

Reducing Data Entry Using the Automated Account Interface.

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HFS USER MEETING, NASHVILLE, TN.

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Automated Account interface (AAI)

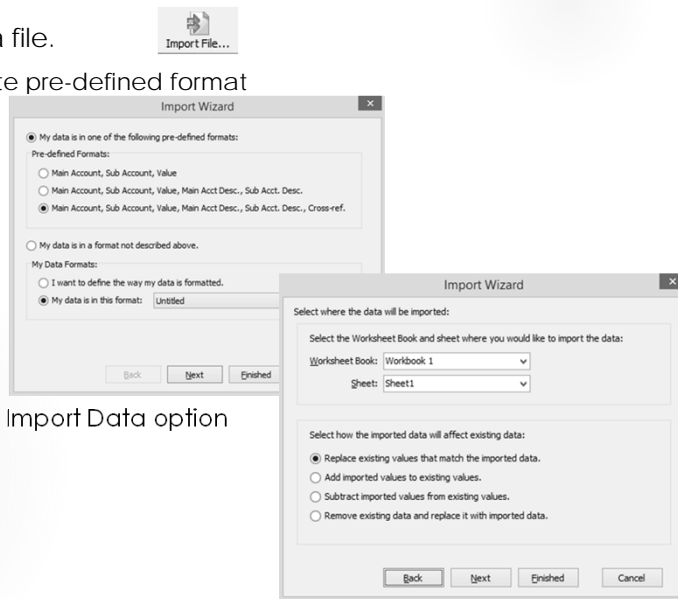
- ▶ Allows for the upload of Data from General Ledger to HFS Cost Report.
- ▶ Allows Cross-Referencing to be used year-after-year.
- ▶ Any input cell can be uploaded to.
- ▶ Quick and Efficient Way to Prepare Cost Reports.
- ▶ Individual Report or Batch (Numerous Reports) Capability .

- ▶ Start with a CSV file.
 - ▶ Column A – Main Account Number
 - ▶ Column B – Sub-Account Number
 - ▶ Column C – Value (Numeric, Text, Date)
 - ▶ Column D – Main Account Description
 - ▶ Column E – Sub-Account Description
 - ▶ Column F – Worksheet
 - ▶ Column G – Worksheet Part
 - ▶ Column H – Title
 - ▶ Column I – Component (Hospital, SNF, HHA, etc.)
 - ▶ Column J – Line Number
 - ▶ Column K – Column Number

- ▶ As we are dealing with a CSV file.
 - ▶ You should not have commas in the Account or Sub-Account Name, no comma separators for the numeric fields, no dollar signs, and no headings
 - ▶ **NOTE:** For first three lines below in this CSV file example, the cross-referencing has been handled at the CSV file level

A	B	C	D	E	F	G	H	I	J	K
10		Hospital Name 1	Provider Name		S-2	1			3	1
20		123456	CCN		S-2	1			3	2
30		1	Provider Type		S-2	1			3	4
40		221B Baker St	Street							
50		Sacramento	City							
60		CA	State							
70		95758	Zip							
80		Sacramento	County							
1000	3000	324687	BLD	Other						

- Import the CSV Data file.
- Choose Appropriate pre-defined format



- Select Appropriate Import Data option

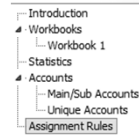
- Workbook reflects imported Data

Automated Account Interface											
	Main Account	Sub Account	Sequence	Worksheet	Program	Component	Other	Line	Column	Value	Basis
1	10		0	S-2, Part I				3.00	1.00	Hospital Name 1	
2	20		0	S-2, Part I				3.00	2.00	123456	
3	30		0	S-2, Part I				3.00	4.00	1	
4	40		0							2218 Baker St	
5	50		0							Sacramento	
6	60		0							CA	
7	70		0							95758	
8	80		0							Sacramento	
9	1000	3000	0							324687	
10	1001	3001	0							654259	
11	1002	3002	0							15468	
12	1003	3003	0							2647	
13	1004	3004	0							263845	
14	1005	3005	0							2564	
15	1006	3006	0							23147	
16	1007	3007	0							124578	
17	1008	3008	0							3265	

- As already mentioned, the cross-Referencing can be handled in CSV file...

► Assignment Rules (.AIRX)

- ... or by Using the Assignment Rules Feature



1	Street	40	40				S-2, Part I				1.00	1.00
2	City	50	50				S-2, Part I				2.00	1.00
3	State	60	60				S-2, Part I				2.00	2.00
4	Zip	70	70				S-2, Part I				2.00	3.00
5	County	80	80				S-2, Part I				2.00	4.00
6	EXPENSES - OTHER			3000	3005		A					2.00
7	EXPENSES - SALS			3006	3015		A					1.00
8	BLD	1000	1004				A				1.00	
9	MVBL	1002	1002				A				2.00	
10	MVBL	1005	1005				A				2.00	
11	EMP BENS	1006	1010				A				4.00	
12	AG	1011	1011				A				5.00	
13	DIET	1012	1012				A				10.00	
14	SUPPLIES	1013	1013				A				14.00	

- When Using Assignment Rules, look for Ranges of Main and Sub-Accounts that go to the same, worksheet, line, or column.
- Remember Assignment Rules are "Assigned" sequentially, with Later Rules Overriding Prior Ones.
- "One-Off" Outliers, should be added Last.

27	PT	2014	2014				C, Part I	Title XVIII	Hospital		66.00	
28	MED SUPPLIES	2015	2015				C, Part I	Title XVIII	Hospital		71.00	
29	Outlier	1003	1003				A					7.00

► Apply Assignment Rules



Main Account	Sub Account	Sequence	Worksheet	Program	Component	Other	Line	Column	Value
10		0	S-2, Part I				3.00	1.00	Hospital Name 1
20		0	S-2, Part I				3.00	2.00	123456
30		0	S-2, Part I				3.00	4.00	1
40		0	S-2, Part I				1.00	1.00	221B Baker St
50		0	S-2, Part I				2.00	1.00	Sacramento
60		0	S-2, Part I				2.00	2.00	CA
70		0	S-2, Part I				2.00	3.00	95758
80		0	S-2, Part I				2.00	4.00	Sacramento
1000	3000	0	A				1.00	2.00	324687
1001	3001	0	A				1.00	2.00	654259
1002	3002	0	A				2.00	2.00	15468
1003	3003	0	A				1.00	7.00	2647
1004	3004	0	A				1.00	2.00	269845
1005	3005	0	A				2.00	2.00	2564
1006	3006	0	A				4.00	1.00	23147
1007	3007	0	A				4.00	1.00	124578
1008	3008	0	A				4.00	1.00	3285
1009	3009	0	A				4.00	1.00	12459

- Previously Created Assignment Rules can be Loaded



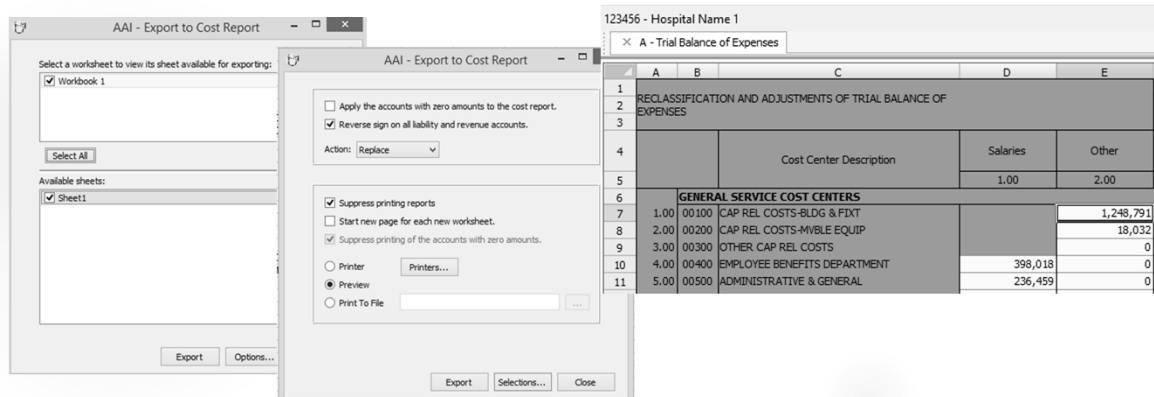
Hospital Webinar.airx

8/12/2015 9:34 PM AIRX File

- And Newly Created Ones Saved for Others to use

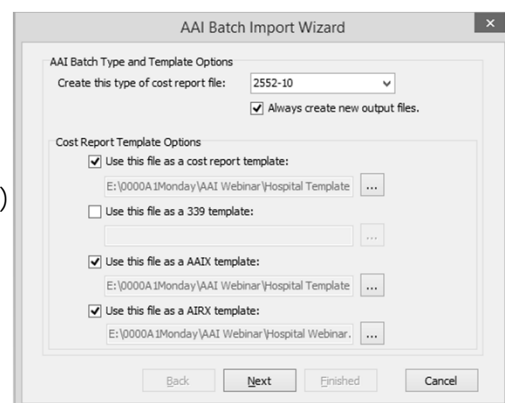


- ▶ Finally, you are ready to Export the Data to the Cost Reports.
- ▶ Depending on whether your Revenue and Liability Accounts have a negative sign, you can select the Reverse Sign Option for such Accounts.
- ▶ ... And the Data will Appear in the Cost Report.

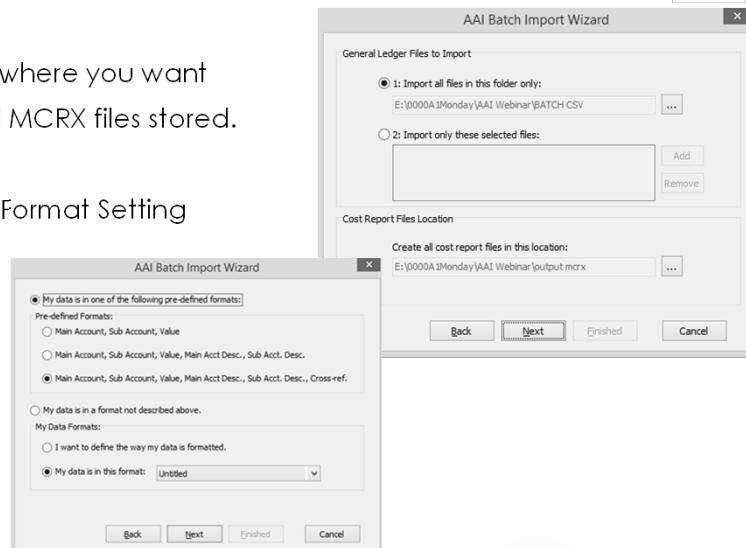


BATCH AAI – File | Batch | Batch AAI

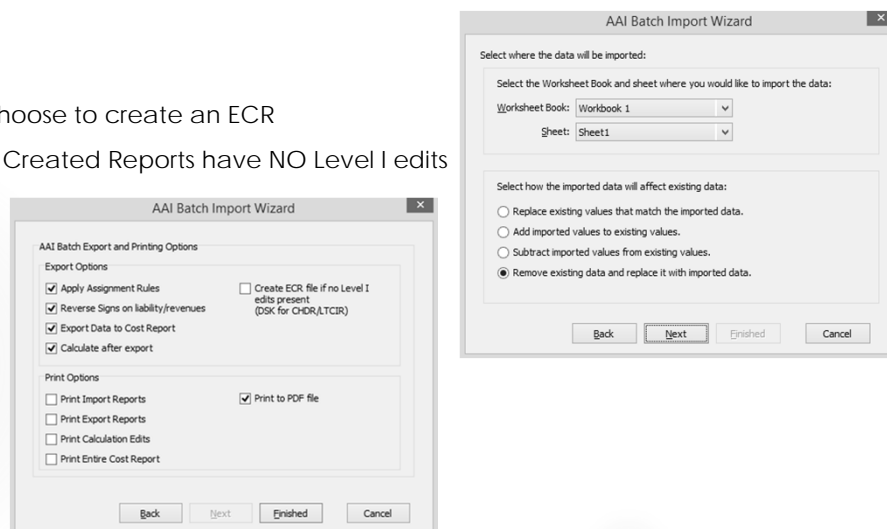
- ▶ We also have the ability to Import many CSV files (using a Template MCRX file) to create the Appropriate Number of MCRX Files.
- ▶ Choose the correct Formset
- ▶ Target your Template MCRX file
- ▶ Target the 339 Template
- ▶ Target your Template AAIX File (if Applicable)
- ▶ Target Your Template AIRX File



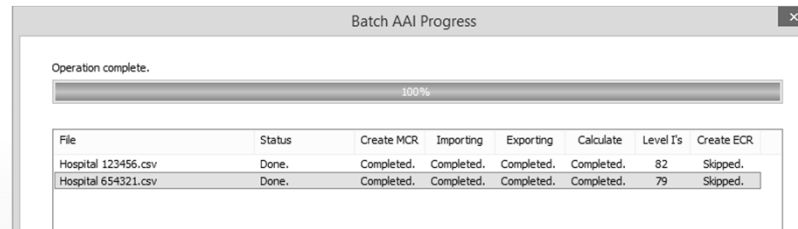
- ▶ Then, Target the folder housing all your CSV Files
- ▶ Target the Location where you want your newly created MCRX files stored.
- ▶ Set the Appropriate Format Setting for the CSV files



- ▶ Select the chosen Import Data Option
- ▶ Select the Appropriate Export and Print Options.
- ▶ NOTE.
 - ▶ You can choose to create an ECR File if the Created Reports have NO Level I edits

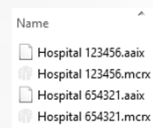


► The Results will be Reported



File	Status	Create MCR	Importing	Exporting	Calculate	Level I's	Create ECR
Hospital 123456.csv	Done.	Completed.	Completed.	Completed.	Completed.	82	Skipped.
Hospital 654321.csv	Done.	Completed.	Completed.	Completed.	Completed.	79	Skipped.

► The MCRX Files will be Created



Name

- Hospital 123456.aai
- Hospital 123456.mcrx
- Hospital 654321.aai
- Hospital 654321.mcrx

Questions?