

INSYST SYSTEM – NETWORK BUSINESS OFFICE

BACKGROUND INFORMATION:

PROVIDER MASTER TABLE

This table controls the set-up and claiming configuration for the provider, such as Medicaid claiming, etc.

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(A) TELNET (Insys) - PowerTerm InterConnect
File Edit Terminal Communication Sessions Options Script Help

Provider Update
Reporting Unit: 0112T1

-----
Reporting Unit Name: EDEN MHS ADULT SERVICE TEAM 1 Short Name: EDEN AD T1
Umbrella Organization: 1 County Provider: Y Mode of Service: 15
Sub Bureau/Region: 1/1 Diagnostic Group: 1
Medicare/Champus License: ZZZ77988Z/ Program Physician: 0
Medicaid License/Type: /0 Default Procedure: 0
Blue Cross License Number: 05-914A Detox Procedure: 0
Hosp./EDS License Number: / Dosing Procedure: 0
GL Account Code: Taxonomy Code: 251S00000X Urine Procedure: 0
UB92 Referrals Source/Destination: 2/01 RU Capacity: 0
OSHPD Admission Src./Disposition of Pat.: 9 /13 Provider Class:
Medicaid Auth. Provider/PIN: 000000112/01746800 Legal Entity: 00001
Admin/Facility NPI: /1023140787 EBP/SS:
UC Types
INPT X OPT DTR DTI CMGT ARES CRES CSRV ODF METH DAY
-----
Street No: 2045 Direction: Name: FAIRMONT Type: DR Suite:
City: SAN LEANDRO State: CA Zip: 94578+1088 Ph:(510) 667-7500

Form Ok Y/N:

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(A) TELNET (Insys) - PowerTerm InterConnect
File Edit Terminal Communication Sessions Options Script Help

Provider Update
Reporting Unit: 0112T1

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Payors      Entry Screens  Service Days  Miscellaneous
-----
X County    X Single       X Sunday      Require Service at Closing
X Medicaid  X Weekly       X Monday      Collect FRC at Opening
X Medicare  X Daily        X Tuesday     Require Phys. at Closing
X Insurance X OneShot     X Wednesday  Create Auto Accounts
X Client    X Indirect    X Thursday   UC/MC Claim Link Off
Fee/Adj.   X Ancillary   X Friday     X UC for All Clients
CA EDS     X Appointment X Saturday   Report Discharges to OSHPD
Component  Daily/Time    Detox        SNF Unit
           X Multiple    Urine Test   Allow Legal Status Entry
           Maintenance  DDP          UC Coordinating RU
           X Collect Co-Staff Time

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California Data Elements
Medi-Cal Mode/Program Code: 18/01 Medi-Cal FFS Note:
CSI & Medi-Cal Provider: 0112 CSI RU Name: EDEN
Collect CalOMS: CalOMS Provider: CalOMS Srv. Type: 0

Form Ok Y/N:

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PROVIDER BALANCE – PROCEDURE CODE UPDATES

No services or input can be entered until this configuration, Provider Master and Provider Balance, is created in INSYST.

(A) TELNET (Insyst) - PowerTerm InterConnect

File Edit Terminal Communication Sessions Options Script Help

Provider Balance Update

Procedure Code: 311 Balance Month/Year: 7 /2012 RU: 0112T1

<p>Entry Start Date: 1-JUL-2012 Entry Stop Date: 10-AUG-2012</p> <p>Default Time (Minutes): 5 Req: N Duration Min: 5 Max: 480 Group Min: 1 Max: 1</p> <p>Maximum Dosing: 0 Unit Type Code: A Rate Approved: N Billing Method: 0 Billing Rate: \$00003.42 Alternate: \$00002.61 Custom Data:</p>	<p>EBP/SS: Bill Staff without NPI: N Auto MD Sign-Off: N</p> <p>Service F-Code: 10 CA CDS SFC: 10 Mode Of Service: 15 CA CDS Special Pop.: Medicaid Type: 0 GL Cost Center Code: Medi-Medi Exempt Code:</p> <p>Enter UC Actions: Y UC Type Outpatient</p>
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Form Ok Y/N:

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

VT 420-7 6:30 Caps Wrap Hold On Line

(A) TELNET (Insyst) - PowerTerm InterConnect

File Edit Terminal Communication Sessions Options Script Help

Provider Balance Update

Procedure Code: 311 Balance Month/Year: 7 /2012 RU: 0112T1

Staff Groups	Potential Payor	Location
<input checked="" type="checkbox"/> Physician	<input checked="" type="checkbox"/> County	<input checked="" type="checkbox"/> Office
<input checked="" type="checkbox"/> Psychiatrist	<input checked="" type="checkbox"/> Medicaid	<input checked="" type="checkbox"/> Field
<input checked="" type="checkbox"/> Nurse	<input checked="" type="checkbox"/> Medicare	<input checked="" type="checkbox"/> Phone
<input checked="" type="checkbox"/> Psychologist	<input checked="" type="checkbox"/> Insurance	<input checked="" type="checkbox"/> Home
Pharmacist	<input checked="" type="checkbox"/> Client	<input checked="" type="checkbox"/> School
<input checked="" type="checkbox"/> Occ Therapist	Fee/Adj.	<input checked="" type="checkbox"/> Satellite
Physician Assis	CA EDS	Crisis Field
<input checked="" type="checkbox"/> Intern	-- Miscellaneous --	<input checked="" type="checkbox"/> Correctional F
<input checked="" type="checkbox"/> MFC Counselor	<input checked="" type="checkbox"/> Outpatient Claims	<input checked="" type="checkbox"/> Inpatient
<input checked="" type="checkbox"/> Psych Tech	Inpatient Claims	<input checked="" type="checkbox"/> Homeless/ER Sh
Educator	No Service Mnt	<input checked="" type="checkbox"/> Faith-based
Medical Records	Write Pro Component	<input checked="" type="checkbox"/> Health/Primary
<input checked="" type="checkbox"/> Rehab Counselor	Split Mcare Billing	<input checked="" type="checkbox"/> Age-Specif Com
<input checked="" type="checkbox"/> Social Worker	No CA CDS UOS.	<input checked="" type="checkbox"/> Client's Job S
<input checked="" type="checkbox"/> Unlicensed Work	No TX Plan	<input checked="" type="checkbox"/> Residntl Care-

Form Ok Y/N:

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

VT 420-7 6:3 Caps Wrap Hold On Line

CLIENT DEMOGRAPHICS

Client must be registered in the INSYST system along with episode/admission data before services can be input.

(A) TELNET (Insys) - PowerTerm InterConnect

File Edit Terminal Communication Sessions Options Script Help

Client Update

Client Number: 75053807 Maintenance Type: U Last Changed: 12-JAN-2012

Last: TESTCASE First: CINDY Middle: V
Generation: Birthdate: 12/28/1960 Sex: F SSN: 999-99-9999
CIN:

Education: 3 Other Factors: 1 Other ID: 111222333
Disability: 0 Service Group: Local Code:
Language: A A Primary RU: Program Code:
Ethnicity: A Chart Location: Research Item:
Hispanic Origin: Ref. Staff ID: 0
Marital Status: 1 Care Giver Under 18: 0 18+: 0
Family Size: 0
Annual Income: 0 Client UR Needed:

Aliases	Last	First	Middle
	TESTCASEIE	CINDY	
	TESTCASEY	CINDY	

Form Ok Y/N: Confidential Information USER: COURSON
Update client information or add/delete aliases.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12
VT 420-7 10:20 Caps Wrap Hold On Line

(A) TELNET (Insys) - PowerTerm InterConnect

File Edit Terminal Communication Sessions Options Script Help

Client Update

Client Number: 75053807 Reporting Unit:

Client Birth Name:
Last: TESTCASE First: CINDY Middle:
Generation: Birth place: 01 CA US Mother first name: UNKN
School District: Effective Date: / / Exp. Date: / /
Special Population: Effective Date: / / Exp. Date: / /
CSI Anniversary Date: / /
SED Effective Date: / / SED Expiration Date: / /

Form Ok Y/N: Confidential Information USER: COURSON

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12
VT 420-7 11:9 Caps Wrap Hold On Line

SINGLE SERVICE ENTRY SCREEN

This screen is used to enter services; run the MHS 854 Report for Invoicing.

The screenshot shows a terminal window titled "(A) TELNET (Insyst) - PowerTerm InterConnect". The main content is a blue screen with yellow text. At the top, it says "Single Service Entry". Below that, there are fields for "Client Number:", "Service Date: 8 / 21 / 2012", and "RU:" followed by a yellow box. A dashed blue box encloses the following fields: "Procedure:", "Staff:", "Staff Duration:", "Number in Group: 01", "Co-Staff:", "Location:", "Billing Code:", "Modifier_1:", "Modifier_2:", "EBP/SS:", "Client Pregnant: N", and "Emergency: N". Below the dashed box, there are fields for "Form Ok Y/N:", "Confidential Information", and "USER: COURSON". At the bottom, it says "Enter a reporting unit." and a row of function keys (F1-F12) is visible.

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(A) TELNET (Insyst) - PowerTerm InterConnect
File Edit Terminal Communication Sessions Options Script Help
Single Service Entry

Client Number:           Service Date: 8 / 21 / 2012   RU: [REDACTED]

-----
Procedure:
Staff:           Staff Duration:           :           Number in Group: 01
Co-Staff:           Location:
Billing Code:           Modifier_1:           Modifier_2:
EBP/SS:           Client Pregnant: N           Emergency: N
-----

Form Ok Y/N:           Confidential Information           USER: COURSON

Enter a reporting unit.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12
VT 420-7 7:70 Caps Wrap Hold On Line
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- Client information is not historical and previous versions are not stored only the last update.
- Addresses have historical information.
- Episode (Admission) and Service information is historical data and is stored in a table.
- Service information is used to run reports (MHS 854) for invoicing and payment purposes for the contracted provider.
- **Information from INSYST can be pushed to a “new” Network Business Office Database/System.**

MHS 854 REPORT – SAMPLE

- This report is used by contracted providers for invoicing.

(A) TELNET (Insyst) - PowerTerm InterConnect

File Edit Terminal Communication Sessions Options Script Help

SFC	Procedure Code/Name	Time/Hours	Units
0	300 NO SHOW		19
SFC Total		0.00	19
01	570 BROKERAGE SERVICES IMD	8.50	8
01	571 BROKERAGE SERVICES	179.13	151
SFC Total		187.63	159
10	311 COLLATERAL	20.58	25
30	331 ASSESSMENT	2.00	1
30	421 PERFORMANCE OUTCOMES	4.50	11
30	581 PLAN DEVELOPMENT	34.75	40
40	341 INDIVIDUAL THERAPY	41.92	43
40	381 INDIVIDUAL REHABILITATION	82.24	89
50	351 GROUP THERAPY	3.67	5
MHS Total		189.66	214

Buffer: STAFF_ACTIVITY_MHS854A.01054_LIS | Write | Insert | Forward

Attempt to move past the end of buffer STAFF_ACTIVITY_MHS854A.01054_LIS

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

VT 420.7 19.1 Caps Wrap Hold On Line