

Department: Business Information
Systems

Policy No: BIS 24

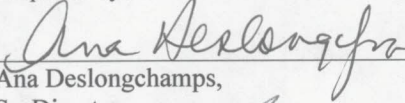
24. Claims, Edit Lists, and Form Letters

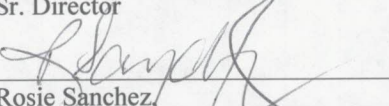
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE

Revised Date: 01/10/2020

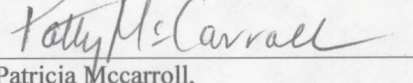
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Department: **BIS-Business Information Services**

TITLE: **Claims**

Policy#: **BIS 24**

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

Procedure:

- 1) Running Paper Claims:
 - Log in to GEGB
 - 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

- Start at page: 1=> (leave blank), Enter
- How many copies? 1 => (leave blank), Enter
- Name: (leave blank), Enter
- Output on – assigned printer (printer name for claims should be selected), Enter
- Do you want to free this terminal? YES => (leave blank), Enter
- Repeat steps beginning at Spool Activity:1 (total of 4 times for items with current date)

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)