

Central Florida Cares Health System

<https://cfchsdata.org>

Financial Management System: A Data-Driven Invoicing Process

July 2015

Financial Management System Objectives

- Provide an Overview of ...
 - System functionalities
 - The electronic workflow process (live demonstration)
 - Billing rules used in calculating provider payments
 - Financial screens
- Question & Answer session

Note

User Guide is being developed to accompany the software and will be available for Go-Live

General Functionalities

- Create provider Invoices/Payments from service data that was successfully submitted to the Data Management module
 - An Invoice, for a particular month, is based on:
 - Valid services submitted between the 1st day of that invoice month and thru the 10th of the following month;
 - Valid services in which the start date falls within the first day in the current fiscal year and thru last day in the invoice month
- Utilizes an electronic payment approval process involving the Managing Entity Contract Managers, the providers with the applicable financial roles, and the Managing Entity Supervisor
- Apply ME defined billing rules to services in order to calculate provider payments and manage drawdown of contract funds
- System creates automatic adjustments to correct payment for paid services when updates to service records are submitted
 - Updated an already paid record in which service units were changed; deleted an already paid record
- Manage the timely submission of services so that payment is only applied to contracts that are either current or was current no less than 45 days ago; and service records submitted no later than 45 days after the end of the fiscal year

Functionalities: Available to both the ME and Provider

- Review Service Data
 - Prior to period close: 1st day of the Invoice month thru 10th of following month
- Review Payment/Invoice Information
 - After period close, 11th of each month
 - View Draft PDF Invoices along the process of approval
- Participate in the Financial Workflow process
 - Electronically notify (thru automatic email notification) ME and/or Provider progress in reviewing/approving payment
- View OCA and Cost Center Accrual information
 - Review detailed transactional activities that occur at the OCA and cost center levels
- View Sliding Scale Fee Co-payment information submitted by the provider

Functionalities: Only Available to the ME

- Apply adjustments to the invoice
- Supply the number of FACT consumers served (per provider)
- Supply the number of BNET consumers served (per provider)
- Complete the initial and final approval of the invoice with automatic email notification to providers and ME staff

Functionalities: Only Available to the Provider

- Supply co-payment collected information
- Complete the provider certification/approval of the invoice with automatic email notification to the ME staff

Required Financial User Roles

Central Florida Cares
Health System

Home Contract Management Data Management Clinical Management Financial Management System Management Reports

User Admin

Role Admin

System Management
Reports

User Roles and Interaction with the Financial Workflow

Process by which the ME and Provider communicate thru automatic email notification in order to approve invoices

Billing Rules

Definition/Purpose

- Set of instructions that are used for calculating provider payments to ensure compliance with the PAM 155-2, accounting, and other business rules
 - Apply 155-2 billing requirements
 - Ex: FACT services

Billing Rules

Rule Type

Available & Valid Contract

- **Determines whether a service can be processed for payment:**
 - Contract is in a state of complete (approved by both the provider and the ME)
 - The components of the Modifier4 is found in the contract and revision (if applicable) for the service submitted.
 - *Modifier 4 is the combination of the Budget OCA (aka, Parent or Program OCA, Expenditure OCA (aka, Child OCA), and Cost Center combination*
 - Service date, for the billed service, falls within the start and end date of a contract and revision (if applicable)

Sufficient Funds

- System will process a service for payment when there are enough funds remaining in the contract to fully or partially cover the submitted service

Backup OCA Payment

- In the event that there are insufficient funds in a Budget/Parent OCA, the system will look to see if a backup OCA has been assigned. If a backup OCA is assigned, the system will attempt to pay the service from the backup OCA's remaining funds

Timely Submission

- Service record is submitted no later than XX days after the close of the FY or the termination of a contract (see User Guide for details)

Financial System Interacts with Contract Management System

Contract Details



Term: 7/1/2015 thru 12/31/2015

Remaining Funding: \$2,000

Service date: 10/7/2015, Parent OCA: MHA00,
Child OCA: MHA09, Cost Center: 14,
Total Units = \$925

Provider Contracted for:

Budget/Parent OCA – MHA00
Expenditure/Child OCA – MHA09
Cost Center – 14 (Outpatient)
No Backup OCA Assigned

Examples of Services Submitted by the Provider

Payment Denied by the Financial System

Payment Processed by Financial System

Partial Payment by Financial System

Billing Rules, cont.

Rule Type

Prorated Payment

- Fixed monthly payment, spread evenly across the contract term within a fiscal year. Payment is independent of service units submitted.
- Example: Prevention Partnership Grants where payment is an equal amount paid each month as long as deliverables are met (evidence of ad campaigns, distribution of flyers, etc.)

FACT Services

- Payment is based on the weekly FACT roster/counts submitted by the ME in the FACT screen

BNET Services

- Payment is based on the number of SSNs submitted by the ME in the BNET screen

FEMA Services (1/2 Rule)

- Payment is divided into two equal payments within the FY. One half of the total contract is paid halfway thru the contract, while the other half is paid in the last month of the contract.

Billing Rules, cont.

Rule Type

Maximum Prorated Payment

- **Manages the drawdown of funds so that payment is spread across the length of the contract, within each Fiscal Year**
- Providers are paid for valid units submitted, up to the maximum payment allowed in the month. Maximum payment allowed in a particular month is based on a combination of:
 - The length of the contract w/n a FY
 - The total monies already paid to the provider in previous months
 - If payment earned in a month exceeded the maximum pay allowed:
 - System will pay up to the maximum and hold/bank additional payment for partial or full reimbursement in a month in which the payment earned is less than the maximum allowed for that month
 - If payment earned in a month is less than the maximum payment allowed:
 - System will pay all valid services and any held/banked payments from previous months, up to but not exceeding the maximum payment allowed for that month.

Example: Maximum Prorated Payment Rule in ACTION...

January
Max Pay Allowed= \$1,100

Provider Billed
\$2,000



Held/Banked
\$900



Provider Reimbursed
\$1100



February
Max Pay Allowed = \$1,100

Provider Billed
\$300



Previous Banked
Plus Current Billed
\$1,200



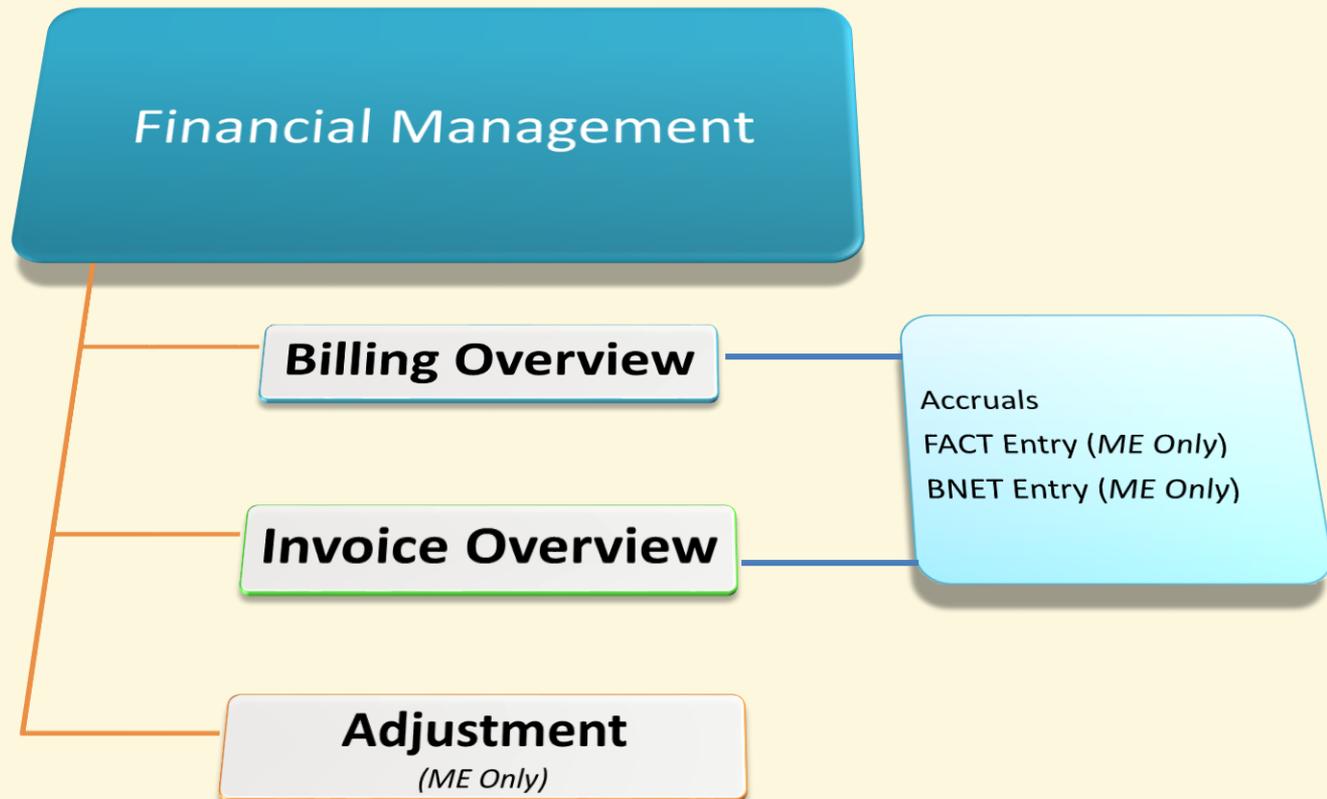
Provider Reimbursed
\$1100



Held/Banked
\$100



Menu Items – Financial Module



Functional Differences Across the Financial Screens for Providers

Functionality	Screens		
	Billing Overview	Invoice Overview	Accruals
Review services processed nightly, from the 1 st day in the invoice month thru 10 th day of the following month.	✓		
Indicates system denials, identified during nightly processing, that were due to services not being covered by a contract.	✓		
Invoice details reflecting the application of billing rules on the 11 th of each month.		✓	
Indicates when and the type of billing rule that was applied to a service.		✓	
View a draft PDF version of the Invoice		✓	
Electronically save and notify ME that payment information has been approved/certified		✓	
Transactional details at OCA & Cost Center level			✓

Billing Overview Screen

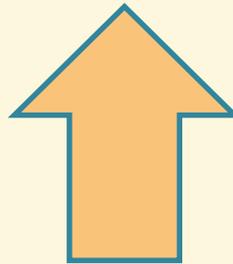
Welcome, ME System Administrator Central Florida Cares [\[Change Pass\]](#)

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Health System

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Billing Overview

Invoice Overview



Billing Overview Screens - "Payment Summary"

- View preliminary payment data/services processed nightly (this does NOT represent the Invoice)
- Tool for reviewing data submissions throughout the open period

User is able to view service data in which the submission date fell between the submit date range supplied here.

**Billing Overview
Payment Summary**

Data Submit Range:			Start: <input type="text" value="07/01/2014"/>	End: <input type="text" value="08/10/2014"/>
Service Date Range			Start: <input type="text" value="07/01/2014"/>	End: <input type="text" value="07/31/2014"/>
				<input type="button" value="Search"/>
Accruals				
Provider ID Vendor # Provider/Vendor Name Preliminary Payment				
ail...	██████████		██████████	\$3,600.68

User is able to view service data submitted in which the service date fell between the service date range supplied here

View total preliminary payment here....

Click "**Detail**" to drill down to view preliminary payments at each OCA/Cost Center combination

Billing Overview Screens - "Payment Detail"

- View preliminary payment and system denials at the OCA & Cost Center level

Payment Detail

Lists preliminary payment by Program, OCAs, cost center, and units.

Vendor Name	Preliminary Payment	Payment Not Approved	
██████████	\$132,472.49	\$0.00	Data Submit Range: 7/1/2014 - 8/10/2014 Service Date Range: 7/1/2014 - 7/31/2014

Prog. Type	Parent OCA	Child OCA	Cost Ctr Code	Total Units	Preliminary Payment	Payment Not Approved	Detail...	Approve / Deny			
								Approve	ME Deny	Reason Denied	System Denied
CSA	MSC00	MSC12	1	1721	\$0.00	\$0.00	Detail...	<input type="checkbox"/>	<input type="checkbox"/>		
CSA	MSC00	MSC12	27	1610	\$0.00	\$0.00	Detail...	<input type="checkbox"/>	<input type="checkbox"/>		Rule Failed: No Contract Found for Contract Number ██████████ on 7/12/2014 12:00 AM
CSA	MSC00	MSC09	27	710	\$0.00	\$0.00	Detail...	<input type="checkbox"/>	<input type="checkbox"/>		

System will indicate when payment was denied and list the reason for denial.

Click "Detail" to drill down to view preliminary payments at the individual service level

ME is able to deny payment and enter a reason for the denial.
Note: These services will be excluded from processing occurring on the 11th of the month.

Billing Overview Screens - "Service Detail"

- View individual service details

Service Detail

Data Submit Range: 7/1/2014 - 8/10/2014
 Service Date Range: 7/1/2014 - 7/31/2014

Provider / Vendor Name	Prog. Type	Parent Oca	Child Oca	Cost Ctr Code	Cost Center Description	Total Units	Payment Approved	Payment Not Approved
██████████	AMH	MHA70	MHA70	1	Assessment	240	\$0.00	\$0.00

Total Served Participants: 1 Cost Per Unit: \$0.00 < 1 of 1 >

									Approve / Deny				
Contract #	Funder	SSN	Service Date	Begin Time	Procedure Code	Mod1	Units	Cost of Svc	Approve	ME Deny	Reason Denied	System Denied	Applied Rule(s)
██████	SamH	██████████	7/1/2014	900	H0031	HN	240	UNK	<input type="checkbox"/>	<input type="checkbox"/>	██████████	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The individual services falling under the specific program, OCA, and cost center combination will be listed here...

Invoice Overview Screen

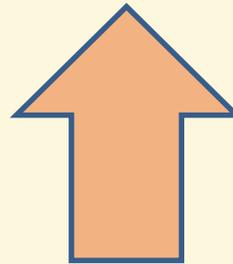
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Billing Overview

Invoice Overview



Invoice Overview Screens - "Payment Summary"

- Invoice of payments that were processed after period close (11th); calculations based on ME defined billing rules.
- Provider review and approve Invoice/payment

Invoice Overview
Payment Summary

Select Invoice Month: July 2014 ▼

Search

[Accruals](#)

* Please click on the "Detail..." link to complete your Co-Pay information and then save your approval.

	Provider ID	Vendor #	Provider/Vendor Name	Pre Co-Pay Payment	Post Co-Pay Payment	View Invoice	Initial Approval		Final Approval		XLS
							CM	Provider	CM	Supervisor	#
Detail...	██████████	██████████	██████████	\$6,807.34	Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Created

Save Approvals

[View Invoice](#)

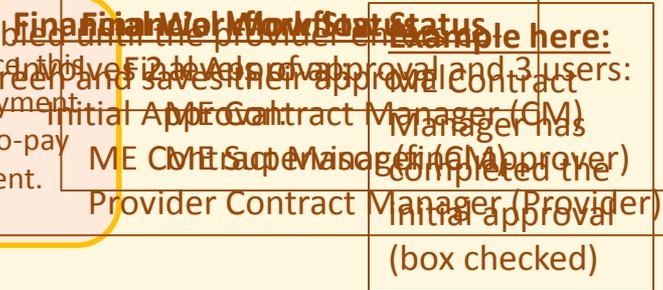
Defaults to the current invoice month.
Note: Able to view previous invoices by selecting from dropdown listing

Invoice payment amount prior to the provider applying applicable co-pay data.



Click "Detail" to view payment details at the contract, program, OCA, and cost center level and to enter co-pay collected information

Example here:
Provider checkbox remains disabled until the provider approval is applicable to at least one service line. The provider approval data on the drilled down screen and saved then approval amounts after the provider has entered co-pay data and electronically approved payment.



Invoice Overview Screens - "Payment Detail"

- View Invoice at the OCA & Cost Center level
- Enter co-pay information & view updated payment based on Co-pay collected

Co-Pay Details				
Pre Co-Pay Payment	Co-Pay Collected	Apply Minimum Co-Pay	Post Co-Pay Payment	Minimum Co-Pay
\$1,250.00	\$0.00	N/A	\$1,250.00	\$0.00
\$983.62	\$0.00	N/A	\$983.62	\$0.00
\$4.09	<input type="text" value="\$ 3.00"/>	<input type="checkbox"/>	\$0.09	\$4.00
\$513.29	<input type="text" value="\$ 2.00"/>	<input checked="" type="checkbox"/>	\$510.29	\$2.00
\$200.00	<input type="text" value="\$ 3.00"/>	<input checked="" type="checkbox"/>	\$197.00	\$3.00
\$1,250.00			\$1,250.00	\$0.00

Click "Detail" to view information at the individual service level

Invoice Overview Screens - "Service Detail"

- View individual service details

Service Detail										
Invoice Month: July 2014 Data Submit Range: 7/1/2014 - 8/10/2014 Service Date Range: 7/1/2014 - 7/31/2014										
Provider / Vendor Name	Prog. Type	Parent Oca	Child Oca	Cost Ctr Code	Cost Center Description	Total Units				
211 Brevard	ASA	MSA00	MSA11	47	47	3				
Total Served Participants: 3 Cost Per Unit: \$0.17										
< 1 of 1 >										
Contract #	Funder	SSN	Service Date	Begin Time	Procedure Code	Mod1	Units	System Denied	Applied Rule(s)	
211P1	SamH	██████████	7/1/2014	900	H0008		1	<input type="checkbox"/>	<input type="checkbox"/>	
211P1	SamH	██████████	7/2/2014	900	H0008		1	<input type="checkbox"/>	<input type="checkbox"/>	
211P1	SamH	██████████	7/5/2014	900	H0008		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Back"/>										

The individual services falling under the specific program, OCA, and cost center combination will be listed here...

Accrual Screen

Invoice Overview Payment Summary

Select Invoice Month: July 2014 ▼

[Accruals](#)

* Please click on the "Detail..." link to complete your Co-Pay information and then save your approval.

	Provider ID	Vendor #	Provider/Vendor Name	Pre Co-Pay Payment	Post Co-Pay Payment	View Invoice	Initial Approval		Final Approval		XLS
							CM	Provider	CM	Supervisor	#
Detail...	██████████		██████████	\$6,807.34	Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Created

Accrual

- View payment transactional details at the OCA or Cost Center levels

Bill Dates are the 11th day of the month

Cost Center Accruals

Start Date	End Date	Provider Code	
<input type="text" value="08/11/2014"/>	<input type="text" value="08/11/2014"/>	<input type="text" value="██████████"/>	
Contract #	Parent OCA	Child OCA	Cost Center
<input type="text" value="211P1"/>	<input type="text" value="MHA00 - ME SVCS & SUP PROV ACTIVITY"/>	<input type="text" value="MHA01 - 24 Hour Care (Non-Hospitalization)"/>	<input type="text" value="20 - Residential Level 3"/>
<input type="button" value="Search"/>			

Show: Entries

Sort By...

Cost Center Accruals														
Provider Code	Contract #	OCA	Cost Center	Date/Time	By	Transaction Type	Notes	Priced Services	Pay from this Cost Center	Pay from other Cost Centers	Pay from Backup OCA	Debit	Credit	Balance
██████████	██████	MHA01	20	8/11/2014 12:00 AM		009 - Payment Calculation	From Percentage Distribution Parent OCA MHA01	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
██████████	██████	MHA01	20	8/11/2014 12:00 AM		002 - Invoice Billing Pay From This Cost Center		\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$980.00

Lets View a Live
Demonstration
of the
Workflow process and screens

Re-cap

Providers submits Service data

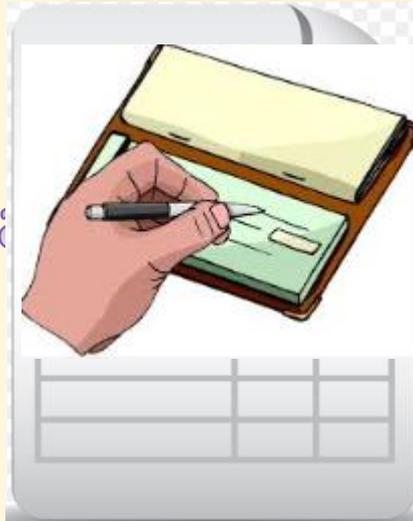


Data
Data
Data

Check Writing Process Initiated



Banking Rules
Applied on the
11th



Financial

Workflow

Approval

Maximum Prorated

FEMA 1/2 Rule

Business Valid Contract
BNET Services

Sufficient Funds

Prorated Payment

Backup OCA

Timely Submission

FACT Services



Question & Answer Session



Reminder: This power point presentation AND accompanying User Guide will be available with the release of this software.

* Find both under the “Resources” tab

