

HIPAA APUPD/CKPRT/CKPST Process

APUPD

APUPD is the first step in the accounts payable process. This step is used to finalize the claim. This will change the PROC STAT from a “U” (unfinalized) to an “F” (finalized) and will assign the **Post Date** to the claim. **Everyone needs to be out of claims when this process is being run.** On Monday, you can get back into claims after 8:00 a.m.

- a. The criteria used for APUPD selection is: Company, Received Date (from the ACPAY record) and a **thru date**, which is based on the boards’ lag time (two weeks or one week).
- b. Once claims are finalized, they **cannot** be modified. (There is a “bug” in Diamond that allows users to refresh the header on finalized claims).
- c. If the member’s eligibility (line of business, group, plan, etc.) has changed since the original claim was adjudicated and the header is refreshed there will be a mismatch between the header and the detail lines. If this is done in error, it cannot be corrected.

CKPRT

CKPRT is the second step in the accounts payable process. This step creates a work file for the CKPST process. The date this process is run is the date used during CKPST to assign a check date to the claim. **Users do not need to be out of claims when this process is run.**

CKPST

CKPST is the third and final step in the accounts payable process. **All users must be out of claims when this process is run. Users will be notified by email when the process is complete.** This step changes the PROC STAT from an “F” (finalized) to a “P” (paid). The check date (CHCKDATE) is assigned based on the date CKPRT was run. This date is also reported on the ERA files.

ERA/RA/RJ files will be run the following Monday and ftp’d to the Boards’ RA directory.

1. **ERA** (electronic remittance advice files)
 - **BBBXXXXX.JUL.gz** - agency payments in MACSIS in an electronic format (one for each agency that has payments due to them that week) - BBB is the board number and type, XXXXX is the UPI number and JUL is the julian date.
 - **BBBBB.JUL.gz** - board payments in MACSIS in an electronic format (one per board) - BBBBB represents the first 4 letters of the board or consortium name and type followed by the julian date - JUL.
2. **RA** (remittance advice files) -
 - **RA.BBBXXXXX.JUL.gz** - agency payments in MACSIS in a printable format (one for each agency that has payments due to them that week) - BBB is the board number and type, XXXXX is the UPI number and JUL is the julian date.
 - **RA.XXXXX.JUL.gz** - board payments in MACSIS in a printable format (one per board) - BBBBB represents the first 4 letters of the board or consortium name and type followed by the julian date - JUL.

3. **RJ** (reject file that contains rejected/reversed claims)
 - **RJ.BBBXXXXX.JUL.gz** - listing of all claims for an agency that have been reversed or rejected in a printable format - BBB is the board number and type, XXXXX is the UPI number and JUL is the julian date..
 - **RJ.BBBBBB.JUL.gz** - listing of all claims for a board that have been reversed or rejected in a printable format - BBBBBB represents the first 4 letters of the board or consortium name and type followed by the julian date - JUL.
4. **835** (Health Care Claim Payment Advice)
 - **ABBBXXXXXX.JULYY.gz** - agency payments in MACSIS in an 835 format (one for each agency that has payments due to them that week) - BBB is the board number and type, XXXXXX is the UPI (left justified, zero-filled) and JULYY is the julian date and year the file was created.
5. **835 Summary Report**
 - **SBBB835Summary.JULYY.gz** - summary list of all 835 files created for a board and can be used to ensure that all 835 files for a particular remittance run are retrieved by the board - BBB is the board number and type and JULYY is the julian date and year the file was created.

ARA - These files are commonly confused with the RA files. The ARA (agency reimbursement amount) actually gives money back to the boards, not the agencies. This file lists all of the FFP Medicaid reimbursement due the boards based on the Medicaid claims submitted by the agencies. (RA=money due agencies; ARA=money due boards). These files are created bi-weekly.

PRXXX351.asc - naming convention for the ODADAS ARA files

PRXXX451.asc - naming convention for the ODMH ARA files.

AP SCHEDULE:

Monday: 6:00 am - 8:00 am APUPD and CKPRT is run. (**Must be out of claims**)
6:00 pm - 8:00 am CKPST (**Must be out of claims**)