

Chapter Six – Reports

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CHAPTER SIX – REPORTS

The Online Report Screens are used to allow viewing of certain provider specific reports by the DDE providers. This information is helpful in the monitoring and management of claims submission and error reduction. The reports are:

- 020 Return To Provider Summary – daily and monthly, lists RTP errors by type of bill. These claims are in status/location TB9997.
- 028 Provider Submission Reports – daily and monthly, summary of submitted claims by type of bill.
- 201 Pending, Processed, and Returned Claims – daily, weekly and monthly, lists claims that are pending, claims returned to the provider for correction and claims processed but not necessarily shown as paid on a remittance advice.
- 316 Detailed Provider Submission Report – daily and weekly, lists errors on initial bills by reason code and by type of bill.

From the Online Reports Menu, type menu option “R1” for a summary of reports, or “R2” to view a report. Press [ENTER].

Online Reports Menu – MAP1705

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MAP1705
ONLINE REPORTS MENU

R1  SUMMARY OF REPORTS
R2  VIEW A REPORT
R3  CREDIT BALANCE REPORT - CMS 838

ENTER MENU SELECTION:

PLEASE ENTER DATA - OR PRESS PF3 TO EXIT
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Online Reports Selection – MAP1671

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MAP1671
      ONLINE REPORTS SELECTION  INQUIRY
REPORT NO
SEL REPORT NO.  FREQUENCY  DESCRIPTION

PLEASE ENTER DATA - OR PRESS PF3 TO EXIT
PRESS PF3-EXIT  PF5-SCROLL BKWD  PF6-SCROLL FWD
  
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Press [ENTER] to call up a list of available reports. You may select a particular report by putting an “S” in the SEL field in front of the report and pressing [ENTER].

FIELD	DESCRIPTION
SEL	Enter an 'S' in this field to select the report number.
REPORT NO	The number of the report.
FREQUENCY	The frequency of the report. The valid values are: D = Daily M = Monthly W = Weekly
DESCRIPTION	The name or title of the report

Reports 020, 028, 201 and 316 appear on the Report View Inquiry screen, MAP 1661. Type in selection criteria and press [ENTER]. This information will be the same information that would have appeared if the report had been selected through MAP1671.

Report View Inquiry – MAP1661

MAP1661	REPORT	FREQUENCY	SCROLL
KEY		PAGE	SEARCH
PRESS PF2-SEARCH PF3-EXIT PF5-SCROLL BKWD PF6-SCROLL FWD PF11-RIGHT			

FIELD	DESCRIPTION
REPORT NO	The number of the report.
FREQUENCY	The frequency the report is generated.
SCROLL	Used to scroll to the left or right sides of the report.
KEY	Provider number used for sorting the selected reports.
PAGE	The page number of the report being viewed.
SEARCH	This field searches for a specific field name or value.