



Medicaid Information Technology System

**State & Local Government Solutions
Medicaid Information Technology System (MITS)**

General Financial Overview Participant Guide

August 19, 2010

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Course Overview

Overview

The goal of this course is to provide you with the skills necessary to successfully access the Financial subsystem within the Ohio MITS system, navigate to each of the Financial submenus, and then access a search or a selection panel (that allows you to make specific selections) within a submenu.

Objective(s)

After completing this course you should be able to:

- Navigate to the Financial subsystem on the MITS home page, and its 17 submenus
- Access a search or selection panel (that allows you to make specific selections), within a submenu

Agenda

Topic	Time
Welcome and Introductions	10
Overview	5
Getting Started	15
Financial Subsystem Layout	5
Navigating/Searching Financial Subsystem	25

Prerequisites

Before taking this course, you must complete the following courses:

- Introduction to MITS

Getting Started

Overview

In this topic, you learn about the Financial subsystem in MITS, and its submenus.

Purpose of the Finance Subsystem

The primary purpose of the Financial subsystem in MITS is to enable you to view or create financial transactions. These transactions include:

- Payments
- Claims Payments (provider payments for paid claims)
- Expenditures (payouts)
- Capitation
- Manually Created Expenditures
- Advance
- HCAP and UPL (Hospital Care Assurance Program) and (Upper Payment Limit)
- Hospital Cost Settlements
- CPAO Cost Settlement
- Over-Refund Expenditures
- Interest-Related Expenditures
- Lien Holder Payments
- Cash Receipting
- Account Receivables
- Payment Deductions (liens and withholds)
- Batch Processing
- Payment Processing
- Cycle Scheduling
- Payment Transaction Holds (fiscal pends)
- Reporting
- Remittance Advice
- Batch Reporting
- Online Reporting

You perform these finance functions by accessing the Financial subsystem from the MITS main menu, and then accessing the appropriate Financial submenu.

Introducing the Finance Submenus

The Finance subsystem contains 17 submenus. When you click to select a submenu, you access either a search panel or a selection panel (that allows you to make specific selections). Review the table below to familiarize yourself with the submenus in the Finance subsystem, and the types of functions you perform in each.

Sub-Menu Name	Functions You Perform
Accounts Receivable (A/R)	Search for existing accounts receivable records to include: <ul style="list-style-type: none"> • AR number • Provider ID • Effective date
Banner	Search for and select a banner message, then add, update, or delete the message for remittance advices. You can put conditions on the banner message to determine who will receive the message.
Bed Count	Search for bed counts, then add, view, and update provider bed rate amounts for each fiscal year. These rate amounts are used to calculate the franchise fee A/R records.
Cash Receipt	Search for a cash receipt, then process the receipt, assign a cash control number, and a batch number. The batch number identifies the sources of the funds.
CPAO Cost Settlement	Search for a CPAO cost settlement, then use the Cost Settlement Information panels to track the status of a record, view related scanned documents, update revised amounts, view related receivables, and generate various letters.
CPAO Selection	Search for a CPAO selection, then use the CPAO Selection panels to add, update, and track CPAO Selection records.
Encumbrance	Search for a specific encumbrance record, then use the Encumbrance panels to add and update information for the encumbrance record. Note: MITS enables you to set the financial cycle, and effective and end dates for the encumbrance.
Expenditure	Search for expenditure information. You then use the Financial Expenditure Information panels to view, update, activate, and add expenditure (non-claim payments) records.

Sub-Menu Name	Functions You Perform
Hospital Cost Settlement	<p>Search for a hospital cost settlement number, then analyze hospital cost reports and work to settle the following:</p> <ul style="list-style-type: none"> • Title XIX settlement amounts • Title V settlement amounts
Payment Deduction	<p>Search for payment deduction records, child support, and liens. Then use the Financial Payment Deduction panels to add, update, and disposition payment deductions and lien records.</p>
Payment	<p>Search for existing payment records, and then view detailed information about a payment.</p>
Payment Hold	<p>Search for the Payment Hold Information panels where you can view, add, and update a specific payment hold record.</p>
Related Data	<p>Select related data codes and other related data and add new information or update existing information. Related data includes:</p> <ul style="list-style-type: none"> • A/R reason codes • A/R disposition reason codes • Payment deduction reason codes • Several other financial functions <p>The Related Data subsystem also lets you update financial functions that do not fall into a specific category such as:</p> <ul style="list-style-type: none"> • Non-providers • A/R mass updates
Rpts and Letters	<p>Select and access eight on-demand reports, and seven on-demand letters.</p>
Financial Cycle	<p>Select the 835 Contacts financial cycle to maintain the payer information.</p>
Schedule Maint	<p>Select, then add or update the following schedules:</p> <ul style="list-style-type: none"> • Schedule maintenance—name of the cycle and the week day of the cycle • Criteria transactions—to include specific transactions • Hold—to postpone a financial schedule until a specified time

Sub-Menu Name	Functions You Perform
	<ul style="list-style-type: none"> • Overrides—such as running a cycle on a different day on the week
1099	Search for a specific 1099, then adjust and/or correct the pertinent 1099 information.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

You access the Financial subsystem and the Financial submenus from the MITS main menu.

- A. True
- B. False

The Financial submenus give you access to what kind of panels?

- A. search and selection
- B. main and home
- C. subsystem and submenu
- D. accounts receivable and related data

Summary

In this topic, you learned about the Finance subsystem in MITS, and its submenus.

Financial Subsystem Layout

Overview

In this topic you learn where the Financial subsystem is located on the MITS main menu, and where to access the Financial submenus.

Relevance

By learning how to locate the Financial subsystem and its submenus on the MITS home page, you can locate and work with the Financial functions more quickly and efficiently. Financial Subsystem and Submenus

This image shows you where the Financial subsystem and its 17 submenus are located on the MITS main menu:



Summary

In this topic you learned how to find the Financial subsystem on the MITS main menu, and access the Financial submenus.

Navigating/Searching Financial Subsystem

Overview

What

In this topic you learn how to navigate the 17 Financial submenus, and access a search or selection panel (that allows you to make specific selections).

Who

This task is performed by an ODJFS staff person who has authorized role-based security.

When

You should perform this task when you need to review, add, or update financial records in MITS.

Relevance

You perform this task whenever you need to access the Financial subsystem and its submenus to review, add, or update financial records in MITS.

Requirements

You must have the following in order to complete this task.

- Access to MITS
- Authority to view the financial data

How To

Follow these steps from the MITS home page to access the Financial subsystem and its sub-menus:

Step	Action				
1	Click Financial on the MITS main menu toolbar.				
2	Click the appropriate sub-menu selection to access the following functional areas: <ul style="list-style-type: none"> • Accounts Receivable • Banner • Bed Count • Cash Receipt • CPAO Cost Settlement • CPAO Selection • Encumbrance • Expenditure • Hospital Cost Settlement • Payment Deduction • Payment • Payment Hold • Related Data • Rpts and Letters • Financial Cycle • Schedule Maint • 1099 				
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="375 1157 727 1209" style="width: 50%;">TO Perform a Search:</th> <th data-bbox="727 1157 1377 1209" style="width: 50%;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 1209 727 1717" style="vertical-align: top; padding: 10px;"> In a sub-menu functional area </td> <td data-bbox="727 1209 1377 1717" style="vertical-align: top; padding: 10px;"> Click any of the following to access a search panel: <ul style="list-style-type: none"> • Accounts Receivable • Banner • Bed Count • Cash Receipt • CPAO Cost Settlement • CPAO Selection • Encumbrance • Expenditure • Hospital Cost Settlement • Payment Deduction • Payment • Payment Hold • 1099 </td> </tr> </tbody> </table>	TO Perform a Search:	THEN:	In a sub-menu functional area	Click any of the following to access a search panel: <ul style="list-style-type: none"> • Accounts Receivable • Banner • Bed Count • Cash Receipt • CPAO Cost Settlement • CPAO Selection • Encumbrance • Expenditure • Hospital Cost Settlement • Payment Deduction • Payment • Payment Hold • 1099
TO Perform a Search:	THEN:				
In a sub-menu functional area	Click any of the following to access a search panel: <ul style="list-style-type: none"> • Accounts Receivable • Banner • Bed Count • Cash Receipt • CPAO Cost Settlement • CPAO Selection • Encumbrance • Expenditure • Hospital Cost Settlement • Payment Deduction • Payment • Payment Hold • 1099 				

4	TO Make a Selection:	THEN:
	In a sub-menu functional area	<p>Click any of the following to access a selection panel:</p> <ul style="list-style-type: none"> • Related Data • Rpts and Letters • Financial Cycle • Scheduled Maint

Success

You have successfully completed this task when you navigated to the 17 Financial submenus, and accessed a search or selection panel (that allows you to make specific selections).

Practice

Begin at the MITS main menu and use the following information to practice what you learned:

- Select Financial
- Select two of the submenus that access search panels
- Select two of the submenus that access selection panels (where you can make specific selections)

Summary

In this topic you learned how to navigate the 17 Financial submenus, and access a search or selection panel (that allows you to make specific selections).

Review

In this course you learned how to:

- Navigate to the Financial subsystem on the MITS home page, and its 17 submenus
- Access a search or selection panel (that allows you to make specific selections), within a submenu