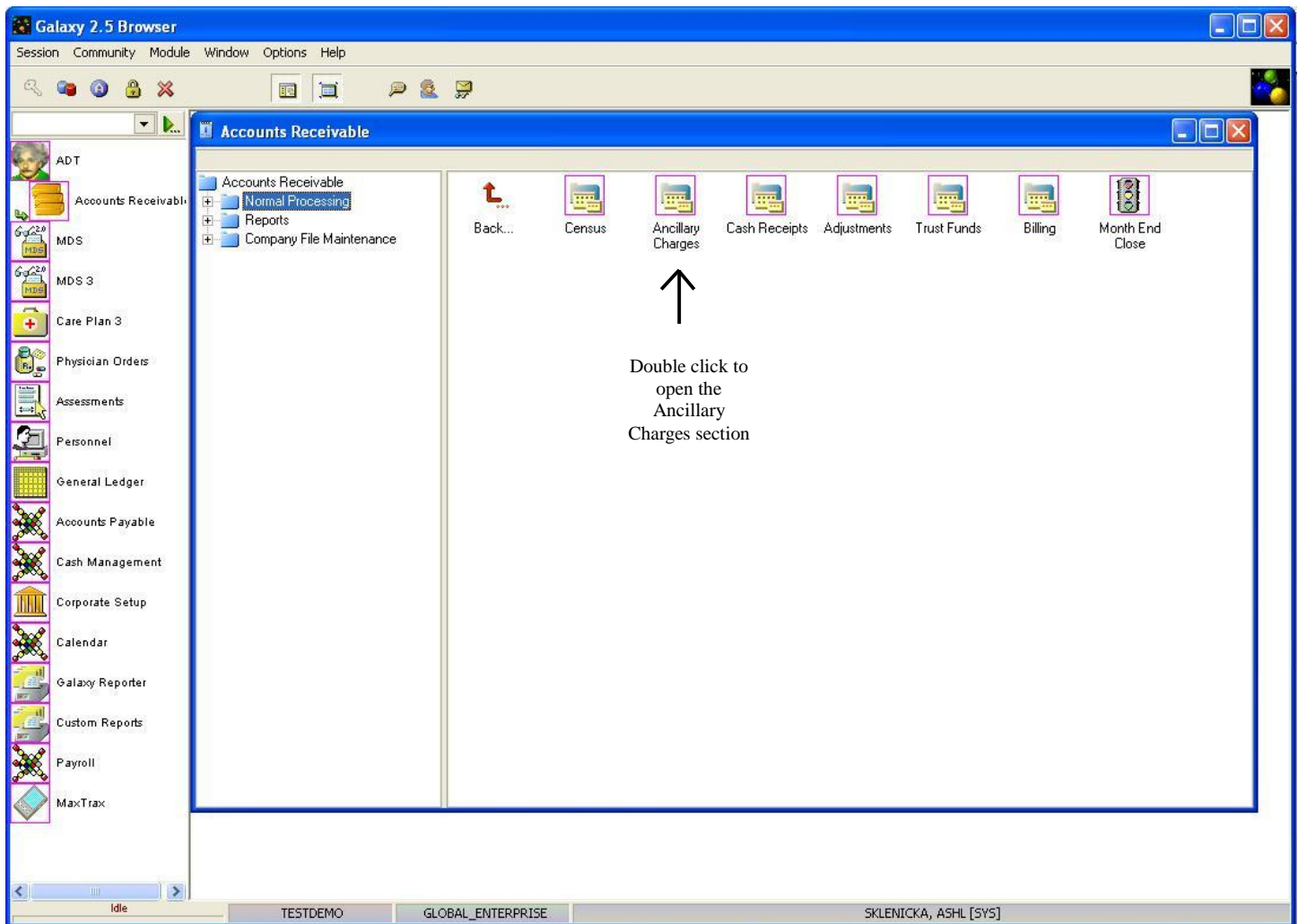
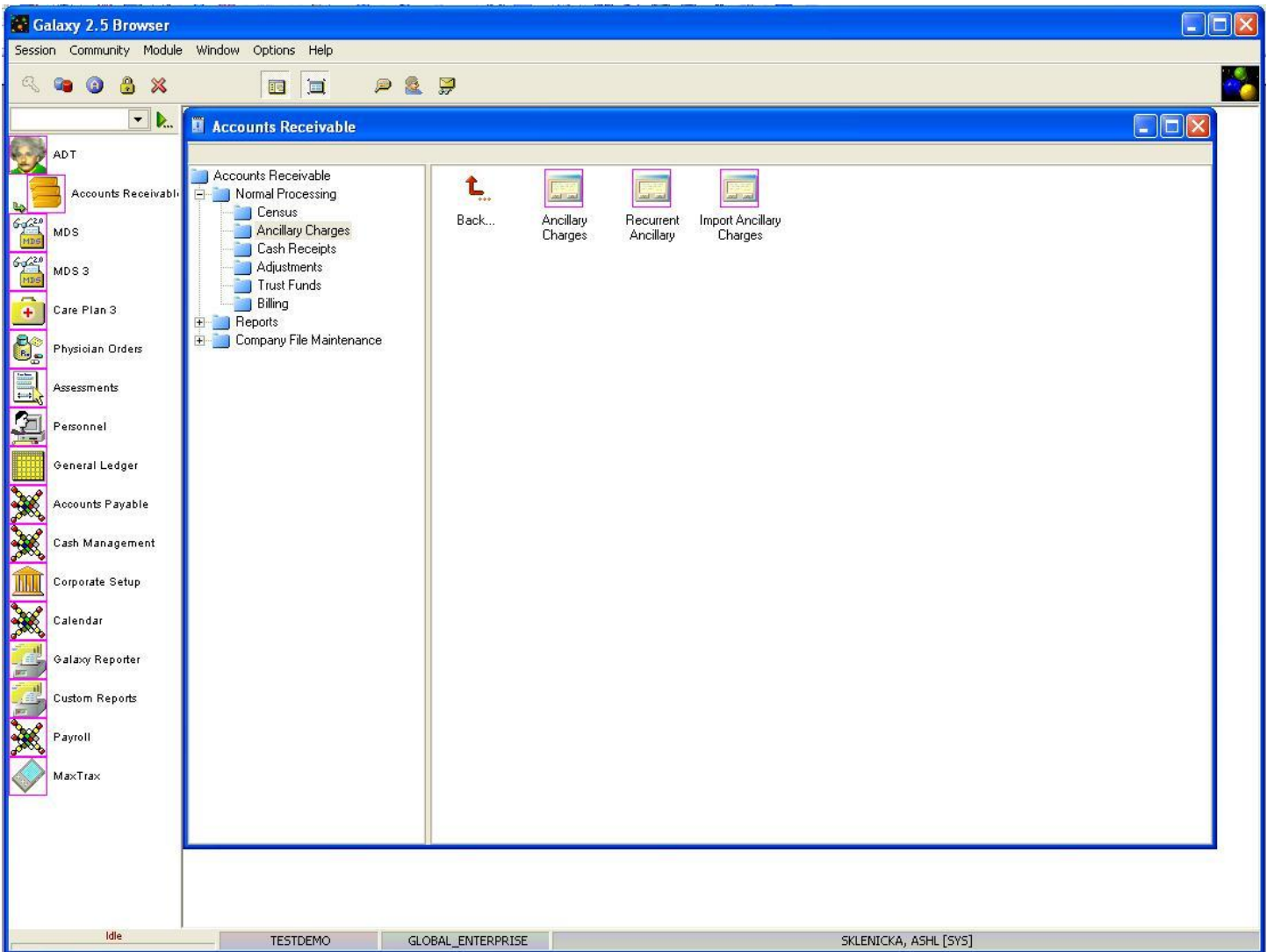


NORMAL PROCESSING ANCILLARY CHARGES

Focusing on just the **Ancillary Charges** icon, double click on **Ancillary Charges** in the main screen of Normal Processing to open this section.



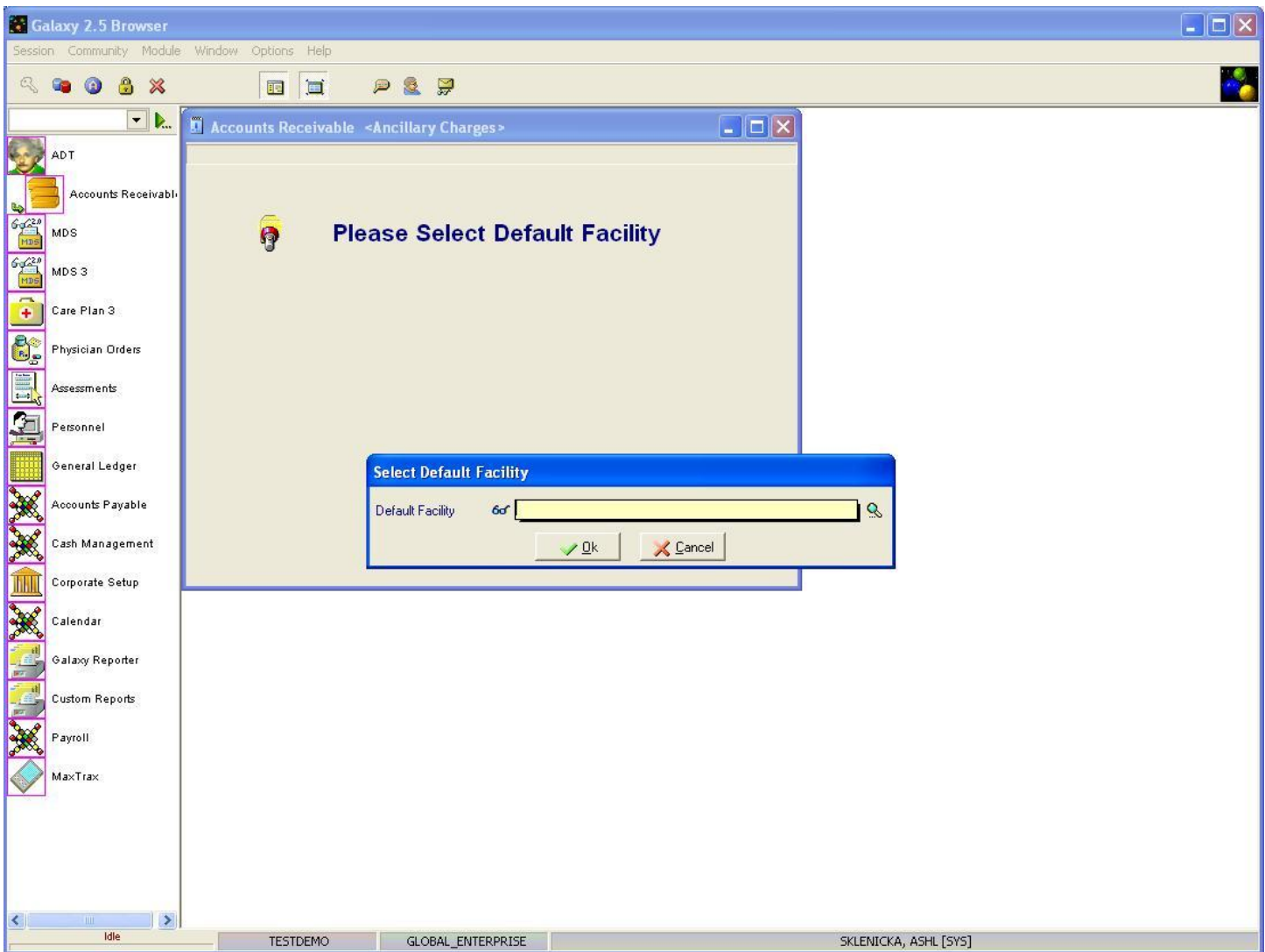
After double clicking on **Ancillary Charges**, you should see the screen below.



Here you will see 3 sub-utilities under the **Ancillary Charges** module in **Normal Processing**. They are:

- **Ancillary Charges** – this is where your facility will have the opportunity of charging for therapies provided as well as personal need items, medical supplies, etc. The system will automatically identify the appropriate payors based on the extensive set up in company file maintenance.
- **Recurrent Ancillary** – this section is used to create common charges that are assessed on a monthly basis (cable, phone, beauty services, etc.) When set up and used it makes the ancillary charge process run that much smoother.
- **Import Ancillary Charges** – this is where the Galaxy system can import therapy files for an even easier ancillary charge process.

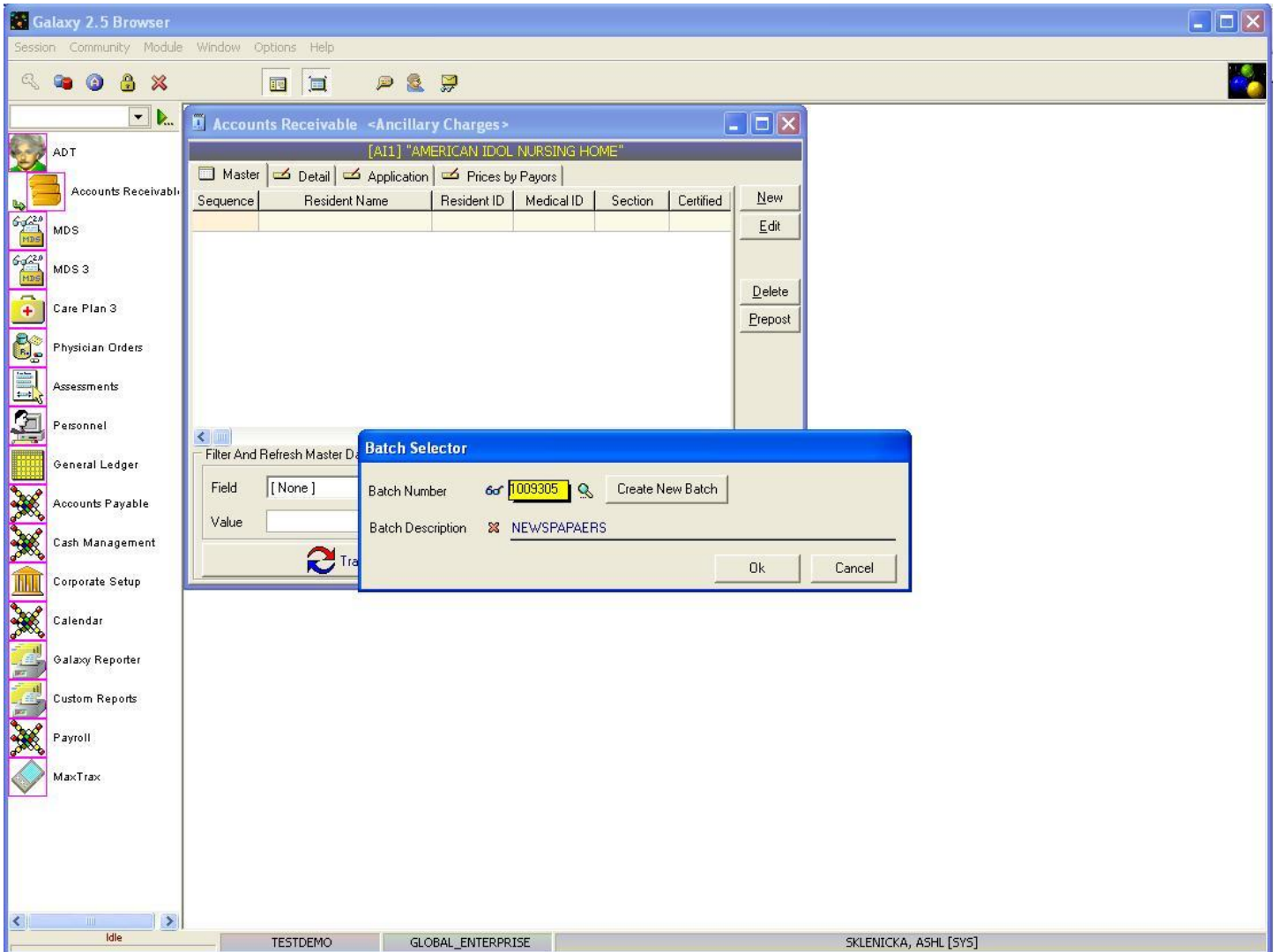
Select the **Ancillary Charges** sub-utility you will need to do your facility's operations by double clicking on the appropriate icon.



Facility Selector – this screen will appear for facilities that are a part of an enterprise that have multiple facilities using the Galaxy Software. In the event you get this screen after double clicking on any of the **Ancillary Charges** sub-utilities, select your facility from the drop down menu by clicking on the magnifying glass.

NOTE: If your facility is not a part of an enterprise using Galaxy, you will see the next screen below.

ANCILLARY CHARGES

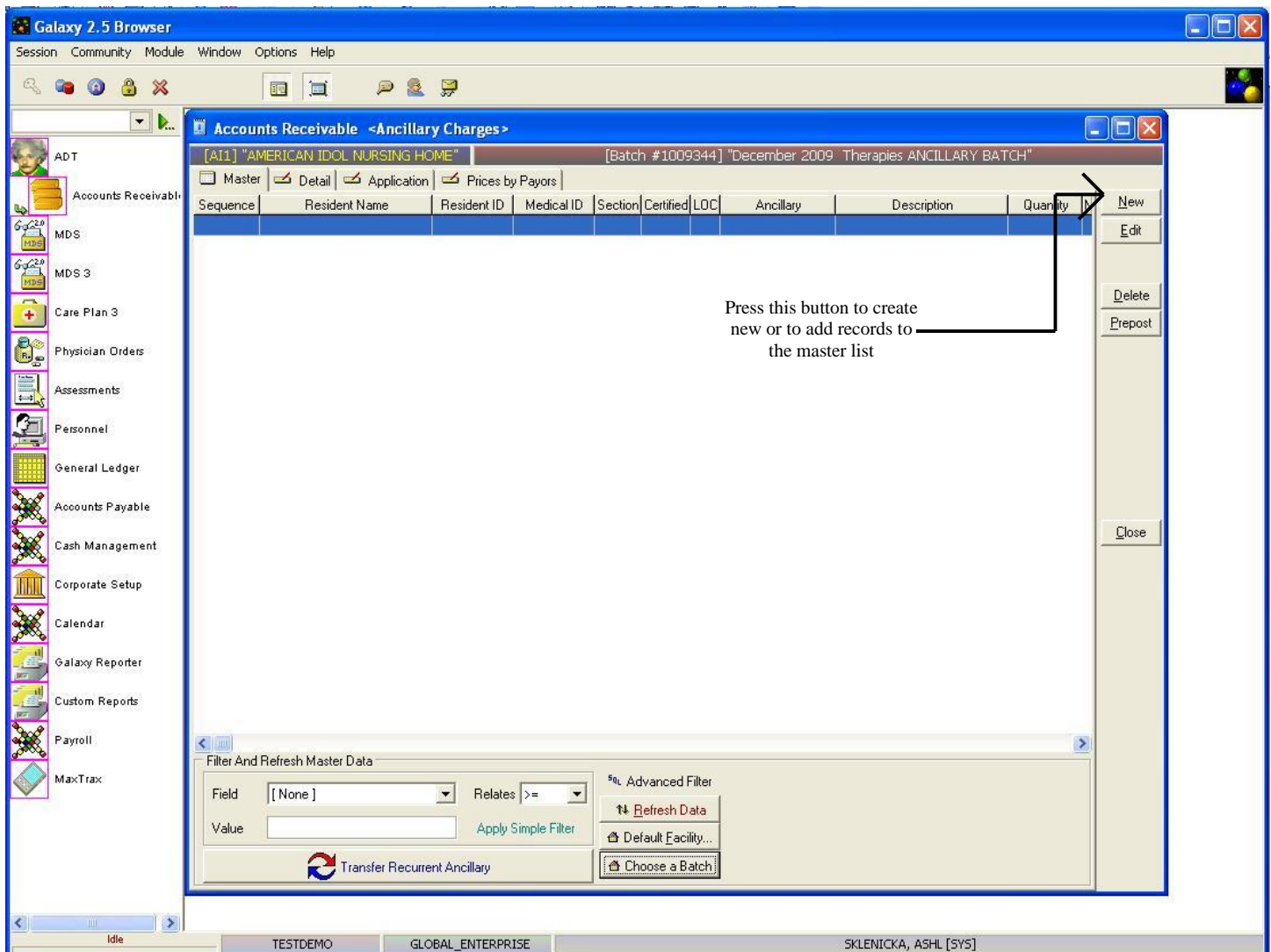


Ancillary Charges – after double clicking on the **Ancillary Charges** icon the screen above will load. The **Batch Selector** is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

- **Create New Batch-** this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October's Ancillary Charges or 10.15.10 Lab Charges.

NOTE: In order to maintain a current record of ancillaries charged, it is recommended that ancillaries be entered on a regular scheduled basis (daily or weekly).

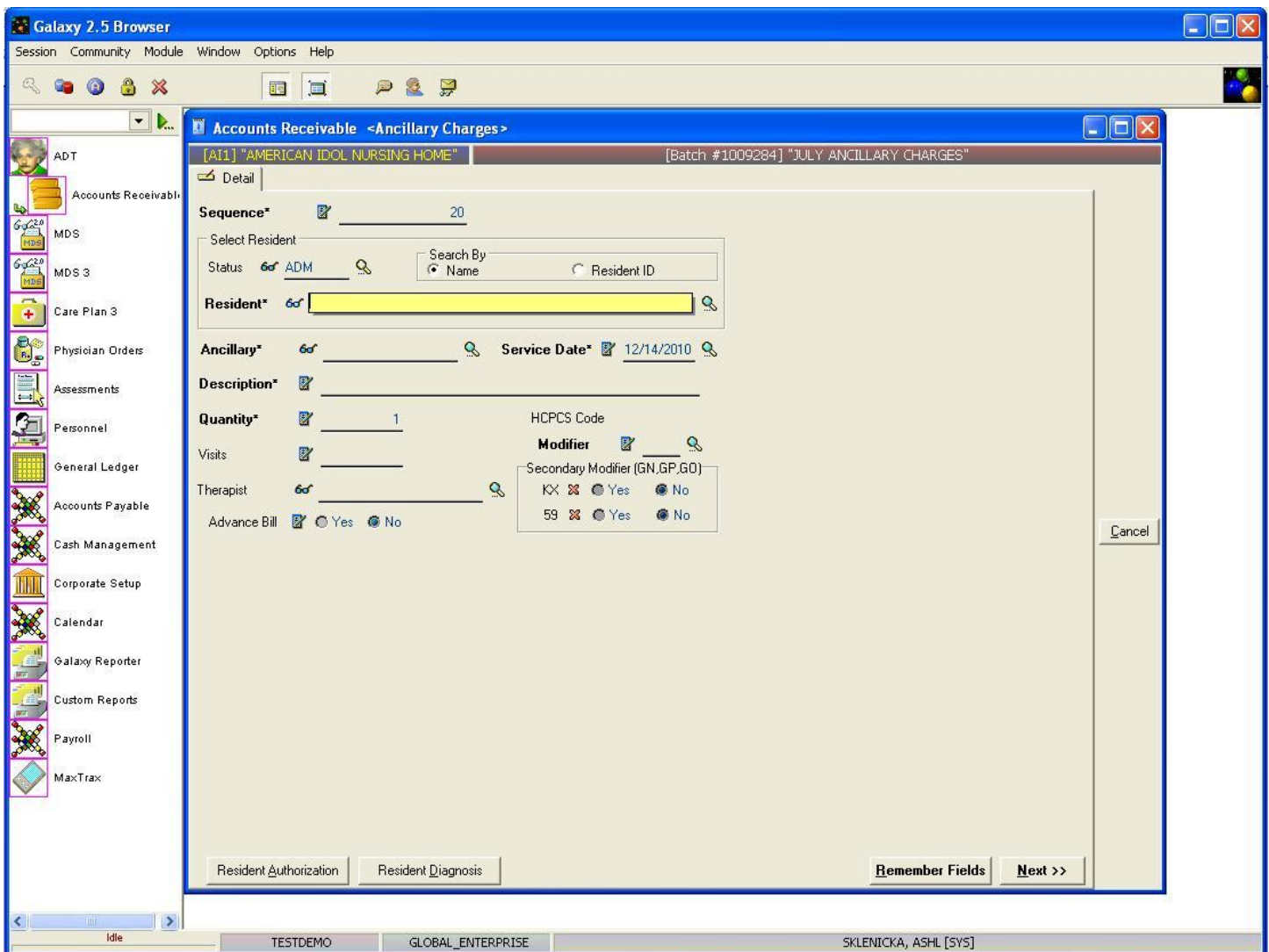
Press the “**ok**” button once you have created a new batch or selected an existing one to move forward.



Ancillary Charges Master – this is the master screen that will hold all the record(s) on residents that are being charged for various ancillaries. Currently there are no records on this master screen for our *demo facility*.

To add/create record(s) press the **new** button located on the right side. Some other buttons to become familiar with include:

- **Advance Filter** – used to locate records quickly
- **Refresh Data** – used to update the master list when records have been created but are not appearing on the list
- **Default Facility** – used to move between facilities if your facility is a part of an enterprise using the Galaxy software
- **Choose a Batch** – used to move between open batches without leaving the **Ancillary Charges** utility
- **Transfer Recurrent Ancillary** – used to bring in ancillary charges that were created in the **Recurrent Ancillary** sub-utility



Ancillary Charges Detail – this is the first input screen that will load once the **new** button has been pushed.

Here you will see the following fields:

Fields on Detail Tab:

- **Sequence** – this will fill in automatically for you. This number can be used for your reference when selecting an ancillary for editing prior to posting.
- **Ancillary** – select the correct ancillary to be charged from the drop down menu by clicking the magnifying glass. **THIS IS A REQUIRED FIELD.**
- **Service Date** – select the date the ancillary was preformed or received by the resident. You can use the magnifying glass to pull up the calendar for easier and accurate entry. **THIS IS A REQUIRED FIELD.**
- **Description** – this should automatically appear when the ancillary is selected. **THIS IS A REQUIRED FIELD.**
- **Quantity** – fill in the number of charges pertaining to the selected ancillary. **THIS IS A REQUIRED FIELD.**
- **Visits** – you can fill in the number of visits if there were more than one on the applied service

date.

- **Therapist** – a therapist can be selected from the drop down menu by clicking the magnifying glass.
- **Advance Bill** – check this field for accuracy, make changes if necessary.
- **HCPCS Code** – should fill in once the ancillary has been selected verify for accuracy.
- **Modifier** – select the correct modifier from the drop down menu by clicking the magnifying glass. THIS IS A REQUIRED FIELD.

Select Resident:

- **Status** – select ADM to see the list of names for all residents that are currently admitted; DIS to see the names of residents that have been discharged, or clear out the status to see both admissions and discharges on the resident selector list.
- **Resident** – select the name or resident id number that the ancillary charge is being assigned to. Do this by clicking the magnifying glass to bring up the drop down menu. THIS IS A REQUIRED FIELD.
- **Search By** – select the option you prefer to use when it comes to showing the resident's name in the drop down menu.

Secondary Modifier (GN,GP,GO):

- **KX** – used when a resident has exceeded the annual cap allowed for a selected ancillary. KX should be marked by the individuals that handle your facility's therapies. If you have questions about this secondary modifier, you will need to get a hold of the individual that is responsible for tracking/billing therapies.
- **59** – used when therapies are performed together for a resident. 59 should be designated by the individual that handles your facility's therapies. If you have questions about this secondary modifier please contact your therapy provider.

Buttons along Bottom:

- **Resident Authorization** – if a resident needs prior authorization for certain ancillaries this button will take A/R directly to that area.
- **Resident Diagnosis** – if a resident needs a specific diagnosis for an ancillary this button will take A/R directly to that area.
- **Remember Fields** – allows you to mark which fields on the **Detail** tab you want the system to remember for easier data entry for residents who share the same ancillary charge, service date, or other common fields.

- **Next** – this button is used once you have filled in the fields to move forward in the ancillary charge process.

Please fill in the fields you need to post your facility's ancillary charges and press the **next** button to move forward.

If you hit the **next** button after the fields have been filled out and you get a screen/message that says, "No Census found", you will need to go back into **Census** for the selected resident and make corrections.

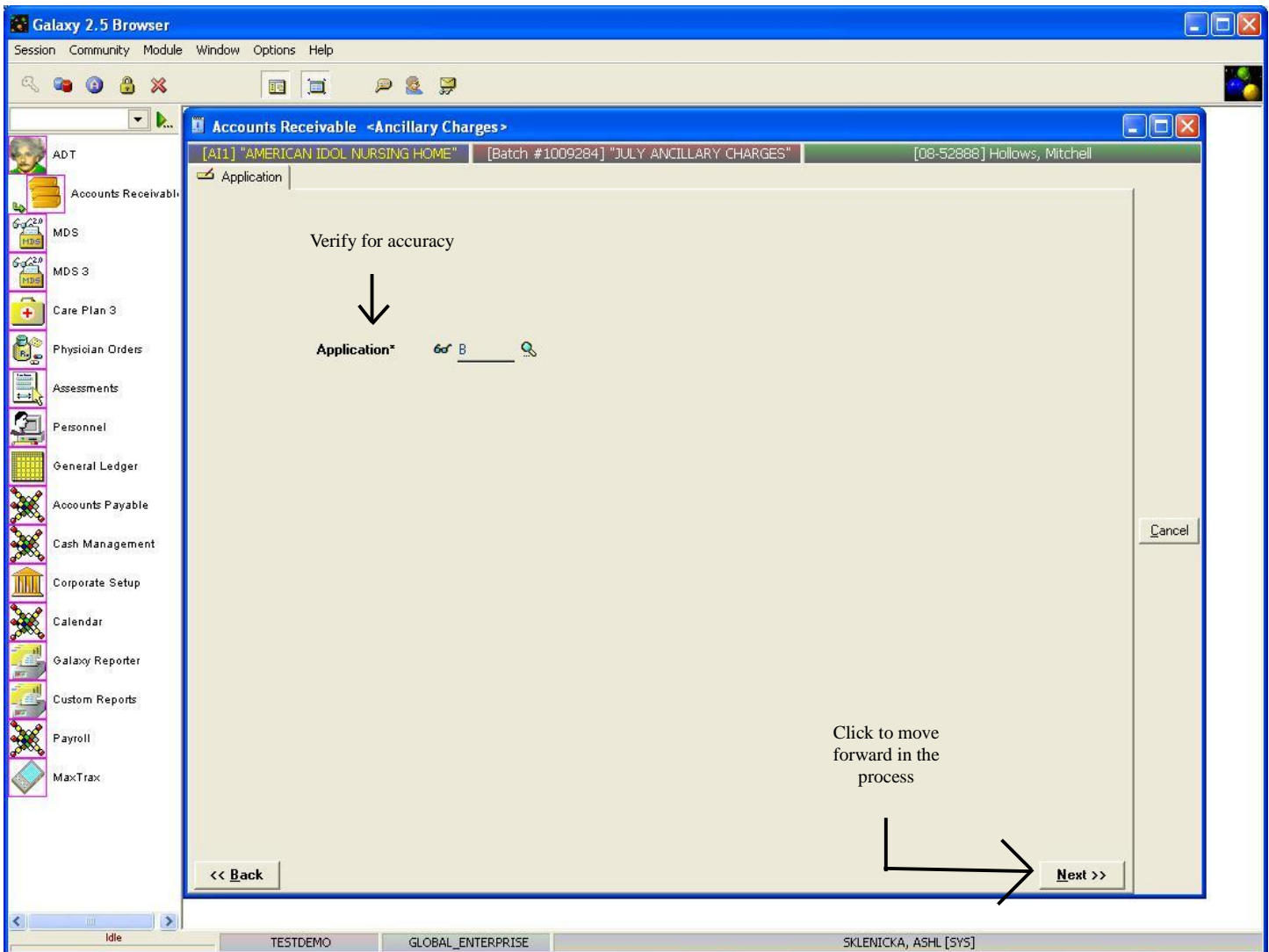


Press **ok**, then **cancel**, then **close** on the **Ancillary Charges Master** screen to get out of the sub-utility.

Go into **Census** under **Normal Processing** and make the necessary changes on the selected resident and then re-open the batch in the **Ancillary Charges** module.

Follow the instructions starting on *page 4* of this manual to continue.

Once you have entered the correct information into the fields above and hit the **Next** button; if you did not receive the warning message above your screen will look like the image below.

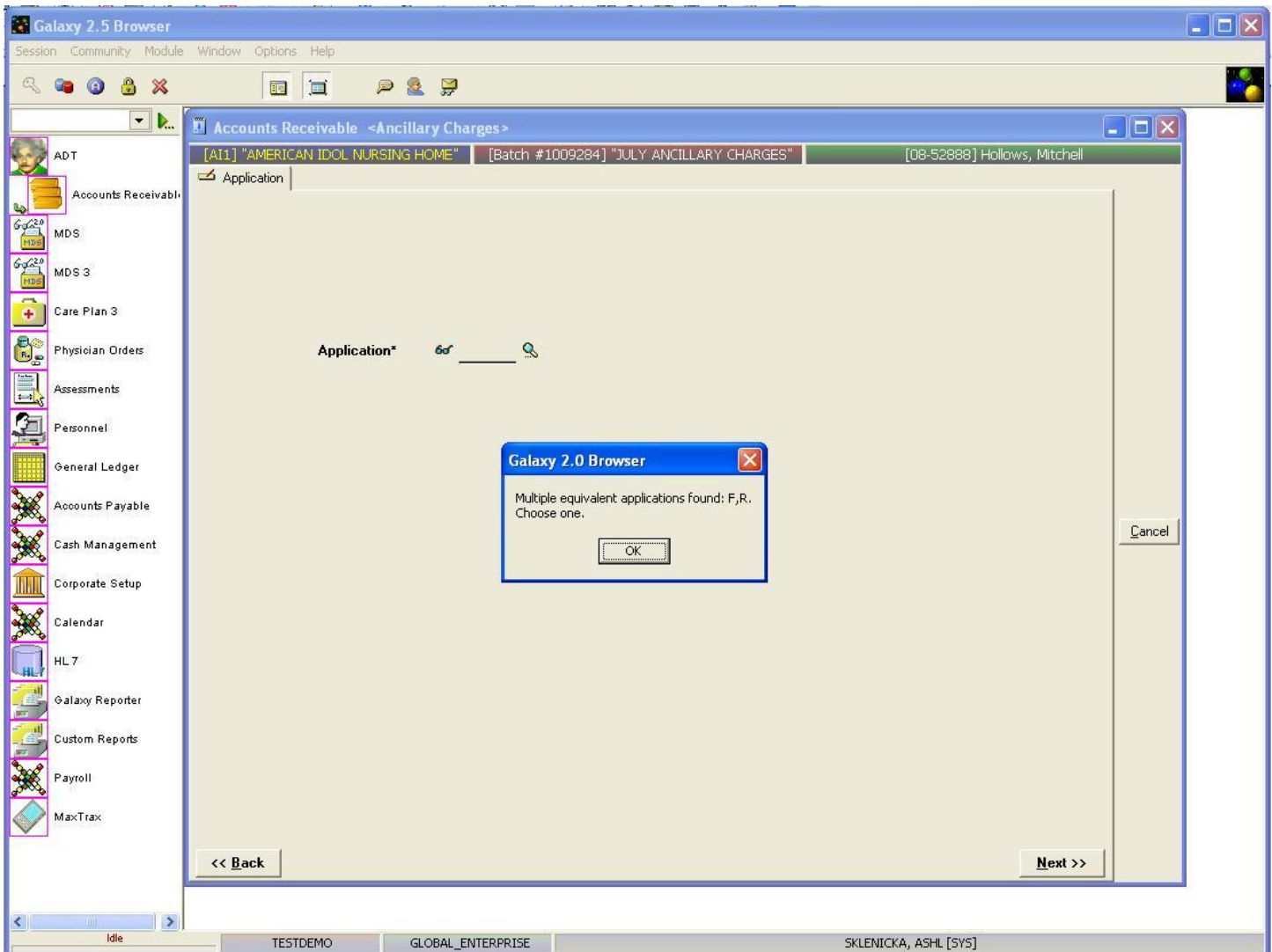


Ancillary Charges Application – this is the screen that will load after the **next** button has been pressed. Here you will see the following field:

- **Application** – the Galaxy system will place a letter in this field based on the record that was located in the Company File Maintenance, Ancillary Setup. Please check that the correct application letter has been placed:
 - **B** – Medicare part B,
 - **R** – routine charges,
 - **F, S, I, D,** or **P** – one of the fund applications that is being used by your facility.
 - **O** – other.

NOTE: in the event that an application does NOT appear or needs to be corrected, you may select the correct option by using the drop down menu by clicking on the magnifying glass.

Make sure the correct application has pulled over and press the **next** button to move forward in the process.



This message will appear when the Galaxy system has located two potential application letters that can be used for the selected ancillary from the **Detail** tab.

Press **ok** and then select the appropriate **Application** letter from the drop down menu by clicking on the magnifying glass.

Press the **next** button to move forward in the process.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable -Ancillary Charges>

[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILLARY CHARGES" [08-52888] Hollows, Mitchell

Prices by Payors

Payor	Insurer	Gross	Net
P		17.02	17.02
1	ADMIN-B	89.32	68.06
2		0.00	0.00

<< Back Cycle Accept Cancel

TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Ancillary Charges Prices by Payors – this is the screen you should see after leaving the **Application** screen. This screen will show you the breakdown for each payor and the corresponding amount they are being charged for. Verify the amounts for accuracy; in the event that the amounts being charged are incorrect you can manually fix this by clicking in the box that needs the correction and typing in the correct amount. Once all fields have been corrected, choose a button from the following options:

- **Accept** – select this button if this is the only record that needs to be in the master list or if this is the last record for the master list when doing multiple entries.
- **Cycle** – select this button if you still have multiple records to create for this ancillary batch. This will save the record you just created to the master list and take you directly to the **Detail** screen found on *page 6* of this manual, so you can continue with the process.
- **Back** – this button allows for you to move back to previous screens to make corrections.
- **Cancel** – this button will close out of the record and not save any information on the master screen.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable - Ancillary Charges

[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILLARY CHARGES" [08-52888] Hollows, Mitchell

Master Detail Application Prices by Payers

Sequence	Resident Name	Resident ID	Medical ID	Section	Certified	LOC	Ancillary	Description	Quantity	Unit Name	
50	Hollows, Mitchell	08-52888	08-52888	SNF	C	INT	92610	Swallowing Evaluation	1		New Edit Delete Prepost Close

List of running records that need to be posted

Click PREPOST once all records are on the master list.

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter

Value [] Apply Simple Filter Refresh Data Default Facility... Choose a Batch

Transfer Recurrent Ancillary

TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Ancillary Charges Master – after pressing the **accept** button or finishing a **cycle** process from the **Prices by Payers** screen the system takes you back to the **Ancillary Charges Master** screen.

Here you can see the record(s) that were created. Once you have created all your records for the batch press the **prepost** button.

The screenshot shows the Galaxy 2.5 Browser interface. The main window is titled "Accounts Receivable - Ancillary Charges" and displays a table of charges for resident "Hollows, Mitchell". A dialog box titled "Post Batch(es)" is open, allowing the user to select "One Batch" or "All Batches" for posting. The background window displays a table of charges with the following data:

Sequence	Resident Name	Resident ID	Medical ID	Section	Certified	LOC	Ancillary	Description	Quantity
50	Hollows, Mitchell	08-52888	08-52888	SNF	C	INT	92610	Swallowing Evaluation	1
60	Hollows, Mitchell	08-52888	08-52888	SNF	C	INT	97012	Mechanical Traction Therapy	1
70	Hollows, Mitchell	08-52888	08-52888	SNF	C	INT	CBL	Cable	1

The "Post Batch(es)" dialog box contains the following options:

- Post
- One Batch
- All Batches

The selected batch is displayed as: [Batch #1009284] "JULY ANCILLARY CHARGES"

The dialog box also includes "Ok" and "Cancel" buttons.

This screen will appear after pressing the **prepost** button. Select **“one batch”** if you want to post the single batch that is open, or **“all batches”** to post all open batches in the **Ancillary Charges** sub-utility.

NOTE: You can see the description of the batch in blue when **“one batch”** option is selected, this is helpful in making sure the correct batch gets posted. Press the **ok** button once you have made your selection on which batch will get posted (one or all).

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable -Ancillary Charges>

[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILLARY CHARGES" [08-52888] Hollows, Mitchell

Zoom % 100 Page 1 Print Print All Setup.. Save As Post

Press to send the information to the server and close this batch

Page Selector Options

Ancillary Charges Preposting Facility Name: AMERICAN IDOL NUR

Batch Number: 1009284 JULY ANCILLARY CHARGES Batch Page: 1

REF	SUBREF	RESIDENT NAME	SERVICE DATE	MDPR	ZND MDPR	QUANTITY	FC	PAYOR	INSURER	GROSS	NET	GL DEBIT	GL CREDIT
SEQ		RESIDENT ID	ANCILLARY	HCPCS		VISITS	APP						
1	1	Hollows, Mitchell	09/08/2009	GN		1	MCD	1	ADMIN-B	89.32	68.06	10-2340.00	40-3523.00
50	2	08-52888	92610	92610		1	B	P		17.02	17.02	10-2140.00	40-3523.00
2	1	Hollows, Mitchell	09/10/2009	GP		1	MCD	1	ADMIN-B	13.81	10.52	10-2340.00	40-3521.00
60	2	08-52888	97012	97012		1	B	P		2.63	2.63	10-2140.00	40-3521.00
3	1	Hollows, Mitchell	09/10/2009			1	MCD	P		20.00	20.00	20-2010.00	48-1332.00
70		08-52888	CBL			1	F						
Total:										142.78	118.23		

Preview

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Ancillary Charges Preposting – this screen will load which shows you a report of all the ancillaries that are about to get posted from the batch. Use the **page selector** to get to the summary page (*last page of report*) to make sure your totals match your facility records.

Once you have reviewed the report, and feel everything is accurate you will want to press the **post** button to send the records/information to the server for storage.

NOTE: after the **post** button has been pressed the system will automatically print this report for your facility's records. In the event you need another copy of this report after **post** has been pressed, you can locate the report using the **Historical Posting Report** utility.

The screenshot shows a web browser window titled 'Galaxy 2.5 Browser' displaying an 'Accounts Receivable <Ancillary Charges>' report. The report is for facility 'AMERICAN IDOL NURSING HOME' and is titled 'Ancillary Charges Preposting'. It includes a 'Summary of General Ledger Transaction' table with the following data:

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
10-2340.00	R/R - Medicare B	78.58	
40-3523.00	Part P - Speech Therapy Cert		106.34
40-3590.00	Part B - Contractual Allowance Cert	24.55	
10-2140.00	R/R - Part B Co-Insurance	19.65	
40-3521.00	Part B - Physical Therapy Cert		16.44
20-2010.00	Patient Trust Funds	20.00	
48-1332.00	Personal Purchases		20.00
Total:		142.78	142.78

Summary of General Ledger Transactions – this is the last page on the **Ancillary Charges Preposting** report. Here you will be able to see which GL accounts have been used in the charges for the ancillaries and the amounts in the account.

If you happen to notice a discrepancy between the summary page and your facility's records, press the **X** on the screen that reads **Accounts Receivable <Ancillary Charges>** to go back to the master screen. From here you can add missing charges or edit existing records until you get the summary page total to match your facility's records.

Once the discrepancy has been reconciled, press the **prepost** button on the **Ancillary Charges Master** and then the **Post** button on the **Ancillary Charges Preposting** report.

In the event that you need to print this report page again after it has been posted you will need to go to **Reports** folder, **Accounting Reports, Historical Posting Reports** this will allow you to locate the correct posted report for additional copies of this report.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Ancillary Charges>

[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILLARY CHARGES" [08-52888] Hollows, Mitchell

Zoom % 100 Page 1 Print Print All Setup.. Save As Post

Ancillary Charges Preposting

Facility Name: AMERICAN IDOL NU

Batch Number: 1009284 JULY ANCILLARY CHARGES **Batch Page: 1**

REF SEQ	SUBREF	RESIDENT NAME RESIDENT ID	SERVICE DATE ANCILLARY	MDFR HCPCS	2ND MDR	QUANTITY VISITS	FC APP	PAYOR	INSURER	GROSS	NET	GL DEBIT	GL CREDIT
1	1	Hollows, Mitchell	09/08/2009	GN		1	MCD	B	ADMIN-B	89.32	68.06	10-2340.00	40-3523.
50	2	08-52888	92610	92610		1	B	P		17.02	17.02	10-2140.00	40-3523.
2	1	Hollows, Mitchell	09/10/2009	GP		1	MCD	B	ADMIN-B	13.81	10.52	10-2340.00	40-3521.
60	2	08-52888	97012	97012		1	B	P		2.63	2.63	10-2140.00	40-3521.
3	1	Hollows, Mitchell	09/10/2009	CBL						20.00	20.00	20-2010.00	48-1322.
70													
Total:										142.78	118.23		

Confirm

? It will post preposted data. Proceed ?

Preview

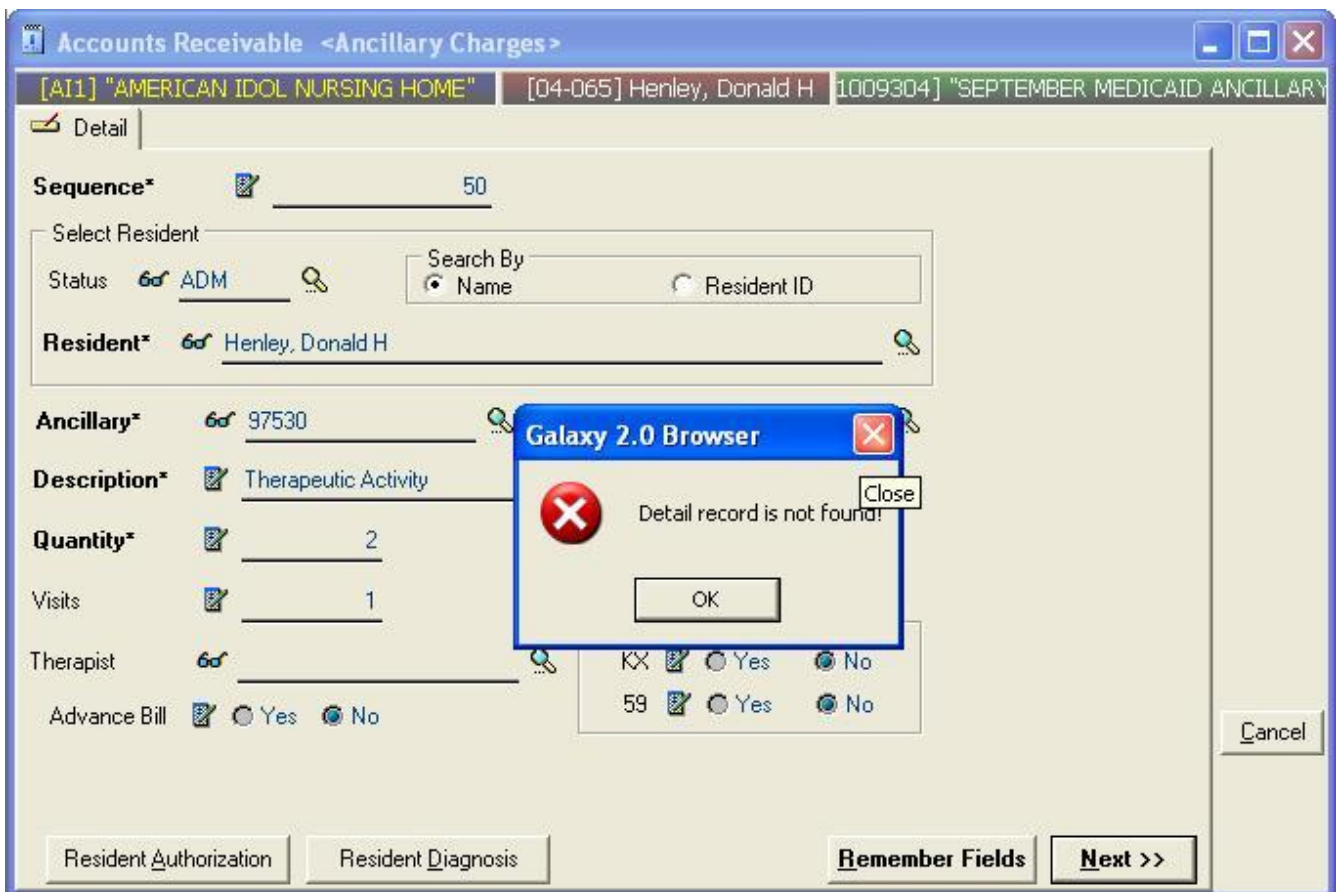
Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Once the **post** button has been pushed, the system will give you this confirmation message. Press **yes** to proceed with placing the records on the server, or **no** to not post the records.

If **yes** is pressed the Galaxy system will automatically print this report page for your facility's records and then re-load the **Ancillary Charges Master** screen with a new **batch selector** option.

ERROR MESSAGES IN ANCILLARY CHARGES

If you get an error or warning message when working in Ancillary Charges, please locate the message from the options below and follow the provided instructions on how to correct the issue.

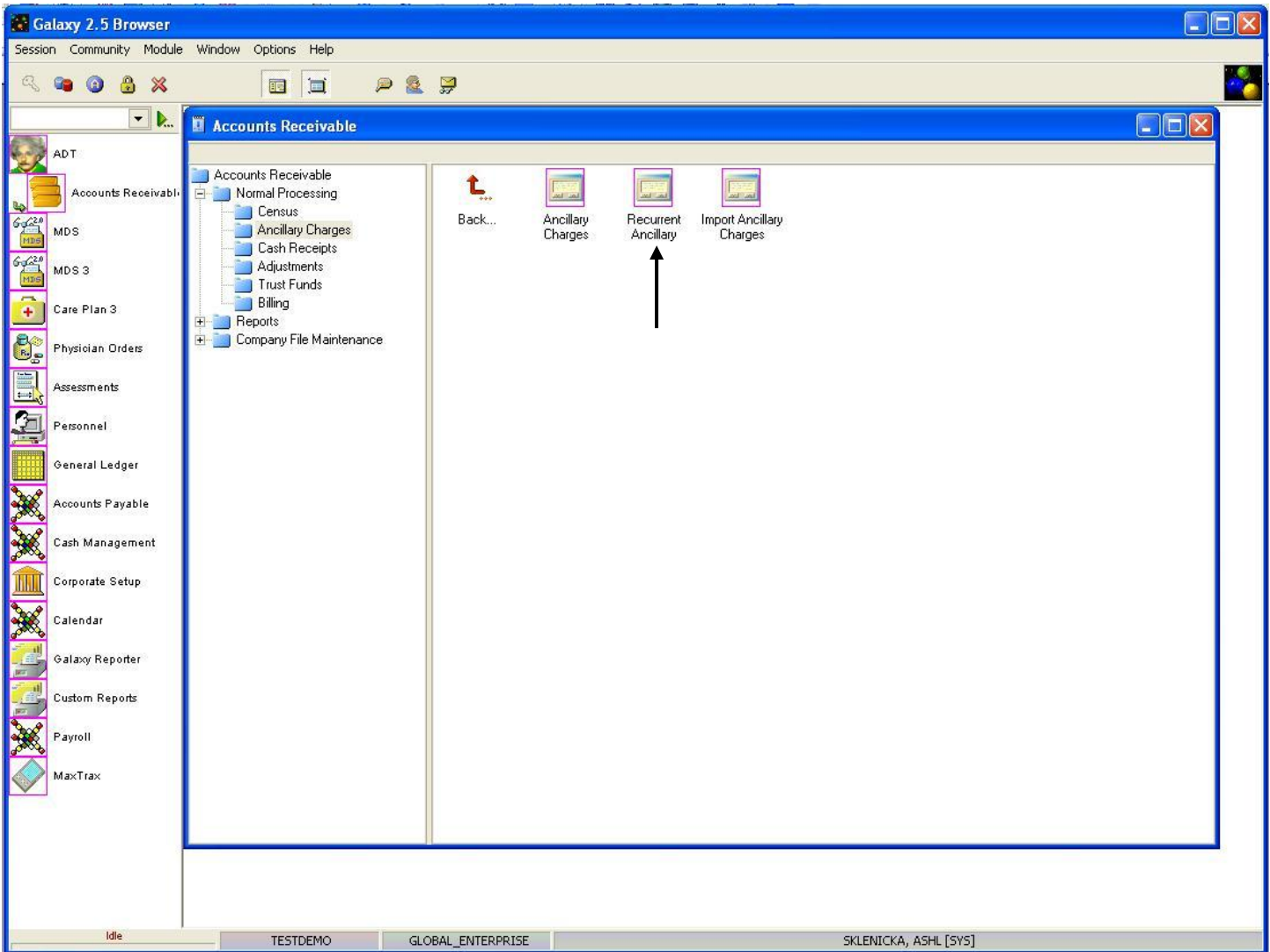


This message is stating that the system cannot locate the correct detail record for the selected Ancillary. You will need to check **Ancillary Setup**, located within **Company File Maintenance**.

Use a filter to locate the ancillary in question. Once the ancillary is located you will want to check **Standard Ancillary GL Detail** (*red options lower left*) and **Standard Ancillary Price Detail** (*blue options next to red GL Detail*). Look to see if a record exists that matches the criteria entered for the Ancillary Charges. If not you will need to create this record. If a record does exist make note of all the fields that are filled in with values and return to the **Ancillary Charges** module to continue.

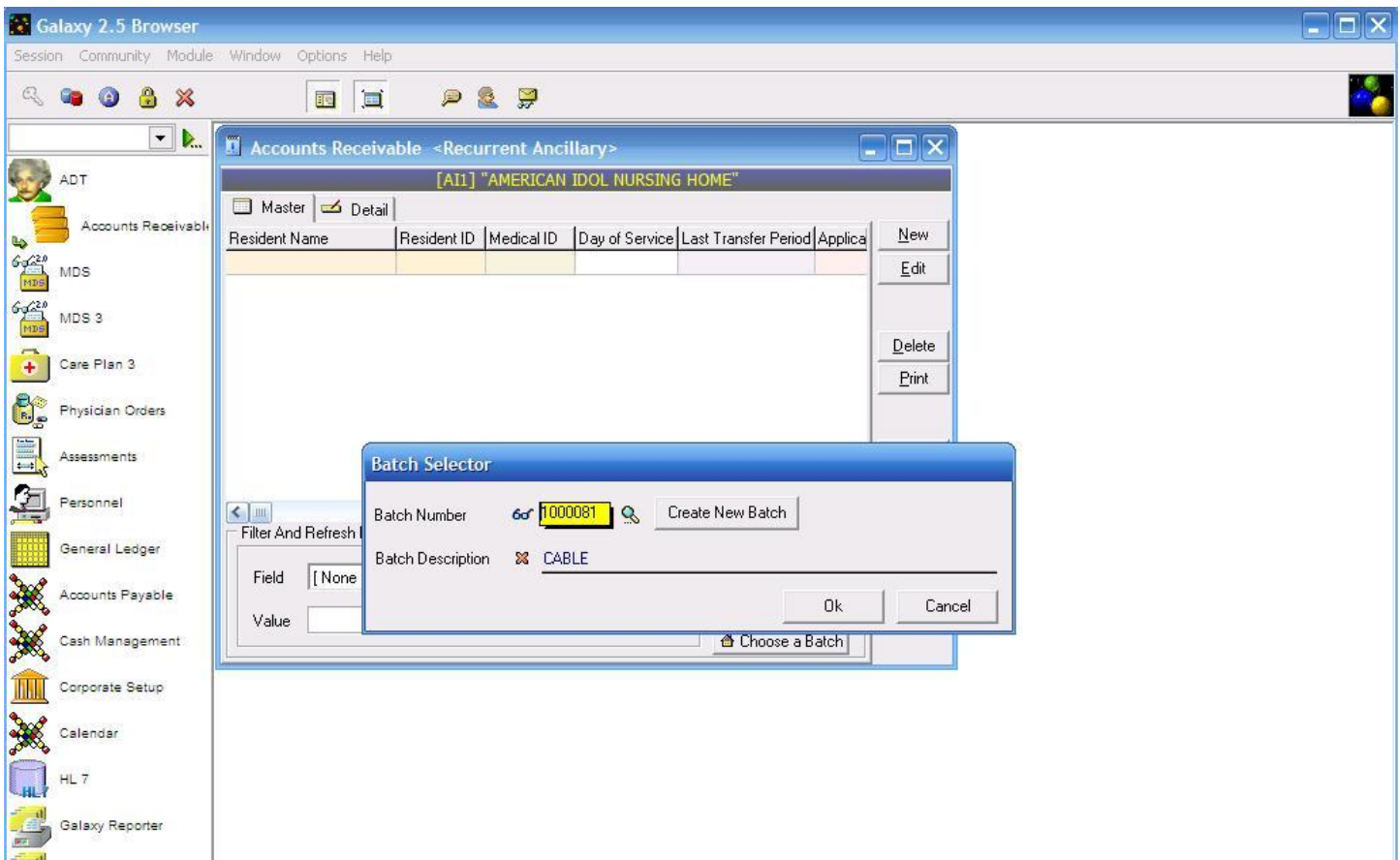
Once the record has been created, go back to **Ancillary Charges** located within **Normal Processing** and continue with your ancillary charges to see if you have corrected the issue.

RECURRENT ANCILLARY



Recurrent Ancillary – used to create a list of recurrent ancillaries that can be used in the **Ancillary Charges** sub-utility for easier import and posting.

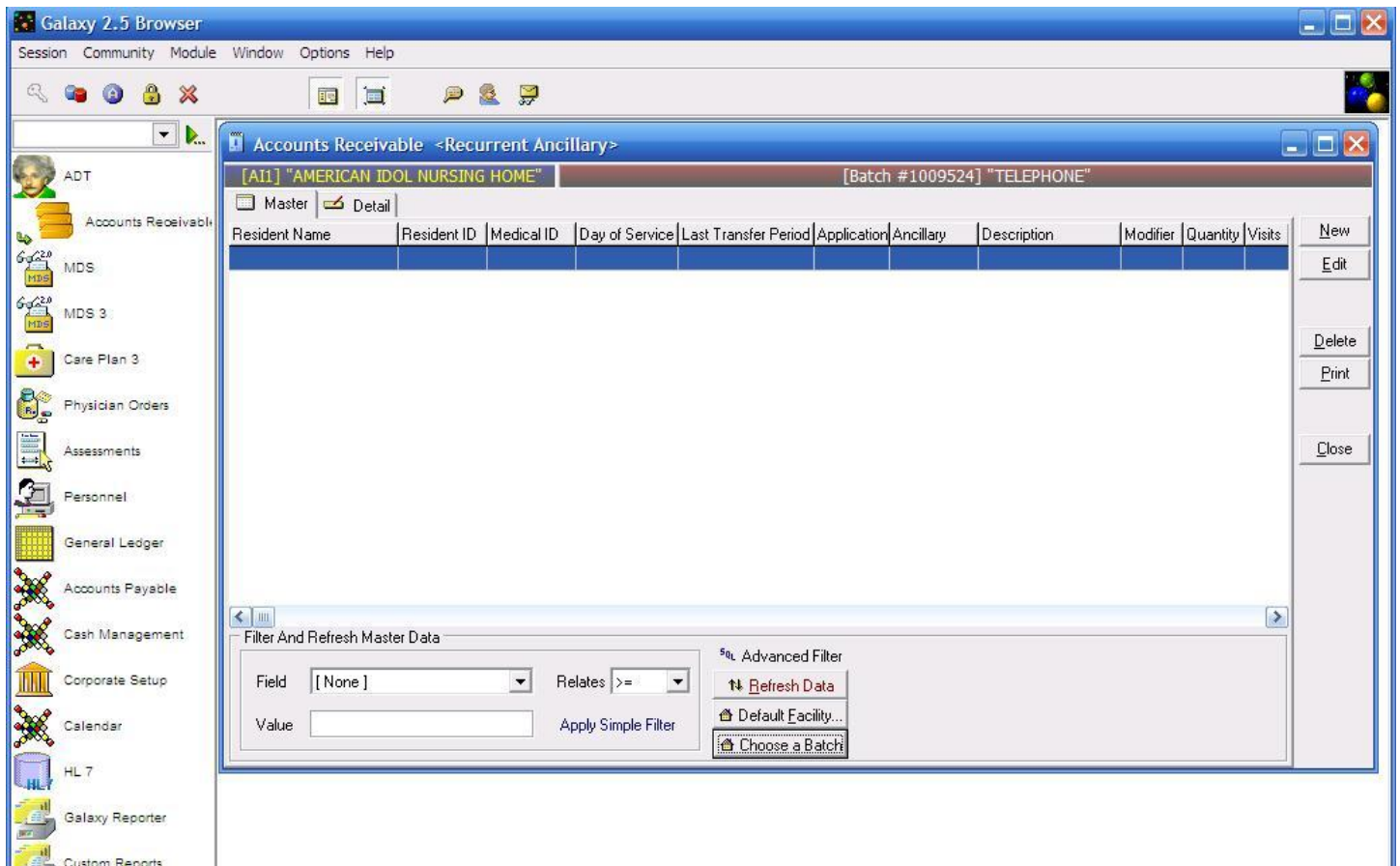
Double click the **Recurrent Ancillary** icon to open this sub-utility.



Recurrent Ancillary Batch Selector - is where the facility can locate already existing batches, or create new ones. To locate a batch that has already been created use the magnifying glass.

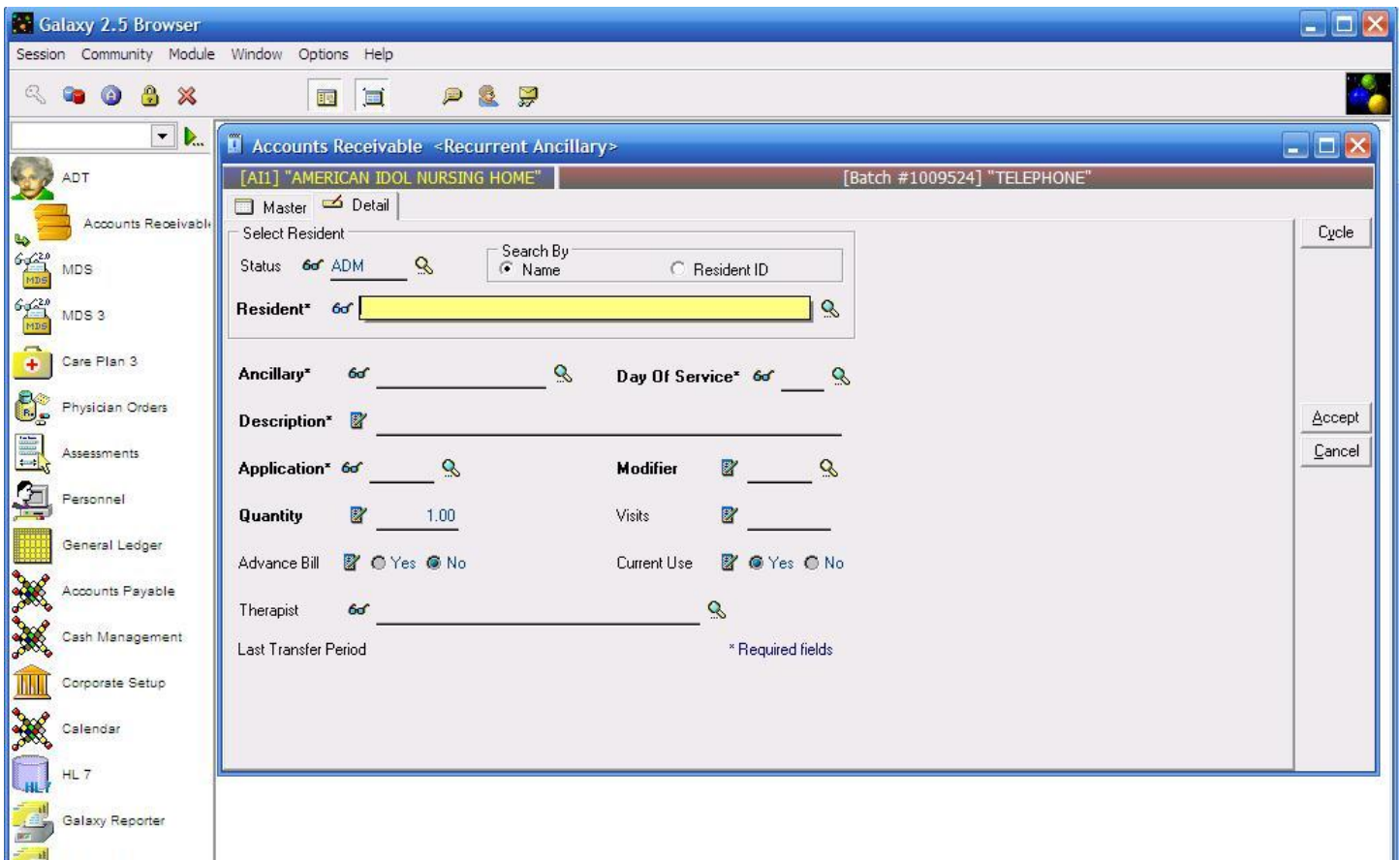
- **Create New Batch-** this button is used when you need to create a new batch.
- **Batch Description-** type in a description that identifies what the batch is. Example: October's Ancillary Charges or 10.15.10 Lab Charges.

Press the “**ok**” button once you have created a new batch or selected an existing one to move forward.



Recurrent Ancillary Master – here you can see there are no records for our *demo facility*.

To create record(s) press the **new** button on the right side.



Recurrent Ancillary Detail – this is the input screen used to create record(s) for the master list. Here you will see the following fields:

- **Status** – used to locate residents that are currently in the facility (ADM) or have been discharged (DIS). NOTE: if status is cleared out you will be able to see all residents that have been in your facility.
- **Resident** – used the magnifying glass to locate the resident you want to place the ancillary charge to. THIS IS A REQUIRED FIELD
- **Ancillary** – use the magnifying glass to pull up the drop down menu to select the ancillary. THIS IS A REQUIRED FIELD
- **Day of Service** – use the magnifying glass to pull up the drop down menu. Select the number of days that the ancillary was used.
- **Description** – this should automatically appear when the ancillary is selected. THIS IS A REQUIRED FIELD.
- **Application** – select the appropriate application from the drop down menu by clicking on the magnifying glass. THIS IS A REQUIRED FIELD
- **Modifier** – select the correct modifier from the drop down menu by clicking the magnifying glass.
- **Quantity** – enter the quantity amount

- **Visits** – enter the number of visits if applicable
- **Advance Bill** – select the appropriate option if this ancillary is advance billed
- **Current Use** – will default to “yes”, “no” is used when the record is no longer being used
- **Therapist** – a therapist can be selected from the drop down menu by clicking the magnifying glass.

Please fill in as much information as possible making sure the required fields are addressed. Press **accepts** to place the record on the master list or **cycle** to create additional records.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable <Recurrent Ancillary>

[All] "AMERICAN IDOL NURSING HOME" [Batch #1009524] "TELEPHONE"

Master Detail

Resident Name	Resident ID	Medical ID	Day of Service	Last Transfer Period	Application	Ancillary	Description	Modifier	Quantity	Vis
Furgerson, Logan J	04-528	04-528	4		F	TEL	Telephone		1	
Andrews, Julia E	06-065	06-065	12		F	TEL	Telephone		1	
Carpenter, Mary C	07-0913	07-0913	6		F	TEL	Telephone		1	

Filter And Refresh Master Data

Field [None] Relates >= Value

Apply Simple Filter

Advanced Filter

Refresh Data

Default Facility...

Choose a Batch

New Edit Delete Print Close

Recurrent Ancillary Master – there are now 3 records on the master list for residents that will be charged for the telephone ancillary.

Once all records have been added to this list, press the **close** button to exit out of the **Recurrent Ancillary** sub-utility.

To use this sub-utility, go into **Ancillary Charges** and press the **Transfer Recurrent Ancillary** button located on the bottom.

Select the batch you want to bring in, our *demo facility* will use the *telephone* batch.

Galaxy 2.5 Browser

Session Community Module Window Options Help

Accounts Receivable -Ancillary Charges>

[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009344] "December 2009 Therapies ANCILLARY BATCH"

Master Detail Application Prices by Payers

Sequence	Resident Name	Resident ID	Medical ID	Section	Certified	LOC	Ancillary	Description	Quantity	N
----------	---------------	-------------	------------	---------	-----------	-----	-----------	-------------	----------	---

Used to bring in batches from the recurrent ancillary sub-utility

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter

Value [] Apply Simple Filter Refresh Data Default Facility... Choose a Batch

Transfer Recurrent Ancillary

Close

Idle TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]

Press the **Transfer Recurrent Ancillary** button to locate the correct batch for importing.

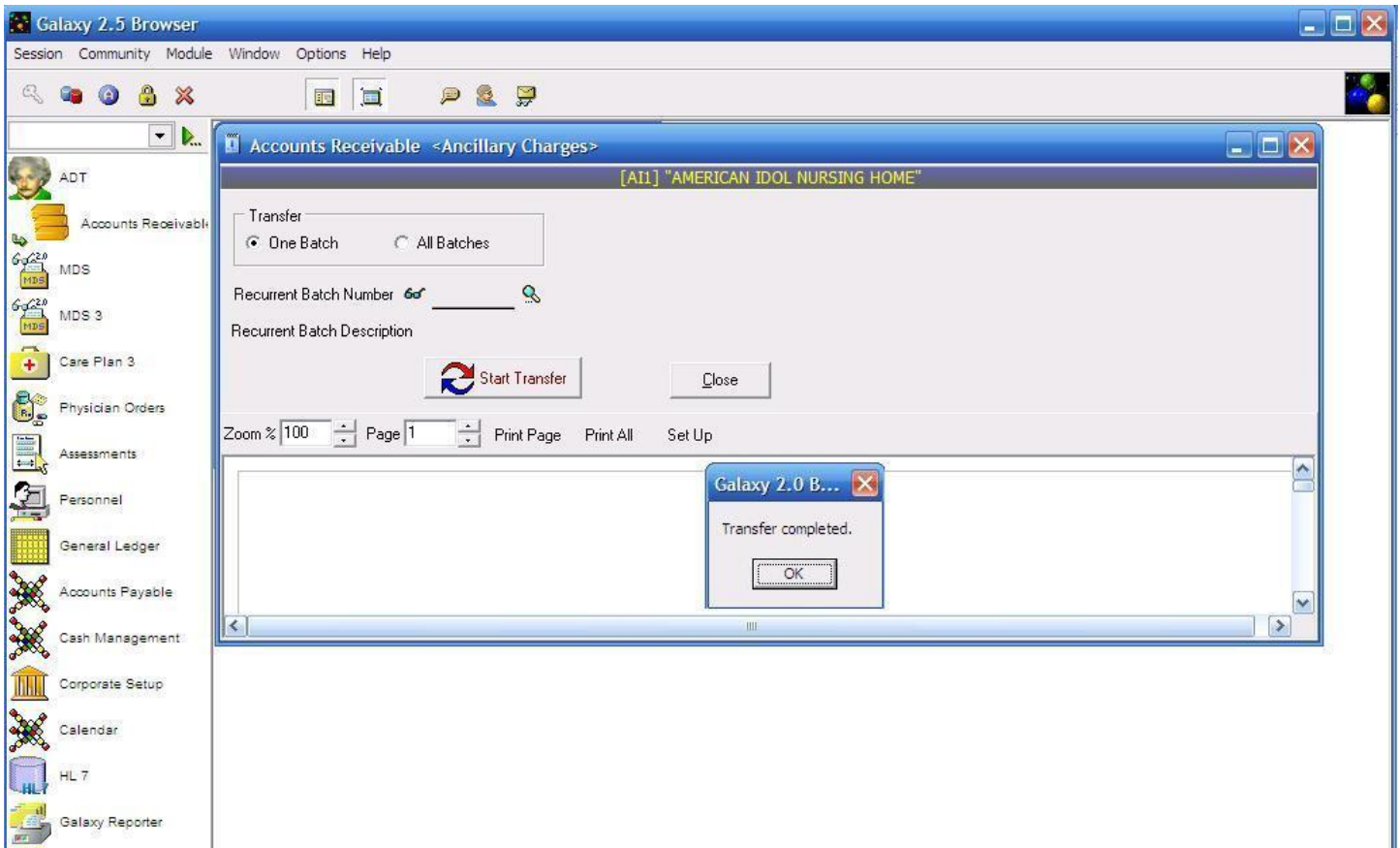


Ancillary Charges Transfer – this is the screen used to select the batch from the **Recurrent Ancillary** sub-utility for transfer into ancillary charges. Here you see the following fields:

Transfer

- **One Batch** – selected for only one batch
- **All Batches** – selected for the **recurrent ancillary** batch to be applied to all batches in **Ancillary Charges**
- **Recurrent Batch Number** – select the appropriate batch from the drop down menu by clicking on the magnifying glass
- **Recurrent Batch Description** – will load automatically once the batch number has been selected

Press the **start transfer** button once you have selected the correct batch.

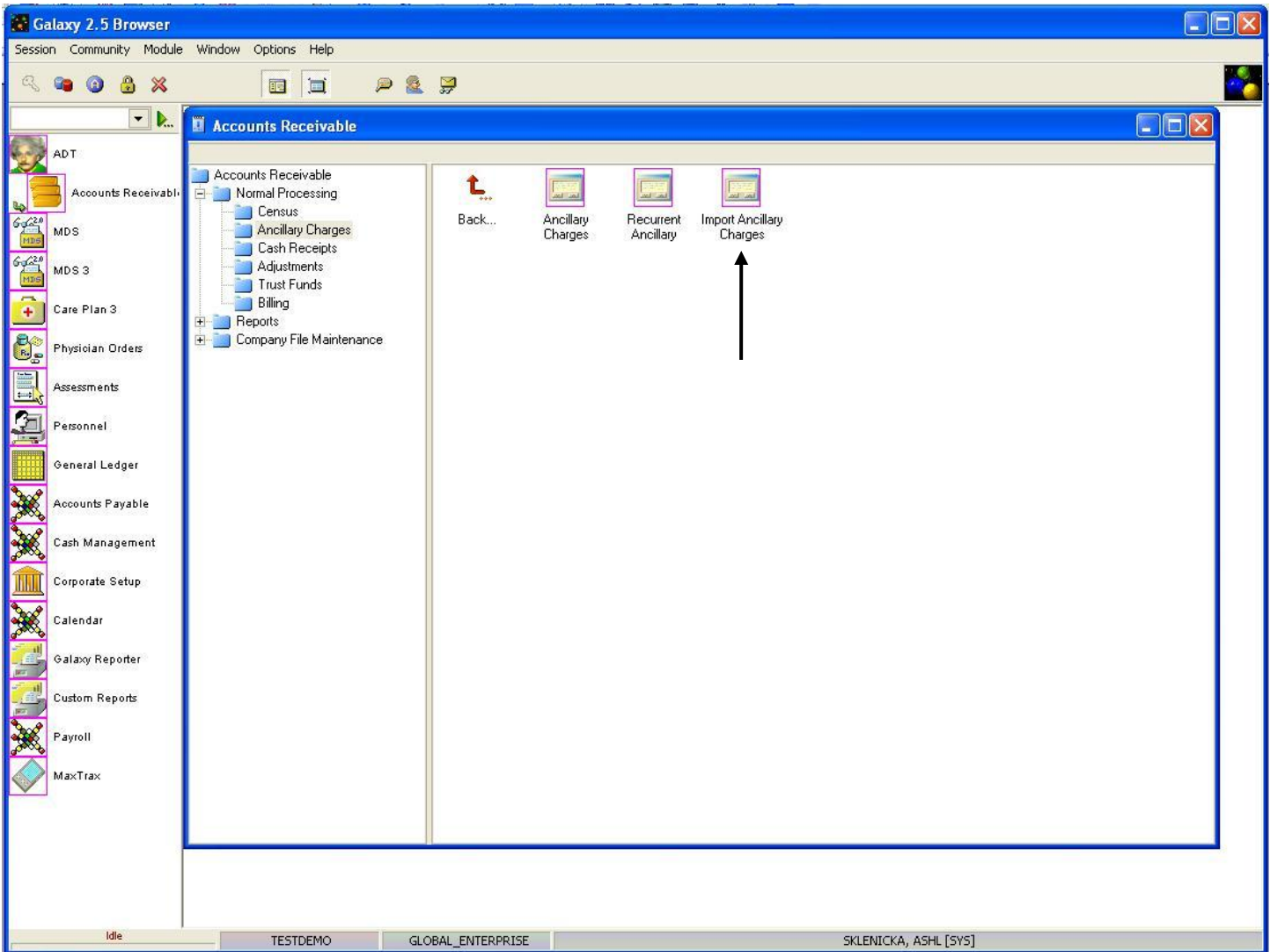


Ancillary Charges Transfer – the screen above will load once you have pressed the **start transfer** button.

Press **ok**, then **close** to go back to the **Ancillary Charges Master** screen. Use the **choose a batch** button located at the bottom of the master screen to locate the batch that was just transferred.

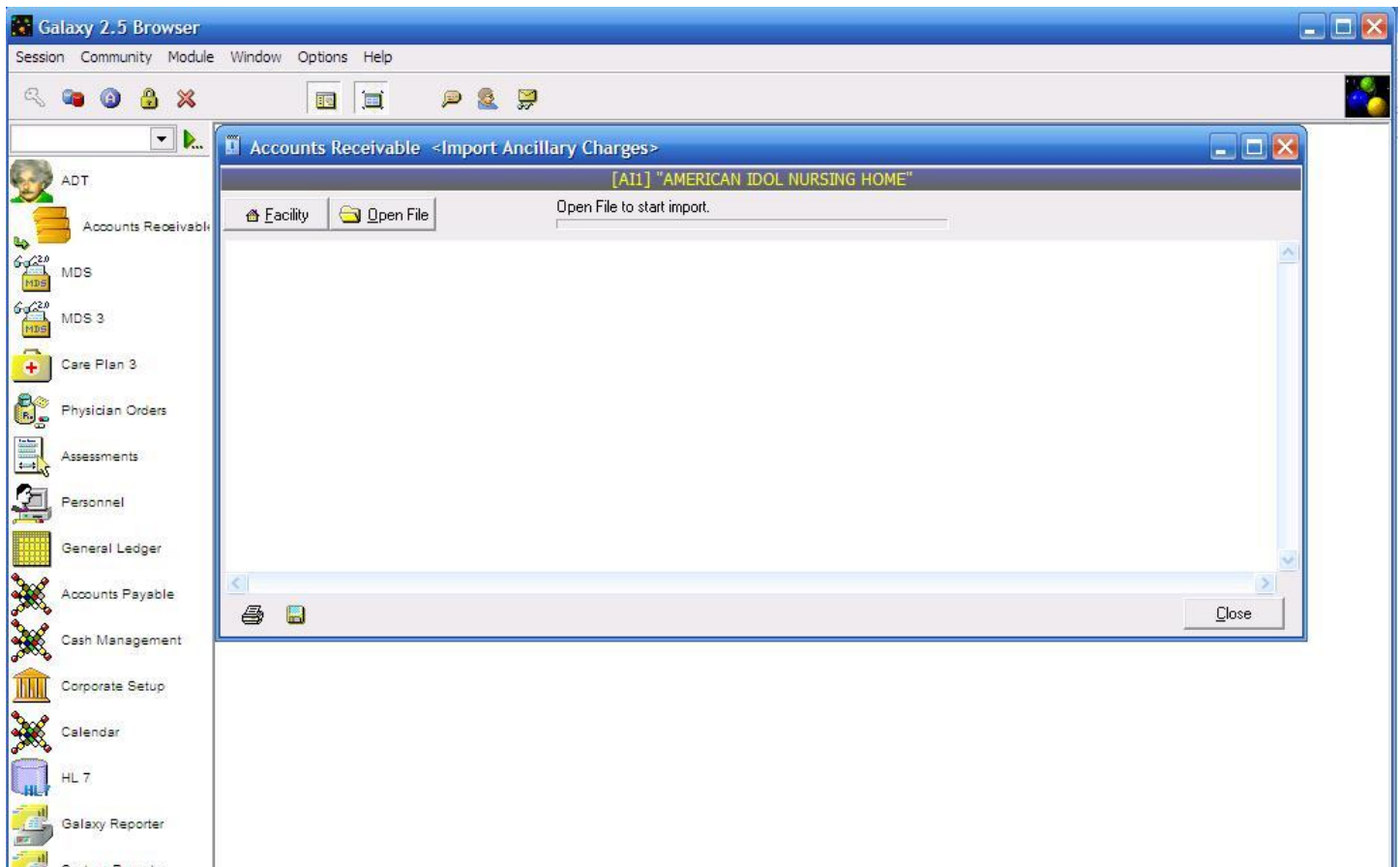
From here you can follow the steps on *page 4* of this manual to finish with posting the records.

IMPORT ANCILLARY CHARGES



Import Ancillary Charges – used with a therapy import file to bring in all the therapy visits for residents in a facility.

Double click the **Import Ancillary Charges** icon to open this sub-utility.



Import Ancillary Charges – here is the screen used to locate the files that were created with Galaxy’s help to import therapy files for a facility. The buttons you see are:

- **Facility** – used to select a facility if you are a part of an enterprise using the Galaxy software
- **Open File** – used to select the file needed to import the therapy files
- **Print (icon)** – used to print the log of the import
- **Save (icon)** – used to save the import in the event the import process gets interrupted

NOTE: the therapy file used for importing can be a txt file, but Galaxy needs to set up a mapping file for your facility if you plan on importing therapies. Contact Galaxy for assistance on the setup of the mapping file.