

#### **ABACUS Custom Tools Reports**

26 March 2019 0800 – 0900 EST 27 March 2019 1400 – 1500 EST

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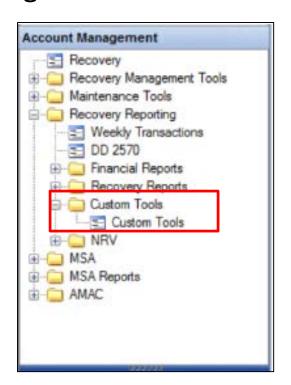
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- What is ABACUS Custom Tools?
- Available ABACUS Custom Tools reports
- Running a report in ABACUS Custom Tools
- Tips and Tricks
- Specific ABACUS Custom Tools reports
- ABACUS Resources

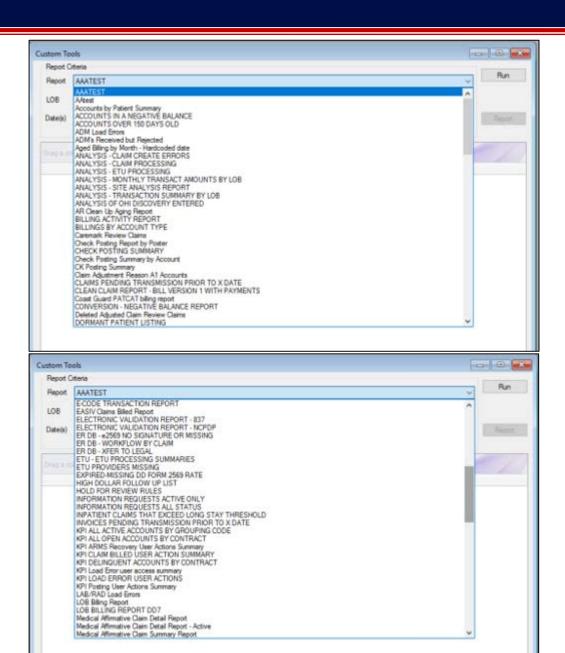


- ABACUS Custom Tools is a collection of reports\* found within each MTF database.
- Custom Tools reports are run using a selected Line of Business (LOB) and specified date range.

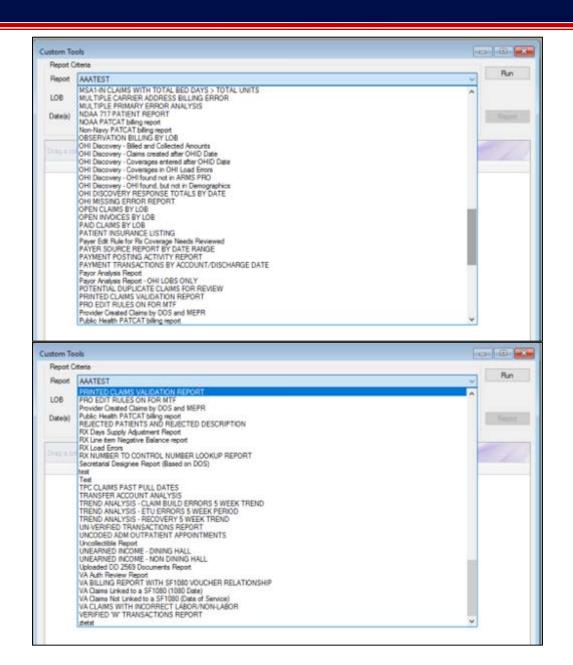








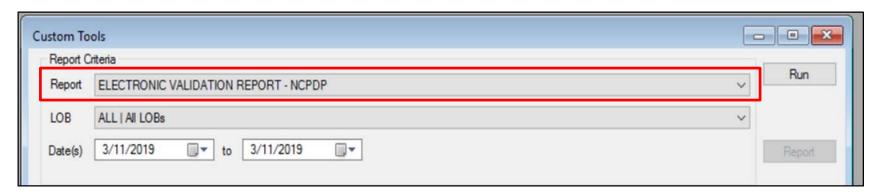








Step #1: Select desired report from "Report" drop down



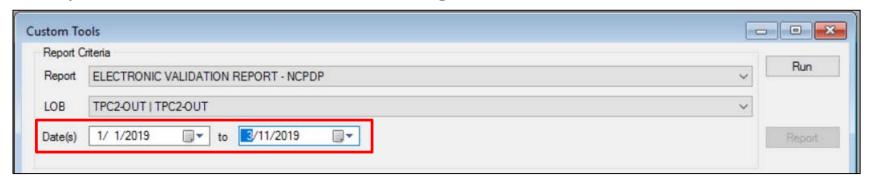
Step #2: Select desired LOB from "LOB" drop down



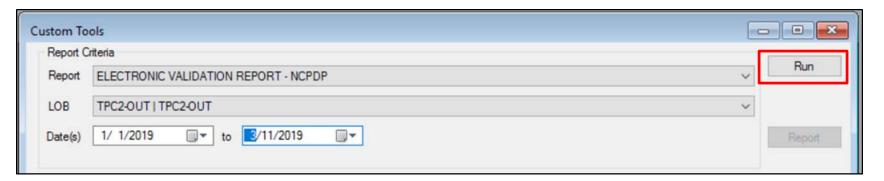




Step #3: Select desired date range



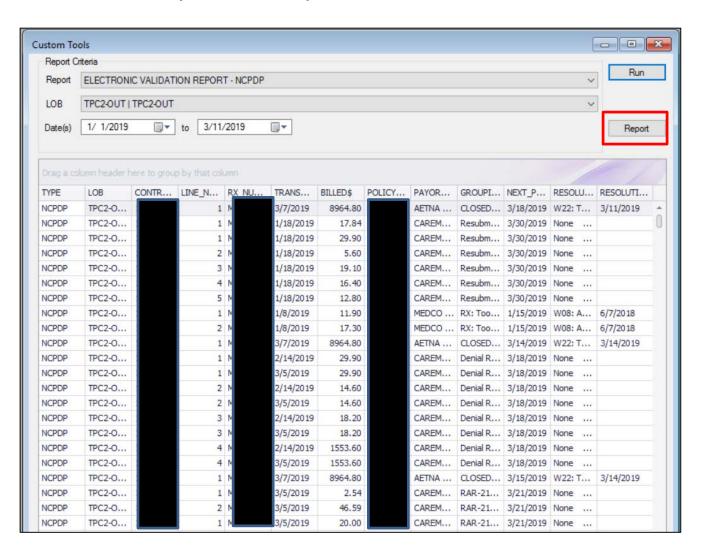
Step #4: Select "Run"







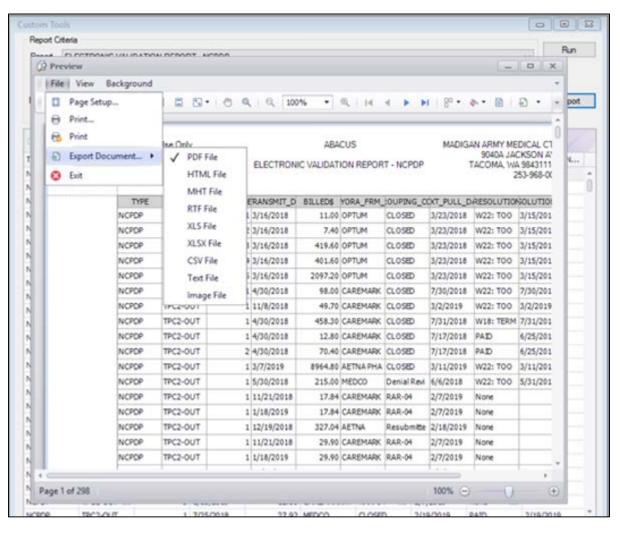
Step #5: Select report to export





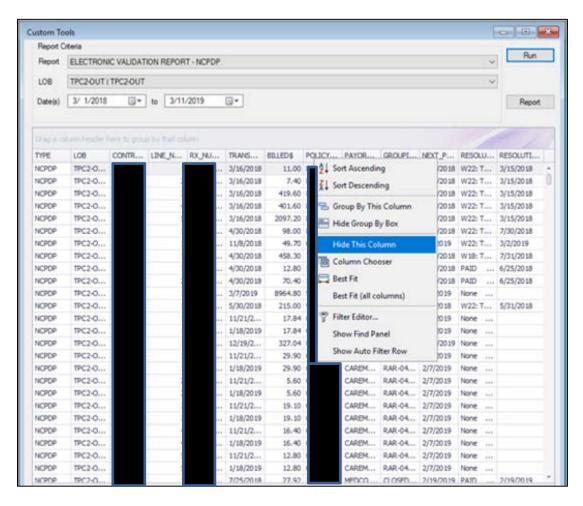


 Step #6: Select desired file option for exporting (e.g., pdf, excel, text)



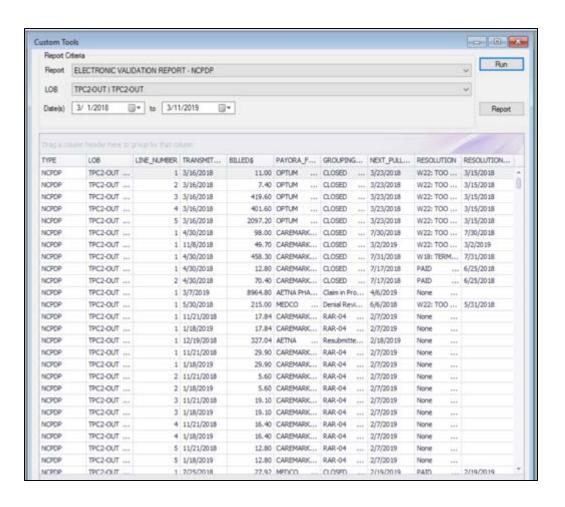


 Columns containing PHI/PII can be removed prior to exporting the report by right clicking on the column and selecting "Hide This Column"



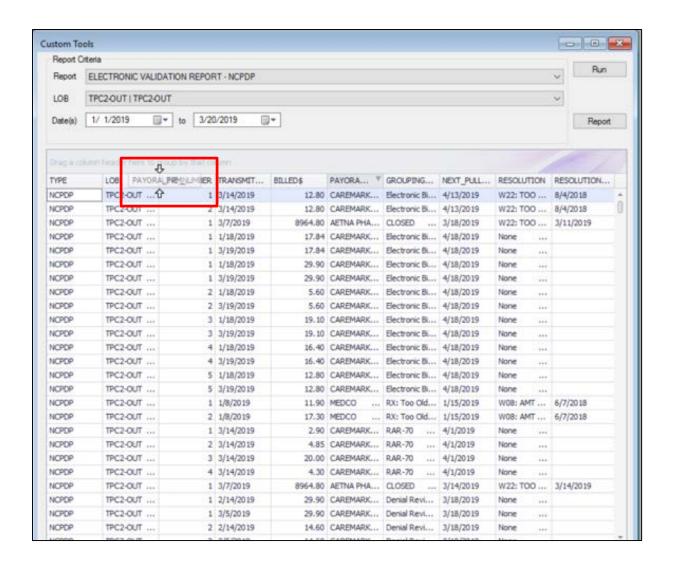


 Columns previously selected (Control #, Rx #, Policy #) are now removed from the report



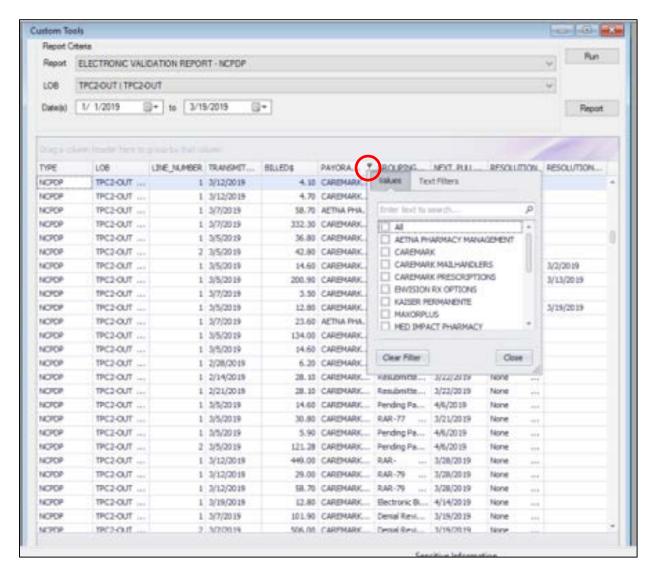


Columns can be rearranged by selecting and dragging



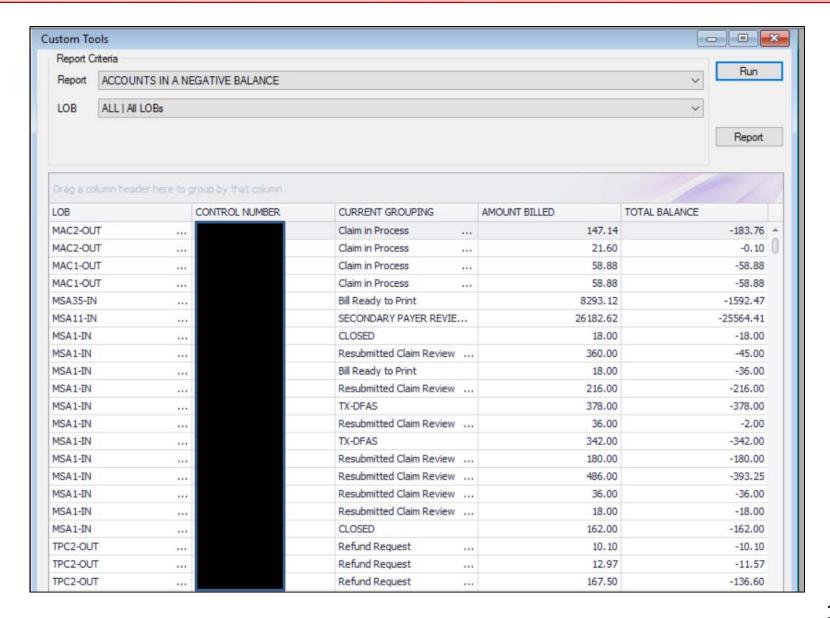


Select filter icon to filter column values





#### Accounts in a Negative Balance



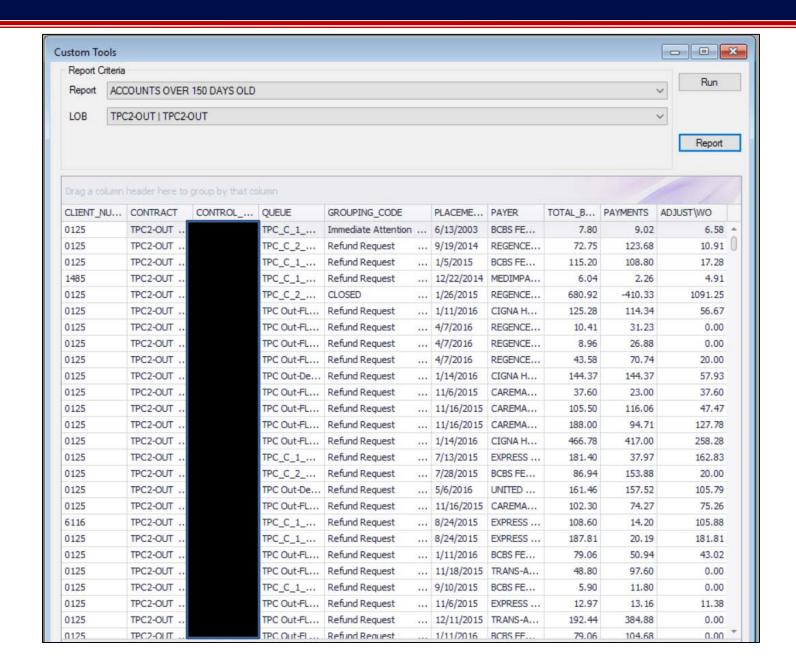


- Displays accounts with a balance < \$0</li>
- Line of Business (LOB), Control #, Current Grouping, Amount Billed, Total Balance

- Identifies accounts for potential refunds
- CHCS did not have transaction codes for refunds to send to ABACUS causing the balance to be negative



#### Accounts Over 150 Days Old



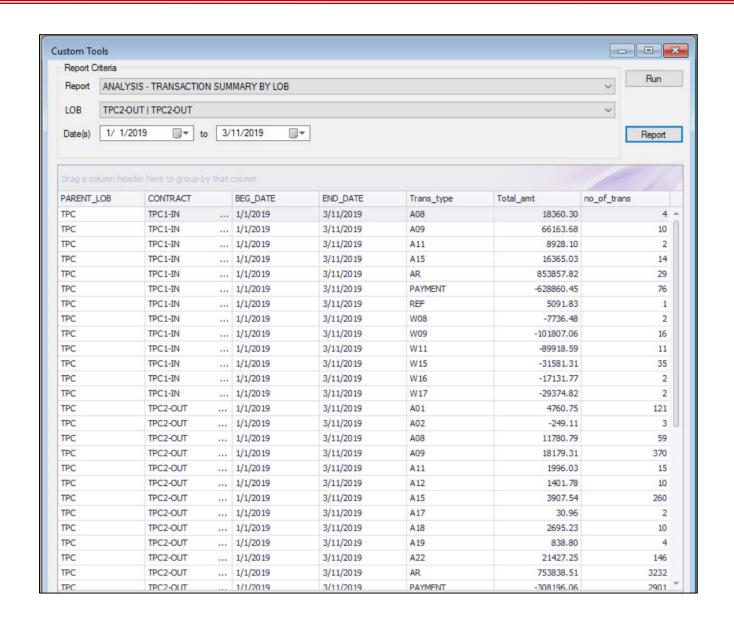


- Displays accounts over 150 days old
- DMIS ID, LOB, Control #, Queue, Grouping Code, Placement Date, Payer, Total Billed, Payments, Adjustments/Write-Offs

- Identifies accounts that have a current grouping which requires additional action or follow up
- Allows users to prioritize older accounts and avoid timely filing issues



#### Analysis – Transaction Summary by LOB





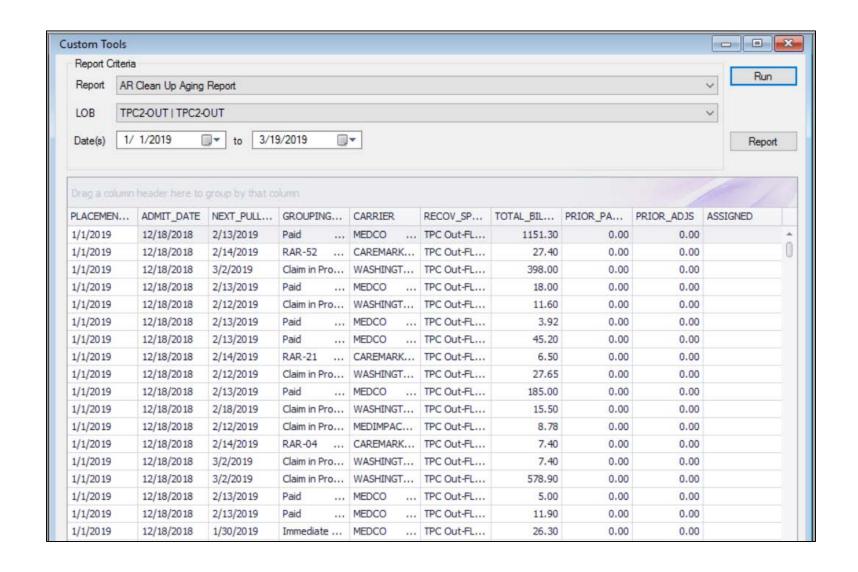
- Displays total amounts associated with various transaction types (e.g., A08, PAYMENT, REF, W08)
- LOB, Begin Date, End Date, Transaction Type, Total Amount, # of Transactions

#### Benefits

 Allows users to report total amounts adjusted, paid, refunded, and written off





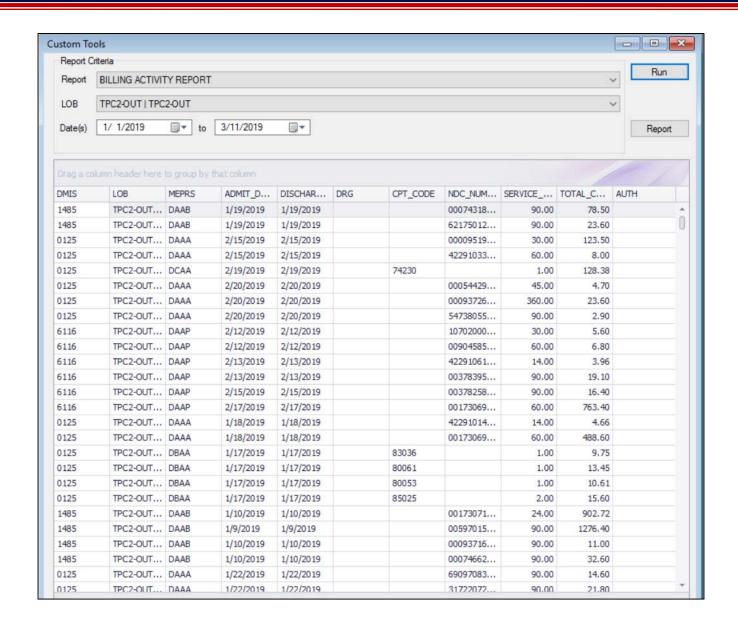




- Displays billed amounts in different recovery queues (e.g., inprocess, denial, rejection, follow-up)
- Placement Date, Admit Date, Next Pull Date, Grouping Code, Payer, Recovery Queue, Total Billed, Prior Payment, Prior Adjustments, Assigned

- Provides data elements for non-Rx follow-up
- Users can filter amounts billed by payer allowing for quick sorting patterns





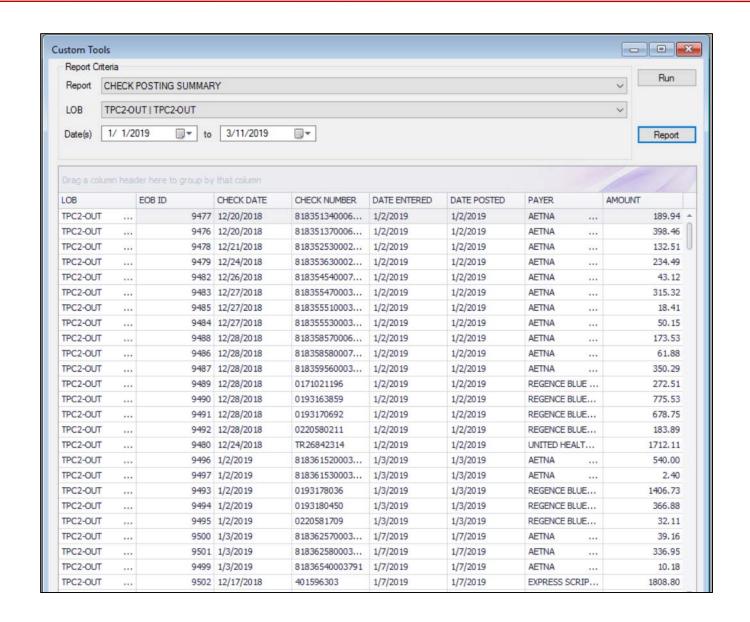


- Used to analyze amounts billed at the account level
- MEPRS, Control #, Admit Date, Discharge Date, DRG, CPT Code,
   NDC #, Service Units, Total Charges

- Provides insight into what has been billed or not billed for a patient stay
- Total charges for CPT Code, DRG, or MEPRS Code can be identified







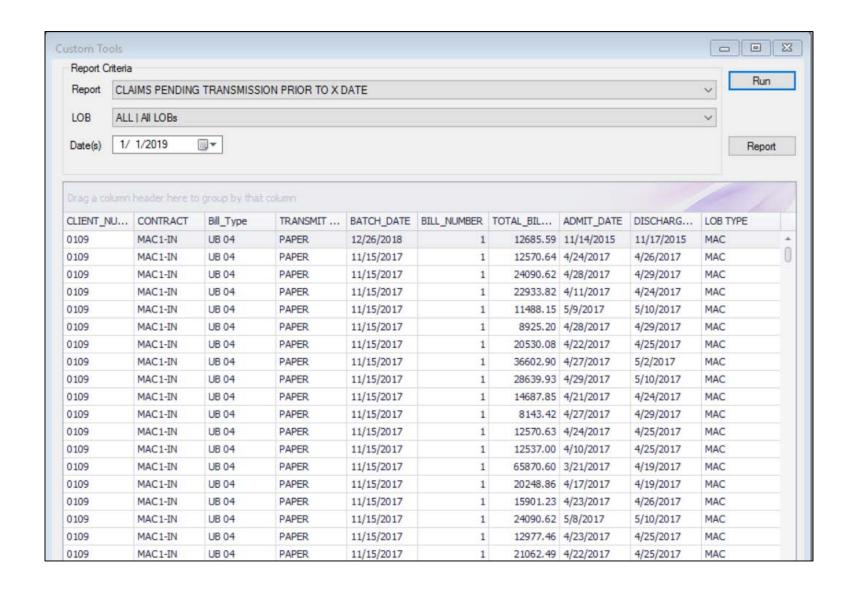


- Listing of checks posted and corresponding amounts
- EOB ID #, Check Date, Check #, Date Entered, Date Posted,
   Payer, Amount

- Can be used as a verification tool for check posting
- Allows for analysis between check date and date posted



## Claims Pending Transmission Prior to X Date



# Claims Pending Transmission Prior to X Date

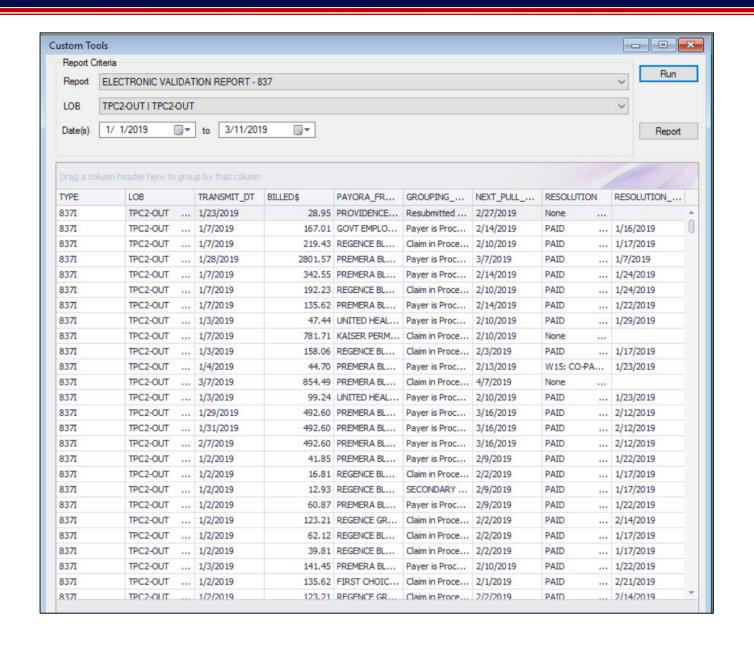
#### Content

- Contains all claims waiting to be printed based upon batch date
- DMIS ID, LOB, Control #, Bill Type, Transmit Type, Batch Date, Bill Number, Total Billed, Admit Date, Discharge Date

- Enables users to monitor production and establish metrics on the length of time claims are waiting to be printed
- Only includes claims that have been in batch for longer than 7 days



#### Electronic Validation Report - 837



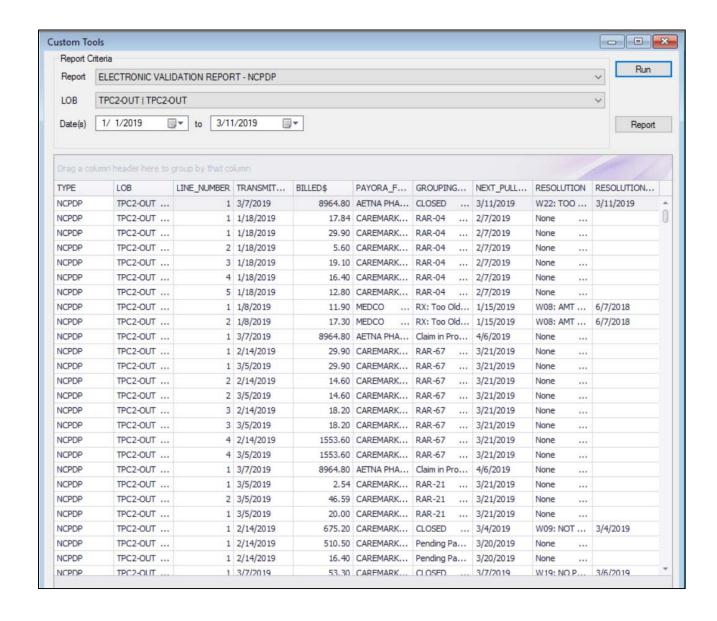


- Displays amounts billed electronically by payer
- Control #, Transmit Date, Billed Amount, Policy #, Payer,
   Grouping Code, Resolution, Resolution Date

- Allows users to view the status of billed amounts at the payer level
- Identifies problem payers



#### **Electronic Validation Report - NCPDP**

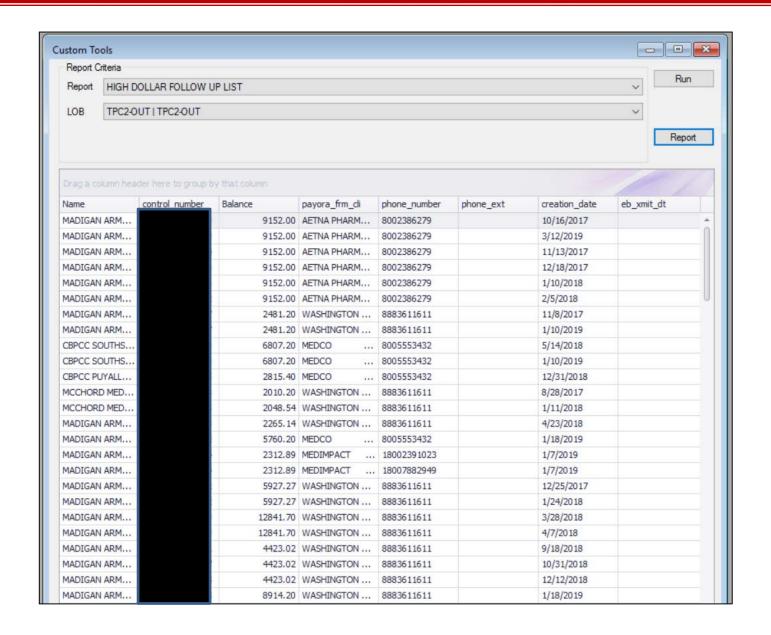




- Displays amounts billed electronically by payer for pharmacy claims
- Control #, Rx #, Transmit Date, Billed Amount, Policy #, Payer,
   Grouping Code, Resolution, Resolution Date

- Allows users to view the status of billed amounts at the payer level
- Identifies problem payers







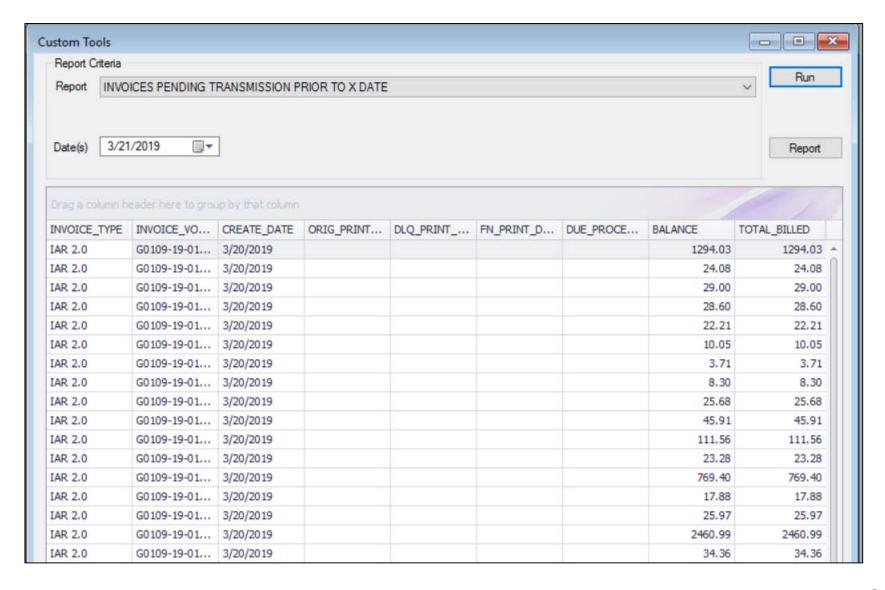
- Displays unresolved accounts with high balances
- Control #, Balance, Discharge Date, Policy #, Payer

#### Benefits

 Allows users to identify claims with high balances and make them a priority for follow up



### Invoices Pending Transmission Prior to X Date



## Invoices Pending Transmission Prior to X Date

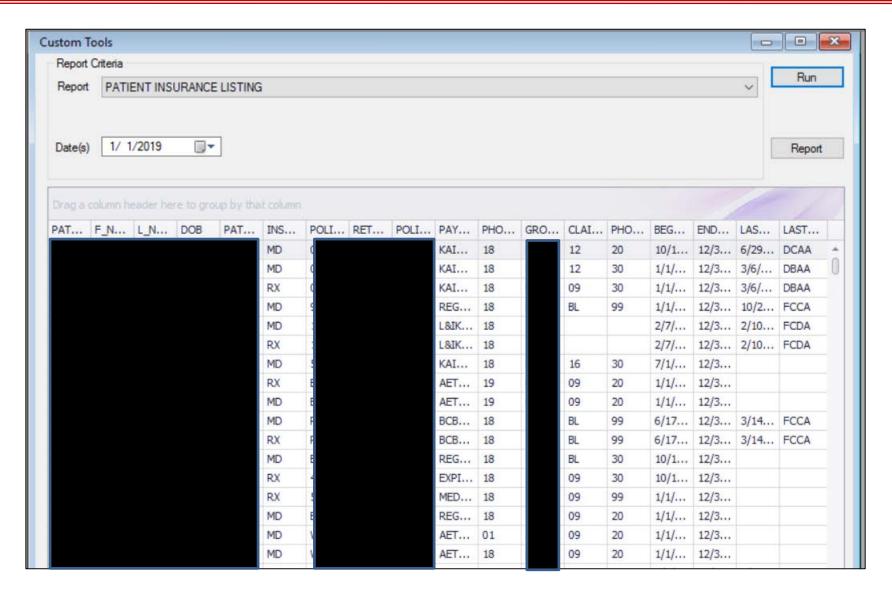
#### Content

- Contains all invoices waiting to be printed based upon the date the invoice was generated
- Invoice Type, Invoice Voucher, Create Date, Original Print Date, Delinquent Print Date, Final Print Date, Due Process End Date, Balance, Total Billed

- Enables users to monitor production and establish metrics on the length of time invoices are waiting to be printed
- Only includes invoices that have been in batch for longer than 7 days





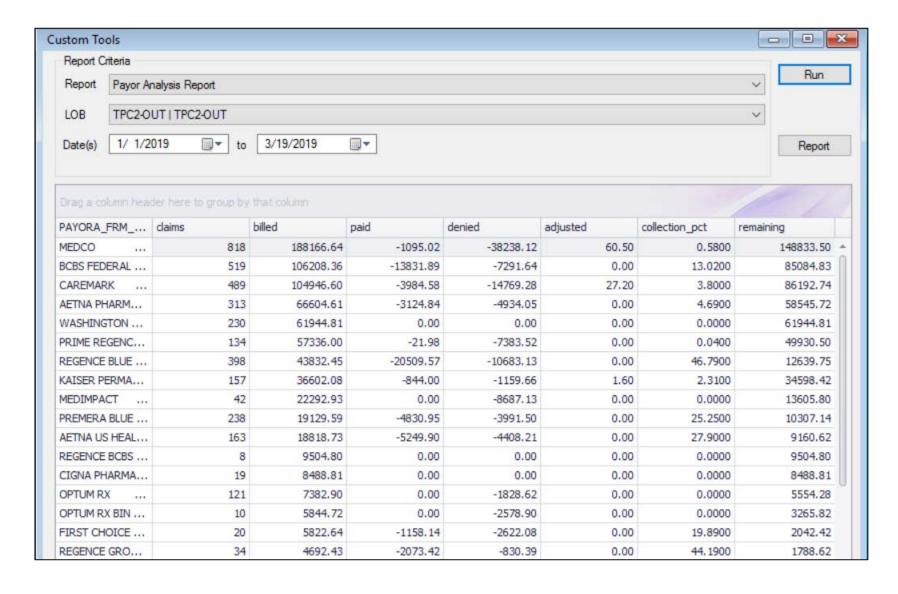




- Displays DoD patients and associated health plans for a given date of service
- Patient Name, Insurance Type, Policy #, Payer, Group Policy #,
   Claim Filing Code, Last Found Discharge Date

- Includes patient identifiers (e.g., Policy #, Rx #, Group #)
- Assists with posting when EOB does not include patient name or control #
- Can also be used to identify patients for insurance updates







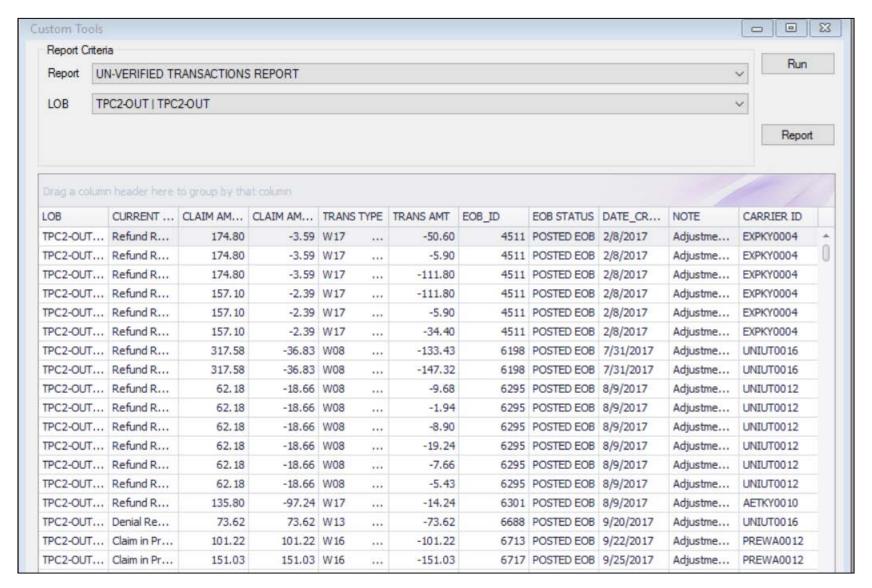
- Shows transaction amounts at the payer level
- Payer, Claims, Billed, Paid, Denied, Adjusted, Collection %, Remaining

## Benefit

Identifies payers with high denial amounts and low collection %



#### **Unverified Transactions Report**





- Identifies accounts with transactions that have not been double verified
- Current Grouping, Billed, Claim Amount Remit, Transaction Type, Transaction Amount, EOB ID, EOB Status

#### Benefit:

- Allows users to research accounts that contain a transaction code that require additional manual review
- Tied to CAR Code Mapping table





- ABACUS Operations Manual
- ABACUS FAQ
- Troubleshooting Guide
- Instructional Guides (e.g., OHI Discovery, Electronic Payers)





- ABACUS Overview
- Cost Recovery Program Modules (e.g., MSA, MAC, TPC)
- e2569
- Enterprise Reporting



- DHA UBO Learning Center Archived Webinars
  - "ABACUS EDI Rx Claims Overview" (October 2018)
  - "Business Rule Maintenance and Reporting" (November 2017)
  - "Electronic Billing" (October 2017)
  - "Interface Error Management" (September 2017)

 Contact DHA UBO Helpdesk with any questions (<u>UBO.Helpdesk@Altarum.org</u>)



# **Questions?**

# UBO Defense Health Agency Uniform Business Office

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