PROLIS™

Version 4.0

Insurance Management

The routine provides the way to add new, edit or delete existing 3rd parties (Insurances) records in the system. It also includes the mechanism to define the billing price level for the Insurance company. The routine is available under Dictionaries as an independent routine, as well as under the Accessioning as a dependent routine controlled by the Dictionary on the Fly.
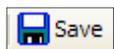

Mode Selector   `Edit` or `New`

The first button on the toolbar is a mode selector button which is used to select either 'Edit' mode or 'Add' mode by clicking the button it self.
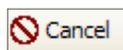
Save command   `Save`

The command is available both in 'Edit' (default) mode and the 'New' mode but is activated only when the required fields (Labeled with maroon color) have the data. Otherwise the command is disabled.

Delete command   `Delete`

The command is only available in 'Edit' mode and is activated only when a record is being displayed.

Cancel command   `Cancel`

The command is always available and is used to exit from the routine. It does not prompt you to save the data.

Help command

The command is always available and is used to access the help files.

Insurance Information Tab

The tab contains data elements relating to the Insurance record. Fields labeled with maroon color, are required to save the Insurance record. Other fields that appeared to be optional are equally important considering the PROLIS functionality. Most of the fields have self explanatory labels except the following;

Par?

The field is a way to tell the system that your facility participates with the Insurance program and you agreed to accept the payments from the Insurance entity per her fee schedule, by a 'Yes' option.

Account No

This field is the piece of information with which the Insurance entity recognizes your facility. Some times it is referred as the provider number. This field along with some others, is vital for the billing even after a 100% NPI implementation.

Federal ID, NPI, Payer Code

These 3 fields are the information of the Insurance entity, being created or edited. The federal ID is the Insurance entity's federal ID, NPI is the new unique national provider identification assigned to the Insurance entity by US Govt., and the payer code an old identifier assigned to the Insurance entity. Until the NPI is implemented, payer code will be used in the billing. The best approach is to enter all the information (3 fields) and let PROLIS decide which information to use in the billing. Of course, PROLIS uses the guidelines provided by CMS.

ECC?

The field is used to indicate to PROLIS that the Insurance entity is set up to communicate with PROLIS, electronically by a 'Yes' response and by a 'No' response otherwise.

Comm DLL

This field depends on the response of the ECC? Field. If the response to ECC? Is 'Yes' then the Comm DLL field is available and required. The response of Comm DLL, is the name of the DLL to be used to communicate with the Insurance Entity's computer system. This custom written DLL is available from PROLIS vender and PROLIS distributor. You may reach PROLIS technical support for the name of this custom written DLL, to respond to this field.

Contract Management Tab

The tab contains data elements and the mechanism to define a pricing level to be used while billing to the Insurance entity being created or edited. Every field on this tab is being explained.
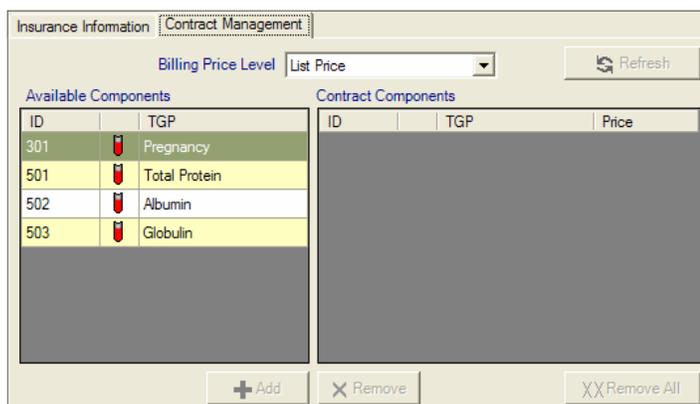
Billing Price Level

The field is a way to select one price level out of total 11 choices. While billing to the Insurance entity, PROLIS uses the price level selected here. Available price levels are List Price, Price Level 1, Price Level 2, Price Level 3, Price Level 4, Price Level 5, Price Level 6, Price Level 7, Price Level 8, Price Level 9 and the Contract.

Remaining parts of the tab, are applicable to the level 'Contract' only. Selecting the level 'Contract' in Billing Price Level field, will enable other fields to be accessed. Selecting other levels than the 'Contract' will disable other fields on this tab.

Refresh command

Since the Insurance record along with the contract is saved in the database upon clicking the 'Save' button. Before the 'Save' button is clicked the visually appearing data may have been changed, differing completely from the stored version and there is a need to visualize the stored version, this button is the candidate to be used in such a situation.

Available Components

This 3 columns grid represents the components available in PROLIS. These components include billable Analytes (single test), billable Groups of Analytes, billable Profiles and other billable services of the Laboratory entity.

Analyte   Group   Profile
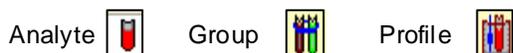
All columns in the grid can be sorted ascending or descending by clicking the column heading cell. For example, clicking the cell with the label 'ID' will sort the record in the grid by ID, ascending or descending. Clicking the middle column heading (Blank), will sort by Type (Analyte, Group, Profile) ascending and/or descending. Right most 'TGP' column can be arranged ascending or descending by clicking the header. The records within the grid, are not editable.
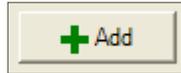
Contract Components

This 4 columns grid represents the components added to the contract price level selected for the Insurance entity. Left 3 columns of this grid have exactly same features as those of the 'Available Components' grid. The right most column of this

Component. This is the only editable column, enabling the user to enter the price as required.

Add command

This command button   is only available and enabled upon selecting any component from the 'Available Components' grid. Clicking this button, PROLIS will add the selected component to the 'Contract Components' grid.

An alternate to this button's functionality, is double clicking the component in the 'Available Components' grid. This button or the double clicking any component in the 'Available Components', work only if the target component is not already selected (present in the 'Contract Components' grid).

Remove command

This command button is only available and enabled upon selecting any component from the 'Contract Components' grid. Upon clicking this button, PROLIS will remove the selected component from the 'Contract Components' grid.

Remove All command
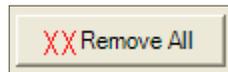
This command button is only available and enabled upon having one or more components in the 'Contract Components' grid. Upon clicking this button, PROLIS will remove all components from the 'Contract Components' grid.

Note:

Contract Price Level is designed for the Insurance entity, having specific price arrangement with the Laboratory entity. This specific pricing structure does not resemble with that of any other Insurance entity, the Laboratory is dealing with.

The example of this Pricing structure would be an HMO, the Laboratory agreed upon special pricing for the services provided to members of the HMO.

Price Levels other than the Contract, are suggested to be used for commercial Insurances, having no contracts or participating agreements.