

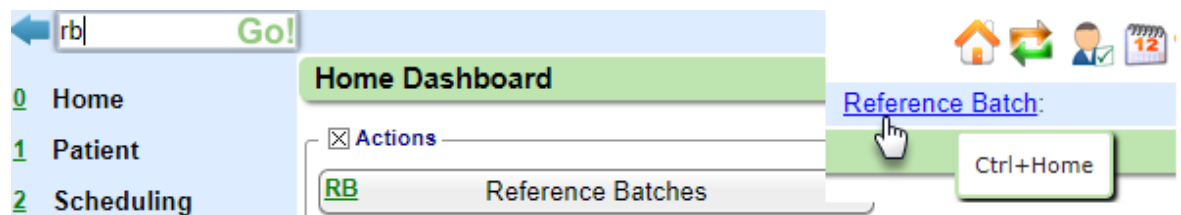
CATEGORY: DATA ENTRY: ~ TASK REFERENCE BATCH

Reference Batches provide a simple way to balance daily transactions and create an audit trail. It is recommended that all users who enter financial transactions (charges, payments, adjustments, etc.), do so while attached to a Reference Batch.

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How to access and add a Reference Batch

- 'Reference Batch' link (upper right), 'Go'-cut: 'rb', or keyboard shortcut [Ctrl] + [Home]



- Click [Add] to create a new Reference Batch from the 'Reference Batch List' page
- Add a Description for the items to be posted, such as, 'Front Desk Copays' or 'ERAs'
 - Batch Status Definitions: Open: items can be modified, Closed: no financial changes can be made to items in the batch
 - If you are posting items for only one Facility, Rendering/Billing/Referring Provider, or DOS - enter these defaults into the batch to 'set it and forget it'. If default values are entered, the fields will be grayed-out for charge entry or payment posting.
- 'Batch Date' will be the Post Date for transactions in the batch. Shortcut: use the letter 't' and tab to auto populate today's date
 - 'Reference Total' should only be used if you know the total of the payments to be entered
 - 'Note' can be used for any notation related to this reference batch
- [SAVE]

A screenshot of the 'Reference Batch List' form. The form has a header 'Reference Batch List' and a 'Filter Criteria' section with 'Clear' and 'Reset' buttons. Below this are fields for 'Batch', 'Status' (set to '- SELECT -'), 'Date From', 'Date To', and 'Description'. There is a 'Facility' field and a 'Search' button. The main form area is titled 'Add/Modify Reference Batch' and contains the following fields: 'User ID' (CHECKIN), 'Description' (FD), 'Batch Status' (Opened), 'Charge Facility', 'Rendering', 'Billing', 'Referring', 'Batch Date' (T), 'DOS', 'Reference Total' (C), and 'Note' (D). At the bottom, there are 'Allowable Batch Functions' checkboxes for 'Payment Posting', 'Charge Posting', and 'Patient Registration', all of which are checked. A 'Save [F2]' button is at the bottom right. Numbered callouts are present: 1 points to the 'Add' button, 2 points to the 'Description' field, 3 points to the 'Batch Date' field, and 4 points to the 'Save [F2]' button.

CATEGORY: DATA ENTRY: ~ TASK REFERENCE BATCH

Open, Close, Attach, Detach Reference Batch

Depending on the user's permissions they may see just their Batch or all Batches

- A Reference Batch remains 'Opened' until the user clicks the Status button to Close

Batch	Items	Status	Attach	Date	Description	Charges	Receipts	Payments	Billing	Referring	DOS	Open/Closed	Note
2751	0	OPENED		03/06/2018	FRONT DESK POSTING	0.00	0.00	0.00				03/06/2018 • 10:26PM	

Click to Close

Click to Open

- Chain icon displays 'linked' with green highlight to indicate you are attached to this batch
- Chain displays 'unlinked' (no highlight) if the Batch is Open but you are not attached to it
- Chain disappears when the batch is closed
 - These buttons are also available from 'Batch Details'

Attach	Date
	02/09/2018
	12/13/2017

Click to Detach

Click to Attach

Batch Details

Batch: 2817 FD CHECK IN/OUT Status: OPENED

Encounter: 66736 Name: _____

Charge Forms Reverse Charge Balance Transfer

Reference Batch: 2748 is closed

Linked Appointments

Charge is Opened For Modifications

Padlock icon displays on the Encounter Dashboard.

- Unlocked indicates the Encounter is in an open batch and can be fully edited
- Locked Padlock displays when batch is closed, this means the Encounter is eligible to be billed and fees cannot be changed

- All Receipts & Encounters have their reference batch number listed

Receipt Dashboard

Receipt Info [Modify](#)

Post Date	Received Date	Type
12/13/2017	12/15/2017	PP

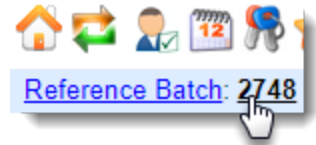
Receipt: 109

RA	Batch
	2750

CATEGORY: DATA ENTRY: ~ TASK REFERENCE BATCH

How to Review a Reference Batch

- To review items in your *current* Batch, go to the Reference Details page where all batch items are listed by clicking on the reference batch number at the top right of the screen
- To review *any* Reference Batch, click the 'Reference Batch' link
 - Click Reference Batch hyperlink
 - Use filters to find the batch to review
 - Click the Items **number** link



Reference Batch Details

- Report creates a PDF of the details of Receipts or Charges
- Use Radio buttons to toggle view of Receipts, Charges or Demographics in this batch

- Use Filters to search for specific items in the batch
 - If you have posted Insurance, ERA and Escrow only are key filters

Receipts

- If Receipts exist in a batch, the Receipt Breakdown will be the default view
- All Receipts listed with subtotals by Cash/Check/Card/EFT/Refunds by Patient or Insurance

Receipt	<input checked="" type="checkbox"/>	Received
109218	<input type="checkbox"/>	01/31/2018

Receipts	3,524.99
Disbursed Receipts	450.00
Payments	2,796.69
Payments Applied Outside of this Batch	0.00
Escrow	278.30
Payments from Receipts Outside of this Batch	0.00

Cash:	575.00
Check:	0.00
Card:	0.00
Refunds:	0.00
Total:	575.00

Check:	45.00
EFT:	2,904.99
Card:	0.00
Refunds:	0.00
Total:	2,949.99

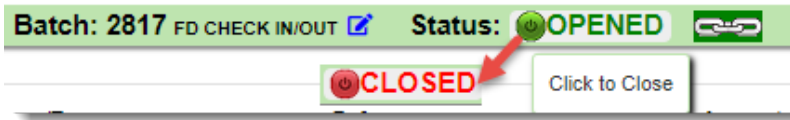
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- Charges
 - Use 'plus' sign to show line level details
 - Click Encounter number link to [Modify Charge]
- Charge [Report] contains charge totals

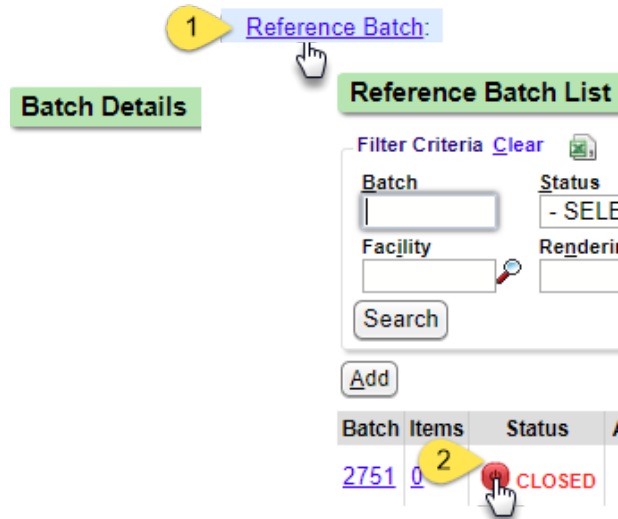
Demo Health Center			Reference Batch Details				03/06/2018	
			Charge Breakdown					
			Batch: 2750					
Encounter	Post Date	Patient	Billing	Referring	Charge	Ins Bal	Pat Bal	
66728	11/29/2017	COHEN, LENORE D DOB: 08/22/1962	JIM [123]		131.74	0.00	131.74	
DOS	CPT	ICDs		Facility (POS)	Units	Charge		
11/29/2017	99213	A00.0		MAIN OFF [1] (11)	1.00	131.74		
						Total Count	Total Amount	
						5	571.96	

- After reviewing click to Close the batch
This acts as a 'sign off' that these items have been reviewed and are correct

From within the Reference batch > Click to Close



- From the 'Reference Batch List' page
1. Click 'Reference Batch' link
 2. Click green Status icon to Close



CATEGORY: DATA ENTRY: ~ TASK REFERENCE BATCH

Moving a Charge or Receipt From One Reference Batch to Another

Attach to the Reference Batch that contains the item that you want to move and be sure the destination Batch is open

1. Click 'Reference Batch' link to access all reference batches on the Reference Batch List
 - A. Click 'Items' number link

OR

1. Click the Reference Batch number link to access the batch you are currently attached to
2. Select items to move using the check-boxes
3. Choose the destination Reference batch, which must be Open
 - a. Use checkbox to update the transaction to the post date of the destination batch
4. [Save]

Batch Details Batch ID: 2750 Details: Receipts Status: OPENED

Change Reference Batch

New Batch ID: 2748 Update Post Date: **4** Update the Post Date on all Records to the Batch Date of the new Reference Batch

Save [F2] **5** Cancel

Reference Batch List

Filter Criteria Clear

Batch: [] Status: - SELECT

Facility: [] Rendering: []

Search: [] Add

Reference Batch Details: Receipts | Charge **A** **8** **OPENED**

Receipt	Received	Posted	Type	From/To	Reference	Method	Amount
109213	<input checked="" type="checkbox"/> 2	01/16/2018	IP	MEDICARE [109]	885074212	EFT	29.61
109212	<input checked="" type="checkbox"/>	01/16/2018	IP	MEDICARE [109]	885074212	EFT	78.52