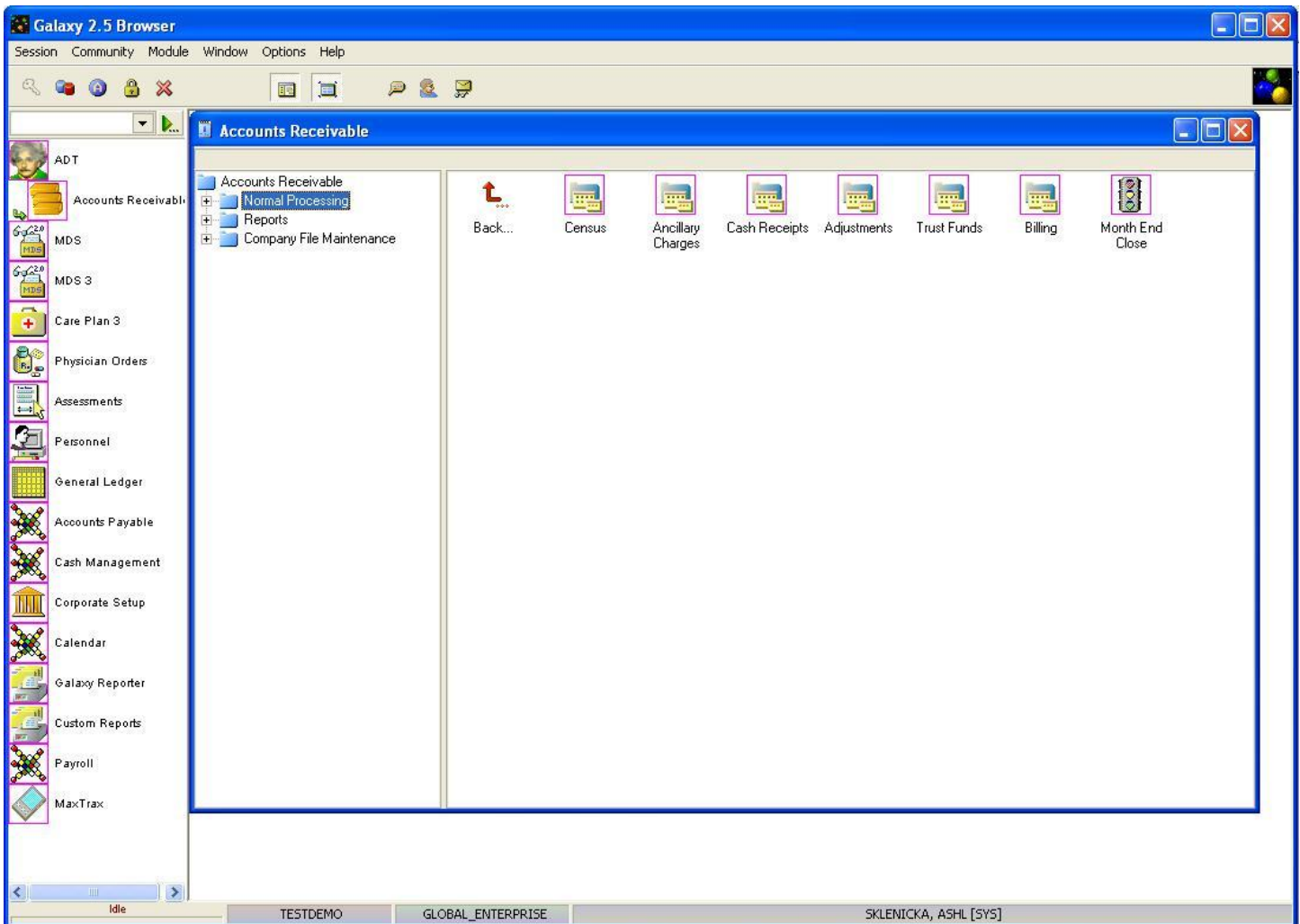


**Galaxy Hosted Software
Accounts Receivable
Normal Processing
Instructional & Informational Guide**



This is the main screen you will see every time you click on the **Normal Processing** folder under the Accounts Receivable Module. **Normal Processing** is where a facility will do all the daily, weekly, monthly, A/R transactions for normal operations including billing. There are 7 sections under Normal Processing:

- **Census** - this is the area where the bookkeeper can keep track of items that deal with changes to residents status (*census*), approve requests to census changes recommend by the MDS Coordinator (*draft census list*), look up or change the diagnosis of residents (*census diagnosis*), review insurance policies for residents (*insurance policies*), ASK ABOUT AUTHORIZATION CODE, and set up the residents contacts that contribute to paying the residents bills (*contributors*).
- **Ancillary Charges**- this is the section that contains the billing capability for all ancillaries created within the **Ancillary** section under **Company File Maintenance**. Here the facility has the opportunity of charging for therapies provided as well as personal need items, medical supplies, etc. Due to the detailed creation completed in **Company File Maintenance**, the system will automatically identify the appropriate payors and their expected contribution to this charge immediately upon assigning the ancillary to the resident. Additionally, the system is prepared to perform a Recurrent Batch entry process for common charges that are assessed on a monthly

basis (i.e., cable, phone, barber/beauty services etc.). The system also has the ability to import charges from a Bar Coding system within this section of the Normal Processing functions (see Import File Setup located within **Company File Maintenance** for directions).

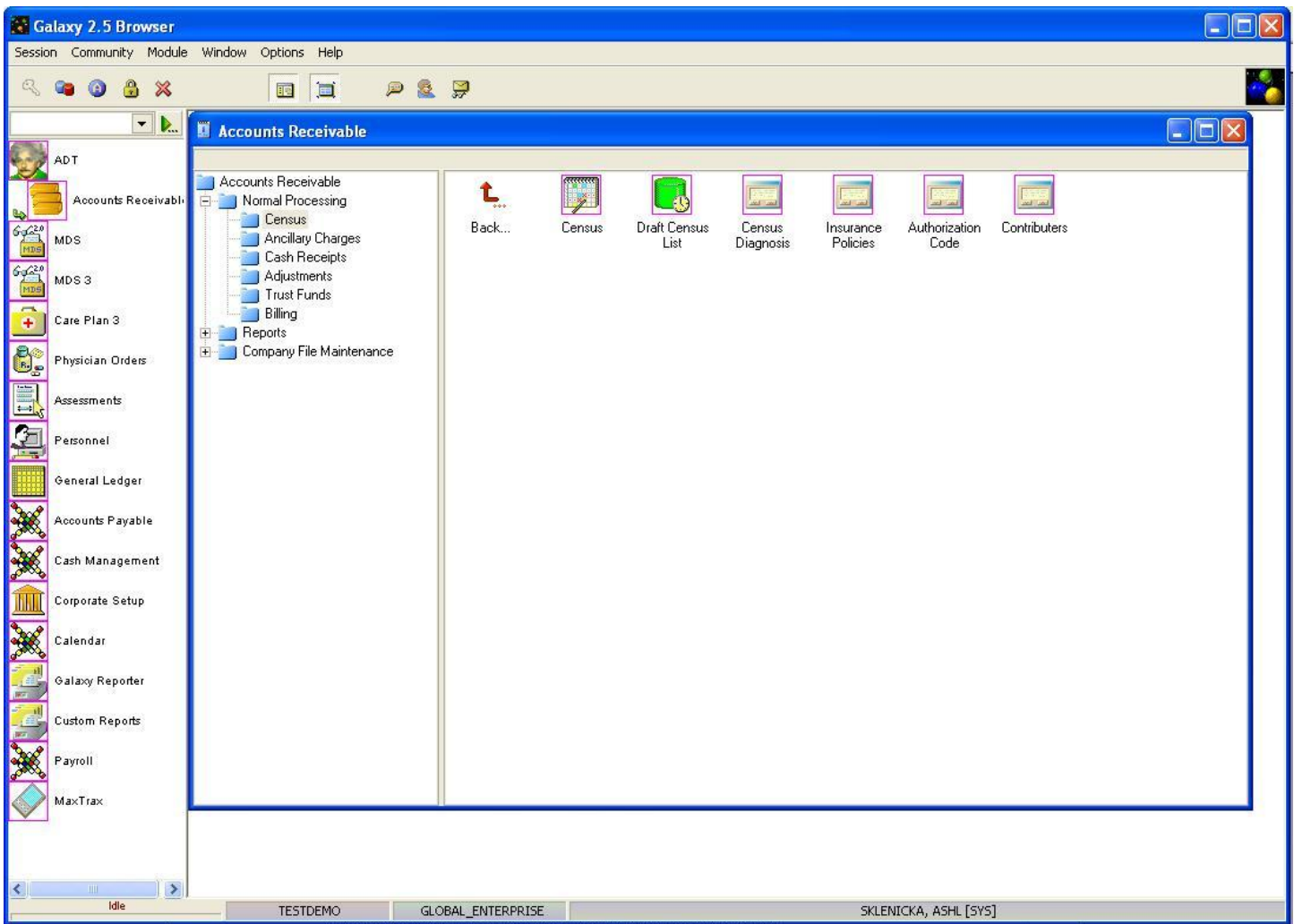
- **Cash Receipts-** this is the section that provides for the recording of all monetary receivables occurring within the facility. The Cash Receipts Master created in Company File Maintenance is directly responsible for the ease of data entry within this section (refer to Cash Receipts Master instructions located in Company File Maintenance for assistance). The comprehensive creation based on all scenarios within Payor type, Application, Financial Class, etc., is key to the successful and rapid entry of Cash Receipts as well as the proper posting of these transactions within your facility.
- **Adjustments-** this section entitles the user the ability to make manual entries as well as a variety of changes to previously posted entries. The user can also use the adjustments section to make Retro Census and Insurer Rate Changes.
- **Trust Funds-** this section enables the facility to perform transactions affecting the trust funds within its own designated section. NOTE: these transactions can also be performed within the Cash Receipts and Ancillaries sections, but this section is designed with the Trust Fund in mind, with the process for completion geared towards a more rapid means of trust fund data entry. The opportunity to apply interest to the Trust Fund accounts in your facility is also provided within this section.
- **Billing-** this section is where the facility will generate the bills and statements that are sent to residents and insurance providers.
- **Month End Close-** this section is where the facility will go to close out the current period once all financial information has been addressed (ancillary charges, cash postings, trust funds, etc.).

Census and all information under Census in Normal Processing

The Census utility, located within the Accounts Receivable – Normal Processing sections, plays an integral role in a variety of different aspects within this financial module. Here, the facility can identify and/or change information that has a direct correlation not only to the actual Census make-up of the facility, but the financial expectations of the facility as well.

The Accounts Receivable module is designed to provide the user with a two-month view of the resident's Census record. In other words, if you are processing the current month, you will have the capability to view, not only this month's Census record for a resident, but an anticipated Census record for next month as well, calculated appropriately based on calendar months. When a “Month End Close” procedure is completed, the Census records for the month closed will disappear from the resident's Census screen. Therefore, it is **highly recommended** that a final copy of the Rate History Report from the Census Reports folder be printed for the entire month prior to closing the month.

Within this section, you will learn how to accurately create a Census record for a new resident, as well as modify existing census records.



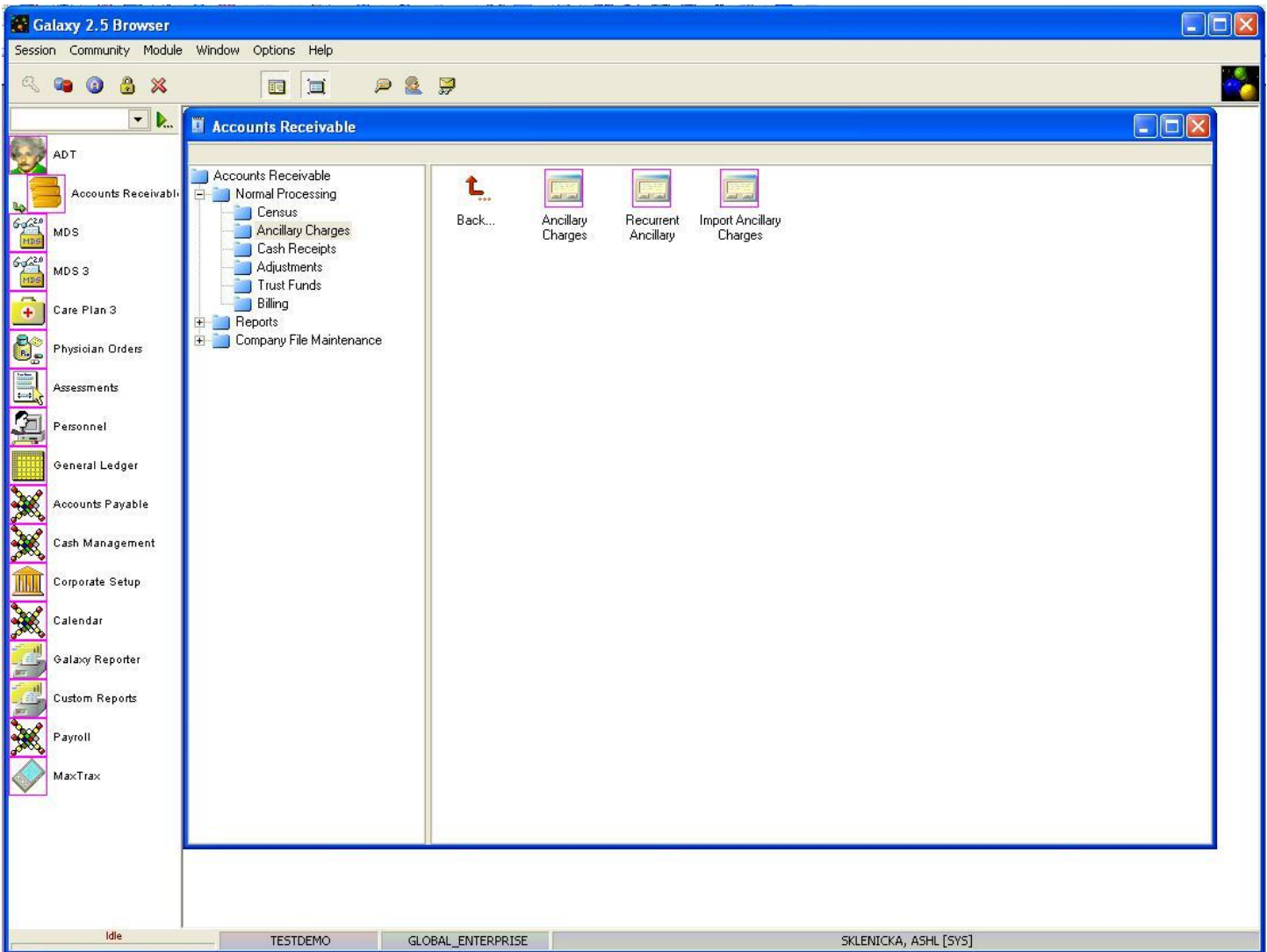
Census Main- This is the home screen for all areas related to **Normal Processing** focusing on **Census**. Here you can see 6 sections.

- **Census-** used to make changes that affect the make-up of a facility based on changes to resident's information like insurance, day type, room changes, etc.
- **Draft Census List-** used to see the list of residents that have 'suggested' census record changes from the Clinical modules (*ADT/MDS*). Census can be performed from this screen.
- **Census Diagnosis-** used to find out the resident's primary and admitting diagnosis's or to add new record(s) without having to go into the ADT module or use Census.
- **Insurance Policies-** used to add/see the insurance records on a selected resident without having to do so in the Census module.
- **Authorization Code-** used to add/see the records on insurers that cover ancillaries that need prior authorization before being charged for the selected resident.
- **Contributors-** used to see all the individuals and the portion they are responsible for in helping with the incurred expenses for the selected resident.

Ancillary Charges and all information under Ancillary Charges in Normal Processing

The Ancillary Charges section contains the billing capability for all ancillaries created within the Ancillary Setup located in Company File Maintenance. Here, the facility has the opportunity of charging for therapies provided as well as personal need items, medical supplies, etc. Due to the detailed creation completed in Company File Maintenance, the system will automatically identify the appropriate payers and their expected contribution to this charge immediately upon assigning the ancillary to the resident.

Additionally, the system is prepared to perform a Recurrent Batch entry process for common charges that are assessed on a monthly basis (i.e., cable, phone, barber/beauty services etc.). The system also has the ability to import charges from a Bar Coding (see Import File Setup located within Company File Maintenance for directions) system is available within this section of the Normal Processing functions.



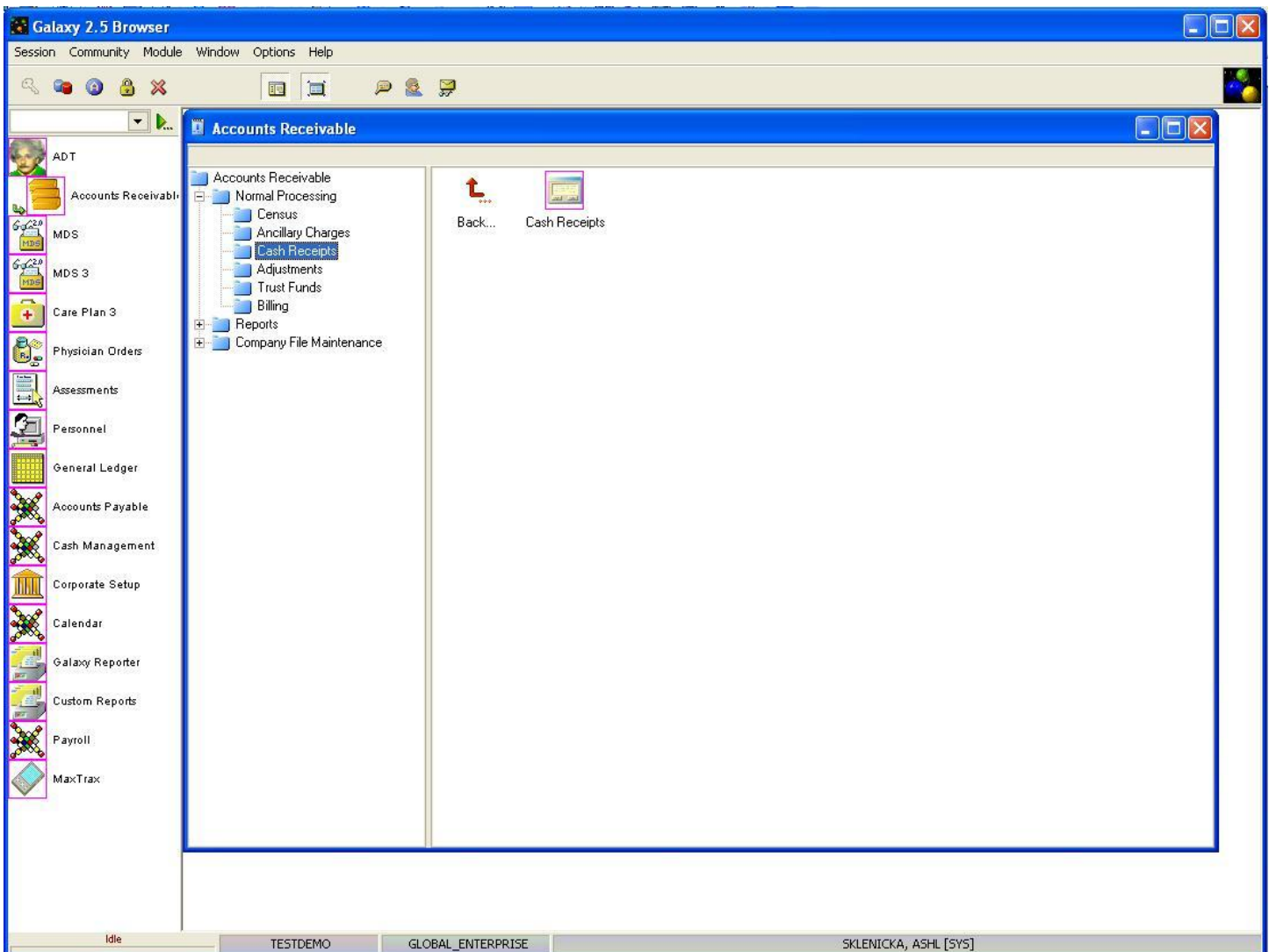
Ancillary Charges Main- This is the home screen for all areas related to **Normal Processing** focusing on **Ancillary Charges**. Here you can see 3 sections.

- **Ancillary Charges-** used to post billable charges for therapies, medical items, personal needs etc.
- **Recurrent Ancillary-** used to create ancillary charges that are used on a frequent basis (i.e., cable, telephone, etc).
- **Import Ancillary Charges-** used to import the therapy charge file for even easier posting of billable charges for residents within your facility. NOTE: before using this utility, contact Galaxy for the proper file specifications for importing as well as a training on how to do the import process.

Cash Receipts and all information under Cash Receipts in Normal Processing

The Cash Receipts section of Normal Processing provides for the recording of all monetary receivables occurring within the facility. The Cash Receipts Master created in the Company File Maintenance is directly responsible for the ease of data entry within this section (please refer to the Cash Receipts Master instruction located in Company File Maintenance).

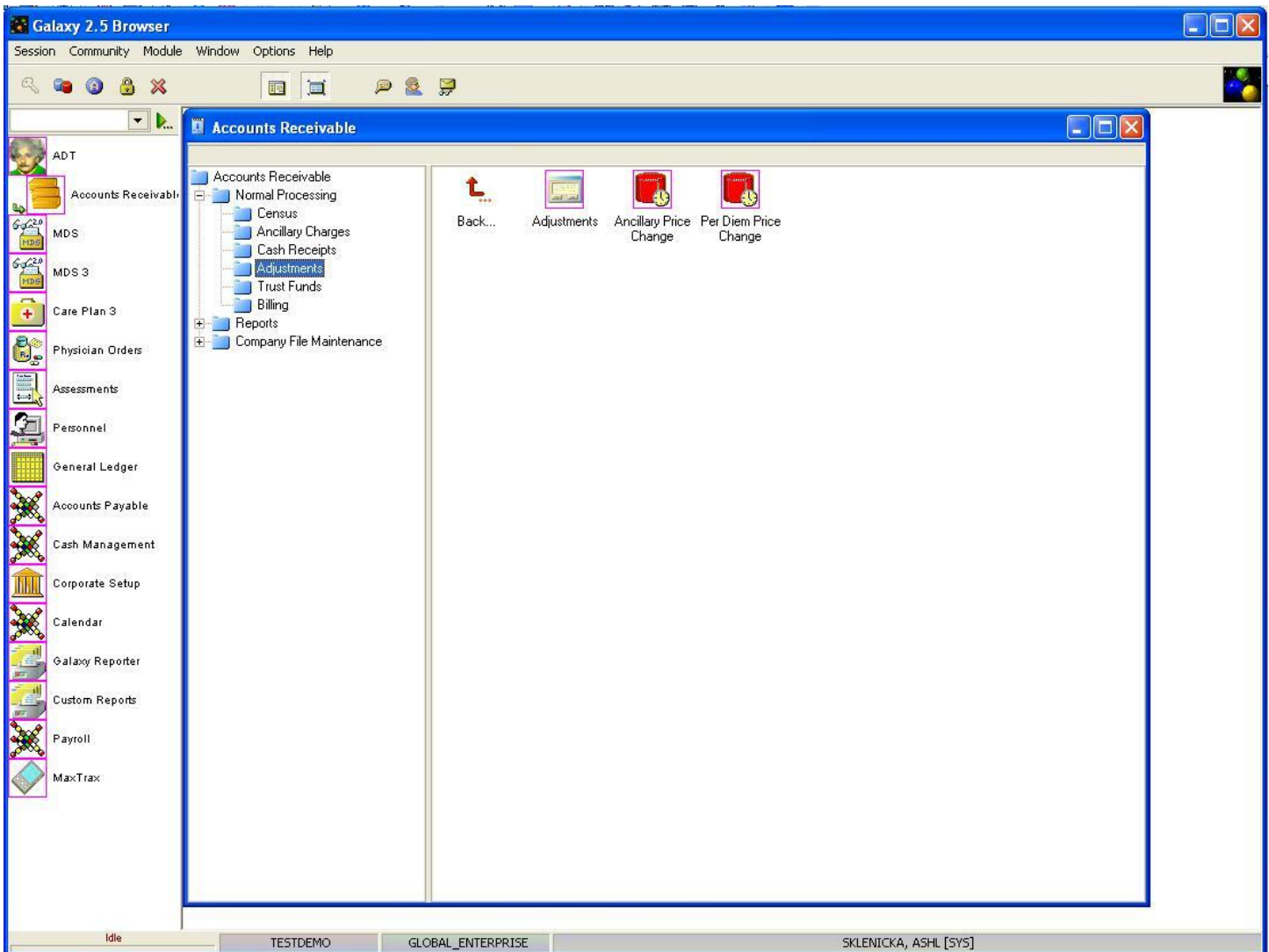
The comprehensive creation based on all scenarios within Payor type, Application, Financial Class, etc., is key to the successful and rapid entry of Cash Receipts as well as the proper posting of these transactions within your facility.



Adjustments and all information under Adjustments in Normal Processing

The Adjustments section within Normal Processing entitles the user to make manual entries as well as a variety of changes to previously posted entries.

Also within the Adjustments section, the ability to make Retro Census and insurer Rate Changes is provided for your facility to use.



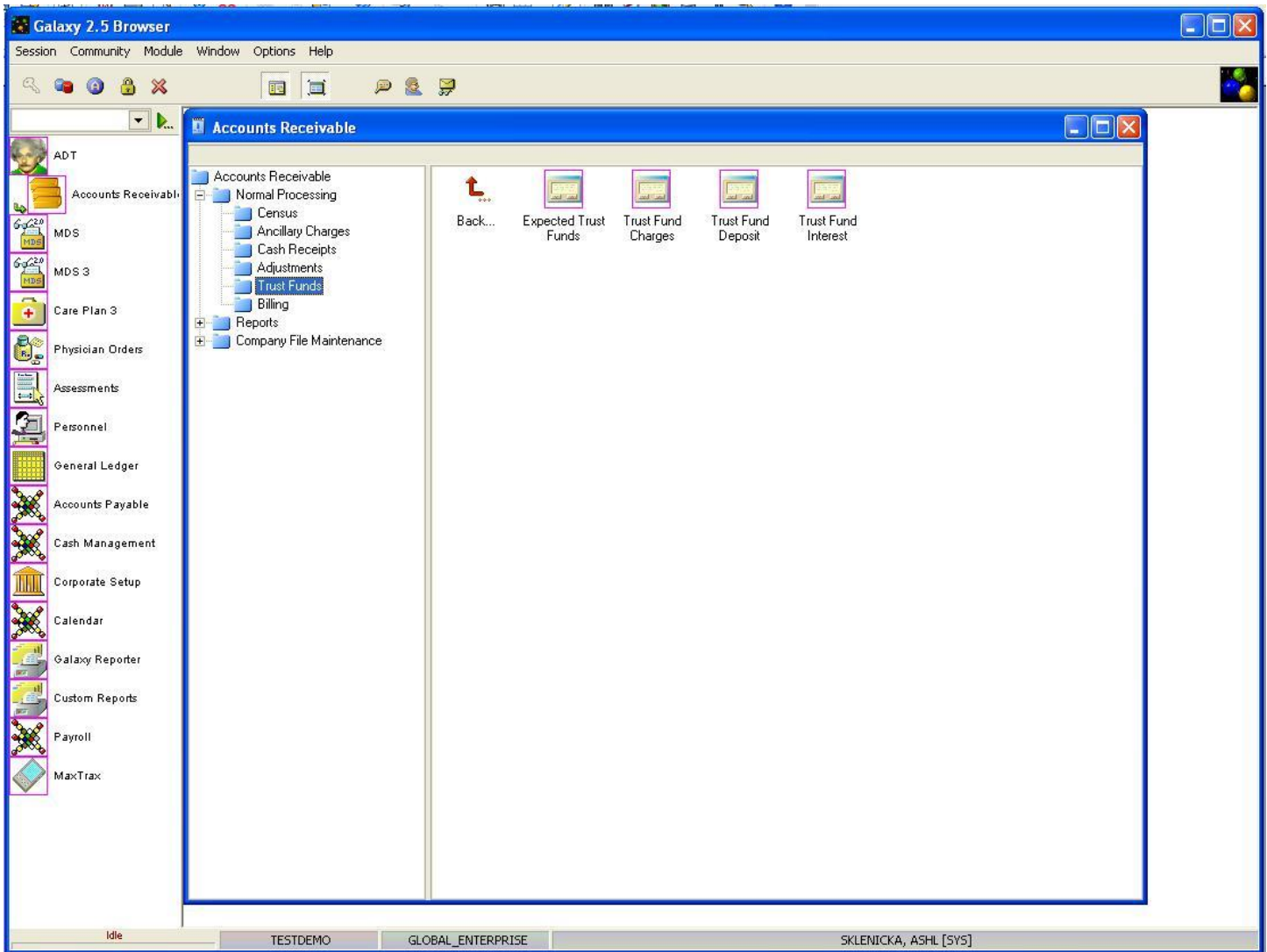
Adjustments Main- this is the module the facility will use when it comes to making manual adjustments to entries that have been posted for accurate record keeping. Here you will see the Adjustments module has 3 utilities:

- **Adjustments-** where the user will do all types of adjustments when needed
- **Ancillary Price Change-** where the system will do a scan when there is a price change on an ancillary and update resident records that were affected by the change
- **Per Diem Price Change-** where the system will do a scan when there is a Per Diem price change and update resident records that were affected by the price change.

Trust Funds and all information under Trust Funds in Normal Processing

The Trust Fund Accounting section of the Accounts Receivable module enables the facility to perform transactions affecting the trust funds within its own designated section. These transactions can also be performed within the Cash Receipts and Ancillary Charges. However, this section was designed with the Trust Fund in mind, with the process for completion geared towards a more rapid means of trust fund data entry.

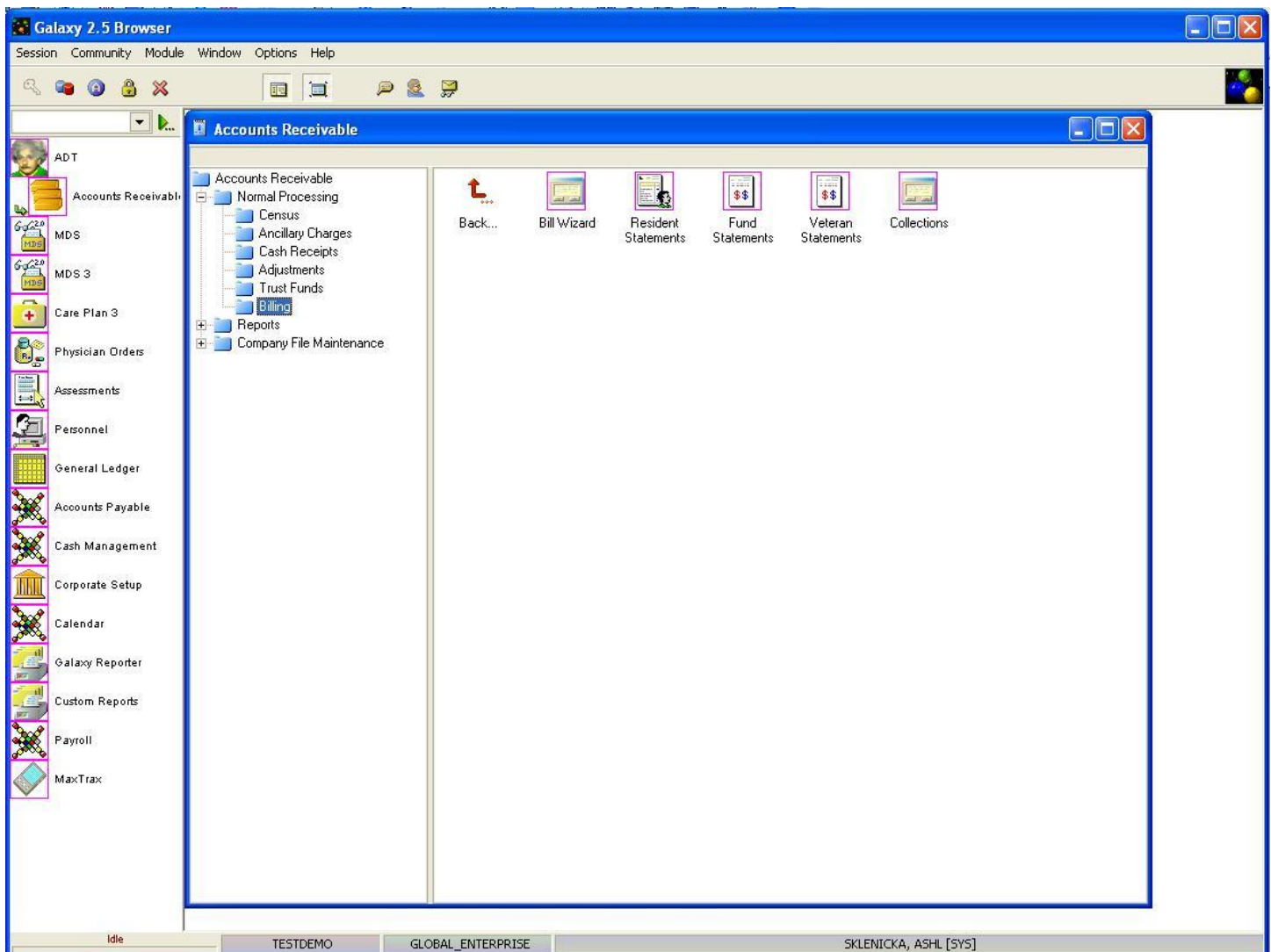
The Galaxy system will allow proper tracking for your facilities residents funds as well as posting trust fund charges and allocating interest on trust fund accounts.



Trust Funds Main- here is where all data entry relating to the residents personal funds can take place. The Trust Funds module under Normal Processing is divided into 4 sections:

- **Expected Trust Funds-** where the user can set-up an expected amount for each resident that utilizes trust funds
- **Trust Fund Charges-** where the user can post charges that affect the resident trust account
- **Trust Fund Deposit-** where the user can post deposits to the residents trust account
- **Trust Fund Interest-** where the user can apply interest to the residents trust accounts.

Billing and all information under Billing in Normal Processing



Billing Main- this is where all billing forms are generated that are used within a facility. Here you can see there are 5 sections. These 5 sections are:

- **Bill Wizard-** where the user can generate claims for Medicare A & B and Medicaid
- **Resident Statements-** where the user can generate the billing statements for private pay
- **Fund Statements-** where the user can create statements relating to the residents trust account
- **Veteran Statements-** where the user can create statements for Veterans
- **Collections-** where the user can establish how past due bills are to be collected