Meditech - Cash Posting - MAS/CC

Automation Starts by Time Trigger

Run Blue Pay API

API Link

Insert results into queue, sorted by post date

Grab MAS file from SFTP

QHRI/Q2427 4/Download/CashPosting

P:\AR Posting\Mail\2023\Jun 2023\Cash Office\Medical Accounts ACH PMT Remits\Jun 23

AR Posting > Mail > 2023 > Jun 2023 > Cash Office > Medical Accounts ACH PMT Remits > Jun 23

Name | Date mo

062323 Medical Accounts ACH PMT $4508.30 8129 | 6/23/20

Insert results into queue, sorted by post date

Store Final Queue, before processing in Folder

Original link location after grabbing from email

Start with MAS report, sorted by date

https://apps.chmed.org/rdweb/webclient/

Open Remote Apps

Log in to remote desktop

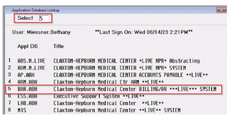
Open Meditech and Duo

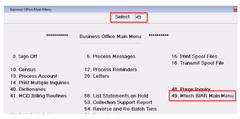
Hit enter to continue

select 1

user name and pass word and hit enter

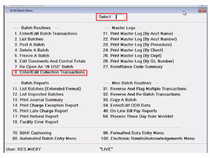
enter 5 for claxton





enter 49

enter 8



enter T (1)

Enter Journal (PayBot) (2)

create new journal for automation tracking

N in number (3)

scrape and store batch number for each record applicable to this batch by Date

Default service date at entry level not at batch level - reduces need for cycling batches as well as re-runs to recreate/parse files

CC or MAS?

CC

MAS

Location from export? Need to solidify location details in comment

Enter Comment: "File Date MM/DD" Bank Card "Location" - Deposit amount" (4)

Enter Comment: "MM/DD Medical Accounts Deposit amount" (4)

Leave Default Date Blank (5)

Need to validate the export date before entering comment as well
Default date must equal cash book date (which ever one is listed in the comments) - this will only happen if we are posting a file that is not on the current date

Enter Deposit total amount into RCP Amount (6)

Enter x3

Enter "SP" for insurance (7)

CC or MAS?

CC

MAS

Proc One = "151905" (8)

Proc One = "164000" (8)

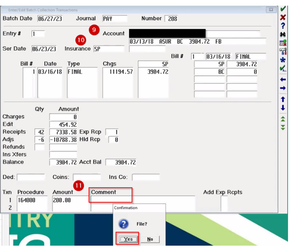
Enter & Y

Enter account number (9)

log entry number and batch number in the event of failure we can connect it to processed records.

Scrape and store entry number

Update "Ser Date" with "Payment Date" from Queue



Entry # = 1?

Yes

No

Insurance = SP (10)

Hit enter X 6

hit enter x 5

Type in amount "Column C" (11)

Credit card?

No

Yes

Enter x 3

Enter x1 & Auth number in Comment

Hit Y

Enter x 2

Next Account available for designated population?

Yes

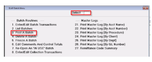
Search next account Go back to Step (9)

No

back space in Entry # to clear value

Enter x 4

Type "3" for Post



T for today (12)

Scraped Journal name (13)

Enter scraped batch number (14)

hit enter

Hit Y

Batch Posted

Another Designated population available?

No

Automation Done

Yes

Create new batch for population - go back to step highlighted red

Double check RCP vs Actual amount
if we get the error message that balances do not match - send the email report (find correct person) to send report (Probably mary & Christina)

QA Process will require reconciliation to the transactions file - did the automation post what it was supposed to, for the amount it was supposed to, to the date it was supposed to