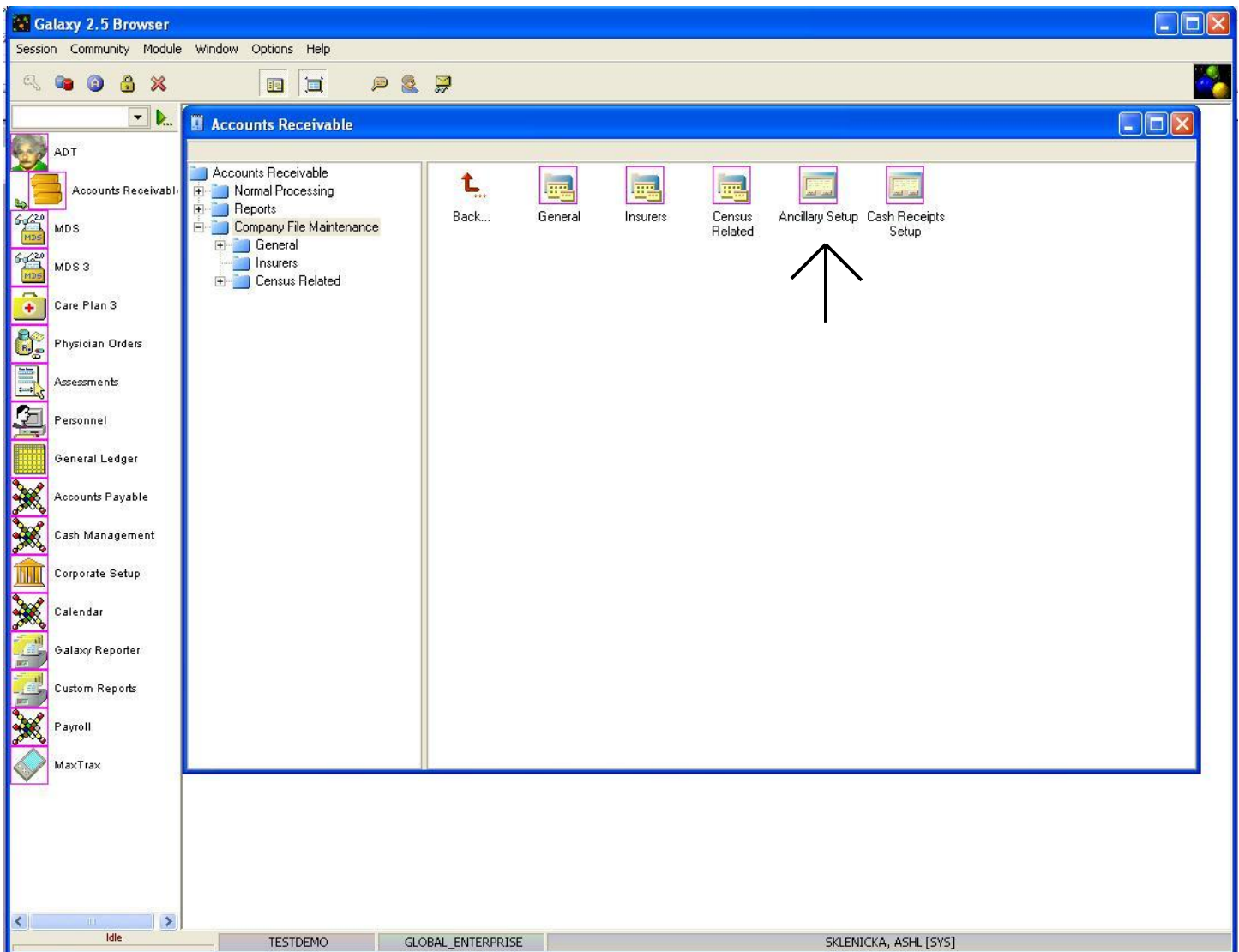# Ancillary Screens and Set-up

Ancillary Setup is located under **Company File Maintenance.** This is where a facility will create record(s) for all therapies and other charges like cable, barber/beauty, etc. To access the set up double click the icon called **Ancillary Setup**.

Ancillary Setup- This is the Master Screen of Ancillary Setup, it holds all the records of the different ancillary charges. To create a record use the **new** button or to change the information on an existing record us the **edit** button.
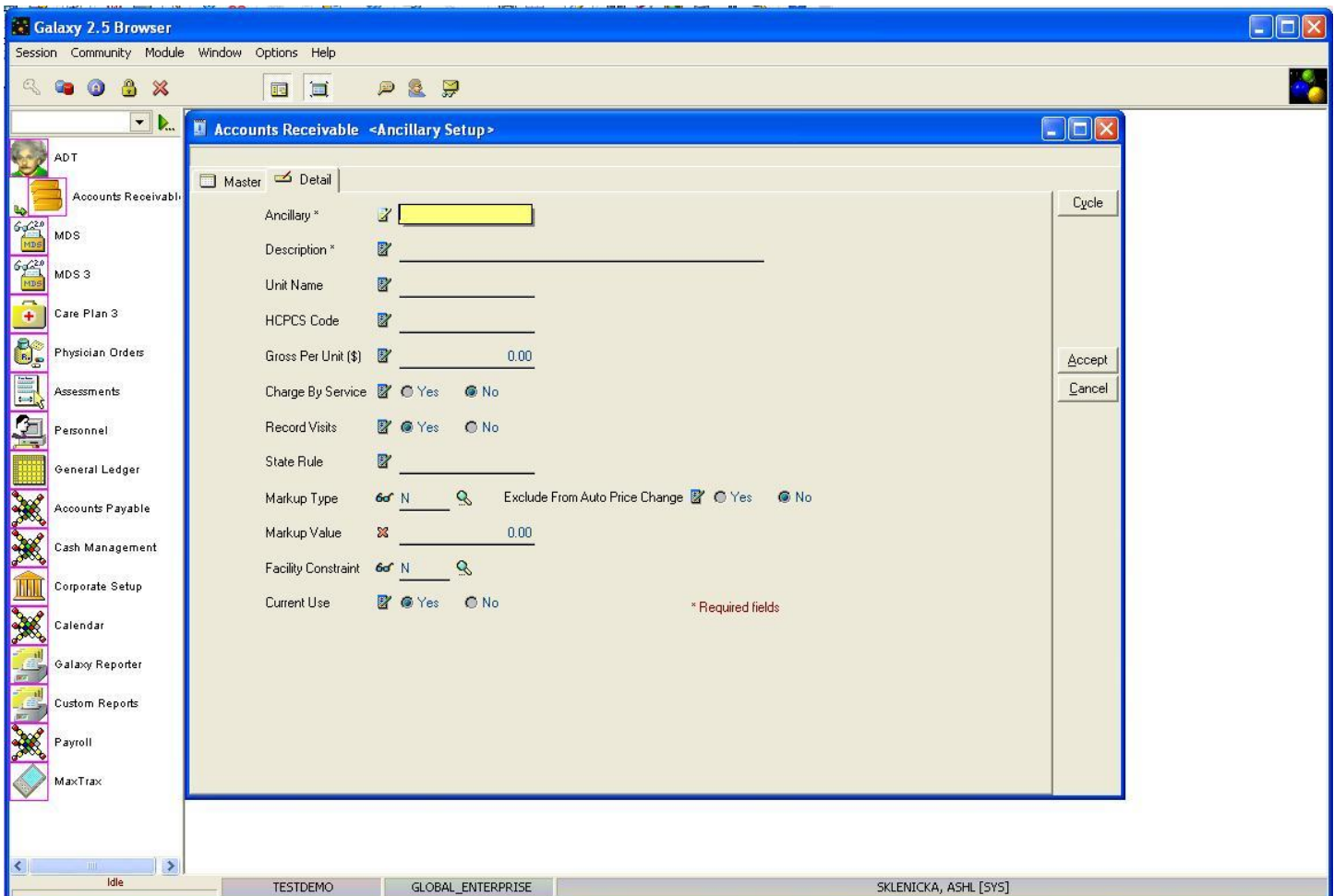
Detail- This is the input screen used to create the record(s) for all chargeable therapies (PT, OT, ST) and other items. The completed record(s) are then placed within the Master screen for Ancillary Setup. Here you will see the following fields:

- **Ancillary-** Type in the numeric code assigned to the ancillary can be alphanumeric THIS IS A REQUIRED FIELD. We usually recommend using the same number as the HCPCS code.

- **Description-** Type in the description that is related to the ancillary code. This is usually found on the fee schedule. THIS IS A REQUIRED FIELD.

- **Unit Name-** this field is optional but some clients fill in Each, Visit, etc. depending on the ancillary.

- **HCPCS Code-** Type in the HCPCS Code if it is different from the Ancillary code.

- **Gross Per Unit ($)-** Type in the price assigned to the ancillary based on what the facility charges for the ancillary.

- **Charge By Service-** Select "Yes" if the ancillary is a charge by service, or "No" if it is not.

- **Record Visits-** Select "Yes" if the visit must be recorded, "No" if it does not need to be recorded.

- **State Rule-** this field was created for a specific to a client. This is not needed.

- **Markup Type-** Select the appropriate option from the drop down menu by clicking the magnifying glass. Markup Type is used by some facilities, not all.

- **Exclude From Auto Price Change-** The Galaxy system has a utility that changes ancillary prices where there are shifts in the cost, if you do not want the system utility to touch a specific ancillary you can exclude it from the price change by selecting "Yes"; the default is "No".
- **Markup Value-** If using a Markup Type enter the value that corresponds with the markup.
- **Facility Constraint-** This option is used if a facility is a part of an enterprise that has multiple facilities using the Galaxy software and only wants the record to appear in a specific facility or facilities.
- **Current Use-** Select "Yes" if this ancillary is being used, "No" if it is not.

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

Once all record(s) have been created on the Master screen of Ancillary Setup, you will need to move on to the **Ancillary GL Detail** & **Ancillary GL Price** setup. These options are located at the bottom of the **Ancillary Master** screen.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Ancillary Setup>

☐ Master ☑ Detail

Ancillary	Description	Unit Name	HCPCS Code	Gross Per Unit	Charge By Serv.	Record Visits	State Rule	Markup Type
29105	Apply Longarm Splint		29105	83.17	F	T		N
29125	Apply Forearm Splint		29125	66.87	F	T		N
29130	Apply Finger Splint		29130	40.92	F	T		N
29220	Strapping of Low Back		29220	55.77	F	T		N
29240	Strapping of Shoulder		29240	62.52	F	T		N
29260	Strapping of Elbow or Wrist		29260	62.84	F	T		N
29280	Strapping of Hand or Finger		29280	61.93	F	T		N
64550	Apply Neurpstimulator		64550	21.7	F	T		N
90901	Biofeedback		90901	40.39	F	T		N
92506	Speech and Hearing Evaluation		90506	160.48	T	T		N
92610	Swallowing Evaluation		92610	106.34	T	T		N
95831	Limb Muscle Testing, Manual		95831	34.38	F	T		N
95832	Hand Muscle Testing, Manual		95832	29.75	F	T		N
95833	Body Muscle Testing, Manual		95833	49.5	F	T		N
95851	Range of Motion Measurements		95851	19.5	F	T		N
96105	Assessment of Aphasia		96105	74.5	T	T		N
97001	PT Evaluation		97001	80.57	T	T		N
97002	PT Re-Evaluation		97002	42.82	F	T		N
97003	OT Evaluation		97003	85.42	T	T		N
97004	OT Re-Evaluation		97004	50.51	F	T		N
97010	Hot or Cold Packs Therapy		97010	37.92	F	T		N
97012	Mechanical Traction Therapy		97012	16.44	F	T		N
97016	Vasopneumatic Device Therapy		97016	17.5	F	T		N

New
Edit
Clone
Delete
Print
Close

Filter And Refresh Master Data

Field [None]   Relates >=   ⁵ᵠ⌐ Advanced Filter
Value   ↕ Refresh Data
Apply Simple Filter   ⌂ Facility Constraint

Ancillary GL Detail
⌐ Standard   ⌐ Advanced

Ancillary Price Detail
$ Standard $ Advanced

Needs to be addressed for each Ancillary within the Master List

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

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Ancillary Setup Bottom Screen- Here you will see some additional buttons on the bottom of the Master Ancillary Setup screen that need to be used to finish the entire set-up for the Ancillary module.

- **Ancillary GL Detail-** This is where the ancillaries within the master screen get the appropriate accounts assigned to them in regards to debits, credits, & write offs. It consists of two areas (standard & advanced)

  ◦ **Standard-** This button allows for the setup of specific information relating to the ancillary that is highlighted within the master screen.

  ◦ **Advanced-** This is a cloning option to help with faster record creation. Refer to page ## in this manual to get more information on using this feature.

- **Ancillary Price Detail-** This is where monetary values are assigned to a specific ancillary based on insurance coverage.

  ◦ **Standard-** This button allows for the setup of specific price information relating to the ancillary that is highlighted.

  ◦ **Advanced-** This is a cloning option to help with faster record creation. Refer to page ## in this manual to get more information on using this feature.

To begin with the **Ancillary GL Detail** & **Ancillary Price Detail** setup, locate the ancillary using the simple filter options. Make sure the ancillary is highlighted in blue and press the **red standard** button under **Ancillary GL Detail.** Our demo facility will use ancillary *52890 Social Rehabilitation* to demonstrate the setup of these two areas.

Ancillary GL Detail Standard- This is the Master screen which holds all the record(s) of insurers that cover the selected ancillary, and the accounts that receive the debit/credit/write off for the specific ancillary that was highlighted. Currently there are no record(s) created for our example ancillary of 52890.

To create a record use the **new** button and to change the information on an existing record use the **edit** button.
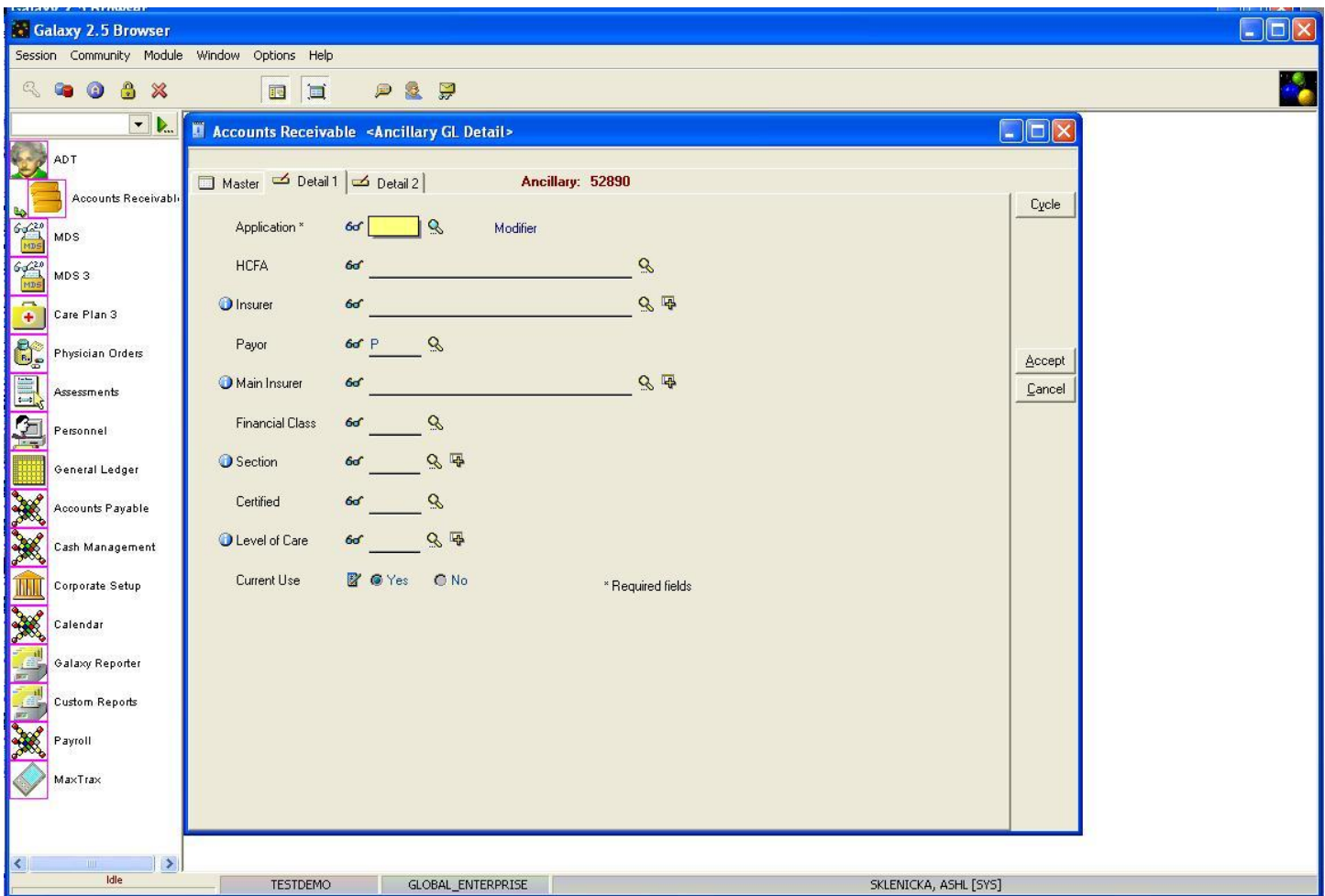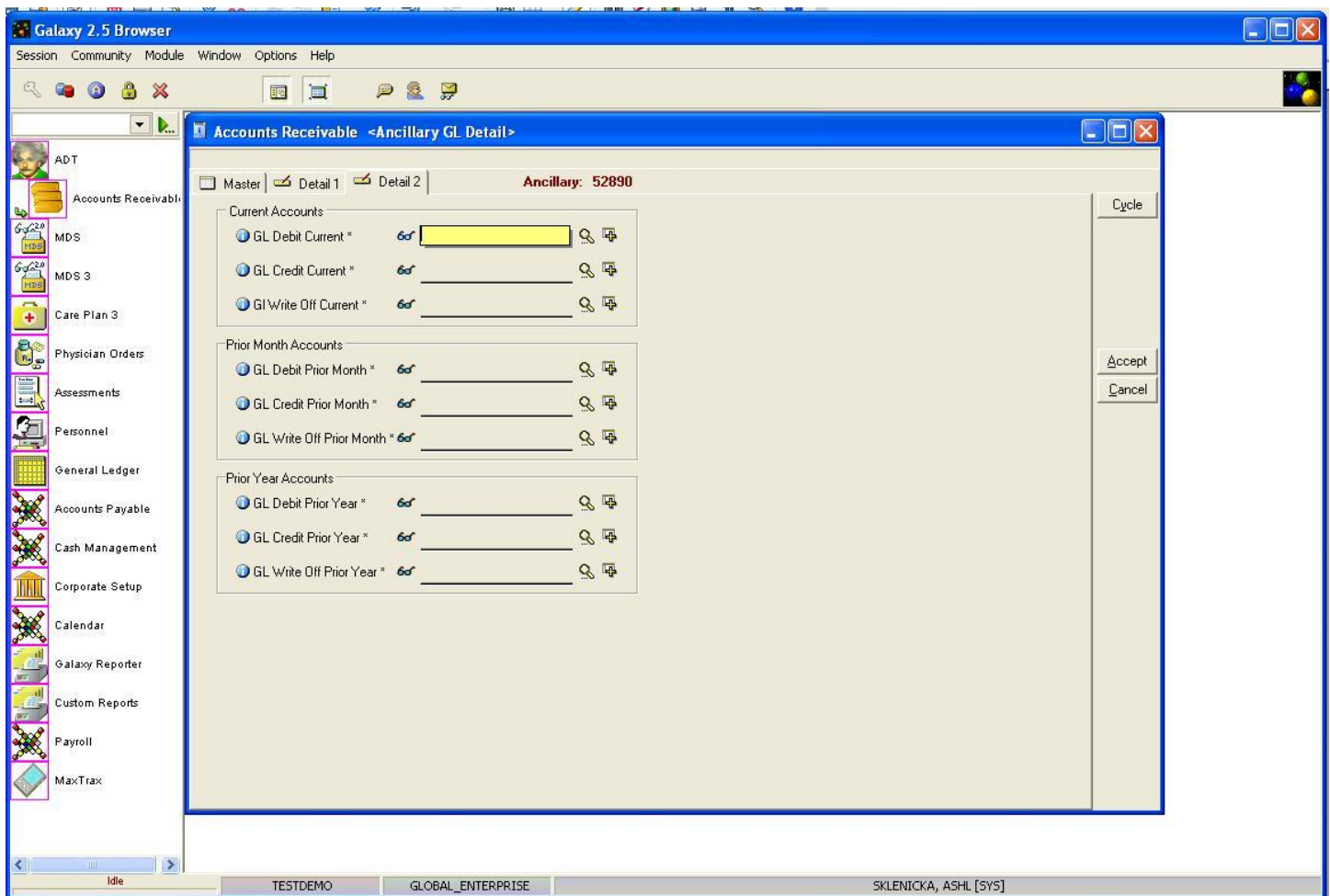
Detail 1- This is the first input screen used in the creation of records that relate to the selected ancillary. Here you will see the following fields:

- **Application-** Select the appropriate option from the drop down menu by clicking on the magnifying glass. THIS IS A REQUIRED FIELD.
  - ◦ **B-** used on ancillaries that are part B charges
  - ◦ **O-** used on ancillaries that are not B or R
  - ◦ **R-** used on ancillaries that are routine charges that are not covered by part B insurance
- **HCFA-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Insurer-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.
- **Payor-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.
  - ◦ 1 is used if the insurer placed in the **Insurer** field is responsible for the payment
  - ◦ 2 is used if the insurer selected above is the co-payor to a Main insurer
  - ◦ P is used if the resident is responsible for the payment

- **Main Insurer-** Select the appropriate option from the drop down menu by clicking on the magnifying glass. Note: the main insurer will be the same as the insurer in situations where the **Payor** is 1.

- **Financial Class-** Select the appropriate option from the drop down menu by clicking on the magnifying glass.

- **Section-** Select the appropriate option from the drop down menu only if this ancillary applies to a specific section. Note: if left blank this record will be flexible in being used for all sections within a facility.

- **Certified-** Select the appropriate option from the drop down menu only if this ancillary applies to a certified/non-certified wing. Note: if left blank this record will be flexible in being used for both certified and non-certified areas of the facility.

- **Level of Care-** Select the appropriate option from the drop down menu by clicking on the magnifying glass. Note: if left blank this record will be flexible in being used for all levels of care in the facility.

- **Current Use-** Select "yes" if this record is going to be used at the moment; "no" if it will be used at a later time.

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

Detail 2- this is the input screen used to select the appropriate accounts that will be used based on the information entered on the Detail 1 tab and the selected ancillary. 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. 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.

Once the information has been entered on the **Detail 2** tab, press the **cycle** button to create additional record(s) or the **accept** button to finish the current record.
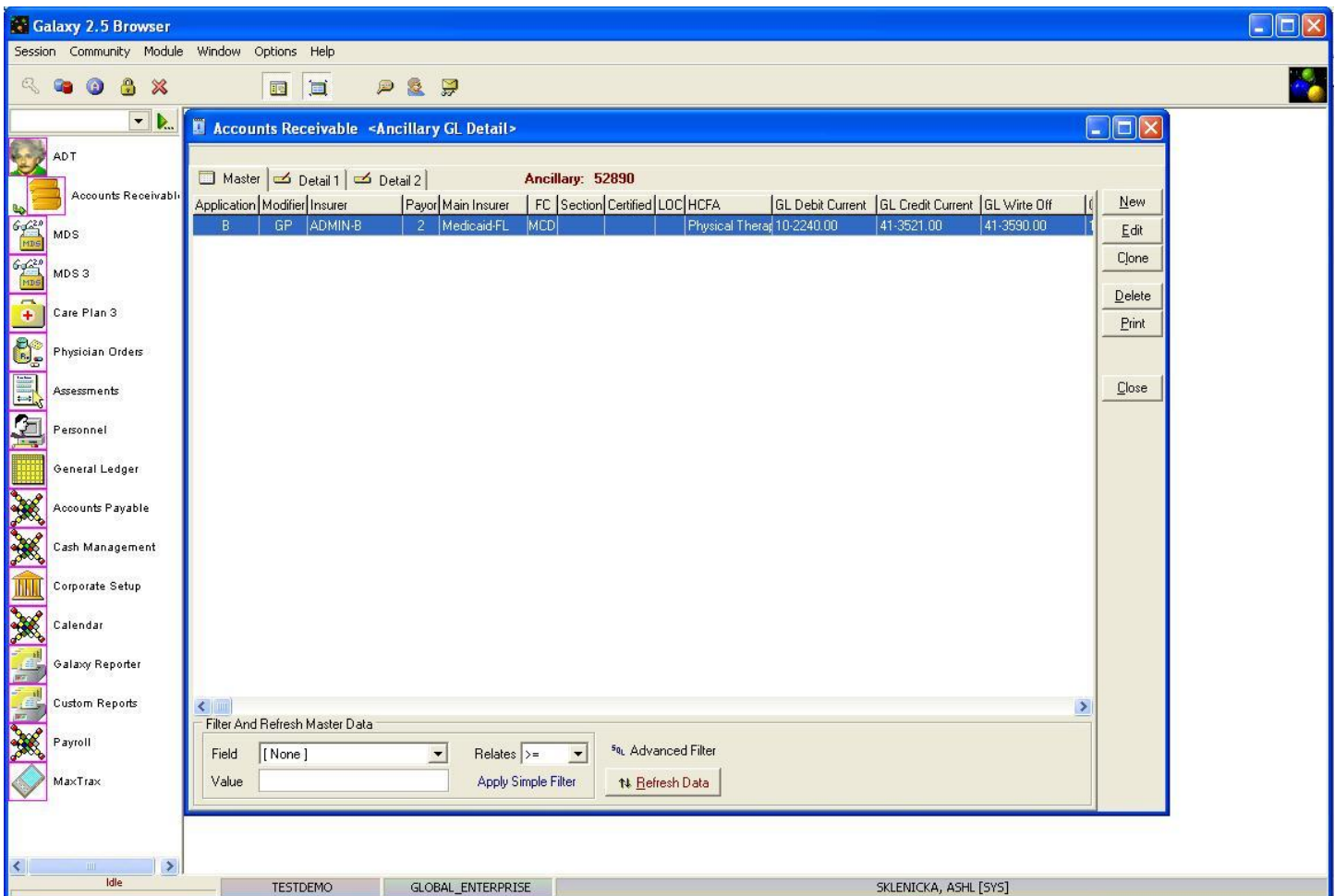
After you have created all your record(s) using either **cycle** or **accept** you will see them listed in the **Ancillary GL Detail** master screen. Once all record(s) have been created for the selected ancillary press the **close** button to go back to the **Ancillary Setup** master screen and continue with setting up the **Ancillary Price Detail** options.

You will need to create record(s) for application B and all insurances that pay the 20% amount to Medicare, a record for Medicare B as payor 1 (80%), and a record of when the resident is a private pay.

Now you should be on the **Ancillary Master** screen where you can see all the ancillaries. The next step is to set up the **Ancillary GL Price** *(blue buttons along bottom)* The process is as follows:

1. Locate the ancillary that needs the price set-up. In our demo facility it is 52890.
2. Once the ancillary is highlighted in blue press the blue **Standard** button that is along the bottom under **Ancillary Price Detail**. This will load the next screen.
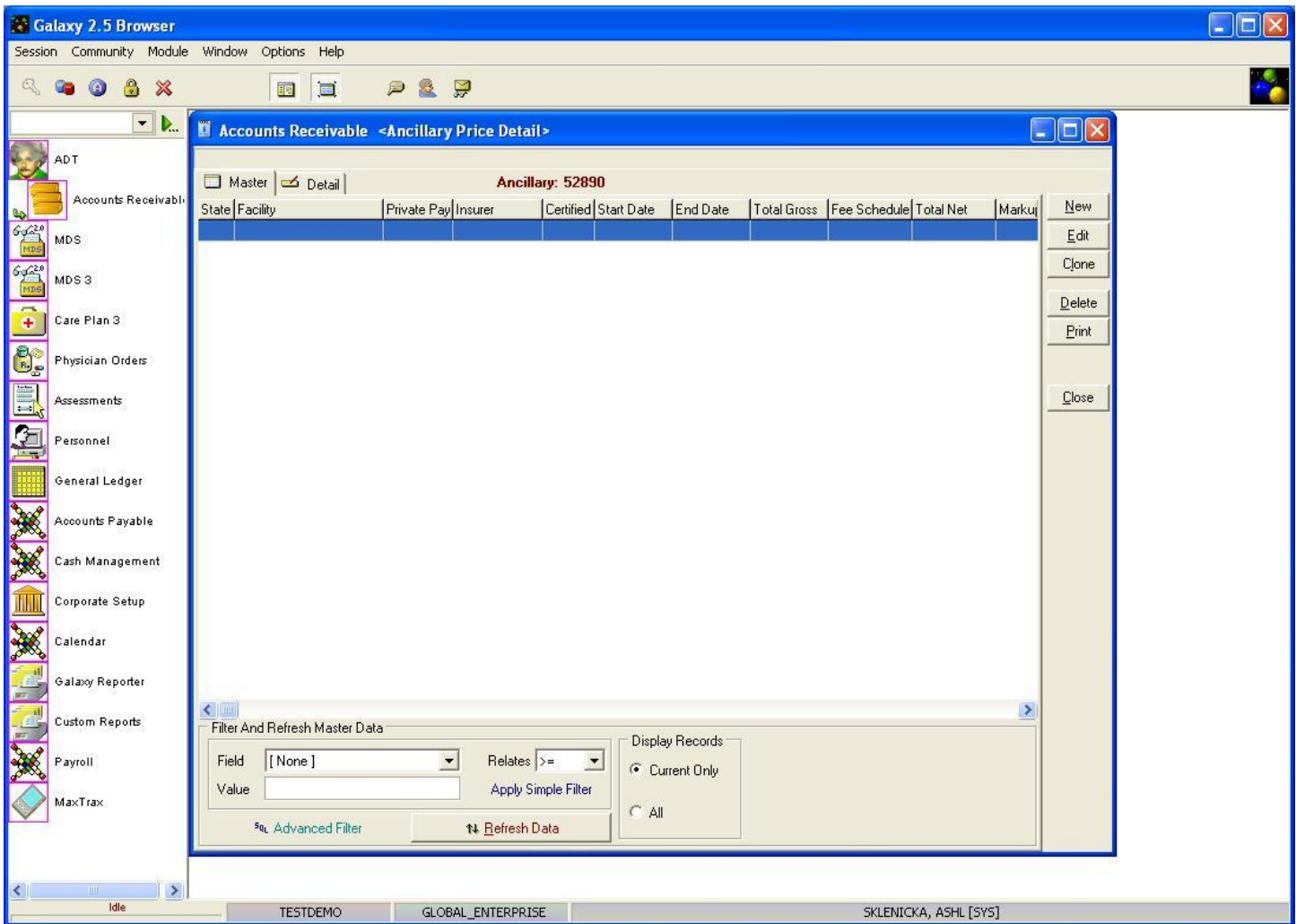
This is the **Ancillary Price Detail** master screen that holds all the record(s) of the prices being charged for the different insurers on the selected ancillary.

Here you can see there are no price record(s) currently set up for the selected ancillary in our *demo facility*. To create a record use the **new** button.

NOTE: once record(s) have been placed into the master list it is vital that they are not edited. In the event an insurer has a price change that affects the ancillary it is important to create a new record that reflects that price change for that insurer even if there is a record that exits in the master list.
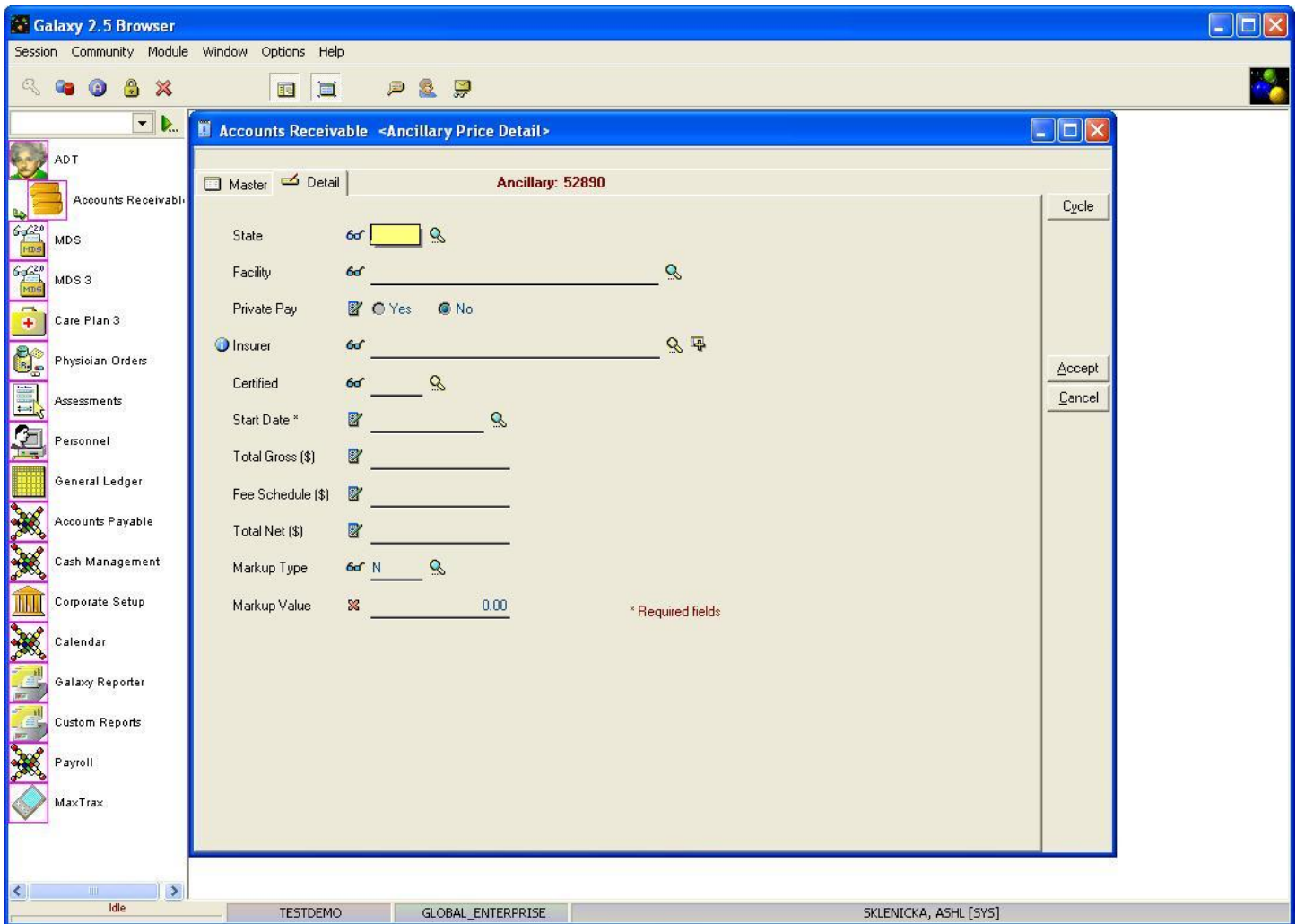
Detail- This is the input screen that is used to create the record(s) based on insurance provider and amount that is covered by that insurer. Here you will see the following fields:

- **State-** Select the appropriate option from the drop down menu by using the magnifying glass.
- **Facility-** Select the appropriate option from the drop down menu by clicking the magnifying glass. This is used if your company is a part of an enterprise and has multiple facilities using the Galaxy system. Note: if this field is left blank the record will show up in all facilities with the capability of being used in those facilities.
- **Private Pay-** Select "Yes" only if the resident is paying the ancillary and has no insurance coverage. Otherwise leave the setting to "No".
- **Insurer-** Select the insurer from the drop down menu by clicking on the magnifying glass. Note: in the event that the record is Private Pay "yes" this field becomes inactivated.
- **Certified-** Select the appropriate option from the drop down menu by clicking the magnifying glass. Note: if this field is left blank it will allow for greater flexibility within the system.
- **Start Date-** Select the date the price took effect by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- **Total Gross ($)-** Enter in the gross dollar amount for the selected ancillary.

- **Fee Schedule ($)-** Enter in the fee schedule amount for the selected ancillary. Note: This does not have to be the same amount that was entered in the field above.
- **Total Net ($)-** Enter in the total net amount for the selected ancillary. The system will default it to the amount that was entered in **Fee Schedule**.
- **Markup Type-** Select the appropriate option from the drop down menu by clicking the magnifying glass. Markup Type is used by some facilities, not all.
- **Markup Value-** If using a Markup Type enter the value that corresponds with the markup.

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

Now you should see record(s) on the **Ancillary Price Detail** master screen once you have finished a cycle process or accepted a record.

Once all record(s) have been created, press the **close** button on the master screen to go back to the **Ancillary Master** screen.

Note: There is an option at the bottom right of this screen that says "display records" with two options:

- **Current Only** – will show only the records that are current
- **All-** will give you all the records that are current and non-current so you can see the price changes for a given insurer over a period of time.

Repeat this process on all ancillaries in the **Ancillary Master** screen to set up the **Ancillary Price Detail** correctly. Once the **Ancillary Price Detail** has been established for all ancillaries in the master screen, press the **close** button to go back to **Company File Maintenance.** The next and final module for set-up is **Cash Receipts.**

Please remember that in the event an insurer has a price change on any ancillary the *process is to create a new record,* not edit the information on an existing record. This will allow the Galaxy system to function more efficiently and add security to your facility in the event of auditing.