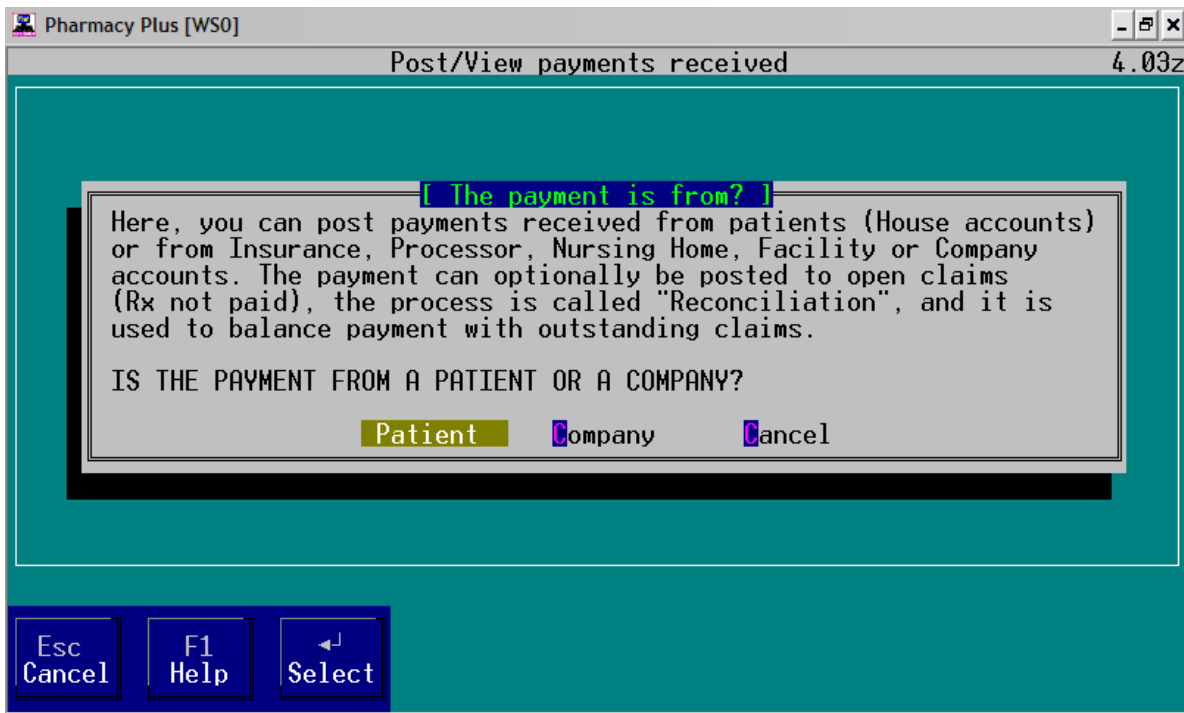


Accounts Receivables Payments entry

The Pharmacy Plus software does not replace an accounting system. However, we have some simple accounting functions you can use. The Accounts Receivables module allows you to track balances owned by patients or Institutions. You will be able to enter Accounts Receivables, Invoice, Post payments against items paid and send Statements.

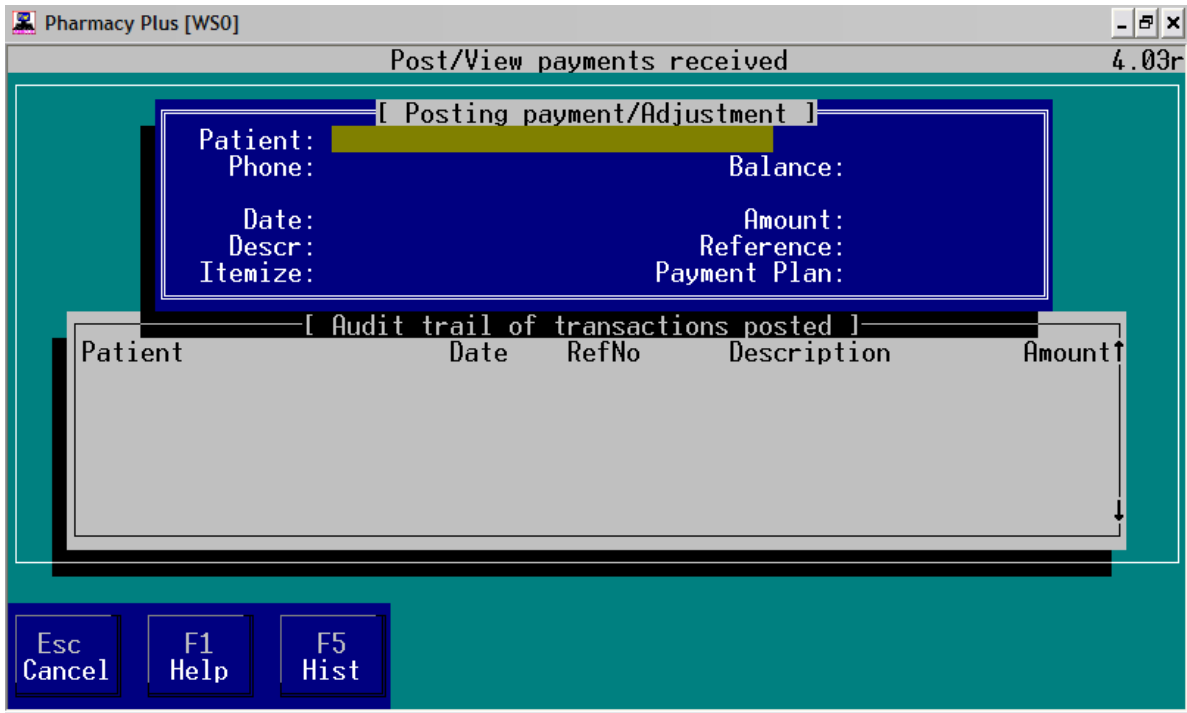
We begin by establishing an Accounts Receivable Plan code (PayPlan code) in the Payment Plan file (Accounts Receivables plans are identified by a Payment Plan code starting with "A"). Once a A/R Payment plan has been established and prescriptions have been entered. You can begin to post payments.

To enter a payment, select "Pos/View payments" from the menu and the following screen will appear:



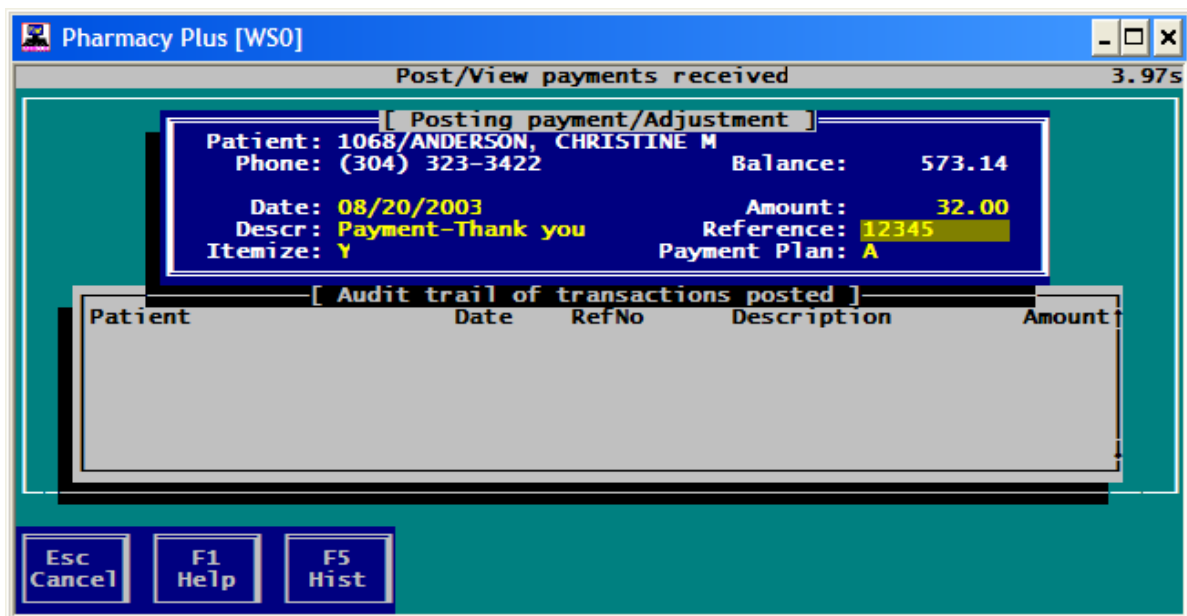
You are given the option to post payment received from a Patient or an Institution.

Patient payment entry.



Enter the patients name (Last, First) then press enter. Proceed to enter the following:

1. Date - the Date the check was received.
2. Descr - a description of the payment.
3. Itemize – enter “Y” if you want to post the payment against prescriptions entered.
4. Amount - the amount of the payment.
5. Reference - check number.
6. Payment Plan – The payment plan you are posting a payment to.



Next, press [PgDn] to save your data entry. If you have elected to Itemize the transaction or you press [F5], the following screen will appear.

Pharmacy Plus [WS0] Post/View payments received 3.97s

Posting payment/Adjustment

Patient: a [Transactions]

Patient: 1068/ANDERSON, CHRISTINE M

Date	RefNo	Description	Amount	Balance
05/22/2003		PREVIOUS BALANCE		389.82
07/24/2003	1034- 0	COUMADIN 10MG TA	39.19	429.01
08/11/2003	1035- 0	A-200 LICE TREAT	14.75	443.76
08/11/2003	1036- 0	B COMPLEX 100 TA	7.60	451.36
08/20/2003	12345	Payment-Thank yo	-32.00	419.36

Current [Ovr 30] [Ovr 60] [Ovr 90] [Ovr120] Due

61.54 0.00 0.00 232.46 125.36 419.36

Press [Enter] to itemize, change or void a payment or an adjustment.

Esc Cancel F1 Help Edit

To itemize payment, highlight the prescription and press [Enter], to edit a payment, highlight the payment and press [Enter].

Note: An account receivable claim is denoted by a payment plan that begins with the letter "A". For example a payment plan of "A", "AI", "AB" are all recognize as account receivable claims. You can also make negative adjustments by entering a negative amount (i.e., -50.00). The payment history can remain indefinitely and may be viewed at anytime, by pressing [F5] while in the payment entry screen.

A/R Bill to location and Co-Payments

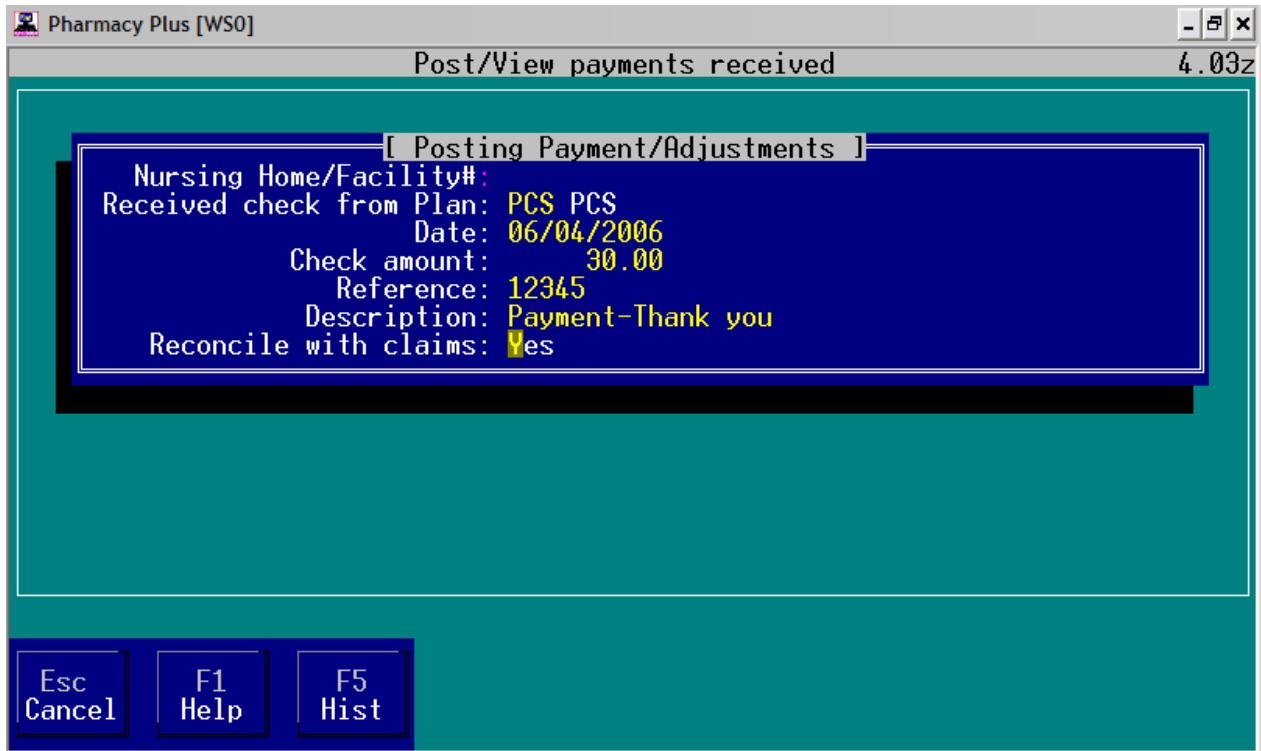
You can bill invoices and statements to the patient a Facility or a Guardian. You can specify this option by the "Bill A/R to:" field. Entering a "P" for patient, "N" for Nursing Facility, "O" for Other person/Guardian. If you want to bill the patients co-payment as an Accounts Receivables, you must enter a "Y" in the "A/R Copay" field. To do this, select a patient from the "New/Refill prescription screen", press [F4] to view patient information, press [F5] for Billing Information, the following screen will appear:

The screenshot shows the 'Billing Information' screen in the Pharmacy Plus [WS1] application. The window title is 'Pharmacy Plus [WS1]' and the subtitle is 'Entering New/Refill prescriptions 4.03'. The main area is a blue background with white text. On the left, there is a patient information panel with fields for Name (BAK), Address (123), Phone (30), Group (123), and Card (545). Below this is a table with columns 'Plan' and 'NDC', showing a row with 'M' in the 'Plan' column. The main 'Billing Information' area contains the following fields: 'Bill A/R To: P', 'Ship To:', 'A/R Copay: Yes', 'Credit Limit: 0.00', 'Discount: 0%', 'Credit card#: /', 'CC exp date: /', 'Alert Rph: N', 'eMail:', 'SSN#: - -', 'Card Holder#: OM', 'Old Medicaid#: ', 'Medicaid DER: ', 'Auto Refill: N', 'Statement: N', and 'Override code: 0'. On the right side, there is a table with columns 'Total' and 'St', showing a value of '0.00'. At the bottom, there is a status bar with the text 'Enter the drugs NDC or Drug name. Press [Shift]+[Tab] to change Payment Plan.' and three buttons: 'Esc Cancel', 'F1 Help', and 'PgDn Done'.

If A/R Copay is "Yes", then Co-payments are automatically placed in the patients transaction register. Payments made by patients can be entered via the "Payment entry" screen.

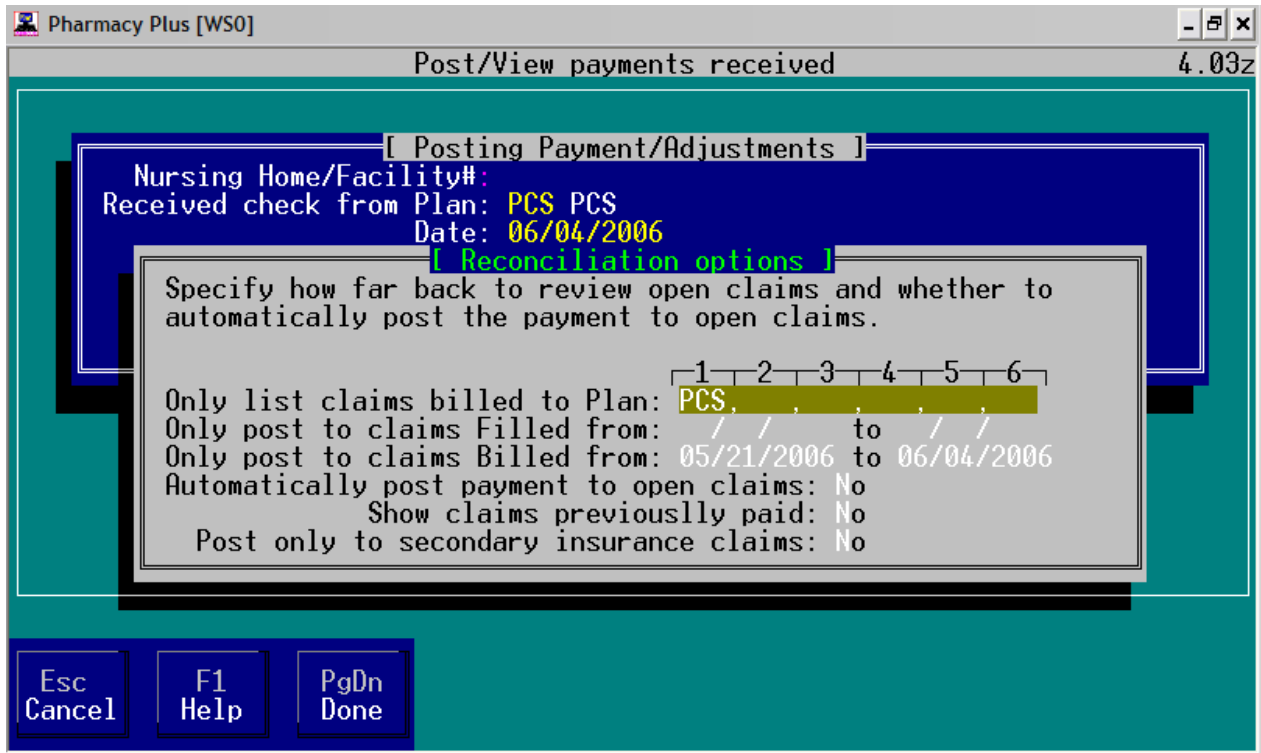
Company Payment Entry:

Here you can enter, modify or view payments received from an Insurance Company, Facility or a Family (group). You begin by selecting "Post/view payment" from the menu, you will then be asked to enter the payment amount (credits are entered as a negative amount) and a reference number (check number or a notation), the description of the payment (as you want it seen on the statement). If you want to "itemize" your posting (i.e., record all prescriptions paid by the payment entered), answer "Y" to "Itemize". If you elect not to itemize, the payment will be posted (If a Facility code is entered the payment will be discounted from Facility's balance).



From the above screen, enter the following:

1. Nursing Home/Facility # - the code of the Facility (if payment is received from a facility or group, this will result in reducing the Facilities balance).
2. Applied check to Plan – then Payment plan code of the Insurance billed.
3. Date – the date the check was received.
4. Check amount – the amount of the check.
5. Reference – the check number.
6. Description – a description of the transaction.
7. Reconcile with claims – if “Yes”, you will be shown a screen to itemize the transaction and post against prescriptions. This way you will know which prescriptions have not been paid.



Next, you will be shown the above screen. In this screen you will limit the Prescriptions that will be displayed to post the payment to as follows:

1. Only list claims billed to Plan – this are all the payment plans that are paid by the check.
2. Only post to claims filled from – you can limit the prescriptions by the date filled.
3. Only post to claims billed from – used to limit the prescriptions by the date on the insurance reconciliation date range.
4. Automatically post payment to open claims – if you want the system to automatically post the payment to prescriptions for you, the prescriptions posted will be displayed and you will have a chance to make corrections before saving.
5. Show claims previously paid – generally used reverse a payment on a previously posted claim.
6. Post only to secondary insurance claims – only claims that have been transmitted to more than one payer will be displayed.

Note: Care must be taken when entering the PayPlan code. PayPlan codes can be used to filter certain prescriptions from showing on the statement. If payment was received from a Facility, ensure that the patient has the same Facility code on their file.

Itemized payment entry

Note: You must stick to one type of payment entry (itemize or not itemized payment entry).

Enter the date range or the prescriptions you are paying (this is useful for automatic posting). If you answer "Y" to "Automatic post payment to open claims", the computer will pay all Rx within the date specified that have not been completely paid until the payment amount entered is satisfied. Enter a "Y" in the "Show claims previously paid" field, all paid and unpaid Rx within the date range will be displayed (this is used for returns or credits). After you enter the above criterion the following screen will appear:

Pharmacy Plus [WS0] 4.03z

Post/View payments received
[Reconciling payment against open claims]

Plans: PCS Home:

Plan	Patient	Rx Nbr	Date	Billed	AuthAmt	Cost	Paid	DUR	ST
PCS	Washington,	1061	06/04/2006	38.72	0.00	13.79	0.00		
PCS	Washington,	1062	06/04/2006	18.38	0.00	0.00	0.00		

Count: 2 Billed total: 57.10
Check \$: 30.00 Open Cr: 0.00 Cleared: 0.00 Remaining: 30.00

Use the [↑↓] arrow keys to move or [Enter] to post payment.

Esc Exit F1 Help F7 Sort F10 Done < Post

Shown above, is the itemized entry screen. Here, you define how the payment is to be distributed (posted against) the individual prescriptions. If the amount posted against a Rx is less than the billed amount, you will be allowed to enter an adjustment up to the remaining balance on the amount billed.

Pharmacy Plus [WS0] 4.03z

Post/View payments received

[Reconciling payment against open claims]

Plans: [Itemize payment]

Enter below payments or adjustments to apply against Rx.

Patient: George Washington
 Rx 1062 HALDOL 0.5MG TABLET

Billed:	18.38	Authorized:	16.87
Paid(-):	16.87		
Adjustment(-):	0.00		
Co-Payment(-):	0.00	Copay Paid:	0.00
Write-Off(-):	1.51		
Balance(=):	0.00		

Count: 2 Billed total: 57.10

Check \$: 30.00 Open Cr: 0.00 Cleared: 2.00 Remaining: 28.00

Adjustments for a given period can printed, see reports.

Esc Exit F1 Help F7 Sort F10 Done ← Post

The above screen will be displayed on every posting to allow you to further itemize the posting. Most insurance payment will be below the amount billed, here you can specify a write-off or the balance pending. As you post payments to each claim the status will change to "PD" indicating the claims has been paid.

Pharmacy Plus [WS0] 4.03z

Post/View payments received

[Reconciling payment against open claims]

Plans: PCS Home:

Plan	Patient	Rx Nbr	Date	Billed	AuthAmt	Cost	Paid	DUR	ST
PCS	Washington,	1061	06/04/2006	38.72	0.00	13.79	13.13		PD
PCS	Washington,	1062	06/04/2006	18.38	16.87	0.00	16.87		PD

Count: 2 Billed total: 57.10

Check \$: 30.00 Open Cr: 0.00 Cleared: 30.00 =RECONCILED=

Use the [↑↓] arrow keys to move or [Enter] to post payment.

Esc Exit F1 Help F7 Sort F10 Done ← Post

Once you have posted the entire amount received, the bottom of the screen will change color and display "RECONCILED". To exit the screen and complete the posting, press [Esc] or [F10].

Warning: there is no "Cancel" (undo) key when posting itemized payments. Itemized payments are posted as they are entered. To undo an entire itemized posting, you must enter a negative payment received amount then, undo the posting to each prescription claim.