



# Medicaid Information Technology System

**State & Local Government Solutions**

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**Medicaid Information Technology System (MITS)**

## **Payment Deductions, Payment Holds, and Liens Participant Guide**

**November 11, 2010**

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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 and maintain payment deductions, payment deduction dispositions, and payment holds in the Ohio MITS system.

- Payment deductions are used to recover payments and collect debts from providers.
- Payment deduction dispositions are used to adjust and correct the balances of deductions.
- Payment holds are concerned with budgets and funding.

## Prerequisites

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

- Introduction to MITS
- General Financial Overview
- Online Reports & Letters

## Objective(s)

After completing this course you should be able to:

- Search and add a payment deduction
- Create a payment deduction comment
- Search and add a payment deduction disposition
- Identify if an expenditure is automated or manual
- Search, add, update, and end a payment hold

## Agenda

Topic	Time (Minutes)
Welcome, Introductions, and Housekeeping	10
Course overview	5
Introduction to Payment Deductions (Foundational)	15
Maintaining a Payment Deduction: <ul style="list-style-type: none"> <li>• Searching for a payment deduction</li> <li>• Adding a payment deduction</li> <li>• Creating a payment deduction comment</li> </ul>	45

Practice: Maintaining a Payment Deduction: <ul style="list-style-type: none"> <li>• Searching for a payment deduction</li> <li>• Adding a payment deduction</li> <li>• Creating a payment deduction comment</li> </ul>	30
Break	10
Introduction to Payment Deduction Dispositions (Foundational)	15
Maintaining a Payment Deduction Disposition: <ul style="list-style-type: none"> <li>• Searching for a Payment Deduction Disposition</li> <li>• Adding a Payment Deduction Disposition</li> </ul>	30
Practice: Maintaining a Payment Deduction Disposition: <ul style="list-style-type: none"> <li>• Searching for a Payment Deduction Disposition</li> <li>• Adding a Payment Deduction Disposition</li> </ul>	15
Lunch	60
Identifying if an Expenditure is Automated or Manual	15
Practice: <ul style="list-style-type: none"> <li>• Identifying if an Expenditure is Automated or Manual</li> </ul>	15
Break	10
Introduction to Payment Holds (Foundational)	15
Maintaining a Payment Hold <ul style="list-style-type: none"> <li>• Searching for a payment hold</li> <li>• Adding a payment hold</li> <li>• Modifying a payment hold</li> <li>• Ending a payment hold</li> </ul>	60
Practice: Maintaining a Payment Hold <ul style="list-style-type: none"> <li>• Searching for a payment hold</li> <li>• Adding a payment hold</li> <li>• Modifying a payment hold</li> <li>• Ending a payment hold</li> </ul>	60
Course Review and Summary (Q&A)	15

# Introduction to Payment Deductions

## Overview

Payment deductions are set up to recover payments from providers to either pay out to different entities or to withhold payments from a provider in the weekly payment cycle due to the provider failing to meet specific guidelines defined by the State.

There are four types of payment deductions:

- Liens
- Withholds
- Sanctions
- Child Support

A payment deduction can be created to collect debts such as:

- A lien for an audit review fine or penalty (Refundable and non-refundable fines)
- Garnishments and collections of debts for an outside party (such as the IRS or for the State of Ohio)
- Child support payments
- Payments due the State of Ohio from a provider due to failing to meet specific State guidelines

The decision to create a payment deduction is based on the departments' business needs and requirements, and in some cases, appropriate supporting documentation.

Payment deductions can only be satisfied through offsets in the weekly cycle. An offset is money applied to an A/R automatically through the cycle.

Cash receipts may not be applied to payment deductions.

Payment deductions are listed in weekly Remittance Advice reports sent to providers.

## Four Types of Payment Deductions

There are four types of payment deductions: Child support, lien, sanction, or withhold.

The Reason Code used will determine what type of payment deduction is setup.

	Deduction Type	Description
1.	Child support	<ul style="list-style-type: none"> <li>• A child support deduction does not close once the deduction balance reaches a 0.00 balance. These types of deductions run through a monthly process that will reset the balance to the original Deduction Amount in the setup. This batch process will continue until <b>End Date</b> has been reached.</li> <li>• Money recovered towards these deductions will create a lien</li> </ul>

		holder payment. The child support deductions will recoup up to but no more than the original setup amount during a one month period. At the end of each month, all active child support deduction balances will be reset to equal the original setup amount.
2.	Lien	<p><b>Liens for Garnishments or the IRS:</b></p> <ul style="list-style-type: none"> <li>• Liens against providers are received from the Internal Revenue Service (IRS) or from the courts in the form of a garnishment.</li> <li>• Liens are established when the carrier receives a Notice of Levy or Garnishment Order stating the payer(s) name and address, tax identification number (TIN), and the amount of the levy. Any future provider payments are forwarded to the IRS, or designated garnishee plaintiff, until the lien is satisfied.</li> <li>• When the total amount of the lien has been collected, the carrier will automatically close the lien. The user does not have the option to setup a garnishment without a balance.</li> <li>• This type of lien will recoup money until the end date is reached. If the Lien is set up using a reason code with the IRS B indicator turned on, all of the money recovered towards this lien will be tracked and reported under the Federal Withholdings box on the 1099.</li> </ul>
3.	Sanction	<ul style="list-style-type: none"> <li>• These are non-refundable fines.</li> <li>• A sanction withholds money from the provider payment.</li> <li>• Sanctions can be used as non-refundable fines or fees against Providers. There is no lien holder on this type of deduction, and therefore no payment sent to a lien holder.</li> </ul>
4.	Withhold	<p><b>Withholds for Exiting Long Term Care Providers</b></p> <ul style="list-style-type: none"> <li>• <b>Can</b> be Refunded</li> <li>• In the former system these type of withholds were treated as a lien – and were known as a “CHOP.”</li> <li>• A type of payment deduction can be created if a long term care (LTC) provider submits notice that it will be exiting the Medicaid program. At that time JFS estimates the debt of the exiting operator and is allowed to withhold funds up to the estimate. The funds are withheld through the payment deduction process. Once debts are determined and finalized, JFS uses the withheld funds to satisfy the debt. If there are any remaining monies after all debts have been satisfied, the balance is paid back to the provider.</li> <li>• The reason code to use for this type of payment deduction is a type related to a withhold. In the old system an LTC who is leaving the system (a process known as a CHOP) was a lien, however under MITS this is a Payment Deduction. Liens are</li> </ul>

		<p>NOT refundable in MITS, so this is why this type changed.</p> <p><b>Withholds as Refundable Fines</b></p> <ul style="list-style-type: none"> <li>• A withhold establishes an accounts receivable against the Provider subject to satisfaction from a future payment(s) to the provider for claims or other payment from MITS.</li> <li>• This type of deduction withholds money from the provider payment and automatically creates a cash receipt in the weekly cycle.</li> <li>• Withholds can be used as refundable fines against Providers. A withhold type of deduction will create a Cash Receipt record for the amount of money deducted from the payment.</li> <li>• There is no lien holder on a withhold type of deduction.</li> <li>• A withhold deduction creates cash receipt for the provider that OHP can disposition back to provider through disposition of an AR; or by creating an expenditure; or dispositioned against other transactions by creating an Accounts Receivable.</li> <li>• Creates cash receipt for provider that can disposition back to provider through disposition of an AR or by creating an Expenditure</li> </ul>
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## Deduction Logic

### Deduction Percentage Logic

When establishing a payment deduction using a percentage, the value entered in the **Payment Percentage** field will withhold up to the specified percentage of payments scheduled to be made to the provider up to the **Deduction Amount**. In the examples below the **Payment Rate** field will be set to 0.

	Deduction Amount (\$)	Provider Reimbursement (\$)	Percentage Amount	Recovered Amount from Provider Payment (\$)	Balance of Payment Deduction (\$) to be collected in future cycles
1.	100	100	100%	100	0
2.	100	100	50%	50	50
3.	100	50	100%	50	50

4.	100	50	50%	25	75
----	-----	----	-----	----	----

**Note:** The rate logic methods are either/or methods: If a percentage payment deduction is used, then a payment rate deduction cannot be used.

### Deduction Rate Logic

When establishing a payment deduction using a **Payment Rate**, the value entered in the **Payment Rate** field will withhold up to the specified rate of payments scheduled to be made to the provider up to the **Deduction Amount**. In the examples below the **Payment Percentage** field will be set to 0.

	Deduction Amount (\$)	Provider Reimbursement (\$)	Rate Amount	Recovered Amount from Provider Payment (\$)	Balance of Payment Deduction (\$) to be collected in future cycles
1.	100	100	100	100	0
2.	100	100	50	50	50
3.	100	50	100	50	50
4.	100	50	25	25	75

**Note:** The rate logic methods are either/or methods: If a payment rate deduction is used, then a payment rate percentage deduction cannot be used.

### Payment Deduction Fields

Review some of the payment deduction fields to learn more about the information you will use to create a payment deduction:

Payment Deduction Maintenance Prefs Top

Select an area to add or modify

Base Information Document Control Number Payment Deduction Comments

Financial Payment Deduction Payment Deduction: Base Information Panel

save cancel new

---

Base Information Top Nav ?

Deduction Number  10

\*Payee Type

\*Payee ID  3 11 [ Search ]

Name

\*Deduction Amount  4 \$0.00

\*Payment Percentage  1

\*Payment Rate  1 \$0.00

\*Financial Cycle  5

Lien Holder Number  9 [ Search ]

Lien Holder Name  6

\*Document Number  7

Status

\*Setup Date

\*Effective Date

\*End Date  8

\*Reason  2

	Field	Description
1.	Rate or Percentage	<ul style="list-style-type: none"> <li>When establishing a payment deduction using a percentage, the value entered in the Payment Percentage field will withhold up to the specified percentage of the provider's payment up to the Deduction Amount.</li> <li>When establishing a payment deduction using a Payment Rate, the value entered in the Payment Rate field will withhold up to the specified rate of the provider payment up to the Deduction Amount.</li> <li>The rate logic methods are either/or methods: If you use a percentage payment deduction, then you cannot use a payment rate deduction. If you use a payment rate deduction, then you cannot use a payment percentage deduction.</li> </ul>
2.	Payment Deduction Reason (and it's associated Code)	<p>Determines what type of payment deduction is setup. The Payment Deduction Reason controls the outcome of the deduction. Each reason can be assigned one of 4 different Reason Types that control how the system will handle the specific payment deduction:</p> <ul style="list-style-type: none"> <li>Child support: Does not close once the payment deduction Balance reaches a 0.00 balance. These types of payment deductions run through a monthly process that will reset the balance to the original Deduction Amount in the setup. This batch process will continue against the payment deduction until the End Date has been reached. Using a child support reason code should prompt the user to enter a Lien Holder Number.</li> </ul>

		<ul style="list-style-type: none"> <li>• Lien: Used for IRS, garnishment, exiting LTC Provider, or audit review fine or penalty</li> <li>• Withhold: Withholds money from the provider payment and automatically creates a cash receipt in the weekly cycle.</li> <li>• Sanction: Withholds money from the provider payment.</li> </ul> <p>Reason Codes and Types: The Payment Deduction Maintenance panel shows some of the reason codes and reason types for a payment deduction reason. (This panel is located under: Financial: Related Data.)</p> <table border="1"> <thead> <tr> <th colspan="4">Payment Deduction Reason</th> </tr> <tr> <th>Reason Code</th> <th>Description</th> <th>IRS B Indicator</th> <th>Reason Type</th> </tr> </thead> <tbody> <tr> <td>8503</td> <td>IRS TAX WITHHOLDING</td> <td>YES</td> <td>Lien</td> </tr> <tr> <td>9906</td> <td>OTHER</td> <td>NO</td> <td>Sanction</td> </tr> <tr> <td>9999</td> <td>UNASSIGNED</td> <td>NO</td> <td>Sanction</td> </tr> <tr> <td>8406</td> <td>NON REFUNDABLE FINES</td> <td>NO</td> <td>Lien</td> </tr> <tr> <td>8407</td> <td>MCP FINE REFUNDABLE</td> <td>NO</td> <td>Withhold</td> </tr> <tr> <td>8502</td> <td>INTERNAL REVENUE SRV</td> <td>NO</td> <td>Lien</td> </tr> <tr> <td>9904</td> <td>COURT ORDER - MISC</td> <td>NO</td> <td>Lien</td> </tr> <tr> <td>8502</td> <td>INTERNAL REVENUE SRV</td> <td>NO</td> <td>Lien</td> </tr> <tr> <td>9904</td> <td>COURT ORDER - MISC</td> <td>NO</td> <td>Lien</td> </tr> </tbody> </table>	Payment Deduction Reason				Reason Code	Description	IRS B Indicator	Reason Type	8503	IRS TAX WITHHOLDING	YES	Lien	9906	OTHER	NO	Sanction	9999	UNASSIGNED	NO	Sanction	8406	NON REFUNDABLE FINES	NO	Lien	8407	MCP FINE REFUNDABLE	NO	Withhold	8502	INTERNAL REVENUE SRV	NO	Lien	9904	COURT ORDER - MISC	NO	Lien	8502	INTERNAL REVENUE SRV	NO	Lien	9904	COURT ORDER - MISC	NO	Lien
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8502	INTERNAL REVENUE SRV	NO	Lien																																											
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9904	COURT ORDER - MISC	NO	Lien																																											
3.	Provider Number	Unique number for the person, organization or institution that provides health care related services and is enrolled in the Ohio Medicaid program																																												
4.	Deduction Amount	The dollar amount of the original deduction.																																												
5.	Cycle to be withheld	MMIS Main Cycle is the default and used 99% of the time																																												
6.	Lien Holder	<p>If you select a reason code for sanction or withhold, you do not need a lien holder because these are the reason codes for the State of Ohio.</p> <p>Child Support and IRS deductions require the lien holder name and number.</p> <p><b>Note:</b> Lien holder field retains an asterisk as a required field, even when it isn't always required.</p>																																												
7.	Document Control Number	<ul style="list-style-type: none"> <li>• This number is used when using scanned docs that need to be linked in to the deduction amount. The Document Control Number panel is where the EDMS system ties any scanned documentation related to the Payment deduction.</li> <li>• EDMS assigns the control number after OHP staff completes the EDMS cover sheet to identify the payment deduction number which links the documentation to the payment deduction.</li> <li>• For example, a garnishment would need a document</li> </ul>																																												

		control number to link all the documents together.
8.	Payment Deduction End Date	<ul style="list-style-type: none"> <li>• <b>End Date</b> is the last date that an open payment deduction will be applied to payments made to this payee. Note that payment deductions will be closed by the system when the deduction amount has been withheld.</li> <li>• The default system end of time date is 12/31/2299. If using the end of time date, it will keep the payment deduction open for as long as it takes to recover all of the <b>Deduction Amount</b> before closing (except for child support).</li> <li>• A payment deduction will not close if the <b>End Date</b> has passed and there is still a balance owing on the deduction. However, if the end date has passed, no further payments will be withheld or applied to the outstanding balance.</li> <li>• Child support deductions remain open until either the total deduction amount is reached or the <b>End Date</b> is updated or the <b>End Date</b> has passed.</li> </ul>
9.	Lien Holder Number	<ul style="list-style-type: none"> <li>• If you select a reason code number that relates to either a for sanction or withhold, you do not need a lien holder number because these reason codes are for the State of Ohio.</li> <li>• Child Support and IRS deductions require the lien holder name and number.</li> </ul>
10.	Payment Deduction Number	<ul style="list-style-type: none"> <li>• A payment deduction number is assigned to the Payment Deduction transaction when initially saving the deduction request.</li> <li>• If you do not know the Payee's ID number, then you must search by payment deduction number to find an existing payment deduction.</li> </ul>
11.	National Provider ID (NPI) or Medicaid Provider ID (MCD)	If doing a search, you can use either the provider NPI or their Medicaid ID number when performing a search for Payment Deductions.

## 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 is not a type of payment deduction?

- A. Child support

- B. Encumbrance
- C. Lien
- D. Sanction
- E. Withhold

If a payment deduction **End Date** has passed, no further payments will be withheld or applied to the outstanding balance.

- A. True
- B. False

MMIS Main Cycle is the default and used 90% of the time

- A. True
- B. False

You must determine if a rate or percentage will be withheld from the provider only if the deduction is an IRS lien.

- A. True
- B. False

A withhold reason code will withhold money from the provider payment and automatically create a cash receipt in the weekly cycle.

- A. True
- B. False

## Summary

In this topic, you have learned about:

- What is a payment deduction
- Four types of deductions
- Payment deduction logic
- Payment deduction fields

# Maintaining a Payment Deduction

## Overview

### What

In this topic you learn how to search for and add a payment deduction.

Payment deductions are deductions used to recover payments from provider.

### Who

A payment deduction can be created by an OHP staff person who has authorized role-based security.

### When

This task would only be performed when it is determined that a payment deduction is required. This decision is based on the departments' business needs and requirements, and in some cases, appropriate supporting documentation.

OHP Staff will monitor the aged accounts receivables to determine if:

- A Provider's A/R has exceeded the aging threshold
- A payment deduction is required to recoup funds from a provider

### Relevance

A payment deduction enables:

- Fines and Penalties by OHP
- Collection of debts for third parties (IRS, Child Support)

You need to accurately create the payment deductions because:

- Payment deductions affects the provider's payment, which affects its ability to maintain its business.
- The State of Ohio's debt records must be accurate.

### Requirements

The information you need to create a payment deduction includes:

- 1) Rate or Percentage
- 2) Payment Deduction Reason
- 3) Provider Number
- 4) Deduction Amount
- 5) Cycle to be withheld

- 6) Lien Holder
- 7) Payment Deduction End Date
- 8) Document Control Number
- 9) Lien Holder Number
- 10) Payment Deduction Number (to search existing deductions)
- 11) National Provider ID (NPI) or Medicaid Provider ID (MCD)
- 12) Payment Deduction Comments

## Rules and Guidelines

The following are the rules and guidelines that impact and guide the performance of this task:

- You should always review the other payment deductions that are listed in the system for OAKS vendors and/or Medicaid Providers in order to avoid creating a duplicate or conflicting payment deduction.
- Money for all payment deductions will be recouped by either: A percentage of the payment amount; or a set payment rate.
- Payment deductions can only be satisfied through offsets in the weekly cycle. An offset is any money paid to the provider either through claims payment or expenditures in the weekly cycle. No money received as a result of a Cash Receipt may be applied to a Payment Deduction.

## How To



View the open payment deductions for OAKS vendors and/or Medicaid Providers so that you avoid creating a duplicate or conflicting payment deduction.

## Searching for a Payment Deduction

A Payment Deduction Search requires you to enter either a payment deduction number or a Payee Type and Payee ID (Provider ID). You can also use additional criteria such as Reason Code and Status to limit the amount of information returned.

Follow these steps from MITS home page to search for a payment deduction:

Step	Action
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.
2	From the drop-down list, select <b>Payment Deduction</b> .
3	Select the Payee Type in the <b>Payee Type</b> drop-down list field.
4	Type the Payee ID in the <b>Payee ID</b> field and click off the field to verify.

	<b>Note:</b> If you do not know the Payee ID number, then you must search by deduction number.
5	If you want to search for the Payee ID, then follow these steps: <ul style="list-style-type: none"> <li>a. From <b>Payment Deduction Search</b> panel, click <b>[Search]</b> adjacent to the Payee ID field.</li> <li>b. In Payee ID search pop-up panel, type the Business or Last Name in the <b>Business OR Last Name field..</b></li> <li>c. Click <b>Search.</b></li> <li>d. From Payee ID search results window, click the appropriate row for the provider.</li> </ul>
6	Select <b>OPEN</b> in the <b>Status</b> drop-down field.
7	Click <b>search.</b>
8	If the provider has more than one payment deduction, click the appropriate row for the provider's payment deduction to view the details.

### Creating a Payment Deduction

Follow these steps from MITS home page to create a payment deduction:

Step	Action				
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.				
2	From the drop-down list sub-menu, select <b>Payment Deduction.</b>				
3	From <b>Payment Deduction Search</b> panel, click <b>add.</b>				
4	From the <b>Base Information</b> panel: <ul style="list-style-type: none"> <li>a) Select the Payee Type in the <b>Payee Type</b> drop-down list field.</li> <li>b) In the <b>Payee ID</b> field, type the Payee ID number and click off the field to verify the number.</li> </ul>				
5	From the <b>Base Information</b> panel, type the amount of the Deduction in the <b>Deduction Amount</b> field.				
6	To deduct a payment percentage or a payment rate amount, choose one of the following methods: <table border="1" data-bbox="360 1625 1386 1770" style="margin-left: 20px;"> <thead> <tr> <th>To deduct a Payment:</th> <th>Then choose one method:</th> </tr> </thead> <tbody> <tr> <td>Percent</td> <td>Type the payment percentage in the <b>Payment Percentage</b> field.</td> </tr> </tbody> </table>	To deduct a Payment:	Then choose one method:	Percent	Type the payment percentage in the <b>Payment Percentage</b> field.
To deduct a Payment:	Then choose one method:				
Percent	Type the payment percentage in the <b>Payment Percentage</b> field.				

	<table border="1"> <tr> <td data-bbox="363 205 667 432">Rate</td> <td data-bbox="667 205 1386 432">           Type the payment rate in the <b>Payment Rate</b> field.   <b>Note:</b> You must choose either a payment percentage deduction or a payment rate deduction, but not both. The panel will display an error in the maintenance panel if both values are set.         </td> </tr> </table>	Rate	Type the payment rate in the <b>Payment Rate</b> field.  <b>Note:</b> You must choose either a payment percentage deduction or a payment rate deduction, but not both. The panel will display an error in the maintenance panel if both values are set.																		
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7	<p>In the following fields, select or type the desired values:</p> <table border="1"> <thead> <tr> <th data-bbox="375 537 727 590">Field:</th> <th data-bbox="727 537 1377 590">Select or type a value if required:</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 590 727 680">Financial Cycle *</td> <td data-bbox="727 590 1377 680">In the <b>Financial Cycle</b> field, select the appropriate cycle from the drop-down list.</td> </tr> <tr> <td data-bbox="375 680 727 842">Lien Holder Number</td> <td data-bbox="727 680 1377 842">In the <b>Lien Holder Number</b> field, type the lien holder number. <b>Note:</b> Lien Holder Number is only required for certain reason codes.</td> </tr> <tr> <td data-bbox="375 842 727 961">Lien Holder Name</td> <td data-bbox="727 842 1377 961">The <b>Lien Holder Name</b> field will automatically populate when you enter the <b>Lien Holder Number</b>.</td> </tr> <tr> <td data-bbox="375 961 727 1052">Document Number *</td> <td data-bbox="727 961 1377 1052">In the <b>Document Number</b> field, type the Document Number.</td> </tr> <tr> <td data-bbox="375 1052 727 1104">Status</td> <td data-bbox="727 1052 1377 1104">Use the default status.</td> </tr> <tr> <td data-bbox="375 1104 727 1194">Setup Date *</td> <td data-bbox="727 1104 1377 1194">In the <b>Setup Date</b> field, accept the default date or type the date.</td> </tr> <tr> <td data-bbox="375 1194 727 1356">Effective Date *</td> <td data-bbox="727 1194 1377 1356">In the <b>Effective Date</b> field, type the effective date. <b>Note:</b> The <b>Effective Date</b> is the date the collection is to begin.</td> </tr> <tr> <td data-bbox="375 1356 727 1446">End Date *</td> <td data-bbox="727 1356 1377 1446">In the <b>End Date</b> field, type the date that the deduction should end.</td> </tr> <tr> <td data-bbox="375 1446 727 1537">Reason *</td> <td data-bbox="727 1446 1377 1537">In the <b>Reason</b> drop-down list field, select the appropriate reason for the lien.</td> </tr> </tbody> </table> <p><b>Note:</b> Fields with an asterisk (*) are required.</p>	Field:	Select or type a value if required:	Financial Cycle *	In the <b>Financial Cycle</b> field, select the appropriate cycle from the drop-down list.	Lien Holder Number	In the <b>Lien Holder Number</b> field, type the lien holder number. <b>Note:</b> Lien Holder Number is only required for certain reason codes.	Lien Holder Name	The <b>Lien Holder Name</b> field will automatically populate when you enter the <b>Lien Holder Number</b> .	Document Number *	In the <b>Document Number</b> field, type the Document Number.	Status	Use the default status.	Setup Date *	In the <b>Setup Date</b> field, accept the default date or type the date.	Effective Date *	In the <b>Effective Date</b> field, type the effective date. <b>Note:</b> The <b>Effective Date</b> is the date the collection is to begin.	End Date *	In the <b>End Date</b> field, type the date that the deduction should end.	Reason *	In the <b>Reason</b> drop-down list field, select the appropriate reason for the lien.
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End Date *	In the <b>End Date</b> field, type the date that the deduction should end.																				
Reason *	In the <b>Reason</b> drop-down list field, select the appropriate reason for the lien.																				
8	In the <b>Payment Deduction Maintenance</b> panel, click <b>Save</b> .																				

## Creating a Payment Deduction Comment

You can enter comments about the purpose of the payment deduction. More than one comment may be added. Comments are useful for audit and tracking purposes.

Follow these steps from the Payment Deduction Maintenance panel to create a payment deduction comment:

Step	Action
1	From the <b>Payment Deduction Maintenance</b> panel, click <b>Payment Deduction Comments</b> .
2	In the <b>Payment Deduction Comments</b> panel, click <b>add</b> .
3	In the <b>Payment Deduction Comments</b> panel, type the comments in the <b>Comments</b> field.
4	In the <b>Payment Deduction Maintenance</b> panel, click <b>save</b> .

## Success

You have successfully completed this task when a confirmation message displays.

## Practice

### Data Requirements

#### Practice - Maintaining a Payment Deduction using this information:

##### 1) Searching for Payment Deductions:

View the payment deduction(s) for Payee ID number: See Learner list below

##### 2) Adding a Payment Deduction:

Add a payment deduction:

- Type: Payee ID= See Learner list below
- Payee Type = Provider
- Deduction Amount = \$500
- Payment Percentage Rate = 20%
- Financial Cycle = Test Cycle
- Document Number = 7777
- Effective Date = Today's Date + 1 Day (business)
- End Date = 12/31/2010
- Reason = 9906 - Other

**3) Adding Payment Deduction Comments:**

Add some comments into the payment deduction comments field.

**Payee ID by Learner Number:**

- Learner 1: 8732391363
- Learner 2: 8500823862
- Learner 3: 8782604775
- Learner 4: 8005995330
- Learner 5: 8550446357
- Learner 6: 8792876018
- Learner 7: 8368447573
- Learner 8: 8560571450
- Learner 9: 8015946481
- Learner 10:8540232732

**Summary**

In this topic you learned how to search for a payment deduction, create a payment deduction, and create a payment deduction comment.

# Introduction to Dispositions

## Overview

A payment deduction disposition is an accounting transaction used to adjust a balance of a payment deduction. Generally dispositions will be performed by the system.

Manual dispositions can be used to adjust a provider's balance. Manual updates will always be performed via the payment deduction disposition panels. Only a couple of instances would necessitate this type of manual transaction such as:

- A negotiated agreement with the provider to reduce the balance owed
- To apply an interest type balance increase.

Dispositions are also useful as an audit trail.

## Disposition Panels

The **Payment Deduction Information** panel is used to add or view all disposition transactions against the payment deduction. These dispositions represent all of the offsets that have occurred towards the payment deduction. Generally these postings will be performed by the system.

### Payment Deduction Information Panel

The amount in the **Received To Date** field is the net balance of the transactions in the dispositions panel.

Ohio MITS Iteration 4.5 Model Office Environment July 31, 2010

Home Claims Drug EDI Healthcheck **Financial** Managed Care MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security Tools

home a/r banner bed count cash cpao cost settlement cpao selection encumbrance exp hospital cost settlement **pay ded** pay paym

related data rpts&ltrs \$ cycle sch maint 1099

Next Search By: Deduction Number

Payment Deduction Information	
Deduction Number	10000006
Payee Type	Provider
Payee ID	1053302869
Name	MCDONALD PEDIATRICS LLC
Payment Percentage	100.00%
Payment Rate	\$0.00
Financial Cycle	MMIS MAIN CYCLE
Reason	TEST
Lien Holder Number	
Lien Holder Name	
Document Number	1
Status	OPEN
Setup Date	08/04/2009
Effective Date	08/04/2009
End Date	12/31/2299
Deduction Amount	\$50.00
<b>Received to Date</b>	<b>\$50.00</b>
Balance	\$0.00

Received to date is \$50

Payment Deduction Select an area to add or modify

The **Payment Deduction Disposition** panel displays all payment transactions that have been posted/dispositioned against the payment deduction.

Generally these postings will be performed by the system. Manual updates to change the balance owed can only be performed on the **Payment Deduction Disposition** panel.

### Payment Deduction Disposition Panel

Base Information				
Deduction Number	7086	Lien Holder Number		[ Search ]
Payee Type	Provider	Lien Holder Name		
*Payee ID	8520079536 [ Search ]	Document Number	3210	
Name	MCDONALD PEDIATRICS LLC	Status	OPEN	
Deduction Amount	\$1,000.00	Setup Date	07/30/2010	
*Payment Percentage	0.00%	*Effective Date	08/01/2010	
*Payment Rate	\$100.00	*End Date	12/31/2011	
Financial Cycle	TEST CYCLE	Reason	9906 - Other	

  

Payment Deduction Disposition				
Reference Number	Disposition Reason	Amount	Disposition Date	Payment Issue Date
3	8500 - Manual Adjustment	\$100.00	07/31/2010	
Balance: \$900.00		Received to Date:\$100.00		

  

Reference Number	3	Manual disposition that reduced the deduction balance by \$100
Reason	8500 - Manual Adjustment	
Amount	\$100.00	
Disposition Date	07/31/2010	
Payment Issue Date		

### Adjusting the Disposition Balance

The disposition is used to increase or decrease the payment deduction balance.

A common error would be to confuse whether the disposition should be a negative or positive entry.

You can adjust the disposition balance accurately using this information:

	To:	Do This:
1.	<b>Reduce</b> the balance of the payment deduction	Enter a positive dollar amount in the disposition <b>Amount</b> field. Example: Reference Number 41: 5.00
2.	<b>Increase</b> the amount of the payment deduction	Enter a negative dollar amount in the disposition <b>Amount</b> field. Example: Reference Number 42: (-10.00)

The balance of the deduction will be reduced by entering a positive amount.

Payment Deduction Disposition					
Reference Number	Disposition Reason	Amount	Disposition Date	Payment Issue Date	
41	8500 - Manual Adjustment	\$5.00	02/18/2010		
42	8500 - Manual Adjustment	(\$10.00)	02/18/2010		
30000388	8510 - Batch Lien Disposition	\$55.00	07/12/2010	07/14/2010	
Balance: \$0.00		Received to Date: \$60.00			

## Reason Codes

The **Payment Deduction Disposition Reason** panel supports the reason codes associated to the disposition of monies against the payment deduction amount.

When you create a new payment deduction disposition you specify a reason for the disposition.

The payment deduction disposition reason codes can be found in the under related data for the Financial sub-system.

Payment Deduction Disposition Reason		
Reason Code	Description	Reason Type
8500	Manual Adjustment	Manual
8510	Batch Lien Disposition	System
8520	Child Support Reset	System

The Description and Reason Type associated with each **Reason Code** identifies how the money was applied (disposed) to the payment:

Code:	Description	Reason Type
8500	Manual Adjustment	Manual
8510	Batch Lien Disposition	System
8520	Child Support Reset	System

## 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 is not true about a Payment Deduction Disposition?

- A. A Payment Deduction Disposition is a negotiated agreement with a provider to reduce the balance owed.
- B. A Payment Deduction Disposition is used to apply an interest type balance increase.
- C. A payment deduction disposition is an accounting transaction used to adjust a balance of a payment deduction
- D. A payment deduction disposition is deleted when the deduction balance equals zero (0); at that point, there is no audit trail.

The amount in the **Received To Date** field in the Payment Deduction Information panel is the net balance of the transactions in the dispositions panel.

- A. True
- B. False

The **Payment Deduction Information** panel displays all payment transactions that have been posted/dispositioned against the payment deduction. Generally these postings will be performed manually by OHP staff.

- A. True
- B. False

To reduce the balance of the payment deduction, enter a positive dollar amount in the disposition **Amount** field.

- A. True
- B. False

## Summary

In this topic, you have learned:

- What is a payment deduction disposition
- What is the **Payment Deduction Disposition** panel and the **Payment Deduction Information** panel
- How to add a payment deduction disposition
- How to increase or decrease the balance of a payment deduction disposition
- What are the payment deduction disposition reasons codes

# Maintaining a Payment Deduction Disposition

## Overview

In this topic, you will learn how to create a payment deduction disposition.

A payment deduction disposition is an accounting transaction used to adjust a balance of a payment deduction. A disposition provides an accounting audit trail.

## Who

A payment deduction disposition can be created by an OHP staff person who has authorized role-based security.

## When

This task would only be performed when it is determined that a payment deduction disposition is required to adjust a balance of a payment deduction.

## Relevance

A payment deduction disposition is used to adjust the balance of a payment deduction that is related to a provider's balance.

If you create the payment deduction disposition inaccurately, the following situations could occur:

- State of Ohio might not collect outstanding aged debts.
- Accounting Records might fail to reflect accurate debts.
- A payment deduction and associated disposition(s) might not reflect the correct amount(s).

## Requirements

The information you need to create a payment disposition includes:

- The original payment deduction number
- Amount of the monies to be adjusted

## Guidelines

In order to perform this task, you must be aware of the most current policies and how deductions must be dispositioned.

## How To



### Avoid Creating a Duplicate Disposition

Review the other payment deduction dispositions that are listed in the system in order to avoid creating a duplicate or conflicting payment disposition.

## Searching for a Payment Deduction Disposition

Follow these steps from MITS home page to search for a payment deduction disposition:

Step	Action						
1	From the MITS home page, click <b>Financial</b> .						
2	From the drop-down menu, select <b>Payment Deduction</b> .						
3	To search for a payment deduction for which you want to add a payment deduction disposition, perform these steps: <table border="1" data-bbox="370 926 1377 1331"> <thead> <tr> <th>If you:</th> <th>Then Perform these Steps:</th> </tr> </thead> <tbody> <tr> <td>Have the <b>Payment Deduction Number</b></td> <td>           a. From <b>Payment Deduction Search</b> panel, type the payment deduction number in the <b>Payment Deduction Number</b> field.            b. Click <b>search</b>.         </td> </tr> <tr> <td>Want to search for the <b>Payment Deduction Number</b></td> <td>           a. From <b>Payment Deduction Search</b> panel, select a Payee Type in the <b>Payee Type</b> drop-down list.            b. Type the Payee ID number in the <b>Payee ID</b> field.            c. Click <b>search</b>.            d. Select the appropriate payment deduction row in the search results panel to open the deduction.         </td> </tr> </tbody> </table>	If you:	Then Perform these Steps:	Have the <b>Payment Deduction Number</b>	a. From <b>Payment Deduction Search</b> panel, type the payment deduction number in the <b>Payment Deduction Number</b> field. b. Click <b>search</b> .	Want to search for the <b>Payment Deduction Number</b>	a. From <b>Payment Deduction Search</b> panel, select a Payee Type in the <b>Payee Type</b> drop-down list. b. Type the Payee ID number in the <b>Payee ID</b> field. c. Click <b>search</b> . d. Select the appropriate payment deduction row in the search results panel to open the deduction.
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Have the <b>Payment Deduction Number</b>	a. From <b>Payment Deduction Search</b> panel, type the payment deduction number in the <b>Payment Deduction Number</b> field. b. Click <b>search</b> .						
Want to search for the <b>Payment Deduction Number</b>	a. From <b>Payment Deduction Search</b> panel, select a Payee Type in the <b>Payee Type</b> drop-down list. b. Type the Payee ID number in the <b>Payee ID</b> field. c. Click <b>search</b> . d. Select the appropriate payment deduction row in the search results panel to open the deduction.						
4	From the <b>Payment Deduction Maintenance</b> panel, click <b>Payment Deduction Disposition</b> to view the details of a payment deduction disposition. <b>NOTE:</b> The <b>Deduction Amount</b> , <b>Received to Date</b> , and <b>Balance</b> will be shown in the <b>Payment Deduction Information</b> panel.						

## Adding a Payment Deduction Disposition

Follow these steps from MITS home page to add a payment deduction disposition:

Step	Action
1	From the MITS home page, click <b>Financial</b> .
2	From the drop-down menu, select <b>Payment Deduction</b> .
3	From the <b>Payment Deduction Search</b> panel, type the payment deduction number in the <b>Payment Deduction Number</b> field.
4	Click <b>search</b> .
5	From the <b>Payment Deduction Maintenance</b> panel, click <b>Payment Deduction Disposition</b> .  <b>Note:</b> You can view any existing dispositions for that payment deduction in the <b>Payment Deduction Disposition</b> panel.
6	Click <b>add</b> .
7	Select the Reason Code in the <b>Reason Code</b> drop-down list.
8	Type the amount of the disposition in the <b>Amount</b> field.
9	In the <b>Disposition Date</b> field, accept the default date or type the disposition date.
10	Click <b>Save</b> in the <b>Payment Deduction Maintenance</b> panel.

## Success

You have successfully completed this task when a confirmation message displays.

## Practice

### Data Requirements

**Practice - Using the information below**

**Searching a Payment Deduction Disposition:**

Search for the following Payment Deduction Disposition:

- Payee ID = 8520079536
- Search for: Deduction Number = 7083

**Adding a Payment Deduction Disposition:**

Create a payment deduction disposition using the payment deduction you created in the last practice.

- Payee ID = See Learner list below
- Reason = 8500 - Manual Adjustment
- Amount = \$25.00
- Disposition Date = Today's Date

**Payee ID by Learner Number:**

- Learner 1: 8732391363
- Learner 2: 8500823862
- Learner 3: 8782604775
- Learner 4: 8005995330
- Learner 5: 8550446357
- Learner 6: 8792876018
- Learner 7: 8368447573
- Learner 8: 8560571450
- Learner 9: 8015946481
- Learner 10: 8540232732

**Summary**

In this topic you learned how to search and add a payment deduction disposition.

# Identifying if an Expenditure is Automated or Manual

## Overview

### What

In this topic you learn how to identify if an expenditure was generated by the system or entered manually by an OHP staff person.

### Who

This task is performed by OHP staff.

### When

Determining if an expenditure is automated or manual is useful because expenditures are manually created in order to adjust a lien for exiting LTC provider or to adjust some other type of payment deduction.

### Requirements

To perform this task, you will need:

- The Payee ID name or number

### How To

#### Identifying if an Expenditure is Automated or Manual

Follow these steps from the MITS home page to identify if an expenditure is automated or manual:

Step	Action
1	From the MITS portal, click <b>Financial</b> from the subsystem drop-down menu.
2	From the drop-down list menu, select <b>Expenditure</b> .
3	Type the Payee ID in the <b>Payee ID</b> field.
4	To find the Payee ID field, perform these steps:

	In the <b>Financial Expenditure Search</b> panel, click <b>[Search]</b> adjacent to the Payee ID field. a. Click <b>search</b> . b. In the <b>Payee ID Search</b> panel, type the Business or Last Name in the <b>Business OR Last Name</b> field. c. Click <b>tab</b> to tab out of the <b>Payee ID</b> field to allow the system to perform a validation for the <b>Payee ID</b> . d. Select the appropriate <b>Payee ID</b> row in the <b>Search Results</b> panel.
5	In the <b>Financial Expenditure Search</b> panel, click <b>search</b> .
6	In the <b>Search Results</b> panel, select the appropriate expenditure row.
7	In the <b>Expenditure Information</b> panel, find the <b>Setup User ID</b> to determine if the expenditure was automated or manual.

**Hint**

The Setup User ID will show the user ID of the user that created the expenditure:

- A system generated ID indicates the expenditure was an automatically created by the system (via spreadsheet upload).
- A person's user ID will indicate it was a manual expenditure.

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- A system generated ID indicates the expenditure was an automatically created by the system (via spreadsheet upload).
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The screenshot displays the Ohio Medicaid Information Technology System interface. The top navigation bar includes links for Claims, Drug, EDI, Healthcheck, Financial, Managed Care, MAR, Prior Authorization, Provider, Recipient, Reference, RetroDUR, TPL, Security, Tools, and Site. Below this, a search bar is visible with the text "Search By: Expenditure" and a search button. A yellow box highlights the search results, with a red arrow pointing to the "Setup User ID" field, which contains the value "TRAIN12".

Expenditure Information	
Expenditure ID	2806439
Payout Amt	\$2,000.00
Expenditure Reason	Misc. Payment
Process Type	Regular
Status	Active
Add Date	07/09/2010
Activated	07/09/2010
Time Active	01:48:56
Issue Date	
Payment #	
Fund Code	4545SCH
Fund Payer	000 - Durn
Setup User ID	TRAIN12
Approval User ID	TRAIN12
Request Doc	
Related Transaction	
Type	
Number	

## Success

You have successfully completed this task when you are able to:

- View a specific expenditure
- View the Setup User ID field
- Determine if the expenditure was generated by the system or entered manually by a staff person

## Practice

### Data Requirements

Practice: Identify if an expenditure is automated or manual using this information:

- Payee ID = 8520079536
- Expenditure ID = 2806440

## Summary

In this topic you learned how to identify if an expenditure was generated by the system or entered manually by a staff person.

# Introduction to Payment Holds

## Overview

- Payment Holds are only performed by authorized individuals with a limited user profile.
- The payment hold process (also known as a Fiscal Pend), is a method of controlling spending and systemically preventing payments from being issued to payees based on selected criteria.
- Only claims and expenditures are checked for payment holds.
- Payment hold items will be omitted from the provider's remittance advice (RA) and the information on the held claim will not appear on the RA notifications sent to providers.
- All other financial transactions are disregarded and continue through the Financial Payment Cycle.
- A payment hold allows expenditures and claims to continue to process and prevents payments to a provider. Releasing a payment hold allows payments to be distributed.
- The payment hold process can take place during any scheduled payment cycle.
- A payment hold is different from a payment deduction or an account receivable.
- A payment hold will hold any and all payments in the cycle based on the criteria established in the Payment Hold panels.
- Normally, payment holds are performed at a fiscal year end.
- OHP staff can set up a payment hold based on their budget criteria: OHP staff will analyze their budgets and determine if there are not enough funds to pay all expenditures and claims within a Financial cycle.
- Typically, a payment hold will impact an entire financial cycle.



### For Example

An example of a payment hold would be:

Pay all home care providers, but hold all other payments based on the budget needs.

## Payment Hold Fields

No.	Field	Description
1	Number of Days	<p>Number of days for (prudent) payment:</p> <p>This indicates the number of calendar days a claim must age before a payment can be released for payment. It is calculated from the claim submit date (date of receipt) into the system.</p> <p><b>Note:</b> If you specify the <b>Number of Days</b>, then you cannot specify the <b>Payout Amount</b>.</p>
2	Payout Amount	<p>Amount of money that can be exempted from the payment hold.</p> <p>Transactions satisfying this payment hold criteria may be paid until this limit is reached.</p> <p><b>Note:</b> If you specify the <b>Payout Amount</b>, then you cannot specify the <b>Number of Days</b>.</p>
3	Benefit Plan	Medical assistance program to include or exclude from the payment hold.
4	Claim Media	Claim media type (For example, paper, electronic, etc.) to include or exclude from the payment hold.
5	Claim Types	Specific claim type to include or exclude from the payment hold.
6	Financial Cycle	<p>This value identifies which cycle schedule to use to process this transaction.</p> <p>The MMIS MAIN CYCLE is the cycle schedule that should be used for this type of transaction. This schedule is the primary weekly financially cycle schedule.</p>
7	Fund Codes	<p>Fund code to include or exclude from the payment hold</p> <p>A <b>Fund Code</b> is the code assigned to claim details and non-claim specific expenditures -- to track and report the funding of the transaction either at the federal or state level.</p>
8	Payee Type/ID	<p>Payee Type/ID to include or exclude from the payment hold</p> <p><b>Payee Type/ID</b> is a unique number that identifies the entity receiving payment from the financial system.</p>
9	Payment Types	Type of payment identifies the form of payment expected by the payee

		For example, check, cash, EFT (electronic funds transfer) to include or exclude from the payment hold.
10	Provider Specialty	Provider Specialty to include or exclude from the payment hold This is the specialized area of practice for a provider.
11	Provider Types	Provider Types to include or exclude from the payment hold. This is the types of services performed by a provider.
12	Reason Code	Four digit code that represents the reason for the payment hold.
13	Claim Received Date From	Start of effective date range for claim receipt or expenditure activation for the transaction to be considered for hold.
14	Claim Received Date To	End of effective date range for claim receipt or expenditure activation for the transaction to be eligible for hold.
15	Control Number	Unique number assigned to each payment hold.
16	Date of Service From	Earliest date of service on the claim to be eligible for the hold.
17	Date of Service To	End of effective date range on the claim to be eligible for hold.
18	Effective Date	Start date of the payment hold. This date is the date the system uses to begin holding transactions in the financial cycle based on this Payment Hold criteria.
19	End Date	End date of the payment hold. This date is the last date the system will consider the payment hold request when processing transactions in the financial cycle.

Base Information	
Control Number	15 <input type="text" value="0"/>
*Reason Code	12 <input type="text"/>
*Effective Date	08/12/2010 18
*End Date	12/31/2299 19
*Number of Days	1 <input type="text" value="0"/>
Payout Amount	2 <input type="text" value="\$0.00"/>
Claim Received Date From	13 <input type="text"/>
Claim Received Date To	14 <input type="text"/>
Date of Service From	16 <input type="text"/>
Date of Service To	17 <input type="text"/>
*Financial Cycle	6 <input type="text"/>
Claim Types	Include 5
Provider Types	Include 11
Fund Codes	Include 7
Payment Types	Include 9
Payee Type/ID	Include 8
Benefit Plan	Include 3
Claim Media	Include 4
Provider Speciality	Include 10



### For Example

#### Number of Days Field

- By using this field, you can restrict which claims you release into the system based on how long the claims have been in the system.
- The aging begins the date the claim is received into the MITS system: Therefore, that is the date you can start counting for possession or **Number of Days**.

#### For Example:

If you want to hold everything that is less than 60 days, you enter 60 into the **Number of Days** field.

Result: Any claims with a receipt date less than 60 days will be held.

- If OHP receives a claim for the date of January 1, but OHP does not receive that claim into the system until it February 1, then that claim is considered to begin the number of days count on February 1.
- If that claim is affected by a **60** day hold: The system would use the February 1 date as the date to start the count for number of days. On March 11, even though the claim is 71 days old, it has been in the system for 39 days. . Once the claim number of days exceed 60 days, the payment is released. The claim would not be released for payment until April 2.

## Hold Criteria

A payment hold is different from a payment deduction or an A/R.

A payment hold does not collect from offsets. It holds any and all payments in the cycle based on the criteria established in the Payment Hold panels.

The following criteria can be used to facilitate a hold on a payment:

- Provider
- Provider type
- Provider specialty
- Fund code
- Benefit Plan
- Date of Service
- Program Code
- Claim type
- Claim Media (paper, electronic, or POS)
- Payment Type (Check, State Transfer, or EFT)

## Include / Exclude Logic

Because of the complexity of the Include / Exclude logic of a payment deduction, it is very important that the person who performs this function knows exactly what they need to do to set up the transaction correctly.

- If the payment hold is for an "Include" (Payee ID, Provider type, Provider specialty, etc) then those types or specialties will always be Held in the payment cycle.
- Excludes are the reverse: The cycle holds everything except what was included in the criteria.

## Include Exclude Logic for Payment Hold Criteria

If you choose this:	Then you will:
Include	Hold all payments for that criteria
Exclude	Hold everything else except that criteria

Base Information	
Control Number	<input type="text" value="0"/>
*Reason Code	8600 - State Authorized Hold
*Effective Date	12/01/2010
*End Date	12/31/2010
*Number of Days	30
Payout Amount	\$100.00
Claim Received Date From	<input type="text"/>
Claim Received Date To	<input type="text"/>
Date of Service From	<input type="text"/>
Date of Service To	<input type="text"/>
*Financial Cycle	TEST CYCLE
Claim Types	Include
Provider Types	Include
Fund Codes	Include
Payment Types	Include
Payee Type/ID	Include
Benefit Plan	Include
Claim Media	Include
Provider Speciality	Include

  

Claim Type	
Claim Type	A DENTAL CLAIMS
*Claim Type	D - DENTAL CLAIMS

Type data below for new record.

Example of a payment hold that will hold payment of all dental claims for 30 days after the \$100 payout exemption amount is surpassed.



### Remember to add the hold criteria to be included or excluded

If you set up only the Base Information panel information and omit the Include and Exclude criteria values, the payment hold will not hold payments. The payment hold process requires at least one piece of Include or Exclude criteria to successfully hold payments.

## Reports

You can monitor the status of held funds by reviewing reports generated during the financial cycle via the COLD Report Search panel.

Listed below are the most commonly-used reports for payment holds:

ID	Report Title	Frequency	Report Objective
FIN-PH01-W	The Payment Hold - Weekly Summary Report by Provider	Weekly	<ul style="list-style-type: none"> <li>Displays by provider how many claims and financial transactions are being held and the dollar amount associated with those claims</li> <li>Gives a total dollar amount for all transactions</li> <li>Used to determine the impact of claim payment holds on providers</li> </ul>

FIN-PH02-W	The Payment Hold - Weekly Summary by Fund Code	Weekly	<ul style="list-style-type: none"> <li>• Displays by fund code how many claims and financial transactions are being held and the dollar amount associated with those claims</li> <li>• Gives a total dollar amount for all transactions</li> <li>• Is used to determine the impact of claim payment holds on a specific fund code each week</li> </ul>
FIN-PH03-W	The Payment Hold - Aging Greater Than 30 Days	Weekly	<ul style="list-style-type: none"> <li>• Displays all payment hold requests which have aged greater than 30 days.</li> <li>• Includes total number of financial transactions and claims that are impacted by the hold and the associated dollar amounts for each.</li> <li>• Displays by control number which claim payment holds have been in effective status for more than 30 days.</li> <li>• Is used to monitor aged holds on a weekly basis to ensure that claim payment holds have been updated with release dates, if applicable. OHP staff reviews this report and validates that all holds that have aged greater than 30 days have been appropriately authorized.</li> </ul>
FIN-PH05-R	Claim Payment Hold	Weekly	<ul style="list-style-type: none"> <li>• Displays all claims and financial transactions held in the current financial batch cycle</li> </ul>
FIN-TI03-R	Financial Transactions Input - Claim Payment Hold	Weekly	<ul style="list-style-type: none"> <li>• Displays all claim payment hold setups and updated transactions that are active during the processing week</li> <li>• Lists each transaction by control number with summary totals for the number of transactions input</li> <li>• Used as a monitoring and control report for all financial claim payment hold transactions active during the current processing cycle</li> <li>• Utilized within a series of reports to ensure that all financial transactions received are input into the system on a weekly basis</li> </ul>

## 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 is true about the Payout Amount field?

- A. Transactions satisfying this Payment Hold criteria may be paid until this limit is reached.
- B. Amount of money that can be exempted from the fiscal pend (payment hold)
- C. If you specify the Payout Amount, then you cannot specify the Number of Days.
- D. Both B and C are true.
- E. All the above are true.

Only claims and expenditures are checked for payment holds. All other financial transactions are disregarded and continue through the Financial Payment Cycle.

- A. True
- B. False

Which of the following statements is NOT true about a Payment Hold?

- A. A payment hold does not collect from offsets.
- B. This indicates the number of calendar days before a payment is allowed for a transaction.
- C. The payment hold process can only take place at the fiscal year end cycle.
- D. A payment hold is different from a payment deduction or an A/R.

The Payment Hold process is also known as a Fiscal Balance Act.

- A. True
- B. False

A payment hold on a provider's payments does not allow the claims to be processed, and no payments are issued during the hold period.

- A. True
- B. False

Which of the following statements is NOT true about a Payment Hold's

**include / exclude criteria?**

- A. Include criteria: Hold all payments for that criteria
- B. Exclude: Excludes the specified criteria from receiving any payments.
- C. Exclude criteria: The cycle holds everything except what was included in the criteria.
- D. If you let the hold criteria remain at the default values of Include, the payment hold will hold all payments.

**Summary**

In this topic, you have learned about:

- What are payment holds
- Payment hold fields
- Payment hold criteria
- Include and exclude logic for the payment hold criteria
- The reports which support payment holds

# Maintaining a Payment Hold

## Overview

### What

In this topic you learn how to search for, add, modify, and delete a payment hold.

### Who

A payment hold can be created by an OHP staff person who has authorized role-based security.

### When

This task is performed when it is determined that a payment hold is required.

A payment hold determination is based on the budget, budgeting directives, a department's business needs and requirements which would be documented via a request from The ODJFS Office of Budget Management (OBM).

The hold process can take place during any scheduled payment cycle.

### Relevance

Payment holds can be used for:

- The Collection of certain debts
- Budgeting
- Cash flow

If you create the payment hold inaccurately, the following situations could occur:

- Budget shortfalls could occur.
- Budgets spending limits could be exceeded.
- Failure to collect certain debts could occur.



#### Understanding is Crucial

Be very careful when setting up a payment hold: One should clearly understand the set-up of a payment hold and understand the logistics. If not created properly, a payment hold could have detrimental or unexpected results.

## Requirements

The information you need to create a payment hold includes the following:

- Documentation from budget office
- Authorization
- Understanding of budgets
- Understanding of fund codes
- Provider number
- Understanding of the complexity of payment holds

## Guidelines

The following are the guidelines for a payment hold:

- Person(s) performing a payment hold must be authorized. The security access to create a payment hold will be very limited as it requires a complex understanding of the logistics and consequences of a payment hold.
- Person must fully understand the effect and the impact that can occur when creating a payment hold.
- Typically, a payment hold impacts the entire cycle.
- Normally, payment holds are created at year end. The OHP staff will analyze the budgets and determine if there are not enough funds in a particular budget type to pay for A/P for a specific Provider. When budget forecasts are short, the OHP staff would create a payment hold (fiscal type) for a subset of providers that use that particular budget allocation. For Example: Pay all home care providers, but hold everyone else based on budget.



### For Example

If hold date is before the cycle (before financial cycle is run), you can create the hold for any dates; however, after the cycle has run, you must be careful when creating the payment hold: The hold is still editable.

So if a cycle runs and utilizes this hold, be careful not to use the hold another time.

## Best Practices

The following are best practices for a payment hold:

- Review the other payment holds that are listed in the system in order to avoid creating a duplicate or conflicting payment hold.
- If a payment hold date is before the cycle: Then you can create the hold for any dates you want.
- If a cycle has run against a particular payment hold at least once, then you must be careful to avoid errors if making further edits: The payment hold remains editable even though the hold was utilized (in a prior cycle run).

**Danger**

Be very careful when creating or revising a payment hold: You must know how to set up the payment hold and understand the expected result. A payment hold can affect many budgets and providers' payments.

**Policies**

The following are policies for a payment hold:

- Only claims and expenditures are checked for payment holds.
- Payment hold items will be omitted from the provider's remittance advice (RA) and the information on the held claim will not appear on the RA notifications sent to providers. All other financial transactions are disregarded and continue through the Financial Payment Cycle.
- A payment hold allows expenditures and claims to continue to process and prevents payments to a provider. Releasing a payment hold allows payments to be distributed.
- The payment hold process can take place during any scheduled payment cycle.
- A payment hold is useful when certain budgets have allocations for specific items and the budgets are under-funded. Normally, they do holds, at year end
- The payment hold process can take place during any scheduled payment cycle.

**For Example**

An example of a payment hold:

Pay all home care providers, but hold all other providers based on the budget.

**How To**

Follow these steps from the MITS home page to create a payment hold:



Review the other payment holds that are listed in the system in order to avoid creating a duplicate or conflicting payment hold.

## Searching for a Payment Hold

Follow these steps from the MITS home page to search for a payment hold:

Step	Action
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.
2	From the drop-down list menu, select <b>Payment Hold</b> .
3	In the <b>Effective Date field</b> , type the effective date.
4	In the <b>End Date</b> field, type the end date.
5	Click <b>search</b> .

## Adding a Payment Hold

Follow these steps from MITS home page to add a new payment hold:

Step	Action																
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.																
2	From the drop-down list menu, select <b>Payment Hold</b> .																
3	In the <b>Payment Hold Search</b> panel, click <b>Add</b> .																
4	In the Base Information Panel, complete the following fields: <table border="1" data-bbox="344 1262 1403 1780"> <thead> <tr> <th>If you want to add:</th> <th>Then: Type or Select</th> <th>in the Field:</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Reason Code *</td> <td>Select</td> <td>Reason Code drop-down list.</td> <td>Reason for the payment hold</td> </tr> <tr> <td>Effective Date *</td> <td>Type</td> <td>Effective Date field</td> <td>Type a date if the default date is not correct</td> </tr> <tr> <td>End Date *</td> <td>Type</td> <td>End Date field</td> <td>Date that the payment hold should end <b>Note:</b> If you specify the End Date, then you cannot specify the Number of Days.</td> </tr> </tbody> </table>	If you want to add:	Then: Type or Select	in the Field:	Comments	Reason Code *	Select	Reason Code drop-down list.	Reason for the payment hold	Effective Date *	Type	Effective Date field	Type a date if the default date is not correct	End Date *	Type	End Date field	Date that the payment hold should end <b>Note:</b> If you specify the End Date, then you cannot specify the Number of Days.
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5	<p>To include or exclude criteria from the payment hold, perform these steps:</p> <table border="1"> <thead> <tr> <th>To include or exclude:</th> <th>Sub-Steps:</th> </tr> </thead> <tbody> <tr> <td>Claim types</td> <td> <ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Claim types drop-down list.</li> <li>Click <b>Claim type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Claim Type</b> from the Claim Type drop-down list.</li> </ol> </td> </tr> <tr> <td>Provider Types</td> <td> <ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Provider Type drop-down list.</li> <li>Click <b>Provider Type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Provider Type</b> from the Provider Type drop-down list.</li> </ol> </td> </tr> <tr> <td>Fund Codes</td> <td> <ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Fund Code types drop-down list.</li> <li>Click <b>Fund Code</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Fund Code Type</b> from the Fund Code drop-down</li> </ol> </td> </tr> </tbody> </table>	To include or exclude:	Sub-Steps:	Claim types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Claim types drop-down list.</li> <li>Click <b>Claim type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Claim Type</b> from the Claim Type drop-down list.</li> </ol>	Provider Types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Provider Type drop-down list.</li> <li>Click <b>Provider Type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Provider Type</b> from the Provider Type drop-down list.</li> </ol>	Fund Codes	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Fund Code types drop-down list.</li> <li>Click <b>Fund Code</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Fund Code Type</b> from the Fund Code drop-down</li> </ol>																				
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		list.
	Payment Types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Payment Types drop-down list.</li> <li>Click <b>Payment Type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Payment Type</b> from the Payment Type drop-down list.</li> </ol>
	Payee Type/ID types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Payee Type/ID types drop-down list.</li> <li>Click <b>Claim type</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Payee Type/ID types</b> from the Payee Type/ID type drop-down list.</li> </ol>
	Benefit Plans	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Benefit Plans drop-down list.</li> <li>Click <b>Benefit Plans</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Benefit Plans</b> from the Benefit Plans drop-down list.</li> </ol>
	Claim Media types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Claim Media drop-down list.</li> <li>Click <b>Claim Media</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Claim Media</b> from the Claim Media drop-down list.</li> </ol>
	Provider Specialty types	<ol style="list-style-type: none"> <li>Select <b>include</b> or <b>exclude</b> in the Provider Specialty drop-down list.</li> <li>Click <b>Provider Specialty</b> in the Payment Hold Maintenance panel.</li> <li>Click <b>add</b>.</li> <li>Select the <b>Provider Specialty</b> from the Provider Specialty drop-down list.</li> </ol>
6	In the <b>Payment Hold Maintenance</b> panel, click <b>Save</b> .	

**Good Points**

Less is better:

- Avoid creating complex criteria for a payment hold.
- Don't mix too many include/exclude parameters.
- The more complicated the payment hold criteria, the more difficult it will be to create an accurate payment hold.

## Modifying a Payment Hold

Follow these steps from MITS home page to modify a payment hold:

Step	Action
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.
2	From the drop-down list menu, select <b>Payment Hold</b> .
3	Search for the payment hold that you want to modify.
4	Click <b>Base Information</b> .
5	In the <b>Base Information Panel</b> , modify: <ul style="list-style-type: none"> <li>• The appropriate fields as needed</li> <li>• The include or exclude criteria as needed</li> </ul>
6	In the <b>Payment Hold Maintenance</b> panel, in the <b>Select an area to add or modify</b> section, click the appropriate criteria type to open it's panel.
7	Modify the appropriate criteria. <b>Note:</b> If you want to add a new criteria, you must delete the former criteria first.
8	Repeat Steps 6 to 7 for each criteria type that you want to modify.
9	In the <b>Payment Hold Maintenance</b> panel, click <b>save</b> .



If the payment hold is a date before the financial cycle is run, you can modify the hold to delete criteria or create any pay dates you need.

After the cycle has run, **be careful** what you do: The payment hold will still be editable after a cycle has run.

So if a cycle has utilized this hold at least once, then you must be careful; otherwise, you might inadvertently make a crucial error.

## Ending a Payment Hold

Follow these steps from MITS home page to end a payment hold:

Step	Action
1	From the MITS home page, click <b>Financial</b> from the subsystem drop-down menu.
2	From the drop-down list menu, select <b>Payment Hold</b> .

3	Click <b>Financial</b> from the subsystem drop-down menu.
4	Click <b>Pay Ded.</b>
5	Locate and open the payment hold that you want to end.
6	Click <b>Base Information.</b>
7	Type today's date in the <b>End Date</b> field.
8	Click <b>save.</b>

## Success

You have successfully completed this task when a confirmation message displays.

## Next Steps

You can monitor the status of held funds by reviewing reports generated during the financial cycle via the COLD Report Search panel. The following reports can be used:

- Payment Hold - Weekly Summary Report by Provider: FIN-PH01-W
- Payment Hold - Weekly Summary by Fund Code: FIN-PH02-W
- Payment Hold - Aging Greater Than 30 Days: FIN-PH03-W: Displays all payment hold requests which have aged greater than 30 days
- Claim Payment Hold: FIN-PH05-R: Displays all claims and financial transactions held in the current financial batch cycle
- Financial Transactions Input - Claim Payment Hold : FIN-TI03-R

## Practice

Practice maintaining a payment hold using this information:

Data Requirements	
<b>Practice - Maintaining a Payment Hold</b>	
<b>Practice How to:</b>	<b>Criteria:</b>
Search all payment holds by date	Effective Date = 08/01/2010 End Date = 12/31/2012
Search a payment hold by Control Number	Control Number: 201020801
Add a payment hold	Reason Code = See Learner list below Effective Date = Today + 3 business days End Date = 12/31/2011 Number of Days = 0 Financial Cycle = Test Cycle

Add two <b>Include</b> criteria from the Learner list below:			
Learner No	Reason Code	Add Criteria 1: Include	Add Criteria 2: Include:
1	8603 (Test)	Claim Type = Q - Compound Drug Claims	Provider Type = Hospice (44)
2	9876 (Test)	Provider Type = 08 - Pace	Claim Media = 90 - Special Projects
3	9804 - Other	Fund Code = 4545REG	Claim Type = Inpatient Claims
4	9876 (Test)	Payment Type = Check	Provider Specialty = 700 (Pharmacy)
5	8603 (Test)	Claim Type = Outpatient Claims	Claim Media = 70 - Encounters
6	9876 (Test)	Benefit Plan = DMA	Payment Type = Check
7	9804 - Other	Payee Type/ID = 8520079536	Payment Type = EFT
8	9876 (Test)	Provider Type = 01 - Hospital	Claim Media = 70 - Encounters
9	8603 (Test)	Provider Specialty = 800 (Ind. Lab)	Fund Code = 4538REG
10	8600 - State Authorized Hold	Claim Type = D - Dental Claims	Payment Type = State Transfer
Modify the payment hold just created	Reason Code = 8605 (Test 2) Delete Criteria: Delete the second criteria Add Criteria: Include: Payment Type = State Transfer		
End the payment hold that you just revised	End the payment hold that you created and revised in these practices by changing the <b>End Date</b> to today's date.		

## Summary

In this topic you learned how to search for, add, modify, and end a payment hold.

## Review

In this course you learned how to:

- Find a payee ID
- Search and add a payment deduction
- Create a payment deduction comment
- Search and add a payment deduction disposition
- Identify if an expenditure is automated or manual
- Search, add, update, and end a payment hold