

# Medical Office System

## Chapter 16: Periodic Operations

### This chapter discusses

- the end-of-month operations.
- the end-of-year operations.

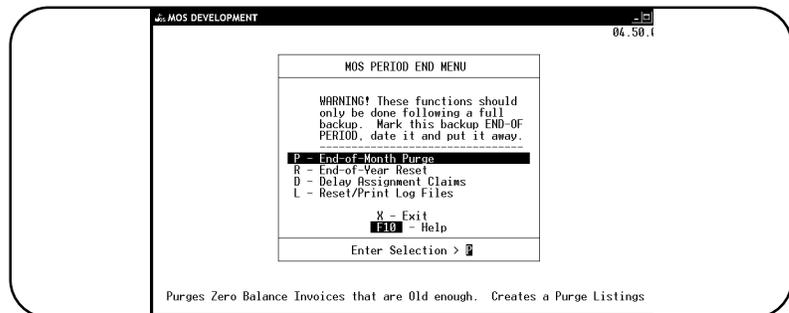


Figure 16-1 : Periodic Operations Menu

The Periodic Operations menu lists functions that should be done monthly, quarterly or yearly.

### End-Of-Month Purge

The end-of-month purge will delete paid-up invoices that have been on file for a user defined length of time, this makes room for another month's transactions. An end-of-month purge also resets the procedure and diagnosis monthly-usage statistics (note that the end-of-month purge can be used to reset the statistics with or without purging records).

This function also removes appointment data after the designated time frame, the procedure and diagnosis history, refer to data, medication history, submission history and test history data. Since we now allow you to track procedure and diagnoses history separately from invoice information, the invoices do not need to be stored as long. This should be a large savings in space for your system.

This option will also remove recall data that is old and check track listings. Each of these is controlled by the Practice Information data and how long you indicated they should be on file.

Through your answers to the date questions, tell the system how much history should be kept. In the practice setup the answer to the question "Purge Invoices After" will calculate the purge date by subtracting that many months from today's date. For example, if today's date is June 15,1995 and the practice file said that 18 months of data should be saved. Then the purge through date displayed would be "01/01/94". The history maintained is determined by the space available on your system. Change the answer to the question in Practice Setup to change the amount of invoice detail held.

### Instructions

For best results, follow this sequence of steps at the end of each month.

1. First run a daily recap. Transactions that have not been through a daily recap are ignored for all purge and reset operations.
2. Before continuing with the purge of all closed invoices, print a transaction review for time that will be purged. Since the end-of-month purge removes completed invoices from the transaction file, printing the transaction review provides a permanent record of the

to-be-deleted transactions. We recommend that this would be a good time to print procedure and diagnosis reports.

3. Make backups of your data. Label the diskettes or tapes with the ending month and file them for reference. See Chapter 17 for Backup Instructions.
4. If your system does not have a spooler, make sure that your printer is properly connected, on-line, and loaded with continuous-feed 80-character-wide paper. If a spooler is available, the paper report of the purged records can be printed immediately or they can be spooled and saved to print later (to wait, simply turn off the printer).
5. At the main menu, press **[7]** for the Period End menu, then **[P]** for end-of-month purge. If a MAINTENANCE PASSWORD is assigned, it must be supplied at this time.

There are five parts to the end-of-month purge. All use of the MOS should wait until the purge is complete.

The first part purges zero balance invoices, except invoices in collection or on hold, from a predetermined date based on your answer to the question "purge invoices after" in the practice file. While they are being purged, the following message is on your screen.

```
INVOICE IN COLLECTION OR ON HOLD WILL NOT BE PURGED.  
  
PURGING ZERO BALANCE INVOICES FROM BEFORE: 08/01/93 OK? >
```

Press **[Y]**, if the purging date is correct. Press **[N]** or **[ENTER]** to exit the function without purging.

The following parts run automatically. The second and third parts purge old appointments based on your answer to "purge appointments after" in the practice setup file.

The recalls are purged based on the "purge appointments after" question. Finally, Check track records are purged based on the "Purge Ins Check Data" on the practice setup.

The Patient Test Results, and Patient Refer TO records will be purged on the same time selection as the Procedure and Diagnoses History files.

Finally the Procedure and Diagnoses data is purged based on the question "Purge Proc/Diag History after xx years". The drug file is also purged based on this option.

When the purge is completed, the file maintenance menu is displayed

**Note:** *If you have decided to keep more history, press **[CTRL]** + **[BREAK]** when you see this first prompt. To change the purge dates, go to the practice setup and change the appropriate dates.*

## End-Of-Year Reset

End-of-year reset resets the year-to-date statistics for the procedure and diagnosis files and carries forward any balances from the year before. It should be run at the end of every year, to maintain up-to-date statistics for the activity graphs and procedure and diagnosis files. If it is not selected, the program simply carries the year's data forward and an error box will be displayed each time Daily Input is selected as a warning that the EOY has not been done. The Medical Office System contains space for several years' worth of records.

### Instructions

Run end-of-year reset at the beginning of the new year (Jan. 1 or later). For best results, run a series of other operations before starting end-of-year reset:

1. First run the daily recap and an end-of-month purge.
2. Print a complete set of management reports to document the prior year's activities properly.

A/R Report (This must be run at this time to give you year end amounts.)  
Transaction Review (Can be run any time in the next year.)  
YTD Summary (Can be run any time before the summary data is purged.)  
Invoices on HOLD (May change over time.)  
Invoices in COLLECTION (May change over time.)  
Payment Report (Can be run any time in the next year.)  
Diagnosis Utilization Report (Must be run before the Year-End Reset)  
Procedure Utilization Report (Must be run before the Year-End Reset.)

Your list may vary but these reports would be a good starting place.

3. Then, back up your system, labeling the diskettes carefully. It may be prudent to make more than one set to keep in different locations. (One might be stored with your accountant or at least off premises.). This can also provide an AUDIT backup, in the event that the year's detail must be recreated at a later time. See Chapter 17.
4. If your system does not have a spooler, make sure that your printer is properly connected, on-line, and loaded with continuous-feed labels. If your system has a spooler, the report can be printed immediately or it can wait until later (to wait, simply turn off the printer).

**Background Printing:** *On multi-user systems, the operation can be run in the background. In other words, this allow you to continue working while the print job is completed. The program continues to generate and print the records. To do so, type "!g" after answering all the prompts. You're returned to the maintenance menu immediately.*

At the main menu press **[7]** for the Period End menu then press **[R]** for the End of Year Reset. If a MAINTENANCE PASSWORD was assigned, it must be supplied at this time.

Then the following prompt is displayed:

OK to proceed with End-Of-Year Reset? >

Type **[Y]** to continue, press **[ENTER]** or **[N]** if this function should not be completed at this time.

Then a prompt will request a Closing Date.

```
Closing Date: 01/01/95
Should be date in new year.

(ENTER for current date)
```

Supply a date in the new year. This will allow the closing date to be supplied when this process is begun before the first of the new year. In our prompt, the customer should enter "01/01/95" to set the EOY date properly. Press  for the date and the current date will be used.

A prompt then is displayed showing the date given. Press  to begin the reset function. If your fiscal year does not correspond to the calendar year, this reset can be based on your fiscal year. A small warning will be displayed in Daily Input if the current year number does not match the year number when the last reset was run. This message does not hamper your daily functions, it is informational and can be ignored in this case. Three files are reset with this function. A question is displayed when the reset reaches the MTD file that asks:

```
HOW MANY YEARS OF SUMMARY DATA DO YOU WANT TO RETAIN? >
```

Type the number of years of summary data to be kept. At least one year must be kept to provide previous year data.

Then a prompt will display:

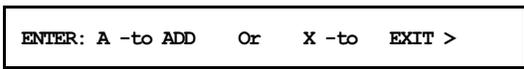
```
OK TO DELETE YEAR 1992 AND BEFORE? Y OR N >
```

When the operation is complete, the Period End menu is displayed.

## Delay Assignment Claims

This function is used to put claims on hold until a given date. The hold is identified by location and carrier. If no location is given, then all locations are included. If no carrier is identified then all carriers are included.

This would be helpful to collect claims for a given carrier and send them all after the given date. For example, you could delay Medicare claims until the first of the next month and then send them in a big batch.



First the prompt at the right is displayed. Press **A** to add records to this file. If this prompt was selected in error, press **X**.

The following screen is displayed for data entry:

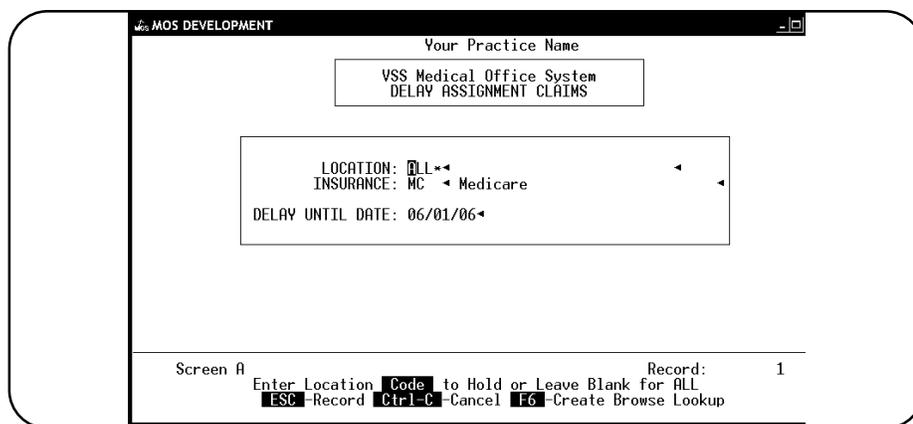


Figure 16-2 : Delay Assignment Screen

- Location Code** Enter a location code or leave blank for all.
- Location Name** Enter an approximate name of location. A Fuzzy Browse list is displayed. Highlight the correct location and press **ENTER**. *Fuzzy Browse*
- Insurance** Enter a carrier code or leave blank for all. *Browse*
- Carrier Name** Enter an approximate company name and press **F6** to browse the carriers. *Fuzzy Browse*
- Delay Until** Must be a future date.

## Updating Delay Assignment List

If delay assignments have been added before, when this menu item is selected the following screen is displayed:

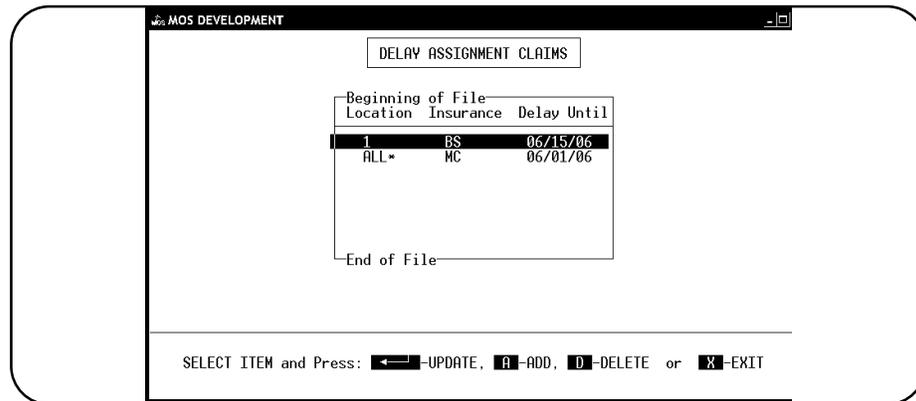


Figure 16-3: Delay Assignment Browse

Highlight the item that should be changed press one of the following keys depending on what should be done.

- D** to delete the delay record.
- ENTER** to update the delay assignment record.
- A** to add a new record.
- X** to exit the function and return to the menu.

## Reset / Print Log Files

This option will print and / or reset the log files that are now available in the MOS system. When critical functions are done, a record of the event is stored in this file. It will indicate the sort and selection used, and if known, the user that ran the event and the sequence these items were done. Items such as Daily Recaps, Printing Patient Statements, Printing Insurance Forms, End of Period Purges, and Electronic Claim Submissions.

Additionally, an entry is made when the End-of-Period Purge is done for each file purged and the End-Of-Year Reset will also make an entry in this file. It will allow you to make a printed record that they have been done and with what selections.

It might be helpful to reset these at least once a month. If the log data is not helpful to your practice, reset the file once a month when you do the Period End functions for each month.

The following prompts will be displayed:

Print MOS Log File? (Y/N)

Answer  Y to print the current log file. Once printed this file can be reset to remove the printed events and start the file over. The next prompt will allow that to happen.

RESET MOS Log File at this time? (Y/N)

Answer  Y to clear the file at this time. Of course, if you would not like to do this now you can press  ENTER or  N.

Then a prompt is displayed to handle the MOS EDI Log file. This file will track events related to Electronic Filing. Such as, Insurance Company Data updated, Provider Data updated, Referring Dr data updated, MOS Invoices posted to MOS EDI, Transmission Files Created and Claims deleted from MOS EDI.

Print MOS EDI Log File? (Y/N)

Answer  Y to print the current MOS EDI log file. Once printed this file can be reset to remove the printed events and start the file over. The next prompt will allow that to happen.

RESET MOS EDI Log File at this time? (Y/N)

Answer  Y to clear the file at this time. Of course, if you would not like to do this now you can press  ENTER or  N.

Sample Output appears on the next page.

Output: Log File (7L)

```
* 05/27/99 14:03:50 MOS Log File Reset
* 05/27/99 14:08:06 MOS Statements REPRINT selected. state5
*     Account 1
*     Account 2
*     Account 3
*     DO NOT Include Insurance Invoices
*     DO NOT Include Patients with only an Insurance Balance
*     DO NOT Include Zero Balance Invoices
*     DO NOT Include Collection & Hold Invoices
*     REPORT RUNNING FOR: Dennis Spanish
* 09/22/99 17:49:07 Statements Selected: state2
*     RERUN STATEMENTS
*     SORTING STATEMENTS BY PATIENT'S NAME
*     DO NOT Include Zero Balance Accounts
*     DO NOT Include Credit Accounts
*     NEW Patients statements sent right away
*     DO NOT Include HOLD & COLLECTION INV
*     Patients billed will be A - Z
* 10/01/99 13:45:05 END OF MONTH INVOICE PURGE DONE
*     PURGING ZERO BALANCE INVOICES FROM BEFORE: 07/01/91 OK? >
* 10/01/99 13:55:25 END OF MONTH INVOICE PURGE DONE
*     PURGING ZERO BALANCE INVOICES FROM BEFORE: 07/01/91 OK? >
* 10/01/99 13:55:40 END OF MONTH INVOICE PURGE DONE
*     PURGING ZERO BALANCE INVOICES FROM BEFORE: 07/01/91 OK? >
```

Output: MOS EDI Log File (7L)

```
* 11/06/99 12:19:19 Insurance Co Data in EMC Updated.
*     Posting to MOS EMC
* 01/17/00 16:00:04 Provider Data in EMC Updated.
* 01/17/00 16:00:10 Referring Provider Data in EMC Updated.
*
* 01/17/00 16:00:38 Insurance Co Data in EMC Updated.
*     Posting to MOS EMC
```