



SF 1080 Interagency Billing Process

DHA Uniform Business Office

November 2025



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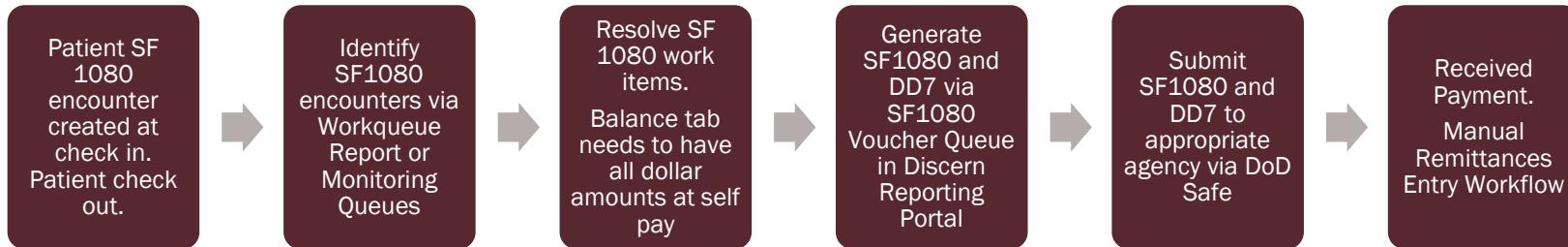
Resources

- [UBO Compliance Workflows and Narratives](#):
 - MSA Federal Workflow
 - MSA Federal Narrative
- [UBO Helpful Handout Deep-Dive Miscellaneous](#)
- [UBO Helpful Handout UBO Poster](#)
- MHS Genesis Workflows:
 - [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.
Reporting Application: CCL
Suggested Report Frequency: No suggested frequency.
Alternate name: RCA_RPT_WORK_QUEUE:DBA
Support Reference Number: 1b1e1e1d-491f-4219-9c5d-47de1322615a

Run (button highlighted with a red box)

Run in Background

View Documents

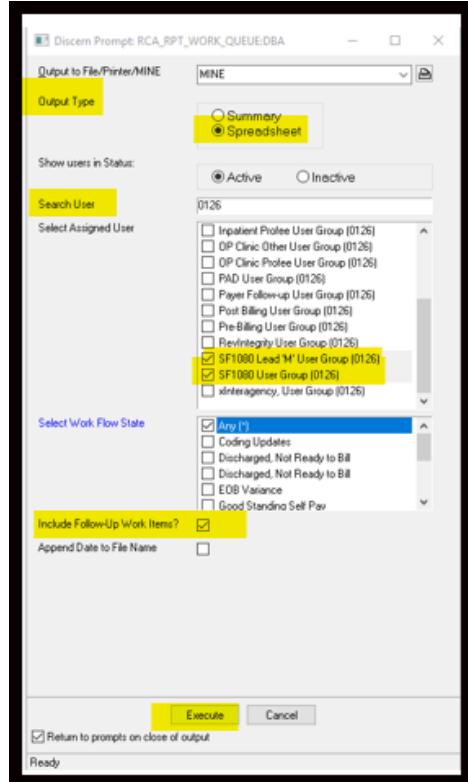
Path: Published / Business Operations Patient Accounting



Identifying SF 1080 Encounters

Revenue Cycle – Workqueue Report Continued

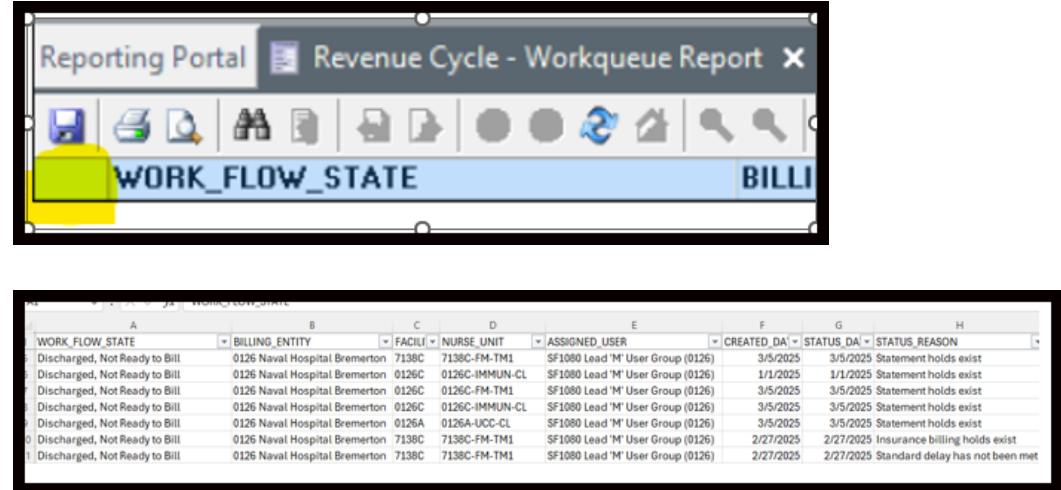
- Step 3 - Refer to screenshot for data elements.
 - Output type: **Spreadsheet**
 - Search User: **Enter parent DMIS then tab**
 - Select Assigned User: **SF1080 Lead “M” User Group and SF1080 User Group**
 - Select Work Flow State: **Any**
 - Include Follow-Up Work Items : **Yes**
 - Click **Execute**





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	FACILI	NURSE_UNIT	ASSIGNED_USER	CREATED_DA	STATUS_DA	STATUS_REASON
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	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	
Biller 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

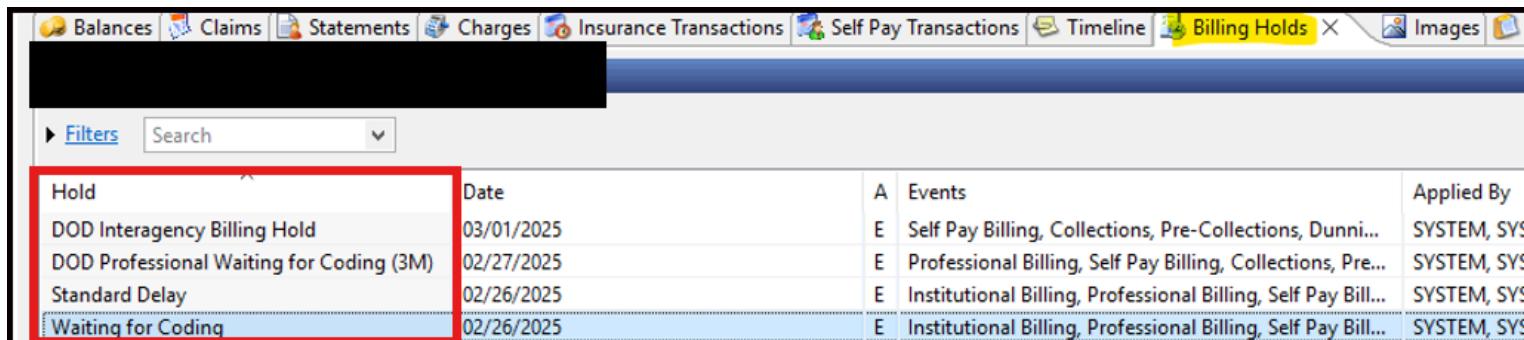
- Front Desk staff responsible to select the correct Profile and Health Plan at Clinic Check in.
- Encounters are identified for qualification in the SF1080 process by ensuring that the Financial Class “Interagency SF1080” is sequenced as the primary Financial Class of the Profile & Health Plan.
- Interagency 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

Profile	Seq	Health Plan	Payer	Financial Class
DOD-DENTAL	1	PUBLIC HEALTH TRICARE DENTAL	PUBLIC HEALTH	INTERAGENCY SF1080
DOD-OTHER UNFRM SVC AD	1	TRICARE PRIME PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080
Pharmacy	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.



Hold	Date	A	Events	Applied By
DOD Interagency Billing Hold	03/01/2025	E	Self Pay Billing, Collections, Pre-Collections, Dunn...	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

The screenshot displays the DOD Health Management System (HMS) interface, specifically the 'Encounters' and 'Balances' tabs.

Encounters Tab:

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

Balances Tab:

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

Statements Tab:

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	[REDACTED]
07/30/2025	Primary	Ready to bill	TRICARE PRIME PUBLIC HE...	PUBLIC HEAL...	INTERAGENCY SF1080	DOD Default Professional	\$0.00	\$0.00	\$0.00	[REDACTED]
07/30/2025	Self Pay	Ready to bill	Self Pay	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.

Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
02/03/...	Primary	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Technical Charg...	\$0.00	\$0.00	\$0.00
02/03/...	Primary	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Professional - LE...	\$0.00	\$0.00	\$0.00
02/03/...	Primary	TRICARE PRIME SPONSOR PUBLIC HEALTH	PUBLIC HEALTH	INTERAGENCY SF1080	DOD Default Professional - C...	\$0.00	\$0.00	\$0.00
02/03/...	Self Pay	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$176.34

Balances Tab – DOD Interagency Billing Hold ~ Encounter Ready for DD7-SF1080

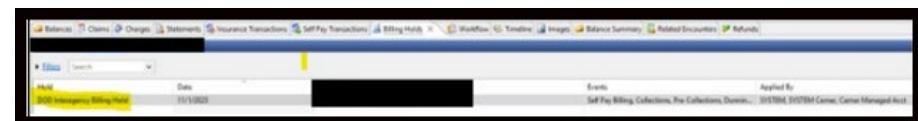


Identifying SF1080s Encounters DNFB - Ready to Bill Statement Cycle

- 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.



Date	Created Date	Submitted Date	Status	Statement	Encounter	Billed Amount	Balance Due	Total Encounter Balance	Last
10/01/2023	10/01/2023		Ready to Submit			\$69.91	\$69.91	\$69.91	
8/2/2023		8/2/2023	Ready to Submit			\$69.91	\$69.91	\$69.91	





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

The screenshots illustrate the Discern Reporting Portal interface for managing patient accounts and encounters.

Patient Account Tab:

Field	Value
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	

Statements Tab:

Date	Created Date	Submitted Date	Status	Entered	Encounter	Billed Amount	Balance Due	Total Encounter Balance
9/2/2023	9/1/2023	9/2/2023	Submitted			\$13.10	\$13.10	\$13.10
9/2/2023	9/2/2023	9/2/2023	Submitted			\$13.10	\$13.10	\$13.10

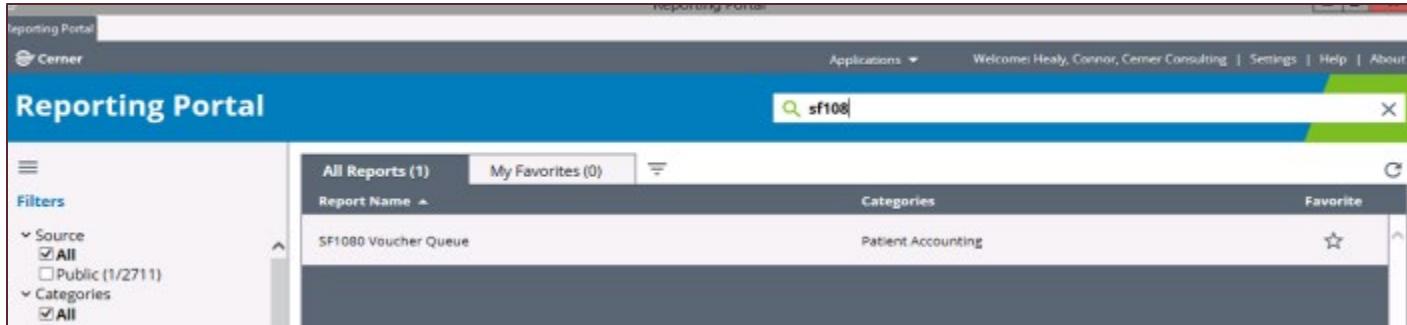
Timeline Tab:

Created	Type	Description	Comment
9/2/2023 6:00 PM	Apply Action Code	Change Dunning Level Action Code: DV1008-DV Change D...	Qualified for DoD Interagency Invoice
9/2/2023 6:00 PM	Comment		
9/2/2023 1:56 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...	
7/1/2023 9:24 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

A screenshot of a web-based reporting portal. The top navigation bar includes "Reporting Portal", "Cerner", "Applications", "Welcome: Healy, Connor, Cerner Consulting", "Settings", "Help", and "About". A search bar contains the text "sf108". The main content area is titled "Reporting Portal" and shows a list of reports. A sidebar on the left is titled "Filters" and includes "Source" (with "All" checked) and "Categories" (with "All" checked). The report list shows "All Reports (1)" and "My Favorites (0)". The single report listed is "SF1080 Voucher Queue", categorized under "Patient Accounting".



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 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
 0095-89th Medical Group
 0096 AF-C-72Nd MEDGRP-Tinker
 0097 AF-C-97Th MEDGRP-Altus
 0098 AHC Reynolds-Sill
 0100 NHC New Finland

Pending:

Execute Cancel

Return to prompts on close of output

Results



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

- "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.

DOD SF1080 Billing - Invoice Summary Report

Date Range: 18-DEC-2022 09:00 - 13-JAN-2023 23:59

Printed Date: 13-JAN-2023 23:59

Entry Type: Pending Only: No

View CSV Generate CSV View CSV Generate CSV

Voucher Number	Invoice Number	Payer Org	Billing Entity	Amount	Creation Date	Accounting Classification	Name	Title	Printed Date
0073-20-0000000000193	00000000000193	MDA4	0073-40-01-01 MSSDR-Awesom	\$075.21	02/02/22	4015 Test			02/02/22
0139-23-0000000000183	0000000000183	PUBLIC HEALTH	0139-Naval Hospital Bremerton	\$409.20	02/02/22				
0126-23-0000000000184	0000000000184	MDA4	0126-Naval Hospital Bremerton	\$206.44	02/02/22				
0139-23-0000000000185	0000000000185	PUBLIC HEALTH	0139-Naval Hospital Bremerton	\$429.39	02/02/22				
0126-23-0000000000186	0000000000186	MDA4	0126-Naval Hospital Bremerton	\$206.44	02/02/22				
0139-23-0000000000187	0000000000187	PUBLIC HEALTH	0139-Naval Hospital Bremerton	\$409.20	02/02/22	4015			02/02/22
0126-23-0000000000182	0000000000182	MDA4	0126-Naval Hospital Bremerton	\$206.44	02/02/22	Testing	Philip Mills	Br. Software Engineer	02/02/22
0139-23-0000000000187	0000000000187	PUBLIC HEALTH	0139-Naval Hospital Bremerton	\$724.71	02/02/22	4015 Test			02/02/22
0126-23-0000000000180	0000000000180	PUBLIC HEALTH	0126-Naval Hospital Bremerton	\$395.87	02/02/22	4015 Test			02/02/22
0126-23-0000000000189	0000000000189	MDA4	0126-Naval Hospital Bremerton	\$142.04	02/02/22	4015 Test			02/02/22
0126-23-0000000000180	0000000000180	MDA4	0126-Naval Hospital Bremerton	\$308.17	02/02/22	4015 Test			02/02/22
0139-23-0000000000191	0000000000191	PUBLIC HEALTH	0139-Naval Hospital Bremerton	\$429.39	02/02/22				02/02/22
0126-23-0000000000182	0000000000182	MDA4	0126-Naval Hospital Bremerton	\$407.93	02/02/22	4015 Test			02/02/22

DOD SF1080 Billing Report
Executed By: Villa, Cenari, Philip, Cenari AMS
Executed On: 13-JAN-2023 23:59

This is protected personal health information and is not to be distributed to anyone not authorized to receive it. It may result in criminal charges and a fine from \$5,000 to \$25,000 under the Privacy Act of 1974, Title 5 United States Code (U.S.C.) 552(a), 36 U.S.C. Section 507(f), Confidential Nature of Claims, and 36 U.S.C. Section 733, Confidentiality of Certain Medical Records.



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.

Standard Form 100C		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND OR FUNDS			
Voucher Number		0126-12-00000000000147			
Voucher Transfer					
Department, establishment, Bureau, or office receiving funds and date issued		Department, establishment, Bureau, or office charged and date issued			
1. BOOTH ED-1200E HAZD Bamboo, WA 98334		100-1200E 100 COLESTILLE ROAD ECTER 100 ELY, IDAHO 83301-1200 (ED-1200)			
PAID BY:					
DATE OF DELIVERY	ARTICLES OR SERVICES		EXACTS	AMOUNT	
01-05-12-01-28-12	AD PAM 100E		OP Adm Fees	1	87.39
06-08-12-09-23-12	AD 100F		OP Adm Fees	20	1,800.40
07-05-12-09-14-12	OTHER		OP Adm Fees	14	1,260.86
					TO TAL \$3,251.65
Reimbursement should be sent to:					CHIEF/DIRECTOR, A&H T
Fiscal Agent/Bureau					
1. BOOTH ED-1200E HAZD Bamboo, WA 98334					
Account Class/Section Ind					
CERTIFICATE OF OFFICE CHARGED					
I certify that the above activities were received and accepted as the services were performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated above, or to the amount of payment required if approved and should be paid as indicated.					
01-05-12-01-28-12 Authorized Admistrative or Certifying Officer (Date/Name/Title)			Signature		
ACCOUNTING CLASSIFICATION - Office Charged					
Paid by Check No. Revised Editions Are Valid					

DD7 - REPORT OF TREATMENT FURNISHED PAY PATIENTS TREATMENT



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.



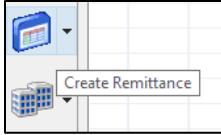
SF1080 Payments

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

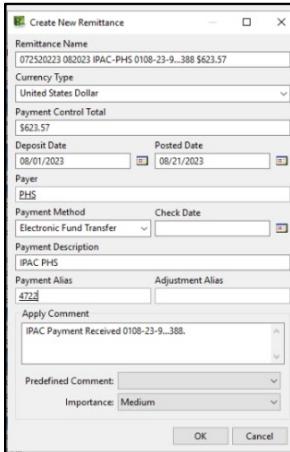


Posting SF1080 Payment – Manual Remittance

- Select Create Remittance



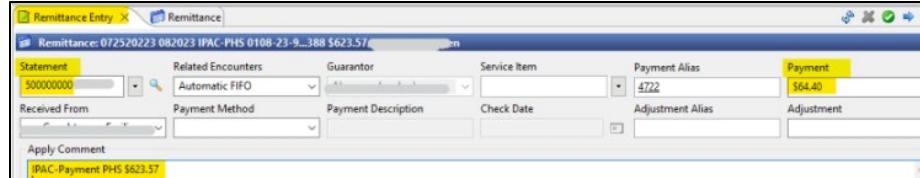
- Complete necessary fields in the Create New Remittance window



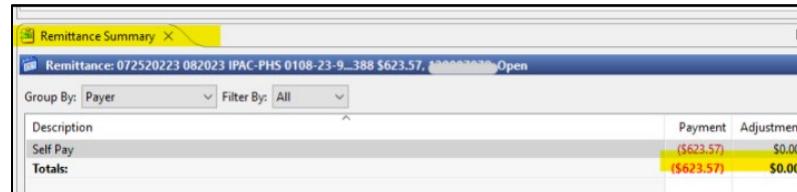


Posting SF1080 Payment – Manual Remittance Continued

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



- Verify all balances are posted in the Remittance Summary tab



- 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 Charg...	\$0.00	\$0.00	\$0.00
5/16/2023	Self Pay	Generated	TRICARE FINAL BENEFIT	Self Pay	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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