Reference Sheet for Action Codes in Function 7

1-Inv w/Faculty Toggle  3-TES Enc/Batch Filter  B-Zero Bal/Non-Zero Bal  D-View Detail  F-Quided Filter

On or Off

See Page 2

I-More Inquiries  O-Oldest/Newest  Q-? Filter  R-Reset Display  T-More Actions  W-EDI

See Page 3

On or Off

L-Print Ledgers  P-Patient Account Summary  E-EOB Inquiry  L-Lookup Eligibility  N-New EOB Inquiry

C-All Charges  I-More Inquiries  M-More Invoice Hdr Info  O-Oldest/Newest  T-Transaction Detail

See Page 3

D-Dictionary Inquiry  F-Financial Inquiry  M-Comments  P-Patient Inquiry  R-Pricing Module  Y-TES Inquiry

F-View Financial Inquiry  Q-View General Comments  F-Alternate Fee Schedule  M-Master Fee Schedule

created by Tracy Mitchell 2/02
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Reference Sheet for Action Codes in Function 7 For V9.0

The following are the action codes that are found on the bottom of the screen after you enter a patient’s name into the patient prompt in Function 7 and hit F10..

1-Inv w/Faculty Toggle
   Allows you to filter invoices with Resident services billed under a Faculty member. Works like a toggle switch allowing you to go back and forth.

3-TES Enc/Batch Filter
   Allows you to filter invoices with TES batch and Encounter numbers.

B-Zero Bal/Non-Zero Bal
   Allows you to clear all zero-balance invoices from the displayed list. Works like a toggle switch allowing you to go back and forth
**D-View Detail**

Allows you to display the detail of one invoice or multiple invoices. Also houses five sub-action codes (See below)

**C-All Charges**

Allows you to display ALL charges within the selected invoice in an “exploded” view, one after another.

**I-More Inquiries...**

Allows you to access additional inquiry actions such as D-Dictionary Inquiry, F-Financial Inquiry, etc.

**M-More Invoice Hdr Info**

Allows you to display other screens (pages) such as the Other Information screen, the Rejection Information screen, and the Case/Package Information screen.

**O-Oldest/Newest**

Allows you to toggle the invoice detail to display oldest to newest or newest to oldest within the body of the invoice

**T-Transaction Detail**

Allows you to display only the charge(s) you have highlighted or marked on the selected invoices, one at a time in an “exploded” view.

**F-Guided Filter**

Allows you to filter and display invoices using certain filtering fields. You must use the proper formats for any date fields, etc.

- **Admission Date:**
- **Division:**
- **Package ID:**
- **Billing Area:**
- **FSC:**
- **Provider:**
- **Case:**
- **Hospital:**
- **Service Date:**
- **Claim Number:**
- **Location:**
- **Referral Num:**

**I-More Inquiries...**

Allows you to use additional Sub-action codes, some which are actual BAR Functions and Activities. Rather than keying in a Function and Activity, IDX has integrated the commands into Sub-action codes, which means that you can access these Functions and Activities without leaving Function 7. This action code “follows you everywhere” (See below)

**D-Dictionary Inquiry**

Allows you to inquire and view any of the BAR Application Dictionaries. (Refer to the Reference Guide for the entire list of Dictionaries)

**F-Financial Inquiry**

Allows you to display the Financial Inquiry Screen (KEFI.A) This is a GREAT ACTION CODE. The screen is geared for
Multi/Multiple group and has its own set of sub-action codes. (See below)

**A-All Groups FSC Balances**
Allows you to view FSC balances across all groups

**C-Account Notes or Financial Comments**
Allows you to display Account Notes or Financial Comments depending on whether a BAR or HPA group was selected

**D-View Detail**
Allows you to access the View Detail Screen (URHE.A) in all groups. This is a “repeating” action code.

**F-Group FSC Balances**
Allows you to view FSC balances for ANY selected group

**H – Statement History**

**I-More Inquiries...**
Allows you to use additional inquiry action codes, some of which are actual BAR Functions and Activities. (This is the action code that follows you everywhere)

**S-Statement/Financial Group Mnemonic**
Allows you to toggle between displaying the Statement Group mnemonic or Financial Group mnemonic, in the group column.

**M-Comments...**
Allows you to view two areas of comments, Financial Comments and General Comments.

- **F-View Financial Comments**
- **G-View General Comments**

**P-Patient Inquiry**
Allows you to access Function 49 (Patient Inquiry), to inquire and view information on the Patient’s account through an integration of Applications.

- **A-Appointments**
- **C-Claims**
- **D-Demo,Ins,Case Info**
- **E-Eligibility...**
- **I-Invoices**
- **M-Cap/Risk Mgmt...**
- **R-Referrals**
Y-TES Inquiry

R-Pricing Module...
Allows you to view two areas of the Pricing Module, *Alternate Fee Schedules* and *Master Fee Schedules*.

F-Alternate Fee Schedules
M-Master Fee Schedule

Y - TES Inquiry
Allows you to view the TES Screen. The system displays the Encounters with a Status that indicates if it was Extracted to BAR or is still Open and waiting for Edit resolution. The Sub-Action Code Q will display the edit(s) indicating why the encounter is still in TES.

Sub-Action Codes for TES Inquiry:

B- More Actions... Not available for inquiry
I- Invoice Inquiry Goes back into Function 7
P- Patient Inquiry Goes into Function 49
Q- Display Edits Displays Edits for Open Status Encounters
R- View Reg Goes into Function 1 Activity 2
V- View Header Displays the four screens of an Encounter
W- Workfiles Displays the workfile for the Open Encounter
Y- Audit Trail User activity for each Encounter
Z- Display Trans Displays transaction with other action codes

O-Oldest/Newest
Allows you to switch the order in which invoices are displayed. The system displays invoices newest to oldest. Works like a toggle switch. Each time you use it, the display switches back and forth.

Q- ? Filter
Allows you to filter and display invoices using the question mark (?) search commands. You must use the proper format for each command. (Refer to the Reference Guide for the entire list of Question Mark Search Commands) Reminder: you may use this at the invoice command also.

R-Reset Display
Allows you to reset the screen display back to its original state, after using any filtering action code (F or Q)

T-More Actions...
Allows you to use additional Sub-action codes for other areas and screens.

B- Account Balances by FSC
D- Demand Statements
I-More Inquiries...
S-Specify Groups
H-Statement History
D-Demand Statements
I-More Inquiries...
L-Last Dunning Edit
S-Specify Groups
L-Print Ledgers
Y-Last Patient Payments
D-Demand Statements
I-More Inquiries...
S-Specify Groups
V-View Payments

W-EDI...
Allows you to inquire into the EOB (Explanation of Benefits) stored from the EDI (Electronic Data Interchange) remittance.

E-EOB Inquiry...
L-Lookup Eligibility
N-New EOB Inquiry

Action Codes Function 49