

ADJB

(Adjustments Screen)

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1 - DHS.HEP (DHRMF)
File Edit Transfer Fonts Options Macro View Window Help
[Icons] PA1 PA2 PA3 ENT CLR

SJFS001C ADJB - JF SDCS Client Pay-in System 05/27/2005 15:37:44
Fast Path: _____ - JF Adjustments Trans Type: I

Prim ID: XX123X1X Mail Name CLIENT, SAMPLE
Date Eff: 200506 Br..... 3013
Amt Bill. 21.42 Appl Serv 0.00
Tot Bill. 21.42 Bill Stat OS - OUTSTANDING

Adjustments For Monthly Account
Act Last Chg Amt Adj Type Adj Br RACF User
-
-
-
-

Amt Adj 0.00 (Total for Monthly Account)

Adjustment Detail
Amt Adj: _____
Type Adj: __ -
Adjust Reas: _____

Msg Ans: __

F2=Menu F3=Exit F4=Mact F5=Dmac
1 Sess-1 4/32
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Purpose: This screen is used to display and update client monthly account adjustment records for the Client Pay-In System.

Access: Accessed through the Monthly Account (MACT) Screen. On the MACT Screen, place an "A" on the monthly account detail line. This screen displays up to four adjustment records at a time. Use a function key to display additional records.



If a payment was made and receipted in at another branch, that branch will need to process the adjustment. You can make any other changes or pay-out requests.

To View an Adjustment:

To view the details of an adjustment, place an "S" on the detail line under the Act column and press <Enter>. The information for that adjustment will be displayed in the bottom third of the screen.

To Add an Adjustment:

Tab to the first line under the "Act" column, Type A and press <Enter>. Next you can enter all of the following (see page F4):

- A Positive or Negative Adjustment (Amt Adj)
- A Valid Adjustment Type (Type Adj)
- A Free-Form Text Reason (Adjust Reas)

The system will not let you adjust the monthly account (Total Bill) for greater than the amount in the "Bal Serv."

The screen displays an error message if it cannot create the new record (see pages F6 and F7).

You can cancel the add action at any time by returning to the Monthly Account (MACT) screen.

If there are no edit errors, the system will ask whether you want to confirm the record creation with a "Y" or an "N."

To Delete an Existing Adjustment:

You can only delete a monthly account adjustment record *on the same day that you add the record*. If it is too late to delete an adjustment, you must add an offsetting adjustment.

Under the Act Column, enter a D. The screen prompts you to confirm the record delete with a "Y" or "N."



If an added or deleted adjustment does not pay off the monthly account (Bill Stat = OS), a supplemental system-generated bill will be sent to the client.

You will need to complete a payout request, if an added or deleted adjustment causes the billed amount (Tot Bill) to be less than the amount collected from the client.

Function Keys:

- F2 = MENU Returns you to the Main Menu (SFMU) Screen without a Prime ID number.
- F3 = EXIT Returns you to the previous screen you were using, bringing the data along from the current screen.
- F4 = MACT Takes you to the Monthly Accounts (MACT) Screen for the client you are currently processing, to review the monthly account records.
- F5 = DMAC Takes you to the Detail Monthly Accounts (DMAC) Screen for the client you are currently processing, to review monthly account details.
- F7 = BACK Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.
- F8 = FORW Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

Adjustments to Pay-In Accounts

Procedure:

1. Type in: **SFMU**
 - Press <Enter>

2. Type in: **Prime Number**
 - Press <Enter>

3. Tab to **Monthly Account Screen**
 - Type **S**
 - Press <Enter>

4. Tab to the appropriate line to be adjusted under the Act column
 - Type **A**
 - Press <Enter>

5. You are now at the ADJB Screen,
 - Tab to the first line under the ACT column
 - Type **A**
 - Press <Enter>

6. The cursor is at the "Amt Adj" Field.
 - Type a dollar amt of adjustment (minus sign before or after amt if a deduction).
 - Tab to Type Adj and enter the appropriate code

Valid Codes:

UB = Under-billed

OB = Over-billed

OM = Other Incurred Medical

NS = No Services

CI = Change in Income

CS = Change in Special Services

RS = Reduction of Services

IS = Increase in Services

OT = Other

7. Tab to Adjust Reason field
 - Enter a reason for adjustment in the free-form text box
 - Press <Enter>
 - Message reads: "Do you want to add the Adjustment Record?"
 - Type **Y** or **N**
 - Press <Enter>
8. Return to the Monthly Account (MACT) Screen by pressing F4. (You may need to press F7 to bring back all payment lines.)
9. If you need to process another adjustment, repeat steps 4 through 7.
10. When completed with all adjustments, you will need to be at the MACT screen (use function keys to get there).
11. Tab to the first line under the Act Column
 - Type **L**
 - Press <Enter>
12. Go to Yearly Account (YACT) Screen by pressing F4.
13. At the YACT
 - Press **F5** = Pay
 - Type **Y**
 - Press <Enter>

Checks are processed every Friday. The Pay-In Technician in the Provider Payments Unit sends out checks every Monday.

ADJB ERROR MESSAGES

<u>Error #</u>	<u>Error Message</u>	<u>Data Items</u>
AD001	ADD ADJUSTMENT RECORD? Enter "Y" to add the new adjustment, "N" to go back into input mode.	ANS
AD002	DELETE ADJUSTMENT RECORD? Enter a "Y" to delete the adjustment, "N" to go back into input mode.	ANS
AD004	ENTER ADJUSTMENT DATE Enter the information for the adjustment in the Adjustment Detail area.	
AD005	INVALID ACT, MUST BE S, A OR D The action type must be: S = Display the Adjustment Detail A = Add New Adjustment D = Delete Adjustment	ACT
AD006	ADJUSTMENT ADDED SUCCESSFULLY New adjustment was added to the file.	
AD007	ADJUSTMENT DELETED SUCCESSFULLY Adjustment deleted from file.	
AD008	INVALID AMT ADJ – MUST NOT BE ZERO A non-zero amount (positive or negative) must be entered.	AMT ADJ
AD009	INVALID TYPE ADJ – SEE VALID CODES A valid adjustment type code must be entered. See code list for the item "Type Adj."	TYPE ADJ

AD010	CAN ONLY DELETE ADJUSTMENT SAME DAY IT IS CREATED To "delete" an adjustment after the day it is created, you must add an offsetting adjustment with an amount that cancels the previous one.	
AD011	INVALID AMT ADJ – TOT BILL CANNOT BE < APPL SERV The adjustment amount (Amt Adj) entered has reduced the monthly bill amount (Tot Bill) below the amount applied to services (Appl Serv). The bill amount can only be reduced to equal the amount applied to services.	AMT ADJ TOT BILL APPL SERV
AD012	DELETE NO ALLOWED – TOT BILL WOULD BE < APPL SERV Deleting the adjustment record would reduce the monthly bill amount (Tot Bill) below the amount applied to services (Appl Serv).	AMT ADJ TOT BILL APPL SERV
JF009	MONTHLY ACCOUNT FILE CLOSED The Monthly Account file is NOT available at this time. Try again later.	
JF010	PRIM ID/DATE EFF NOT FOUND Account record not found for the prime number and effective date entered.	PRIM ID DATE EFF
JF011	NOTICE NUMBER NOT FOUND The notice for this account could not be found. Updates not allowed and Mail Name not filled.	MAIL NAME
JF013	NOTICE FILE CLOSED The Notice file is NOT available at this time. Try again later.	

JF014	KEY PRESSED INACTIVE FOR THIS SCREEN The function key pressed is not used on this screen.	
JF023	INVALID ANS – MUST BE Y OR N Must be a "Y" or an "N."	ANS
JF024	END OF RECORDS No more records exist in the requested direction of browse.	
JF025	SYS ID INVALID FOR THE FAST PATH ENTERED The two-characters following the Fast Path entry field contains the system ID of the screen. Enter the correct system ID for the screen to uniquely identify the screen.	FAST PATH
JF027	INVALID TRANS TYPE – MUST BE I Trans Type can only be an "I." Updates are started by entering "A" or "D" in the Act column.	TRANS TYPE
JF040	USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED An update action (i.e. Act = A or D) has been entered for which you have not been authorized. Change the Act to spaces and press enter to return to inquiry mode. Contact your RACF sub-administrator for questions on authorization.	
JF041	USER NOT IN SAME DISTRICT AS CLIENT. UPDT NOT AUTHORIZED. Your branch must be in the same district as the monthly account you wish to adjust.	