



Medical Affirmative Claims Process MHS Genesis – Revenue Cycle

DHA Uniform Business Office

November 25, 2024

Overview of Presentation

- Process within MHS Genesis Applications
 - Run and prepare injury report
 - Add Profile & Health Plan (P&HP) for Medical Affirmative Claims (MAC)
 - Resolve Work Items
 - Generate claims
- UBO HelpFul HandOut ~ MEDICAL AFFIRMATIVE CLAIMS
 - Detailed steps in document



MAC Sections

- First, Report: Discern Reporting Portal Daily Log of Patients Treated for Injuries is run, and potential MAC cases are forwarded.
- Second, the MAC HIM Coding to include a coding tracker.
- Third, the MAC Tricare Cancel Claim – Reverse Adjustments section is completed in Patient Account Perspective.
- Fourth, the MAC Profile and Health Plan section is completed in Registration Perspective, then added to each Encounter in Encounters Perspective.
- Fifth, the MAC Review Encounter section is completed in Patient Account Perspective.
- Sixth, the MAC Claim Billing is performed in Patient Account Perspective.
- Seventh, the MAC Combined Cover Sheet is created. Pending in Discern Reporting.
- Eighth, MAC Medical Data Gathering process is done.
- Ninth, the MAC Posting is completed.



2024



Uniform Business Office J-8



Improving Health and Building Readiness. Anytime, Anywhere-Always



Revenue Cycle DHA UBO HelpFul HandOut Training Guidance

- MAC PROCESS
- Profile & Health Plan
- Billing
- Posting

Word Document



Discern Reporting Portal – Running Report 1/2

- Track Dates, if ran 1 Oct to 5 Oct on 6 Oct, next report will start on 6 Oct.
- Consult with service MCRU-Legal for guidance.

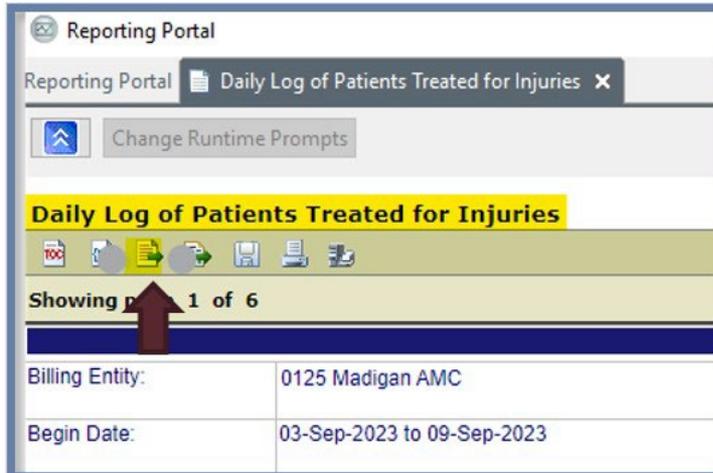
The screenshot displays the Discern Reporting Portal interface. At the top, there is a search bar with the text 'injur'. Below the search bar, there are tabs for 'All Reports (1)' and 'My Favorites (0)'. The main content area shows a report titled 'Daily Log of Patients Treated for Injuries' with a 'Validation' status and a star icon. The report description states: 'This report will be used to identify injuries for MAC claims.' To the right of the description, there are fields for 'Suggested Report User' (No suggested user), 'Suggested Report Frequency' (No suggested frequency), and 'Support Reference Number' (cd22b1f0-6a6d-421f-ac09-cdf6909172fe). There are also fields for 'Reporting Application' (DA2) and 'Alternate name' (No alternative name). Three buttons are visible: 'Run', 'Run in Background', and 'View Documents'.

Discern Report live



Discern Reporting Portal – Running Report 2/2

- Select Export Data icon



Reporting Portal

Reporting Portal Daily Log of Patients Treated for Injuries

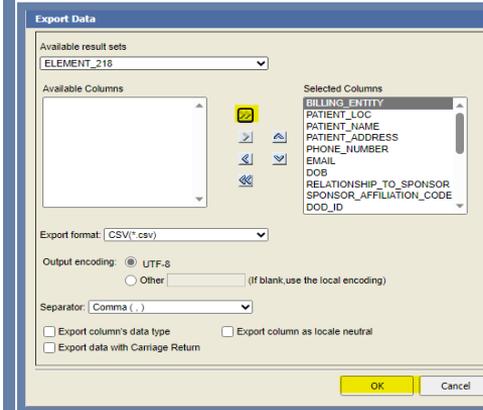
Change Runtime Prompts

Daily Log of Patients Treated for Injuries

Showing page 1 of 6

Billing Entity:	0125 Madigan AMC
Begin Date:	03-Sep-2023 to 09-Sep-2023

- Move Data to Right – OK
- Pop-up:
 - Select Save for Download



Export Data

Available result sets
ELEMENT_218

Available Columns

Selected Columns
BILLING_ENTITY
PATIENT_LOG
PATIENT_NAME
PATIENT_ADDRESS
PHONE_NUMBER
EMAIL
DOB
RELATIONSHIP_TO_SPONSOR
SPONSOR_AFFILIATION_CODE
DDD_ID

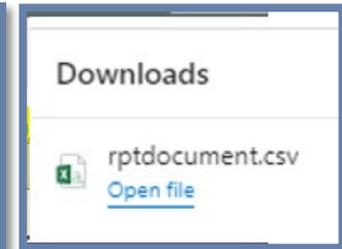
Export format: CSV(*.csv)

Output encoding: UTF-8
 Other (if blank, use the local encoding)

Separator: Comma (,)

Export column's data type
 Export data with Carriage Return

OK Cancel



Downloads

rptdocument.csv
[Open file](#)

Excel Sample



MAC Coding Tracker

- Notification received from MCRU-Legal
 - Identify billable MAC Encounters
 - Forward information to coding
 - Track status
- Recommended not to add P&HP until coding is completed

- Sample tracker to assist with tracking coding

STATUS:				
WHITE - Needs Attention/No action has been taken				
Yellow - PAD has completed their actions				
Green - UBO completed				
Orange - Conference Needed				
RED - Missing Information/Requires UBO attention				
Pink- Hold for review				
STATUS	REQUESTED DATE	CODED DATE	PATIENT	DOB
Ready to bill	9/1/2023	9/28/2023	Doe, John	12/20/1988

Excel Coding
Tracker



Prepare Encounter ~ Balances Tab

- Balances Tab ~ Patient Account Perspective
 - Review line items
 - ✓ Health Plans
 - ✓ Adjustments
 - Example has adjustments applied

!	👤	Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
		7/10/2023	Primary	Complete	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	(\$247.06)	\$0.00	\$0.00
		7/10/2023	Primary	Complete	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	(\$105.88)	\$0.00	\$0.00
		7/10/2023	Self Pay	Ready to bill	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00



Prepare Encounter ~ Insurance Transactions Tab

- Insurance Transactions Tab ~ Patient Account Perspective
 - Reverse Adjustments
 - ✓ Review line items
 - ✓ Adjustments applied – 5100 Tricare
 - ✓ Select all line items – Reverse Transactions

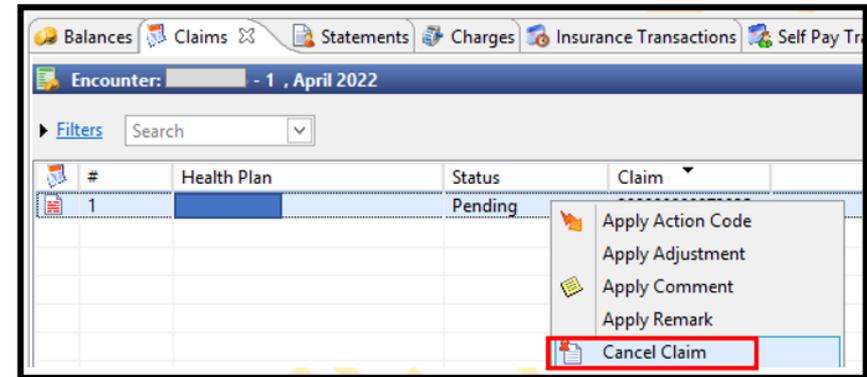
Type	Date	Activity Date	AR GL Date	Reversed Date	Transferred Date	Claim	Original Amount
Adjust...	4/30/2...	4/30/2023	9/1/2023	9/1/2023			(\$38.23)
Adjust...	4/30/2...	4/30/2023	9/1/2023	9/1/2023			(\$89.21)

Original Amount	Amount	Alias	Adjustme
(\$88.65)	(\$88.65)	5100	
(\$125.38)	(\$125.38)	5100	
(\$121.35)	(\$121.35)	5100	



Prepare Encounter ~ Claims Tab – Cancel Claim

- Claims Tab ~ Cancel Claims ~ Patient Account Perspective
 - Review line items
 - ✓ Cancel Claim
 - ✓ Benefit order status updates to Ready to Bill



Prepare Encounter ~ Review Balances Tab

- Balances Tab ~ Patient Account Perspective
 - Review line items
 - ✓ Status is Ready to Bill
 - ✓ No Adjustments or Payments

Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
7/10/2023	Primary	Ready to bill	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$247.06
7/10/2023	Primary	Ready to bill	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	\$0.00	\$0.00	\$105.88
7/10/2023	Self Pay	Ready to bill	TRICARE FINAL BENEFIT		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00



Profile and Health Plan ~ MAC

- Profile and Health Plan ~ Registration Perspective
 - Health Plan Selection
 - ✓ Add MAC P&HP

Health Plan Selection

▶ Eligible Plans for Subscriber (0)

Health Plan Search

Search By

Payer Name

Health Plan	Insurance Office	Type	Address	Payer	Financial Class	Plan Aliases	Service Type
> 000 MAC CMAC RX				MAC	MAC		Pharmacy Only
> 000 MAC WORK COMP RX				MAC	Self Pay		Pharmacy Only
> MAC CMAC				MAC	MAC		Medical Only
↑ MAC FINAL BENEFIT				MAC	Self Pay		Medical Only
> MAC WORK COMP				MAC	MAC		Medical Only



Profile and Health Plan ~ Add Insurance

- Profile and Health Plan ~ Registration Perspective
 - Enter Name and Address of where claims will be sent
 - Complete Plan Details

The screenshot shows the 'Add Insurance' form with the following fields:

- Health Plan:** Search for Health Plan
- Details:** Plan Financial Class (MAC), Plan Type (DoD/Military), Health Plan Name (MAC CMAC), Payer (MAC)
- Health Plan Address:** Address Line 1 (ADDRESS WHERE CLAIMS WILL BE SENT), Address Line 2, Country (US), City (BREMERTON), State (WV), Zip Code (98122), Contact (Number, Extension)
- Plan Details:** Begin Date (05/29/2021), End Date, DBN/OHI Member Nbr (MCRU SAN DIEGO), Group Name (DOI 2958P21), Group Number (CLARAME)
- Insured Name on Card:** Last Name, First Name, Middle Name

The screenshot shows the 'Sponsor Insurance' form with the following fields:

- Health Plan:** Search for Health Plan
- Details:** Plan Financial Class (MAC), Plan Type (DoD/Military), Health Plan Name (MAC CMAC), Payer (MAC)
- Health Plan Address:** Address Line 1 (MCRU), Address Line 2 (3551 ROGER BROOKE DR), Country (US), Zip Code (78234-), City (FORT SAM HOUSTON), State (TX), Contact (Number, Extension)
- Plan Details:** Begin Date (07/11/2023), End Date, DBN/OHI Member Nbr, Group Name (DOI_07112023), Group Number (MCRU)



Profile and Health Plan ~ MAC P&HP

- Profile and Health Plan ~ Registration Perspective
 - Insurance Tab
 - ✓ Add Profile
 - ✓ Link Health Plan

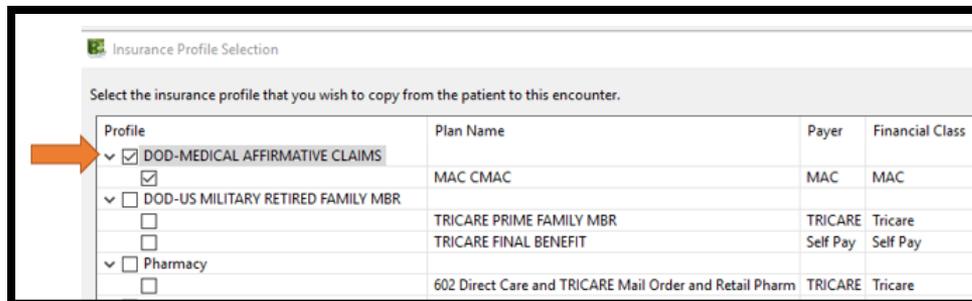
The screenshot shows a web application interface with the 'Insurance' tab selected. The table below displays the data for the profiles and health plans.

Profile	Seq	Health Plan	Payer	Financial Class	Subscriber	Member Number	Group Number
<ul style="list-style-type: none"> ▼ DOD-MEDICAL AFFIRMATIVE CLAIMS <ul style="list-style-type: none"> 1 MAC CMAC ▼ DOD-US MILITARY RETIRED FAMILY MBR <ul style="list-style-type: none"> 1 TRICARE PRIME FAMILY MBR 2 TRICARE FINAL BENEFIT ▼ Pharmacy <ul style="list-style-type: none"> 1 602 Direct Care and TRICARE Mail Order and Retail Pharm 							
			MAC	MAC			
			TRICARE	Tricare			315
			TRICARE	Tricare			602



Profile and Health Plan ~ Encounters

- Profile and Health Plan ~ Encounters Perspective
 - Perform this step after coding is completed
 - ✓ MAC claims with updated codes
 - Insurance Tab
 - ✓ Change Profile for MAC related encounters



Insurance Profile Selection

Select the insurance profile that you wish to copy from the patient to this encounter.

Profile	Plan Name	Payer	Financial Class
<input checked="" type="checkbox"/> DOD-MEDICAL AFFIRMATIVE CLAIMS			
<input checked="" type="checkbox"/>	MAC CMAC	MAC	MAC
<input type="checkbox"/> DOD-US MILITARY RETIRED FAMILY MBR			
<input type="checkbox"/>	TRICARE PRIME FAMILY MBR	TRICARE	Tricare
<input type="checkbox"/>	TRICARE FINAL BENEFIT	Self Pay	Self Pay
<input type="checkbox"/> Pharmacy			
<input type="checkbox"/>	602 Direct Care and TRICARE Mail Order and Retail Pharm	TRICARE	Tricare



Accident Related Visit ~ Encounter Details

- Encounter Details Tab ~ Encounter Perspective
 - Accident Related Visit
 - ✓ Pending update for accident type

Encounter: 04/06/2023 8:30 AM-04/06/2023 11:59 PM

Location
 Facility: 0126C Building: 0126C-FM Nurse Unit: 0126C-FM-TM1 Room: []
 Bed: [] Encounter Type: Clinic Previous Patient Type: Family Medicine Medical Service: []
 Accommodation: [] Accommodation Request: [] Isolation: []

Encounter Details
 Admit Type: Elective Admit Source: Patient/Self Referral Source: [] Reason for Visit: Endo Biopsy

Physicians
 Attending/Referring Physician: [] Admitting Physician: [] Referring Provider: []

Accident Related Visit
 Accident Related Visit: No

PLEASE NOTE THAT THE ACCIDENT RELATED VISIT IS LISTED AS NO

Encounter: 04/13/2022 14:33

Location
 Facility: 0127A Building: 0127A-PT Nurse Unit: 0127A-PT-CL Room: []
 Bed: [] Encounter Type: Recurring Previous Patient Type: [] Medical Service: Physical Therapy
 Accommodation: [] Accommodation Request: [] Isolation: []

Encounter Information
 Admit Type: Elective Referral Source: [] Reason for Visit: F/U shoulder
 Accident Related Visit: Yes Patient Case: [] Accident Type: Accident w/ TPL Coverage Accident Date: 09/29/2021
 Location: [] Accident State: [] Onset of Illness: []

Accident Description
 []



Review Encounter ~ Balances Tab

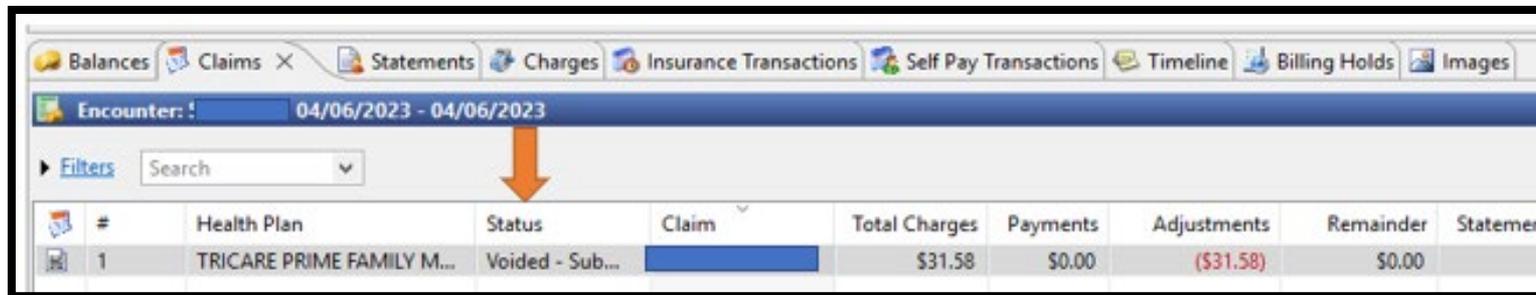
- Review Encounter ~ Patient Account Perspective
 - Balances Tab – Encounter Level
 - ✓ Voided Status – Tricare Health Plan
 - All columns should be “0.00”
 - ✓ Ready to Bill Status – MAC CMAC Health Plan
 - Balance column with charges

Begin Date	Sequence	Status	Health Plan	Payer	Financial Class	Charge Grouping	Adjustments	Payments	Balance
7/10/2023	Primary	Voided	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$0.00
7/10/2023	Primary	Ready to bill	MAC CMAC	MAC	MAC	DOD ED Technical Charge Gr...	\$0.00	\$0.00	\$247.06
7/10/2023	Primary	Voided	TRICARE PRIME FAMILY M...	TRICARE	Tricare	DOD Default Professional - F...	\$0.00	\$0.00	\$0.00
7/10/2023	Primary	Ready to bill	MAC CMAC	MAC	MAC	DOD Default Professional - F...	\$0.00	\$0.00	\$105.88
7/10/2023	Self Pay	Ready to bill	Self Pay		Self Pay	Self Pay	\$0.00	\$0.00	\$0.00



Review Encounter ~ Claims Tab

- Review Encounter ~ Patient Account Perspective
 - Tricare Health Plans
 - ✓ Voided Status – No Payments and No Adjustments
 - Resolve if there are any transactions



The screenshot shows a software interface with a navigation bar at the top containing tabs for Balances, Claims (selected), Statements, Charges, Insurance Transactions, Self Pay Transactions, Timeline, Billing Holds, and Images. Below the navigation bar, there is a header for the encounter: "Encounter: 04/06/2023 - 04/06/2023". A search filter is visible with the text "Filters Search". Below the filter is a table with the following data:

#	Health Plan	Status	Claim	Total Charges	Payments	Adjustments	Remainder	Statement
1	TRICARE PRIME FAMILY M...	Voided - Sub...		\$31.58	\$0.00	(\$31.58)	\$0.00	

An orange arrow points from the "Status" column header to the "Voided - Sub..." status in the first row of the table.



Review Encounter ~ Workflow Tab

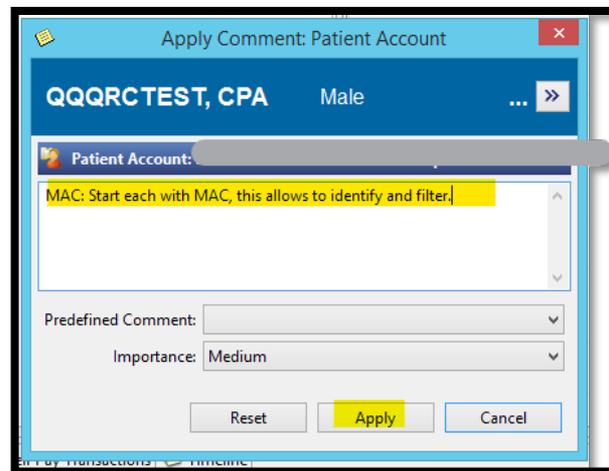
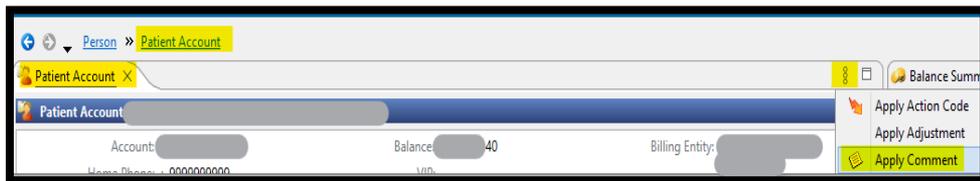
- Review Encounter ~ Patient Account Perspective
 - Voided Benefit Order 'WI'
 - ✓ Apply Action Code D170 to resolve 'WI' if zero balance
 - Ticket submitted, 'WI' should not occur if balance is already zero

D	Status Date	Amount	Work Item	Status	Reason
6..	09/07/2023	\$121.35		Discharged, Not Ready to Bill	Insurance billing holds exist
6..	09/07/2023	\$88.65		Discharged, Not Ready to Bill	Insurance billing holds exist
6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order
6..	09/07/2023	\$0.00	D170 - DOD Voided Benefit Order	Voided Benefit Order 'WI'	DOD Voided Benefit Order



Timeline ~ Apply Comment

- Timeline Apply Comment ~ Patient Account Perspective
 - Apply at the Patient Account Level (Navi-Bar)
 - ✓ Start comment with “MAC”
 - ✓ Search for “MAC” Comment filter



Generate Claim ~ Balances Tab

- Balances Tab ~ Patient Account Perspective
 - Claim status should be **Ready to Bill**
 - ✓ Select **Generate Claim** from list

The screenshot shows a software interface with a 'Balances' tab selected. A table displays claim details for an encounter from 04/06/2023 to 04/06/2023. The table has columns for Sequence, Status, Health Plan, Begin Date, and End Date. The first row is highlighted in blue and shows 'Primary' status, 'Ready to bill' status, 'MAC CMAC' health plan, and dates of 4/6/2023. A context menu is open over this row, with 'Generate Claim' selected and highlighted in blue. An orange arrow points from the 'Generate Claim' option in the menu to the 'Ready to bill' status in the table. Another orange arrow points to the 'Balances' tab in the top navigation bar.

Sequence	Status	Health Plan	Begin Date	End Date
Primary	Ready to bill	MAC CMAC	4/6/2023	4/6/2023
Self Pay	Ready to bill	Self Pay	4/6/2023	4/6/2023



Generate Claim ~ On-Demand Claim Preview/Submission

- On-Demand Claim Preview/Submission
 - Claim Type – Select Paper for UB04/CMS1450
 - Claim Type – Select CMS 1500 0805 or CMS 1500 0212
 - ✓ Review CMS1500, bottom of form will have the version

On-Demand Claim Preview/Submission

Select the parameters of the claim to generate.

Date of service from: **/**/**** Type of bill: 013X (Default)

Date of service through: **/**/**** Submission mode: Preview

Claim Type

Electronic 4010
 Electronic 5010 (Default)
 Paper

Print

Print queue: []

Paper type: 0 - Plain Paper Number of copies: []

OK Cancel

On-Demand Claim Preview/Submission

Select the parameters of the claim to generate.

Date of service from: **/**/**** Type of bill: []

Date of service through: **/**/**** Submission mode: Preview

Claim Type

Electronic 4010
 Electronic 5010 (Default)
 CMS1500 0805
 CMS1500 0212

Print

Print queue: []

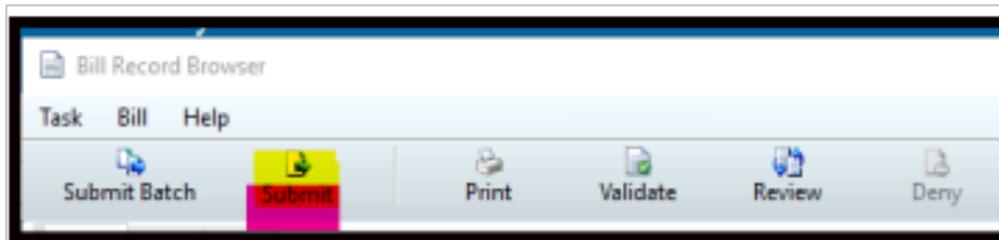
Paper type: 0 - Plain Paper Number of copies: []

OK Cancel



Generate Claim ~ Bill Record Browser Submit

- Ensure you select “submit” icon



- Bill Record Submission pop-up, this step cannot be skipped. Skipping will leave claim in Ready to bill status.

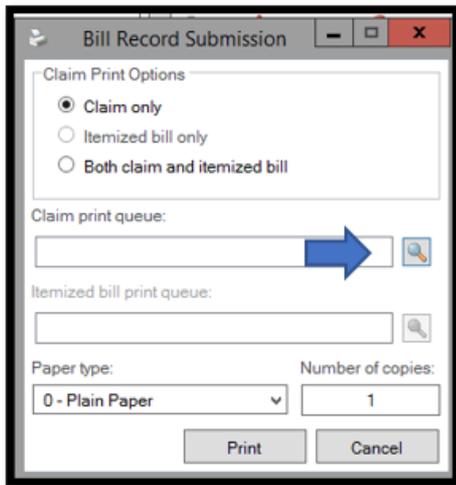
 A screenshot of the 'Bill Record Browser' application window showing a table of bill records. The table has columns for '#', 'Created Date', 'Submitted Date', 'Transmitted Date', 'Status', 'Total Charges', 'Payments', 'Adjustments', 'Reminder', 'Variance', 'Health Plan', 'Claim', 'Status Reason', 'Sequence', and 'Media Type'. The table contains three rows of data, all with a status of 'Transmitted'.

#	Created Date	Submitted Date	Transmitted Date	Status	Total Charges	Payments	Adjustments	Reminder	Variance	Health Plan	Claim	Status Reason	Sequence	Media Type
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$129.13	\$0.00	\$0.00	\$129.13	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$8.13	\$0.00	\$0.00	\$8.13	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper
1	7/15/2024	7/15/2024	7/15/2024	Transmitted	\$148.26	\$0.00	\$0.00	\$148.26	\$0.00	MAC CMAC	300002...	Auto Submit	Primary	Paper



Generate Claim ~ Bill Record Browser Print

- Bill Record Browser
 - Print to local printer – Pending PDF option



Bill Record Submission

Claim Print Options

Claim only

Itemized bill only

Both claim and itemized bill

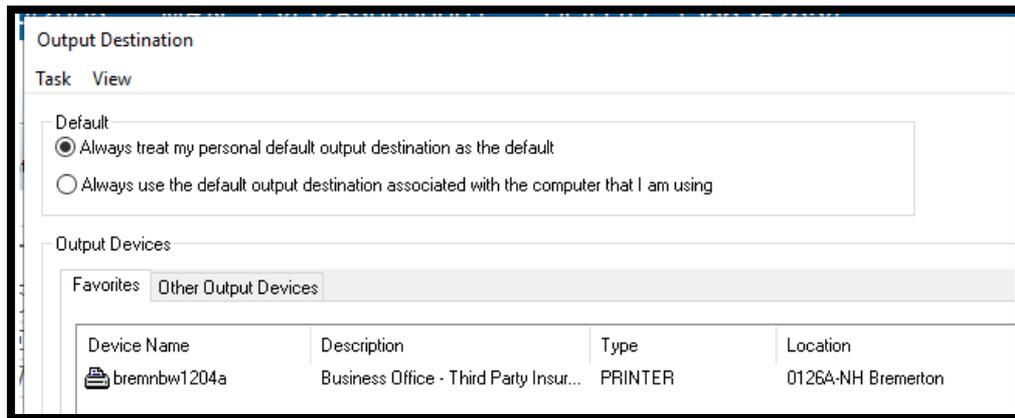
Claim print queue:

Itemized bill print queue:

Paper type: 0 - Plain Paper

Number of copies: 1

Print Cancel



Output Destination

Task View

Default

Always treat my personal default output destination as the default

Always use the default output destination associated with the computer that I am using

Output Devices

Favorites Other Output Devices

Device Name	Description	Type	Location
 bremnbw1204a	Business Office - Third Party Insur...	PRINTER	0126A-NH Bremerton



Discern Reporting ~ MAC Combined Cover Sheet

- MAC Combined Cover Sheet ~ Discern Reporting
 - In validation phase – Use manual form

The screenshot shows a software window titled "Discern Prompt: LCAH_NCR_AF_438:DBA". The form contains the following fields and values:

*Billing Entity	0105-AHC Moncrief-Jackson 0106 28th Medical Group 0108 AMC William Beaumont - Bliss 0109-AMC BAMC-FSH 0110 AMC Darnall-Hood
*MRN	00001 MRN
*Case Number	PENDING CASE NUMBER
Current Organization and Station	
*How	UNKNOWN HDW
*When	07/11/2023 WHEN
*Where	UNKNOWN WHERE
*Type Of Notification	Initial Transfer Update Final
*Total Charges	100.00
Title of Preparer	DHA UBO MAC

Buttons: Execute, Cancel

Return to prompts on close of output

Ready



Revenue Cycle ~ Non-Production

- DOD ID 2110183162
 - Encounter
- Cancelling MPI only in Non-Production
- Profile- Using VA Tricare only in Non-Production
 - Tricare data is populated by MPI/DEERS retrieve



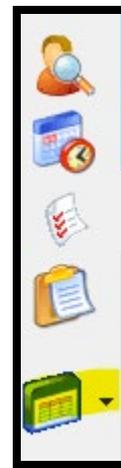
Medical Billing Data ~ Gathering

- Gathering Medical Billing Data
 - Refer to HelpFul HandOut for options
 - ✓ Pharmacy
 - ✓ Lab / RAD



Post Payments – Adjustments ~ Manual Remittance

- Manual Remittance ~ Post Payments and Adjustments
 - Create Manual Remittance Icon ~ Patient Account Perspective
 - Payment Alias Revenue Cycle
 - ✓ 4600 Insurance Payment for claims
 - ✓ 4706 Law Firm Payment for claims
 - ✓ PLB TL for Non-Revenue Cycle (Tricare, AirEvac...)
 - Adjustment Alias
 - ✓ W50 DOD MAC WO
 - ABACUS claims are posted in ABACUS.



Post Payments – Adjustments ~ Create MTF Deposit

- Create New Remittance
 - MTF received check in mail
 - Payer is MAC, payors are not set-up
 - Attorney Check 4706 Payment Alias
 - MAC Adjustment is W50
 - Payment Breakdown, Claims \$1500 and Non-AR GL for Tricare portion \$500
 - Adjustment \$1000 W50

The screenshot shows a 'Create New Remittance' dialog box with the following fields and values:

- Remittance Name: 08312023 08152023 ATTORNEY \$2000
- Currency Type: United States Dollar
- Payment Control Total: \$2,000.00
- Deposit Date: 08/15/2023
- Posted Date: 08/31/2023
- Payer: MAC
- Payment Method: Check
- Check Date: 08/11/2023
- Check Number: 123456
- Payment Alias: 4706
- Adjustment Alias: W50
- Apply Comment: Payment received from ABC Law Firm, MTF deposited \$1500 for Claims and \$500 for Tricare Adjust off balance \$1000
- Predefined Comment: (empty)
- Importance: Medium

Buttons: OK, Cancel



Post Payments – Adjustments ~ Create Legal Deposit

- Create New Remittance
 - Legal deposited and created DD1131
 - ✓ Payment Method
 - External Collection
 - ✓ Payment Description
 - DD1131 Payment MCRU...

The screenshot shows a 'Create New Remittance' dialog box with the following fields and values:

- Remittance Name: 08312023 08012023 MCRU \$1000
- Currency Type: United States Dollar
- Payment Control Total: \$1,000.00
- Deposit Date: 08/17/2023
- Posted Date: 08/31/2023
- Payer: MAC
- Payment Method: External Collection
- Check Date: (empty)
- Payment Description: DD1131 Payment MCRU San Diego
- Payment Alias: 4600
- Adjustment Alias: W50
- Apply Comment: DD1131 Payment received from MCRU from Insurance
- Predefined Comment: (empty)
- Importance: Medium

Buttons: OK, Cancel



Create New Remittance

Remittance Name
Data Displayed 'Ins/SP Trans' Details "Batch Description"

Currency Type
United States Dollar

Payment Control Total

Deposit Date
Posted Date
09/01/2023

Payer
MAC

Payment Method
Check Date

Payment Description

Payment Alias
Adjustment Alias
W50

Apply Comment
Does not print anywhere

Predefined Comment:

Importance: Medium

OK Cancel

Create Pattern:

- 1) To identify monthly DD1131 from MCRU.
- 2) To identify monthly 'Closed' report from MCRU.
- 3) To identify MAC payment to MTF.

Enter entire deposit amount.
Blank if no payment

Payer is MAC.
Separate payers not set-up.

Payment Method-
Select External Collection for MCRU DD1131.

Payment Description- (External)
Displayed Ins/SP Transaction details.

Payment Alias- See below.

Adjustment Alias- Always W50 MAC.

Apply Comment- Add comments, do not see
where this is printed anywhere.

Payment Method

- ACH
- Cashiers Check
- Check
- Electronic Fund Transfer
- External Collection
- IPAC
- Money Order
- Paypal
- Travelers Check

Payment Alias Revenue Cycle:

- 4600 Insurance Payment for claims
- 4706 Law Firm Payment for claims
- PLB TL for Non-Revenue Cycle (Tricare, AirEvac...)

MAC Post Payments - Adjustments



Helpful Links

- Helpful Handouts
 - <https://info.health.mil/bus/brm/ubo/Pages/UBORC.aspx>
- UBO Roster
 - [DHA Uniform Business Office Roster - All Items](#)
- Revenue Cycle DHA UBO HelpFul HandOut Training Guidance
 - MAC PROCESS
 - [https://info.health.mil/bus/brm/ubo/HelpFul%20HandOuts%20v2/UBO%20HelpFul%20HandOut%20\(5b2p\)%20MAC%20MEDICAL%20AFFIRMATIVE%20CLAIMS%202024_0715.pdf](https://info.health.mil/bus/brm/ubo/HelpFul%20HandOuts%20v2/UBO%20HelpFul%20HandOut%20(5b2p)%20MAC%20MEDICAL%20AFFIRMATIVE%20CLAIMS%202024_0715.pdf)



Instructions for CEU Credit

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