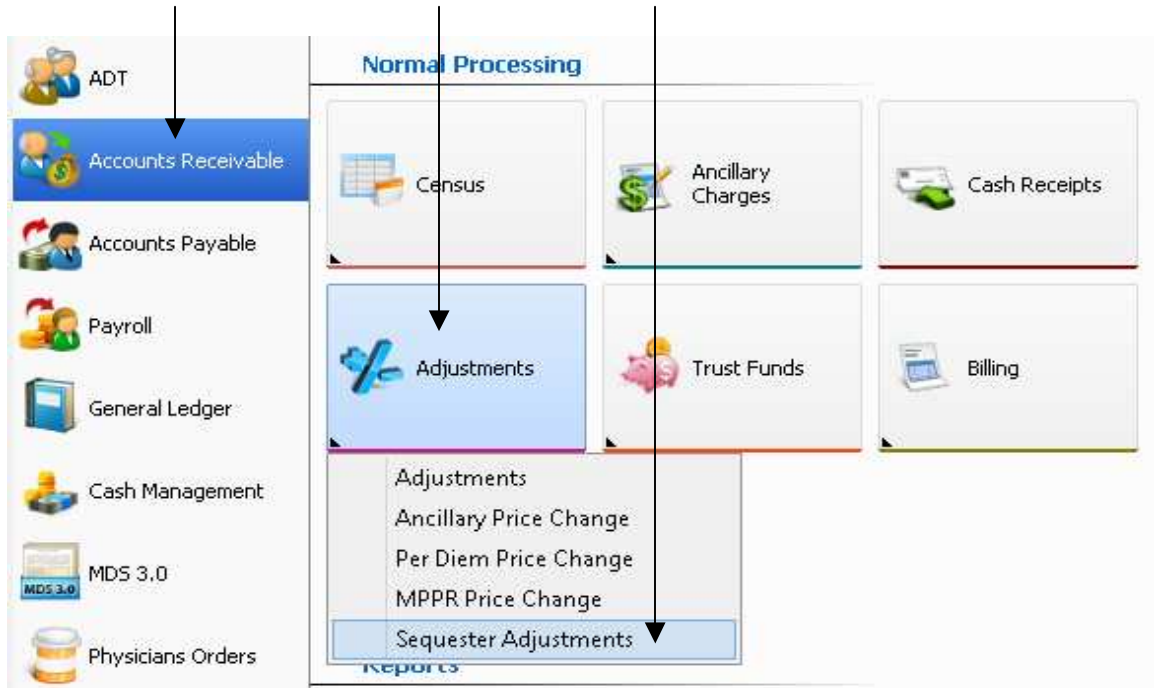# Sequester Adjustments Module - User Manual

1). To run Sequester Adjustments go to:

Accounts Receivable/Adjustments/Sequester Adjustments

2). Select required: **Billing Period, Payor 1 Insurer, Adjustment Date**

Galaxy can run Sequester Adjustments for just one selected Resident (when the Resident field left empty system goes through all residents charges with satisfying selected criteria: Billing Period, Default Facility)

3). To start the process click: **Do Adjustments** button.

4. Once the process ends running you'll see:

How many records were affected as well as the batch number the system created.
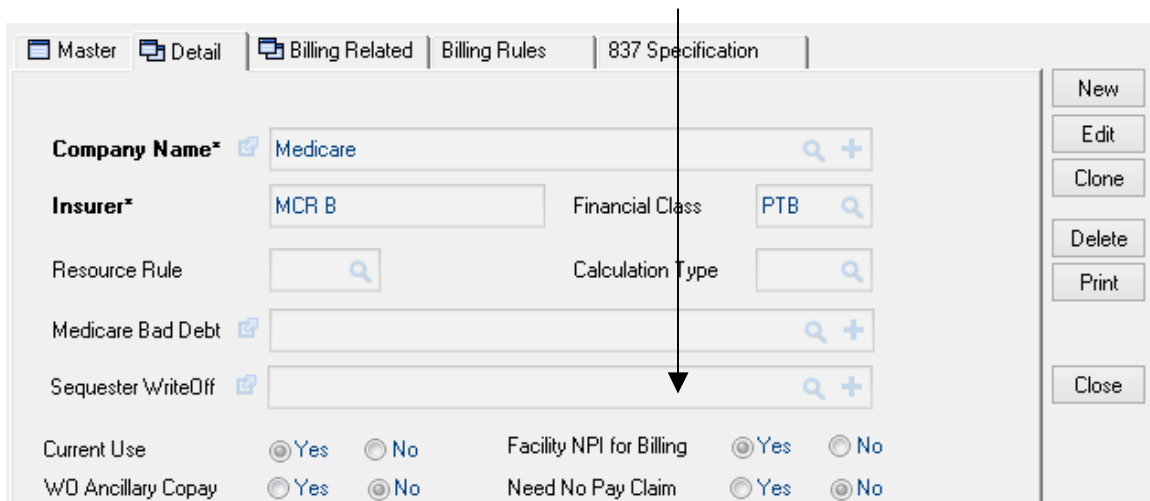Click **Done** and **Close** buttons

```
Sequester percent 2.0000 for the period 2013/06. will be used
Insurer: MCR B
===== CHECKING CENSUS RECORDS =====
  Created 0 Census Sequester adjustments records
===== CHECKING ANCILLARY RECORDS =====
  Created 17 Ancillary Sequester adjustments records
Finished. Please see SEQUESTER ADJUSTMENT CHANGE Batch # 1005116
```

Galaxy 3... ×

Done!!!

OK

🏠 Default Facility...   Close
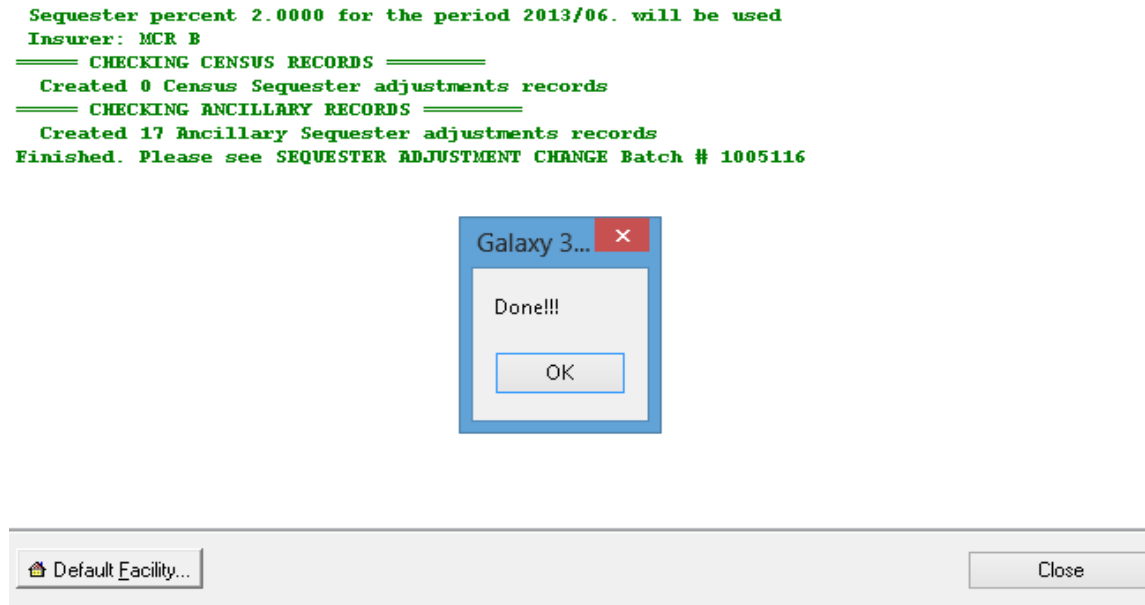
5. Go to AR/Adjustements/Adjustements

To review/post the Sequester Adjustments batch. The system will use your existing Per
Diem/Ancillary GL set up records when assigning GL numbers to the Sequester
Adjustments preposting records.

6. Please note that: <mark>You have an ability to use a specified Write Off account number for
Sequester Adjustments utility.</mark> To set it up please go to: **AR/Insurer
Setup/Insurer/Detail Tab** to select **Sequester Write Off account**

Master	Detail	Billing Related	Billing Rules	837 Specification		

Company Name* Medicare 🔍 +   New

Edit

Insurer* MCR B   Financial Class PTB 🔍   Clone

Resource Rule 🔍   Calculation Type 🔍   Delete

Print

Medicare Bad Debt 🔍 +

Sequester WriteOff 🔍 +   Close

Current Use ◉ Yes ○ No   Facility NPI for Billing ◉ Yes ○ No

WO Ancillary Copay ○ Yes ◉ No   Need No Pay Claim ○ Yes ◉ No

7. You can set a reminder to run Sequester Adjustements during Month End Close process.

To set up the reminder go to **AR/General Setup/Module Master/Month End Close Options tab** select Yes for **Sequester Adjustment**

Important Info:

1. You need to perform MPPR adjustments first - prior running the Sequester Adjustments if you are doing it for the Payor 1
Insurer that covers therapy charges and subject to MPPR rule!

2. In the case you re-post census for which there were Sequester Adjustments posted - Galaxy automatically reverses those Sequester adjustments.

3. In case you repost census with affected Ancillary Charges for which there were Sequester Adjustments posted - Galaxy generates Sequester Adjustments reversals along with the Ancillary reversals in AUTO CENSUS CHANGE batch that can be found under Galaxy Adjustments module.