

DPH ERA Remit and Batch Pay Protocol (v. 5/05)

The new version of Thom Biller has made DPH remit processing and batch payment easier. This will be especially useful to larger agencies that have to keep track of multiple remit files for multiple programs.

There are several key changes:

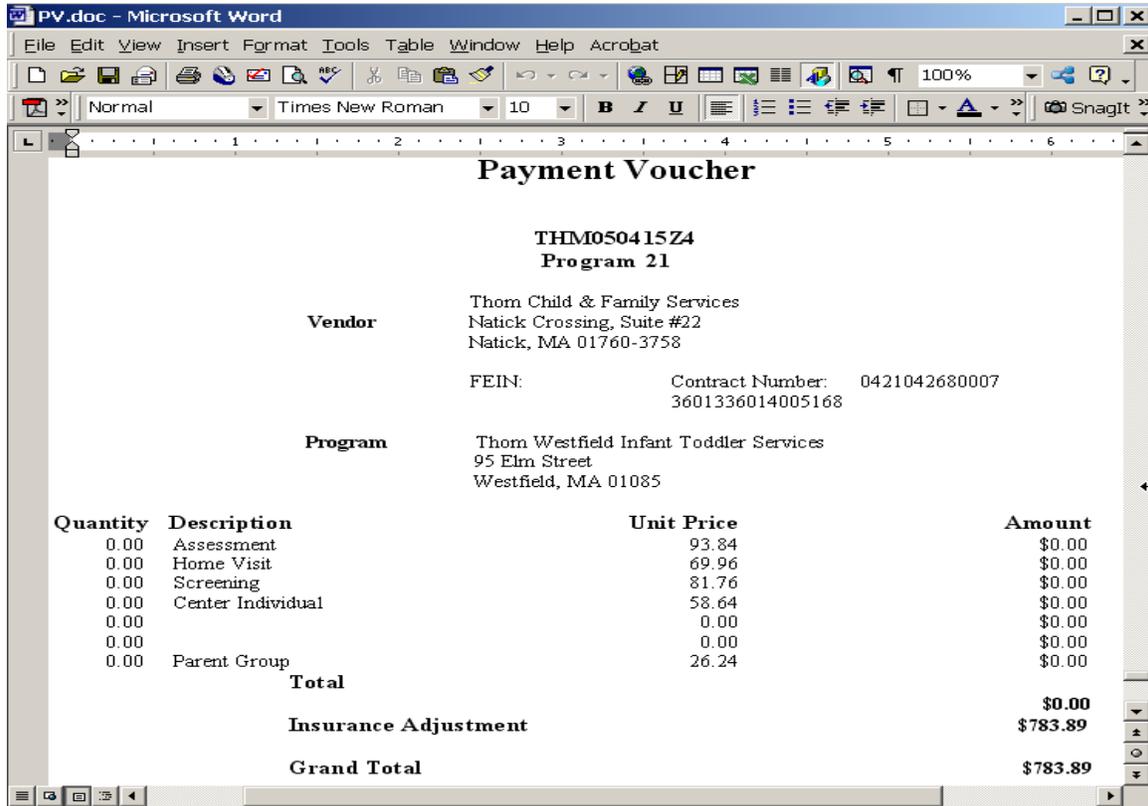
- 1) The DPH ERA remit processing routine now uses a unique file name to backup the remit files from DPH. This means you can let the Thom Biller delete the original DPH remit file once it is done.
- 2) The DPH ERA remit routine now has a "directory" button that lets you locate the folder holding remit files that need to be run. It remembers the last file you ran and looks at that same folder. So multi-program agencies should unzip their DPH remit files to a single folder called DPHREMIT\ and not use separate, program-specific folders.
- 3) Use the DPHREMIT\ folder as a "to-do" list. Work down from the top of it and let the Thom Biller delete the files as you go. Don't worry about copying files to a "Done" folder, or to folders for specific fiscal years.
- 4) The remit routine now does a comparison of existing DPH remit information already in Thom Biller and what is contained on the remit file. It will print a report of any DPH remit information that will be changed by the remit run. This helps you better understand what information a remit file is carrying, especially in the unusual cases when DPH changes a claim from ACCEPT to PENDED and removes the PV in the process. This comparison also helps you safely delay batch pay runs while you wait for DPH payment to come in.
- 5) There is a new table for tracking Batch Payment runs. Each time you process an ERA remit file, Thom Biller will create a "Pending Batch Pay" record for each PV in the remit file (usually 1-3 per remit file). So now when you go to run batch pays, Thom Biller will show you another "to-do" list of pending Batch Pay runs. Simply work your way down the list. Each PV you pay off is marked as "completed" in the Batch Pay table and hidden from you the next time you go in to do a run.

All in all, these changes make it easier to manage all the DPH remit information that comes in and avoid being swamped by it. They should help you do the runs in order, which is essential to keeping your information current. The basic rules of the game are still the same: 1) Run DPH Remits in the order they come in; 2) Do not run Batch Pays until you have actually received the money; 3) Try to run Batch Pays as soon after the DPH Remit run as possible; 4) Be on the lookout for retroactive changes in claim status; 5) Keep up with the files and avoid becoming backlogged.

Step 1a) Open the email from DPH and read the README.DOC file for any new information.

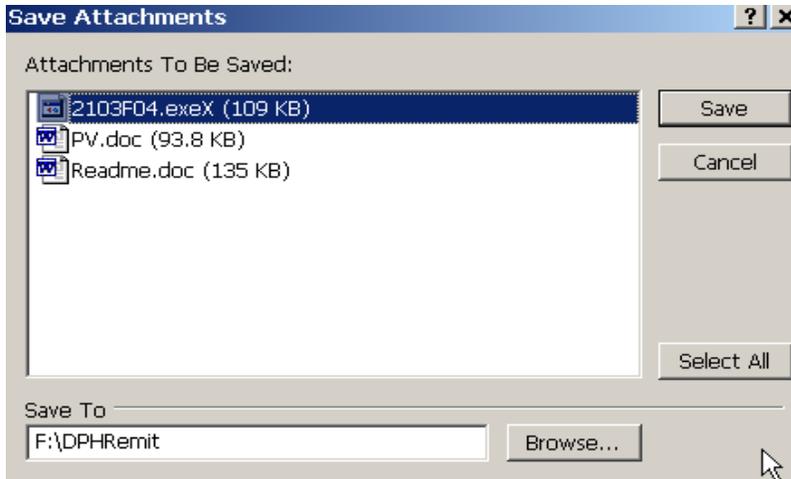
Step 1b) Print new information from paper PVs (PV.DOC) that came with the remit file.

Use these pages to create new packets for each file and to make sure the run amounts are correct. Since the PV.DOC is a comprehensive document with all earlier PVs, you only need to print what is new... which is usually the last few pages.

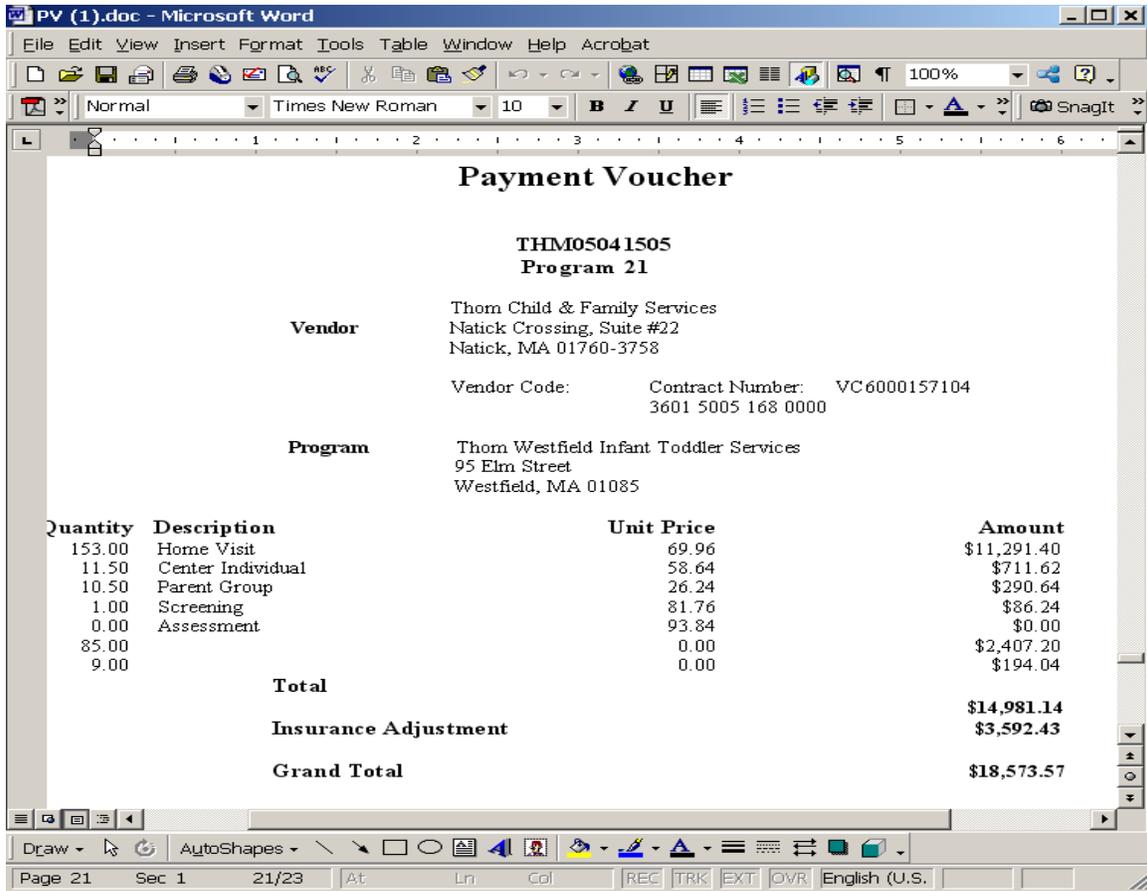


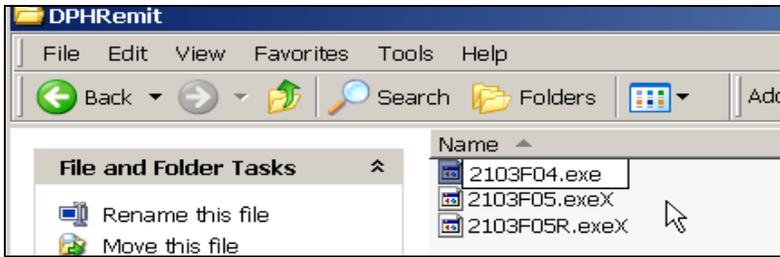
Step 1c) Save .exex attachments to \DPHREMIT folder

For each email from DPH, save the .exex file containing the remit file to your \DPHREMIT folder. Use the \DPHREMIT folder as your "pending" or "to be done" folder for new remit files. Do not save the PV.DOC or README.DOC to this folder. Leave them in your email for safekeeping.



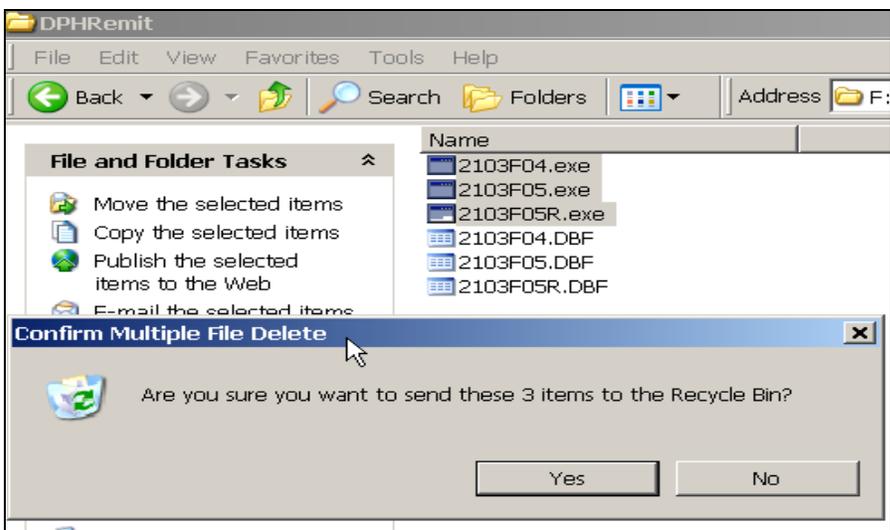
Step 1d) Repeat these steps for any other emails you have received for a given program. In this example, we show the handling of FY05 files that came along with the FY04 file saved above.



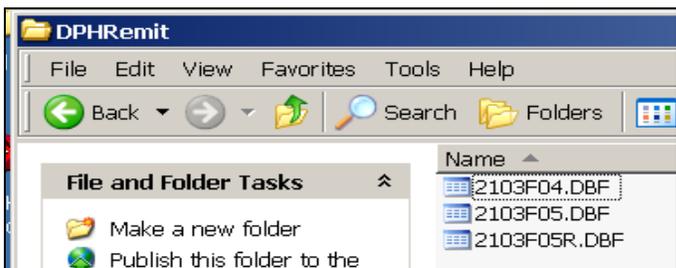


Once the files have been renamed, double click on them to unzip the remit files themselves.

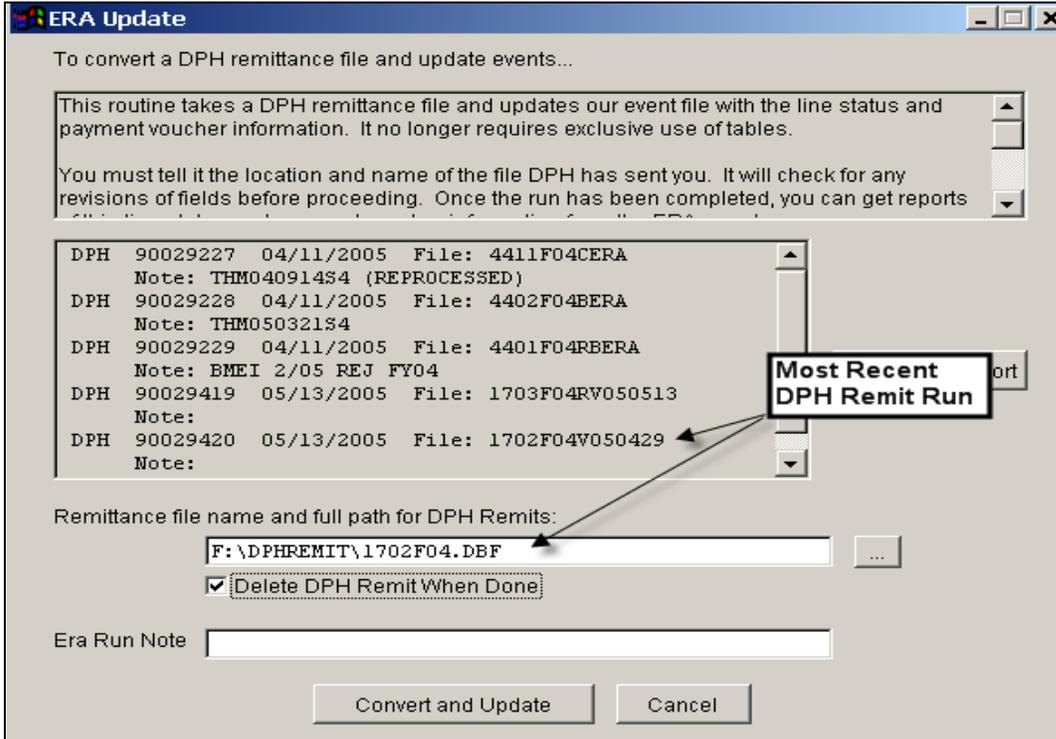
Immediately delete the exe files. Your email attachment will serve as a backup, if ever needed. All you need are the .dbf files in your \DPHREMIT folder.



Your DPHREMIT\ folder should only have .dbf files that are pending.



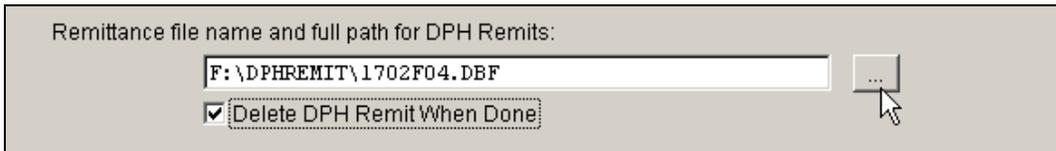
Step 3a) Run DPH ERA Update within Thom Biller and locate the remit files.

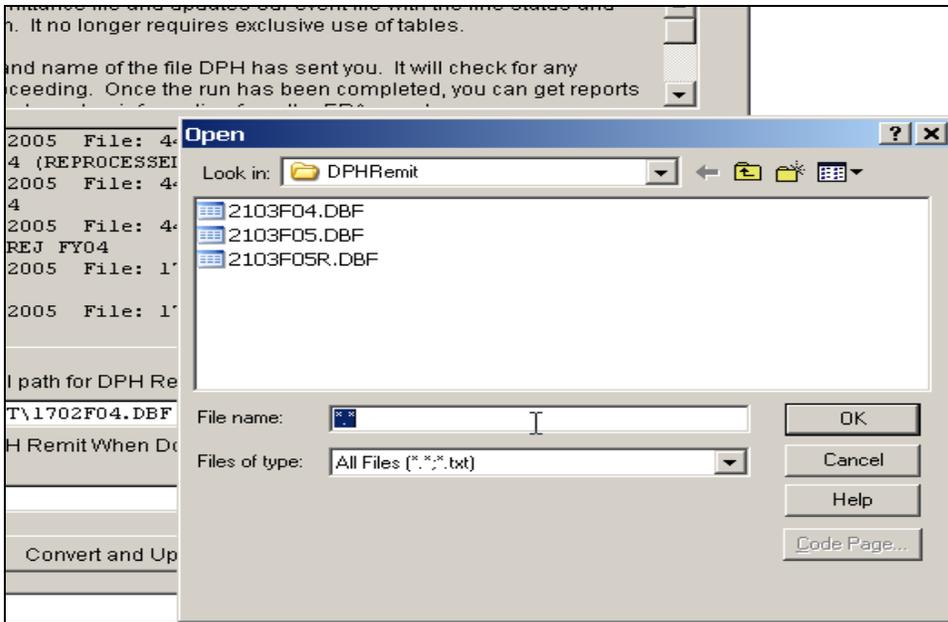


The screen remembers your most recent remit file name and the file folder. It also shows you a list of the last 5 remit runs you have completed.

Note the "File:" name in the list of recent runs is the modified file name used by Thom Biller when it makes a backup copy of the actual remit file. In this case, the previous remit file name was 1702F04.DBF. When it was saved in the prior run, its name was changed to include the date of the run: 1702F04V050429. The "V" part of the name is in a year + month + day format (e.g., 4/29/05). This prevents the current file from overwriting one DPH would have sent last year with the same name (1702F04).

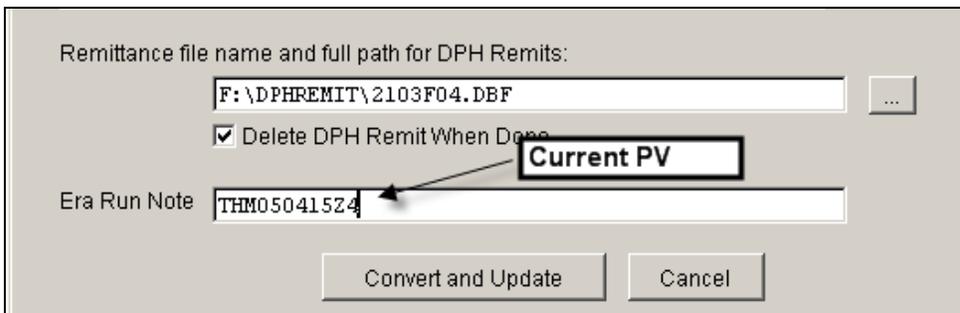
To locate the next remit file, press the "..." box next to the file name to pull up the directory.





This brings up the directory you last used, in this case F:\DPHREMIT. You can see the 3 files we just unzipped waiting for processing. All you have to do is take the first file on the list, since the previously run files were automatically deleted. Double click on it to select it.

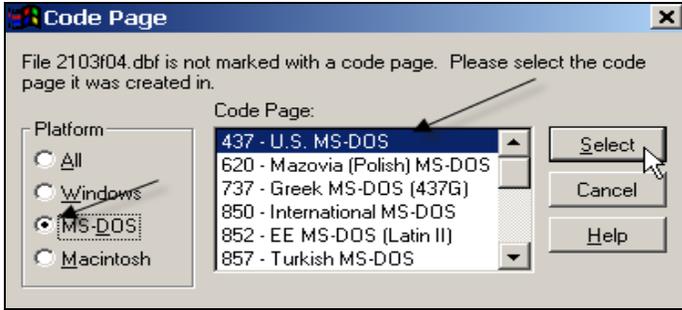
Step 3b) Type the current PV code(s) in the ERA Run Note Field



Given the selection of 2103F04.DBF, we recommend you type in the current PV contained by that file. (You know this from the PV.DOC you printed at the start of the process. Since the PV.DOC does not link the PV to the file name, we think it is a good idea to do it here).

Step 3c) Run the Update Process

Press the "Convert and Update" button to proceed. It will locate the file and convert it into a backup file with the same name, plus the date as noted above.



If asked for a code page, which you usually will be the first time you open a remit file, choose MS-DOS and accept the 437- U.S. MS-DOS default at the top. Press SELECT.

Step 3d) Review "Existing and New DPH Remit Information" report (if any)

If the current remit file is going to change any remit information already stored within Thom Biller (from an earlier remit run), it will produce the following report. On the left half of the page is a summary of the existing DPH remit information already stamped on events with Thom Biller. The right side of the report comes from the information in the new remit file that you just loaded.

The report is sorted by the existing (old) PV and subset by the new PV that will be stamped on the event if you proceed with the run.

Existing DPH Remit Information on Event File										New DPH Remit Information On Current ERA File				
Prg	Date	Dphid	Sv	Bill	Bal	Bill_DP	Prg	Client	Ref	Sdrdate	Sv	Pay	Bill_DP	RevBill_DP
Ln	St.	Cl	St.	PV	Errorcode	Era_id	Ln	St.	Cl	St.	PV	Errorcode	Changed Fields	
Existing PV:						** New PV: THM05041524								
21	09/11/2003	2101813-1	TA	DPH	72.92	72.92	21	2101813	1	09/11/2003	A	D	72.92	0
30242693	91737778	90027204	01/10/2005	90029161			242693	91737778		2103F04V050429				
	PENDED	PENDED		SH			ACCEPT	ACCEPT	THM05041524	NO ERROR	CS,LS,PV,ER,			
	WOHLERS, WESLEY						R	ACCEPT	SH override - SM approved with JS review					
21	09/19/2003	2101813-1			72.92		21	2101813	1	09/19/2003	A	D	72.92	0
30242763	91737780	90027204			9161		242763	91737780						
	PENDED	PENDED					ACCEPT	ACCEPT	THM05041524					
	WOHLERS, WESLEY						R	ACCEPT	SH override - SM approved with JS review					

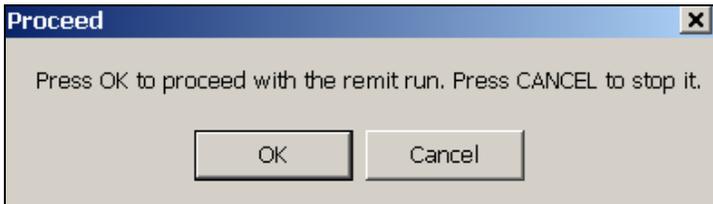
In this example, some claims that had a blank PV because they were PENDED are going to be changed and stamped with a new PV ("THM05041524") because they are now ACCEPTED by DPH. You can see a comment in the remit file O_STATUS field explaining why they were accepted.

The example shown above in which a claim is shifted from a PENDED status with blank PV to ACCEPTED with the current PV is the most common and it does not require any special attention. This is what you want to see happen after you have sent DPH additional information for pending claims. You want to see them ACCEPTED and stamped with a new PV.

More troubling and complicated are cases that go in the opposite direction: a previously ACCEPTED claim gets changed to PENDED. In these cases, DPH has changed its mind about its plan to pay a claim. See the Appendix for a discussion of these changes and how they look on this report.

Assuming you are comfortable with what the remit file is going to do to your sessions, proceed with the run.

Step 3e) Proceed with the remit run and print all reports



05/17/2005 Updated by era run: 90029421 Remit File: 2103F04 Page

Event ERA Information by PV

Pr	Session	Prov	El.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	P
Dphid-ref	Serv_id	bill_id	sdr_id	Note			Type Ref	Fl	Eid	B
Era_id	Line St.	Claim St.	PV	Error Codes		El	Auth Co	Rea #den	Era Status	S
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)										
PV: THM050415S4										
* PV Subtotal *										
			-10.75	-783.89	0.00	0.00		0.00	72.92	
PV: THM050415Z4										
* PV Subtotal *										
			10.75	783.89	0.00	0.00		783.89	783.89	
*** Total ***										
			0.00	0.00	0.00	0.00		783.89	856.81	

Updated by era run: 90029421 Remit File: 2103F04

Check that the Bill DPH total matches the expected value for the PV

You should print all reports generated by a remit run, even if they are long. You'll need the information later.

Compare the PV totals on the first report to the ones on the paper PV.DOC you printed earlier. They should match exactly.

```

05/17/2005
Updated by era run: 90029421 Remit File: 2103F04
Event ERA Information by Line Status and Claim Error
Pr Session Prov Bl.Hr. Bill Fee Pay Bill TPP Bill DPH Bal
Dphid-ref Serv_id bill_id sdr_id Note Type Ref F1 Eid
Era_id Line St. Claim St. PV Error Codes El Auth Co Rea #den Era Status
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)

Line Status: ACCEPT

Error Code: NO ERROR
* Subsubtotal *
** Subtotal **
*** Total ***

Updated by era run: 90029421 Remit File: 2103F04

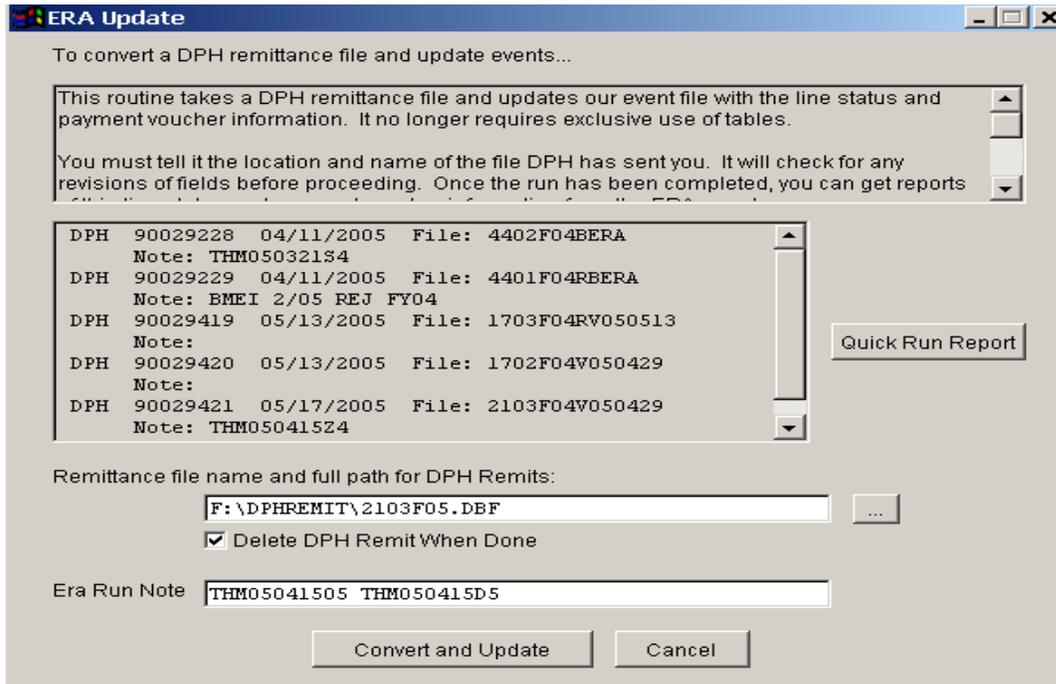
```

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal
Dphid-ref	Serv_id	bill_id	sdr_id	Note	Type	Ref	F1	Eid	
Era_id	Line St.	Claim St.	PV	Error Codes	El	Auth	Co	Rea	#den Era Status
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)									
Line Status: ACCEPT									
Error Code: NO ERROR									
* Subsubtotal *									
				0.00	0.00	0.00	0.00	783.89	856.81
** Subtotal **									
				0.00	0.00	0.00	0.00	783.89	856.81
*** Total ***									
				0.00	0.00	0.00	0.00	783.89	856.81

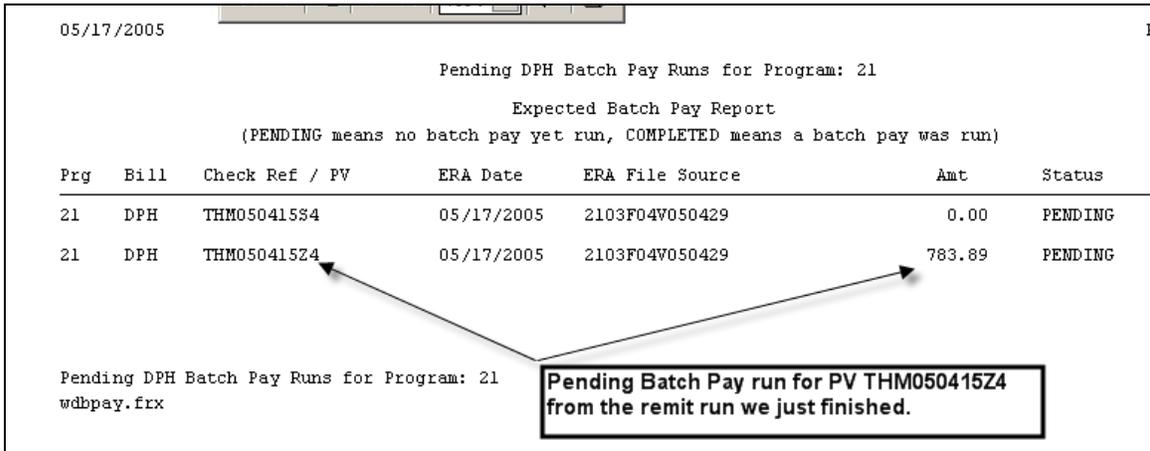
Since there were no PENDED or SUSPND claims, there is no detailed report printed here.

Step 3f) Repeat Step 3 for any other remit files for the current month.

Here is a screen shot showing the second remit file we want to run. We have entered the two PVs it carries in the note field, based on the PV.DOC printouts we did at first



This time when we run "Convert and Update", we get a report alerting us to the pending batch pay created by the earlier remit run. It is a good idea to review the pending batch pays.



05/17/2005

Pending DPH Batch Pay Runs for Program: 21

Expected Batch Pay Report
(PENDING means no batch pay yet run, COMPLETED means a batch pay was run)

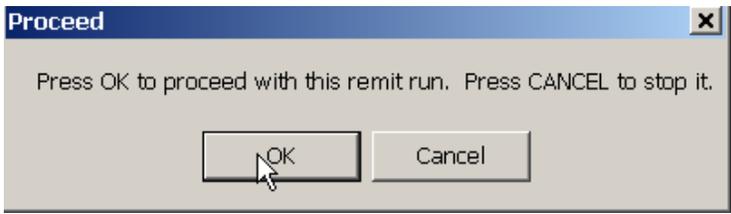
Prg	Bill	Check Ref / PV	ERA Date	ERA File Source	Amt	Status
21	DPH	THM050415S4	05/17/2005	2103F04V050429	0.00	PENDING
21	DPH	THM050415Z4	05/17/2005	2103F04V050429	783.89	PENDING

Pending DPH Batch Pay Runs for Program: 21
wdbpay.fx

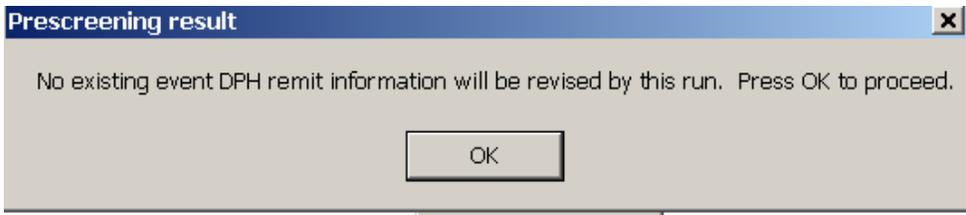
Pending Batch Pay run for PV THM050415Z4 from the remit run we just finished.

The table shows two pending batch pay runs for Program 21. The first row has a check reference of THM050415S4 and an amount of 0.00. The second row has a check reference of THM050415Z4 and an amount of 783.89. A callout box with arrows pointing to the second row contains the text: "Pending Batch Pay run for PV THM050415Z4 from the remit run we just finished."

If they were from an earlier month, and if we had been paid by DPH, we'd probably want to run them before proceeding with this remit run.



This time, there is no Step 3d: the current remit run is not going to change any existing information already in Thom Biller. So there is no report comparing existing and new remit information.



We just move straight to Step 3e and print the reports.

05/17/2005 Updated by era run: 90029422 Remit File: 2103F05 Page

Event ERA Information by PV

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	
Dphid-ref	Serv_id	bill_id	sdr_id	Note			Type Ref	Fl	Eid	
Era_id	Line St.	Claim St.	PV	Error Codes	El	Auth	Co	Rea	#den	Era Status
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)										
PV:										
* PV Subtotal *										
			91.75	6362.50	0.00	0.00		20360.33	20810.61	
PV: THM05041505										
* PV Subtotal *										
			1938.50	114358.98	0.00	0.00		18573.57	112508.38	
PV: THM050415D5										
* PV Subtotal *										
			6.00	387.02	0.00	0.00		387.02	387.02	
*** Total ***										
			2036.25	121108.50	0.00	0.00		39320.92	133706.01	

Updated by era run: 90029422 Remit File: 2103F05

You always want to make sure the PV amounts match the paper PV.DOC amounts, which these do. This run has many pending claims which will be printed in summary and detail:

05/17/2005 Updated by era run: 90029422 Remit File: 2103F05 Page

Event ERA Information by Line Status and Claim Error

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	
Dphid-ref	Serv_id	bill_id	sdr_id	Note			Type Ref	Fl	Eid	
Era_id	Line St.	Claim St.	PV	Error Codes	El	Auth	Co	Rea	#den	Era Status
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)										
Line Status: ACCEPT										
Error Code: NO ERROR										
* Subsubtotal *										
			1707.50	99808.44	0.00	0.00		18960.59	112895.40	
** Subtotal **										
			1707.50	99808.44	0.00	0.00		18960.59	112895.40	
Line Status: PENDED										
Error Code: 5K										
* Subsubtotal *										
			319.00	20360.33	0.00	0.00		20360.33	19957.12	
** Subtotal **										
			319.00	20360.33	0.00	0.00		20360.33	19957.12	
Line Status: SUSPND										
Error Code: 6A										
* Subsubtotal *										
			9.75	939.73	0.00	0.00		0.00	853.49	
** Subtotal **										
			9.75	939.73	0.00	0.00		0.00	853.49	
*** Total ***										
			2036.25	121108.50	0.00	0.00		39320.92	133706.01	

Detail of these claims needing attention will come on next report.

Updated by era run: 90029422 Remit File: 2103F05

05/17/2005 Page 1

Updated by era run: 90029422 Remit File: 2103F05 Non-Accepted Only

Event ERA Information by Line Status and Claim Error

Pr	Session	Prov	Bl.Hr.	Bill	Fee	Pay	Bill TPP	Bill DPH	Bal	Posted		
Dphid-ref	Serv_id	bill_id	sdr_id	Note			Type Ref	F1	Eid	Billed		
Era_id	Line St.	Claim St.	PV	Error Codes	E1	Auth	Co	Rea	#den	Era Status	SDR	
Changed Fields (CS=claim,LS=line,PV=PV,ER=Error,DP=Bill_DP)												
Line Status: PENDED												
Error Code: 5K												
BRUMLEY, EMMA												
21	08/17/2004	TH	CG 21	7	1.00	DPH	97.80	0.00	0.00	97.80	97.80	04/10/2005
2102018-1	30259754	90029209	90029210	Copay				Y	TRANS FR OTH	Y	91845994	04/10/2005
90029422	PENDED	PENDED		5K				Y	096		U	04/10/2005
CS,LS,ER,DP												
BRUMLEY, EMMA												
21	08/17/2004	TH	DB 21	4	1.00	DPH	97.80	0.00	0.00	97.80	97.80	04/10/2005
2102018-1	30259819	90029209	90029210	Copay				Y	TRANS FR OTH	Y	91845996	04/10/2005
90029422	PENDED	PENDED		5K				Y	096		U	04/10/2005
CS,LS,ER,DP												

Detail of Non-Accepted Claims (such as PENDED)

Use the detailed report of Non-Accepted claims to troubleshoot the problems and send any corrections you can to DPH so that they might be paid in the future.

Step 4a) Run DPH ERA Batch Payments for accepted claims.

The new Batch Payment screen shows you completed batch pay runs at the top, and offers a button for "Pending Batch Pay Report" so you can see what you need to do.

DPH ERA Batch Payment

This routine creates a PAY entry for each DPH event that has a specific PV for a given program. First enter the program. Then choose one of the tabs for locating the PV you want to pay off: by ERA run or by Pending Batch Pay list. Select a PV. Then enter the correct

Last 10 Completed Batch Pay Runs...

DPH 05/17/2005 17 PV: THM050415S4

Program

ERA Run ID with desired PV

PV to batch pay

Posting date for new PAY records

Deposit date of payment (optional)

05/17/2005

Pending Batch Pay Runs

Expected Batch Pay Report

(PENDING means no batch pay yet run, COMPLETED means a batch pay was run)

Prg	Bill	Check Ref / PV	ERA Date	ERA File Source	Amt	Status
21	DPH	THM05041524	05/17/2005	2103F04V050429	783.89	PENDING
21	DPH	THM05041505	05/17/2005	2103F05V050428	18573.57	PENDING
21	DPH	THM050415D5	05/17/2005	2103F05V050428	387.02	PENDING

The Pending Batch Pay report shows the three PVs we just created by our remit runs and shows that they are pending.

Step 4b) Select a PV to pay.

There are now two ways of telling the Batch Pay screen which PV you want to pay off. You can either "Select PV by ERA Run" or "Select PV by Pending Batch Pay". The latter is probably the easiest and we'll demonstrate it first.

Completed Batch Pay Report Program: 21 Pending Batch Pay Report

Select PV by ERA Run Select PV by Pending Batch Pay

(locate the PV from your Pending Batch Pay list)

PV to batch pay: [Dropdown Menu]

THM05041524	783.89	05/17/2005	21	ERA: 90029421
THM05041505	18573.57	05/17/2005	21	ERA: 90029422
THM050415D5	387.02	05/17/2005	21	ERA: 90029422

Posting date for new PAY records

Deposit date of payment (optional)

Pick the program you want to work on. Then click on the "Select PV by Pending Batch Pay" tab. Then select the PV from the Pending Batch Pay List. This dropdown box is offering you the same pending batch pay runs that you saw in the report earlier.

Step 4c) Press Gather to start the run

Press Gather Records to start the batch pay process.

PV to batch pay	THM05041524
Posting date for new PAY records	05/17/2005
Deposit date of payment (optional)	/ /
<input type="button" value="Gather records"/> <input type="button" value="Preview"/> <input type="button" value="Run Batch Pay"/> <input type="button" value="Cancel"/>	

Step 4f) Optional: Print a final report from Simple Events Report

There is no final report of the records created. If you want to see it, you could construct it in the normal Simple Event Reports screen using the following conditions:

The screenshot shows the 'Event Reports' window with the following settings:

- Selected report:** Windows Basic Events by Billing (*)
- Heading:** (empty)
- Session Dates:** (unchecked)
- Posting Dates:** (unchecked)
- Billing Dates:** (unchecked)
- Entry Dates:** (checked)
 - Begin: 05/17/2005
 - End: 05/17/2005
- Additional Conditions:**
 - Prog: 21
 - Prov: (empty)
 - Type: (empty)
 - SubType: (empty)
 - Eid: (empty)
 - Serv_id: (empty)
 - Bill: DPH
 - Serv: (empty)
 - SDR date: (empty)
 - Run_id *: (empty)
 - DPH Reason: (empty)
 - Misc Reason: (empty)
 - Client: (empty)
 - Check #: THM05041524
 - Area: (empty)
 - Misc: (empty)
 - Summary Report: (unchecked)
- Options:**
 - No Bill
 - No DPH
 - No MED
 - Assess Group
 - Pos Bal Only
 - Neg Bal Only
 - Unposted
 - Bill Resub
 - SDR Resub
 - Neg Fee Only
 - Rec W.O. Only
- Buttons:** Preview, Print Setup, Print

- Entry Date: (today's date)
- Program: (current program)
- Billing: "DPH"
- Check#: (current PV)

Pr Client	Session	Sv	Prov	Bl.Hr.	Bill	Fee	Pay	Type	Ref	Resub	Bal	Posted	
Dphid-Ref	Serv_id	Place	Disc	Note					Eid	SDR Resub Reason		Billed	
* Billing: DPH													
21	WOHLERS,WESLE	09/11/2003	TA	CHB21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30242693		1	BATCH					91991258		/ /	
21	WOHLERS,WESLE	09/19/2003	TA	CB 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30242763		7	BATCH					91991259		/ /	
21	WOHLERS,WESLE	09/22/2003	TA	CV 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30243131		3	BATCH					91991261		/ /	
21	WOHLERS,WESLE	09/22/2003	TA	CHB21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30243362		1	BATCH					91991260		/ /	
21	WOHLERS,WESLE	10/03/2003	TA	CHB21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30243841		1	BATCH					91991262		/ /	
21	WOHLERS,WESLE	10/10/2003	TA	CB 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30243911		7	BATCH					91991263		/ /	
21	WOHLERS,WESLE	11/12/2003	TA	CHB21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30245932		1	BATCH					91991264		/ /	
21	WOHLERS,WESLE	11/17/2003	TA	CV 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30246035		3	BATCH					91991265		/ /	
21	WOHLERS,WESLE	12/01/2003	TA	CB 21	0.00	DPH	0.00	54.69	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30246627		7	BATCH					91991266		/ /	
21	WOHLERS,WESLE	12/03/2003	TA	CV 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30246668		3	BATCH					91991267		/ /	
21	WOHLERS,WESLE	12/18/2003	TA	CV 21	0.00	DPH	0.00	72.92	PAY	THM05041524		0.00	05/17/2005
	2101813-1	30247339		3	BATCH					91991268		/ /	
* Billing Subtotal *													
*** Total ***					0.00		0.00	783.89					
					0.00		0.00	783.89			0.00		

Conditions: Events entered 05/17/2005-05/17/2005; Bill = DPH; Prg = 21; Check Ref = THM05041524

Step 4g) Repeat Batch Pay Steps for Other Pending PVs

Repeat the batch pay steps as needed for other pending PVs.

DPH ERA Batch Payment

This routine creates a PAY entry for each DPH event that has a specific PV for a given program. First enter the program. Then choose one of the tabs for locating the PV you want to pay off: by ERA run or by Pending Batch Pay list. Select a PV. Then enter the correct

Last 10 Completed Batch Pay Runs...

DPH	05/17/2005	17	PV: THM05041524
DPH	05/17/2005	21	PV: THM05041524

Completed Batch Pay Report Program: 21 Pending Batch Pay Report

Select PV by ERA Run Select PV by Pending Batch Pay

(locate the PV from your Pending Batch Pay list)

PV to batch pay:

THM05041505	18573.57	05/17/2005	21	ERA: 90029422
THM050415D5	387.02	05/17/2005	21	ERA: 90029422

Posting date for new PAY records: / /

Deposit date of payment (optional): / /

Gather records Preview Run Batch Pay Cancel

For the next batch pay run, you see that the recently completed run shows up in the "Last 10 Completed Batch Pay Run" list and that it has been removed from the "Pending Batch Pay" list in the drop down box. So you just select the next Pending PV and run it.

Select PV by ERA Run	Select PV by Pending Batch Pay		
(locate the PV from your Pending Batch Pay list)			
PV to batch pay	THM05041505		
Posting date for new PAY records	05/17/2005		
Deposit date of payment (optional)	/ /		
Gather records	Preview	Run Batch Pay	Cancel

In this example, unlike the first run, the PV is composed of charges and credits taken back by DPH. Make sure you print the summary report and look at both pages to see the totals of each.

05/17/2005	PV: THM05041505	Prg: 21	Page	1					
Selected Records for Batch Payment Grouped by the type of record that will be created									
Pr	Session	Prov	Bl.Hr.	Bill	Fee	Bill DPH	Bal	Posted	
Era_id	Serv_id	bill_id	sdr_id	Note			Eid	Billed	
	Line St.	Claim St.	PV	Error Codes			Type	Ref	SDR
* Type of record that will be created:					ADJ-P REFUND				
Subtotal *	ADJ-P REFUND		-184.75		-11260.16		-11260.16	0.00	

Credits accepted by DPH which will reduce the current PV and be stored as ADJ-P Refunds

05/17/2005	PV: THM05041505	Prg: 21	Page	2					
Selected Records for Batch Payment Grouped by the type of record that will be created									
Pr	Session	Prov	Bl.Hr.	Bill	Fee	Bill DPH	Bal	Posted	
Era_id	Serv_id	bill_id	sdr_id	Note			Eid	Billed	
	Line St.	Claim St.	PV	Error Codes			Type	Ref	SDR
* Type of record that will be created:					PAY				
Subtotal *	PAY		756.00		29833.73		29833.73	29790.10	
*** Total ***			571.25		18573.57		18573.57	29790.10	

New payments coming in

Net payment should = PV total

Second and final page of the summary report

Note: normally the "Bill DPH" amount will equal the fee amount, and these totals will be close to the claim balance. The "Bill DPH" amount is the amount of the pay record that will be created by the batch run.

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Once you have completed the run, you can optionally use the Simple Events Report to see all the PAY and ADJ-P records you just created.

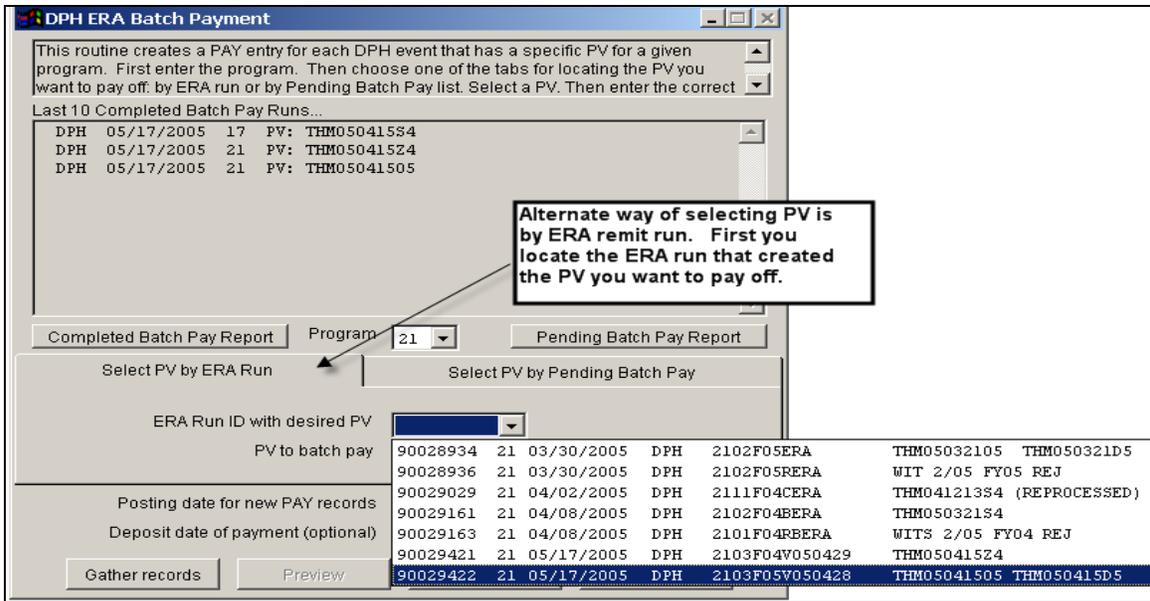
05/17/2005 Page 1

Sample Report of Batch Pay Results

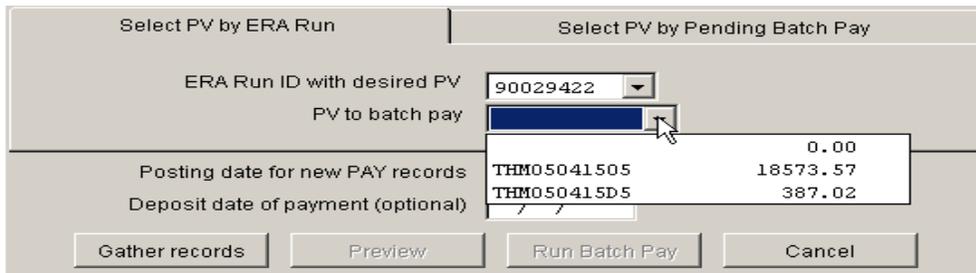
Pr Client	Session	Sv	Prov	Bl.Hr.	Bill	Fee	Pay	Type	Ref	Resub	Bal	Posted
Dphid-Ref	Serv_id	Place	Disc	Note					Eid	SDR Resub	Reason	Billed
* Billing: DPH												
** Event Type: ADJ-P												
** Event Type Subtotal **												
					0.00	0.00	-11260.16				0.00	
** Event Type: PAY												
** Event Type Subtotal **												
					0.00	0.00	29833.73				0.00	
* Billing Subtotal *												
					0.00	0.00	18573.57				0.00	
*** Total ***												
					0.00	0.00	18573.57				0.00	
Conditions: Events entered 05/17/2005-05/17/2005; Bill = DPH; Prg = 21; Check Ref = THM05041505												
whevebe.frx												

Alternate Step 4b) Select PV by ERA Run

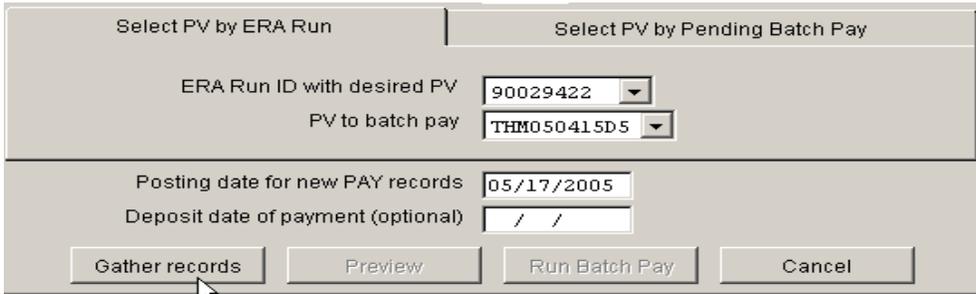
For the last batch pay run in this tutorial, we will use the alternate approach to selecting a PV in step 4b. Choose the "Select PV by ERA Run" tab.



Then choose the specific PV from the list.



Then proceed with the Gather Records.



05/17/2005 PV: THM050415D5 Prg: 21 Page 1

Selected Records for Batch Payment
Grouped by the type of record that will be created

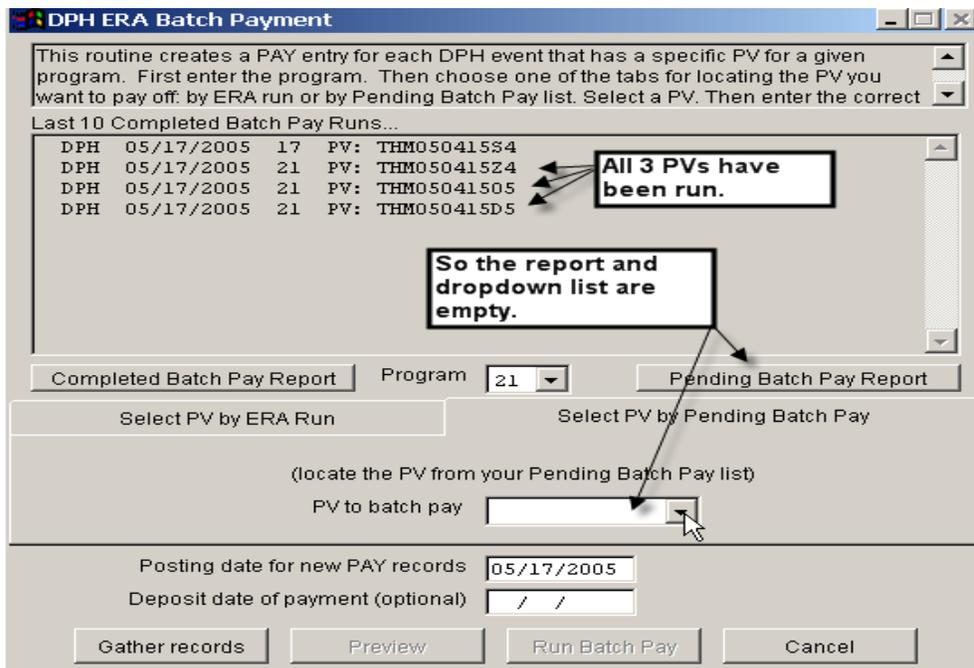
Pr	Session	Prov	Bl.Hr.	Bill	Fee	Bill DPH	Bal	Posted		
Era_id	Serv_id	bill_id	sdr_id	Note			Eid	Billed		
	Line St.	Claim St.	PV	Error Codes			Type	Ref	SDR	
* Type of record that will be created:				PAY						
Subtotal *				PAY						
			6.00		387.02	387.02	387.02			
*** Total ***										
			6.00		387.02	387.02	387.02			

Note: normally the "Bill DPH" amount will equal the fee amount, and these totals will be close to the claim balance. The "Bill DPH" amount is the amount of the pay record that will be created by the batch run.

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Use "Select PV by ERA" run if you have some old PVs already waiting to be paid that were created by remit runs before this upgrade and that do not have a "Pending Batch Pay" record. In the future, the "Select PV by Pending Batch Pay" tab will probably be easier and faster, since you simply work down the list of pending runs.

Once you have completed all your Pending Batch Pay runs, the report of these will be empty (as will the dropdown list).



Your DPHREMIT\ folder should also be empty until you unzip your next set of remit files.

Appendix B: Summary of DPH ERA Remit Steps

Step 1a) Open the email from DPH and read the README.DOC file for any new information.

Step 1b) Print new information from paper PVs (PV.DOC) that came with the remit file.

Step 1c) Save .exex attachments to \DPHREMIT folder

Step 1d) Repeat these steps for any other emails you have received for a given program.

Step 2) Expand the zip files