

Reading PCS Comments from IDX BAR

This job aid explains how to access and view PCS comments from IDX BAR.

Professional fee follow-up notes are entered in the PCS Financial Comments screen in IDX. In order to view the PCS financial comments follow the steps below.

1. Log on to IDX and select BAR from the main menu screen.
2. Type a 3 at the Enter Group prompt, press Enter.
3. Type a 7 (Invoice Inquiry) at the Select Function prompt.

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Sep 08 2008          IDX Billing and Accounts Receivable v4.0          8:07 AM
                    MEDICAL GROUP BUSINESS SERVICES [Test UCI 2]
                    0808

Select Function: ?

1) Registration...          2) Enter Charges
3) Batch Maintenance...    4) Post Receipts
5) Comments...             6) Global Database Updates...
7) Invoice Inquiry          8) Heads Down Data Entry...
10) Reporting...          11) Job Queuing...
13) Dictionaries...        20) Operations...
30) Claim Forms...         31) Statements...
35) Form Letters...        37) Anesthesia/Radiation...
40) System Manager...      43) EDI Management...
44) Add/Edit Referrals     45) Case Management...
48) Cross-Invoice Posting  49) Patient Inquiry
700) Medi-Cal Benefit Information  1000) TES ...

Select Function: 7_
    
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4. Access the appropriate patient. Use action code S (Select Patient) to select your patient if necessary.

Master Patient Index						IMPI.A
Name: SMI,JO						
Master Patient Index Parameters						
BA NAME	DOB	MRN	AGE	SSN	DOB:	
SMICK,JOYCE	04/01/1960	56000291	48Y	XXX-XX-4234		.00
SMIDDY,JOANNE	07/01/1970	56000305	38Y	XXX-XX-5345		.00
SMIDT,JOHN	05/01/1950	56000283	58Y	XXX-XX-3123		.00
SMIDTH,JONATHAN	03/01/1967	56000348	41Y	XXX-XX-0890		.00
SMIGLEE,JORDAN	05/01/1940	56000321	68Y	XXX-XX-7567		.00
SMILES,JOELY	01/01/1965	56000372	43Y	XXX-XX-6876		.00
SMILEY,JON	05/01/1980	56000313	28Y	XXX-XX-6456		.00
SMILEYS,JOEL	10/01/1971	56000356	36Y	XXX-XX-1901		.00
SMILLY,JOAN	11/01/1985	56000364	22Y	XXX-XX-7987		.00
SMIT,JODY	07/01/1965	56000330	43Y	XXX-XX-8678		.00
SMITH,JOAN	12/06/1925	56000119	82Y	XXX-XX-7469		.00
SMITH,JOANNE	08/02/1956	56000160	52Y	XXX-XX-7329		.00
SMITH,JOHN	01/15/1969	56000011	39Y	XXX-XX-9786		.00

0 Selected F70-Quit F10-OK F15-Help F13-More Keys					
F-Patient Filter	G-Group Filter	I-IMS Inquiry			
M-Mark as Dups	O-Org MRN View	P-Patient Inquiry			
R-Registration View	S-Select Patient	V-Visit View			

5. Press Enter until the "Display PCS comments? N=>" prompt displays.
6. Type a "Y" at the prompt, press Enter.

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PR   FSC           CERT/GROUP      REL   SUBSCRIBER
      FSC           INFO
1   307   LMC                SEL
2   311   CCG                SEL
3   114   HSB                SEL
4   325   CCSM               SEL
5   742   BCC                SEL

ACCOUNTS IN GROUPS:  3 5
ACCOUNT IN PCS WORKFILE(S): 285 (5) 301 (5) 682 (3)
Registered on: 06/20/2006  By:
Last Updated:  09/03/2008  By:

Display PCS comments? N=>  Y
    
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7. To view additional pages of PCS comments, press the Shift + F4 keys. Press the F key to page down and the B key to page up.

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PCS Comments                                     APPC.A
Patient:
PCS Comments                                     F10-QK  F15-help  Line limit: 500 lines: 57
11/05/2007 09:55AM **                RE SNT CLM TO EDS W/APPRVD SAR
CLM IS PREVIOUSLY DENIED ML16.RB/T45.PXB14.
=====
12/20/2007 09:25AM                CHCKD MCAL WEB SITE FOR CLM STATUS, CLM
DND FOR OTHER INS EOB.  CHCKD MCAL WEBSITE FOR ELIG STATUS PT HAS BX CAL KIDS.
CHCKD BX WEBSITE FOR CLM STATUS, CLM NIS, CHCKD BX WEBSITE FOR ELIG STATUS, PT
EFF W/ BX CAL KIDS 06.01.06 TO CURRENT.  SWAPPED FSC TO HSB AND Y TO CLM.  RB
T45 KXG12
=====
01/30/2008 09:55AM                CHCKD MCAL WEB SITE FOR CLM STATUS, CLM NIS.  CHCKD
MCAL WEBSITE FOR ELIG STATUS PT HAS BX CAL KIDS.  CHCKD BX WEBSITE FOR ELIG
STATUS, PT EFF W/ BX CAL KIDS 06.01.06 TO CURRENT.  CHCKD BX WEBSITE FOR CLM
STATUS, CLM NIS SWAPPED FSC TO HSB AND Y TO CLM.  RB T45 KXG12
=====
02/07/2008 09:59AM RE:                INS REQUESTED ADD INFO AND SUBMITTED ON

Press <F10> to continue, or press <F7><Q> to quit:
    
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8. After you have finished viewing the appropriate PCS comments, press F7-Q to exit the PCS Comments screen.

If you have any questions about this job aid or other BAR functions contact Jacob Fisher, Senior Training Analyst, Learning Services at 415-353-4309.