

Introduction

The purpose of the HFS Bad Debt Verification Tool (BETA Version) is to give the user a quick and easy way to search for and find specific bad debt data within sometimes extremely large bad debt data files. With this tool, you can easily split these data files into smaller, more manageable data files, create search criteria based on the HIC and NAME fields within those data files, and quickly search those files with the press of a button. Search specifications can be saved and retrieved for future use, search results can be saved to various file formats (including CSV, Excel) and future versions will support producing reports based on these search results.

Screen Layout

The HFS Bad Debt Verification Tool is divided into three sections: 1) Data Files, 2) Data Specifications, and 3) Search Results. Each section resides on a separate tab within the application.

Data Files

The Data Files screen displays information about the bad debt data files that will be used when searching for data. The columns of the file list show information about each file.

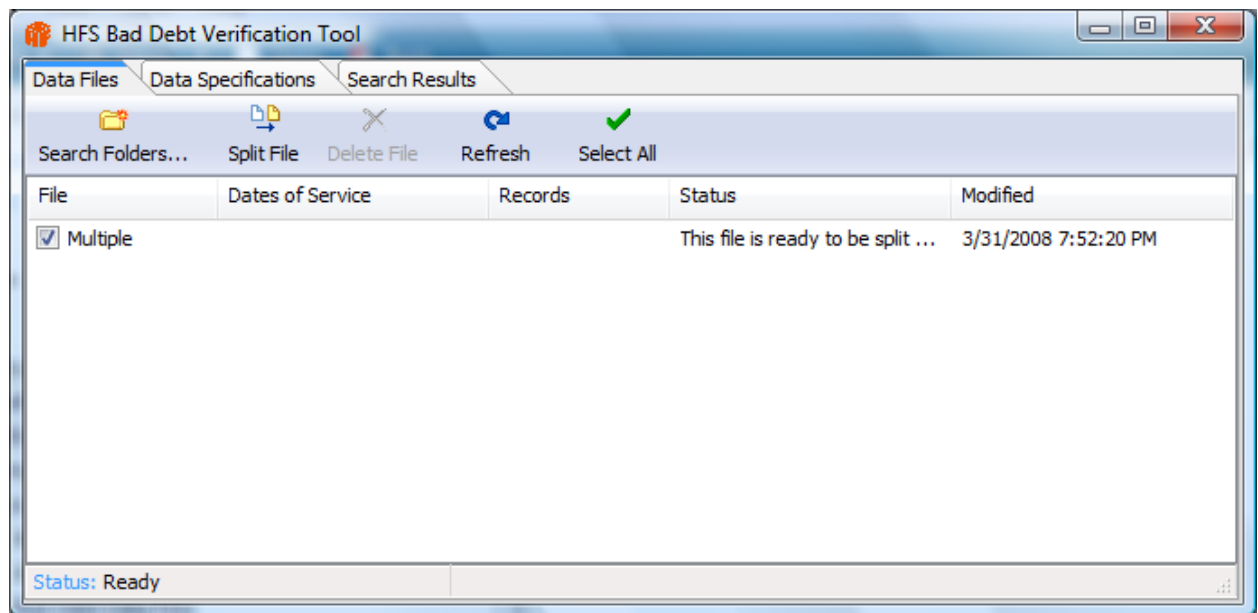
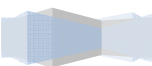


Figure 1 - Data Files Screen with Multiple file ready to be split.

File – “Multiple” means the file contains more than one provider with bad debt data. Once the file has been split into the individual provider data files, this entry will contain the provider number.

Dates of Service – This column displays the entire range of dates of service found in the bad debt data file. This information will not display for files that have not been split into provider files (will be blank when the File column indicates “Multiple”).



Records – This column displays the number of entries found in the provider data file. This information will not display for files that have not been split into provider files (will be blank when the File column indicates “Multiple”).

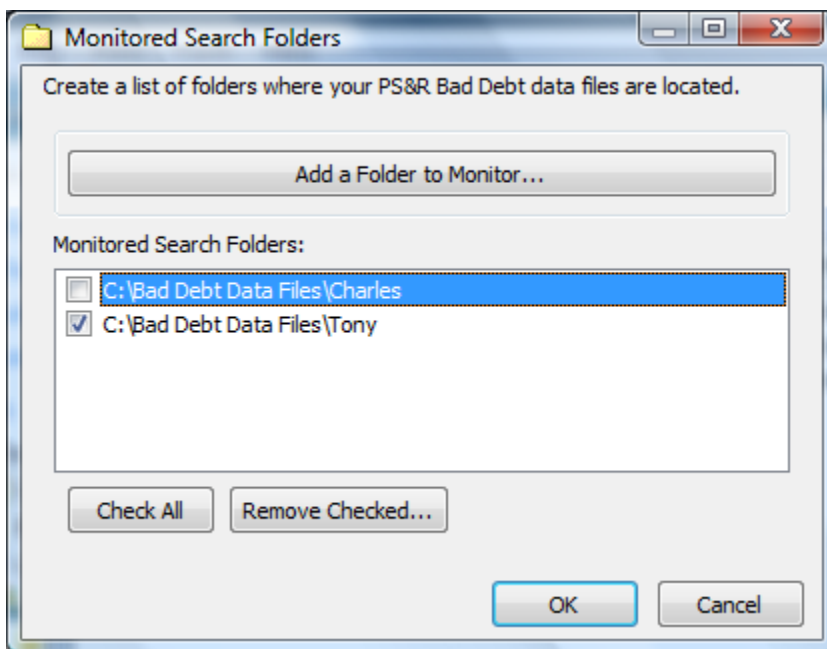
Status – This column displays what the application believes is the status of the file. For “Multiple” file types, the status will indicate that the file is ready to be split into provider files. For the provider file types, the status will indicate that it is ready to be searched.

Modified – This column displays when the file was last modified. For provider files this will be the date/time the file was split from the “Multiple” file.

Search Folders

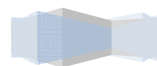
In order to have your files displayed in the Data Files list, you must first specify where your bad debt data files are located. The Monitored Search Folders dialog allows you to specify multiple folder locations where these files might be located. These folders are automatically monitored for changes to files, such as new files being added or multiple files being split. If users have a network location specified and new files are placed in that network folder, the users will automatically see those new files.

Only those folders with a check mark next to them are actively monitored. You can have a folder in the list but stop monitoring it by removing the check mark.



Bad Debt File Naming Requirements

When you place your bad debt file in a monitored folder, the application will only recognize that file if that file has a file extension of .BD (for bad debts). The .BD extension indicates that the file contains one or more providers. Even if the file only contains one provider, you should still name it with a .BD extension. These .BD files show up on the user’s Data Files screen as “Multiple”. The user can then split that file into its provider file data. Once split, the .BD file is renamed with a file extension of .BDSP (for bad debt split) and no longer appears in the Data Files list.



The provider data file that is created during the file spitting process has a .BDP file extension. There is an additional file created during the split process that has a .BPDHD file extension. This file contains special information about the provider file and is used to display that information in the Data Files screen.

If you do not want to place the full .BD file in the monitored folder, but only place the provider files there, you should use the application to split the .BD file and then remove the .BD file from the folder.

Splitting a File

Splitting one or more bad debt “Multiple” files is a fast and simple process. Select all “Multiple” files you want to split by placing a check mark in the box to the left of the file in the Data Files list. Next, press the **Split File...** button to split the files. Processing will continue until all selected files are split. The screen will automatically refresh to reflect the newly created provider data files and the selected “Multiple” files will be removed from the list. Note: The Split File button will be disabled if there are no files to split.

Specifying Search Files

Each file listed in the Data Files list has a check box to the left of the file. Only those files with a check mark in the box next to the file will be included in the bad debt file search when using your search specifications to search the files. Quickly select all files by pressing the **Select All** button, or select and unselect them manually by clicking on the check box.

Data Specifications

The Data Specifications screen is where you define what fields and data to search for in the selected bad debt files. There are two columns on this screen: 1) Search Field, and 2) Data to Match

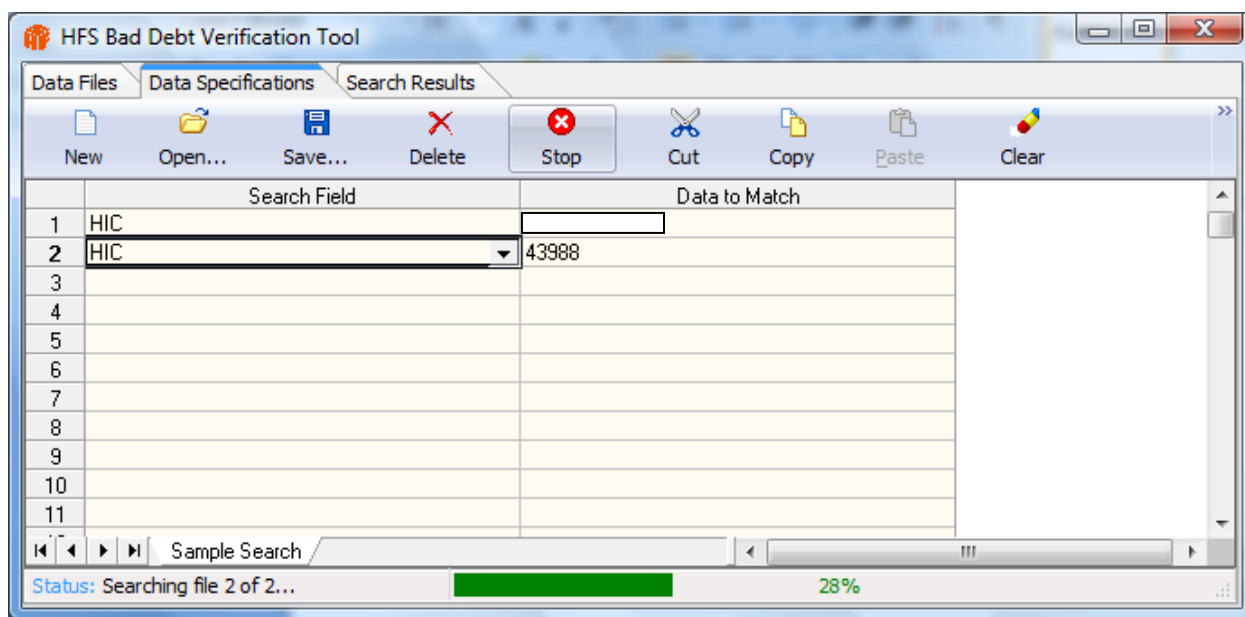


Figure 2 - Data Specifications during searching of data files.

Search Field – This column is used to identify the type of data to search in the bad debt data file. Since the bad debt data file is broken down into fields by nature of its data layout (comma separated values), the search field is used to specify which of those fields must contain the data you are searching for. Currently, we search the HIC and NAME fields in the bad debt data.

Data to Match – This column is used to identify the data you want to find in the bad debt data files. You can specify all or part of the data you are trying to match; however, if you only specify part of the data to match, the search might produce search results containing data other than what you expected. The advantage to being able to specify only part of what you are looking for is to be able to expand your search for “like” entries in the data.

Creating a Data Specification

To create a Data Specification, enter in the first column the field you want to search and in the second column the data you want to search for in that field. You can specify up to 500 items to search for in your data files. If any one of the data items that you specify to find are found in the data files being searched, that entry in the data file will become part of the search results. Each entry in the Data Specification is an “OR” search (find this, OR that, OR this other one, etc.) It is *not* a specification to return only those entries that match **ALL** of the items you specify.

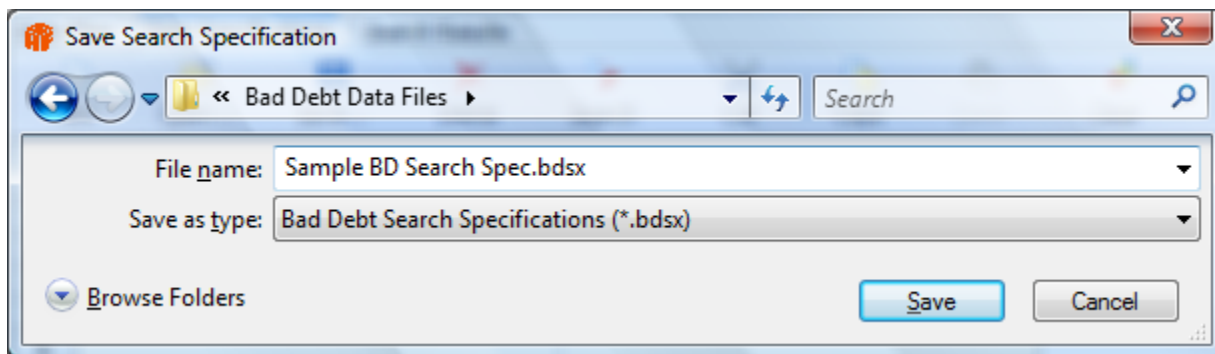


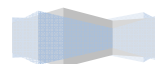
Figure 3 - Saving a Search Specification

Other Data Specification Functions

Search Data Specifications can be saved for future use by clicking the **Save** button and specifying the file where you want the data saved. Each sheet on the Data Specification screen can be saved to a separate file. During the save, you will also be prompted to specify the name of your specification. This name is what appears as the sheet name on the Data Specifications screen.

Similarly, you can create a new specification by pressing the **New** button. Again, you will be asked to specify the name of your specification.

Previously saved search specifications can be reopened by pressing the **Open** button and selecting the Bad Debt Search Specification (.BDSX) file.

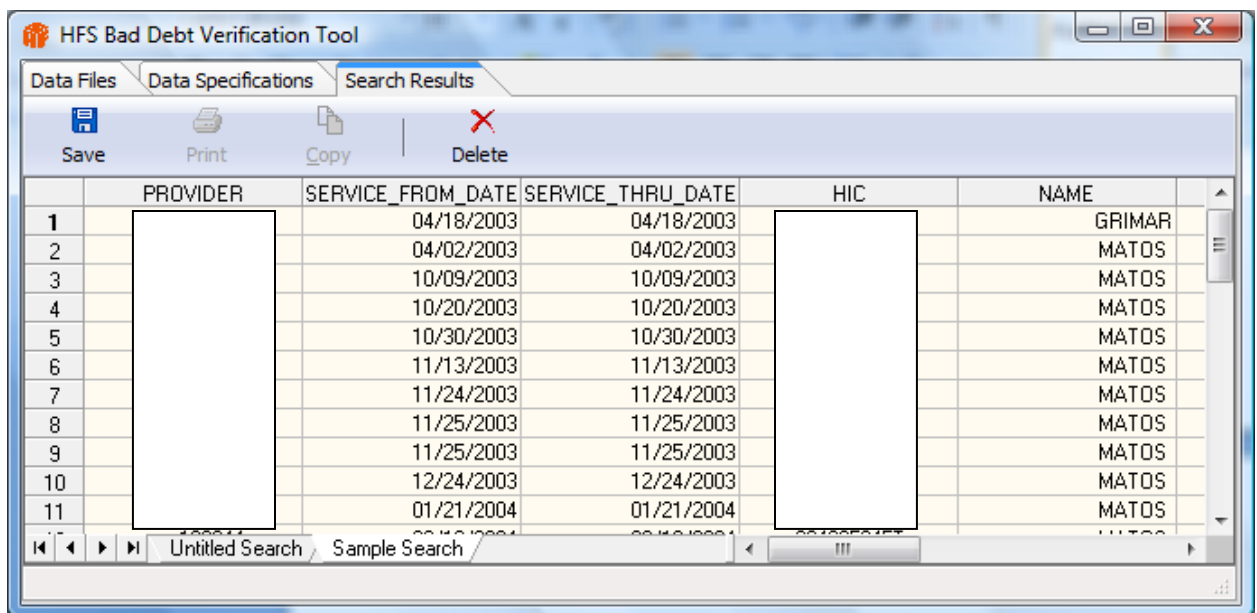


Performing a Search

After you have created a Data Specification for data you want to find (and specified files to search on the Data Files screen), the next step is to perform the actual data search. To do this, press the **Search** button on the Data Specifications screen (see Figure 2 above).

The search button will change to **Stop**, allowing you to stop the search at any time. The lower portion of the screen will indicate the progress of the search. The percent of progress indicator will change from blue to green when it has found matching data in the data file currently being searched.

When the search has been completed for all data files, the application will automatically switch to the Search Results screen with your search results added to this screen and given the same name as your data specification (see Figure 4 below).



	PROVIDER	SERVICE_FROM_DATE	SERVICE_THRU_DATE	HIC	NAME
1		04/18/2003	04/18/2003		GRIMAR
2		04/02/2003	04/02/2003		MATOS
3		10/09/2003	10/09/2003		MATOS
4		10/20/2003	10/20/2003		MATOS
5		10/30/2003	10/30/2003		MATOS
6		11/13/2003	11/13/2003		MATOS
7		11/24/2003	11/24/2003		MATOS
8		11/25/2003	11/25/2003		MATOS
9		11/25/2003	11/25/2003		MATOS
10		12/24/2003	12/24/2003		MATOS
11		01/21/2004	01/21/2004		MATOS

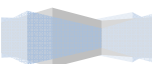
Figure 4 - Search Results shown on separate tabs.

Search Results

The Search Results screens shows the results of each searched you have performed in your current session of using the application (see Figure 4 above). The order of the columns is the same order of the data in the bad debt data files. Each search is saved to a sheet with the same name as was specified in the data specification used to perform the search.

Save Search Results

Search results can be saved by pressing the **Save** button and specifying the save format along with the file name and location where the data will be saved. See Figure 5 below for the current list of save formats.



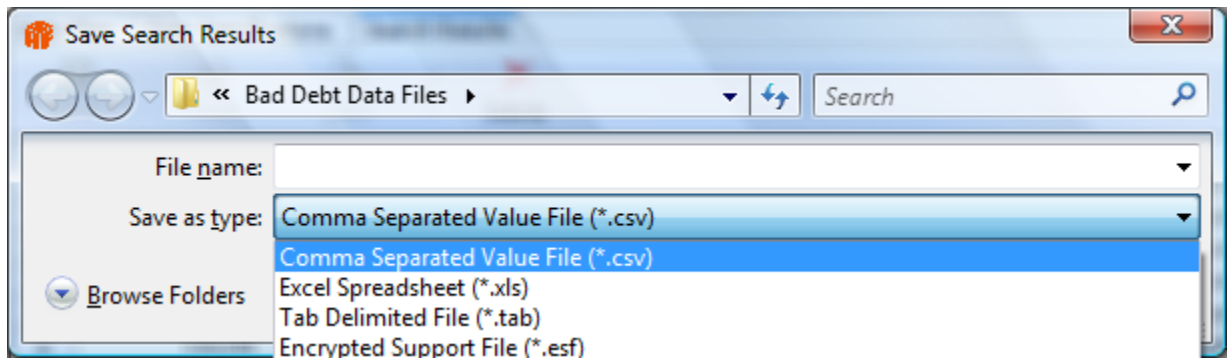


Figure 5 - Saving a Search Result

Note: The Encrypted Support File (.ESF) is a file that can be safely transmitted to HFS if there is a support issue with the search results. This file is encrypted so HIPAA data is not compromised.

