



SF 1080 Interagency Billing Process DHA Uniform Business Office

November 2025



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Resources

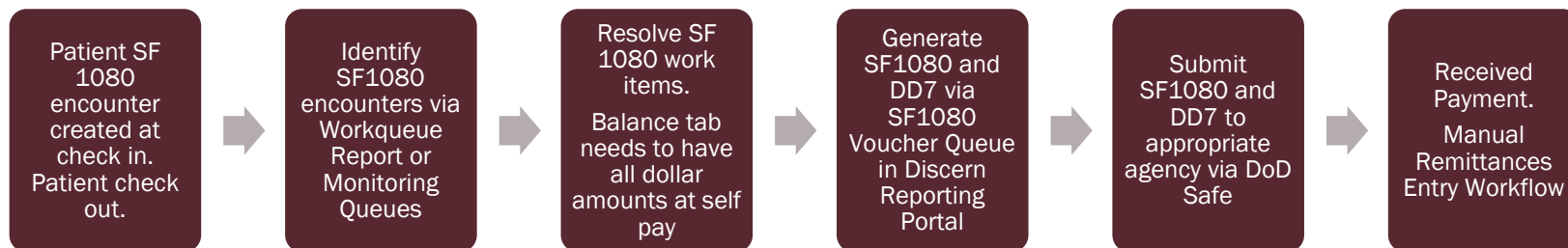


- [UBO Compliance Workflows and Narratives:](#)
 - MSA Federal Workflow
 - MSA Federal Narrative
- [UBO Helpful Handout Deep-Dive Miscellaneous](#)
- [UBO Helpful Handout UBO Poster](#)
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 - [1DOD – Patient Accounting – SF1080 Billing Process](#)



SF 1080 Interagency Billing Overview

- The SF1080 process is a unique process in Revenue Cycle and Discern Reporting Portal to create a DD7 line-item charge form and a SF1080 invoice for government interagency billing.





SF1080 Checklist



Daily:

- Review and resolve UBO Work Items in SF1080 sub-categories

Weekly:

- Review DNRB – Insurance and Self Pay monitoring queues.
 - Run Revenue Cycle – Work Queue Report in Discern Reporting Portal.
 - Review encounters >30 days, Resolve discrepancies if necessary.

Monthly:

- After SF1080 OPS Job is run.
 - Generate SF1080/DD7 Billing to submit to payers.
 - Review and resolve DNRB-Self Pay balances for encounters >30 days.



SF1080 Checklist Continued



- Pending SF 1080s are reviewed on the first day of the month via the "SF1080 Voucher Queue" in the Discern Reporting Portal.
- National Oceanic and Atmospheric Administration (NOAA) and Public Health Services (PHS) SF 1080 processed and forwarded to the agency within 7-10 days of generating in Discern Reporting Portal.
- Intra-governmental payment and collection payments received from NOAA and PHS posted within 7-10 days of receipt, to include adjustments.
- Required adjustments applied using appropriate Payment Alias - 4722 for Interagency Payment.
- Ensure your MTF has a Memorandum of Agreement outlining rules and procedures governing eligibility and participation in TRICARE with PHS and with NOAA.



SF1080 Billing Interagency MOA PDF

- The following types of intergovernmental agreements are located at the DHA UBO Enterprise:



DHA/NOAA MOA
2018

- DHA and NOAA – Current agreement with the National Oceanic and Atmospheric Administration Commissioned Officer Corps regarding on rules and procedures governing NOAA eligibility and participation in TRICARE.



DHA/PHS MOA
2018

- DHA and PHS – Current agreement with the Public Health Service Commissioned Officer Corps regarding rules and procedures governing PHS eligibility and participation in TRICARE.



Identifying SF 1080 Encounters Revenue Cycle – Workqueue Report



- This report displays a summary and detailed view of items in the workqueue. The counts and percentages in the summary are displayed by workflow state and assigned user with the option to include follow-up items. The spreadsheet view includes patient and provider detail for each item in the workqueue.
- Step 1: Select P0630 Discern Reporting Portal
- Step 2: Select Revenue Cycle– Workqueue Report, Click Run



Revenue Cycle - Workqueue Report

Business Operations Patient Accounting

Description:
This report displays a summary and detailed view of items in the workqueue. The counts and percentages in the summary are displayed by work flow state and assigned user with the option to include follow-up items. The spreadsheet view includes patient and provider detail for each item in the workqueue.

Suggested Report User:
No suggested user.

Suggested Report Frequency:
No suggested frequency.

Support Reference Number:
1b1efe1d-491f-4219-9c5d-47de1322615a

Reporting Application:
CCL

Alternate name:
RCA_RPT_WORK_QUEUE:DBA

Run

Run in Background

View Documents

Path: Published / Business Operations Patient Accounting



Identifying SF 1080 Encounters Revenue Cycle – Workqueue Report Continued



- Step 3 - Refer to screenshot for data elements.
 - Output type: **Spreadsheet**
 - Search User: **Enter parent DMIS then tab**
 - Select Assigned User: **SF1080 Lead “M” User Group and SF1080 User Group**
 - Select Work Flow State: **Any**
 - Include Follow-Up Work Items : **Yes**
 - Click **Execute**

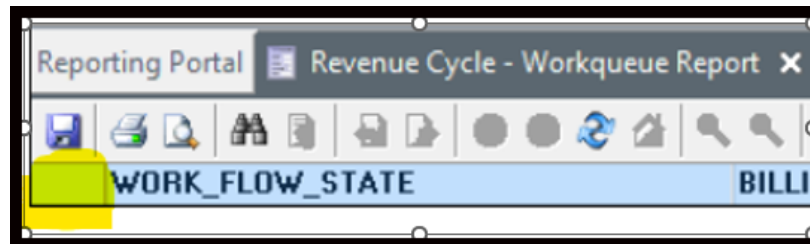
The screenshot shows the 'Discern Prompt: RCA_RPT_WORK_QUEUE.DBA' window. The 'Output to File/Printer/MINE' dropdown is set to 'MINE'. Under 'Output Type', 'Summary' is unselected and 'Spreadsheet' is selected. 'Show users in Status' has 'Active' selected and 'Inactive' unselected. The 'Search User' field contains '0126'. Under 'Select Assigned User', a list of user groups is shown with checkboxes. 'SF1080 Lead M User Group (0126)' and 'SF1080 User Group (0126)' are checked. Under 'Select Work Flow State', 'Any (?)' is checked. The 'Include Follow-Up Work Items?' checkbox is checked. The 'Append Date to File Name' checkbox is unselected. At the bottom, the 'Execute' button is highlighted, and the 'Return to prompts on close of output' checkbox is checked. The status bar at the bottom indicates 'Ready'.



Identifying SF 1080 Encounters - Revenue Cycle – Workqueue Report



- Step 4- Click in END blue box in upper left corner; ctrl-C. Paste into open Excel, ctrl-V in upper left corner



- Step 5 – Excel, Format accordingly and apply filters

WORK_FLOW_STATE	BILLING_ENTITY	FACILITY	NURSE_UNIT	ASSIGNED_USER	CREATED_DATE	STATUS_DATE	STATUS_REASON
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)	3/5/2025	3/5/2025	Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-IMMUN-CL	SF1080 Lead 'M' User Group (0126)	1/1/2025	1/1/2025	Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-FM-TM1	SF1080 Lead 'M' User Group (0126)	3/5/2025	3/5/2025	Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-IMMUN-CL	SF1080 Lead 'M' User Group (0126)	3/5/2025	3/5/2025	Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126A	0126A-UCC-CL	SF1080 Lead 'M' User Group (0126)	3/5/2025	3/5/2025	Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)	2/27/2025	2/27/2025	Insurance billing holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)	2/27/2025	2/27/2025	Standard delay has not been met



Identifying SF 1080 Encounters – Revenue Cycle Queues View

- Identifying SF 1080 encounters through Queues View in Revenue Cycle.
 - Click on DNFB
 - Click on SF1080 User Groups

Discharged Not Ready to Bill Queue

Workflow X Remittances

Personnel: 0098 Fort Sill-Reynolds AHC

My View Queue View User View

Filters/Sort Search

Status	Count	Amount	Percent
Active General A/R	14	(\$72.04)	<1%
At Risk Claim	784	\$70,516.41	
Charges on Incorrect Encounter 'WI'	244	\$25,922.60	1%
Coding Updates	1018	\$4,718.52	
Credit Balance	15	(\$2,074.65)	<1%
Demographic Modifications	7	\$261.07	<1%
Discharged, Not Ready to Bill	590	\$70,291.72	
DOD-VA Sharing User Group (0098)	2	\$40.47	<1%
Pre-Billing User Group (0097)	326	\$26,886.08	2%
Pre-Billing User Group (0098)	253	\$42,050.84	1%
SF1080 User Group (0098)	9	\$1,314.33	<1%
Discharged, Not Ready to Bill	6710	\$467,481.29	
Billor Lead User Group (0098)	2	\$0.00	<1%
DOD-VA Sharing User Group (0098)	970	\$52,293.58	
Pre-Billing User Group (0097)	2477	\$201,854.38	
Pre-Billing User Group (0098)	205	\$18,930.48	1%
SF1080 User Group (0097)	18	\$1,593.72	<1%
SF1080 User Group (0098)	113	\$6,692.08	<1%
Tricare User Group (0097)	2925	\$186,117.05	

Workflow X Remittances

Personnel: SF1080 User Group (0098) - Insurance Balance

Filters/Sort Search Status Discharged, Not Ready to Bill

Displaying 50, More Items Exist

Status Date	Amount	Work Item Amount	Status	Owner	Description	Priority
09/03/2025	\$0.71		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/03/2025	\$2.55		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/03/2025	\$0.71		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/03/2025	\$0.71		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/03/2025	\$2.55		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/03/2025	\$2.55		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$131.67		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$8.18		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$27.21		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$58.03		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$117.95		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$17.91		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$46.95		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$31.02		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$41.46		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$126.11		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending
09/02/2025	\$58.62		Discharged, Not Ready to Bill	SF1080 User Group (0098)		Pending



Identifying SF 1080 Encounters - Profile & Health Plan

- Front Desk staff responsible to select the correct Profile and Health Plan at Clinic Check in.
- Encounters are identified for qualification in the SF1080 process by ensuring that the Financial Class “Interagency SF1080” is sequenced as the primary Financial Class of the Profile & Health Plan.
- Interagency Health Plan & Financial Class examples are listed below.
 - TRICARE PRIME PUBLIC HEALTH
 - TRICARE PRIME FAMILY MBR PUBLIC HEALTH
 - TRICARE PRIME NOAA
 - TRICARE PRIME FAMILY MBR NOAA

Demographics Transaction History Viewer Guarantor Balance Summary Images Patient Cases Timeline

Modify Patient - DoD

Patient Alerts and Statuses Military Information Relationships Guarantor Insurance

Medicare Coverage Medicare Beneficiary ID Wounded Warrior

NO

+ Add View Remove Manage Profiles Submit Eligibility Eligibility Details

Profile	Seq	Health Plan	Payer	Financial Class
▼ DOD-DENTAL				
▼ DOD-OTHER UNFRM SVC AD	1	PUBLIC HEALTH TRICARE DENTAL	PUBLIC HEALTH	INTERAGENCY SF1080
▼ Pharmacy	1	TRICARE PRIME PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080
	1	602 Direct Care and TRICARE Mail Order and Retail Pharm	TRICARE	Tricare



Identifying SF1080s Encounters - DNRB – Status Reason Holds

- There are various reasons for encounters to be in this queue.
 - Standard Delay has not been met**- Encounters over 14 days should not have this reason.
 - Insurance Billing Holds exist** – ‘Billing Holds’ tab is waiting for coding. UBO staff need to wait on coding, also check for accuracy within Patients Demographics under the Insurance tab.
 - Waiting for Coding** - Follow-up with coding.
 - Insurance is Not Complete** – Need to set the status in the Balance Tab to “complete” for primary health plan so the self pay health plan can generated.

Balances Claims Statements Charges Insurance Transactions Self Pay Transactions Timeline Billing Holds X Images				
[Redacted]				
Filters Search				
Hold	Date	A	Events	Applied By
DOD Interagency Billing Hold	03/01/2025	E	Self Pay Billing, Collections, Pre-Collections, Dunni...	SYSTEM, SYS
DOD Professional Waiting for Coding (3M)	02/27/2025	E	Professional Billing, Self Pay Billing, Collections, Pre...	SYSTEM, SYS
Standard Delay	02/26/2025	E	Institutional Billing, Professional Billing, Self Pay Bill...	SYSTEM, SYS
Waiting for Coding	02/26/2025	E	Institutional Billing, Professional Billing, Self Pay Bill...	SYSTEM, SYS



Identifying SF1080s Encounters - DNRB– Self Pay, Not Ready to Process



- Current Responsibility is at Self Pay and no Statement Cycle.
- Workflow Tab - Reason - Insurance is not Complete
- Balances Tab – set DOD Default Professional status from Ready to Bill to Complete.
- Statement Cycle will qualify for SF1080 at end of month

Encounters X

Account: [REDACTED]	Encounter: [REDACTED]	Status: Active
ABN Status:	Holds: Yes	Activity Summary: \$161.84
Current Responsibility: Self Pay	Insurance Pending: \$0.00	Statement Cycle:
Total Balance: \$161.84	Copy: \$0.00	Payment Plan: No
Dunning Level:	Guarantor: [REDACTED]	Collection Agency:
Bad Debt Balance: \$0.00	Bad Debt Date:	Begin Date: 07/30/2025 10:21
Bankruptcy Begin Date:	VIP:	Financial Class: INTERAGENCY SF1080
End Date: 07/30/2025 23:59	DRG: 1	Medical Service: Behavioral Health
Type: Clinic	Type Class: Outpatient	Billing Entity: 0098 AHC Reynolds-Sill
Location: 0098C	Discharge Location:	Attending Physician: [REDACTED]
Billing Provider: 0098A-AHC Reynolds-Sill	Admitting Physician:	
Primary Diagnosis Code: F90.0	Health Plan: TRICARE PRIME PUBLIC HEALTH	

Balances | Claims | Statements | Charges | Insurance Transactions | Self Pay Transactions | Timeline | Billing Holds | Images | Workflow X

Filters Search

Description	Status Date	Amount	Work Item	Status	Reason	Owner	Priority	Category	Type
[REDACTED]	08/16/2025	\$161.84		Discharged, Not Ready to Bill	Insurance is not complete	SF1080 User Group (0098)	Pending	Other	Self Pay Balance
[REDACTED]	09/01/2025	\$161.84		Discharged, Not Ready to Bill	Statement holds exist	SF1080 User Group (0098)	Pending	Other	Self Pay Balance

Balances X | Claims | Statements | Charges | Insurance Transactions | Self Pay Transactions | Timeline | Billing Holds | Images | Workflow

Filters Search

Displaying 3 Items

Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance	Workflow Status
07/30/2025	Primary	Complete	TRICARE PRIME PUBLIC HE...	PUBLIC HEAL...	INTERAGENCY SF1080	DOD Default Professional - CANNON, M...	\$0.00	\$0.00	\$0.00	
07/30/2025	Primary	Ready to bill	TRICARE PRIME PUBLIC HE...	PUBLIC HEAL...	INTERAGENCY SF1080	DOD Default Professional	\$0.00	\$0.00	\$0.00	
07/30/2025	Self Pay	Ready to bill	Self Pay		Self Pay	Self Pay	\$0.00	\$0.00	\$161.84	Discharged, Not Ready to Bill



Identifying SF 1080 Encounters – Self Pay, Ready to Process

- At the encounter level:
 - All Billing Holds (except for the DOD Interagency Billing Hold) and Work Items must be resolved under the Billing Hold and Workflow Tabs.
 - At the Balances tab all charges must roll to the Self Pay Financial Class.
- This allows the creation of the SF1080 and DD7 within the SF1080 Voucher Queue in Discern Reporting Portal at the end of the month.

Balances Tab – DOD Interagency Billing Hold ~ Encounter Ready for DD7-SF1080									
Encounter	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
02/03/...	Primary	Complete	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Technical Charg...	\$0.00	\$0.00	\$0.00
02/03/...	Primary	Complete	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Professional - LE...	\$0.00	\$0.00	\$0.00
02/03/...	Primary	Complete	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Professional - C...	\$0.00	\$0.00	\$0.00
02/03/...	Self Pay	Ready to bill	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$176.34



Identifying SF1080s Encounters DNFB - Ready to Bill Statement Cycle



- In the Encounter Tab review, the Statement Cycle field states: MTF SF1080 Ready to Bill.
 - This identifies the statement has **not yet been associated with a SF1080** within the SF1080 Voucher Queue in Discern Reporting Portal. Will be associated at the end of the month.
- In the Statements Tab review, the Status field states: Ready to Submit.
- In the Billing Holds Tab there will be a DOD Interagency Billing Hold.

Patient Account Encounters

Account: [REDACTED] Encounter: [REDACTED] Status: Active

ABN Status: [REDACTED] Holds: Yes

Current Responsibility: Self Pay Insurance Pending: \$0.00 Activity Summary: Patient Balance: \$69.91

Total Balance: \$69.91 Copay: \$0.00 Statement Cycle: **MTF SF1080 Ready to Bill**

Dunning Level: Normal # 1 Guarant: [REDACTED] Payment Plan: No

Bad Debt Balance: \$0.00 Bad Debt Date: [REDACTED] Collection Agency: [REDACTED]

Bankruptcy Begin Date: [REDACTED] VIP: [REDACTED] Begin Date: 07/13/2023 6:29

End Date: 07/13/2023 20:59 DRG: [REDACTED] Financial Class: INTERAGENCY SF1080

Type: Clinic Type Class: Outpatient Medical Service: Family Medicine

Location: 0122C Billing Provider: 0122A-AHC Kenner Billing Entity: 0122-Gregg-Adams

Primary Diagnosis Code: Z23 Admitting Physicians: [REDACTED]

Health Plan: TRICARE PRIME PUBLIC HEALTH

Statements

Date	Created Date	Submitted Date	Status	Statement	Encounter	Billed Amount	Balance Due	Total Encounter Balance	Lead
7/27/2023	7/27/2023	7/27/2023	Ready to Submit	[REDACTED]	[REDACTED]	\$69.91	\$69.91	\$69.91	
8/2/2023	8/2/2023	8/2/2023	Ready to Submit	[REDACTED]	[REDACTED]	\$69.91	\$69.91	\$69.91	

Billing Holds

Date	Events	Applied By
7/13/2023	DOD Interagency Billing Hold	Self Pay Billing, Collections, Pre Collections, Dismiss...



Identifying SF1080s Encounters - SF1080 Billed

- In the Encounter Tab, the Statement Cycle field states: MTF SF1080 Billed.
 - This identifies the statement **has been associated with a SF1080** within Discern Reporting Portal.
- In the Statements Tab review, the Status field states Submitted.
- In the Timeline Tab review, the Comment field states Qualified for DOD Interagency Invoice

Encounters X

Account Summary: AEN Status, Current Responsibility, Total Balance, Dunning Level, Bad Debt Balance, Bankruptcy Begin Date, End Date, Type, Location: 0014C, Billing Provider: 0014A-David Grant Medical Center, Primary Diagnosis Code: Z13.6, Discharge Location, Admitting Physician, Health Plan: TRICARE PRIME PUBLIC, Status: Active, Activity Summary: Patient Balance: \$13.10, Statement Cycle: **MTF SF1080 Billed**, Payment Plan: No, Collection Agency: Begin Date: 03/13/2023 12:59, Financial Class: INTERAGENCY SF1080, Medical Service: Cardiology, Billing Entity: 0014-60th Medical Group-Travis, Attending Physician: [REDACTED]

Statements

Date	Created Date	Submitted Date	Status	Statement	Encounter	Billed Amount	Balance Due	Total Encounter Balance
9/2/2023	9/2/2023	9/2/2023	Submitted	[REDACTED]	[REDACTED]	\$13.10	\$13.10	\$13.10
9/2/2023	9/2/2023	9/2/2023	Submitted	[REDACTED]	[REDACTED]	\$13.10	\$13.10	\$13.10

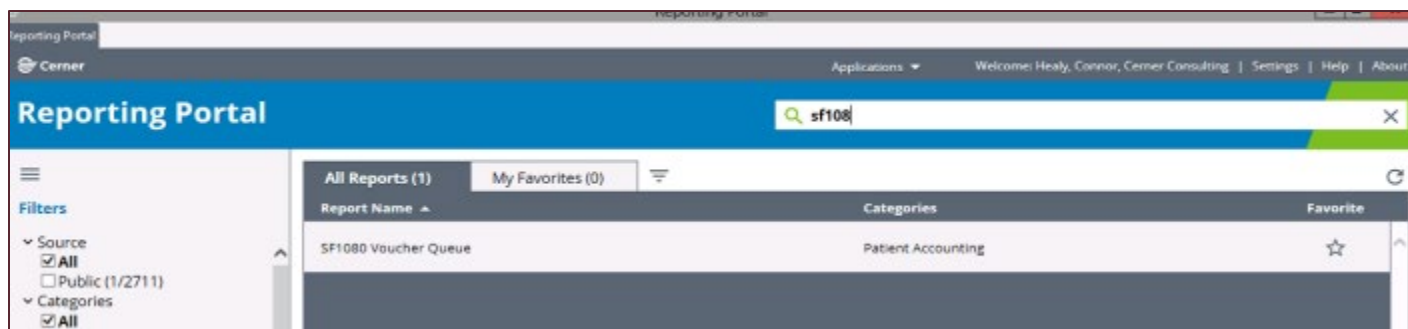
Timeline

Created	Type	Description	Comment
9/2/2023 6:00 PM	Apply Action Code	Change Dunning Level Action Code: DV1008-DV Change Du...	
9/2/2023 6:00 PM	Comment		Qualified for DOD Interagency Invoice
9/2/2023 1:58 PM	Apply Action Code	Release Hold Action Code: DV1027-DV Release Hold DOD In...	
8/17/2023 1:06 PM	Add Hold	Add Hold Action Code: DV1000-DV Hold: DOD Interagency ...	
7/31/2023 4:53 PM	Balance Status Change		
7/31/2023 2:00 PM	Apply Action Code	Release Hold Action Code: DV1027-DV Release Hold DOD In...	
7/3/2023 8:24 PM	Add Hold	Add Hold Action Code: DV1000-DV Hold: DOD Interagency ...	



SF 1080 and DD7 Creation - Discern Reporting Portal

- SF1080 Voucher Queue
 - The SF1080 Voucher Queue report is a tool for monitoring, generating, auditing, and reprinting SF1080 Interagency Billing invoices.
 - UBO staff will run this program on the first day of the month to view and print SF1080s for billing





SF 1080 and DD7 Creation - Discern Reporting Portal Continued



- Generating SF 1080 Voucher.
 - Search Mode: **Date Range**
 - Begin Date and End Date:
 - Payor: **Leave Blank**
 - Billing Entity: **DMIS ID**
 - Pending: **Uncheck box**
 - Click **Execute** when filters are applied.

Discern Prompt: DOD_INV_QUEUE:DBA

Search Mode:

☐ Pending
☐ Invoice Number
☒ Voucher Number
☒ Date Range

Begin Date: 03/01/2022 15:51

End Date: 03/06/2025 15:51

Payor:

(Enter * and hit TAB to display all. Double click to select all.)

{ Empty }

Billing Entity:

- ☐ 0092 NHC Cherry Point
- ☐ 0093 Grand Forks Clinic
- ☐ 0094 5th Medical Group
- ☐ 0095-88th Medical Group
- ☐ 0096 AF-C-72nd MEDGRP-Tinker
- ☐ 0097 AF-C-97th MEDGRP-Altus
- ☒ 0098 AHC Reynolds-Sill
- ☐ 0100 NHC New England

Pending: ☐

Execute Cancel

☒ Return to prompts on close of output

Ready

- "Accounting Classification", "Name", and "Title" are the only fields that require manual intervention to populate.
- Accounting Classification also known as LOAs
 - The path to retrieve the LOAs in ABACUS for FYs 23, 24, and 25 is as follows: ABACUS home page>Billing and Collections>Master Tables>Billing>LOA>.
- Click "**Generate**", the SF1080 invoice will open as a new window.

[illegible]

SF 1080 and DD7 Creation - Discern Reporting Portal Cont'd 2

- Validate the fields populated correctly and print the SF1080 along with the corresponding DD7s. Select Print Icon and print to PDF to desktop or file.

VOUCHER FOR TRANSFERS	
BETWEEN APPROPRIATE TOWNS AND/OR FUNDS	
Standard Form 1080	
Voucher Number	0116-21-00000000000001247
Reference Number	
Date of Issue	
Department, establishment, bureau, or office receiving funds	
General Request Description 1 BUDGET KD-CODE OR-LAND Baltimore, NYA FEB 22/84	
Department, establishment, bureau, or office charged DOLA 641 COLLETT ROAD EITZS HSE EL YVES SPRING, LAJ 209 D	
PAID BY:	
DATE OF PAYMENT	ARTICLES OR SERVICES
01/26/12 - 01/26/12	AD PAID 1000
04/18/12 - 04/18/12	AD 100LF
07/10/12 - 09/14/12	OTHER
	OF total fees
	OF total fees
	OF total fees
	TOTAL
	\$3,211.45
Exemptions Payment(s) should be made to:	
General Request Description 1 BUDGET KD-CODE OR-LAND Baltimore, NYA FEB 22/84	CROSSROADS, AVE E
Amount Classifications and	
and	
CERTIFICATE OF OFFICE CHARGED	
I certify that the above articles were received and accepted or the services were performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below, or that the advance payment requested is approved and should be paid as indicated.	
01/26/12 - 04/18/12 Authorized Administrator or Charging Officer (Date) (Name, Title)	Signature _____
ACCOUNTING CLASSIFICATION - Office Charged	
Paid by Check No.	
Reversal Entries Are Void	

DD7 - REPORT OF TREATMENT FURNISHED PAY PATIENT'S TREATMENT						
Prepared On: 03/27/23		Printed On: 03/06/25			Page: 1	
Billing Entity Address		Naval Hospital Bremerton 1 BOONE RD CODE 08RAZD Bremerton, WA 983121894				
Billing DMIS ID		[REDACTED]				
Bill Number		[REDACTED]				
Responsible Entity		NOAA		Fiscal Year		FY22
Affiliation Category:		AD				
Relationship to Sponsor:		FAM MBR				
Patient Name/SSN	Encounter Type/ Treating DMIS	Admission Date/ Date of Service	Discharge Date	Statement Number	Amount Billed	
[REDACTED]	Outpatient	[REDACTED]	[REDACTED]	[REDACTED]	\$7.19	
Outpatient Total:					\$87.19	
NOAA Total:					\$87.19	
Date: _____ Authenticated by: _____						

New Privacy Act Language:
 CFR, Title 45, Part 164 permits the use and disclosure of Protected Health Information (PHI) to carry out treatment, payment, or health care operations. Personally Identifiable Information (PII) is protected under the U.S. Code (USC), Title 5, Section 552a. Government records related to these charges can be inspected and copied upon request.



SF1080 Submission Process

- The SF-1080 and DD7 should include the name of your organization, authorization name, and signature, email address, phone number, fiscal year, dates of service, retired or active duty and your accounting information for your records. In addition, you may want to create a tracking system.
- Public Health Service
 - SF1080 and DD7 documents should be provided via DoD Safe to the following individuals:
 - PHSmedicalbilling@hhs.gov
- National Oceanic and Atmospheric Administration
 - The SF1080 and DD7 documents should be provided via DoD Safe to the following email: noaa.tricare@noaa.gov
- Submit SF1080 to both the agency and DCFM.



System Issue – “Other” Category

- A system issue has been identified with SF1080 generation.
- Category of “Other” populating in error
 - The SF1080 should reflect the appropriate category (active duty, family member, retiree, etc.)
 - USPHS will not submit payment if the SF1080 shows “other” for the Category
- An enterprise ticket has been opened to resolve this issue.
- Temporary solution:
 - Convert the voucher PDF to a spreadsheet/Excel file
 - Search patient in DEERS and add the category (active duty, family member, retiree, etc.) as a column in the spreadsheet. Include spreadsheet as an additional attachment when sending the SF1080.



Temp Work Around for PHS SF1080 Affiliation Category labeled as “Other”



- Access to GQID:
 - This involves exporting the DD7 linked to the SF1080 Voucher to an Excel Spreadsheet, filtering for entries under the Affiliation Category labeled as “Other”, and then manually verifying the patients SSN in GQID to determine if the patient falls under AD FAM MBR, AD SELF, RETIRED FAM MBR, or RETIRED SELF.
- If do not have access to GQID:
 - This involves exporting the CSV linked to the SF1080 Voucher to an Excel Spreadsheet, filtering for entries under the Affiliation Category labeled as “Other”, and then manually verifying the FINS in Revenue Cycle to determine if the patient falls under AD FAM MBR, AD SELF, RETIRED FAM MBR, or RETIRED SELF.



SF1080 Payments

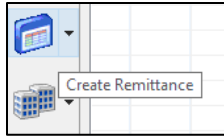


- SF1080 Payments are received through **IPAC – Intragovernmental Payment and Collection (IPAC)**
 - IPAC payments are electronic fund transfers received from another government agency (NOAA, USPHS)



Posting SF1080 Payment – Manual Remittance

- Select Create Remittance



- Complete necessary fields in the Create New Remittance window

The 'Create New Remittance' window contains the following fields and values:

- Remittance Name: 07252023 082023 IPAC-PHS 0108-23-9...388 \$623.57
- Currency Type: United States Dollar
- Payment Control Total: \$623.57
- Deposit Date: 08/01/2023
- Posted Date: 08/21/2023
- Payer: PHS
- Payment Method: Electronic Fund Transfer
- Check Date: [Empty]
- Payment Description: IPAC PHS
- Payment Alias: 4728
- Adjustment Alias: [Empty]
- Apply Comment: IPAC Payment Received 0108-23-9...388.
- Predefined Comment: [Empty]
- Importance: Medium

Buttons: OK, Cancel



Posting SF1080 Payment – Manual Remittance Continued

- Complete the highlighted fields. The statement number is obtained from the SF1080 voucher.

- Verify all balances are posted in the Remittance Summary tab

Description	Payment	Adjustment
Self Pay	(\$623.57)	\$0.00
Totals:	(\$623.57)	\$0.00

- Select the green checkmark to post





Posting SF1080 Payment – Manual Remittance

- The Self Pay Transactions tab will show the payment posted.

Type	Date	Amount	Alias	Alias Description
Payment	8/21/2023	\$(26.87)	4722	Patient payment - DOD Interagency Payment

- The Balances tab will display zero balance, and that the payment was applied.

Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
5/16/2023	Primary	Complete	TRICARE PRIME PUBLIC H...	PUBLIC ...	INTERAGENCY SF...	DOD Default Technical Chg...	\$0.00	\$0.00	\$0.00
5/16/2023	Self Pay	Generated	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$(26.87)	\$0.00



Resources



- [UBO Compliance Workflows and Narratives:](#)
 - MSA Federal Workflow
 - MSA Federal Narrative
- [UBO Helpful Handout Deep-Dive Miscellaneous](#)
- [UBO Helpful Handout UBO Poster](#)
- MHS Genesis Workflows:
 - [1DOD – Patient Accounting – SF1080 Billing Process](#)



Questions





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