

# AR Management

Manage legacy system account receivables to improve financial performance

When an old financial system is replaced, there are typically outstanding account receivables (AR) records that aren't converted in full line-item detail to the new software. Although keeping the legacy system up and running is an option for collectors to wind down AR, it is often a more costly approach than archiving due to high vendor support fees on a full-production billing system. HealthData Archiver® an industry-leading long-term data storage solution, offers AR management capabilities ranging from simple transaction posting to automated collection agency management to complete billing functionality.



## Transaction Posting Module

### **Management of Patient and Collection Agency Balances**

Post charges, adjustments, and refunds to wind down archived patient AR records so that legacy financial systems can get decommissioned. Includes general ledger exports and patient aged trial balance reports. When bundled with Collection Agency Management, receives and auto-posts inbound transaction files from outsourced collection agencies.



## Collection Agency Management

(Bundled with Transaction Posting Module)

### **Management of Outsourced Collection Agency Transactions and Balance Reconciliation**

Automate the posting of charges, adjustments, and write-offs from your outsourced collection and bad debt agencies as transaction files are securely received into Transaction Posting Module. Includes the posting of notes to accounts as documented and submitted by an agency. Transfer outbound placement files to coordinate collection efforts between your provider organization and an agency or among multiple collection agencies. Ensures archived AR record balances are reconciled until worked down to \$0 (or until collection efforts cease).

## Benefits of incorporating AR Management into a legacy data management strategy

- ✓ Reduces costs of legacy system support and maintenance.
- ✓ Fortifies defenses against cybersecurity threats.
- ✓ Ensures record retention and compliance.
- ✓ Enables account resolution during system transition.

Got legacy financial systems with outstanding accounts receivable records? Our team of health data experts can help. Contact us.





# AR Manager

*Comprehensive Management of Billing and Collections for Legacy AR Records Wind Down*

## Billing and Collections

- Wind down longer and more complex AR with complete UB-04 and HCFA-1500 billing.
- Manage collection workflows/queues for both internal billing staff and multiple outsourced agencies.
- View full transaction history, editing and posting payments/adjustments manually or in-batch.
- Create zero-balance and credit-balance accounts to handle payment and adjustment errors.
- Produce memos and refund requests.
- Update insurance/demographics and attach scanned images (i.e., PDF, JPG, GIF) to AR records.
- Refile 837 claims and create an 837i or 837p from updated account information.
- Receive 835 ANSI remittance advice.
- Produce statements/on-demand letters. Use word processing mail merge to create letter series.
- Group accounts by guarantor to maximize collection efforts with consolidated statements.

## Interfaces

- Predefined interfaces will continue to communicate with general ledger systems, bank lock boxes, collection agencies, letter/statement production firms, and other entities as required.
- Encrypted updates are transmitted to the hospital’s patient accounting and general ledger systems as well as to outside collection and bad debt agencies.
- Interfacing and posting directly into a hospital or third-party system is available.

## Reports and Exports

On demand reporting can be utilized to generate reports/extracts, to query data as needed, or to generate standard reports – defined by a selection of tables and fields – that comply with government agency requirements.

- Daily Transaction Report
- Same-day Cash Posting Report
- Summary of Transactions (for posting to General Ledger)
- GL Reports
- Audit Reports
- Agency Reports

## Administration

- Monitor audit logs.
- Customize user views by security level and data type.
- Utilize proprietary logic to link patients across different systems and guarantor levels.
- Safeguard Protected Health Information with multiple layers of HIPAA-compliant security.
- Release information from a visit or guarantor level with “confidentiality” watermarks.
- Integration to seamlessly access clinical records.

