Sequester Adjustments Module - User Manual

1). To run Sequester Adjustments go to:

Normal Processing ADT Accounts Receivable Ancillary Cash Receipts Census Charges Accounts Payable Payroll Adjustments Trust Funds Billing General Ledger Adjustments Cash Management Ancillary Price Change Per Diem Price Change MDS 3.0 MPPR Price Change Sequester Adjustments Physicians Orders керогоз

Accounts Receivable/Adjustments/Sequester Adjustments

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

Sequester Criteria		
Billing Period *	2013/06 Q ★ Adjustment Date * 06/10/2013 Q	
Payor 1 Insurer *	MCR B Q	
Select Resident (Opti Status ADM Resident	onal) Q Search By Name O Resident ID	
2.0000 Percer	nt will be deducted	Do Adjustments

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 ————————————————————————————————————							
Galaxy 3 × Done!!! OK							
▲ Default <u>F</u> acility	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: You have an ability to use a specified Write Off account number for Sequester Adjustments utility. To set it up please go to: AR/Insurer
Setup/Insurer/Detail Tab to select Sequester Write Off account

🗖 Master 📮 Detail		🔁 Billing Related 📔 Bil	ling Rules 837 Specification	
				New
Company Name*	đ	Medicare	۹.+	Edit
Incuror*		MCD D	Financial Class PTP O	Clone
insulei		MCH B		Delete
Resource Rule		Q	Calculation Type 🔍 🔍	Print
Medicare Bad Debt	ď		۹ +	
Sequester WriteOff	đ		م +	Close
Current Use		⊚Yes ⊚No	Facility NPI for Billing 💿 Yes 🔘 N	•
WO Ancillary Copay		⊚Yes ⊚No	Need No Pay Claim 💿 Yes 💿 N	0

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**

🗖 Master 🗎 🖻 Detail 🛛 🔁 Month End	d Clase Options 🛛 🔁 System Utilities 🗎 🔁 837 Submission 🏾
Dist Asian Depart	
Print Aging Report	
Print Detail Report	© Yes ⊘ No
Print Unbilled Items Report	🔿 Yes 🔘 No
Use Facility MPPR	🖲 Yes 🔘 No
Sequester Adjustment	© Yes ⊚ No
GL Transactions Export Type	6 Q
GL Transactions Export Dir*	DV Q
Facility GL Prefix*	Enter Space for None

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.