Department: Business Information Systems

Policy No: BIS 24

24. Claims, Edit Lists, and Form Letters
TITLE: Claims

Policy#: BIS 24

Policy: The purpose of this policy is to define the steps needed to process daily paper claims in GECB.

Procedure:

1) Running Paper Claims:
   - Log in to GECB
   - Go to Tools, Navigate
   - Bar, Function 11 (Job Queuing), Activity 3 (Template to Job Queue) 11.3, Enter
   - From which template do you wish to copy: 1 (El Paso), Enter
   - Copy into print queue for date: Today => (leave blank), Enter
   - Copy jobs: All => (leave blank), Enter

2) Printing Listing Run Sheet
   - Go to Tools, Navigate
   - Bar, Function 11 (Job Queuing), Activity 4 (Start Job Queue) 11.4, click OK
   - Printer: 5, click OK
   - Device: 5, Enter
   - For date: Today => (leave blank), Enter
   - Print jobs with priority: All => 10, Enter
   - Start queue immediately? YES => (leave blank), Enter
   - From VTB (Vertical Tool Bar), Select: BAR OPS, Select: ZIDSPOOL
   - Spool Activity: 2, Enter
   - Device – assigned printer, Enter
   - Right margin: 132 => (leave blank), enter (Listing sheet will print out)
   - Highlight 4 blank spaces along with current date on Listing Sheet

3) Printing Paper Claims
   - Continue in the screen from the above steps
   - Spool Activity: 1 (Print), Enter
   - Name: Put first entry from the four entries with current the date in the “Listing Sheet”, Enter
   - Is this the correct one? YES => (leave blank), Enter
4) Deleting Paper Claims
   - Continue in the screen from the above steps
   - Spool Activity: 3 (delete options), Enter
   - Delete Option: 1, Enter
   - Name: type number (On Listing Run Sheet NULL FILE and claims from previous
days should be deleted/Never delete the last two file numbers), Enter
   - Is this the correct one? YES=> (leave blank), Enter,
   - Delete: NO => Y, Enter
   - Repeat at Name Step for all NULL FILES and claims from previous days, except for
the last two file numbers

5) Saving Claims Run Listing
   - Open Notepad on Windows
   - Go to VTB, Select: Patient Services, Select: Tools, Select: Navigate
   - Bar, Select: 30.10.2 (Claims Listing Report), click OK
   - Device: (leave blank), click OK
   - Claim queue: put one claim form number (41, 101,81,191) at a time, Enter, click OK
   - Print claims processed on run ###? Y, Enter
   - Do you want to queue this activity? No => (leave blank), Enter
   - Copy claims listing on the screen, Paste onto Notepad
   - Click on File, Save As, then go to the S Drive, MPIP Reference, Claim Run Listing
   - Click appropriate month/year and save to file name: CURRENT MONTH/DAY
   - Follow the same steps beginning at Tools for the following claim forms 41
(Commercial), 101 (Medicaid), 81 (Medicare), and 191 (Workers Comp)