

## **REV – Accounts Receivable Procedure**

### **Purpose:**

Verification of Data sent by Revenue Collections to the Data Warehouse for uploading. Update the Provider Credit Balance activities daily for submission to the Data Warehouse to transmit to Fiscal Management.

### **Identification of Roles:**

Iowa Medicaid Enterprise (IME) Revenue Collections—updates the accounts receivable file, and then sends the file each month to the Data Warehouse. Data Warehouse will compile the data into the accounts receivable summary. Data Warehouse will request that Revenue Collections review and confirm the accuracy of the summary. Revenue Collections reviews the data and confirms to the Data Warehouse that the file is ready for Production.

### **Performance Standards: Monthly**

### **Path of Business Procedure:**

- Step 1:** During the month the Revenue Collections accounts receivable file is updated with any activities that affect a provider credit balance. These items are updated daily and consist of balance changes, payoffs, transfers, notes to the accounts, and other daily activities.
- Step 2:** The Credit Balance Accounts receivable (A/R) Excel spreadsheet is reviewed to verify that balances reflecting on the A/R are accurate and account for any new payments, balance transfers, offsets, new providers, etc.
- Step 3:** Prior to the 5<sup>th</sup> business day the Revenue Collections Operations Support Specialist will review the Credit Balance A/R Spreadsheet for final accuracy and perform a Quality Assurance Self Audit. This ensures that the Operations Support Specialist has ample time to double check each entry into the A/R file.
- Step 4:** Once reviewed by the Revenue Collections Operations Support Specialist, the Revenue Collections Account Manager is notified that the file is ready for review.
- Step 5:** The Revenue Collections Account manager will review the file and randomly pull a sample of the entries from the A/R for Quality Assurance Verification. The Account Manager will verify that new payments have

been posted, balances have accurately been transferred from other units as requested, notes are accurate and complete, the beginning balance reflects the prior months closing balance, and the report is easily understood and formatted correctly for accurate uploading by data warehouse.

**Step 6:** Once the Quality Assurance Review is complete the Account Manager will provide the authority to the Revenue Collections Operations Support Specialist to submit the file to Data Warehouse.

**Step 7:** Data Warehouse will then review the spreadsheet sent by Revenue Collections and provide an email back indicating that everything is ready to go into production. Revenue Collections is then asked by the Data Warehouse to verify the records at [https://dwinterpasst.dhs.state.ia.us/dw\\_rs/MyReports.aspx](https://dwinterpasst.dhs.state.ia.us/dw_rs/MyReports.aspx) is accurate and ready to be posted to production.

**Step 8:** The Data Warehouse processes the file for inclusion in a secure area of the Department's website.

**Step 9:** Sample of our Credit Balance A/R is as follows in attachments section:

**Forms/Reports: N/A**

**RFP References: N/A**

**Interfaces: Data Warehouse**

**Attachments: See Next Page**

