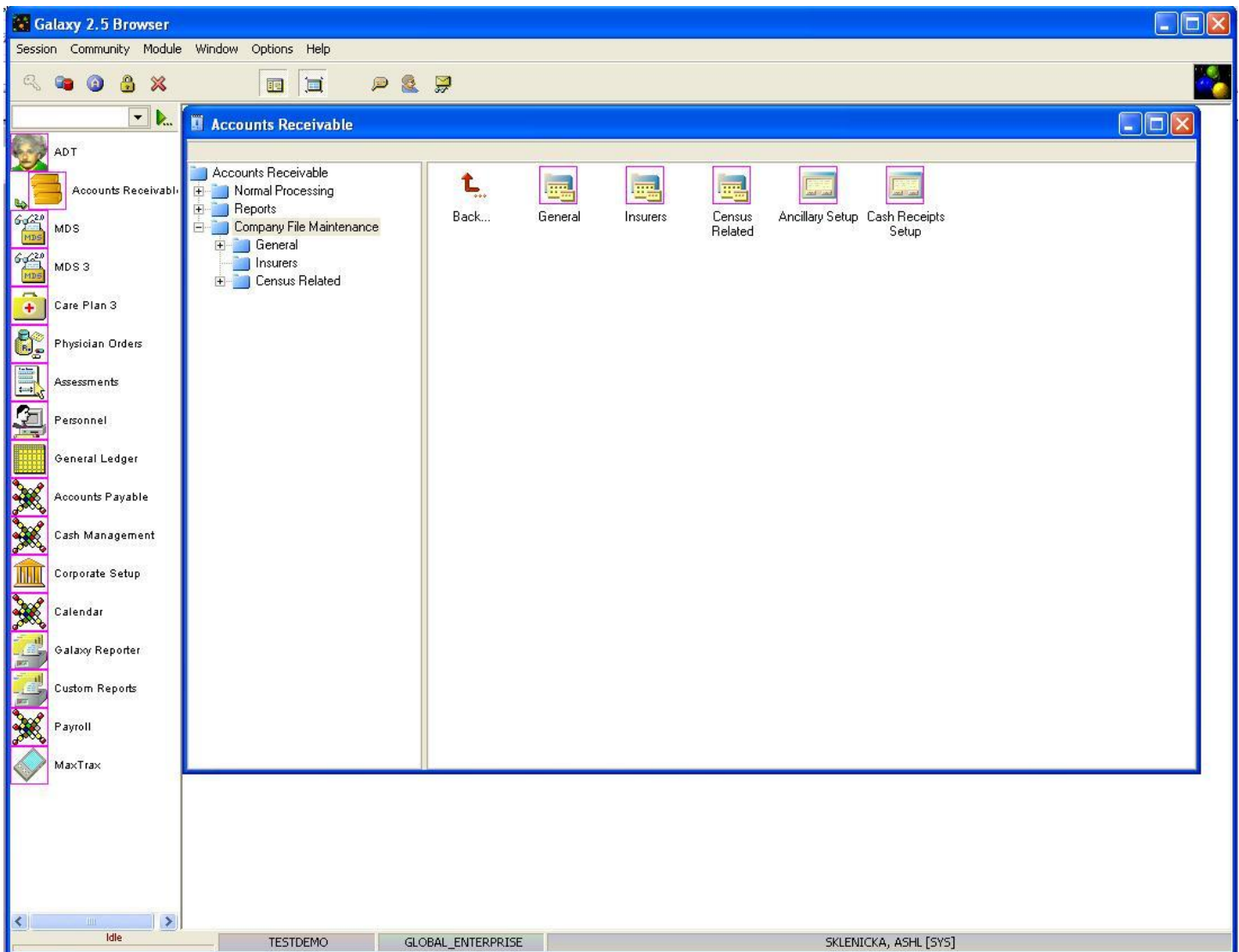
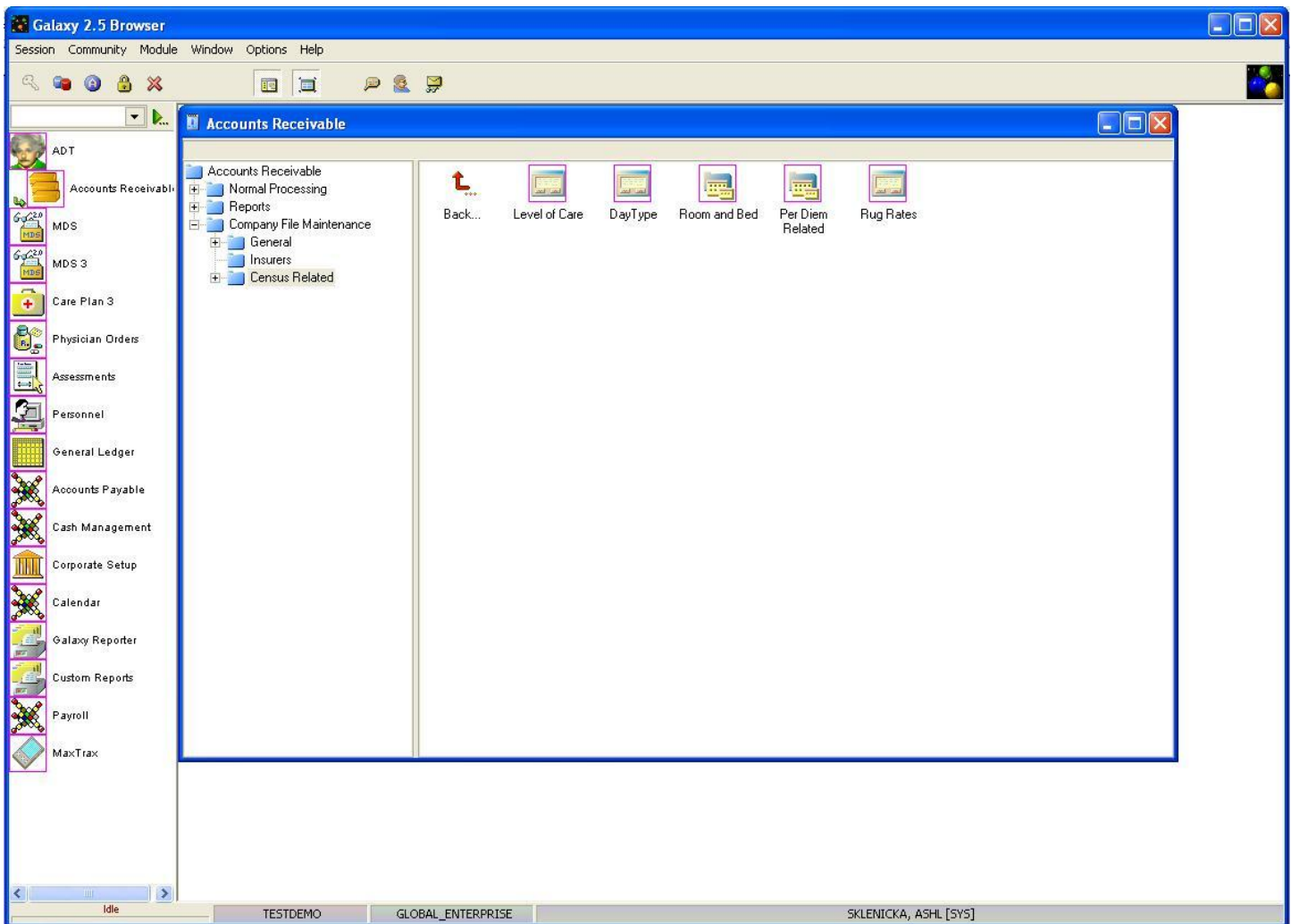


CENSUS RELATED FOLDER and ALL AREAS UNDER



To access the **Census Related** folder you will want to double click on the icon that says **Census Related** or double click on the folder itself in the tree matrix.

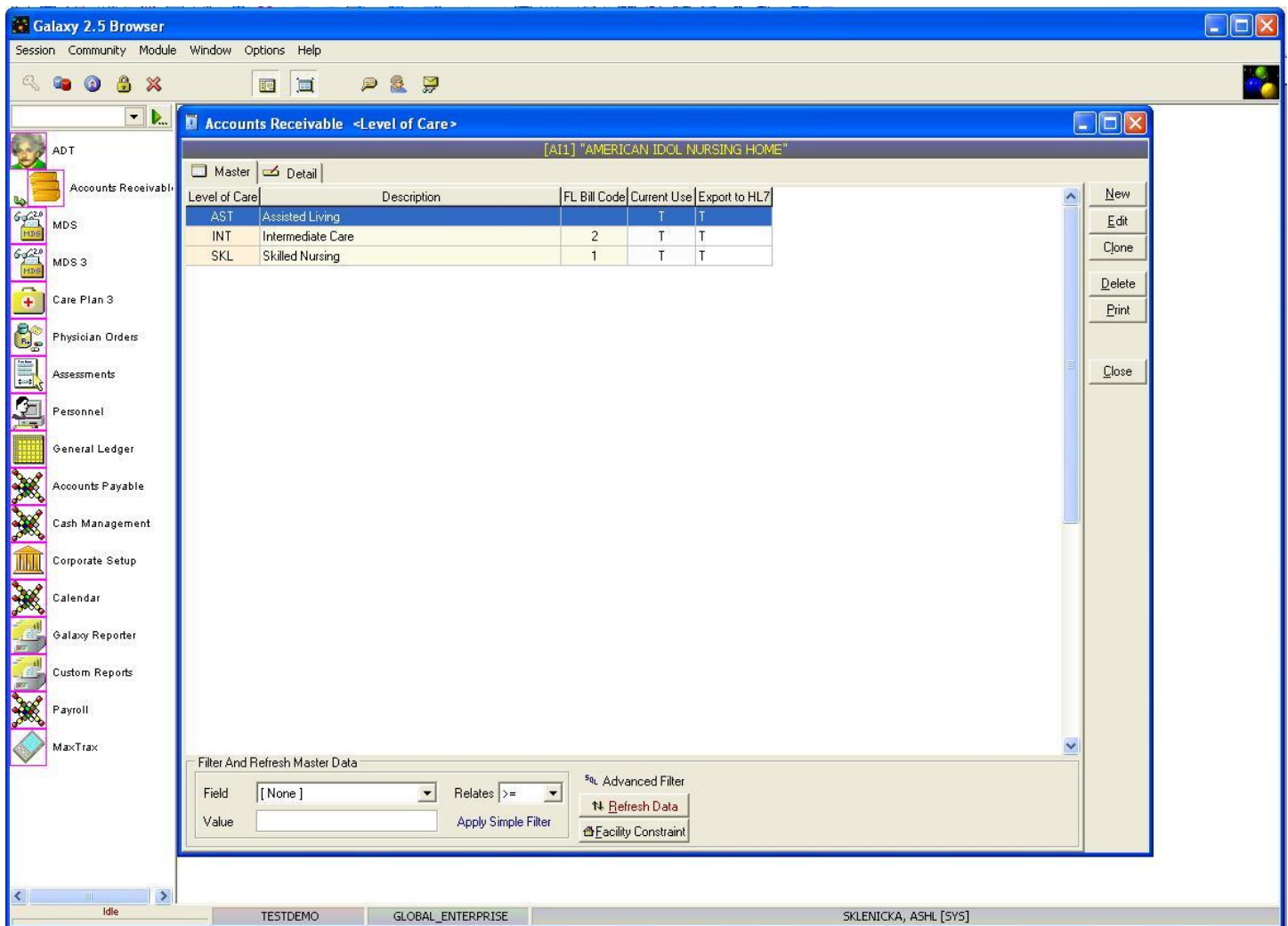
After you have double clicked on the **Census Related** icon or folder you will see the screen below.



Looking at the **Census Related** folder under **Company File Maintenance** you will see 5 modules.

- **Level of Care**
- **Day Type**
- **Room and Bed**
- **Per Diem Related**
- **Rug Rates**

To access any module double click on the appropriate icon.



Level of Care Master- This is where a facility creates record(s) on the different levels of care offered within the facility. Currently there are three records shown on the master screen in our *demo* facility.

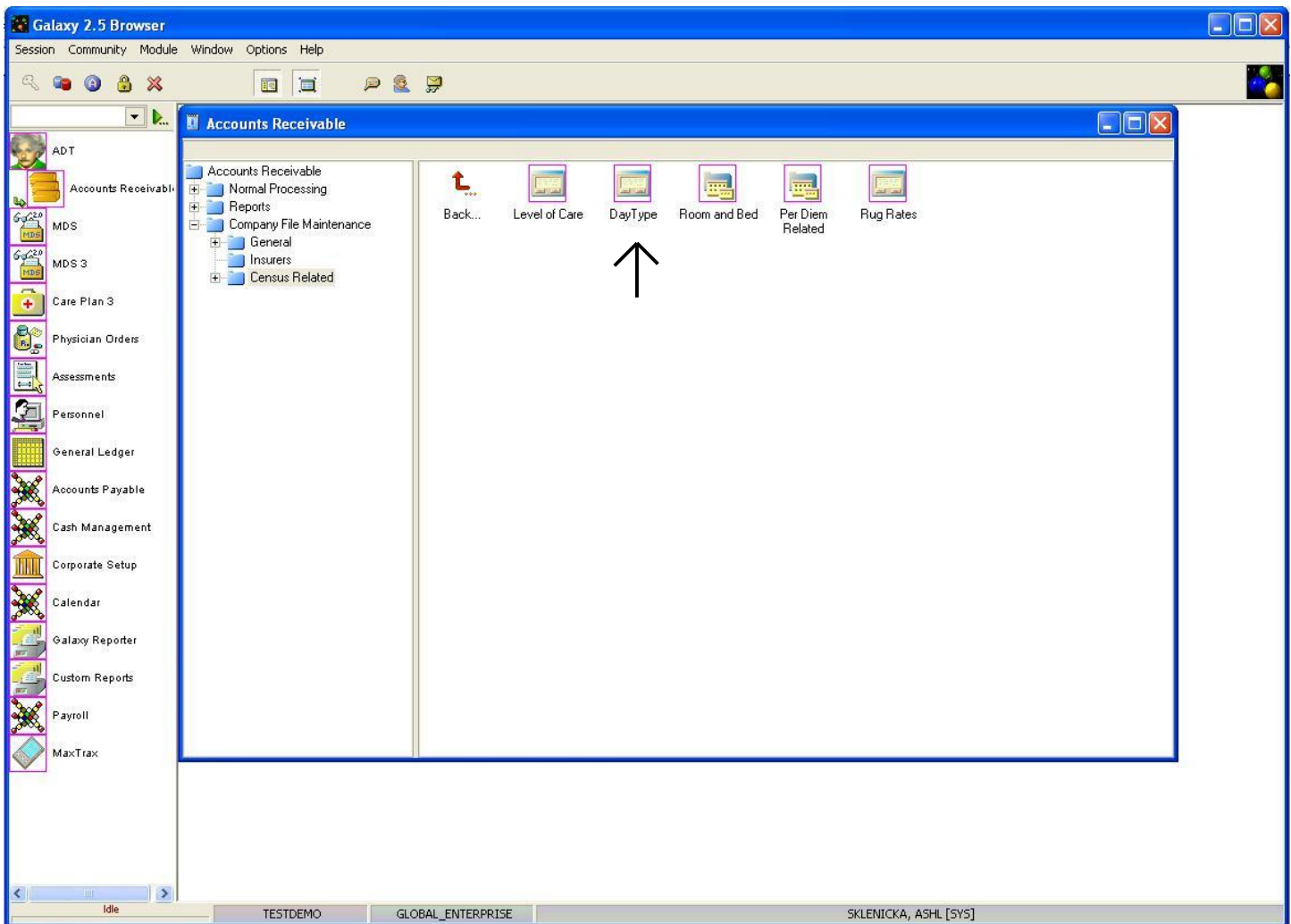
To create/add records use the **new** button to edit existing records use the **edit** button.

Level of Care Detail- This is the input screen used to create the record(s) based on the level of care provided by your facility. Here you will see the following fields:

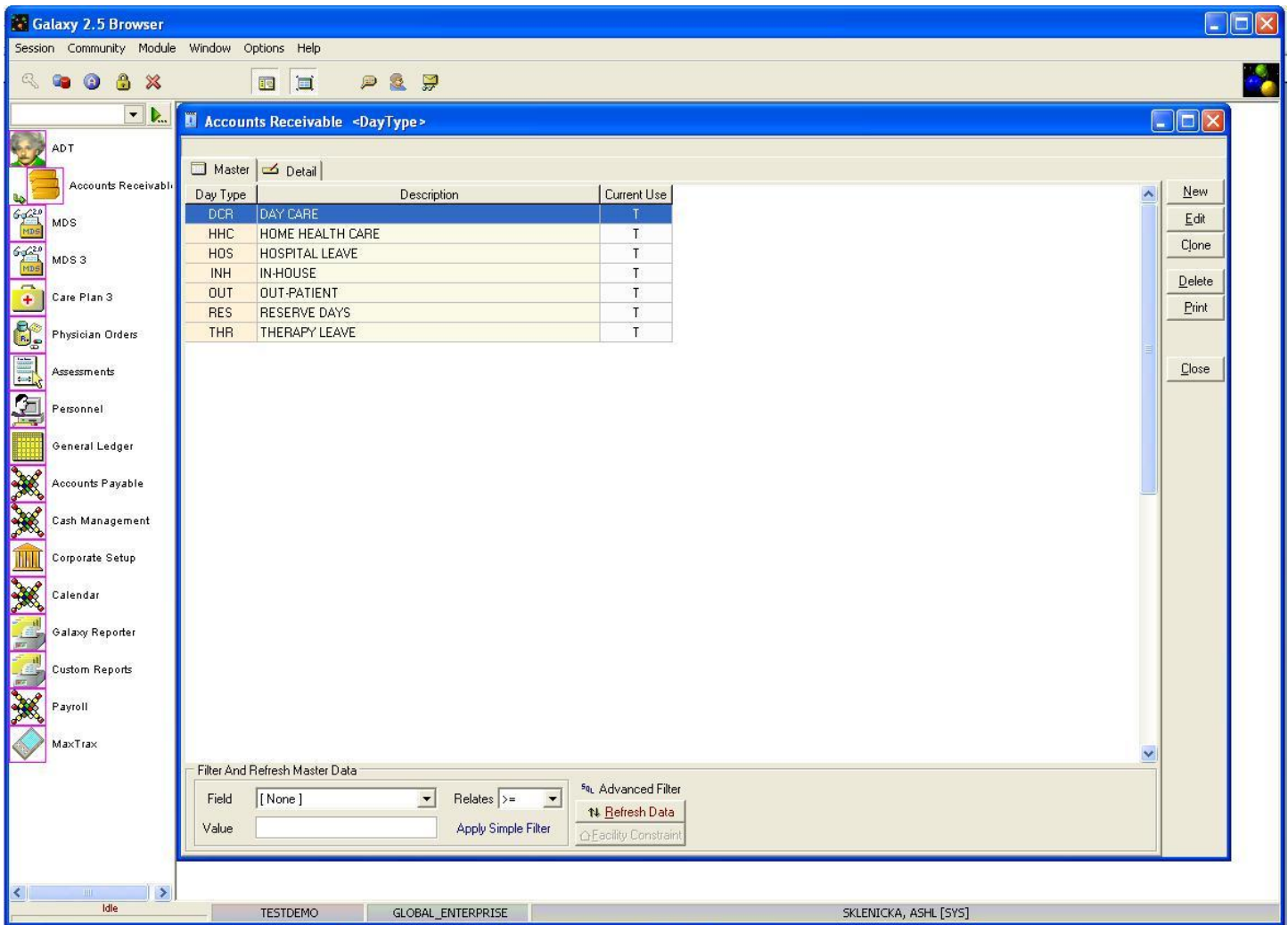
- **Level of Care-** Type in an identifier code, it must be 3 alphanumeric characters.
- **Description-** Type in the description of the identifier code. Example: Skilled Nursing for Level of Care: SKL
- **FL Bill Code-** This field is used for facilities located in Florida only.
- **Skilled Services-** Select the appropriate option based on if the level of care requires skilled services.
- **Facility Constraint-** This option is used if your facility has more than one facility under the main facility.
- **HL7 Export-** created for MDS side on importing information from prior system to Galaxy system.
- **Current Use-** Select “Yes” if this level of care will be used, “No” is chosen when a specific level of care is no longer in use.

Please fill in as much information as possible making sure the required fields are entered, press **accept** to create the current record or **cycle** to create additional records.

Once all record(s) have been entered on the master screen press the **close** button to get back to **Census Related**, and continue with the set up by moving into **Day Type**.



Double click on the **Day Type** icon to continue with the set-up.



Day Type Master- Here is where a facility can input the different types of leave they bill for in A/R.

Examples include In-house, Hospital, Therapeutic Leave, etc.

To create/add records use the **new** button to change existing records use the **edit** button.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <DayType>

Master Detail

Day Type

Description

Facility Constraint N

Current Use Yes No

Cycle

Accept

Cancel

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

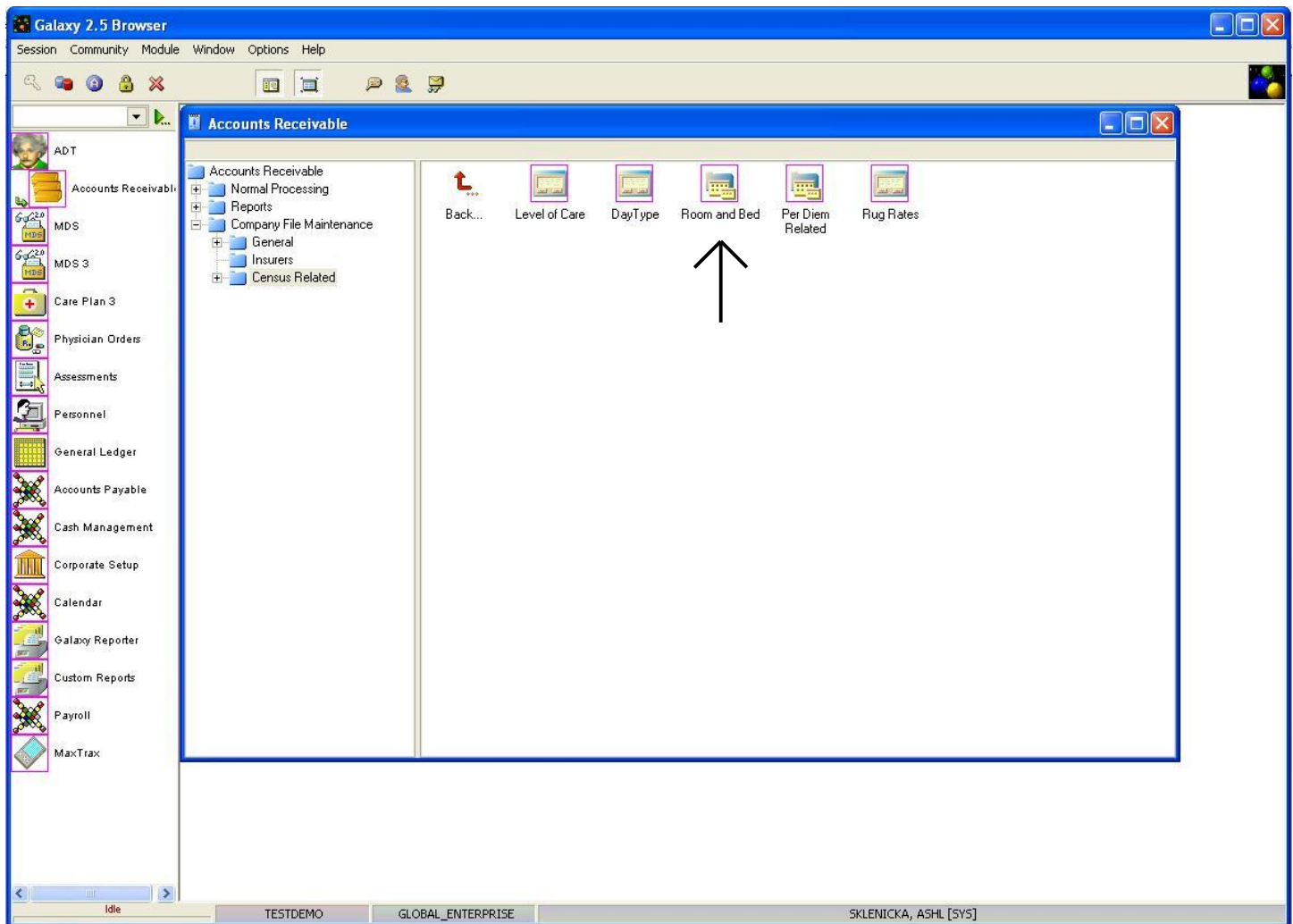
Day Type Detail- This is the input screen for adding the different Day Type classifications used in a facility.

Here you will see the following fields:

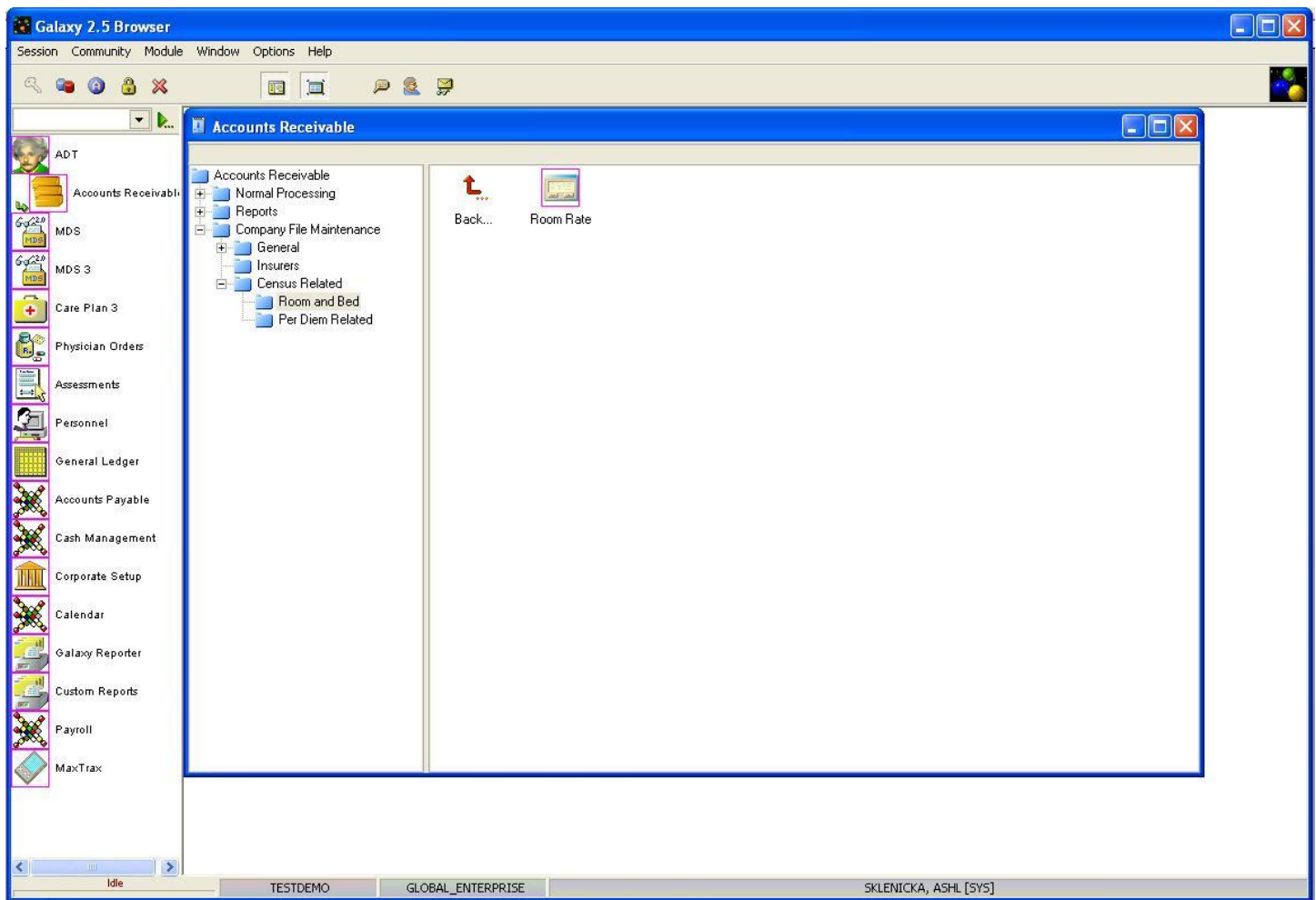
- **Day Type-** Type in an identification code for the day type. It must be a 3 digit alphanumeric character code.
- **Description-** Type in the description that goes with the identification code.
- **Facility Constraint-** This option is used if you are a part of an enterprise that has multiple facilities.
- **Current Use-** Select “Yes” if this level of care is in current use, “No” if it is not.

Please fill in as much information as possible making sure the required fields are entered, press **accept** to create the current record or **cycle** to create additional records.

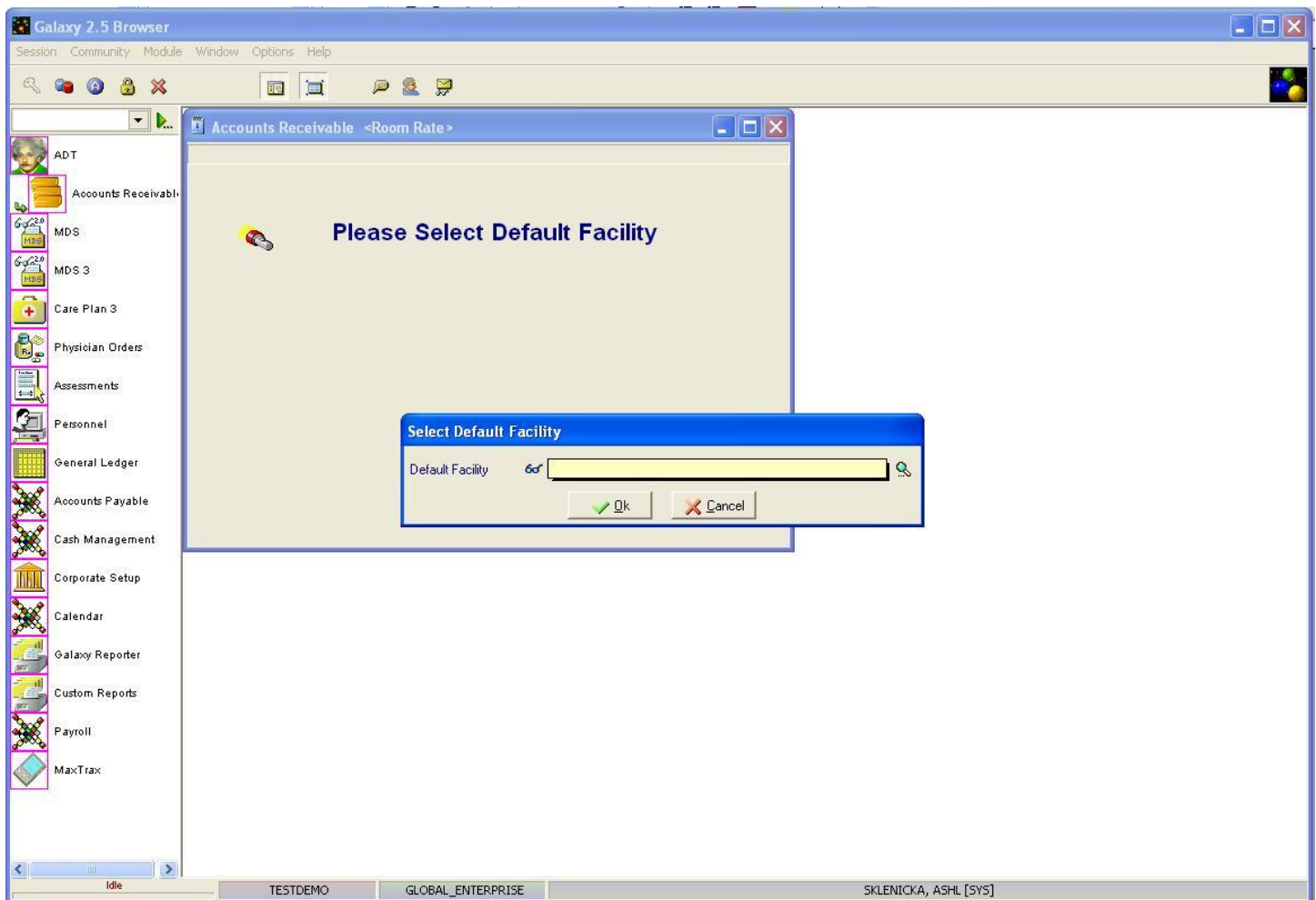
Once all record(s) have been entered on the master list press the **close** button to get back to **Census Related**, and continue with the set up by moving into **Room and Bed**.



Double click on the **Room and Bed** icon to continue with the next phase in the set-up process.

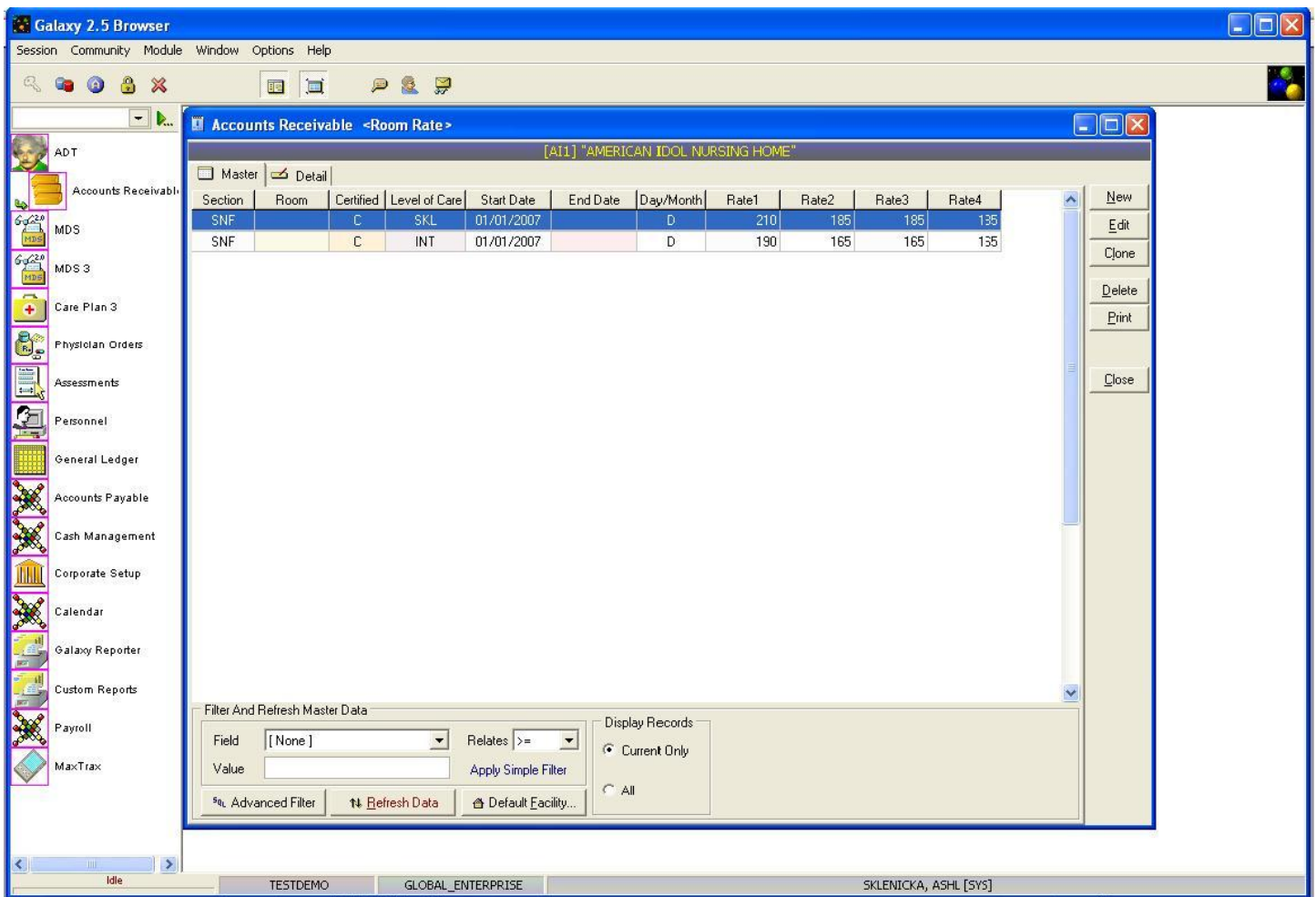


Double click on the **Room Rate** icon to open the next screen.



Facility Locator- This screen will load if your facility is a part of an enterprise. Select the appropriate facility from the drop down menu by clicking on the magnifying glass. Press **ok** to continue.

If your facility is not a part of an enterprise, please skip to page 11 in this manual.



Room Rate Master- This is where a facility will set up the different prices associated with the different types of rooms within a facility. Examples: Private, Semi-Private, etc.

Currently there are two records shown on the master list in our *demo* facility. To create/add records use the **new** button to edit existing records use the **edit** button.

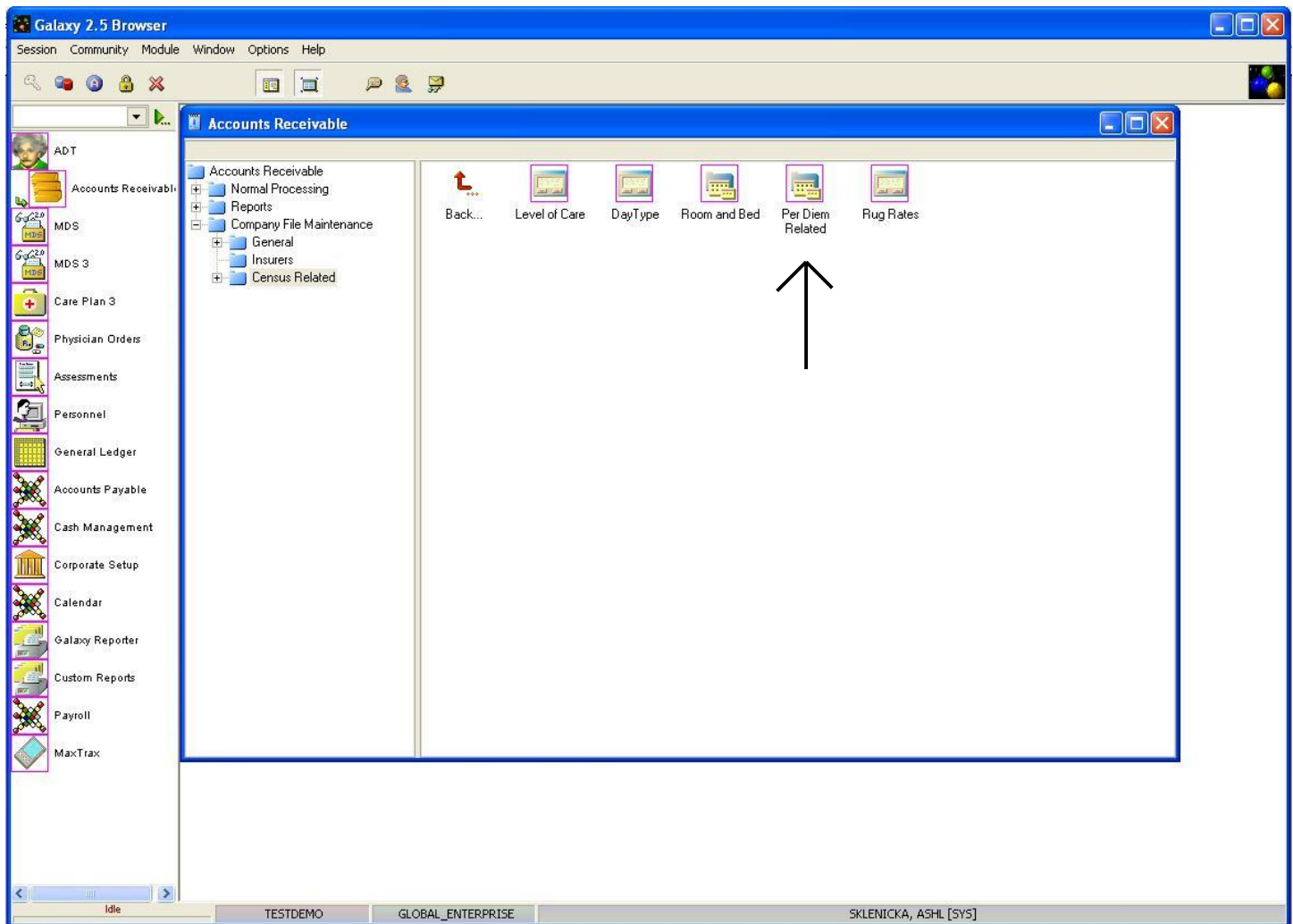
Room Rate Detail- This is the input screen used to create record(s) that lets the Galaxy system know what to charge when it comes to room assignments. Here you will see the following fields:

- **Section-** Select the section of where the room is that the charge is being created. Click the magnifying glass for the drop down menu or the “+” to add the section if it is not listed in the menu. **THIS IS A REQUIRED FIELD.**
- **Room-** Select the appropriate room from the drop down menu by clicking on the magnifying glass. You can leave the room number blank if all beds in that section are charged the same rates.
- **Certified-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Level of Care-** Select the appropriate option from the drop down menu by clicking the magnifying glass or “+” to add a level of care if it is not found on the drop down menu.
- **Start Date-** Select the appropriate date the charges took effect by clicking the magnifying glass and accessing the calendar. **THIS IS A REQUIRED FIELD.**
- **Rate per Day/Month-** Select “Day” if the charge is daily or “Month” if the charge is applied on a monthly basis.
- **Rate for Bed in Private Room-** Enter the rate charged for a private room.

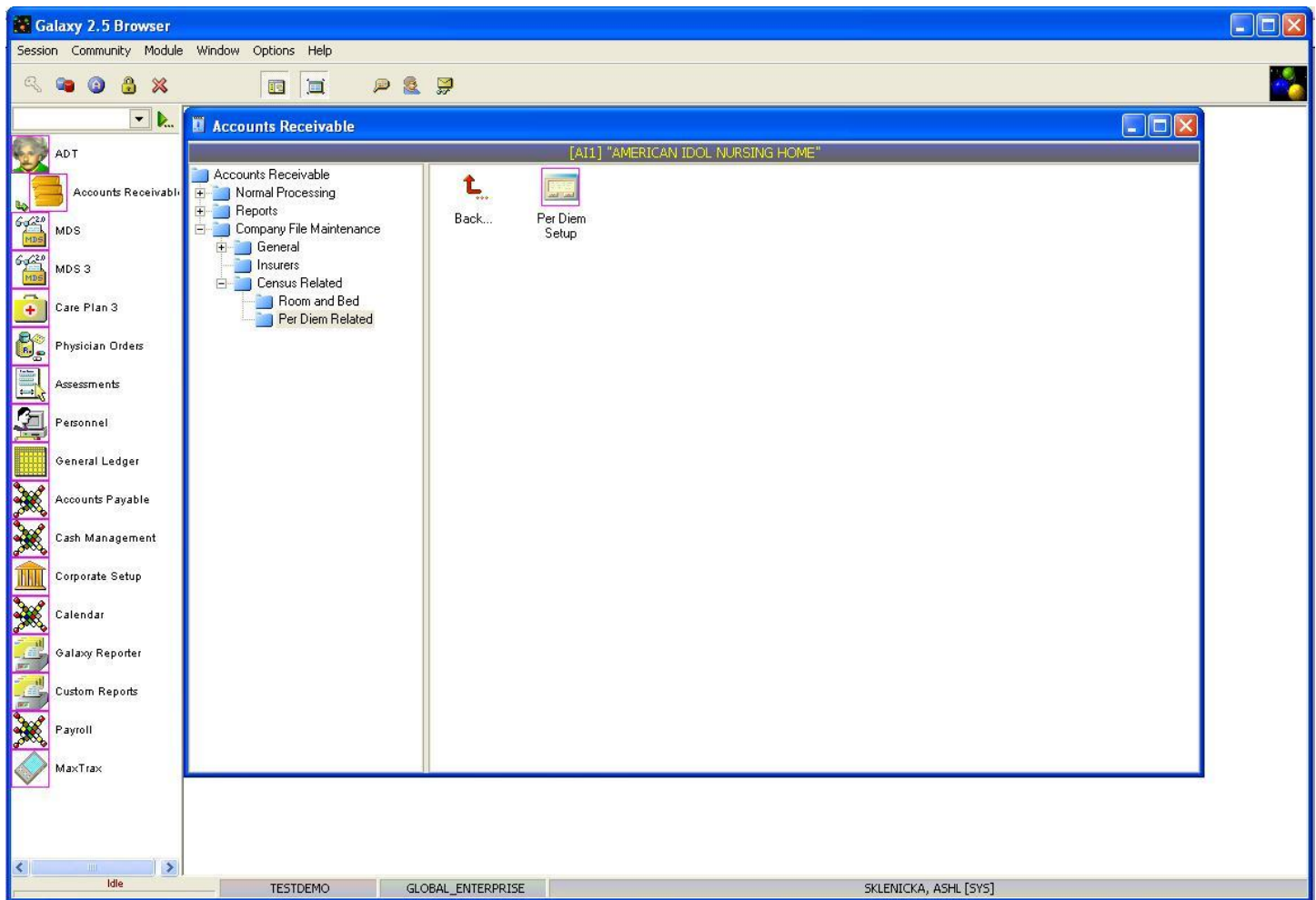
- **Rate for Bed in Semi-Private Room-** Enter the rate charged for a semi-private room.
- **Rate for Bed in Tri-Bed Room-** If your facility utilizes more than 2 beds per room enter that rate here, otherwise put a 0 in.
- **Rate for Bed in Quad+ Room-** If your facility utilizes more than 2 beds per room enter that rate here, otherwise put a 0 in.

Please fill in as much information as possible making sure the required fields are entered, press **accept** to create the current record or **cycle** to create additional records.

Once all record(s) have been entered on the master screen press the **close** button to get back to **Census Related**, and continue with the set up by moving into **Per Diem Setup**.



Double click the **Per Diem Related** icon to continue with the next phase in the set-up process.



Double click the **Per Diem Setup** icon to proceed with the set-up.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Per Diem Setup>

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail 1 Detail 2

Day Type	Insurer	Payor	Main Insurer	FC	Section	Certified	LOC	Use Write Off	GI Debit	GI Credit	GI Write Off
HOS	Medicaid-FL	1	Medicaid-FL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-FL	1	Medicaid-FL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-FL	1	Medicaid-FL	MCD		N	INT	T	10-2220.00	41-2010.00	41-2910.00
HOS	Medicaid-IL	1	Medicaid-IL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-IL	1	Medicaid-IL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
HOS		P	Medicaid-FL	MCD		C	INT	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-FL	MCD		C	SKL	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-IL	MCD		C	INT	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-IL	MCD		C	SKL	T	10-2120.00	40-2010.00	40-2910.00
HOS		P		PVT		C	INT	T	10-2110.00	40-1010.00	40-1910.00
HOS		P		PVT		C	SKL	T	10-2110.00	40-1010.00	40-1910.00
HOS		P		PVT		N	INT	T	10-2110.00	41-1010.00	41-1910.00
INH	ADMIN-A	1	ADMIN-A	MCR		C	SKL	T	10-2330.00	40-3010.00	40-3490.00
INH	BC/BS-FL	1	BC/BS-FL	INS		C	INT	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-FL	1	BC/BS-FL	INS		C	SKL	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-FL	1	BC/BS-FL	INS		N	INT	T	10-2465.00	41-4010.00	41-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		C	INT	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		C	SKL	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		N	INT	T	10-2465.00	41-4010.00	41-4910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		N	INT	T	10-2220.00	41-2010.00	41-2910.00

Filter And Refresh Master Data

Field: [None] Relates: >= % Advanced Filter

Value: Apply Simple Filter Refresh Data

\$ Per Diem Price Advanced Cloning

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [5Y5]

Per Diem Setup Master- This is where a facility will create record(s) that relate to the charges associated with day type and insurance provider, as well as the correct accounts to apply to the debit, credit and write off. Currently there are multiple records within the master list of our *demo* facility.

To create a record use the **new** button or to edit the information on an existing record use the **edit** button.

NOTE: The filter options in the lower left corner can be helpful when trying to locate a specific record or group of records.

Per Diem Setup Detail 1- This is the input screen for creating record(s) that appear in the master list of **Per Diem Setup**. Here you will see the following fields:

- **Day Type-** Select the appropriate day type from the drop down menu by clicking on the magnifying glass, to add an option not on the list click the “+” icon. **THIS IS A REQUIRED FIELD.**
- **Insurer-** Select the appropriate insurer from the drop down menu by clicking the magnifying glass or adding the insurer to the list by clicking on the “+” icon. Note: under certain logic from the Galaxy system there may not be an insurer selected based on other criteria being pulled elsewhere. Mainly when it comes to payor P records.
- **Payor-** Select “1” if the insurer is the first payor, “2” if it is a co-pay to a Main Insurer, and “P” if the patient is the payor. These options are found by clicking on the magnifying glass for the drop down menu.
- **Main Insurer-** Select the main insurer from the drop down menu by clicking on the magnifying glass. Note: under certain logic from the Galaxy System there may not be a Main Insurer selected based on other criteria being pulled elsewhere. Example:
- **Financial Class-** Select the appropriate option from the drop down menu by clicking on the

magnifying glass.

- **Level of Care-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Certified-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Section-** If your facility has designated sections, select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Current Use-** Select “Yes” if this record will be used, “No” if you will activate this record at a later date but want to keep it within the master.

Please fill in as much information as possible making sure the required fields are entered and click on the **Detail 2** tab before pressing **accept** or **cycle**.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Per Diem Setup>

[A11] *AMERICAN IDOL NURSING HOME*

Master Detail 1 Detail 2

Current Accounts

GL Debit Current * 60

GL Credit Current * 60

GL Write Off Current * 60

Prior Month Accounts

GL Debit Prior Month * 60

GL Credit Prior Month * 60

GL Write Off Prior Month * 60

Prior Year Accounts

GL Debit Prior Year * 60

GL Credit Prior Year * 60

GL Write Off Prior Year * 60

Cycle

Accept

Cancel

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Per Diem Setup Detail 2- This is the input screen where the A/R department selects which accounts the debit, credit, and write off will be used based on the information in the Detail 1 tab. Here you will see the following fields:

- GL Debit Current-** If you are also using our GL Module your chart of accounts has been up loaded into the system. Select the appropriate account from the drop down menu by clicking the magnifying glass. If you need to add the account do so by clicking the “+” icon. **THIS IS A REQUIRED FIELD.**
- GL Credit Current-** If you are also using our GL Module your chart of accounts has been up loaded into the system. Select the appropriate account from the drop down menu by clicking the magnifying glass. If you need to add the account do so by clicking the “+” icon. **THIS IS A REQUIRED FIELD.**
- GL Write Off Current-** If you are also using our GL Module your chart of accounts has been up loaded into the system. Select the appropriate account from the drop down menu by clicking the magnifying glass. If you need to add the account do so by clicking the “+” icon. **NOTE:** even if your facility does not use a write-off accounts, this field still needs to be filled out. Galaxy advises that you use the same account that was selected for the GL Credit Current field. **THIS IS A REQUIRED FIELD.**

- **Month/Year-** Once the correct accounts have been selected for the “Current” debits, credits, and write off’s, the same account numbers are defaulted under the other types of accounts. If you have different account numbers to denote month and year please correct the accounts by clicking the magnifying glass or adding the account using the “+” icon. **THESE ARE REQUIRED FIELDS.**

Please fill in as much information as possible making sure the required fields are entered and click **accept** to create the current record or **cycle** to create additional records.

Once all record(s) have been entered on the master list, the next step is price set-up. The price set-up needs to be done on all day types (INH, HOS, THU, etc.) where there is a PAYOR 1 to a main-insurer for all financial classes and where there are records for all Private pays.

To continue with the price set-up, you will need to be on the master list of the **Per Diem Setup**.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Per Diem Setup>

[A11] "AMERICAN IDOL NURSING HOME"

Master Detail 1 Detail 2

Day Type	Insurer	Payor	Main Insurer	FC	Section	Certified	LOC	Use Write Off	GI Debit	GI Credit	GI Write Off
HOS	Medicaid-FL	1	Medicaid-FL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-FL	1	Medicaid-FL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-FL	1	Medicaid-FL	MCD		N	INT	T	10-2220.00	41-2010.00	41-2910.00
HOS	Medicaid-IL	1	Medicaid-IL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
HOS	Medicaid-IL	1	Medicaid-IL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
HOS		P	Medicaid-FL	MCD		C	INT	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-FL	MCD		C	SKL	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-IL	MCD		C	INT	T	10-2120.00	40-2010.00	40-2910.00
HOS		P	Medicaid-IL	MCD		C	SKL	T	10-2120.00	40-2010.00	40-2910.00
HOS		P		PVT		C	INT	T	10-2110.00	40-1010.00	40-1910.00
HOS		P		PVT		C	SKL	T	10-2110.00	40-1010.00	40-1910.00
HOS		P		PVT		N	INT	T	10-2110.00	41-1010.00	41-1910.00
INH	ADMIN-A	1	ADMIN-A	MCR		C	SKL	T	10-2330.00	40-3010.00	40-3490.00
INH	BC/BS-FL	1	BC/BS-FL	INS		C	INT	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-FL	1	BC/BS-FL	INS		C	SKL	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-FL	1	BC/BS-FL	INS		N	INT	T	10-2465.00	41-4010.00	41-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		C	INT	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		C	SKL	T	10-2465.00	40-4010.00	40-4910.00
INH	BC/BS-IL	1	BC/BS-IL	INS		N	INT	T	10-2465.00	41-4010.00	41-4910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		C	INT	T	10-2220.00	40-2010.00	40-2910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		C	SKL	T	10-2220.00	40-2010.00	40-2910.00
INH	Medicaid-FL	1	Medicaid-FL	MCD		N	INT	T	10-2220.00	41-2010.00	41-2910.00

Used for Price Set-up

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter

Value Apply Simple Filter Refresh Data

\$ Per Diem Price Advanced Cloning

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [5Y5]

Select the **Per Diem** record from the master list that needs the price set-up. It will be highlighted in blue; click the **Per Diem Price** button located at the bottom left corner under the filter options menu.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Per Diem Price>

Master Detail

State	Facility	Start Date	End Date	Room %	Rate	Day/Month	Prorate Month	State Case Mix	Concurrent Leave Room %	Concurrent
FL	STAR STRUCK HAVEN	01/01/2008		F	81.65	D	T		F	
FL	STAR STRUCK HAVEN	01/01/2007	12/31/2007	F	80.84	D	T		F	

Filter And Refresh Master Data

Field: [None] Relates: >=

Value: Apply Simple Filter

Advanced Filter Refresh Data

Display Records: ☐ Current Only ☒ All

Buttons: New, Edit, Clone, Delete, Print, Close

Left Sidebar: ADT, Accounts Receivable, MDS, MDS 3, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Cash Management, Corporate Setup, Calendar, HL 7, Galaxy Reporter, Custom Reports, Payroll, MaxTrax

Bottom Bar: Idle, TESTDEMO, GLOBAL_ENTERPRISE, SKLENICKA, ASHL [SYS]

Per Deim Price Master- This is the screen that will load once the **per diem price** button has been pushed on the **Per Deim Setup Master** page. Currently there are two records on the master list for our *demo facility*.

To create/add record(s) use the **new** button. NOTE: if there is a price change from the insurer you will want to create a new record. DO NOT edit any existing records within this master list.

The screenshot shows the 'Accounts Receivable <Per Diem Price>' window in the Galaxy 2.5 Browser. The window is divided into a 'Master' tab and a 'Detail' tab. The 'Detail' tab is active, displaying various input fields for creating a record. The fields include: State (with a magnifying glass icon), Facility (with a magnifying glass icon), Start Date* (with a magnifying glass icon and a note '* Required field'), Room Percent (with radio buttons for Yes and No), Rate (with a magnifying glass icon), Day / Month (with radio buttons for Day and Month), Prorate Month (with radio buttons for Yes and No), Case Mix (with radio buttons for Yes and No), Concurrent Leave (with sub-fields for Room Percent, Rate, and Day / Month), and Concurrent Non-Leave (with sub-fields for Room Percent, Rate, and Day / Month). The window also features 'Cycle', 'Accept', and 'Cancel' buttons on the right side. The left sidebar shows a navigation menu with icons for various modules like ADT, Accounts Receivable, MDS, Care Plan 3, Physician Orders, Assessments, Personnel, General Ledger, Accounts Payable, Cash Management, Corporate Setup, Calendar, HL 7, Galaxy Reporter, Custom Reports, Payroll, and MaxTrax. The bottom status bar shows 'Idle', 'TESTDEMO', 'GLOBAL_ENTERPRISE', and 'SKLENICKA, ASHL [SYS]'.

Per Diem Price Detail- this is the input screen used to create record(s) for the **Per Diem Price Master** list.

Here you will see the following fields:

- **State-** fill in the state your facility is located by selecting it from the drop down menu after you have pressed the magnifying glass.
- **Facility-** select your facility from the drop down menu by using the magnifying glass. Note: if a facility is selected, the record will only work for the facility that is in this field.
- **Start Date-** use the magnifying glass to pull up the interactive calendar and select the date that the price took effect. **THIS IS A REQUIRED FIELD.**
- **Room Percent-** select the appropriate option based on...(CHECK WITH MAX ON THIS).
- **Rate-** type in the rate
- **Day/Month-** select the appropriate option based on if the rate is a monthly or daily charge.
- **Prorate Month-** select the appropriate option based on if your facility factors prorated months into the charges.
- **Case Mix-** select the appropriate option based on...(CHECK WITH MAX ON THIS).

Concurrent Leave: used for bed holds. Please fill in the following fields:

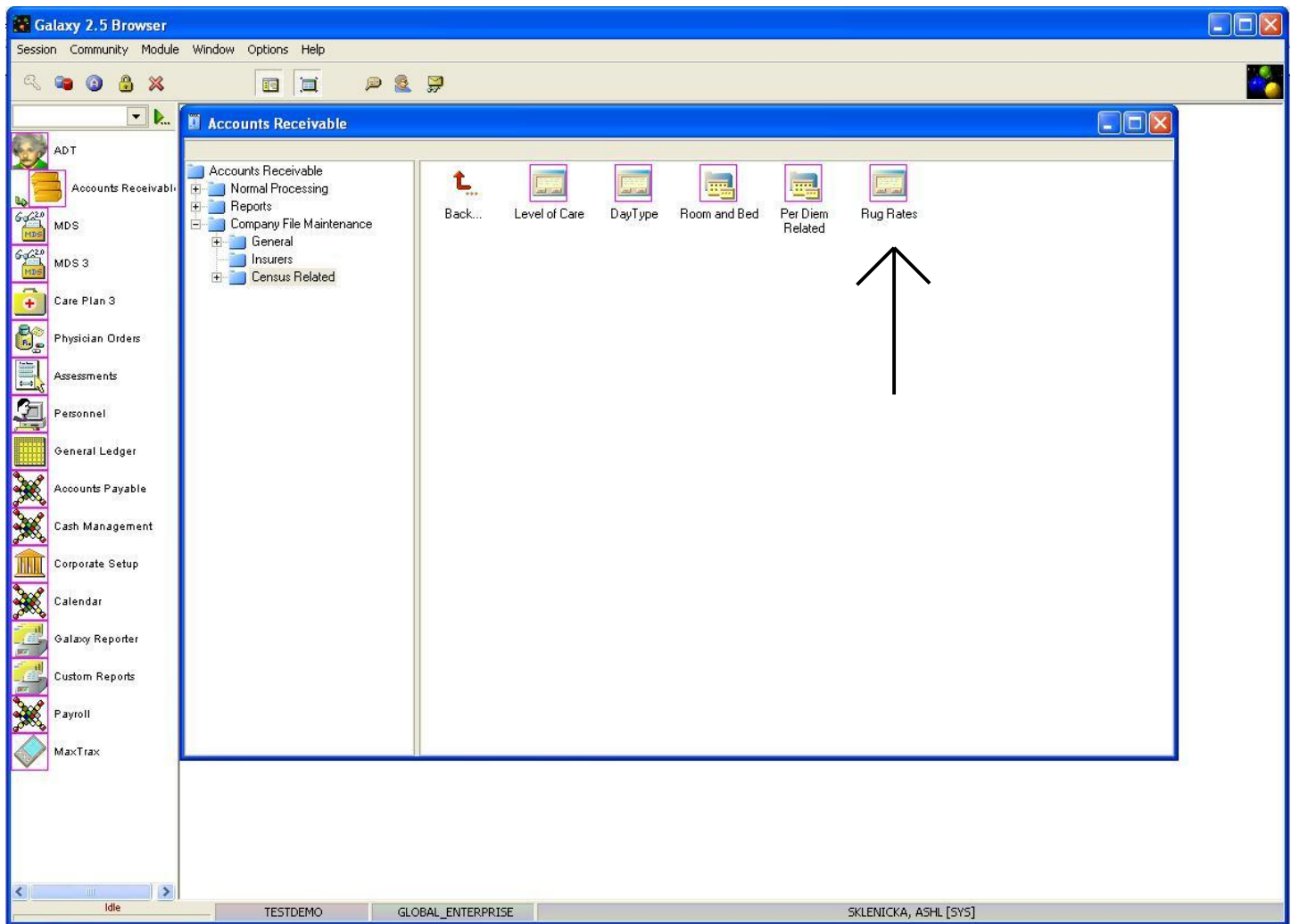
- **Room Percent-** mark yes if the rate is a percent of the room rate or No if it is not.
- **Rate-** type in the dollar rate if not a room percent or a percent amount if it is a room percent
- **Day/Month-** mark if the charge is per day or per month

Concurrent Non-Leave: used for bed holds. Please fill in the fields like you did above.

Please fill in as much information as possible making sure the required fields are entered and click **accept** to create the current record.

Once all record(s) have been entered on the master list, press the **close** button to return to the **Per Diem Setup Master**. Repeat this process with all records on the master list that are a 1st payor or private pay.

Once finished, press the **close** button on the **Per Diem Setup Master** and move onto **Rug Rates** within **Company File Maintenance**.



Double click the Rug Rates icon to finish up the last phase in the set-up process for the Census Related items.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Rug Rates>

Master Detail

State	Facility	Effective Date	Rug Category	LOC	MCD Rate	MCR Rate
FL	STAR STRUCK HAVEN	01/01/2007	BA1	SKL	0	165.63
FL	STAR STRUCK HAVEN	01/01/2007	BA2	SKL	0	177.36
FL	STAR STRUCK HAVEN	01/01/2007	BB2	SKL	0	196.43
FL	STAR STRUCK HAVEN	01/01/2007	CA2	SKL	0	221.36
FL	STAR STRUCK HAVEN	01/01/2007	CB2	SKL	0	233.1
FL	STAR STRUCK HAVEN	01/01/2007	CC2	SKL	0	268.29
FL	STAR STRUCK HAVEN	01/01/2007	IA2	SKL	0	178.74
FL	STAR STRUCK HAVEN	01/01/2007	IB2	SKL	0	197.9
FL	STAR STRUCK HAVEN	01/01/2007	PA2	SKL	0	166.41
FL	STAR STRUCK HAVEN	01/01/2007	RHA	SKL	0	316.5
FL	STAR STRUCK HAVEN	01/01/2007	PE2	SKL	0	214.03
FL	STAR STRUCK HAVEN	01/01/2007	PE1	SKL	0	209.63
FL	STAR STRUCK HAVEN	01/01/2007	PD2	SKL	0	203.76
FL	STAR STRUCK HAVEN	01/01/2007	PD1	SKL	0	200.83
FL	STAR STRUCK HAVEN	01/01/2007	PC2	SKL	0	193.5
FL	STAR STRUCK HAVEN	01/01/2007	PC1	SKL	0	190.57
FL	STAR STRUCK HAVEN	01/01/2007	PB2	SKL	0	170.03
FL	STAR STRUCK HAVEN	01/01/2007	PB1	SKL	0	168.56
FL	STAR STRUCK HAVEN	01/01/2007	SE3	SKL	0	362.13
FL	STAR STRUCK HAVEN	01/01/2007	SE2	SKL	0	307.87
FL	STAR STRUCK HAVEN	01/01/2007	SE1	SKL	0	274.15
FL	STAR STRUCK HAVEN	01/01/2007	RVC	SKL	0	410.94
FL	STAR STRUCK HAVEN	01/01/2007	RVB	SKL	0	390.43
FL	STAR STRUCK HAVEN	01/01/2007	RVA	SKL	0	350.83
FL	STAR STRUCK HAVEN	01/01/2007	RUC	SKL	0	511.06

Filter And Refresh Master Data

Field [None] Relates >= Value

Apply Simple Filter

Advanced Filter

Refresh Data

Super Cloning

Buttons: New, Edit, Clone, Delete, Print, Close

Bottom Bar: Idle, TESTDEMO, GLOBAL_ENTERPRISE, SKLENICKA, ASHL [SYS]

Rug Rates Master- This is where the system keeps all records for all the RUG's issued by CMS. It is up to the facility to manually enter in the RUG's that are used within their geographic region as determined by CMS.

Currently there are multiple records within the master list of our *demo* facility. To create a record(s) use the **new** button or to update the information on an existing record use the **edit** button.

NOTE: When there is a price change in a RUG, locate the RUG using the filter options and use the **new** button to make a new record that reflects the necessary changes. **DO NOT** edit the existing record.

Rug Rates Detail- This is the input screen when a new RUG record is being created. Here you will see the following fields:

- **State-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Facility-** Select your facility from the drop down menu by clicking the magnifying glass.
- **Effective Date-** Enter the date the Rug was put into effect. Click the magnifying glass to pull up the calendar. **THIS IS A REQUIRED FIELD.**
- **Rug Category-** Select the appropriate option by clicking the magnifying glass to access the drop down menu. **THIS IS A REQUIRED FIELD.**
- **Level of Care-** Select the correct level of care from the drop down menu by clicking the magnifying glass. If the option you need is not there it can be added by pressing the “+” icon.
- **MCD Rate-** Type the issued Medicaid rate for the Rug.
- **MCR Rate-** Type the issued Medicare rate for the Rug.

Please fill in as much information as possible making sure the required fields are entered and click **accept** to create the current record or **cycle** to create additional records.

Note: When a record already exists for a RUG but there has been a price change it is best that a **new** record be

created to showcase the changes. Do Not use the **edit** button in situations like this.

Once all RUG's have been created press the **close** button to get back to **Company File Maintenance**. The next area that will be set up is the **Ancillary Setup** located under **Company File Maintenance**.