you can optionally restrict the results by selecting a Status.</p>
13	<p>Optionally, click Supplemental Information and complete any of the following fields in the Supplemental Information panel that are appropriate for this expenditure:</p> <ul style="list-style-type: none"> • Provider Specialty • Provider Type • Aid Category • Benefit Plan • Cost Settlement Date • Date of Service From • Date of Service To • Recipient ID
14	<p>Optionally, use the Comments panel to add important notes to the expenditure record.</p>
15	<p>Click save.</p>

Success

You have successfully completed this task when a "Save Successful" message appears in the Expenditure Maintenance panel.

Next Steps

Continue with the manual hospital cost settlement process.

Practice

Create an expenditure for hospital cost settlement using this information:

- **Payee Type** = Provider
- **Payee ID** = Use the provider ID assigned to you.
- **Payout Amount** = 5000.00
- **Process Type** = Immediate
- **Expenditure Reason** = Hospital Cost Settlement
- **Related Txn Type** = Hospital Cost Settlement
- **Related Txn Number** = Use the number for the hospital cost settlement record that you created.

When you are done, write down the expenditure ID number here:

Creating Accounts Receivable For Hospital Cost Settlement

What

In this topic you learn how to create an Accounts Receivable (A/R) record for hospital cost settlement.

Who

ODJFS staff

When

You perform this task when you need to create an A/R for hospital cost settlement.

Relevance

You perform this task to ensure that participating hospitals are charged appropriately when the hospital cost settlement process determines that they owe money to ODJFS.

Failure to perform this task correctly could result in the following consequences:

- Financial records may be inaccurate.
- Hospitals may not be billed properly.

Requirements

- You must create hospital cost settlement A/Rs individually, using MITS panels.
- You must create an A/R Number manually using local work instructions.

Guidelines

It is good practice to search first to ensure that an A/R has not already been created for this provider, for this purpose.

How To

Follow these steps from any MITS page to create and A/R record for a provider hospital during the hospital cost settlement process.

Step	Action
1.	Click Financial .
2.	Click A/R .
3.	Click add .
4.	a. Create an AR Number manually according to local work instructions. b. Type your AR Number into the AR Number field.
5.	Type the payee's identification number in the Payee ID field, and then press the Tab key on your keyboard to initiate the payee validation function. Note: If you do not know the payee's identification number, then click the Search link to search for it.
6.	Type the amount due in the Setup Amount field.
7.	Type the date that this A/R should be effective in the Effective Date field.
8.	Select the appropriate hospital cost settlement reason from the Reason Code drop-down list.
9.	Select WEEKLY from the Frequency drop-down list.
10.	If ODJFS has agreed with the provider to do an offset, select OAKS MANUAL from the Type drop-down list. Otherwise, select OAKS MANUAL from the Type drop-down list.
11.	Type 100% in the Percentage field.
12.	Skip the Recoup Amount field.
13.	Click save .

Success

You have successfully completed this task when a "Save Successful" message appears in the **A/R Maintenance** panel.

Next Steps

Continue with the hospital cost settlement process as required.

Practice

Create an A/R for hospital cost settlement using this information:

- **AR Number** = Create a number using your initials and the last four digits of your work telephone number.
- **Payee ID** = Use the same provider that you used to create the hospital cost settlement record.
- **Setup Amount** = 4200.00
- **Effective Date** = 7/1/2009
- **Reason Code** = Hospital Cost Settlement
- **Frequency** = Weekly
- **Type** = OAKS Manual
- **Percentage** = 100
- **Related Txn Type** = Hospital Cost Settlement
- **Related Txn Number** = Use the number you created in the Create a Hospital Cost Settlement practice exercise.

When you are done, write down the A/R ID number here: _____.

Modifying a Hospital Cost Settlement Record

What

In this topic you learn how to modify an existing hospital cost record.

Who

ODJFS Staff

When

You perform this task when you want to change the details of, or add comments to a hospital cost record during any of the phases of the hospital cost settlement process.

Relevance

Failure to complete this task correctly could result in the following consequences:

- Not finding the correct hospital cost settlement record
- Having outdated, incorrect information in the hospital cost settlement record

Guidelines

Follow the current, manual hospital cost settlement procedures. Use MITS to update the hospital cost settlement record.

How To

Follow these steps from the Hospital Cost Settlement page to modify a hospital cost settlement page:

Step	Action
1	Search for the hospital cost settlement record.
2	Change the values of the following fields as required: <ul style="list-style-type: none"> • Title XIX Settlement Amount • Title V Settlement Amount • Service Dates (to and from)
3	Click Status History in the Cost Settlement Maintenance panel and scroll down to the Status History panel.
4	Click add .
5	Select the current status of the hospital cost settlement record from the Status drop-down list.
6	Add a comment to this record if necessary.
7	Click save .

Success

You have successfully completed this task when a confirmation message appears in the **Maintenance** panel.

Next Steps

Use these panels to generate letters if required by the current manual process step.

Use the MITS panels to individually create all expenditure and A/R records associated with hospital cost settlement.

Practice

Modify a hospital cost settlement record using this information:

- **Hospital Cost Settlement ID:** Use the ID number created in your practice exercise.
- **Title XIX Settlement Amount** = 1200.00
- **Title V Settlement Amount** = 1700.00
- **Status** = Desk Review

Generating Hospital Cost Settlement Letters

What

In this topic you learn how to generate hospital cost settlement letters.

Who

ODJFS Staff

When

You perform this task as part of the yearly hospital cost settlement cycle.

Relevance

You perform this task to send the appropriate settlement information and notifications to hospital providers.

Failure to complete this task correctly could result in the following consequences:

- The hospital may not receive notifications on time.
- Payments may not be timely.
- Deadlines may not be met.

Guidelines

Letter generation takes place in MITS, however all calculations in preparation for those letters occurs in manual spreadsheets.

You provide the required data from the external sources when you complete these live-edit letters.

How To

Follow these steps from Hospital Cost Settlement Search page to generate a hospital cost settlement letter:

Step	Action										
1	Search for and open the correct hospital cost settlement record.										
2	Select the appropriate letter from the Letter to Generate drop-down list. Use the table below to determine the correct letter: <table border="1" data-bbox="311 615 1437 1386"> <thead> <tr> <th>Letter Name</th> <th>Letter</th> <th>PDF/ Live Edit</th> <th>Send During This Phase/ Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Hospital 2918 Interim Settlement Letter</td> <td>FIN-1600-O</td> <td>Live Edit</td> <td>3-Interim</td> <td> <p>This letter Informs the provider <u>there is no offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p> </td> </tr> </tbody> </table>	Letter Name	Letter	PDF/ Live Edit	Send During This Phase/ Status	Description	Hospital 2918 Interim Settlement Letter	FIN-1600-O	Live Edit	3-Interim	<p>This letter Informs the provider <u>there is no offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>
Letter Name	Letter	PDF/ Live Edit	Send During This Phase/ Status	Description							
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Step	Action				
	Hospital 2919 Interim Settlement Letter	FIN-1650-O	Live Edit	3-Interim	<p>This letter Informs the provider that <u>there is an offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>
	Hospital CS HCAP letter	FIN-1200-O	Live Edit	3-Interim	<p>This letter Informs the provider that data from their cost reports will be used to assign amounts for HCAP.</p>
	Hospital CS HCAP Adjustment Letter	FIN-1250-O	Live Edit	3-Interim	<p>This letter Informs the provider that their requested changes to the cost report may change the amounts assigned for HCAP, but not the monetary amount due or owed for their cost settlement.</p>
	Hospital Waiver	FIN-1800-O	Live Edit	<p>This letter may be appropriate during the following phases:</p> <p>5 – Final Settle – PAO Mailed</p> <p>6 – Final Settle – PAO Accepted</p> <p>7 – Final Settle – PAO Not Accept</p>	<p>The Hospital Waiver letter is a notification of a proposed adjudication order with a waiver and request for settlement.</p>

Step	Action				
	Hospital Check Received letter	FIN-1300-O	Live Edit	8 – Final Adjudication Sent	This letter notifies the provider that their final settlement check has been received and the audit is final.
	Hospital No Response letter	FIN-1400-O	Live Edit	8 – Final Adjudication Sent	This letter notifies the provider that the State has not received a response to the Hospital Waiver and Audit is final.
	Hospital Money Owed letter	FIN-1500-O	Live Edit	8 – Final Adjudication Sent	This letter is an order of adjudication implementing an audited final settlement and indicates monies due or owing.
	Hospital 2920	FIN-1700-O	Live Edit	8 – Final Adjudication Sent	<p>This letter Informs the provider that <u>there is an offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter:</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>

Step	Action				
	Hospital 2921	FIN-1750-O	Live Edit	8 – Final Adjudication Sent	<p>This letter Informs the provider that <u>there is no offset</u> between Title XIX and Title V money.</p> <p>PLEASE NOTE: This is a five-part form letter</p> <ul style="list-style-type: none"> • Fiscal • Provider • Two for Rate Setting • Cost Settling and Department of Health <p>The appropriate agency/recipient is noted at the bottom of each form.</p>
3	Click Generate Letter in the Maintenance panel.				
4	Select the appropriate letter from the Letter to Generate drop-down list.				
5	Click Generate Letter .				
6	Click Open on the File Download dialog box.				
7	For each of the live-edit fields, provide the correct value. A brief description of the required information appears in a tool tip when you move your mouse pointer over the field.				
8	Click the Other Actions icon, and select Local Print from the pop-up menu.				
9	Click OK on the Live Edit dialog box displaying the success message.				
10	When the LiveEditor dialog box opens and displays the location (URL) where your letter is stored, you can write down this address if you want. Click OK .				
11	When the Adobe Acrobat Viewer opens your letter in PDF mode, complete the following steps: <ul style="list-style-type: none"> • Review the letter for the correct provider name and address. • Review the letter to ensure that every live edit field is complete and contains accurate values. 				
12	Print the letter.				

Success

You have successfully completed this task when you have completed the manual entry of all required information and have generated the letter.

Practice

Send the Hospital Money Owed letter, using this information:

- Provider ID = Use the provider assigned to you.
- For all live edit fields, complete them with values of your choice.
- Please do not print the letter.



Remember that the information you use for this report comes from the hospital cost reports used during the appropriate analysis phase.

Review

Objectives

In this course you learned how to complete the following tasks:

- Define the purpose of an expenditure
- Identify the two methods for creating expenditures and when each is appropriate
- Describe the financial processing cycles that affect the payment of an expenditure
- Define advance payment and describe the unique requirements for this expenditure reason
- Search for and review the details of an expenditure record
- Create an expenditure
- Activate an advance payment
- Identify the expenditure-related batch reports available in MITS
- Create expenditures and accounts payable for HCAP
- Generate HCAP letters
- Create hospital cost settlement records
- Create expenditures and accounts payable for hospital cost settlement
- Generate hospital cost settlement letters