

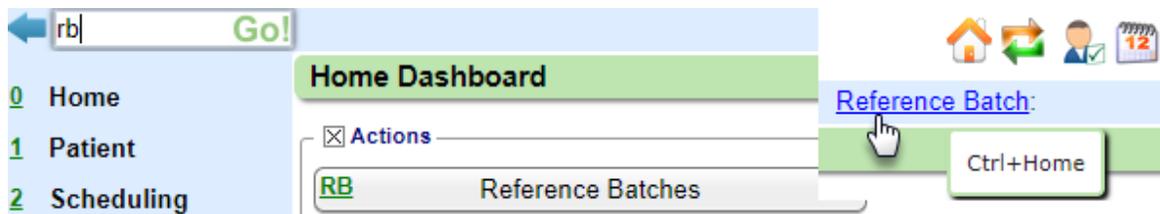
## REFERENCE BATCH – CLOSING, REVIEWING, ETC

### Basic use of Reference Batch

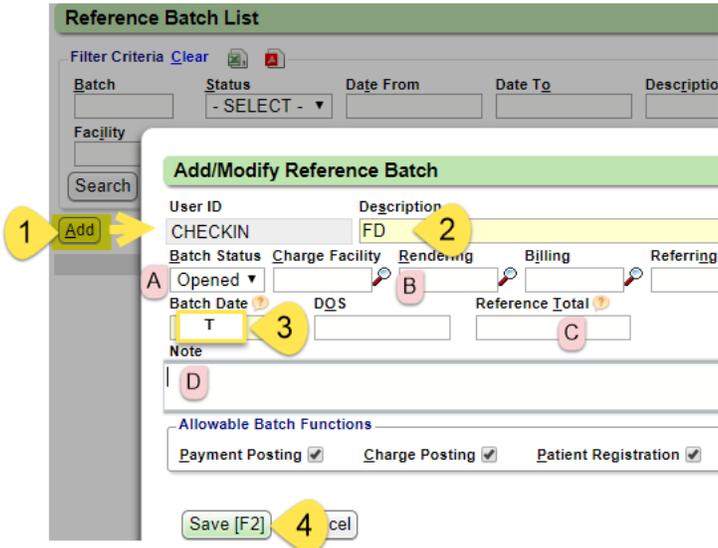
Reference Batches provide a simple way to balance daily transactions and create an audit trail. It is recommended that all users who enter financial transactions (charges, payments, adjustments, etc.), do so while attached to a Reference Batch.

### How to access and add a Reference Batch

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



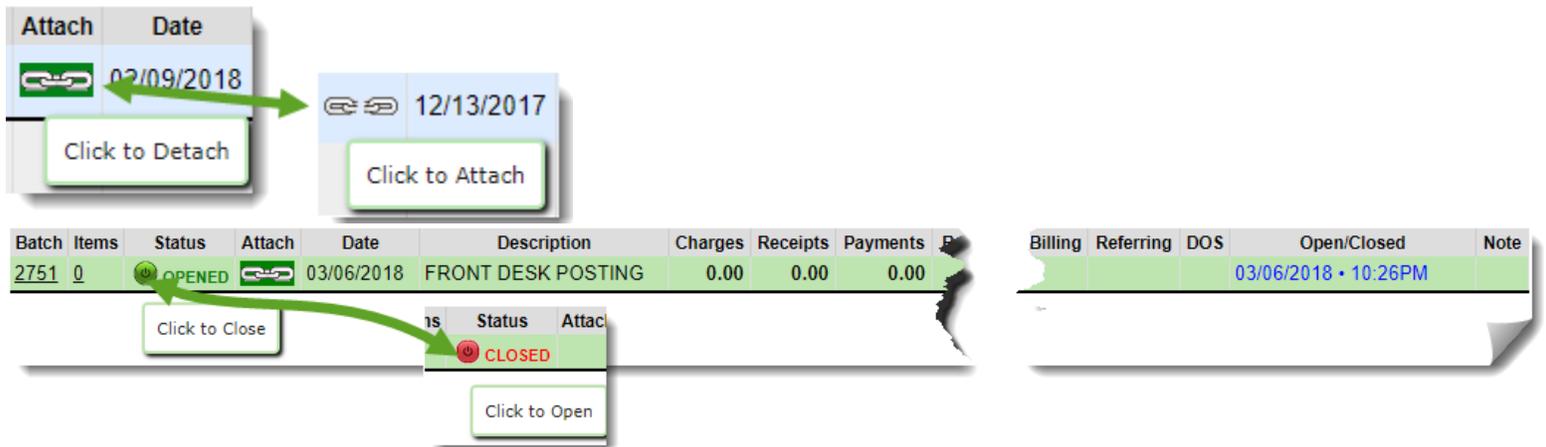
1. Click [Add] to create a new Reference Batch from the 'Reference Batch List' page
2. Add a Description for the items to be posted, such as, 'Front Desk Copays' or 'ERAs'
  - a. Batch Status Definitions: Open: items can be modified, Closed: no financial changes can be made to items in the batch
  - b. 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.
3. Batch Date' will be the Post Date for transactions in the batch. Shortcut: use the letter 't' and tab to auto populate the date
  - Reference Total' can be used if you know the total of the payments to entered
  - 'Note' can be used for any notation related to this reference batch
4. [SAVE]



### Open, Close, Attach, Detach Reference Batch

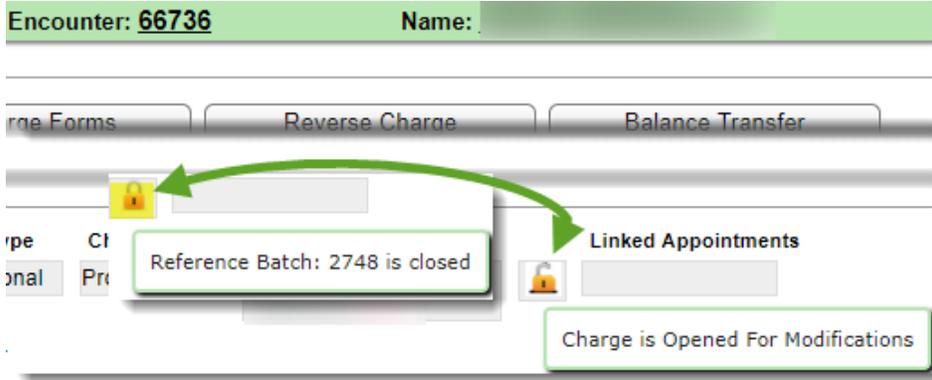
Depending on the user's permissions they may see just their Batch or all Batches

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



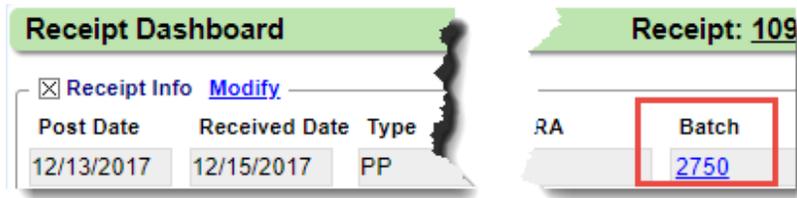
Batch	Items	Status	Attach	Date	Description	Charges	Receipts	Payments	Billing	Referring	DOS	Open/Closed	Note
2751	0	OPENED		03/06/2018	FRONT DESK POSTING	0.00	0.00	0.00				03/06/2018 • 10:26PM	

- 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



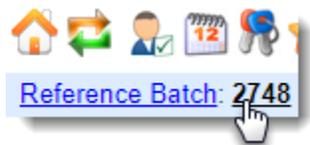
Padlock icon displays on the Encounter Dashboard.

- 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



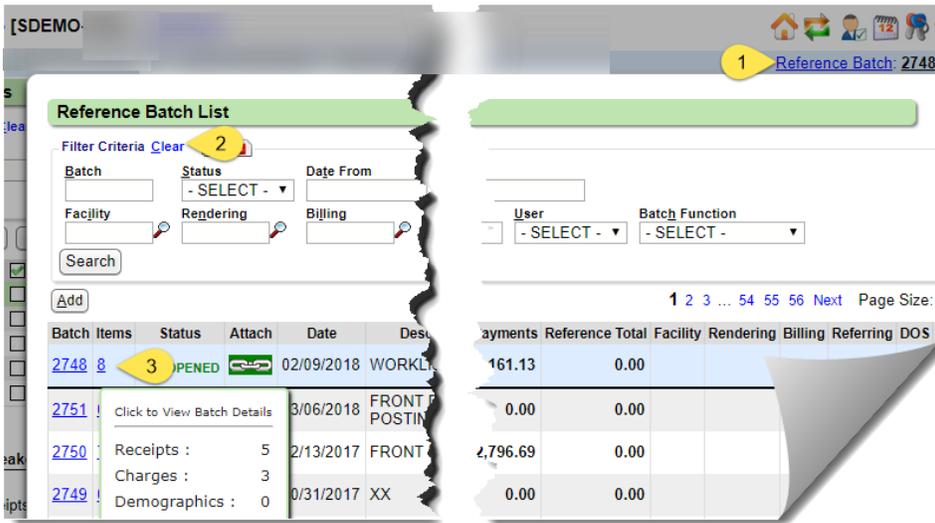
- All Receipts & Encounters have their reference batch number listed

## How to review a Reference Batch



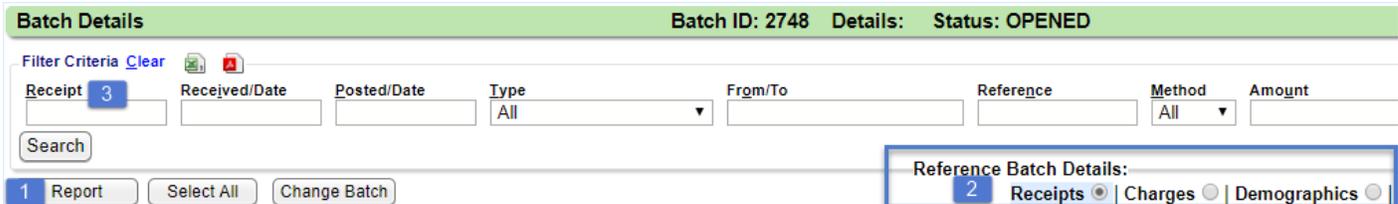
- To review items in your *current* Batch, go to the Reference Details page where all batch items are listed, by clicking on the reference batch number at the top right of the screen

- To review *any* Reference Batch, click the 'Reference Batch' link
  - 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



- **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
09218	<input type="checkbox"/>	01/31/2018
17		1/21/2018

Reference Batch Details  
 Receipts

**Batch 2750 Breakdown**

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

**Patient Receipts**

Cash:	575.00
Check:	0.00
Card:	0.00
Refunds:	0.00
<b>Total:</b>	<b>575.00</b>

**Insurance Receipts**

Check:	45.00
EFT:	2,904.99
Card:	0.00
Refunds:	0.00
<b>Total:</b>	<b>2,949.99</b>

- **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	

1 [Reference Batch:](#)

Batch Details

Reference Batch List

Filter Criteria [Clear](#) 

Batch	Status
<input type="text"/>	- SELE
Facility	Renderi
<input type="text"/>	<input type="text"/>

Batch	Items	Status
<a href="#">2751</a>	0	 CLOSED

- **After reviewing click to Close the batch**

This acts as a 'sign off' that these items have been reviewed and are correct

From the 'Reference Batch List' page

1. Click 'Reference Batch' link
2. Click green Status icon to Close

## Reference Batch FAQ

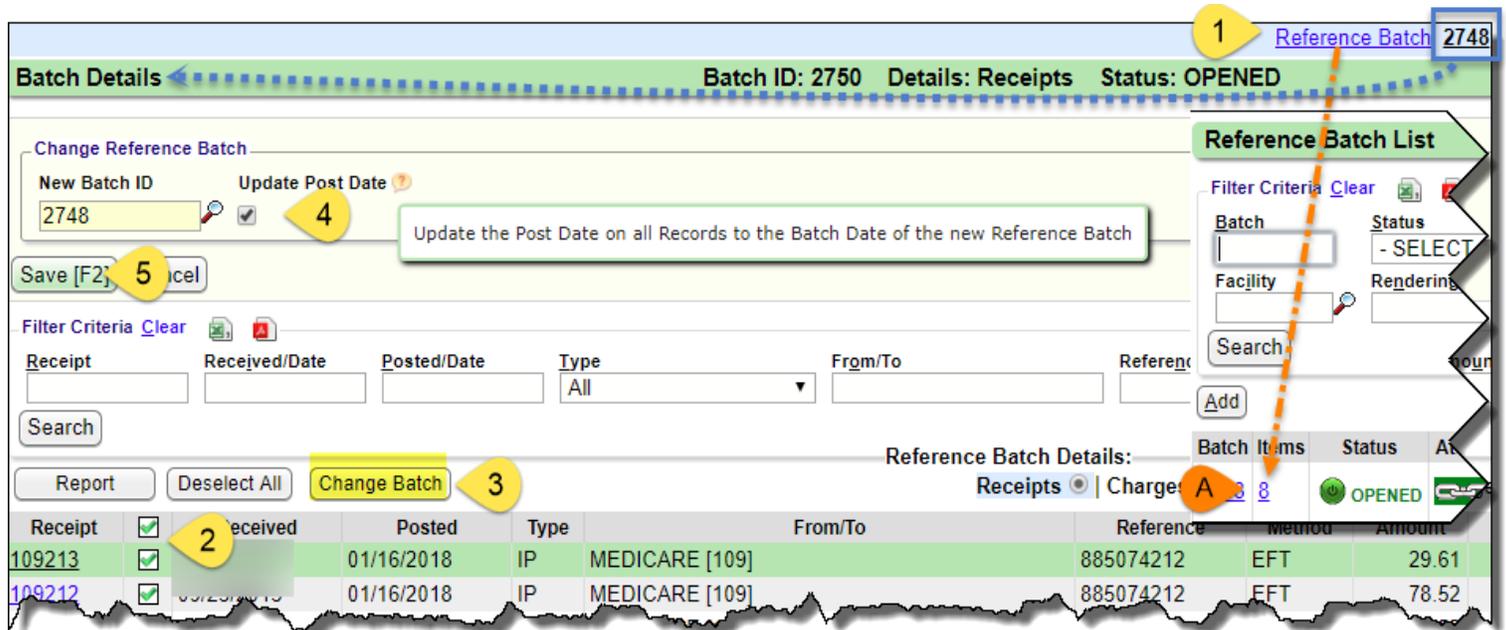
## Moving a Charge or Receipt from one Reference Batch to another

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
  - o 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: [ ]

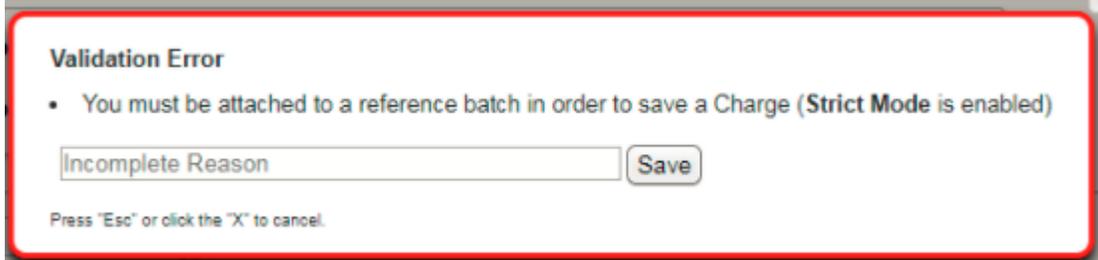
Search: [ ]

Add

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

Receipt	Received/Date	Posted/Date	Type	From/To	Reference	Method	Amount
109213	<input checked="" type="checkbox"/>	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

What does the validation Error 'You must be attached to a reference batch...' mean?



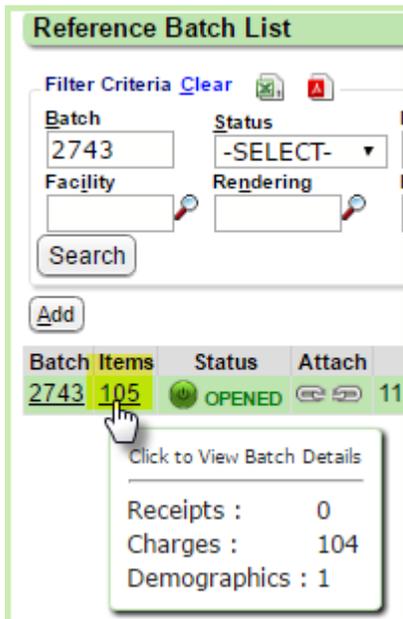
This means you are not currently attached to an Open Reference batch.

The user should double check they are attached to an open reference batch by clicking the reference batch link in the top right hand corner and using the filters to search Open reference batches.

At times others may close a batch we are attached to so we are 'kicked off'

## Reference Batch Reports

Click the 'Items' Number





Choose the radio button for either Receipts or Charges> Click [Report]

If there is ONLY Receipts or Charges the radio button defaults to which ever items exist in this batch.

**Batch Details** **Batch ID: 2743** Details: **Charges** Status: **OPENED**

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Filter Criteria [Clear](#)

Encounter  DOS  Patient ID/Name  Include  Charges

Reference Batch Details:  
Receipts  Charges

### Charge Breakdown

Note Total Charge count and amount are on the last page

Demo Health Center		Reference Batch Details				02/09/2017 04:35 PM			
Charge Breakdown									
Batch: 2735									
Encounter	Post Date	Patient	Rendering	Billing	Referring	Charge	Ins Bal	Pat Bal	Pat Paid
65432	11/16/2016	PETTITT, REYNALDA M [9896] DOB: 11/09/1920	FRENCH [LAF]	FRENCH [LAF]		200.00	200.00	0.00	0.00
<b>Insurance</b>									
PRIMARY			MEDICARE [109]						
SECONDARY			BCBS [107]						
DOS	CPT	Modifiers	ICD9s	Facility (POS)	Units	Charge			
11/07/2016	99203		716.90,729.5,401.1, 724.3	MAIN OFF [1] (11)	1.00	200.00			
66056	11/16/2016	SPEER, PIPER L [3543] DOB: 10/17/1968	HAWKINS [RWH]	HAWKINS [RWH]	HAWKINSROB [RWH]	104.00	0.00		
<b>DOS</b>									
<b>CPT</b>									
<b>Modifiers</b>									
<b>ICD9s</b>									
<b>Facility (POS)</b>									
11/14/2016	99213	25	244.9,255.5,784.0,7 80.79	MAIN OFF [1] (11)					
						<b>Total Count</b>	<b>Total Amount</b>		
						190	29,724.0		

### Receipts Breakdown

If you are posting Insurance payments, try to be sure that the check is posted in full. See if any \$ amount is still in escrow to identify what still needs posting.

Report Options:

**Receipts in this Batch**

Receipt	Received	Posted	Type	From	Reference	EFT	Amount	Applied	Escrow
109074	11/18/2016	01/11/2018	IP	MEDICARE [109]	885074212	Y	2.94	2.94	0.00
109075	11/18/2016	01/11/2018	IP	MEDICARE [109]	885074212	Y	52.68	52.68	0.00
109076	11/18/2016	01/11/2018	IP	MEDICARE [109]	885074212	Y	78.42	78.42	0.00

**Payments posted in this Batch from Receipts outside of this Batch**

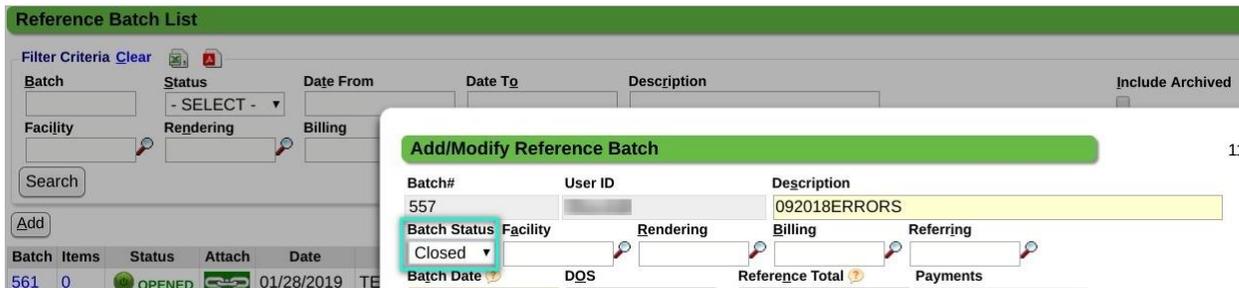
Receipt	Posted	Type	From	Patient	Encounter	Receipt Batch	Amount
							0.00
<b>Payment Total</b>							<b>Amount</b>
							0.00

**Totals**

Batch 2744 Breakdown		Patient Receipts		Insurance Receipts	
Receipts:	2,949.99	Cash:	0.00	Check:	25.00
Disbursed Receipts:	0.00	Check:	20.00	EFT:	2,904.99
Payments:	2,877.31	Credit:	0.00	Refunds:	0.00
Payments Applied Outside of this Batch:	0.00	Refunds:	0.00	<b>Total:</b>	<b>2,929.99</b>
<b>Escrow:</b>	<b>72.68</b>	<b>Total:</b>	<b>20.00</b>		
Payments from Receipts Outside of this Batch:	0.00				

## Archive Reference Batches

By popular request we allow user to Archive References Batches. This action is not necessary as reference batches that were incorrectly keyed in can be simply be reused by changing the name and date. To archived in the Add/Modify Reference Batch screen by modifying a "Closed" Reference Batch and changing Status to Archived.



The screenshot shows the 'Reference Batch List' interface with a modal window for 'Add/Modify Reference Batch'. In the modal, the 'Batch Status' dropdown is highlighted and set to 'Closed'. The background list shows a batch with ID 561, status 'OPENED', and date '01/28/2019'.