



# Patient Financial Services News

## What's Happening?



**Flag Day**  
June 14th

**Fathers Day**  
June 17<sup>th</sup>



**June 21st**

## New PFS Staff

Dale Phillips HMO Dept.

## Quote of the month

Do more than is required.  
What is the distance between  
someone who achieves their  
goals consistently and those  
who spend their lives and  
careers merely following?  
The extra mile.

Gary Ryan Blair



## Catch A Shining Star

Felicia Lawrence  
Deborah Stukes  
Helen Edwards  
Erica Williams  
Megan Peyton  
Tammy Gantt  
Maleka Kaka  
Marcus Allen  
Jeanne Steps  
Deana Ruby

Portia Ackridge of the Care Center team was selected among all of those who received Shining Stars from July 2006 through September 2006 as the Employee of the Quarter. As a result, Portia received a monetary reward from HR and will be in the running for Employee of the Year! Congratulations Portia!

The nomination form is located at:

<http://www.hopkinsmedicine.org/service/recognition/nominationform.html>

## News to Know

### Time management: Tips to reduce stress and improve productivity

Effective time management is a primary means to a less stressful life. These practices can help you reduce your stress and reclaim your personal life.

Do you find yourself overwhelmed by the number of projects you have at work or the depth of these projects? Do you feel the day flies by without your devoting the necessary attention to each assignment because other tasks keep landing on your desk, or because you can't get it all organized?

You probably know that effective time management will help you get more done each day. It has important health benefits, too. By managing your time more wisely, you can minimize stress and improve your quality of life.

But how do you get back on track when organizational skills don't come naturally? To get started, choose one of these tips, try it for two to four weeks and see if it helps. If it does, consider adding another one. If not, try a different one.

- **Plan each day.** Planning your day can help you feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.
- **Prioritize your tasks.** Like many people, you may be spending the majority of your time on a small percentage of your tasks. Prioritizing will ensure you spend your time and energy on those that are truly important to you.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional work.
- **Delegate.** Take a look at your to-do list and consider what you can eliminate or pass on to someone else.
- **Take the time you need to do a quality job.** Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.
- **Break large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done.
- **Practice the 10-minute rule.** Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.
- **Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.
- **Get plenty of sleep and exercise.** Improved focus and concentration will help improve your efficiency so that you can complete your work in less time.

## Word Search

### POP QUIZ

UB04 True or False

1. Medicare Lifetime Reserve Days are now reported using Value Code 83.
2. FL 17 Discharge Status codes have changed.
3. FL 29 Accident State is used for Workers Comp claims.
4. The DCN Number moved from FL 37 to FL 63.
5. The billing facility NPI is reported in FL 51.

True: 1, 4 False: 2, 3, 5

## Birthdays

Wilhelmina Chester	6/3
Myra Turner	6/4
Joann Whiting	6/6
Pat Kowalczyk	6/8
Barbara Peterson	6/16
Katina Heinlein	6/20
Sherri Basl	6/21
Kim Krause-Robinson	6/21
Connie Sorensen	6/23
Perry Warner	6/28
Rachel Cash	6/29
Carrie Jennings	6/30

## PFS Website Information

The web address is:

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

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

## May 2007 CPAT'S



Narvis Addison Carter-Bey  
L. Justin Gilchrist  
Stephanie Young  
Johanna Cundiff  
Michelle Benny

## Got News?

If you would like to contribute news or information send it to Pat Degenkold @ [pstokes@jhmi.edu](mailto:pstokes@jhmi.edu). The deadline is the 20<sup>th</sup> of the month preceding the publication month. Submissions may be edited due to space limitations.

## HR Corner

### WORKlife Program

The WORKlife program provides various workshops, discussion groups and programs each semester that educate employees and their families on issues such as financial planning, care-giving, and other work and family issues. WORKlife can assist you, at no cost, with child, adult and elder dependent care referrals, including nanny/au pair information, summer camp information, etc. WORKlife can conduct a search for you, based on your needs, to help you find dependent care. Call WORKlife at 443-997-505 or visit [www.hopkinsworklife.org](http://www.hopkinsworklife.org) for more information.

## Training Update

### Keane Revenue Reclassification

Year-end sees us reviewing many of our JHH accounts. At times it is discovered that the incorrect insurance was applied on the account. We then verify the correct insurance at the time of service, add the insurance code to the claim, correct the COB order, update the financial class in PM field number 9, order a rebill and revenue reclassify if the change was to the primary insurer.

The Revenue Reclassification function provides for the automatic reclassification of a patient's revenue based on financial class, medical service, patient type and service date ranges. If it has been determined that a patient's charges were applied with incorrect patient data, this function is used to correct the classification of revenue in the revenue and usage statistics and the General Ledger.

Steps to perform this procedure:

- From the AFS Overview screen, enter "RV" at the Control Line.
- On the Revenue Reclassification screen, enter the new/updated FC at the **F/C: \_** prompt.
- Hit function key "F2" to post the FC reclassification.
- The process will display in the comment screen after dayend process.

```
5/29/07 pfs010 H N/A P101 - OLD: I1: B03H I2: I3: I4:
P101 - NEW: I1: B03H I2: BX35 I3: I4:
P101 - OLD: I1: B03H I2: BX35 I3: I4:
P101 - NEW: I1: BX35 I2: B03H I3: I4:
P009: H -> BH
5/29/07 pfs010 P N/A REBILL-A: INS=BX35,B03H; F/C=BH
BCHGS= 66324.22 ; PRIN DX=4412
5/29/07 DE-PA6560 S N/A REVENUE RECLASSIFIED - REQ BY: pfs010
00/00/00-99/99/99 F: BH P: M: L: S:
```

The

screen shows the correct procedure.

- Line 1 lists the original insurance order.
- Line 2 displays the addition of the new insurance in the second position.
- Line 3 show the insurance in the old COB order.
- Line 4 show the insurance in the new COB order.
- Line 5 displays the change of Financial Class.
- Lines 6-7 reflect the Rebill to the new primary insurance.
- Lines 8-9 show the Revenue Reclassification with the new Financial Class.

above

## Staff News



Laura Moraniec of the UHC Team had a baby girl! Lacy May was born on 5/23 weighting 7 lbs. and 1.9 ounces. Both mother and baby are doing fine.

Kathy Deckleman of the cash application team had a baby girl! Anna Catherine was born on 5/16 weighing 6.65 lbs. measuring 20-21 inches long.

Congratulations to both Laura and Kathy