Setting Up and Using Galaxy MPPR Adjustment Feature.

SET UP

Step 1. Go to **AR/Company File Maintenance/General/AR Module Master**

a). Edit the existing Module Master record by clicking **Edit** button
b). Click **Month End Close** tab
c). Change **Use Facility MPPR** to **"Yes" and** click **Accept**

Step 2. Go to **AR/Company File Maintenance/Insurers/Insurer**

a). Highlight the Insurer record that needs the MPPR adjustments (only Payor 1 insurer needs the set up - Galaxy will automatically calculate the copayor Insurer portion of adjustments based on the posted transactions)

b). Edit the record by clicking **Edit** button

c). Change **Use MPPR** to **"Yes" and** click **Accept**

Step 3. Go to **AR/Company File Maintenance/Ancillary Set Up**

a). Highlight the record that is subject to MPPR rule and click '**$ Standard'** button

b). Highlight the Insurer price record and click **Edit** button

c). Change **Use MPPR** to **"Yes",** type in the **current MPPR rate,** click **Accept**

Note 1 : MPPR price should not be 0 if Use MPPR is "Yes".
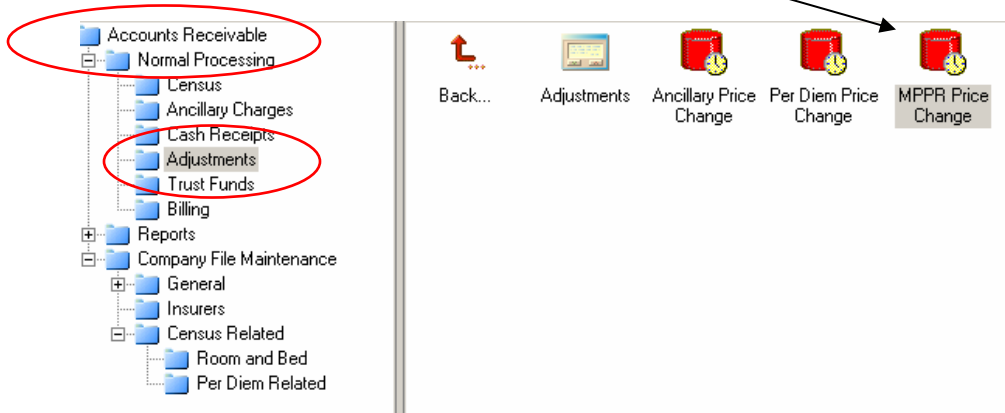Note 2 : MPPR price will be ignored if Use MPPR is "No".

The set up described in <u>Step 3</u> has to be performed for each HCPCS code that is subject to MPPR rule!

<u>RUNNING MPPR ADJUSTMENTS</u>

MPPR Price Change can be performed at any point and for any Billing Period. The utility can be found under:

AR/Normal Processing/Adjustments/MPPR Price Change

It is possible to perform MPPR price change just for one resident, when Resident field left empty the system will go through all residents' transactions for the selected period.

User will be reminded to run MPPR price change utility during Month End Close process, so the MPPR adjustments are posted while the current period is still open.

If facility setup and any insurer setup configured for MPPR, the following message will be appearing as soon as you start closing month:

It is up to you to choose to run the utility at that point or skip it and proceed with the closing process, for instance when you already performed MPPR price change manually.