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POLICY

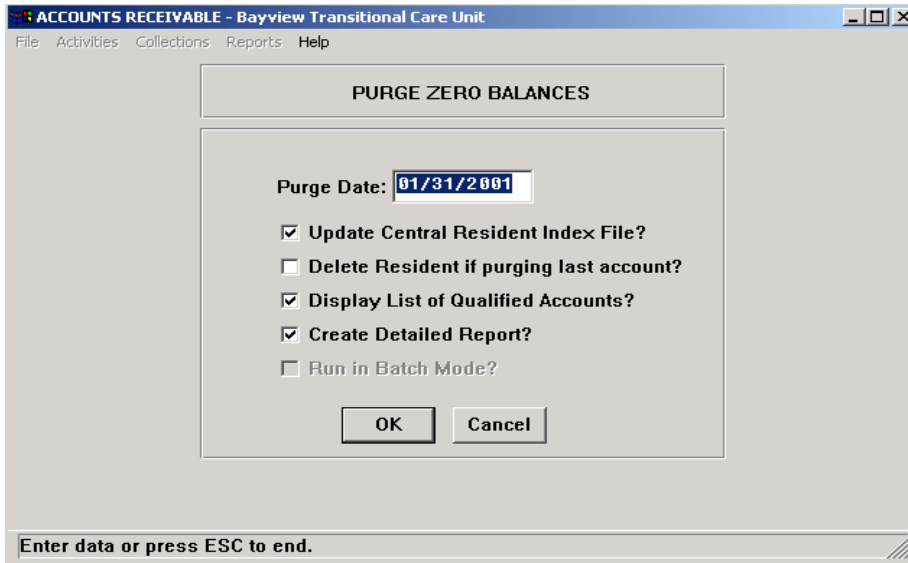
This policy applies to the Johns Hopkins Health System (JHHS) Patient Financial Services (PFS) Department.

PROCEDURES

1. Backup the system.
 - a. Have the Bayview IS department do a complete backup, before purging any accounts.

2. Once this is done you need to go into RAM system and do the following steps:
 - a. **Access Purge Zero Balance-** from the main menu [Accounts Receivable]/[Activities] menu.
 - b. **Enter a Purge date-** All accounts that do not show any activity and carry a zero balance since the purge date entered will qualify to be purged.
 - c. **Update Central Resident Index File-** Select to add the resident to the Central Resident Index.
 - d. **Delete Resident if purging last account-** Do not select, **do not delete**. To retain Employer, Contact(s), Guest(s), Guarantor, Payer, and Demographic changes.
 - e. **Display List of Qualified Accounts-** Select this options to view accounts. Here you have option to select [All] if you want to purge all the accounts that are listed. Or choose the accounts by selecting only those you want to purge by highlighting and click [Select] to purge those accounts.
 - f. **Create Detailed Report-** Select to have a detailed report of purge information.

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The complete screen should look like above.


Notes:

1. The following files associated with the account will be purged: Charges, Payments, Invoices, Bills and Bill details, General Ledger transactions, Receipts and Receipt detail, Fund transactions and history, Bed assignment restrictions, Demographic changes, Account Plans and Account Plan details, Orders, Adjustments, Visits and Visit details, UB Data, Diagnoses and Discharge Diagnoses, and Utilization Reviews.

2. If the resident information is purged, then the following files will also be purged: Employer, Contact(s), Guest(s), Guarantor, Payer, and Demographic changes.

3. If the resident being purged has an active fund, fund will be inactivated and resident information then deleted.

Remember once an account is purged it's gone.

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SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

 Director, PFS Non-Acute Services

 Date

 Senior Director, JHHS

 Date