2023
Indian Health Service
Partnership Conference

PRC Reconciliation

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August 23, 2023

Fiscal Intermediary (FI) Processing/Reconciliation

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Agenda

- Speaker Introduction

- Why is this important?

- Reports

- CHS/MIS, FI and UFMS Process Overview

- CHS/MIS, FI and UFMS Process Steps

Why is This Important?

- In PRC we are dealing with patient's healthcare and their bills and both are very personal. We must remember there is a patient at the end of the referral and purchase order.

- Put yourself in the patient's shoes and remember if your referral was approved you would want the claim to be paid correctly. In PRC we must ensure everything is correct prior to exporting to the FI for payment processing. If the information is not correct then the FI cannot process the payment resulting in a pend and more work on the backend for PRC staff.

Patient Centered Focus
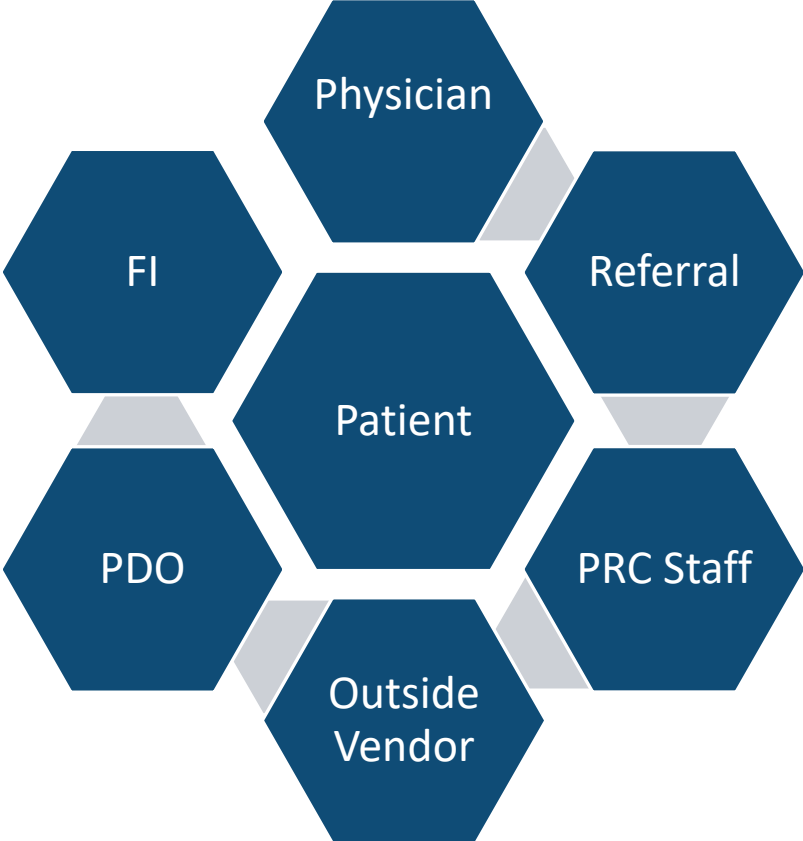
FI Reports

IHS/PRC Fiscal Intermediary Monthly Executive Summary report by Area.

- This report includes a count of claims processed, financial summary, payments by type of service, top 10 diagnoses for **inpatient** claims, top 10 diagnoses for **outpatient** claims, count of pended claims, and count of contracts in effect.

IHS/PRC Payment Log

- The IHS/PRC Fiscal Intermediary (FI) sends daily data files to UFMS that reflect payment information on claims processed by the IHS/PRC FI. The log reflects the information sent to you on the daily "FI Payment Backup Information" emails as well as payments received and any outstanding carryover balance (from the previous month).

- The log contains the following information:
  - Previous Month's Outstanding Balance
  - Payment Date
  - Batch Number
  - Total Amount Requested
  - Number of Records
  - Date Deposit Applied
  - Daily Deposit from UFMS
  - Outstanding Balance (per day)

FI Reports (cont.)

IHS/PRC Monthly Reconciliation Report.

- This report provides monthly reconciliation information between claims information sent to UFMS and Reimbursement received from the Area Office. In addition, the Monthly Reconciliation Report is available online at myprcfi.com in the Report Repository under Area Reports.

IHS/PRC Weekly Reconciliation Report.

- This report provides weekly reconciliation information between claims information sent to UFMS and Reimbursement received from the Area Office. The weekly report contains claims information from **Wednesday through Tuesday** to allow for funding to be completed prior to the report date.

FI Reports (cont.)

- Practice Variation Report

- Saving Reports-showing amount billed and savings with the MLR.

- Various ad-hoc reports can be requested from the FI as necessary. Some of these reports are used to justify additional staffing, additional services at the direct care site or referral practice reporting.

HQ Oversight

- Ensure that Area/SU staff utilize the following tools to improve business practices:
  - SU staff must use the Open Document Report to track outstanding purchase orders at least monthly;
  - Use the pend list from the FI to ensure the purchase orders can be paid; and
  - Enter export issues into the help desk for OIT solutions and tracking.

HQ Oversight (cont.)

- The FI offers monthly Office Hours sessions. This occurs every third Wednesday of the month from 4-5 pm ET on the Microsoft team platform.

- This time can be utilized to ask questions regarding processes. With this format they wouldn't be able to answer questions regarding individual purchase orders due to the PHI aspect.

- The questions regarding individual purchase orders communication would need to be made to the staff by call or e-mail.

Future Projects

- The FI notified us they are working on a web-based portal in which the vendors will be able to log on to check the status of their payment/claims.

- Once complete, this project will lessen Area and Service Unit (SU) time on the phone.

- Important-When sending anything to the FI with PHI, this must be sent via secure data transfer.

Acronyms

- **CHS/MIS** (Contract Health Services Management Information System) - This system manages the medical and dental care of Native American or Alaska Native patients when they need to use medical or dental care providers other than an IHS or tribal health care facility. Specifically the system facilitates the determination of eligibility for paid health care as well as offers functionality for entering purchase orders and denials for payment when applicable.

- **FI (Fiscal Intermediary)** - This system processes Purchased Referred Care(PRC) claims from the providers and facilitates the payment of providers on behalf of IHS. It is maintained by Health Care Service Corporation.

- **UFMS** – Unified Financial Management System, the core financial system used by HHS.

Acronyms (cont.)

- **PDO** – CHS/MIS purchase delivery order. CHS/MIS is the source system of record for IHS PDO documents and UFMS is the system of record for interfaced PDO financial obligations from CHS/MIS. A PDO or a modification to a purchase delivery order is approved and processed in the CHS/MIS.

- **RPMS** – Resource and Patient Management System.

- **RCIS** – Referred Care Information System.

CHS/MIS, FI and UFMS Process Overview

- CHS/MIS is utilized by the Indian Health Service (IHS) to provide a single standardized medical recording system for all of its service units.

- This system is under the Resource and Patient Management System (RPMS) application. The authorized purchase delivery orders (PDO) will be interfaced to Unified Financial Management System (UFMS) to reserve funds and create and obligation in the UFMS Purchasing module.

- Subsequently, payment files interfaced from the FI (Fiscal Intermediary) to the UFMS Payable module record the disbursement of claims.

CHS/MIS, FI and UFMS Process

Steps	Process Description
Step 1	PDO entered in CHS/MIS by PRC staff and is routed to a designated supervisor via workflow for approval and authorization within CHS/MIS.
Step 2	Authorized and Approved PDOs are sent to UFMS, FI and Service Providers
Step 3	UFMS sends open CHS/MIS obligations extract to FI. FI uses this extract as the set of obligations valid for processing claim payments.
Step 4	Service provider renders services to the patient.
Step 5	Claim for services rendered to the patient by service provider is sent to the FI.
Step 6	FI validates the claim against CHS/MIS obligations extract received from UFMS, EOB from primary insurance must be received.
Step 7	FI pays the service provider for valid claims.

CHS/MIS FI and UFMS Process (cont.)

Steps	Process Description
Step 8	Invoices (payment records) are interfaced, for services rendered by the provider from the FI to UFMS.
Step 9	UFMS disburses reimbursements to FI for payment of services rendered.
Step 10	FI receives payment reimbursement from UFMS.

Any questions????

Contact Information

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Office of Resource Access and Partnerships

Division of Contract Care

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PRC Reconciliation

Karla Hall
PRC Officer
Great Plains Area IHS

August 23, 2023

Advice of Allowance

- PRC AOAs (Advice of Allowance) is distributed based on either a continuing resolution or full budget.

- Area level distribution is normally based on a quarterly spending plan. During the CR (continuing resolution) period it is based on an approved percent.

- There may be several types of allocation received i.e., (Recurring Base dollars, recurring or non-recurring funds, CHEF and FMCRA)

- At the Area level once the allowance is received, PRCO and others will determine the method for distribution of any new funds with Area Director's approval and forward the request to Finance for processing.

- At the SU level once allowance is received the amount is posted into the RPMS PRCMIS (ALU-allowance menu option), this updates the PRC accounts. Staff should print a copy keep for reference. Staff must know what the day to day funds availability is. They have access to view the Account Balance – see sample next page.

AOA: Advice of Allowance
CR: Continuing Resolution
CHEF: Catastrophic Health Emergency Fund

FMCRA: Federal Medical Care Recovery Act
SU: Service Unit
ALU: Allowance Update

RPMS CHS-MIS Account Balance

```
                    (your facility name)
                   CHS REGISTER BALANCES
                  Sep 05, 1996@15:25:28

 Fiscal Year   1996       Register Number  6-001
Last document issued: 6-ANY-00019     Advice of Allow:  250,000.00


Register        Initial Balance  Obligated Amount  Current Balance
--------        ---------------  ----------------  ---------------
HOSPITAL CARE       25,000.00         35,406.44        (10,406.44)
E.R. ROOM           15,000.00            985.00         14,015.00
PHYS INPATIENT      20,000.00         11,275.35          8,724.65
PHYS OUTPATIENT     20,000.00         31,125.00        (11,125.00)
DENTAL CARE          5,000.00            115.00          4,885.00
P&E TRAVEL          12,000.00         18,000.00         (6,000.00)
OTHER                3,000.00              0.0          03,000.00
                 ------------      ------------      ------------
TOTAL            $250,000.00        $96,906.79       $153,093.21
```

RPMS CHS-MIS DCR Register

- PRC staff can either post the whole amount under the new YTD allowance which automatically updates each document control register as staff issue purchase orders; will be based on DCR register number they initially assigned the OCC/SCC codes and CAN number

- Staff can manually distribute funds among the available DCR based on Prior Year spending plans.

  ◦ DCR: Document Control Register

  ◦ OCC: Object Class Code

  ◦ SCC: Service Class Code

  ◦ CAN: Common Accounting Number

  ◦ YTD: Year To Date

PRC Exports & EOBR Files

- PRC Exports ~ Recommend daily

- Obligations will populate to UFMS and the FI system within the same day or next day.

- Recommend PRC staff maintain export logs for referencing purposes should there be issues.

- An email confirmation is sent by Area PRC staff when the process is complete.

- Fiscal Intermediary EOBR Files are processed daily.

  ○ EOBR: Explanation Of Benefits Remittance

Great Plains Area Email Confirmation of Exports & EOBR's

This is a courtesy notice is to inform you of EOBR files processed & EPO files exported to FI & UFMS by Area Office staff. If you do not see your EPO data export below or did not receive EOBR files, please let me know.

Service Unit PRC EPO data processed/exported to the FI & UFMS:

	File Name	Facility Name	RCDS	Date SU Export	Processed
1	ACHS100901.20190423_150354		2419	Apr 23, 2019	Y
2	ACHS101001.20190423_073058		1071	Apr 23, 2019	Y
3	ACHS101501.20190422_161115		1223	Apr 22, 2019	Y
4	ACHS101501.20190423_163418		382	Apr 23, 2019	Y
5	ACHS102101.20190423_161531		264	Apr 23, 2019	Y
6	ACHS102231.20190423_161657		184	Apr 23, 2019	Y

REMINDER: You can check to see if your CHS/PRC Export data was received by UFMS, via this Website: http://home.ihs.gov/admin/chs/index.cfm?module=reports   This hyperlink is to the IHS UFMS Exports Reports Intranet site, I provide the link here for your convenience to track/monitor your exports. We also recommend you spot check your Exports to ensure they make it thru to the FI and/or monitor your weekly PEND reports from the FI, especially for the S01N errors as these identify a lack of obligation and may require re-export of the PO.

FI – EOBR files Exported to Service Unit Sites: (Please process EOBR files daily and remember to monitor your EOBR error report).

# FILE NAME	FI PROCESS DATE	# RCDS	(Area) SEQ #
bcbseob.001.113013022	Apr 22, 2019	6,143	910

Steps on Resolving Export Issues

- Check your export log for the Julian date when file was sent.
- Contact Site Manager to check on the location of the export in the PUB directory.
- If the export is sitting on Service Unit system, submit a ticket at the IHS IT Support Helpdesk at ITSupport@ihs.gov
- If the export is NOT found on your SU system; you can re-export the file.
- There is also an option to re-export individual Purchase Orders.
- Remember you can now re-export and do a regular export the same day.
- Check the web link: https://home.ihs.gov/admin/chs

    check the status of your export through the HUB.

    see example next page…

PRC Verification – Number of Records Processing Through the HUB

IHS – PRC Manual

2-3.13   FOLLOW-UP OF OUTSTANDING AUTHORIZATIONS

Each IHS PRC program will establish a follow-up system for all authorizations that have not been completed and returned within 90 days of issuance. Manual Exhibit 2-3-I has a recommended form letter for use in these follow-ups.

2-3.14   RECONCILIATION OF CHS/MIS to UFMS REGISTER

The PRC Commitment Register (CHS/MIS) will be reconciled with the official financial management report, each month of the fiscal year. The recommended procedures for reconciliation of the Commitment Register are provided in Manual Exhibit 2-3-J.

CHS-MIS: Contract Health Service-Management Information System
UFMS: United Financial Management System

Form letter to Send to Providers

Manual Exhibit 2-3-I

SAMPLE LETTER TO PROVIDER FOLLOW-UP ON AN OUTSTANDING PURCHASED/DELIVERY ORDER

(Each Area should have a form letter to follow-up with their providers for outstanding purchase)

Date:

Name of Patient:

On _____ you were sent Purchase/Delivery Order No. _____ in the amount

 of $_____, covering services provided on _____ to _____ for _____.

To date, the completed claim has not been submitted for payment.

Please complete and return this form so that this account may be cleared from our records. If we do not receive a response by [enter a date], the obligation for these services will be canceled. Neither the patient or IHS will be responsible for these services if a response is received after [enter date].

If the form has been misplaced or the account has been covered by some other resource, please advise us so that appropriate action may be taken.

Sincerely yours,

(Authorized Individual)

Documents Utilized for Reconciliation

- Allowance Status by Location – UFMS/FBIS report

- CHS-MIS Document Control Register

- Area/SU PRC Distribution table or AOAs – Advice of Allowance

- CHS-MIS Reports

  - Document Status Report (open documents)

  - Vendor Usage Report (open documents)

- PO – IHS Obligations Liquidation Status Report

- CHS-MIS and FI GEH Error list

- FI Pended Claims (detailed) Report

UFMS: United Financial Management System
FBIS: Financial Business Intelligence System
GEH: Global Error Handling

IHS/PRC Funds Control

- Each facility must establish a reconciliation process to ensure funds availability and clean up undelivered orders.

- The Purchased/Referred Care reconciliation will be maintained at each authorizing location. The reconciliation document and file must contain the following information provided in the following slides.

- The reconciliation tool will be checked periodically and submitted to the Area PRCO upon request at month ending or reviewed during onsite reviews.

- The reconciliation tool, the monthly Status of Funds and Spending Plans must be share with SU/Area Leadership ongoing basis. To keep Leadership in the loop.

Questions?

Contact Information

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PRC Officer

Great Plains Area IHS

Purchased/Referred Care Program

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CHS/MIS FI Errors and Error Correction Walk-Through

Abhishek Krishnan
Office of Finance and Accounting
Division of Systems, Review and Procedures (DSRP)

Agenda

- Speaker Introduction

- Course Topics and Objectives

- FBIS Reports for CHS/MIS and FI Errors

- CHS – FI Interface Errors and using Job Aid to correct CHS/MIS FI Errors

- Suspending errors using GEH (Global Error Handling) form in UFMS

- Support Contact Information

- Q&A

Course Topics and Objectives

By the end of this presentation, participants will be able to:

- Run FBIS Reports for CHSMIS and FI Errors

- Run other FBIS Reports related to CHSMIS and FI

- Review the FBIS CHSMIS and FI GEH Errors report for respective Area Offices

- Use the Job Aid to correct CHSMIS FI Errors

- Suspend errors using the GEH (Global Error Handling) form in UFMS

- Contact the correct POCs for help and support

FBIS Reports for CHS/MIS and FI Errors

CHS/MIS GEH Errors

- To view GEH errors from CHS/MIS, please follow the below navigation from Catalog reports
  - Shared Folders → Operational Reports → Interface → IHS folder and click "Expand"
  - FBIS Report Names:
    - IHS - CHS - MIS Interface GEH Errors - CHS Details
    - IHS - CHS - MIS Interface GEH Errors - Errors

FI GEH Errors

- To view GEH errors from FI, please follow the below navigation from Catalog reports
  - Shared Folders → Operational Reports → Accounts Payable → IHS folder and click "Expand"
  - FBIS Report Names:
    - IHS FI Interface GEH Errors - FI Details
    - IHS FI Interface GEH Errors - Errors

FBIS Reports for CHS/MIS and FI Errors (cont.)

Locate the IHS – CHS – MIS Interface GEH Errors – CHS Details report

- UFMS: https://ufms.hhs.gov/

- FBIS: https://fbis.hhs.gov/
  1. Click on Shared Folders under the Folders section
  2. Select the Operational Reports folder
  3. Select the Interface folder, drilldown and select the IHS folder
  4. View list of reports

FBIS Reports for CHS/MIS and FI Errors (cont.)

AREA_OFFICE_CODE	AREA_OFFICE_NAME
C	Aberdeen (Great Plains)
A	Alaska
Q	Albuquerque
D	Bemidji
B	Billings
L	California
U	Nashville
N	Navajo
O	Oklahoma
X	Phoenix
P	Portland
S	Tucson

Quick Tips:

✓ Know your Area Office Code and Area Office Name for running FBIS Reports

FBIS Reports for CHS/MIS and FI Errors (cont.)

Enter the selection criteria in the **Page Prompts** screen to run the report

1. Select dropdown or enter **Area Office** (e.g., N for Navajo) in the Area Office field
2. Select or enter the **Creation Date** values for the "From" and "To" parameters
3. Select the appropriate **Status** in the in the status field
4. Click OK (the report may take a few minutes to complete and generate results)

FBIS Reports for CHS/MIS and FI Errors (cont.)

FBIS Reports for CHS/MIS and FI Errors (cont.)

Enter the selection criteria in the **Page Prompts** screen to run the report

1. Select the dropdown or enter **Area Office** (e.g., N for Navajo) in the Area Office field
2. Select the dropdown or enter the **Service Unit** in the in the Service Unit field
3. Click OK (the report may take a few minutes to complete and generate results)

IHS - CHS - MIS Interface GEH Errors - Errors

Page Prompts

Area Office | --Select Value-- ▼

Service Unit | --Select Value-- ▼

OK   Reset ▾

Edit - Refresh

FBIS Reports for CHS/MIS and FI Errors (cont.)

Locate the IHS – FI Interface GEH Errors – FA Details report

1. Click on Shared Folders under the Folders section
2. Select the Operational Reports folder

3. Select the Accounts Payables folder, drilldown and select the IHS folder
4. View list of reports
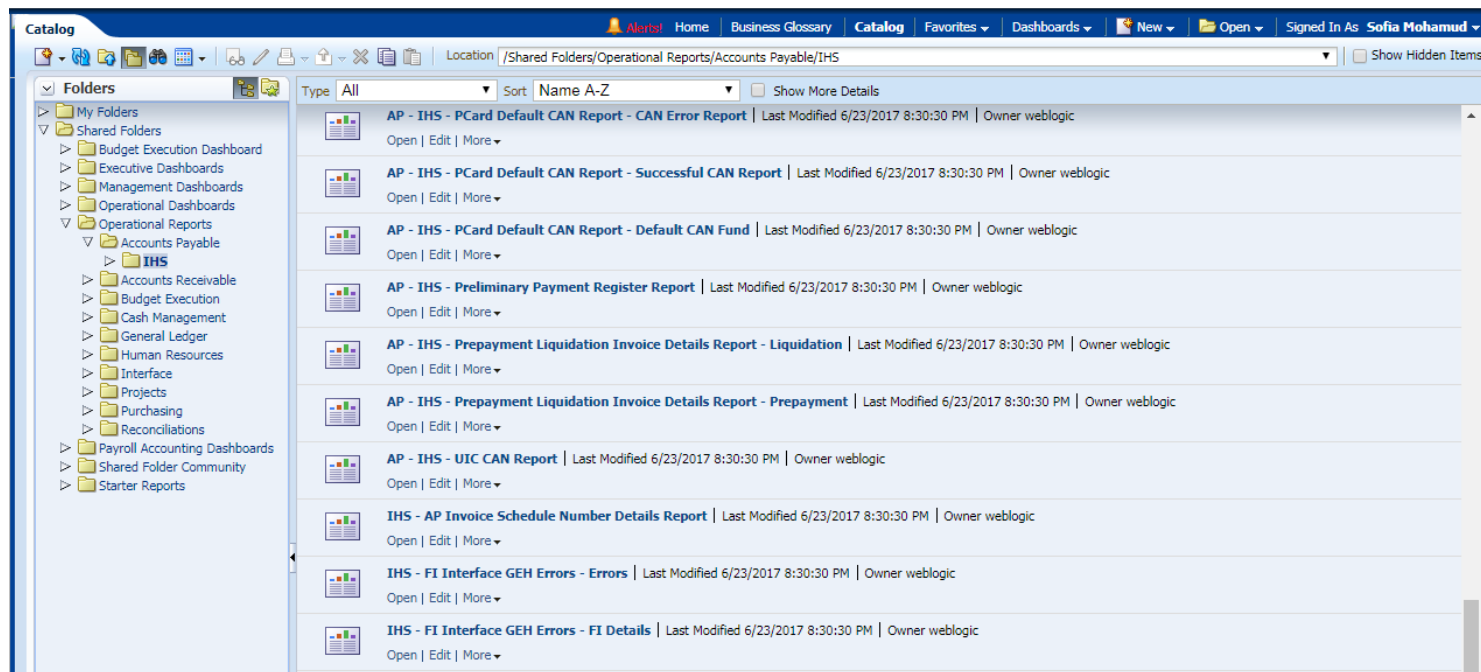
FBIS Reports for CHS/MIS and FI Errors (cont.)

Enter the selection criteria in the Page Prompts screen to run the report

1. Select the dropdown or enter **Area Office** (e.g., N for Navajo) in the Area Office field
2. Select the dropdown or enter the **Service Unit** in the in the Service Unit field
3. Select or enter the **Creation Date** values for the "From" and "To" parameters
4. Select the appropriate **Status** in the in the status field
5. Click OK (the report may take a few minutes to complete and generate results)

IHS - FI Interface GEH Errors - FI Details

Page Prompts

Area Office is LIKE (pattern match) --Select Value--
Service Unit is LIKE (pattern match) --Select Value--
Obligation Number is LIKE (pattern match) --Select Value--
* Creation Date Between _____ - _____
* Status is LIKE (pattern match) --Select Value--

Error
Inprocess
New
Processed
Suspend

OK   Reset

Edit - Refresh

Search...

Job Aid to Correct CHS/MIS FI Errors

- How to use Job Aid to correct CHS/MIS FI Errors

- CHS/MIS FI UFMS Job Aid location on SharePoint

- Common CHS Interface Errors and Suggested Resolutions

- Common FI Interface Errors and Suggested Resolutions

  ○ Errors that needs analysis and further coordination

  for resolution example: UEI_EIN_NOT_FOUND

Suspend Errors Using GEH Form in UFMS

- How to suspend errors using GEH (Global Error Handling) form in UFMS for your Area Office
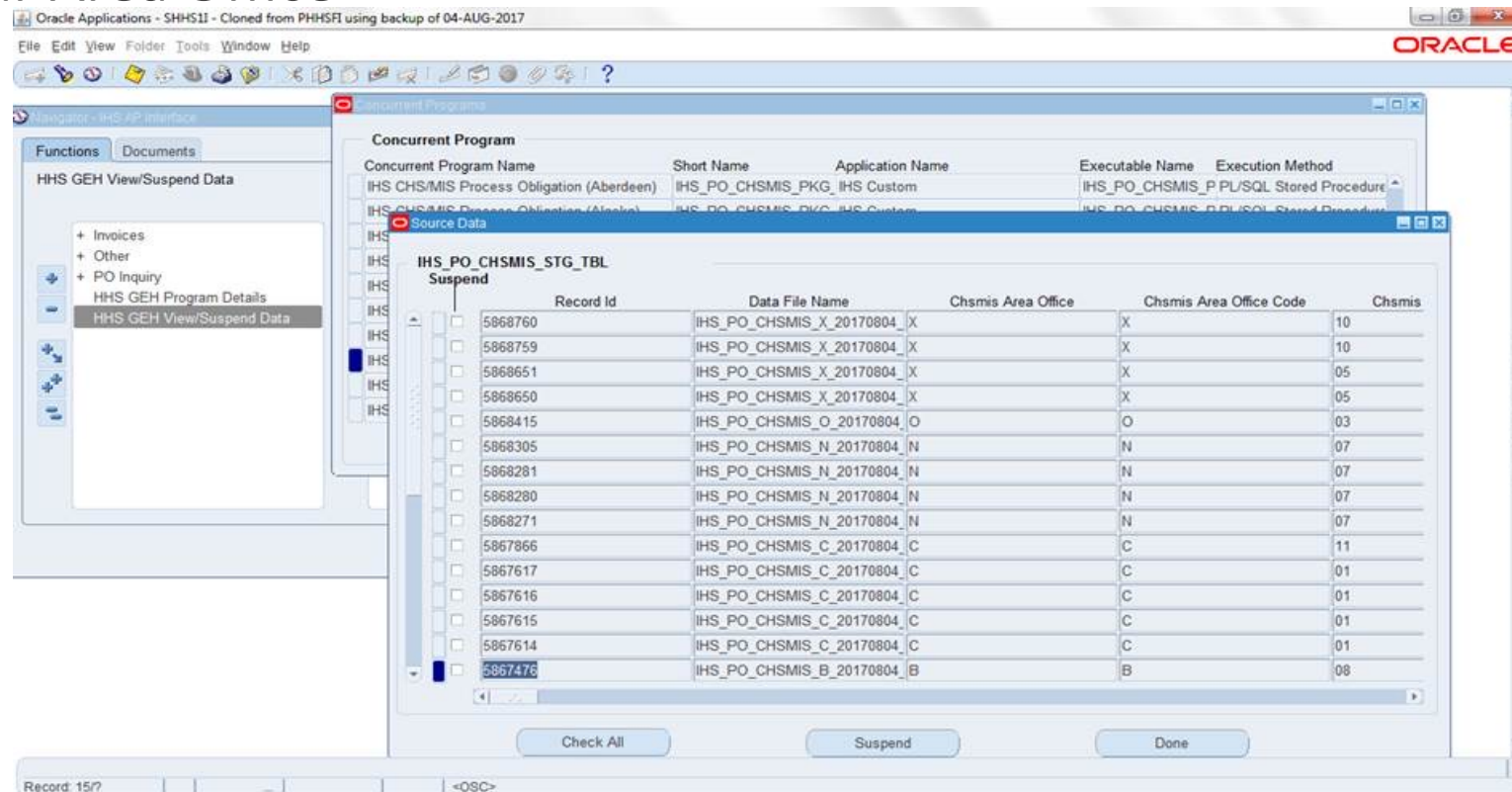
Contact Information

➢ UFMS Helpdesk for FBIS Access

1-866-925-8367

UFMS_PRISMHELPDESK@ihs.gov

AP Federal Lead: Azmah Parry (Azmah.Parry@ihs.gov)

PO Federal Lead: Donna Wilks (Donna.Wilks@ihs.gov)

➢ UFMS Support Team

Abhishek Krishnan: Abhishek.Krishnan@ihs.gov

Anand Chaturvedi: Anand.Chaturvedi@ihs.gov

For any further questions, Email E-Invoicing/IPP team at
IHSHQE-Invoicing@ihs.gov

Questions?

Reconciliation Guide from the Regulation

Manual Exhibit 2-3-J

Reconciliation Document

Location: _____ Month Ending: _____

Section A

1. a. Total allowance on UFMS $ _____

    versus total allowance on CHSMIS $ _____
    (this may be based on quarterly spending but CHS has to know their annual
    recurring allotment and indicate here)

    b. Last PO number posted on UFMS _____ versus

    last PO number entered on CHSMIS _____

        NOTE: this may tell if a DCR (document control register from CHSMIS) has not reached UFMS
        through export at month ending. They may be listed on the GEH error report – where PO never
        populates to UFMS if suspended. Therefore a new PO replaces the previous one to balance and
        reconcile.

****

Section B

1. a. Total obligations CHSMIS DCR $ _____

    b. Total obligations on UFMS (Allowance status by Loc – Discoverer Report)
       Obligation + IHS finance commitments = YTD Obligations $ _____

    c. Total Funds available on CHSMIS $ _____

    Total Funds available on UFMS/Discoverer $ _____

        NOTE: You might reconcile other line items, i.e., expenditures, canceled between CHSMIS and
        UFMS to see what the differences in amounts are and which may tell whether you are missing
        some payments through upload of FI EB file or where payments did not populate to UFMS for
        some reason, you may see some cancellations did not populate to UFMS from CHSMIS export
        which may be on your CHS MIS GEH error listing, etc.

Adjustments: Difference between 1a and 1b (section B) $ _____

    Journal Voucher in process $ _____

    DCR in process for export $ _____

    Error corrections (GEH, etc.) $ _____

    Export Errors $ _____

    TOTAL adjusted obligations $ _____

Figure A-1: Reconciliation form

Manual Exhibit 2-3-J

CHS/MIS, FI, and UFMS

A.1 CHS ADJUSTMENT DOCUMENT

Document #	Amount	Comments
	$	_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
TOTAL	$	_____

Section A
1

a. Total allowance on UFMS $ $ 9,838,868

versus total allowance on CHSMIS $ $ 9,838,868
(this may be based on quarterly spending but CHS has to know
their annual recurring allotment and indicate here)

b. Last PO number posted on UFMS versus   23-XXX-05215
last PO number entered on CHSMIS   23-XXX-05377

Section B
1

a. Total obligations CHSMIS DCR $ $ 7,263,275

b. Total obligations on UFMS
(Allowance status by Loc – Discoverer FBIS Report) $ 6,346,200
Obligation + IHS Finance commitments = YTD Obligations $

c. Total Funds available on CHSMIS $ 2,575,593

Total Funds available on UFMS/Discoverer FBIS $ 3,492,668

Adjustments: Difference between 1a and 1b (section B) $ $ 917,075

Salaries $ $ -

Journal Voucher G-batch in process $ $ -

DCR in process for export $ $ -

Error corrections (GEH, etc.) $ $ -

Export Errors $ $ -

TOTAL adjusted obligations $ $ -

Reconciliation – CHSMIS & UDOs

Download a DSR and drop to Excel:

MGT > PR > DSR

This is an example of what the Report will look like:

	BILLINGS CLINIC	72023	457.6
2-XXX-08579	EIN	OUTPATIENT	
	BILLINGS CLINIC	72023	70.49
2-XXX-08580	EIN	OUTPATIENT	
	BILLINGS CLINIC	72023	536.8
2-XXX-08581	EIN	OUTPATIENT	
	BILLINGS CLINIC	72023	413.6
2-XXX-08582	EIN	OUTPATIENT	
	SIDNEY HEALTH CENTER	72023	50
2-XXX-08583	EIN	OUTPATIENT	
	SIDNEY HEALTH CENTER	72023	100
2-XXX-08584	EIN	OUTPATIENT	

Reconciliation – CHSMIS & UDOs (cont.)

You need to convert (Data > Text to Columns) your
spreadsheet so the document information is all in one row:

2-XXX-08579	BILLINGS CLINIC	72023	457.6
2-XXX-08580	BILLINGS CLINIC	72023	70.49
2-XXX-08581	BILLINGS CLINIC	72023	536.8
2-XXX-08582	BILLINGS CLINIC	72023	413.6
2-XXX-08583	SIDNEY HEALTH CENTER	72023	50
2-XXX-08584	SIDNEY HEALTH CENTER	72023	100

Reconciliation – CHSMIS & UDOs (cont.)

*The only real **need** in this spreadsheet is the PDO #.*

Now you need to convert your PDO to match a UFMS PDO excluding the **HHSI 244**
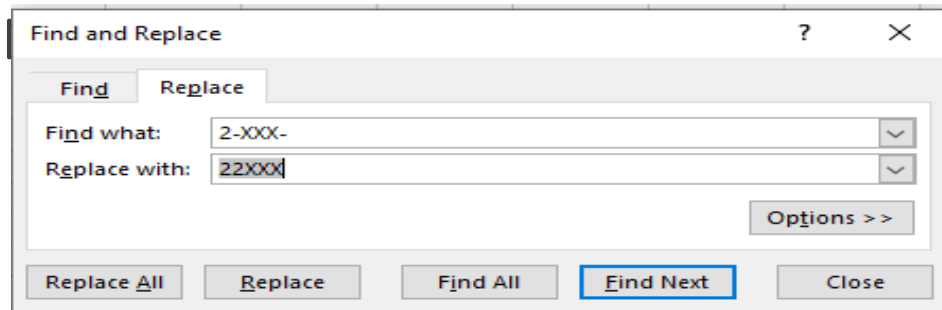
22XXX08579	BILLINGS CLINIC	72023	457.6
22XXX08580	BILLINGS CLINIC	72023	70.49
22XXX08581	BILLINGS CLINIC	72023	536.8
22XXX08582	BILLINGS CLINIC	72023	413.6
22XXX08583	SIDNEY HEALTH CENTER	72023	50
22XXX08584	SIDNEY HEALTH CENTER	72023	100

Reconciliation – CHSMIS & UDOs (cont.)

Color your Rows for enhanced viewing:

22XXX08579	BILLINGS CLINIC	72023	457.6
22XXX08580	BILLINGS CLINIC	72023	70.49
22XXX08581	BILLINGS CLINIC	72023	536.8
22XXX08582	BILLINGS CLINIC	72023	413.6
22XXX08583	SIDNEY HEALTH CENTER	72023	50
22XXX08584	SIDNEY HEALTH CENTER	72023	100

And for now, this spreadsheet can be set-aside.

Reconciliation – CHSMIS & UDOs (cont.)

Download a UDO listing from FBIS and drop to Excel:

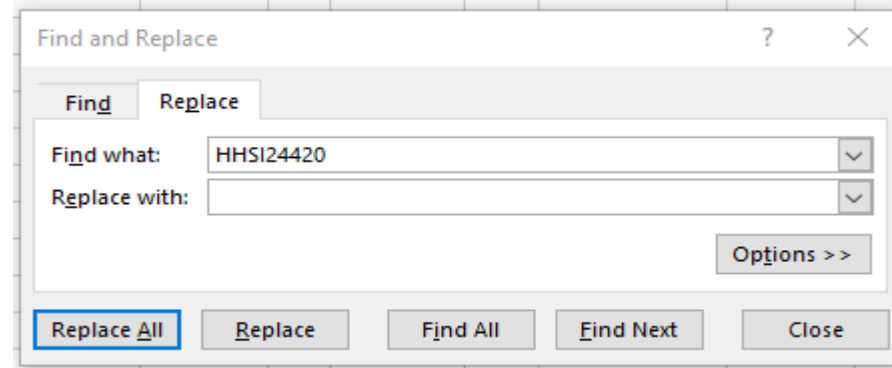|										
HHSI2442022XXX08579		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
HHSI2442022XXX08580		$50.00	$0.00	$0.00	$50.00	$0.00	$50.00	2023	7118470206	25637	47204MTC000000
HHSI2442022XXX08581		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
HHSI2442022XXX08582		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000
HHSI2442022XXX08583		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
HHSI2442022XXX08584		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000

Reconciliation – CHSMIS & UDOs (cont.)

Now you need to convert your PDO to match the CHSMIS PDO.

Exclude: **HHSI24420**

Excel Menu: **Find & Replace**

Find and Replace	?	×
Find	**Replace**	

Find what: | HHSI24420 | ⌄

Replace with: | | ⌄

Options >>

| Replace All | Replace | Find All | Find Next | Close |

22XXX08579		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08580		$50.00	$0.00	$0.00	$50.00	$0.00	$50.00	2023	7118470206	25637	47204MTC000000
22XXX08581		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08582		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000
22XXX08583		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08584		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000

Reconciliation – CHSMIS & UDOs (cont.)

Now Merge your documents into one Excel list and Sort.

Your Colored documents are CHSMIS. Your clear documents are UFMS. Color your Rows for enhanced viewing:

Reconciliation – CHSMIS & UDOs (cont.)

Scroll through your list for sequential PDO's.

If you find a color together, it is a CHSMIS adjustment. If you find clear together it is a UFMS adjustment.

22XXX08574	BILLINGS CLINIC		72023	457.6							
22XXX08579	BILLINGS CLINIC		72023	457.6							
22XXX08579		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08580	BILLINGS CLINIC		72023	70.49							
22XXX08580		$50.00	$0.00	$0.00	$50.00	$0.00	$50.00	2023	7118470206	25637	47204MTC000000
22XXX08581	BILLINGS CLINIC		72023	536.8							
22XXX08581		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08582	BILLINGS CLINIC		72023	413.6							
22XXX08582		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000
22XXX08583	SIDNEY HEALTH CENTER		72023	50							
22XXX08583		$300.00	$0.00	$0.00	$300.00	$0.00	$300.00	2023	7118470206	25637	47204MTC000000
22XXX08584	SIDNEY HEALTH CENTER		72023	100							
22XXX08584		$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	2023	7118470206	25637	47204MTC000000
22XXX08586											
22XXX08587											

Reconciliation – CHSMIS & UDOs (cont.)

The CHSMIS adjustments will need to checked against – CHSMIS, UFMS and the FI.

The UFMS adjustments will go through your UFMS PO Maintenance person.

Questions

Contact Information

Roberta Whiteman

PRC Officer

Billings Area IHS

Purchased/Referred Care Program

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