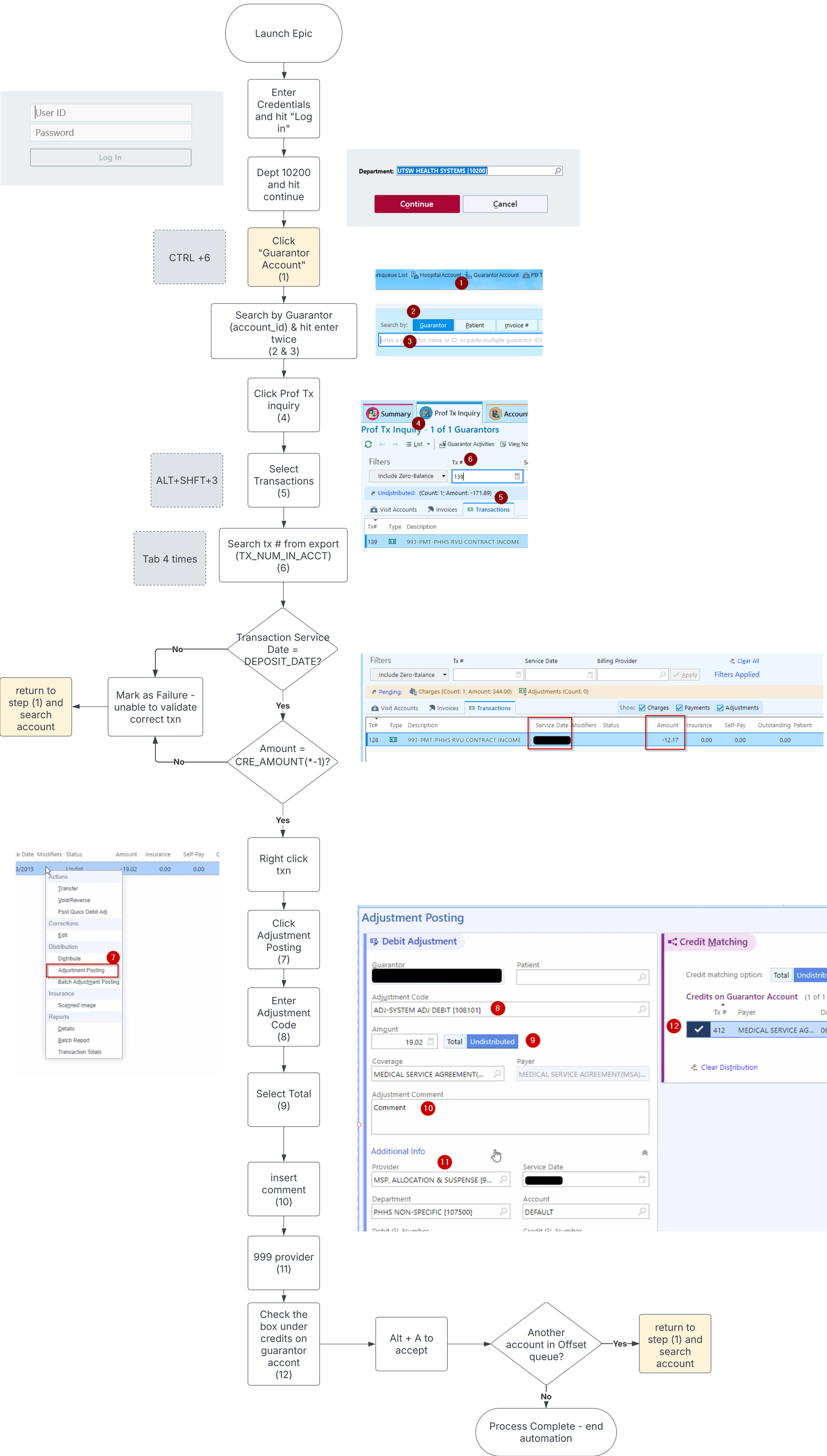
MSA *(Offset)*


Launch Epic
Enter Credentials and hit "Log in"
User ID
Password
Log In
Dept 10200 and hit continue
Department: UTSW HEALTH SYSTEMS [10200]
Continue
Cancel
CTRL +6
Click "Guarantor Account" (1)
Hospital Account
Guarantor Account
Search by Guarantor (account_id) & hit enter twice (2 & 3)
Search by:
Guarantor
Patient
Invoice #
Click Prof Tx inquiry (4)
Summary
Prof Tx Inquiry
Prof Tx Inquiry - 1 of 1 Guarantors
ALT+SHFT+3
Select Transactions (5)
Filters
Include Zero-Balance
Undistributed: (Count: 1; Amount: -171.89)
Visit Accounts
Invoices
Transactions
Tab 4 times
Search tx # from export (TX_NUM_IN_ACCT) (6)
139
993-PMT-PHHS RVU CONTRACT INCOME
Transaction Service Date = DEPOSIT_DATE?
No
Yes
return to step (1) and search account
Mark as Failure - unable to validate correct txn
Amount = CRE_AMOUNT(*-1)?
No
Yes
Filters
Tx #
Service Date
Billing Provider
Clear All
Filters Applied
Pending:
Charges (Count: 1; Amount: 344.00)
Adjustments (Count: 0)
Show:
Charges
Payments
Adjustments
Tx#
Type
Description
Service Date
Modifiers
Status
Amount
Insurance
Self-Pay
Outstanding
Patient
128
993-PMT-PHHS RVU CONTRACT INCOME
-12.17
0.00
0.00
0.00
Right click txn
Actions
Transfer
Void/Reverse
Post Quick Debit Adj
Corrections
Edit
Distribution
Distribute
Adjustment Posting
Batch Adjustment Posting
Insurance
Scanned Image
Reports
Details
Batch Report
Transaction Totals
Click Adjustment Posting (7)
Adjustment Posting
Debit Adjustment
Guarantor
Patient
Adjustment Code
ADJ-SYSTEM ADJ DEBIT [108101]
Amount
19.02
Total
Undistributed
Coverage
MEDICAL SERVICE AGREEMENT(...
Payer
MEDICAL SERVICE AGREEMENT(MSA)...
Adjustment Comment
Comment
Enter Adjustment Code (8)
Credit Matching
Credit matching option:
Total
Undistributed
Include:
All
Undistributed
Advanced Filters
Credits on Guarantor Account
(1 of 1 credit selected)
Tx #
Payer
Deposit Date
Department
Status
Procedure
412
MEDICAL SERVICE AG...
06/03/2015
PHHS NON-S...
Undist
993 - PMT-PHH
Clear Distribution
Additional Info
Provider
MSP, ALLOCATION & SUSPENSE [9...
Service Date
Department
PHHS NON-SPECIFIC [107500]
Account
DEFAULT
Select Total (9)
insert comment (10)
999 provider (11)
Check the box under credits on guarantor accont (12)
Alt + A to accept
Another account in Offset queue?
Yes
return to step (1) and search account
No
Process Complete - end automation