### 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.

👪 Galaxy 2.5 Browser					
Session Community Module	Window Options Help				
兴 📬 🕲 🔒 💥		. 💭			
▼ ▶	Accounts Receivable				
ADT	Accounts Receivable				
Accounts Receivable	Normal Processing     Census				
Grand MDS	Ancillary Charges	Back Ancilla Charge			
MDS 3					
Care Plan 3	Trust Funds     Billing     Teports				
Care Plan 3 Physioian Orders Assessments Personnel	Company File Maintenance				
Assessments					
Personnel					
General Ledger					
Accounts Payable Cash Management					
Cash Management					
Corporate Setup					
Calendar					
Corporate Setup Calendar Galaxy Reporter Custom Reports Payroll					
Custom Reports					
Payroll					
MaxTrax					
Idle	TESTDEMO G	LOBAL_ENTERPRISE	S	KLENICKA, ASHL [SYS]	
East and the second					

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

Galaxy 2.5 Browser		
Session Community Module	Window Options Help	
兴 📬 🥝 😤 💥		
<b>.</b>	🗖 Accounts Receivable <ancillary charges=""></ancillary>	
ADT	[AI1] "AMERICAN IDOL NURSING HOME"	
Accounts Receivable	Master     Control     Application     Prices by Payors       Sequence     Resident Name     Resident ID     Medical ID     Section     Certified	
6-C20 MDS		
6-gC20 MDS 3		
Care Plan 3	Delete Prepost	
MDS 3 Care Plan 3 Care Plan 3 Physician Orders Assessments Personnel		
Assessments		
Personnel	Filer And Refresh Master D. Batch Selector	
General Ledger		
Accounts Payable	Field     [None]     Batch Number     60 1009305     Screate New Batch       Value     Batch Description     X NEWSPAPAERS	
General Ledger         Accounts Payable         Cash Management         Corporate Setup         Calendar         Galaxy Reporter         Custom Reports         Payroll		
Corporate Setup		
Calendar		
Galaxy Reporter		
Custom Reports		
Payroll		
MaxTrax		
K Idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]	
	ILDIDLINO GLODAL_ENTERPRIDE SKLENICKA, ASHL [SYS]	

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.

Ga Ga	alaxy 2.5 Browser												
Sessio	n Community Module	Window Option	ns Help										
Q	🐃 🙆 🔮 🐃	1		۵ 🔍	<b>;;;</b>								
	<b>.</b>	Accounts I	Receivable	<ancillar< th=""><th>y Charges &gt;</th><th></th><th></th><th></th><th></th><th></th><th>1</th><th></th><th></th></ancillar<>	y Charges >						1		
	ADT	[AI1] "AMERI	and the second secon	the second s	State of the second	10	[Batch #10	09344] '	"December 2009	Therapies ANCILLARY			
	Accounts Receivable	🔲 Master 🗠	🗴 Detail 🖂 .	Application							_		
La (20	<u> </u>	Sequence	Resident Na	ame	Resident ID	Medical ID	Section Certifi	ed LOC	Ancillary	Description	Quanity V	New	
MDS	MDS											<u>E</u> dit	
6-6-20 MDS	MDS 3												
	Care Plan 3							1	Press this butto	on to create		Delete	
									new or to add			Prepost	
	Physician Orders								the maste	er list			
	Assessments												
	Personnel												
	General Ledger												
	10												
<b>100</b>	Accounts Payable											Close	
X	Cash Management												
	Corporate Setup												
X	Calendar												
	Galaxy Reporter												
	Custom Reports												
X	Payroll	<									>		
	MaxTrax		esh Master Data				sq. Advance	d Filter					
		Field [N	one ]		✓ Relates	>= 💌	14 <u>R</u> efresh	Contraction of the					
		Value			Apply 9	Simple Filter	🖞 Default <u>F</u>						
			<b>2</b> Trans	fer Recurre	nt Ancillary		Choose a	Batch					
													4
<	Idle	TE	STDEMO	GLO	BAL_ENTERPRI	ISE				SKLENICKA, ASHL [SYS]			

**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

Galaxy 2.5 Browser		
Session Community Module	e Window Options Help	
🔍 📬 🙆 😤 💥		- Kanala (1997)
ADT Accounts Receivable	Accounts Receivable <ancillary charges="">         [A11] "AMERICAN IDOL NURSING HOME"         [Batch #1009284] "JULY ANCILLARY CHARGES"         Detail         Sequence*       20         Select Resident         Status 6 ADM       Search By         Resident*       6 Mame         Resident*       9</ancillary>	
MDS 3 Care Plan 3 Physician Orders Assessments Personnel	Ancillary* 60' Service Date* 😰 12/14/2010 S. Description* 😰	
General Ledger	Quantity*         I         HCPCS Code           Visits         Image: Constraint of the secondary Modifier         Image: Consecondary Modifier         Image: Constraint of the secon	
Accounts Payable Cash Management Corporate Setup	Advance Bill 😰 O Yes @ No	
Calendar Galaxy Reporter		
Calendar Galaxy Reporter Custom Reports		
MaxTrax	Resident Authorization       Resident Diagnosis       Next >>	
k idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SY5]	

**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.

Galaxy	2.0 Browser 🔯
8	No census found.
[	ок

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 reopen 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.

Ga Ga	alaxy 2.5 Browser			
Sessio	n Community Module	Window Options Help		
Q	🛪 🔒 😧 📾	🖬 📁 🔎 🎕 👺		
	<b>• •</b>	Accounts Receivable < Ancillary Charges >		
	ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILI		
6-6-20 MD5	MDS	Verify for accuracy		
	MDS 3	1		
÷	Care Plan 3	$\checkmark$		
ê,	Physician Orders	Application* 60′ B 95		
	Assessments			
2	Personnel			
	General Ledger			
×	Accounts Payable Cash Management Corporate Setup Calendar Galaxy Reporter Custom Reports Payroll MaxTrax			
X	Cash Management		Cancel	
	Corporate Setup			
×	Calendar			
	Galaxy Reporter			
2	Custom Reports			
×	Payroll		Click to move forward in the	
$\diamond$	MaxTrax		process	
		<< Back	Next >>	
<	ldle	TESTDEMO GLOBAL_ENTERPRISE	SKLENICKA, ASHL [SYS]	_

**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:
  - $\mathbf{B}$  Medicare part B,
  - **R** routine charges,
  - **F**, **S**, **I**, **D**, or **P** one of the fund applications that is being used by your facility.
  - $\circ$  **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.

Galaxy 2.5 Browser		🛛
Session Community Mod	lule Window Options Help	
兴 📽 🕲 😫 💥		
	🛄 Accounts Receivable - Ancillary Charges>	
	Accounts Receivable <ancillary charges="">         [AI1] "AMERICAN IDOL NURSING HOME"       [Batch #1009284] "JULY ANCILLARY CHARGES"       [08-52888] Hollows, Mitche         Application       Application</ancillary>	
	<< Back	>>
<	8	
Idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]	

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.

🚮 G	alaxy 2.5 Browser									
Sessio	on Community Module	Window	Options Help							
Q	📬 🗿 🔒 💥			9 🧕 👮						-
	<b>▼ ▶</b>	Acco	unts Receivable <a< th=""><th>ncillary Charges&gt;</th><th></th><th></th><th></th><th></th><th></th><th></th></a<>	ncillary Charges>						
-	ADT	[AI1] "/	AMERICAN IDOL NURS	SING HOME"   [Batch #:	1009284]	"JULY ANCILLARY	CHARGES"	[08-52888] Hollows, Mitchell		
	Accounts Receivable	🗹 Price	es by Payors							
6 (20	2									
MDS	MDS		(	<u> </u>						
Sal 20	MDS 3	Payor	Insurer	Gross		Net				
÷	Care Plan 3	Р			17.02	17.02				
	Physician Orders	1	ADMIN-B		89.32	68.06				
	Assessments	2			0.00	0.00				
9	Personnel									
	General Ledger									
	3393									
2000	Accounts Payable								<u>C</u> ancel	
×	Cash Management									
Â	Corporate Setup									
	Calendar									
	Galaxy Reporter									
	Custorn Reports									
X	Payroll									
	MaxTrax									
		<u> </u>	ck		Cycle	Accept				
<										
	Idle		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.

👪 Ga	llaxy 2.5 Browser		
Sessio	n Community Module	e Window Options Help	
Q	📽 🙆 🕲 📽		-
	<b>.</b>	🛛 Accounts Receivable <ancillary charges=""></ancillary>	
-20	ADT	[A11] "AMERICAN IDOL NURSING HOME" [Batch #1009284] "JULY ANCILLARY CHARGES" [D8-52888] Hollows, Mitchell	
T,	Accounts Receivable	🗖 Master 🗹 Detail 🗠 Application 🗠 Prices by Payors	
6-9620 1005	<u> </u>	Sequence Resident Name Resident ID Medical ID Section Lettitied LUC Ancillary Description Quantity it Na	
MDS	MDS	50 Hollows, Mitchell 08-52888 08-52888 SNF C INT 92510 Swallowing Evaluation 1 Edit	
6-620 MDS	MDS 3	Click DEEDOST area all	
÷	Care Plan 3		
31 (+) 23 mi op	Physician Orders	List of running records that need to be posted list.	
	Assessments		
9	Personnel		
	General Ledger		
XX	Accounts Payable		
×	Cash Management		
	Corporate Setup		
×	Calendar		
HL	HL7		
-	Galaxy Reporter		
	Custom Reports	Filter And Refresh Master Data	
×	Payroll	Field     [None]     • Relates >= •	
	MaxTrax	Value Apply Simple Filter	
		Choose a Batch	
<			
	Idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]	

Ancillary Charges Master – after pressing the accept button or finishing a cycle process from the Prices by Payors 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.

💽 Ga	laxy 2.5 Browser		
Sessio	n Community Module	Window Options Help	
R	📬 🗿 🔒 💥		2
		Accounts Receivable <ancillary charges=""></ancillary>	
6420	ADT Accounts Receivably MDS	[A11] "AMERICAN IDOL NURSING HOME"       [Batch #1009284] "JULY ANCILLARY CHARGES"       [D8-52888] Hollows, Mitchell         [Master]       Detail	New Edit
	MDS 3 Care Plan 3		Delete Prepost
	Physician Orders Assessments		
	Personnel General Ledger	Post Batch(es)	
	Accounts Payable Cash Management	Che Batch     C All Batches      [Batch #1009284] "JULY ANCILLARY CHARGES"	
	Corporate Setup Calendar	Ok Cancel	
	HL7		
	Galaxy Reporter Custom Reports		
X	Payroll	Filter And Refresh Master Data       Field       [None]       Relates       ***       Refresh Data	
	MaxTrax	Value     Apply Simple Filter       Transfer Recurrent Ancillary	
<	idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]	

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).

🐻 Ga	ılaxy 2.5 Browser		nin			3 A			1571						
Sessio	n Community Module	Window C	ptions	Help											
Q	🐃 🗿 🔒 💥				§ 💭										
	<b>.</b>	Accour	nts Re	ceivable <anci< th=""><th>llary Charges&gt;</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></anci<>	llary Charges>										
20	ADT			AN IDOL NURSING	and the second	:h #10	09284]	"JULY ANC	ILLAR`	( CHAR	GES"		[08-52888] Ho		
	Accounts Receivable	Zoom % 100	) <u>+</u>	Page 1	Print 🚺 Pr	int All	Netu	p 📳 Sa	ive As	G	Post 🗲		Press to send th server and	e information t close this batcl	
6-4620 MD5	MDS		ge Sel Optic	lector			An	cillary	Ch	arge	s Prep	osting	Facility h		
6-(20 MD6	MDS 3	Bat	Batch Number: 1009284 JULY ANCILLARY CHARGES Batch Page: 1												
+ };	Care Plan 3 Physician Orders	REF	SUBREE	PESIDENT NAME RESIDENT ID	SERVICE DATE ANCILLARY	MDFR HCPCS	2ND MDFR	QUANTITY VISITS	FC APP	PAYOR	INSURER	GROSS	NET	GL DEBIT	GL CREDIT
	Assessments	1 50	1 2	Hollows, Mitchell 08-52888	09/08/2009 92610	GN 92610	8	1	MCD B	1 P	ADMIN-B	89.32 17.02	68.06 17.02	10-2340.00 10-2140.00	40-3523.00 40-3523.00
	Personnel	2 60	1 2	Hollows, Mitchell 08-52888	09/10/2009 97012	GP 97012		1 1	MCD B	l P	ADMIN-B	13.81 2.63	10.52 2.63	10-2340.00 10-2140.00	40-3521.00
	General Ledger	3 70	1	Hollows, Mitchell 08-52888	09/10/2009 CBL			1	MCD F	P		20.00	20.00	20-2010.00	48-1332.00
×	Accounts Payable			Total:								142.78	118.23		
×	Cash Management														
	Corporate Setup														
×	Calendar														
HLY	HL 7														
-	Galaxy Reporter														
	Custom Reports														
*	Payroll														
	MaxTrax														<u> </u>
		Preview						(00)							
<															
			TEST	DEMO	GLOBAL_ENTERPRI	_		(1- :				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.



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.

	laxy 2.5 Browser	tota dan	Orivia														
-	1 Community Module	: WILLOW				<u>&amp;</u> 💭											<b>1</b>
20	📽 🔒 😧 📽 🔽 🔽	·															
					ble <anc< th=""><th></th><th></th><th>-b #10</th><th>1002041</th><th>JULY ANG</th><th>THIAD</th><th>/ <i>С</i>ШАВ</th><th>256"</th><th></th><th>[08-52888] Holl</th><th>owe Mitcholl</th><th></th></anc<>			-b #10	1002041	JULY ANG	THIAD	/ <i>С</i> ШАВ	256"		[08-52888] Holl	owe Mitcholl	
	ADT	Zoom % 1			and the second second					o 📳 Sa		0.0	Post		[00-32000] Hol	ows, Mitcheir	
6 (20)	Accounts Receivable						100										<u> </u>
MDS	MDS								An	cillary	/ Ch	arge	s Prep	osting	Essility N		
6-620 MD5	MDS3	B	Facility Name: AMERICAN IDOL NU Batch Number: 1009284 JULY ANCILLARY CHARGES Batch Page: 1														
÷	Care Plan 3		- Secondary											1000 C 1000	A 1700 Too		
<b>e</b> .	Physician Orders		EF SUB		SIDENT NAME ESIDENT ID	SEF Að	VICE DATE	MDFR HCPCS	2ND MDFR	QUANTITY VISITS	FC APP	PAYOR	INSURER	GROSS	NET	GL DEBIT	GL CREDI
factor.	Assessments	1			ws, Mitchell 888		/08/2009 610	GN 92610		1 1	MCD B	1 P	ADMIN-B	89.32 17.02	68.06 17.02	10-2340.00 10-2140.00	40-3523. 40-3523.
0	Personnel	2			ws, Mitchell 888		/10/2009 012	GP 97012		1	MCD B	1 P	ADMIN-B	13.81 2.63	10.52 2.63	10-2340.00 10-2140.00	40-3521. 40-3521.
	General Ledger	37	0	Hollo 08-52	ws, Mitchell 888	D S CE	/10/2 Con	ıfirm						20.00	20.00	20-2010.00	48-1332.
2000	Accounts Payable			Total	1		6	2) II	t will post p	reposted c	lata. Pro	oceed ?		142.78	118.23		
2000	Cash Management							~		_							
0000									<u>Y</u> es	<u> </u>	0						
	Corporate Setup																
	Calendar																
HLY	HL 7																
	Galaxy Reporter																
	Custorn Reports																
	Payroll																
	Ma×Tra×																
-																	
		< Preview													-		<u>&gt;</u>
<	Idle														New Ye		
_	Idle		TE	ESTDEMO		GLOBAL_	ENTERPRI	SE		•				SKLENICKA, A	ASHL [SYS]	D	

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.

Accounts Receivable <ancillary charges=""></ancillary>	
[AI1] "AMERICAN IDOL NURSING HOME" [04-065] Henley, Donald H 1009304] "SEPTEMBER MEDICAID .	ANCILLARY
Detail	9
Sequence* 🖉 50	
Select Resident	
Status 60 ADM Status 60 Name C Resident ID	
Resident* 6 Henley, Donald H	
Ancillary* 60' 97530	
Galaxy 2.0 Drowser	
Description*  Therapeutic Activity  Close  Detail record is not found:	
Quantity* 22	
Visits 📓 <u>1</u> OK	
Therapist 60° 🕺 🕺 KX 🖉 🔿 Yes 🐼 No	
Advance Bill 🖉 🔿 Yes 💿 No 59 🖉 🔿 Yes 💿 No	Cancel
Resident Authorization     Resident Diagnosis     Remember Fields     Next >>	

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

👪 Galaxy 2.5 Browser		
Session Community Modul	e Window Options Help	
R 🗣 🗿 🔒 💥		
ADT	<ul> <li>Accounts Receivable</li> <li>Accounts Receivable</li> <li>Accounts Receivable</li> <li>Census</li> <li>Ancillary Charges</li> <li>Cash Receipts</li> <li>Adjustments</li> <li>Trust Funds</li> <li>Billing</li> <li>Reports</li> <li>Company File Maintenance</li> </ul>	Ancillary Recent Inpot Ancillary Charges
Idle	TESTDEMO GLOBAL_ENTERPRIS	E SKLENICKA, ASHL [SYS]

**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.

G 😭	alaxy 2.5 Browser		
Sessi	on Community Module	e Window Options Help	
Q	👒 🙆 🔒 🗶		
		Accounts Receivable <recurrent ancillary=""></recurrent>	14
9		[AI1] "AMERICAN IDOL NURSING HOME"	
6-4-20 MDS	Accounts Receivable	Resident Name         Resident ID         Medical ID         Day of Service         Last Transfer Period         Applica         New           Edit         Edit	
6-4-20 MDS	MDS 3	Delete	
+	Care Plan 3		
	Physician Orders		
	Assessments	Batch Selector	
2	Personnel	Batch Number 60 1000081 S. Create New Batch	
	General Ledger	Filter And Refresh Batch Description & CABLE	
X	Accounts Payable	Field     [None       Value     Ok	
×	Cash Management	Choose a Batch	
	Corporate Setup		
×	Calendar		
	HL 7		
	Galaxy Reporter		

**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.

G	alaxy 2.5 Browser						
Sessi	on Community Module	Window Options Help	8				
a,	👒 🗿 🔒 💥		P 🚨 🛒				
	<b>.</b>	Accounts Receiva	ible <recurrent and<="" td=""><td>illary&gt;</td><td></td><td>[</td><td>. 🗆 🖂</td></recurrent>	illary>		[	. 🗆 🖂
2	ADT		OL NURSING HOME"		24] "TELEPHONE'		
		🔲 Master 🗹 Detail					
40	Accounts Receivable	Resident Name	Resident ID Medical ID	Day of Service Last Transfer Period Application Ancillary	Description	Modifier Quantity Visits	New
6-6220 MDS	MDS						Edit
6-4620 MD5	MDS 3						Dalata
+	Care Plan 3						<u>D</u> elete <u>P</u> rint
	Physician Orders						
	Assessments						
2	Personnel						
	General Ledger						
X	Accounts Payable					(H)	
XX	Cash Management	Filter And Refresh Mast	er Data	<sup>5</sup> % Advanced Filter		>	
	Corporate Setup	Field [None]	F	elates >= 14 <u>R</u> efresh Data			
×	Calendar	Value		Apply Simple Filter			
	HL 7						
	Galaxy Reporter						
- 1	Custom Reports						

**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.

Galaxy 2.5 Browser		
Session Community Module	Window Options Help	
🔍 📬 🗿 🔒 💥		
<b>.</b>	Accounts Receivable <recurrent ancillary=""></recurrent>	
ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1009524] "TELEPHONE"	
Accounts Receivable	Select Resident	Cycle
MDS	Status 6 ADM Status 6 Name C Resident ID	
MDS 3	Resident* 60 S	
Care Plan 3	Ancillary* 66' & Day Of Service* 66' &	
Physician Orders	Description <sup>*</sup>	Accept
Assessments	Application* & S Modifier 🖉 🔍	Cancel
Personnel	Quantity 😰 1.00 Visits 😰	
General Ledger	Advance Bill 🖉 🔿 Yes 🐵 No Current Use 📓 🐵 Yes 🔿 No	
Accounts Payable Cash Management	Therapist 60° 93	
Cash Management	Last Transfer Period * Required fields	
Corporate Setup		
Calendar		
HL 7		
Galaxy Reporter		

**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.

	alaxy 2.5 Browser										_ 🗆 🖂
Sessio	n Community Module	Window Option	ns Help								
R	📬 🗿 🔒 💥			🧟 🍃							
	<ul> <li>▶</li> </ul>	I Accounts	Receivable <rec< td=""><td>urrent And</td><td>illary&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td></rec<>	urrent And	illary>						
y	ADT	[AI1] "AMERI	ICAN IDOL NURSIN	G HOME"			[Batc	h #10095:	24] "TELEPHONE"	<u>E</u>	
		🔲 Master 🖂	5 Detail								
L.	Accounts Receivable	Resident Name	Resident ID	Medical ID	Day of Service	Last Transfer Period A	pplication	Ancillary	Description	Modifier Quantity Vis	New
6-6220 (MDS	MDS	Furgerson, Loga	n J 04-528	04-528	4		F	TEL	Telephone	1	Edit
		Andrews, Julia E		06-065	12		F	TEL	Telephone	1	
GoC20 MDS	MDS 3	Carpenter, Mary	C 07-0913	07-0913	6		F	TEL	Telephone	1	
1											Delete
÷	Care Plan 3										Print
	Physician Orders										
	Assessments										<u>C</u> lose
A	Personnel									=	
	General Ledger										
X	Accounts Payable									~	
*	Cash Management	Filter And Refre	esh Master Data								
	Corporate Setup	Field [No	one]	▼ F	Relates >=	<sup>5</sup> % Advanced Fill ↑ <u>R</u> efresh Dat					
*	Calendar	Value			Apply Simple Filter						
	HL 7									77.0	
	Galaxy Reporter										

**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** subutility.

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 Modu	ule Window Options Help				
R 📬 🗿 🔒 🗙					
▼ .	Accounts Receivable <ancillary charges=""></ancillary>	°			
ADT	[AI1] "AMERICAN IDOL NURSING HOME" [Batch #1009344] "December 2009 Therapies ANCILLARY BATCH"				
Account: Receivat	Master 🗹 Detail 🗹 Application 🗹 Prices by Payors				
	Sequence Resident Name Resident ID Medical ID Section Certified LDC Ancillary Description Quantity N				
MDS					
Grand MDS	Delete				
Care Plan 3	Prepost				
Physician Orders					
Care Plan 3					
Personnel					
General Ledger	Used to bring in				
Accounts Payable	Used to bring in batches from the				
Cash Management	recurrent ancillary sub- utility				
Corporate Setup					
Calendar					
Galaxy Reporter					
Accounts Payable         Cash Management         Corporate Setup         Calendar         Galaxy Reporter         Custom Reports         Quartical Setup         Payroll					
Payroll					
MaxTrax	Filter And Refresh Master Data				
	Field [None]  Relates >=  Relates =  Relates =				
	Value Apply Simple Filter				
	Transfer Recurrent Ancillary				
< Idle	TESTDEMO GLOBAL_ENTERPRISE SKLENICKA, ASHL [SYS]				
		4			

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

🚼 Galaxy 2.5 Browser		
Session Community Module	Window Options Help	
् 📬 🗿 🔒 💥		-
▼	Accounts Receivable <ancillary charges=""></ancillary>	
ADT	[AI1] "AMERICAN IDOL NURSING HOME"	
Accounts Receivable	Transfer         Image: One Batch       Image: All Batches         Recurrent Batch Number       Image: All Batches         Recurrent Batch Description       Image: All Batches	
Care Plan 3	Zoom % 100 - Page 1 - Print Page Print All Set Up	
Assessments Personnel General Ledger		
Accounts Payable Cash Management		
Corporate Setup		
Calendar		

**Ancillary Charges Transfer** – this is the screen used to select the batch from the **Recurrent Ancillary** subutility 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.

👪 Galaxy 2.5 Browser		
Session Community Module	e Window Options Help	
R 📬 🙆 🤮 💥		-
▼	Accounts Receivable <ancillary charges=""></ancillary>	
	[AI1] "AMERICAN IDOL NURSING HOME"	
Accounts Receivable	Transfer         Image: One Batch         Cone Batch      <	
MDS 3	Recurrent Batch Description	
Physician Orders	Start TransferClose	
Assessments	Zoom % 100 ÷ Page 1 ÷ Print Page Print All Set Up	
Personnel	Transfer completed.	
General Ledger	ОК	
Accounts Payable Cash Management		
Corporate Setup		
Corporate Setup		
HL 7		
Galaxy Reporter		

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

Galaxy 2.5 Browser			
Session Community Module	e Window Options Help		
🔍 🛥 🗿 🔒 💥			
ADT			
Idle	TESTDEMO GLOBAL_ENTER	ERPRISE SKLENICKA, ASHL [SYS]	

**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.

👪 Galaxy 2.5 Browser		
Session Community Module	e Window Options Help	
🛠 🛥 🗿 🛔 🗙		
▼	Accounts Receivable <import ancillary="" charges=""></import>	
ADT ADT	[AI1] "AMERICAN IDOL NURSING HOME"	
Accounts Receivable	🚳 Eacility 🔄 Open File Open File to start import.	
Accounts Receivable		~
Gozzo MDS		
MDS 3		
Care Plan 3		
Physician Orders		
Assessments		
Assessments		
General Ledger		
Accounts Payable		
Accounts Payable Cash Management		
Corporate Setup		
Calendar		
HL 7		
Galaxy Reporter		
Contras Decem		

**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 a apart 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.