**PROCESSING LEGAL CHECKS**

1. QA the check to make sure that it is acceptable. Look for the following:
   1. The legal line must be complete and must match the pay amount
   2. Check has to be signed
2. Open 2 sessions of Versa Regulation (VR). To open two sessions use the following steps:
   1. Open the AHCA Portal
   2. Scroll to the bottom of the page
   3. Under Employee Tools, click on Versa Regulation (VR)
   4. On the right side of the page you will see Versa: Regulation Production Links, click on the link - <http://hq3vrcip01:9001/le5/>
   5. Sign in to VR
   6. Now the first session is open
   7. Click on file (top left corner)
   8. Click on new session
   9. Follow steps 2 – 5 above
   10. Make sure the Domain is “1200 – AHCA”

*Note: You will work one session under the Cash tab and one under the Enforcement tab.*

|  |  |
| --- | --- |
| Cash Tab Process | Enforcement Tab Process |
|  | Enter Complaint # |
|  | Click Find |
|  | Select the “View” (eyeball) action item |
|  | Click Compliance Button |
|  | Select the “Detail” action item |
|  | Note Compliance Type (FINE, AFEE, SFEE) and has payment already been posted |
|  | Click the Back Button |
|  | Select the Respondent tab |
| Click New Button |  |
| Choose the Client- Unit Board Code |  |
| Received Date is the date stamp on document (aka as “batch date”) |  |
| Control $ is the total sum from all checks in that batch |  |
| # Expected is the total number of checks in that batch |  |
| Click Save Button |  |
| Click Open Button |  |
| Click Receipts Button |  |
| Click Add Button |  |
| **Receipt** |  |
| Postmark is the date available on envelope (if there is no postmark date available, use the date stamp) |  |
| Received $ is the legal written line of the amount of the check in that batch |  |
| DLN is the check number |  |
| Dept/Board- Board code of Unit |  |
| Remittance is CHK-Check or MO-Money Order |  |
| Disposition is DEP-Deposit |  |
| Click the Notes Button |  |
|  | Copy the Complaint # |
| Paste into the Notes field box |  |
| Click the OK Button |  |
| **Party** |  |
|  | Verify if the Remitter of check is the same as the Org Name |
| If the remitter is not the same as the facility do the following: |  |
| Type the Remitter Name under Organization |  |
| Select the binoculars |  |
| If matches appear, select the one with the same mailing address |  |
| Click the Save Party Button |  |
| Select the Receipt Parties tab |  |
| Click the Add Party Button |  |
| If the remitter is the same as the facility do the following: |  |
| Select the binoculars next to File # |  |
|  | Copy File # |
| Paste File # |  |
| Click the Find Button |  |
|  | Verify Name is the same as the Org Name |
| Click the Select Action item |  |
| Insert the legal written line of the amount of the check |  |
| **Allocation** |  |
| Click Add Allocation Button |  |
| Type should be M-Miscellaneous |  |
| Allocated is the legal written line of the amount of the check (i.e. if you receive a check for $200 and it is for $100 FINE and $100 Survey Fee, then add separate allocation) |  |
| Code is the Compliance Item (FINE, AFEE or SFEE) |  |
| Click the Insert Button |  |
| Click OK Button (if more than 1 check in that batch, click the Save Receipt Button and repeat the steps above) |  |
| Click Close Button |  |

At the top right of the legal documents you will need to write the following information:

First Line: NM (New Mail), Your Initials, and the Post Mark Date

*Note: If there is no postmark date available on the envelope or you don’t have a copy of the envelope just use the date stamp as the postmark*

Second Line: Check# and Check Amount

Third Line: License Type (2 digit code) and File # (from VR)

Fourth Line: VERSA Case #

Fifth Line: Batch Number

Go to the VERSA:Regulation Production page on the PORTAL and select the Cash Listing link under the Cash section

Enter the following fields for a cash listing report

|  |  |  |  |
| --- | --- | --- | --- |
| BATCH NBR | Batch Number | FISCAL YEAR | Fiscal Year (i.e FY 2014-2015 will be entered as 2014) |

Click the View Report Button

Under the disc icon drop down menu, select PDF, and print.

Go to the VERSA:Regulation Production page on the PORTAL and select the Separator Sheet link under the Document Management section.

Enter the following fields for a Cash Documents Separator Page:

|  |  |  |  |
| --- | --- | --- | --- |
| CLNT\_CDE | 4-digit board code for that license type | LTRTYP | S-Cash |
| DMSID | Select Cash Documents | KEYVAL | Batch Number |
| KEYVAL2 | Fiscal Year (i.e FY 2014-2015 will be entered as 2014) | NULL (deselect) |  |

Click the View Report Button

Under the disc icon drop down menu, select PDF, and print.

Change the following fields for a Legal Documents Separator Page:

|  |  |  |  |
| --- | --- | --- | --- |
| CLNT\_CDE | 2-digit license type | LTRTYP | C-Enforcement |
| DMSID | Legal Documents I Legal Documents | KEYVAL | VERSA Complaint # |
| KEYVAL2 |  | NULL (select) |  |

Click the View Report Button

Under the disc icon drop down menu, select PDF, and print.

Complete the tracking sheet.

Sort through and organize documents:

Prepare the following for scanning into LaserFiche:

The Cash Documents separator page, cash listing report and check.

Scan into LaserFiche.

**SCANNING BATCHES INTO LF**

Open Laserfiche.

1. Ensure that AHCADMS is highlighted
2. Open
3. Division of Administrative Services
4. Office of Finance and Accounting
5. Revenue Section
6. Division of Health Quality Assurance
7. Unit
8. FY (Fiscal Year)
9. Current year
10. Month- the Batch Date (the batch was received/date stamped)
11. Click the Icon at the top that looks like a Scanner
12. Change the Default Document Name to reflect- Board Code.Batch Number.Year

(For example: 1010.101000478.2015)

1. Template- Finance and Accounting
2. Fiscal Year- the Current Fiscal Year
3. Board Unit Code (ie; 1010,1015,1020,1030,1035,1040)
4. Finance and Accounting Client Code- same number that you entered for previous step
5. Finance and Accounting Document Type- Cash Documents
6. Finance and Accounting Batch Number- Batch #
7. Finance and Accounting Batch Date is the date that the document was received/ date stamped
8. Settings
9. YOU MUST CHANGE THE VOLUME TO FIN AND ACCTG
10. Ok
11. Arrange CASH LISTING report, then checks (in that order) on your scanner tray
12. Click the scanner icon, top right of LF screen
13. After scanning, scroll through images to ensure they’re legible
14. Done- top left of LF screen

Initial and date the CASH DOC SEP page as Scanner/Operator. # of Pages will be the number of pages you just scanned into LF.

The Batch that you have just created and scanned into LF must now be QA’d. EVERY case/complaint that you process payment for must be tracked on a CASE/COMPLAINT CASH BATCH LOG. Once you have logged the batches on the Log, send Marc McCall (or whoever is assigned to QA that day if he is out) an email letting him know batches are ready for pick up. The QA’r is required to sign those out on the Batch Log.

Prepare the following supporting documentation to be scanned in as NM:

The tracking sheet, Legal Documents separator page, the 1st page that has your initials, lic type, batch number, and check information, any other supporting documentation and lastly, the envelope. When complete, those will go on the wooden shelf outside of Deverya’s cubicle. They prefer them to be left on the 2nd shelf, all the way to the left.

**PROCESSING PARTIAL PAYMENTS**

If a partial payment for a legal case is received, you would process the same as above but you would need to track that partial payment to go back and manually attach it. Approximately 3-5 business days after the initial check is processed you will need to check and see if the payment has been deposited. If it has been deposited, you will then need to process as follows:

1. Open the legal case complaint with the complaint number
2. Click on the Respondent tab
3. Click on License
4. Copy the Entity number (at the top of the page)
5. Click on the Cash Tab
6. Click Miscellaneous Sales
7. Paste the Entity number in the appropriate field
8. Click on Find Sales
9. Click on the appropriate magnifying glass (under actions) for the case you are posting the payment to
10. Click on Find Cash
11. Choose the blue select icon
12. Click Save (the payment is now posted to the case)