

ABACUS: All Transactions and LOB Billing Reports

DHA Uniform Business Office
Sept 2021

Session 1: 28 September 2021 @ 1000-1100 ET
Session 2: 30 September 2021 @ 1400-1500 ET

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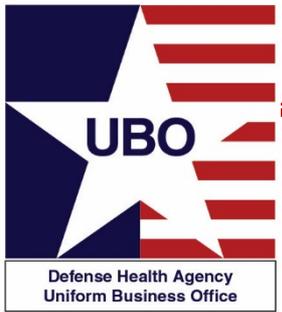
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- All Transactions Reports
 - Introduction
 - Examples
- Lines of Business (LOB) Billing Reports
 - Introduction
 - How to run LOB Billing Reports (ECS Example)



All Transactions Reports

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- All Transactions Reports serve as an audit tool for UBO Managers
 - Verify correct write-off or adjustment codes are used
 - Pull up by LOB or All to filter the “Verifier” (user) to ensure only authorized staff are performing write-off transactions and reversals
- All Transactions can be used to research one Control # or one patient, or by LOB or transaction type

Report Criteria

Report: ALL TRANSACTIONS FOR ACCOUNTS BY DISCHARGE DATE

LOB: ALL | All LOBs

Date(s): 8/ 2/2016 to 7/ 2/2020

Drag a column header here to group by that column

LOB	CONTROL N...	CURRENT GRO...	CLAIM AMT BI...	CLAIM AMT REM	TRANS TYPE
MSA1-IN ...		CHCS_CONV ...	36.00	36.00	E01
MSA1-IN ...		CHCS_CONV ...	36.00	36.00	AE1
MSA1-IN ...		CHCS_CONV ...	36.00	36.00	A16

Example used is for an account with some duplicate transactions



- To capture all transactions, select the Discharge Date as your from, then Today's date

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LOB	CONTROL NU	CURRENT GROUPING	CLAIM AMT E	CLAIM AMT	TRANS TYF	TRANS	EOI	EOB STATUS	DATE CRI	DATE VEF	VERIFIE	NOTE
2	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	1	\$ 18.00	cancel	NO EOB	5/6/2020	5/6/2020		
3	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A02	\$ (18.00)	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
4	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	PAYMENT	\$ (18.00)	cancel	POSTED EOB	9/7/2016	9/7/2016		Payment Trans From Check # 715217
5	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A01	\$ 18.00	cancel	NO EOB	5/4/2020	5/4/2020		Reverse Transaction initiated from Recovery
6	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A02	\$ (18.00)	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
7	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AR2	\$ 18.00	cancel	NO EOB	5/28/2020	5/28/2020		
8	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	W16	\$ (18.00)	cancel	NO EOB	5/28/2020	5/28/2020		
9	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	W16	\$ (18.00)	cancel	NO EOB	5/28/2020	5/28/2020		
10	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	W16	\$ (18.00)	cancel	NO EOB	5/5/2020	5/5/2020		
11	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	W16	\$ (36.00)	cancel	NO EOB	5/6/2020	5/6/2020		
12	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A16	\$ 18.00	cancel	NO EOB	6/23/2020	6/23/2020		Reverse Transaction initiated from Recovery
13	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A16	\$ 18.00	cancel	NO EOB	6/23/2020	6/23/2020		Reverse Transaction initiated from Recovery
14	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A16	\$ 18.00	cancel	NO EOB	5/5/2020	5/5/2020		Reverse Transaction initiated from Recovery
15	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A16	\$ 36.00	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
16	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	E01	\$ (36.00)	cancel	NO EOB	6/25/2020	6/25/2020		
17	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	E01	\$ (18.00)	cancel	NO EOB	5/5/2020	5/5/2020		
18	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	E01	\$ (18.00)	cancel	NO EOB	5/6/2020	5/6/2020		
19	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	E01	\$ (18.00)	cancel	NO EOB	5/6/2020	5/6/2020		
20	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AE1	\$ 36.00	cancel	NO EOB	7/2/2020	7/2/2020		Reverse Transaction initiated from Recovery
21	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AE1	\$ 18.00	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
22	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AE1	\$ 18.00	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
23	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AE1	\$ 18.00	cancel	NO EOB	5/6/2020	5/6/2020		Reverse Transaction initiated from Recovery
24	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AR	\$ 18.00	cancel	NO EOB	8/30/2016	8/30/2016		
25	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	A03	\$ (18.00)	cancel	NO EOB	5/28/2020	5/28/2020		
26	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	U03	\$ (18.00)	cancel	NO EOB	9/2/2016	9/2/2016		
27	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AU3	\$ 18.00	cancel	NO EOB	9/7/2016	9/7/2016		Reverse Transaction initiated from Recovery
28	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AU3	\$ 18.00		NO EOB	9/7/2016	9/7/2016		Reverse Transaction initiated from Recovery
29	MSA1-IN		CHCS_CONV	\$ 36.00	\$ 36.00	AE1	\$ 18.00		NO EOB	5/28/2020	5/28/2020		Reverse Transaction initiated from Recovery

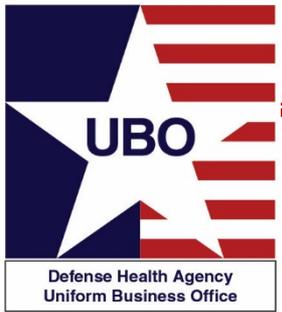
Sorted to find transactions that were not canceled



- Control # could be reviewed for accuracy
- Verifier can be reviewed to ensure only authorized personnel are performing transactions

LOB	CONTROL NUMI	CURRENT GROUPING	CLAIM AMT BILLED	CLAIM AMT REM	TRANS TYPE	TRANS AM	EOB_IC	EOB STATUS	DATE CREATE	DATE VERIFIED	VERIFIER	NOTE
MSA1-IN		Invoice Mailed	\$ 293.25	\$ -	W16	#####		NO EOB	5/14/2020	5/14/2020	User Name	
MSA1-IN		Invoice Mailed	\$ 293.25	\$ -	AR	\$ 293.25		NO EOB	5/4/2020	5/4/2020		
MSA1-IN		Invoice Mailed	\$ 19.55	\$ -	W16	\$ (19.55)		NO EOB	4/16/2020	4/16/2020		
MSA1-IN		Invoice Mailed	\$ 19.55	\$ -	AR	\$ 19.55		NO EOB	4/9/2020	4/9/2020		
MSA1-IN		Invoice Mailed	\$ 58.65	\$ -	AR	\$ 58.65		NO EOB	6/19/2020	6/19/2020		
MSA1-IN		Invoice Mailed	\$ 58.65	\$ -	W16	\$ (58.65)		NO EOB	6/24/2020	6/24/2020		
MSA1-IN		Invoice Mailed	\$ 19.55	\$ -	W16	\$ (19.55)		NO EOB	4/14/2020	4/14/2020		
MSA1-IN		Invoice Mailed	\$ 19.55	\$ -	AR	\$ 19.55		NO EOB	4/9/2020	4/9/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	W16	\$ (39.10)		NO EOB	7/1/2020	7/1/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	AR	\$ 39.10		NO EOB	6/30/2020	6/30/2020		
MSA1-IN		Invoice Mailed	\$ 58.65	\$ -	W16	\$ (58.65)		NO EOB	7/1/2020	7/1/2020		
MSA1-IN		Invoice Mailed	\$ 58.65	\$ -	AR	\$ 58.65		NO EOB	6/30/2020	6/30/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	W16	\$ (39.10)		NO EOB	4/23/2020	4/23/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	AR	\$ 39.10		NO EOB	4/22/2020	4/22/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	AR	\$ 39.10		NO EOB	4/22/2020	4/22/2020		
MSA1-IN		Invoice Mailed	\$ 39.10	\$ -	F01	\$ (39.10)		NO FOR	5/5/2020	5/5/2020		

There was a note in Recovery "Tricare Prime AD"; Correct per GIQD/DEERS.



LOB Billing Reports

2



- LOB Billing Reports contain the following Billing data:

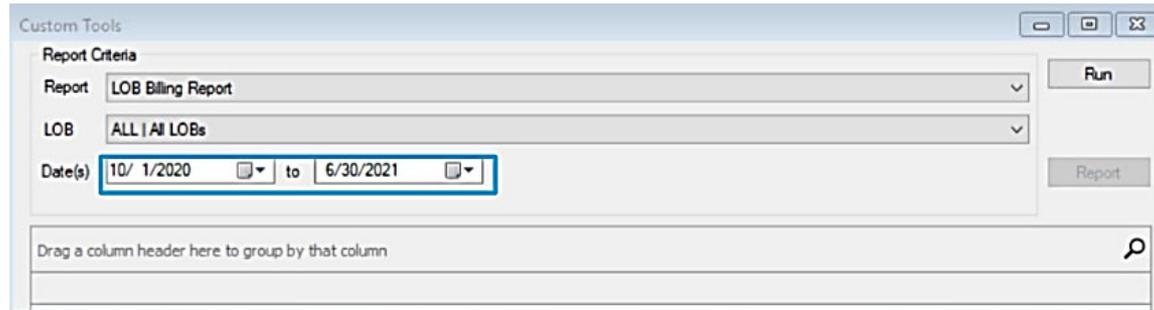
- The Total Billed on the Account
- Payments and Adjustments on all accounts
- Patient Category (PATCAT)
- Account Type
- EOB ID Number

**Please note the following:

*This report can also be used to supply information to Auditor's requests

*The LOB Billing Report dates are sorted on the date of billing; not date of service (DOS).

- In ABACUS Custom Tools, choose LOB Billing report
 - Select the desired dates
 - Hit “run”



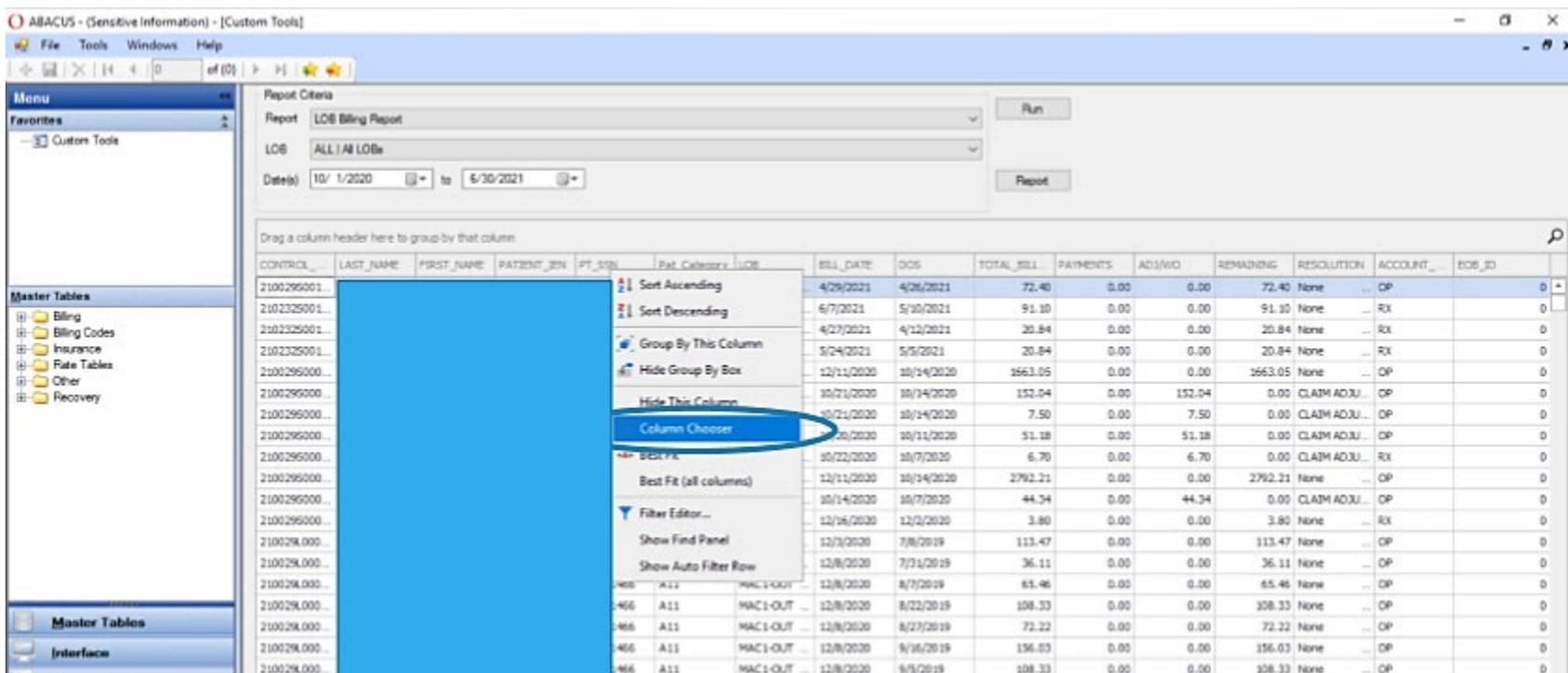
The screenshot shows a software window titled "Custom Tools" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a "Report Criteria" section with the following fields:

- Report:** A dropdown menu set to "LOB Billing Report".
- LOB:** A dropdown menu set to "ALL | All LOBs".
- Date(s):** Two date pickers. The first is set to "10/ 1/2020" and the second to "6/30/2021". A blue rectangular box highlights the date selection area.

To the right of these fields are two buttons: "Run" (top) and "Report" (bottom). Below the "Report Criteria" section is a text area with the instruction "Drag a column header here to group by that column" and a magnifying glass icon on the right side.

- Right click on one of the columns and the column filter will appear
 - Select “Column Chooser”
 - Filter out the “Patient SSN” column

Missing this step will result in this information appearing on the report



The screenshot shows the ABACUS software interface. The 'Report Criteria' section is configured with 'Report: LOB Billing Report', 'LOB: ALL / All LOBs', and 'Date(s): 10/1/2020 to 6/30/2021'. A context menu is open over the 'PATIENT_SSN' column header, with 'Column Chooser' selected. The main data table is visible below, showing columns for patient information, billing dates, and financial data.

CONTROL_	LAST_NAME	FIRST_NAME	PATIENT_SSN	PT_SSN	Pat. Category	LOB	BILL_DATE	DOC	TOTAL_BILL	PAYMENTS	ADJ/WO	REMAINING	RESOLUTION	ACCOUNT_	EOB_ID
2100295001							4/29/2021	4/26/2021	72.40	0.00	0.00	72.40	None	OP	0
2102325001							6/7/2021	5/30/2021	91.10	0.00	0.00	91.10	None	RX	0
2102325001							4/27/2021	4/12/2021	20.84	0.00	0.00	20.84	None	RX	0
2102325001							5/24/2021	5/5/2021	20.84	0.00	0.00	20.84	None	RX	0
2100295000							12/11/2020	10/14/2020	2663.05	0.00	0.00	2663.05	None	OP	0
2100295000							10/21/2020	10/14/2020	152.04	0.00	152.04	0.00	CLAIM ADJ...	OP	0
2100295000							10/21/2020	10/14/2020	7.50	0.00	7.50	0.00	CLAIM ADJ...	OP	0
2100295000							10/20/2020	10/11/2020	51.18	0.00	51.18	0.00	CLAIM ADJ...	OP	0
2100295000							10/22/2020	10/7/2020	6.70	0.00	6.70	0.00	CLAIM ADJ...	RX	0
2100295000							12/11/2020	10/14/2020	2792.21	0.00	0.00	2792.21	None	OP	0
2100295000							10/14/2020	10/7/2020	44.34	0.00	44.34	0.00	CLAIM ADJ...	OP	0
2100295000							12/16/2020	12/2/2020	3.80	0.00	0.00	3.80	None	RX	0
2100298.000							12/3/2020	7/8/2019	113.47	0.00	0.00	113.47	None	OP	0
2100298.000							12/8/2020	7/31/2019	36.11	0.00	0.00	36.11	None	OP	0
2100298.000							12/8/2020	8/7/2019	65.46	0.00	0.00	65.46	None	OP	0
2100298.000							12/8/2020	8/22/2019	108.33	0.00	0.00	108.33	None	OP	0
2100298.000							12/8/2020	8/27/2019	72.22	0.00	0.00	72.22	None	OP	0
2100298.000							12/8/2020	8/16/2019	156.03	0.00	0.00	156.03	None	OP	0
2100298.000							12/8/2020	8/5/2019	108.33	0.00	0.00	108.33	None	OP	0

- Once the columns have been filtered, select “Report”

- Filter on the LOB column and choose MSA27-IN and MSA27-OUT (ECS)

ABACUS - (Sensitive Information) - [Custom Tools]

File Tools Windows Help

of 01

Report Criteria

Report: LOB Billing Report

LOB: ALL | All LOBs

Date(s): 10/ 1/2020 to 6/30/2021

Run Report

Drag a column header here to group by that column

CONTROL_N	LAST_NAME	FIRST_NAME	PATIENT_ID	Pat_Category	LOB	Billi_date	Doc	TOTAL_BILLED	PAYMENTS	ADJ/WO	REMAINING	RESOLUTION	ACCOUNT_T	EOB_ID
Q0029-21-00			7788381	A12	MSA27-OUT			0	380.50	0.00	0.00	PAID	DP	0
-----				A12	MSA27-OUT			0	380.50	0.00	0.00			0
Q0029-21-00			6190151	A31	MSA27-OUT			0	0.00	0.00	0.00	None	DP	0
Q0029-21-00			7009396	A31	MSA27-OUT			0	4703.97	0.00	-4703.97	None	DP	0
Q0029-21-00			6286715	A31	MSA27-OUT			0	258.60	0.00	0.00	PAID	DP	0
-----				A31	MSA27-OUT			0	4962.57	0.00	-4703.97			0
Q0029-21-00			3470501	A43	MSA27-OUT			0	329.80	0.00	-329.80	None	DP	0
Q0029-21-00			6395745	A43	MSA27-OUT			0	330.28	0.00	0.00	PAID	DP	0
-----				A43	MSA27-OUT			0	630.08	0.00	-329.80			0
Q0029-21-00			6371031	P47	MSA27-OUT			0	2258.78	0.00	0.00	PAID	DP	0
-----				P47	MSA27-OUT			0	2258.78	0.00	0.00			0
Q0029-21-00			7817849	M11	MSA27-OUT			0	114.40	0.00	0.00	PAID	DP	0
Q0029-21-00			7712314	M11	MSA27-OUT			0	593.96	0.00	0.00	PAID	DP	0
Q0029-21-00			90000000049	M11	MSA27-OUT	3/18/2021	3/18/2021	2427.44	2427.44	0.00	0.00	PAID	DP	0
-----				M11	MSA27-OUT			8135.80	8135.80	0.00	0.00			0
Q0029-21-00			6695047	M41	MSA27-OUT	11/16/2020	11/16/2020	3036.30	3036.10	0.00	0.00	PAID	DP	0
Q0029-21-00			7902712	M41	MSA27-OUT	5/4/2021	5/4/2021	0.00	688.71	0.00	688.71	None	DP	0
-----				M41	MSA27-OUT			3036.30	3724.81	0.00	688.71			0
Q0029-21-00			7846824	N11	MSA27-OUT	3/2/2021	3/2/2021	168.47	168.47	0.00	0.00	PAID	DP	0
Q0029-21-00			7705396	N11	MSA27-OUT	1/5/2021	1/5/2021	686.00	686.00	0.00	0.00	PAID	DP	0
Q0029-21-00			238764	N11	MSA27-OUT	2/24/2021	2/24/2021	508.25	355.50	152.75	0.00	PAID	DP	0

Values Text Filters

Enter text to search...

MSA15-OUT

MSA16-OUT

MSA18-OUT

MSA1-04

MSA22-04

MSA27-OUT

MSA35-04

MSA35-04 IT

Clear Filter Close

* [LOB] = MSA27-OUT

Edit Filter

- Filter on the Control Number Column and remove all “dashed (----) lines”
- Select “all” and unselect “-----”

ABACUS - (Sensitive Information) - (Custom Tools)

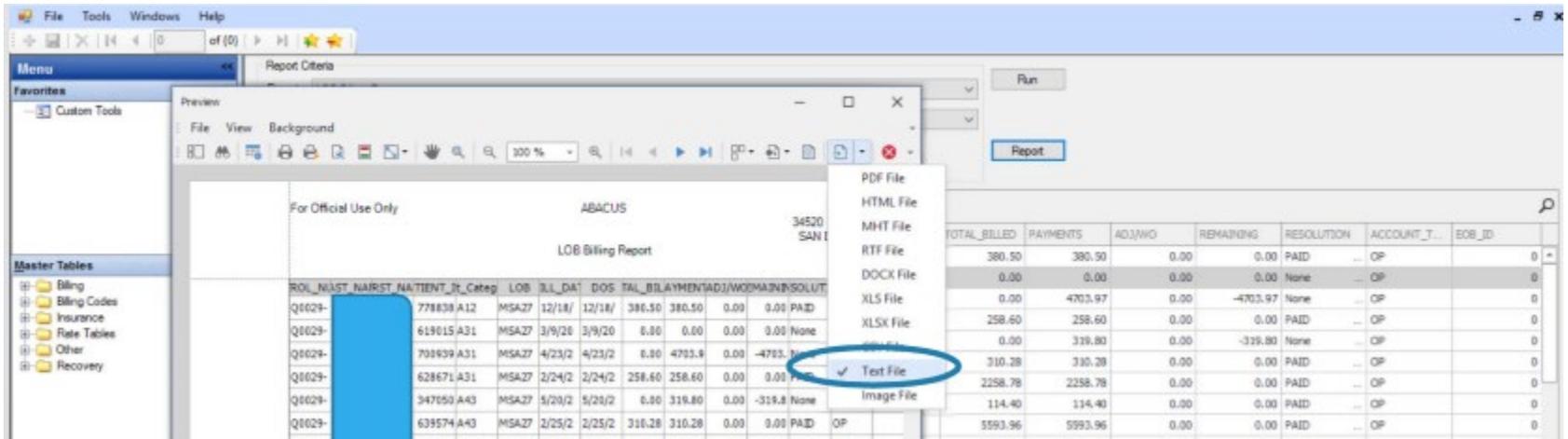
Report Criteria
 Report: LOE Billing Report
 LOE: ALL 14 LOEs
 Dates: 10/ 1/2020 to 6/30/2021

Drag a column header here to group by that column

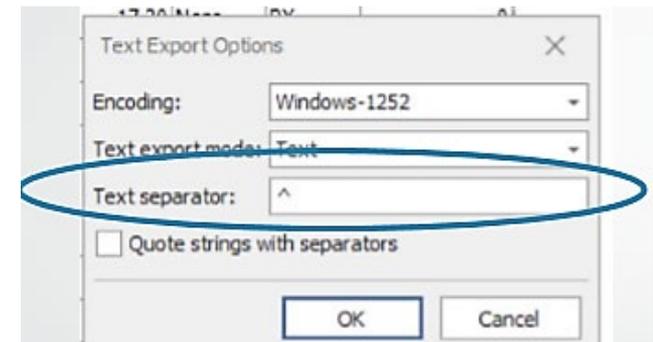
CONTROL	PATIENT_ID	Pmt_Category	LOE	BILL_DATE	DOS	TOTAL_BILLED	PAYMENTS	ACC/NO	REMAINING	RESOLUTION	ACCOUNT_T	POS_ID
Q0029-21-00	1	A12	MSA27-OUT	12/18/2020	12/18/2020	386.50	386.50	0.00	0.00	PAID	OP	0
Q0029-21-00	1	A31	MSA27-OUT	3/9/2021	3/9/2021	0.00	0.00	0.00	0.00	None	OP	0
Q0029-21-00	6	A31	MSA27-OUT	4/23/2021	4/23/2021	0.00	4703.97	0.00	-4703.97	None	OP	0
Q0029-21-00	9	A31	MSA27-OUT	2/04/2021	2/04/2021	258.60	258.60	0.00	0.00	PAID	OP	0
Q0029-21-00	1	A43	MSA27-OUT	5/20/2021	5/20/2021	0.00	319.80	0.00	-319.80	None	OP	0
Q0029-21-00	5	A43	MSA27-OUT	2/05/2021	2/05/2021	310.28	310.28	0.00	0.00	PAID	OP	0
Q0029-21-00	1	F47	MSA27-OUT	5/7/2021	5/7/2021	2258.78	2258.78	0.00	0.00	PAID	OP	0
Q0029-21-00	9	M11	MSA27-OUT	5/7/2021	5/7/2021	114.40	114.40	0.00	0.00	PAID	OP	0
Q0029-21-00	4	M11	MSA27-OUT	3/22/2021	3/22/2021	5593.96	5593.96	0.00	0.00	PAID	OP	0
Q0029-21-00	9	M11	MSA27-OUT	3/18/2021	3/18/2021	2427.44	2427.44	0.00	0.00	PAID	OP	0
Q0029-21-00	7	M41	MSA27-OUT	11/16/2020	11/16/2020	3036.10	3036.10	0.00	0.00	PAID	OP	0
Q0029-21-00	2	M41	MSA27-OUT	5/4/2021	5/4/2021	0.00	685.71	0.00	-685.71	None	OP	0
Q0029-21-00	4	N11	MSA27-OUT	3/2/2021	3/2/2021	168.47	168.47	0.00	0.00	PAID	OP	0
Q0029-21-00		7705786	N11	MSA27-OUT	1/5/2021	686.00	686.00	0.00	0.00	PAID	OP	0
Q0029-21-00		238764	N11	MSA27-OUT	2/04/2021	508.25	355.50	152.75	0.00	PAID	OP	0
Q0029-21-00		289969	N11	MSA27-OUT	2/1/2021	105.55	105.55	0.00	0.00	PAID	OP	0
Q0029-21-00		148393829	N11	MSA27-OUT	6/2/2021	2494.57	2494.57	0.00	0.00	PAID	OP	0
Q0029-21-00		7283516	N11	MSA27-OUT	3/18/2021	4960.32	4960.32	0.00	0.00	PAID	OP	0
Q0029-21-00		6927865	N11	MSA27-OUT	5/27/2021	258.60	258.60	0.00	0.00	PAID	OP	0
Q0029-21-00		1512781485	N11	MSA27-OUT	5/7/2021	0.00	6395.34	0.00	-6395.34	None	OP	0
Q0029-21-00		90000000019	N11	MSA27-OUT	3/22/2021	441.60	441.60	0.00	0.00	PAID	OP	0

Filter: [LOE] = MSA27-OUT 'And [CONTROL_NUMBER] <> '-----'

- Click the “Report” button
- Select export and choose “Text File”



- A box will pop up with “Text Separator,” place the “^” in the file and save to your computer or shared drive
- Send the text files to the identified POC
 - *Ensure the file is encrypted as it contains Patient Name*
- To review your own data, you can convert the file to Excel





- Non-billable encounters require additional steps if in LOB MSA35 VA RS or MSA 36 VA Non-RS
 - Simply changing the resolution to non-Billable does not remove them from the reports and the encounters will show up as “Hidden AR”
 - This requires a review for every MTF with or without a VA MOU
- To generate reports to identify if there are records:
 - Open Claims by LOB
 - LOB Billing Report DD7

Questions?

