



Medical Affirmative Claims Process MHS Genesis – Revenue Cycle

DHA Uniform Business Office

July 2026



Overview of Presentation



- Process within MHS Genesis Applications
 - Run and prepare injury report
 - Add Profile & Health Plan (P&HP) for Medical Affirmative Claims (MAC)
 - Resolve Work Items
 - Generate claims
- UBO HelpFul HandOut ~ MEDICAL AFFIRMATIVE CLAIMS
 - Detailed steps in document



MAC Sections



- First, Report: Discern Reporting Portal Daily Log of Patients Treated for Injuries is run, and potential MAC cases are forwarded.
- Second, the MAC HIM Coding to include a coding tracker.
- Third, the MAC Tricare Cancel Claim – Reverse Adjustments section is completed in Patient Account Perspective.
- Fourth, the MAC Profile and Health Plan section is completed in Registration Perspective, then added to each Encounter in Encounters Perspective.
- Fifth, the MAC Review Encounter section is completed in Patient Account Perspective.
- Sixth, the MAC Claim Billing is performed in Patient Account Perspective.
- Seventh, the MAC Combined Cover Sheet.
- Eighth, MAC Medical Data Gathering process is done.
- Ninth, the MAC Posting is completed.



Helpful HandOut



2024

Uniform Business Office J-8

Improving Health and Building Readiness. Anytime, Anywhere-Always

Revenue Cycle
DHA UBO HelpFul HandOut
Training Guidance

MAC PROCESS
Profile & Health Plan
Billing
Posting

Word
Document



Discern Reporting Portal – Running Report

1/2



- Track Dates, if ran 1 Oct to 5 Oct on 6 Oct, next report will start on 6 Oct.
- Consult with service MCRU-Legal for guidance.

All Reports (1) | My Favorites (0)

Report Name	Categories	Favorite
Daily Log of Patients Treated for Injuries	Validation	☆

Description:

This report will be used to identify injuries for MAC claims.

Suggested Report User:
No suggested user.

Suggested Report Frequency:
No suggested frequency.

Support Reference Number:
cd22b1f0-6a6d-421f-ac09-cdf6909172fe

Reporting Application:
DA2

Alternate name:
No alternative name.

Run

Run in Background

View Documents

Discern Report live



Discern Reporting Portal – Running Report

2/2



- Select Export Data icon

Reporting Portal

Reporting Portal Daily Log of Patients Treated for Injuries

Change Runtime Prompts

Daily Log of Patients Treated for Injuries

Showing page 1 of 6

Billing Entity:	0125 Madigan AMC
Begin Date:	03-Sep-2023 to 09-Sep-2023

- Move Data to Right – OK
- Pop-up:
 - Select Save for Download

Export Data

Available result sets
ELEMENT_218

Available Columns

Selected Columns
BILLING_ENTITY
PATIENT_LOC
PATIENT_NAME
PATIENT_ADDRESS
PHONE_NUMBER
EMAIL
DOB
RELATIONSHIP_TO_SPONSOR
SPONSOR_AFFILIATION_CODE
DOD_ID

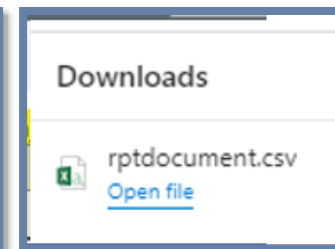
Export format: CSV(*.csv)

Output encoding: ☒ UTF-8 ☐ Other (If blank, use the local encoding)

Separator: Comma (,)

☐ Export column's data type ☐ Export column as locale neutral
☐ Export data with Carriage Return

OK Cancel



Excel Sample



MAC Coding Tracker



- Notification received from MCRU-Legal
 - Identify billable MAC Encounters
 - Forward information to coding
 - Track status
- Recommended not to add P&HP until coding is completed

- Sample tracker to assist with tracking coding

STATUS:				
WHITE - Needs Attention/No action has been taken				
Yellow - PAD has completed their actions				
Green - UBO completed				
Orange - Conference Needed				
RED - Missing Information/Requires UBO attention				
Pink - Hold for review				
STATUS	REQUESTED DATE	CODED DATE	PATIENT	DOB
Ready to bill	9/1/2023	9/28/2023	Doe, John	12/20/1988

Excel Coding
Tracker



Prepare Encounter ~ Balances Tab



- Balances Tab ~ Patient Account Perspective
 - Review line items
 - ✓ Health Plans
 - ✓ Adjustments
 - Example has adjustments applied

Balances X Charges Claims Statements Insurance Transactions Self Pay Transactions Billing Holds Workflow Timeline Images Balance Summary Related Encounters Refunds										
Encounter: 07/10/2023 - 07/11/2023										
Filters Search										
Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance	
7/10/2023	Primary	Complete	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	(\$247.06)	\$0.00	\$0.00	
7/10/2023	Primary	Complete	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	(\$105.88)	\$0.00	\$0.00	
7/10/2023	Self Pay	Ready to bill	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00	



Prepare Encounter ~ Insurance Transactions Tab



- Insurance Transactions Tab ~ Patient Account Perspective
 - Reverse Adjustments
 - ✓ Review line items
 - ✓ Adjustments applied – 5100 Tricare
 - ✓ Select all line items – Reverse Transactions

Type	Date	Activity Date	AR GL Date	Reversed Date	Transferred Date	Claim	Original Amount
Adjust...	4/30/2...	4/30/2023	9/1/2023	9/1/2023			(\$38.23)
Adjust...	4/30/2...	4/30/2023	9/1/2023	9/1/2023			(\$89.21)

Reverse Transaction

Are you sure you want to reverse these 3 transactions?

Yes No

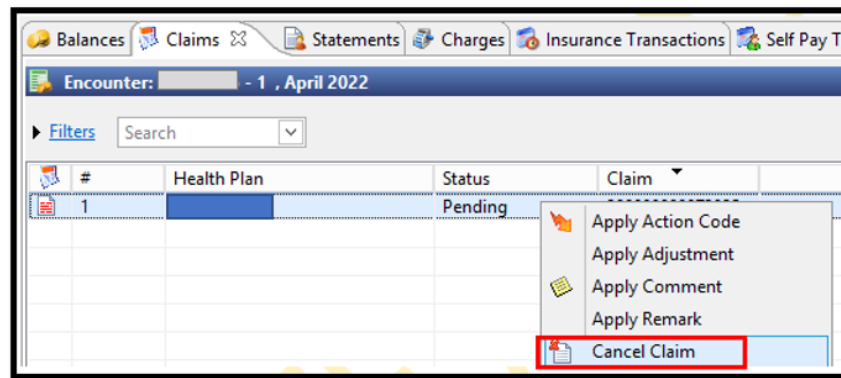
Original Amount	Amount	Alias	Adjustme
(\$88.65)	(\$88.65)	5100	
(\$125.38)	(\$125.38)	5100	
(\$121.35)	(\$121.35)	5100	



Prepare Encounter ~ Claims Tab – Cancel Claim



- Claims Tab ~ Cancel Claims ~ Patient Account Perspective
 - Review line items
 - ✓ Cancel Claim
 - ✓ Benefit order status updates to Ready to Bill





Prepare Encounter ~ Review Balances Tab



- Balances Tab ~ Patient Account Perspective
 - Review line items
 - ✓ Status is Ready to Bill
 - ✓ No Adjustments or Payments

Balances X Charges Claims Statements Insurance Transactions Self Pay Transactions Billing Holds Workflow Timeline Images Balance Summary Related Encounters Refunds										
Encounter: 07/10/2023 - 07/11/2023										
Filters Search										
	Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
	7/10/2023	Primary	Ready to bill	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$247.06
	7/10/2023	Primary	Ready to bill	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	\$0.00	\$0.00	\$105.88
	7/10/2023	Self Pay	Ready to bill	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00



Profile and Health Plan ~ MAC



- Profile and Health Plan ~ Registration Perspective
 - Health Plan Selection
 - ✓ Add MAC P&HP

Health Plan Selection

► Eligible Plans for Subscriber (0)

Health Plan Search

Search By

Payer Name

↓

Health Plan	Insurance Office	Type	Address	Payer	Financial Class	Plan Aliases	Service Type
> 000 MAC CMAC RX				MAC	MAC		Pharmacy Only
> 000 MAC WORK COMP RX				MAC	Self Pay		Pharmacy Only
> MAC CMAC				MAC	MAC		Medical Only
↑ MAC FINAL BENEFIT				MAC	Self Pay		Medical Only
> MAC WORK COMP				MAC	MAC		Medical Only



Profile and Health Plan ~ Add Insurance



- Profile and Health Plan ~ Registration Perspective
 - Enter Name and Address of where claims will be sent
 - Complete Plan Details



Profile and Health Plan ~ MAC P&HP



- Profile and Health Plan ~ Registration Perspective
 - Insurance Tab
 - ✓ Add Profile
 - ✓ Link Health Plan

Demographics Transaction History Viewer Guarantor Balance Summary Patient Cases Timeline

Patient Alerts and Statuses Military Information Relationships Guarantor Insurance

Medicare Coverage Medicare Beneficiary ID Wounded Warrior

+ Add Modify Remove Manage Profiles Submit Eligibility Eligibility Details

Profile	Seq	Health Plan	Payer	Financial Class	Subscriber	Member Number	Group Number
▼ DOD-MEDICAL AFFIRMATIVE CLAIMS							
	1	MAC CMAC	MAC	MAC			
▼ DOD-US MILITARY RETIRED FAMILY MBR							
	1	TRICARE PRIME FAMILY MBR	TRICARE	Tricare			315
	2	TRICARE FINAL BENEFIT	Self Pay	Self Pay			
▼ Pharmacy							
	1	602 Direct Care and TRICARE Mail Order and Retail Pharm	TRICARE	Tricare			602



Profile and Health Plan ~ Encounters



- Profile and Health Plan ~ Encounters Perspective
 - Perform this step after coding is completed
 - ✓ MAC claims with updated codes
 - Insurance Tab
 - ✓ Change Profile for MAC related encounters

Insurance Profile Selection

Select the insurance profile that you wish to copy from the patient to this encounter.

Profile	Plan Name	Payer	Financial Class
☒ DOD-MEDICAL AFFIRMATIVE CLAIMS ☒	MAC CMAC	MAC	MAC
☐ DOD-US MILITARY RETIRED FAMILY MBR ☐	TRICARE PRIME FAMILY MBR	TRICARE	Tricare
☐	TRICARE FINAL BENEFIT	Self Pay	Self Pay
☐ Pharmacy ☐	602 Direct Care and TRICARE Mail Order and Retail Pharm	TRICARE	Tricare



Accident Related Visit ~ Encounter Details



- Encounter Details Tab ~ Encounter Perspective
 - Accident Related Visit
 - ✓ Pending update for accident type

Encounter: 04/06/2023 8:30 AM-04/06/2023 11:59 PM

Location
Facility: 0126C Building: 0126C-FM Nurse Unit: 0126C-FM-TM1 Room: [dropdown]
Bed: [dropdown] Encounter Type: Clinic Previous Patient Type: [dropdown] Medical Service: Family Medicine
Accommodation: [dropdown] Accommodation Request: [dropdown] Isolation: [dropdown]

Encounter Details
Admit Type: Elective Admit Source: Patient/Self Referral Source: [dropdown] Reason for Visit: Endo Biopsy

Physicians
Attending/Referring Physician: [dropdown] Admitting Physician: [dropdown] Referring Provider: [dropdown]

Accident Related Visit
Accident Related Visit: No

PLEASE NOTE THAT THE ACCIDENT RELATED VISIT IS LISTED AS NO

Encounter: 04/13/2022 14:33

Patient Information | Encounter Information | Guarantor | Insurance | UB04

Location
Facility: 0127A Building: 0127A-PT Nurse Unit: 0127A-PT-CL Room: [dropdown]
Bed: [dropdown] Encounter Type: Recurring Previous Patient Type: [dropdown] Medical Service: Physical Therapy
Accommodation: [dropdown] Accommodation Request: [dropdown] Isolation: [dropdown]

Encounter Information
Admit Type: Elective Referral Source: [dropdown] Reason for Visit: F/U shoulder
Accident Related Visit: Yes Patient Case: [dropdown] Accident Type: Accident w/ TPL Coverage Accident Date: 09/29/2021
Location: [dropdown] Accident State: [dropdown] Onset of Illness: [dropdown]

Accident Description
[text area]



Review Encounter ~ Balances Tab



- Review Encounter ~ Patient Account Perspective
 - Balances Tab – Encounter Level
 - ✓ Voided Status – Tricare Health Plan
 - All columns should be “0.00”
 - ✓ Ready to Bill Status – MAC CMAC Health Plan
 - Balance column with charges

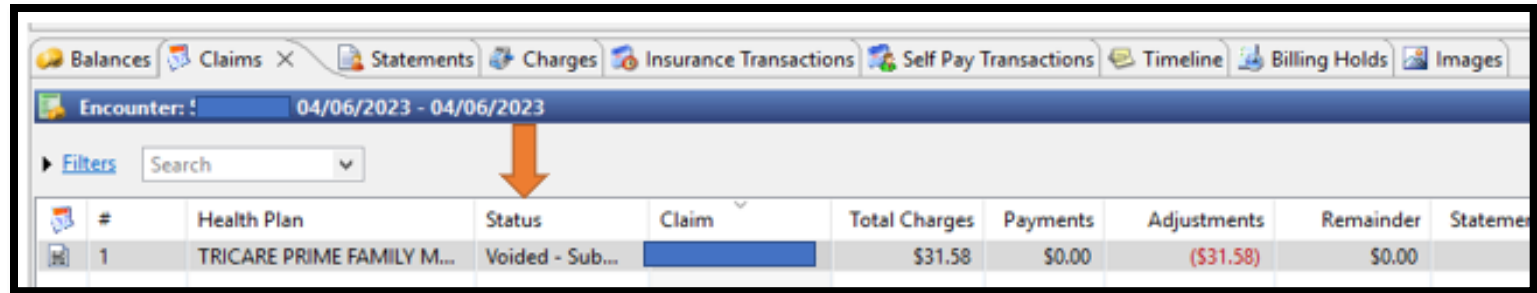
Balances									
Encounter: 00000000, 07/10/2023 - 07/11/2023									
Filters Search									
Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
7/10/2023	Primary	Voided	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$0.00
7/10/2023	Primary	Ready to bill	MAC CMAC	MAC	MAC	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$247.06
7/10/2023	Primary	Voided	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	\$0.00	\$0.00	\$0.00
7/10/2023	Primary	Ready to bill	MAC CMAC	MAC	MAC	DOD Default Professional - F...	\$0.00	\$0.00	\$105.88
7/10/2023	Self Pay	Ready to bill	Self Pay		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00



Review Encounter ~ Claims Tab



- Review Encounter ~ Patient Account Perspective
 - Tricare Health Plans
 - ✓ Voided Status – No Payments and No Adjustments
 - Resolve if there are any transactions



Balances Claims Statements Charges Insurance Transactions Self Pay Transactions Timeline Billing Holds Images									
Encounter: 04/06/2023 - 04/06/2023									
Filters Search									
	#	Health Plan	Status	Claim	Total Charges	Payments	Adjustments	Remainder	Statement
	1	TRICARE PRIME FAMILY M...	Voided - Sub...		\$31.58	\$0.00	(\$31.58)	\$0.00	



Review Encounter ~ Workflow Tab



- Review Encounter ~ Patient Account Perspective
 - Voided Benefit Order 'WI'
 - ✓ Apply Action Code D170 to resolve 'WI' if zero balance
 - Ticket submitted, 'WI' should not occur if balance is already zero

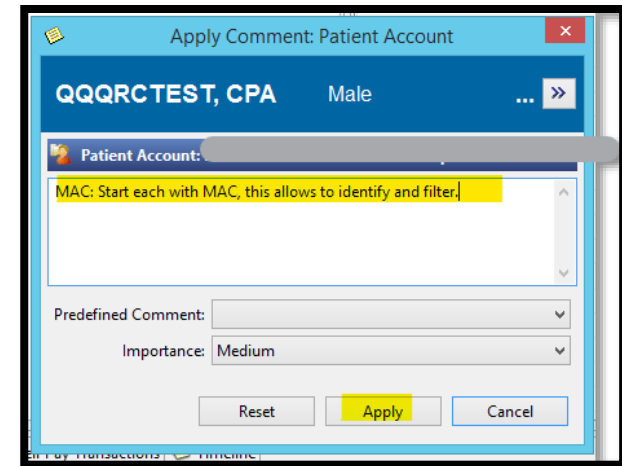
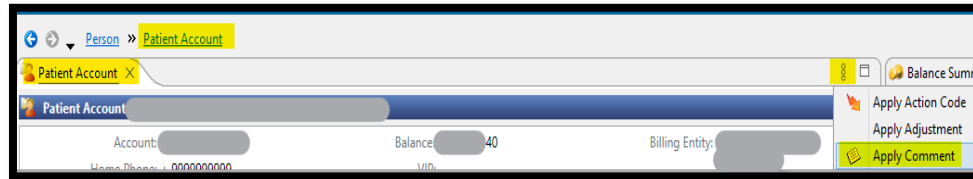
Balances Charges Claims Statements Insurance Transactions Self Pay Transactions Billing Holds Workflow X Timeline						
Encounter 07/20/2023 - 07/20/2023						
Filters	Search					
	D	Status Date	Amount	Work Item	Status	Reason
	6..	09/07/2023	\$121.35		Discharged, Not Ready to Bill	Insurance billing holds exist
	6..	09/07/2023	\$88.65		Discharged, Not Ready to Bill	Insurance billing holds exist
	6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
	6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
	6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
	6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order



Timeline ~ Apply Comment



- Timeline Apply Comment ~ Patient Account Perspective
 - Apply at the Patient Account Level (Navi-Bar)
 - ✓ Start comment with “MAC”
 - ✓ Search for “MAC” Comment filter





Generate Claim ~ Balances Tab



- Balances Tab ~ Patient Account Perspective
 - Claim status should be **Ready to Bill**
 - ✓ Select **Generate Claim** from list

The screenshot displays the 'Balances' tab in a patient account perspective. The table below shows the status of different payment types:

Sequence	Status	Health Plan	Begin Date	End Date
Primary	Ready to bill	MAC CMAC	4/6/2023	4/6/2023
Primary	Ready to bill	MAC CMAC	4/6/2023	4/6/2023
Self Pay	Ready to bill	Self Pay	4/6/2023	4/6/2023

The context menu for the 'Primary' row (Ready to bill) includes the following options:

- Complete
- Create AP Refund
- Generate Adjustment Interim Claim
- Generate Claim** (highlighted)
- Generate Continuing Interim Claim
- Generate Final Interim Claim
- Generate Initial Interim Claim
- Identify Work Item
- Modify Patient Responsibility
- Set As Generated
- Set as Ready to Bill
- Set As Waiting Previous Balance Completion
- Transfer Balance



Generate Claim ~ On-Demand Claim Preview/Submission



- On-Demand Claim Preview/Submission
 - Claim Type – Select Paper for UB04/CMS1450
 - Claim Type – Select CMS 1500 0805 or CMS 1500 0212
 - ✓ Review CMS1500, bottom of form will have the version

The screenshot shows the 'On-Demand Claim Preview/Submission' window. The 'Claim Type' section has three radio buttons: 'Electronic 4010', 'Electronic 5010 (Default)', and 'Paper'. The 'Paper' option is selected, and an orange arrow points to it. The 'Type of bill' is set to '013X (Default)'. The 'Submission mode' is set to 'Preview'. The 'Print' section shows 'Print queue' as a dropdown, 'Paper type' as '0 - Plain Paper', and 'Number of copies' as a text field. The 'Date of service from' and 'Date of service through' fields are both set to '**/*/*'. The 'OK' and 'Cancel' buttons are at the bottom right.

The screenshot shows the 'On-Demand Claim Preview/Submission' window. The 'Claim Type' section has three radio buttons: 'Electronic 4010', 'Electronic 5010 (Default)', and 'CMS1500 0805'. The 'CMS1500 0212' option is selected. The 'Type of bill' is set to '013X (Default)'. The 'Submission mode' is set to 'Preview'. The 'Print' section shows 'Print queue' as a dropdown, 'Paper type' as '0 - Plain Paper', and 'Number of copies' as a text field. The 'Date of service from' and 'Date of service through' fields are both set to '**/*/*'. The 'OK' and 'Cancel' buttons are at the bottom right.



Generate Claim ~ Bill Record Browser Submit



- Ensure you select “submit” icon



- Bill Record Submission pop-up, this step cannot be skipped. Skipping will leave claim in Ready to bill status.

Balances Claims Charges Statements Insurance Transactions Self Pay Transactions Billing Holds Workflow Timeline Images Balance Summary Related Encounters Refunds														
Encounter: 94/17/2024 - 94/17/2024														
Filters Search														
#	Created Date	Submitted Date	Transmitted Date	Status	Total Charges	Payments	Adjustments	Remainder	Variance	Health Plan	Claim	Status Reason	Sequence	Media Type
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$129.13	\$0.00	\$0.00	\$129.13	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$6.13	\$0.00	\$0.00	\$6.13	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$148.26	\$0.00	\$0.00	\$148.26	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper



UNCLASSIFIED

Generate Claim ~ Bill Record Browser Validate



- Bill Record Browser
 - Validate for any errors

BILL RECORD BROWSER

Task Bill Help

Submit Batch Submit Post Validate Review Deny Cancel Search Comment Exit

View Edit Info

NAVAL HOSPITAL BREMERTON
1 BOONE RD CODE 08RAZD
BREMERTON WA 983121894
3604754160

5 PATIENT NAME
6 PATIENT ADDRESS
7 BREMERTON
8 WA 983119223

9 DATE
10 04062308
11 2023040

12 MCRU SAN DIEGO JAG
3395 STURTEVANT ST STE 2
SAN DIEGO CA, 92136

13 04062308
14 2023040

15 04062308
16 2023040

17 04062308
18 2023040

19 04062308
20 2023040

21 04062308
22 2023040

23 04062308
24 2023040

25 04062308
26 2023040

27 04062308
28 2023040

29 04062308
30 2023040

31 04062308
32 2023040

33 04062308
34 2023040

35 04062308
36 2023040

37 04062308
38 2023040

39 04062308
40 2023040

41 04062308
42 2023040

43 04062308
44 2023040

45 04062308
46 2023040

47 04062308
48 2023040

49 04062308
50 2023040

51 04062308
52 2023040

53 04062308
54 2023040

55 04062308
56 2023040

57 04062308
58 2023040

59 04062308
60 2023040

61 04062308
62 2023040

63 04062308
64 2023040

65 04062308
66 2023040

67 04062308
68 2023040

69 04062308
70 2023040

71 04062308
72 2023040

73 04062308
74 2023040

75 04062308
76 2023040

77 04062308
78 2023040

79 04062308
80 2023040

81 04062308
82 2023040

83 04062308
84 2023040

85 04062308
86 2023040

87 04062308
88 2023040

89 04062308
90 2023040

91 04062308
92 2023040

93 04062308
94 2023040

95 04062308
96 2023040

97 04062308
98 2023040

99 04062308
100 2023040

UNCLASSIFIED



Generate Claim ~ Bill Record Browser Print



- Bill Record Browser
 - Print to local printer – Pending PDF option

Bill Record Submission

Claim Print Options

☒ Claim only

☐ Itemized bill only

☐ Both claim and itemized bill

Claim print queue:

Itemized bill print queue:

Paper type: 0 - Plain Paper

Number of copies: 1

Print Cancel

Output Destination

Task View

Default

☒ Always treat my personal default output destination as the default

☐ Always use the default output destination associated with the computer that I am using

Output Devices

Favorites Other Output Devices

Device Name	Description	Type	Location
bremnbw1204a	Business Office - Third Party Insur...	PRINTER	0126A-NH Bremerton



Medical Billing Data ~ Gathering



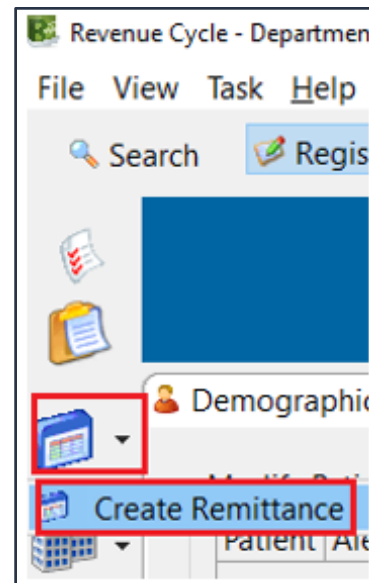
- Gathering Medical Billing Data
 - Refer to HelpFul HandOut for options
 - ✓ Pharmacy
 - ✓ Lab / RAD



Post Payments – Adjustments ~ Manual Remittance



- Manual Remittance ~ Post Payments and Adjustments
 - Create Manual Remittance Icon ~ Patient Account Perspective
 - Payment Alias Revenue Cycle
 - ✓ 4600 Insurance Payment for claims
 - ✓ 4706 Law Firm Payment for claims
 - ✓ PLB TL for Non-Revenue Cycle (Tricare, AirEvac...)
 - Adjustment Alias
 - ✓ W50 DOD MAC WO
 - ABACUS claims are posted in ABACUS.





Post Payments – Adjustments ~ Create MTF Deposit



- Create New Remittance
 - MTF received check in mail
 - Payer is MAC, payors are not set-up
 - Attorney Check 4706 Payment Alias
 - MAC Adjustment is W50
 - Payment Breakdown, Claims \$1500 and Non-AR GL for Tricare portion \$500
 - Adjustment \$1000 W50



Post Payments – Adjustments ~ Create Legal Deposit



- Create New Remittance
 - Legal deposited and created DD1131
 - ✓ Payment Method
 - Travelers Check
 - ✓ Payment Description
 - DD1131 Payment MCRU...

Create New Remittance

Remittance Name
01012023 01012023 MCFRU\$1000

Currency Type
United States Dollar

Payment Control Total
\$1,000.00

Deposit Date
08/31/2023

Posted Date
08/31/2023

Payer
MAC

Payment Method
Cashiers Check
Check
Electronic Fund Transfer
Money Order
Travelers Check

Check Date

Adjustment Alias

Apply Comment
Predefined Comment:

OK Cancel



Remittance



Create New Remittance

Remittance Name

MAC CCV TJS12132023SDGO 121323 \$284.85

Currency Type

United States Dollar

Payment Control Total

\$284.85

Deposit Date

12/13/2023

Posted Date

04/06/2024

Payer

MAC

Payment Method

Travelers Check

Check Date

12/13/2023

Check Number

MAC EXTERNAL COLLECTION

Payment Alias

1170

Adjustment Alias

W50

Apply Comment

MAC CCV TJS12132023SDGO 121323 \$284.85
MCRU SAN DIEGO

Predefined Comment

Importance

Medium

OK

Cancel

Create Pattern:

1) To identify monthly DD1131 from MCRU.

2) To identify monthly 'Closed' report from MCRU.

3) To identify MAC payment to MTF.

Enter entire deposit amount. Blank if no payment

Payer is MAC. Separate payers not set-up.

Payment Method- Select Travelers Check* for MCRU DD1131

Check Number EXTERNAL COLLECTIONS

Payment Alias- Option are below. Double click so line is underlined.

Adjustment Alias- Always W50 MAC.

Apply Comment- Add comments. Copy-paste these in next screen.

Payment Alias Revenue Cycle:

- 1170 Insurance payment - Legal/Tort Payment
 - MCRU/JAG Cash Collection Voucher (CCV)
- 4600 Insurance Payment for Claims
 - MTF CCV/DD1131
- 4706 Law Firm Payment for Claims
 - MTF CCV/DD1131
- PLB TL for Non-Revenue Cycle (Tricare, AirEvac...)

* This is temporary.

MAC Post Payments - Adjustments

UBO HelpFul HandOut (5b1w) MAC MEDICAL AF



UBO Compliance Checklist



8.1	Is your MTF running the Daily Log of Patient Injured Report in Discern reporting portal and sending it to the OGC/JAG POC monthly or sooner determined by the OGC/JAG POC?	8.5	Does the UBO ensure complete and timely billing, including manually generating and printing MAC claims after coding, supplying requested medical/billing documentation to OGC/JAG, and billing for all related ancillary services (e.g., labs, radiology, and pharmacy) connected to the injury?
8.2	Does the UBO utilize an internal tracker for the status of all MAC claims and cases between coding, UBO, and OGC/JAG?		
8.3	After being identified as a pursuable claim by OGC/JAG, does UBO add the MAC P&HP to the applicable encounter and submit the claim to the coding department to be coded?	8.6	Does the AR poster post MAC payments and adjustments within Revenue Cycle and ABACUS upon receipt of DD Form 1131 from OGC/JAG?
8.4	If requested by OGC/JAG, once a MAC case has been created, does the UBO office continue to create claims for follow-up visits that pertain to the original MAC case?	8.7*	Does the UBO perform a MAC reconciliation with OGC/JAG and reconcile in a timely fashion?



Helpful Links



- [UBO Workflows and Narratives](#)
 - MAC Workflow
 - MAC Narrative
- Helpful Handouts
 - <https://info.health.mil/bus/brm/ubo/Pages/UBORC.aspx>
- Revenue Cycle DHA UBO HelpFul HandOut Training Guidance
 - MAC PROCESS
 - [https://info.health.mil/bus/brm/ubo/HelpFul%20HandOuts%20v2/UBO%20HelpFul%20HandOut%20\(5b2p\)%20MAC%20MEDICAL%20AFFIRMATIVE%20CLAIMS%202024_0715.pdf](https://info.health.mil/bus/brm/ubo/HelpFul%20HandOuts%20v2/UBO%20HelpFul%20HandOut%20(5b2p)%20MAC%20MEDICAL%20AFFIRMATIVE%20CLAIMS%202024_0715.pdf)