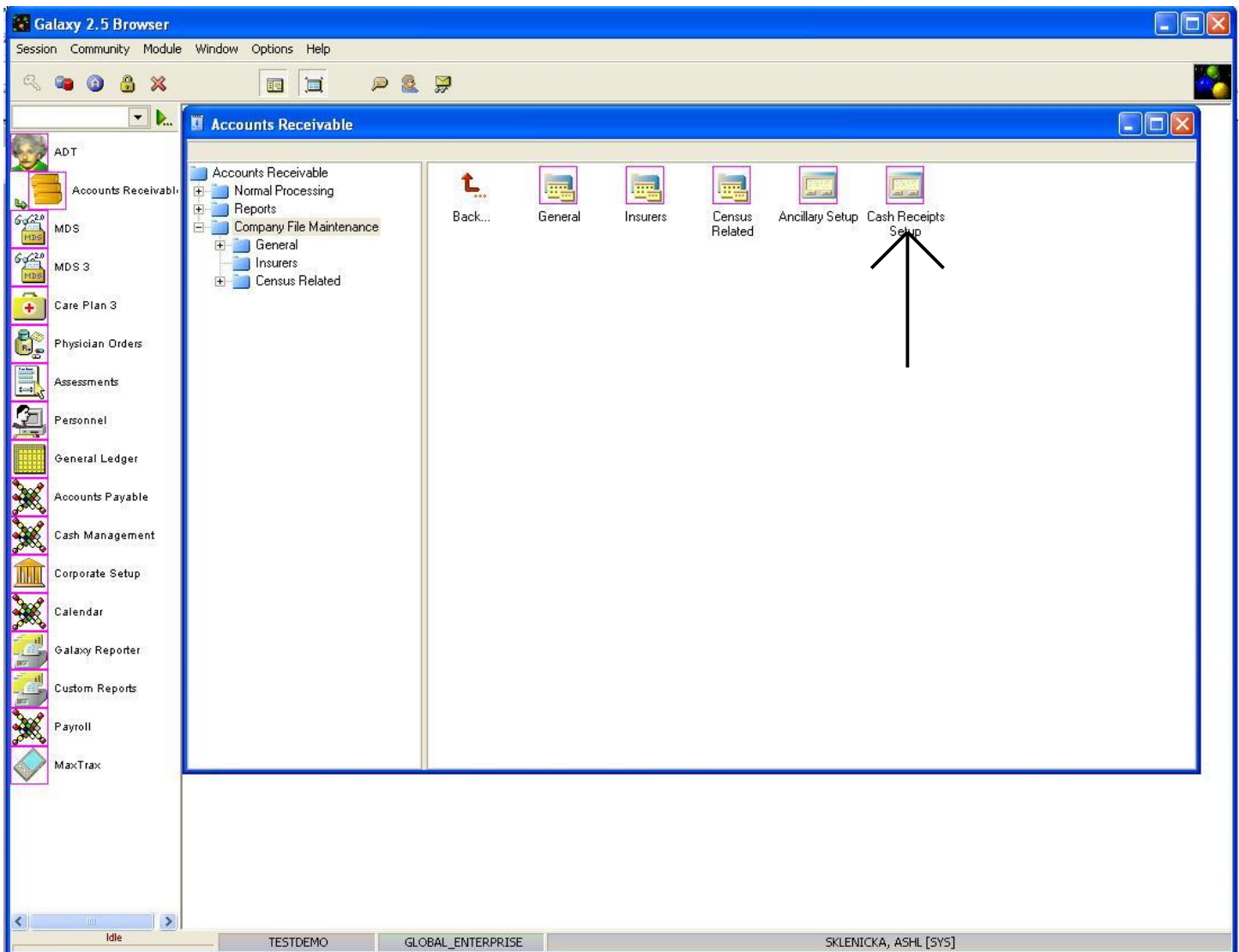
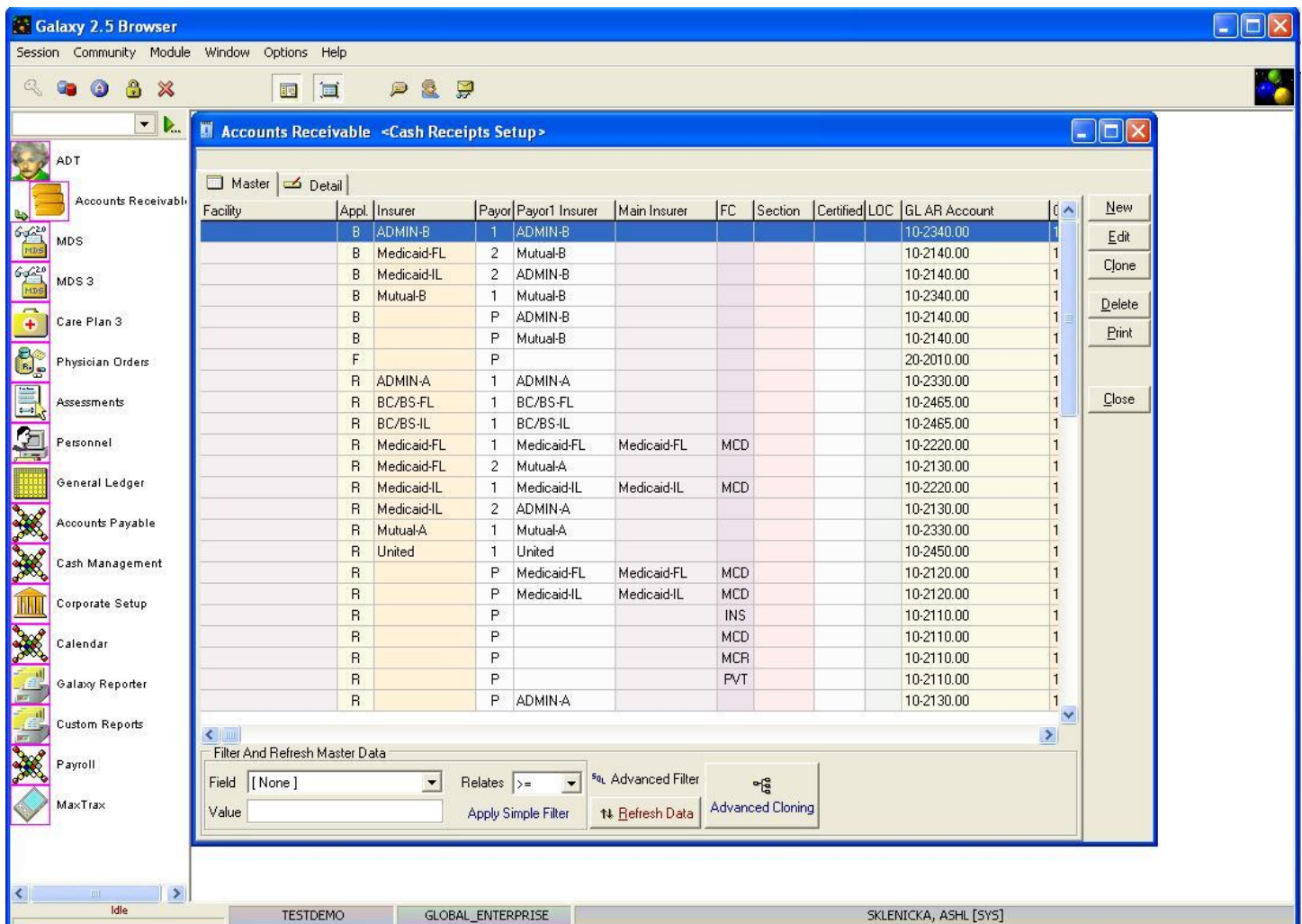


# Cash Receipts

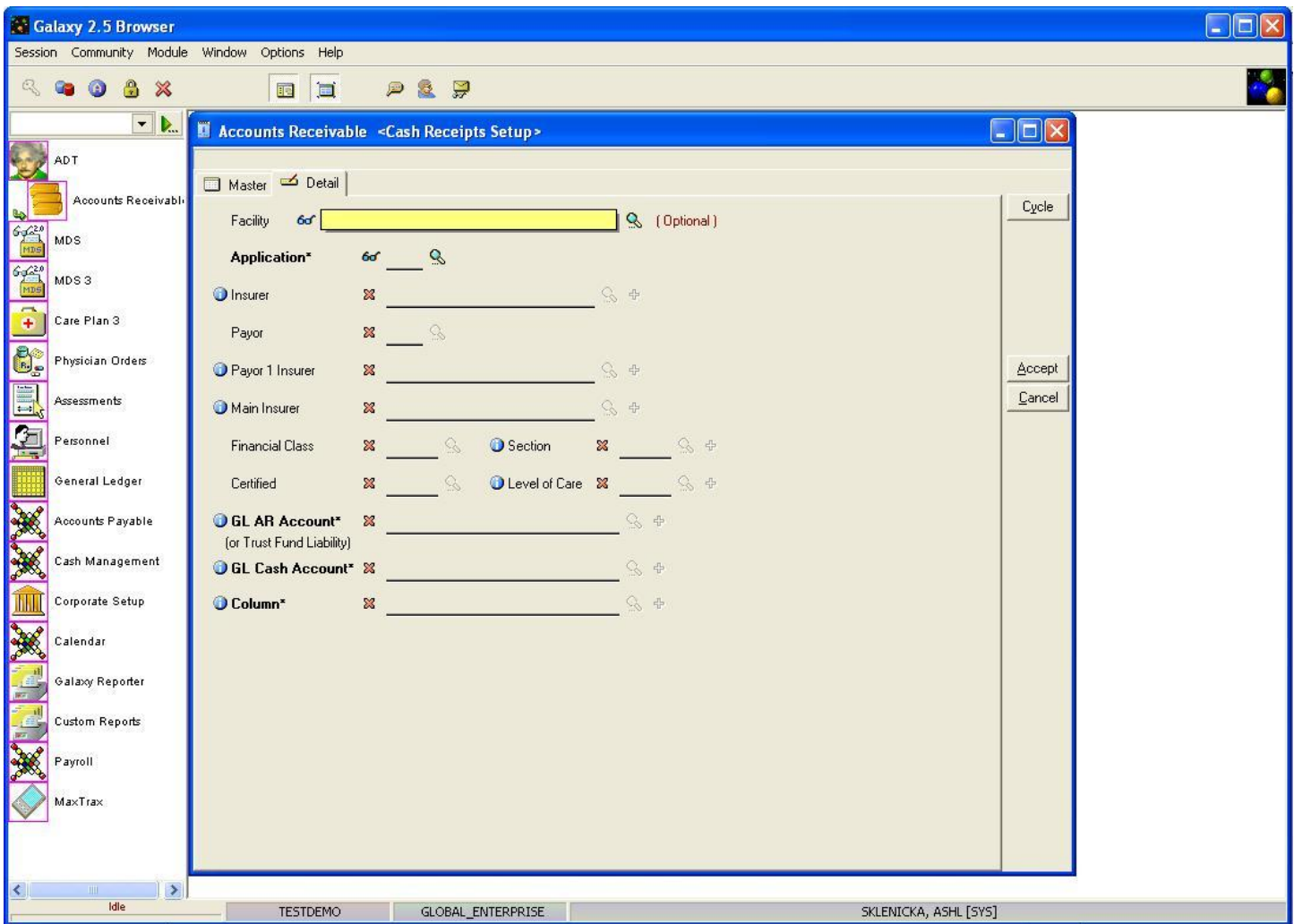


The last area that will need to be setup in **Company File Maintenance** is **Cash Receipts**. This is the module that is used to establish the record(s) that are used in when it comes to Normal Processing-Cash Receipts. To access the setup double click the **Cash Receipts Setup** icon.



**Cash Receipts Master-** This is the screen that holds all the record(s) relating to cash receipts. Currently there are multiple records on the master screen in our *demo facility*.

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



**Detail-** This is the input screen that is used to enter the information on the record(s) that appear on the master screen. Here you will see the following fields:

- **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.
- **Application-** Select the appropriate option from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
  - **B-** is selected for Part B Medicare
  - **O-** is selected for other ancillary charges
  - **R-** is selected for routine charges
- **Insurer-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Payor-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Payor 1 Insurer-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Main Insurer-** Select the appropriate option from the drop down menu by clicking the

magnifying glass.

- **Financial Class-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **Section-** Select the appropriate option from the drop down menu by clicking the magnifying glass.
- **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.
- **GL AR Account-** Select the appropriate option from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- **GL Cash Account-** Select the appropriate option from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.
- **Column-** Select the appropriate option from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.

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.

NOTE: If your facility has patient/resident trust funds record(s) will need to be created in **Cash Receipts** to allow the Galaxy system to function properly. In this situation, the application selected for these record(s) is usually F,S,D,I,or P depending on the letter designation your facility chooses in setting up trust fund accounts.

You will need to setup **Cash Receipts** record(s) for all the columns that were created in **Column Definition** within **General** under **Company File Maintenance**, paying attention to the following situations:

- Any insurance that is a co-pay to Medicare (MCR)
- Any insurance that is a co-pay to Medicare B (PTB)
- Trust funds (if your facility is using trust/resident funds)
- Medicaid (MCD) as a main payor
- Medicare (MCR) as a main payor
- Medicare B (PTB) as a main payor

Note: in the event you had to add/create other insurance record(s) that were not done when the setup of **Insurers** was conducted you will have to also go into **Census Related, Per Diem Setup** to add/create record(s) for the insurances that were added.