

Automatic Adjustments

Automatic Adjustments

The automatic adjustments process can be used to make adjustments to a calculation after it has been posted, even if the period is locked and/or there are payments or adjustments posted to it. The process will adjust any posted invoices, and re-calculate/post what actually should have been calculated/posted. Automatic Adjustments reduce the risk of user error by adjusting all payer sources automatically. The Automatic Adjustments tasks will vary based on the scenarios causing the adjustments to be done. Some examples of when you might use Automatic Adjustments are:

- When a resident gets approved Medicaid and was billed Self Pay prior to being approved.
- When you bill the default RUG rate for Medicare (A) and an MDS has now been submitted.

Most payer sources have something that may affect a Self Pay bill (co-pay, liability, etc.) so after using Automatic Adjustments, you should run a Self Pay bill for the selected residents.

Changing Billing Information

Prior to running the Automatic Adjustments task, you must first make sure that the new billing information has been charted. For example, make sure the appropriate payer source is now charted or the appropriate RUGs level is now charted. You should run your Requirements calendar for the adjustment period to make sure all census information is accurate.

Prior to Using Automatic Adjustments

Double check the appropriate requirements calendars to be sure that all of your charting has been corrected. View the cash receipts screen to see what lines were out there so that you can determine what you would like to see changed. After running the auto adjustment, you will want to check the receipts screen again to verify that the correct changes occurred.

Using Automatic Adjustments

1. From the **Main Menu** click the **Adjustments** button.
2. Click **Auto Adjustments** button.
3. Select the appropriate button based on the type of adjustment you are doing
 - a. For example you may see a button for Retro Medicaid Approval and Medicare Default RUG Adjustment.
4. Select name(s) to be adjusted and click **OK**.
 - a. You may select multiple names if you are adjusting the exact same periods.

5. Select the **Dates** to adjust. The **To Date** must be through the last post-billed period posted. Even if only one month is affected, your Date To must go through the last month posted.
 - a. **Example:** If it is May 2013, and you have already done your May pre-bill/April post-bill and you now have someone who has gotten Medicaid Approval back to February 2013:
 - i. **From Date** would be 02/01/2013
 - ii. **To Date** would be 04/30/2013.
 - b. **NOTE:** *Selecting the right dates is critical to the process. Once you have selected dates, you will see the invoice periods displayed on the right side of the screen showing you what will be adjusted. If you have questions as to what dates to select, please call American Data's Financial Support department prior to doing the auto-adjustment.*
6. Select a **posting date**. This must be a date in an open period and is the date the adjustments will post to.
7. Click **OK**.
8. Click **Yes** on the message asking if you want to process all selected names.
9. Click **Close** on the error log (if the error log states No problems). If you receive an error log which states there are errors, please print the log and contact American Data's Financial Support Department to help resolve the errors.
10. Click **Exit** on the calculating screen to complete the adjustment.
11. Billing Summary reports affected by this automatic adjustment should preview. Print and/or save a copy of these reports. Click **Close**.
12. Open the Receipts/Adjustments screen for the residents to be sure the adjustment process had the intended results.

Below is an example of what the Self Pay Receipts/Adjustments screen might look like once the adjustments from a Medicaid Co-Pay to Insurance Co-Pay have been made. The gray lines are invoices that were automatically adjusted.

Control No.	Date Applied	Description	Liability Adjustment	Receipt	Receivable Account	Cash	Adjustment	Account	Date Paid	Service Date	Reference	Control No.
-400.00	11080	06/01/2012	LIABILITY	400.00	2-1-1150			2-1-0110		06/01/2012		11080
				400.00	2-1-1150	400.00		2-1-0110	07/19/2016	06/01/2012	Ck #2005	11080
	11080	06/01/2012	LIABILITY	-400.00	2-1-1150			2-1-0110		06/01/2012		11080
-400.00	11786	03/01/2013	LIABILITY	400.00	2-1-1150			2-1-0110		03/01/2013		11786
				400.00	2-1-1150	400.00		2-1-0110	07/19/2016	03/01/2013	Check#142	11786
	11786	03/01/2013	LIABILITY	-400.00	2-1-1150			2-1-0110		03/01/2013		11786
-400.00	17096	04/01/2012	Adjustment LIABILITY	-400.00	2-1-1150			2-1-0110		04/01/2012		17096
-400.00	17097	05/01/2012	Adjustment LIABILITY	-400.00	2-1-1150			2-1-0110		05/01/2012		17097

Self Pay Bills

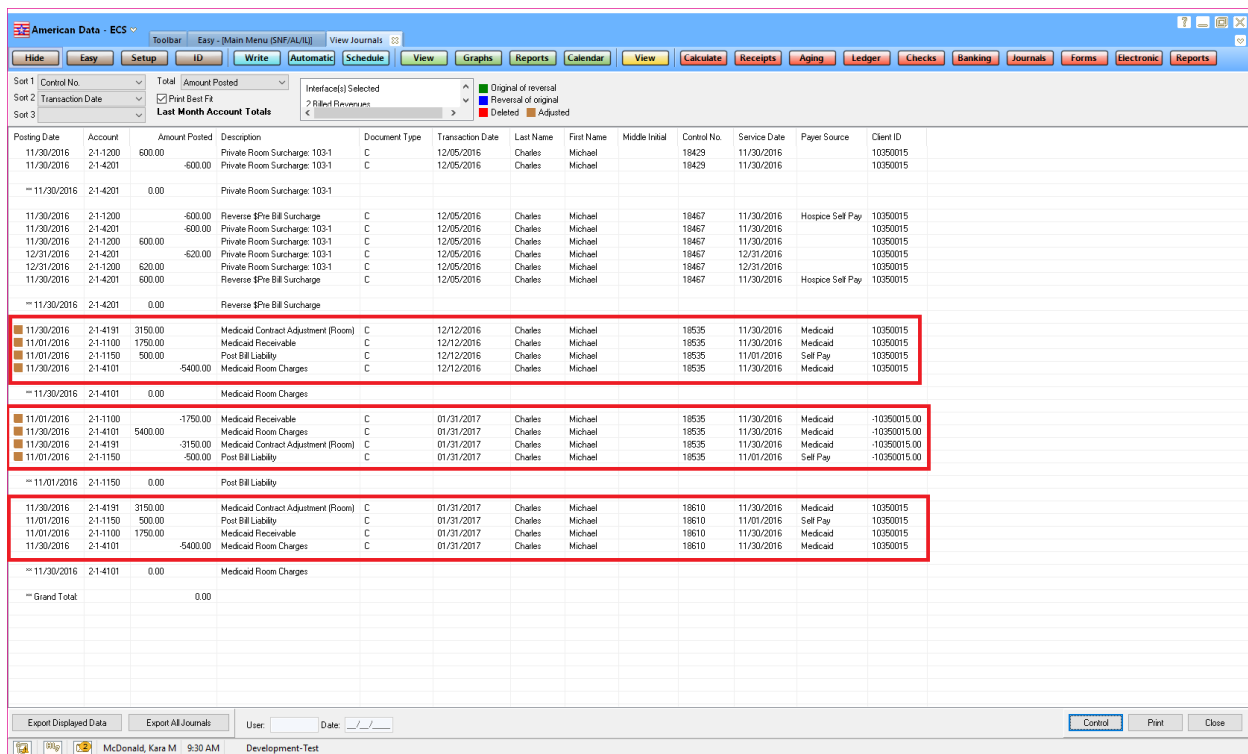
The adjustments to a resident's account will be reflected on the next statement that is generated. We recommend running the Self Pay Bill after verifying the cash receipts screen looks accurate and that the adjustment process was successful.

Journals

When doing auto-adjustments, we must not affect locked periods. Auto-adjustments are posted into the period that you select on the Auto-Adjustment Control screen for any periods that have already been locked.

When an invoice is active in the journals, there are no colored squares to the left of the lines. Once an invoice has been auto-adjusted, you will see orange squares next to all lines related to the auto-adjusted invoice. You will see one set of orange squares for the original invoice that was posted and a second set of orange squares for all the same lines with the opposite sign. If the original invoice debited an account, you will see an offsetting orange line crediting that same account for the same amount.

EXAMPLE: In the picture below, invoice 18535 for Michael Charles was auto-adjusted. The top box is the original invoice lines, which are now tagged with orange squares. The second box contains the transactions with the opposite transactions of the original invoice. They are also tagged with orange squares and contain the same invoice Number. The last box is the new invoice that was created by the process. (In this particular example, there was not change to the Revenue/Receivable for Medicaid.)



Posting Date	Account	Amount Posted	Description	Document Type	Transaction Date	Last Name	First Name	Middle Initial	Control No.	Service Date	Payer Source	Client ID
11/30/2016	2-1-1200	600.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18429	11/30/2016		10350015
11/30/2016	2-1-4201	-600.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18429	11/30/2016		10350015
11/30/2016	2-1-4201	0.00	Private Room Surcharge: 103-1									
11/30/2016	2-1-1200	-600.00	Reverse #Pre Bill Surcharge	C	12/05/2016	Charles	Michael		18467	11/30/2016	Hospice Self Pay	10350015
11/30/2016	2-1-4201	600.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18467	11/30/2016		10350015
11/30/2016	2-1-1200	600.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18467	11/30/2016		10350015
12/31/2016	2-1-4201	-620.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18467	12/31/2016		10350015
12/31/2016	2-1-1200	620.00	Private Room Surcharge: 103-1	C	12/05/2016	Charles	Michael		18467	12/31/2016		10350015
11/30/2016	2-1-4201	600.00	Reverse #Pre Bill Surcharge	C	12/05/2016	Charles	Michael		18467	11/30/2016	Hospice Self Pay	10350015
11/30/2016	2-1-4201	0.00	Reverse #Pre Bill Surcharge									
11/30/2016	2-1-4191	3150.00	Medicaid Contract Adjustment (Room)	C	12/12/2016	Charles	Michael		18535	11/30/2016	Medicaid	10350015
11/01/2016	2-1-1100	1750.00	Medicaid Receivable	C	12/12/2016	Charles	Michael		18535	11/30/2016	Medicaid	10350015
11/01/2016	2-1-1150	500.00	Post Bill Liability	C	12/12/2016	Charles	Michael		18535	11/01/2016	Self Pay	10350015
11/30/2016	2-1-4101	-5400.00	Medicaid Room Charges	C	12/12/2016	Charles	Michael		18535	11/30/2016	Medicaid	10350015
11/30/2016	2-1-4101	0.00	Medicaid Room Charges									
11/01/2016	2-1-1100	-1750.00	Medicaid Receivable	C	01/31/2017	Charles	Michael		18535	11/30/2016	Medicaid	-10350015.00
11/30/2016	2-1-4101	5400.00	Medicaid Room Charges	C	01/31/2017	Charles	Michael		18535	11/30/2016	Medicaid	-10350015.00
11/30/2016	2-1-4191	-3150.00	Medicaid Contract Adjustment (Room)	C	01/31/2017	Charles	Michael		18535	11/30/2016	Medicaid	-10350015.00
11/01/2016	2-1-1150	-500.00	Post Bill Liability	C	01/31/2017	Charles	Michael		18535	11/01/2016	Self Pay	-10350015.00
11/01/2016	2-1-1150	0.00	Post Bill Liability									
11/30/2016	2-1-4191	3150.00	Medicaid Contract Adjustment (Room)	C	01/31/2017	Charles	Michael		18610	11/30/2016	Medicaid	10350015
11/01/2016	2-1-1150	500.00	Post Bill Liability	C	01/31/2017	Charles	Michael		18610	11/01/2016	Self Pay	10350015
11/01/2016	2-1-1100	1750.00	Medicaid Receivable	C	01/31/2017	Charles	Michael		18610	11/30/2016	Medicaid	10350015
11/30/2016	2-1-4101	-5400.00	Medicaid Room Charges	C	01/31/2017	Charles	Michael		18610	11/30/2016	Medicaid	10350015
11/30/2016	2-1-4101	0.00	Medicaid Room Charges									
Grand Total		0.00										

Please Note

If the Automatic Adjustment process didn't give you the results you were expecting, please do not re-run the process. Contact American Data's Financial Support Department for assistance.