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POLICY

This policy applies to the Johns Hopkins Health System Corporation (JHHS) and the following entities: Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), and Howard County General Hospital (HCGH)

DEFINITION

To validate and post payment information from Medicare to accounts.

PROCEDURES

FOR HOPKINS:

Cash Application staff perform the following steps to pull remit into Caremedic

Double click on the **Windows Explorer** icon.

Double click on the **Share Drive** (on left side)

Share Drive is **Dnloads on 'Jhdfs\Share\$\AC-data\$\Apps'(G:)**

Double click on **Dnloads** folder

Double click on the **Medicare** folder

On the right side of the screen, find the file **JHmmdyy.dat** file (mmdyy = Wednesday's date, i.e. Jh031505.dat) this is the Hopkins Medicare Remit file.

Right click on the file and click *Copy*.

On the left side

Find the **CAREMEDIC** drive (**apps on 'jh407' (L:)**)

Double click on **apps on 'jh407' (L:)**

Click on the **(+) cmed** folder

Click on the **(+) ddewin** folder

Click on the **(+) data** folder

Click on the **(+) johnsHop** folder


Click on the **(+) JohnsHop** folder

Right click on the **eleremit** folder and click on paste.

Double click on the **eleremit** folder to open for entire listing of files

Find file with the week's remit date

Right click on the **JHMMDDYY.dat** file and rename the **JHMMDDYY.dat** to **JHMMDDYY.835**

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FOR BAYVIEW:

Go back to the **Share Drive**

Double click on the **Share Drive** (on left side) {Dnloads on 'Jhdfs\Share\$\AC-data\$\Apps' (G:)

On the right side of the screen find the file **MCmmdyy.dat**. This is the Bayview Medicare Remit file. Right click on the file and click *Copy*.

On the left side

Find the **CAREMEDIC** drive (apps on 'jh407' (L:))

Double click on **apps on 'jh407' (L:)**

Click on the **(+) cmed** folder

Click on the **(+) ddewin** folder

Click on the **(+) data** folder

Click on the **(+) johnsHop** folder

Click on the **(+) Bayview** folder

Right click on the **(+) eleremit** folder and click on *paste*

Double click on the **eleremit** folder to open the entire listing of files

Find file with the week's remit date

Right click on the **MCMMDYY.dat** file and rename the **MCMMDYY.dat** to **MCMMDYY.835**

FOR HOWARD COUNTY GENERAL HOSPITAL:

Go back to the **Share Drive**

Double click on the **Share Drive** (on left side) {Dnloads on 'Jhdfs\Share\$\AC-data\$\Apps' (G:)

On the right side of the screen find the file **HCmmdyy.dat**. This is the Howard County remit file.

Right click on the file and click *Copy*.

On the left side

Find the **CAREMEDIC** drive (aps on 'jh407' (L:))

Double click on **aps on 'jh407' (L:)**

Click on the **(+) cmed** folder

Click on the **(+) ddewin** folder

Click on the **(+) data** folder

Click on the **(+) johnsHop** folder


Click on the **(+) Howard** folder

Right click on the **(+) eleremit** folder and click on *paste*.

Double click on eleremit folder to open for entire listing of files

Find file with the week's remit date

Right click on the **HCMMDYY.date** file and rename the **HCMMDYY.dat** to **HCMMDYY.835**

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SPONSOR

Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

Senior Director, JHHS

Date

Director, PFS Financial Support, JHHS

Date