



Patient Financial Services News

What's Happening?



Line Staff (A&A Auditorium)
November 21st
8:30-9:30 & 9:45-10:45

Line Staff (Phipps 140)
November 30th
8:30-9:30 & 9:45-10:45

Line Staff Make Up Session
4th fl. Conference Room
December 2nd
10:30-11:30

New PFS Staff

Shronda Nichols System Support
Vince Hilliard System Support
Pam Burns System Support

Quote of the month

When you make a mistake, don't look back at it long. Take the reason of the thing into your mind, and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power.

Phyllis Bottome



Catch A Shining Star

Randy Zimmerman
Krystal Stephens
Karen Lombardi
Charlene Maurer
Ashley Norris

The nomination form is located at:
<http://www.hopkinsmedicine.org/service/recognition/nominationform.html>

News to Know

Medicare & You

Delivery of the "2006 Medicare and You" handbook to Medicare beneficiaries has begun. This official government publication is a source of information for over 42 million recipients.

For the year 2006, it is especially vital as it provides information regarding the new Medicare Prescription Drug Plans.

Unfortunately, the handbook gives incorrect information. Section 13 of the manual lists the local plans for the new prescription drug benefit. The last column of the chart, titled "If I Qualify for Extra Help, will My Full Premium be Covered?" is populated with "Yes" for all plans. This is incorrect. While it is true for some of the plans, for the more expensive plans there is still a premium for low-income beneficiaries.

A corrected copy of the handbook can be downloaded from the internet. Go to www.medicare.gov, select "Medicare and You 2006". You will then see instructions to "click here" for corrected versions of area specific books. Once on the page, look for your state and select.

Please share this information with friends and family members who participate in the Medicare program.

Meditech Magic

HCGH MEDITECH MAGIC 5.4/Billing and Accounts Receivable (BAR)

MAGIC has many similarities to **Meditech 5.4**, but there are some routines that are different.

Let's take a look at retrieving the UCRN. The **UCRN** can be used for billing in place of the account number. A **UB92** utilizes the **UCRN**, not the account number as the unique identifier. The Remittance report also uses a **UCRN** every time an account is billed because it offers convenience in posting payments.

To locate the **UCRN**, follow the steps below.

1. From the **Basic Routines** screen, select **13. In Meditech 5.4, this is the E icon.**
2. At the **Process Account** screen, select account and choose **13** from **Routines**
3. From the **Inquiry/List Formats** screen, select **20 List Pt. Reports.**
4. From the **List Pt. Reports** menu, select **5 UCRN List.**
5. A window will open at the bottom called **Print on:**
6. Remember to have your **caps lock key on:** Type **S**, hit **Enter.**
7. Your patient account info screen appears with the **UCRN.**
8. To print - Press **F9** to select the printer device by department.
9. You also can use the **Device Mnemonic** if known.
8. **Print Screen** is also an option.

Pop Quiz

What is the meaning of the following acronyms?

1. CPAT
2. DEERS
3. HCPCS
4. NAS
5. RVU
6. CMS

Birthdays



Joan Sutton	11/3
Jo Line	11/4
Norma Green	11/4
Michael Allen	11/5
Wayne Gair	11/6
Brandy Inches	11/7
Kim Dillow	11/8
Sharon Guthrie	11/8
Linda Vogel	11/9
Paula Skyrzczuk	11/10
Lori Holland	11/10
Warren Barnes	11/14
Staci Schepleng	11/16
Tess Heller	11/17
Paula Darr	11/17
Carolyn Williams	11/18
Rodney Davis	11/21
Twan Towah	11/21
Claudia Lindsey	11/25
Laura McCauley	11/26
Doris Fabian	11/26
Jeanne Radke	11/30

PFS Website Information

The web address is:

<http://finance.jhmi.edu/finance.pfsMain.html>, you can find the following information.

- ~ Mission
- ~ Training and Development
- ~ Policies and Procedures
- ~ Department Phone Listing
- ~ Newsletters
- ~ Link to other JHHS sites

Got News?

If you would like to contribute news or information send it to Pat Degenkold @ pstokes@jhmi.edu. The deadline is the 20th of the month preceding the publication month. Submissions may be edited due to space limitations.

Pop Quiz Answers

- 1) Certified Patient Accounts Technician
- 2) Defense Enrollment Eligibility Reporting System
- 3) Healthcare Common Procedure Coding System
- 4) Non-Availability Statement
- 5) Relative Value Unit Services
- 6) Centers for Medicare and Medicaid Services

CPAT Update

The CPAT exam will be held in the training room on November 10th and 11th at 10:00 and 1:30. Participants should arrive 15 minutes early for registration. Do not bring study material, phones, pagers, etc, to the exam.

The exam consists of three parts Access, Billing, and Credit and Collections. Examinees must score a 70% (28 out of 40 questions) in each section to pass. If two parts of the 3 part exam are passed, examinees will be able to make up the missed part in February. Exam results will be available immediately.

A test anxiety workshop will be held on November 8th from 1:30-3:00. Come and learn some relaxation techniques and improve your CPAT score!

Training Update

Meditech Magic classes will be held twice a month. You must complete a user application prior to signing up. See someone in the training department for an application.

The Office of Managed Care will be here on December 6th and 16th to conduct Managed Care 101 in the training room from 9-11. Signup will begin in late November.

HR Corner



Live, Work, Learn, Grow.

Open Enrollment takes place October 27 - November 11. Please take an active role in choosing the right benefits for you and your family. Review the enrollment instructions in the "Guide to Benefits" folder which you received in your home mail during October.

This year's enrollment is a passive enrollment. You do not have to re-enroll unless you are making a change or are participating in a flexible spending account.* If you make no changes, your current elections will remain in effect for 2006. *Flexible spending accounts are applicable to non-represented employees only.

If you do not have access to a computer (at work or home) or need help with your enrollment, please feel free to stop by the HR SLC Resource Center, Phipps 404. Office hours are as follows:

SLC Resource Center Hours: 7:30 a.m.-4 p.m.

SLC Resource Center HR Staffing: 7:30-9:30 a.m., 11:30 a.m.-2 p.m., 3-4 p.m.

If you have any questions about Open Enrollment 2006, please stop by the HR Service Center, Phipps 455 or call 410-955-6208.

Flu shots will be available from October 31st thru Nov. 4th from 7:30AM to 3:30PM at the Pavilion Conference Room (which is located down the hall from the gift shop), here on the Bayview Campus.

Wellness & Physical Fitness (Wellnet)

Wellnet is a Network of Wellness Services offered as a benefit for JHHSC/JHH benefit-eligible employees. Through medical self-care, health assessments, educational and motivational programs, Wellnet assists employees with taking charge of their mental, physical and emotional health. Please contact them or log onto their [Web site](http://www.insidehopkinsmedicine.org/wellnet/) on the JHM Intranet for a full list of benefits, resources and a schedule of programs & events. (<http://www.insidehopkinsmedicine.org/wellnet/>)

Contact information:

Phipps Building, Room 409

(410) 955-9538

Email: wellnet@jhmi.edu

Staff News

Susan Knight of the Customer Service Dept is pleased to announce the blessed arrival of her first grandchild; 7pound 5 ounce Joshua Vincent Fedd, born September 27, 2005 @ 10:13 pm.