



# ARIQ and ABSI



## Staff Education

<http://www.mc.uky.edu/LearningCenter>

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## ACCOUNTS RECEIVABLE INQUIRY

### I. Sign-on Procedures:

1. From the VTAM menu, type PROD, and press <ENTER> key
2. Press the <PAUSE> or <CLEAR> key to clear the screen
3. Type CESN, and press <ENTER> key
4. Type USERID , press the <TAB> key
5. Type your PASSWORD and press the <ENTER> key
6. Type MPAC, and press the <ENTER> key
7. Select MEDI Patient Accounting by placing an X , press the <ENTER> key
8. The Patient Accounting Function Selection Menu will be displayed. Select ARIQ and press <ENTER>

### II. Special Function Keys:

<b>PF 3 Key</b>	Takes you back one screen
<b>PF 7 Key</b>	Pages back within a function
<b>PF8 Key</b>	Pages forward within a function
<b>Clear Key</b>	Terminates function

**I. PATIENT SEARCH PARAMETERS**

1. **CPI /Account Number:** \_There are two different ways to do the search--
  - a) By Medical Record Number: Displays a screen listing of all visits for that Medical Record number.
  - b) By Medical record Number and Visit Suffix: Displays screen for one specific visit for a specific patient.
  
2. **Account Name:** Displays a screen listing of all accounts for the alphabetically by name. Selecting an account from this screen brings up the Account Menu for the specified account.
  
3. **Any Name:** \_Displays an alphabetical list of every patient, guarantor, spouse, emergency contact, and insured person in the Medipac system with the CPI number of the account associated with each name.
  
4. **Billing Claim Number:** \_Displays the patient ARIQ record by the billing claim number

**Finding Patient Account Information:**

1. After typing Medical Record #, or name, press t he ENTER key to display the Patient Search parameter screen.

**NOTE** that you cannot print or use the posting functions on this screen. If you need additional information regarding patient accounts, contact Patient Accounts to get approval.

```
PATIENT ACCOUNT INQUIRY      UNIVERSITY HOSPITAL (DEMO)      01/31/01  10:20
----- PATIENT SEARCH PARAMETERS -----
CPI/Account Number.....
Account Name.....
Any Name.....
Billing Claim Number.....

KP010PC      User Id ICTGI      Termid 0422  Function  ARIQ
```

# ARIQ

- Once you have selected your patient, the Patient Account Inquiry Screen will be displayed showing all the patient account information for that specific case.

From this screen you can inquire patient itemized charges; memos posted for the account, and accounts receivable details. You can narrow down your search by limiting searches by date. You can choose any one of these inquiries by putting an X to the left side with 2 exceptions: ALL TRANS and MEMO's can be viewed with only accept (S) for single line and (M) for multi line viewing.

```

PATIENT ACCOUNT INQUIRY      UNIVERSITY HOSPITAL(DEMO)      01/31/01  10:38
SWANNER C83, THOMAS BURTO 02/09/1931 292-30-6063  I T      006968184-6054
----- PATIENT FUNCTION SELECTION -----
Nbr of Providers..... 1      Admt/Vst.. 02/23/96  Balance... 32,449.88
                                Dsch/Dep.. 03/05/96  Pat Class. N
----- I N Q U I R Y   F U N C T I O N S -----
All Trans* (S/M)..Limit To      (D/I/U)      I.A.R. Summary*
..Begin With...      (D/F/I/L/P/S/Dt)  I.A.R. Detail*
..End With.....      (Dt)          ...Limit to Ins. Company
Memos/Payments/Adj*. (S/M)          ...Limit to Status.....
Account Information          Collection Information
----- P O S T I N G   F U N C T I O N S -----

----- P R I N T   F U N C T I O N S -----
Stmnt Acct          Summarized          Total Acct (S/M).. Memos? (Y/N)

PF9-SAME PATIENT, DIFFERENT VISIT
KP050PC          User Id ICTGI          Termid C422  Function ARIQ
    
```

## III. Functions in ARIQ

- ALL Trans:** Displays all the itemized charges and memos on account either by single or multi-line.  
 Type **S** and press **ENTER** single-line display  
 Type **M** and press **ENTER** multi-line display

```

PATIENT ACCOUNT INQUIRY      UNIVERSITY HOSPITAL(DEMO)      01/31/01  10:44
SWANNER C83, THOMAS BURTO 02/09/1931 292-30-6063  I T      006968184-6054
----- TRANSACTION DETAIL -----
Prov. 00000 Begin.      (D/F/I/L/P/S/Dt)  End Dt.      Limit.      (D/I/U)
Srv-Dt  Mt Int Description          Supp/Over Desc  Qty      Amount
02/23/96          CHEST PORTABLE          0001          69.00
02/23/96          C/T ICU                  165 /F 'U ' 0001          1,049.00
02/24/96          C/T ICU                  165 /F 'U ' 0001          1,049.00
02/23/96          TELEMETRY               0001          117.00
02/24/96          CHEST PORTABLE          0001          69.00
02/24/96          MECH VENTILATION ADULT CH 0001          0.00
02/24/96          MECH VENT CONT ADULT    0001          374.00
02/24/96          AIR PER DEVICE          0001          96.00
02/24/96          OXYGEN PER DEVICE       0001          96.00
02/24/96          OXYGEN DELIVERY DAILY SER 0001          0.00
02/24/96          MASK CANNULA DAILY SERVIC 0001          32.00
02/24/96          OXYGEN PER DEVICE       0001          96.00
02/23/96          ASTRA 7 PANEL           0001          41.00
02/23/96          ASTRA 9 PANEL           0001          48.00
02/23/96          HITACHI PROFILE         0001          0.00
02/23/96          HEPATIC FUNCTION PANEL  0001          37.00

PF8-FWD
KP150PC          User Id ICTGI          Termid C422  Function ARIQ
    
```

When you choose ALL Trans single lined, the Patient Account Inquiry screen will be displayed. This screen will give you the service date, description, quantity and the amount of the charge.

Supp/Over column will inform you if the bill is suppressed.

You can press F8 to view all other charges. At the end of the itemized charges, there will be a list of memos posted on this account. You can also narrow your search by using other fields.

## ARIQ

M-Multi line display shows post date for the charge as well as the location and the cost center.

To narrow down your search when looking for the itemized charges, use the Begin date, End date

### Fields:

**Begin with:** Limits the transaction displays according to date

**D** and discharge date  
**F** itemized bill date  
**I** Installment establish date  
**L** last insurance claim date  
**P** last patient payment transaction date  
**S** last statement date  
**DT** charge posting date

**End with:** Limits the transactions displayed according to date

**Limit To:** Limits the transactions displayed by department code, insurance coverage, or UB code

**D** and press **ENTER** department code  
**Press and I ENTER** insurance coverage code  
**U** and press **ENTER** UB code

Use the LIMIT field to narrow down the patient charges by Department cost center. To do this, type D in the LIMIT field and type the Cost Center for that department. Contact Patient Accounts for the Cost Centers or look them up in the Reference Menu.

b) **I.A.R Summary:** Displays the Insurance Accounts Receivable summary screen ( if there are no IAR's, the message NO IAR RECORDS will appear) Type any character to the left of the IAR Records field and press ENTER to display

c) **I.A.R. Detail:** Displays the IAR detail screen

d) **Memos/payments/Adj:** Displays all transactions except charges

Type **S** and press **ENTER** single-line display  
Type **M** and press **ENTER** multi-line display

e) **Limit to Memo Type:** Limits the transactions displayed to a specific memo type  
Type any character and press **ENTER** to display

- f) Limit to Insurance Company: Limits the IAR detail to a specific insurance company code
- g) Limit to Status: Limits the display to a specific status code

- B** Rebill ( inactive)
- C** Cancelled (inactive
- L** Partial payment received (active)
- M** Manually created or adjusted ( active)
- O** Open (active)
- P** Paid (active)
- R** Reactivated (active)
- X** Rejected ( inactive)

- h) Account Information: Displays admit and discharge dates, insurance company information, aged and current accounts, remaining balance as well as the date the last statement was sent.

*PF 9 will display the aged amount and how long the account has been open. F10 will display the collection agency information.*

```

PATIENT ACCOUNT INQUIRY UNIVERSITY HOSPITAL (DEMO) 01/31/01 13:54
SWANNER C83, THOMAS BURTO 02/09/1931 292-30-6063 I T 006968184-6054
----- PATIENT ACCOUNT INFORMATION -----
Reg Date. Admit.. 020706 Admt Pav. H Hsp Srv. CVT
Admt/Vst. 02/23/96 Attend. 020689 Pat Cls.. N Disc %.. 000
Dsch/Dep. 03/05/96 Expire. Ctsy Dsm. Dx Rcvd. 09/11/96 Rte Cd.
- - - I N S U R A N C E C O M P A N Y I N F O R M A T I O N - - -
Code Type Cob St Col Follow-Up Code Type Cob St Col Follow-Up
01. 305 S 1 Y 06.
02. 07.
03. 08.
04. 09.
05. 10.
----- Active A/R ----- ----- OFC A/R ----- ---- Last Statement ----
Balance... 32,449.88 Balance... 0.00 Balance.. 32,449.88
Aged Amt.. 32,449.88 Placed.... 0.00 Aged Amt. 32,449.88
Unbilled.. 0.00 Recovered.. 0.00 Amt Due.. 32,449.88
Unalloc... 0.00 Adjusted.. 0.00 Est Insur 0.00
# Providers... 01 # Providers... Aging Date. 10/03/96
Lst Activity.. 08/02/96 Cur/Prv Agcy.. Date/Dmc... 10/03/96 B
Stnt Freq.. M Dom.. 07

INVALID PF KEY
PF9-AGING PF10-OFI SUMMARY
KP070PC User Id ICTGI Termid C422 Function ARIQ
    
```

- j) Collection Information: Displays reimbursements owed or paid by the insurance company and/or the patient.

```

PATIENT ACCOUNT INQUIRY UNIVERSITY HOSPITAL (DEMO) 01/31/01 13:57
SWANNER C83, THOMAS BURTO 02/09/1931 292-30-6063 I T 006968184-6054
----- PATIENT COLLECTION INFORMATION -----
Tot Charges..... 40,000.64 "Late" Charges..... 0.00
Tot Patient Pmts... 0.00 Unbilled Amount..... 0.00
Tot Patient Adj... 0.00 Contested Amount..... 0.00
Tot Patient Dsch... 0.00 Tot Insurance Payments... 7,630.76
Tot Patient Refnds. 0.00 Tot Insurance Adjustments. 0.00
Tot Int Billed..... 0.00 Outstanding Insurance Amt. 0.00
Account Balance.... 32,449.88 Active Aged Amount..... 32,449.88
Other open accounts?..... Y

Credit & Collection Information:
Collect Name. Next FU Date.. OFI Ind.
Last Contact. Last Ctgy.. IPL Crd Ind.
Collect Stat. Acct Status..

Installment/MPP Ind... (I/$/%) Instl Remaining Balance...
Instl Establish Date.. Instl Original Amount.....
Begin Date..... 1st Instl Amt/1st Pmt Due..
End Date..... Sub Instl Amt/Min Pmt Due..

PF9-DEMOGRAPHICS PF10-TRANSACTION SUMMARY
KP190PC User Id ICTGI Termid C422 Function ARIQ
    
```

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**ABSI ABSTRACT INQUIRY**

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ABSI - Abstract Inquiry: Shows diagnostic information on all patients. You can inquire on ICD9 codes, CPT procedure codes,al procedures., DRGs, and billing information for all major procedures. This is a restricted function.

1. To access ABSI sign on to PM and choose ABSI function
2. The Patient Search Parameters screen will be displayed
3. Type the patient’s CPI number (medical record number) or Name to identify your patient.

NOTE: If you are doing a name search, include other criteria such as first name, middle initial, birthdate, sex etc to identify the correct patient.

4. A list of patients will be displayed if a name search is being done. If you use CPI number search, the system will display only that patient
5. Choose the correct patient by typing the line number of the patient on the Select Line Number field
6. The Visit History Selection screen appears.

Select the visit to display by typing the line number in Select Line Number field and pressing Enter, or select by using your light pen or mouse. The Display Abstract Inquiry screen appears.

7. The Patient Abstracting Screen will be displayed with ICD9 codes for this particular case.

View the information, press enter.

**OR**

Search for another of the patient’s visits, by pressing PF3 to return to the patient’s visit history screen.

Hospital Medical Records enters the ICD-9 codes for Inpatients and the information is available until the case is purged after 18 month.

KMSF enters the ICD-9 and CPT codes for Outpatients.

