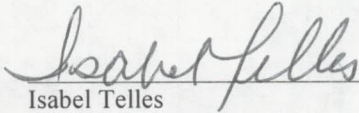


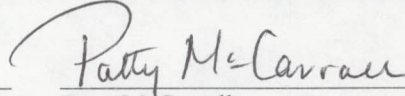
**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER at El Paso  
POLICY AND PROCEDURES**

Revised Date: 01/10/20

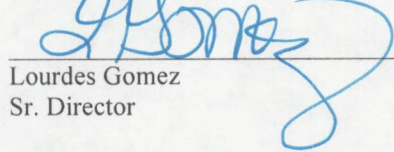
Effective Date: 01/10/20



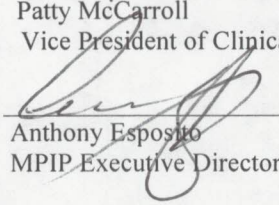
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**TITLE: Payment Posting of Legacy in CBIZ (Legacy Conversion Accounts)**

**Policy #: ACCT #5**

**Policy Statement:** The purpose of this policy is to describe procedures implemented in the MPIP department after the Centricity Business Legacy System ceased posting operations. The following procedures explain the approach followed records payments and adjustments belonging to the Legacy remaining Accounts Receivable balance.

**I. General Procedures:**

1. The MPIP Department created four main accounts in the current CBIZ operating system to post **Legacy Accounts Receivable** related transactions originated with the **write off process that was followed** to close the accounts in the Centricity Business legacy Operating System. Five separate accounts were created in order to organize and classify the transaction posting process into four different areas:
  - a) Insurance payments and adjustments
  - b) Patient payment transactions
  - c) Collection agency payments transactions
  - d) Refund issuance transactions
  - e) Stale Check transactions

Account Name:	Legacy,Conversion Acct INS	Account #:	.E2022699
Account Name:	Legacy,Conversion Acct PT	Account #:	.E2022701
Account Name:	Legacy,Conversion Acct C/A	Account #:	.E2022703
Account Name:	Legacy,Conversion Acct RFD	Account #:	.E2034388
Account Name:	Legacy,Conversion Stale Cks	Account #:	.E2085606

Note – These posting accounts will be exclusively used for posting LEGACY ACCOUNTS related transactions.

2. These four accounts include 12 general department invoices under which payments and adjustments record. For example, the following invoices created on March 1, 2017. Each invoice created with a particular FSC number. The department invoices includes a general billing area in order to

standardize the Revenue Distribution reporting process submitted on a monthly basis to the Associate Director from Paul Foster School of Medicine.

FSC Name:	FSC #:	FSC Nemonic:
LEGACY ANESTHESIA	801	ANE
LEGACY EM MEDICINE	802	EME
LEGACY FAMILY MEDICINE	803	FAM
LEGACY INTERNAL MEDICINE	804	INT
LEGACY NEUOROLGY	805	NEU
LEGACY OB GYN	806	OBG
LEGACY OPTHAMOLOGY	807	OPH
LEGACY ORTHOPEDICS	808	ORT
LEGACY PEDIATRICS	809	PED
LEGACY PSYCHIATRY	810	PSY
LEGACY RADIOLOGY	811	RAD
LEGACY SURGERY	812	SUR
LEGACY CONVERSION INV CLSD	825	XLG

3. The following pay codes facilitate the posting of payment and adjustment transactions in the invoices created. The pay codes created are general and standardized for simplicity purposes during the posting of transaction process.

Paycode #:	Paycode Name:	Offsetting Paycode #:	Offsetting Paycode Name:
10	Legacy 80 Rpt	Not Available	Not Available
11	Legacy Refund Check	45	Legacy Refund Offset
12	Legacy Void Refund Check	Not Available	Not Available
13	Not Available	Not Available	Not Available
14	Not Available	Not Available	Not Available
15	Not Available	Not Available	Not Available
16	Not Available	Not Available	Not Available
17	Not Available	Not Available	Not Available
18	Legacy Medicare Pmt/Adj	19	Legacy Medicare Pmt/Adj Offset
20	Legacy Insurance Pmt/Adj	21	Legacy Insurance Pmt/Adj Offset
22	Legacy Government Pmt/Adj	23	Legacy Government Pmt/Adj Offset
24	Legacy Recoupment Pmt/Adj	25	Legacy Recoupment Pmt/Adj Offset
26	Legacy C/A Direct Payment	27	Legacy C/A Direct Payment Offset
28	Legacy C/A Direct Fee	29	Legacy C/A Direct Fee Offset
30	Legacy Patient Payment	31	Legacy Patient Payment Offset
32	Legacy Medicaid Pmt/Adj	33	Legacy Medicaid Pmt/Adj Offset
34	Legacy C/A Remit Payment	35	Legacy C/A Remit Pmt Fee
36	Legacy C/A Remit Fee	37	Legacy C/A Remit Payment/Fee Offset
38	Legacy Atty Pmt/Adj	39	Legacy Atty Pmt/Adj Offset
40	Legacy Interest Payment	41	Legacy Interest Payment Offset
42	Legacy NSF Check	43	Legacy NSF Check Offset
44	Legacy Refund to State Treasury	Not Available	Not Available
46	Legacy Stale Dated Pmt / Transfer	Not Available	Not Available
47	Legacy Refund Refused	Not Available	Not Available

It is very important to consider that these particular pay codes directly communicate with the particular FSC numbers created for the department invoices. No other FSC # can be used with these particular pay codes when entering this type of transactions and the CBIZ operating system have restrictions implemented to eliminate error postings in this particular area.

## II. Posting of payments and adjustments procedures:

1. Create general invoice per department for Legacy posting.

In CBIZ operating system:

- Go to "Financial Activities"
- Select "BAR Charge Entry"
- Fill-out invoice information according to the following chart:
- 

Dept Name	Other MD, Provider Num	General BA Num	Location	Service Date	General FSC Num	Procedure
ANESTHESIA	301013	301000	OUF	T enter	801	200900
EM MEDICINE	324025	324000	OUF	T enter	802	200900
FAMILY MEDICINE	303006	303000	OUF	T enter	803	200900
INTERNAL MEDICINE	305037	305001	OUF	T enter	804	200900
NEUROLGY	306007	306000	OUF	T enter	805	200900
OB GYN	307019	307003	OUF	T enter	806	200900
OPHTHAMOLOGY	308003	308000	OUF	T enter	807	200900
ORTHOPEDICS	309010	309000	OUF	T enter	808	200900
PEDIATRICS	311026	311000	OUF	T enter	809	200900
PSYCHIATRY	313010	313000	OUF	T enter	810	200900
RADIOLOGY	334011	334001	OUF	T enter	811	200900
SURGERY	304015	304000	OUF	T enter	812	200900

Special attention should be given to the "General Billing Area number" when creating an invoice. This classification is ESSENTIAL when issuing reports related to Revenue Distribution.

Note -- Each invoice accepts only 70 entries/transactions approximately. When invoice reach full capacity:

- a) Change FSC to 825 – LEGACY CONV INVOICE CLOSED – XLG
- b) Senior Director will create new invoice to post payment/adjustmetns following the same procedures described above.

Invoice should always have a \$0.00 balance (pay special attention to offsetting procedures when recording payment and adjustments).

2. Recording payments and adjustments

- Utilize CB Legacy view mode only to identify appropriate invoice to apply payment and adjustment, according to the department to which transaction belongs.
- Post payment in the applicable department invoice using appropriate pay code (refer to list of pay codes above).
- In the comments include:
  - a) **8 DIGIT LEGACY INVOICE # to which payment/adjustment should be applied**
  - b) **After payment/adjustment is posted, record appropriate offsetting transaction (REMEMBER INVOICE BALANCE SHOULD ALWAYS BE \$0.00). Do not include comments in offsetting transactions.**

**III. Reporting procedures:**

Payment and adjustment posting procedures in the Legacy Conversion Accounts aim in the process of issuing several Informatics reports that assist on fulfilling reporting requirements related to the Legacy-Accounts Receivable Write Off process.

1. On a monthly basis, MPIP Lead Analyst produces an Informatics Report called **Legacy Conversion - Net Collections**. The report is used for the preparation of the **Balance Forward/Reconciliation of Legacy Accounts Receivable Written-Off under ACCT Policy #6**.
2. On a monthly basis, an Informatics report is generated which including Revenue Distribution information. The report is produced in the format necessary for uploaded in the MPIP Revenue Distribution System. This report is sent to the Associate Director from Paul Foster School of Medicine.