GE/IDX EDI Eligibility Goes Live!

GE/IDX EDI Eligibility provides an integrated and automated solution for verifying a patient’s insurance eligibility before services are rendered or claims submitted. GE-IDX users can now access real-time eligibility information within BAR, Patient Registration, Scheduling and VM. This saves time by eliminating the manual methods for verifying eligibility. Users can now compare current information on the system with payer’s responses, as well as, submit eligibility requests for future visits to understand benefit implications prior to the patient’s anticipated date of service. Current and previous eligibility requests and responses are stored, helping to manage patient inquiries.

As of May 1, 2007, the following 10 major payers (48 FSCs) are online with EDI Eligibility.

1. Aetna
2. Avmed
3. BC/BS
4. Cigna
5. Humana
6. Jackson Memorial Health
7. Medicaid
8. Medicare
9. Neighborhood Health
10. United Healthcare

To obtain access to GE-IDX EDI Eligibility, please complete a short and informative on-line training course found at the following link: http://cet/x125.xml. Once the scores have been submitted, the UMCET Security Department will be notified. Access to EDI Eligibility will be granted within 24-48 hours and a notification will be sent to you via email.

If you have any questions, please feel free to contact the UMCET Help Desk at 305-243-7339.
Switching a Superslot in a Master/Daily Schedule

An appointment type switch changes the appointment type defined for a slot from one type to another type in a specified number of days prior to the schedule date. This allows you to provide the opportunity for lesser needed appointment types to be created when the initial appointment types goes unfilled. This will avoid wasting valuable clinic availability. For example: a new patient visit slot could be set up to switch to a follow up patient visit slot five days before the schedule.

Defining a Switch for a Superslot

1. Access the schedule to which you want to add a future appointment switch. (You can also add a switch during a new schedule/template creation)
2. Select the superslot you want to switch.
3. Select <W> Switch Actions.
   ● The system displays sub actions that allow you to set up and/or remove switches. (See Figure 1)
4. Select <S> Setup Appt Type Switch.
   ● The switch fields appear on the bottom of the screen. (See Figure 2)
5. At this point you can setup the switch for the entire superslot or individual types within the superslot. Fill out the future appointment type, allocation and number of days prior to the schedule for the switch to occur.
6. Once the information has been entered,
   ● Web 4.0 Users, click on the <OK> button to save
   ● Flowcast 4.0 Users, press <F10> to save
   (The switch information is noted in the Frz/Thw/Switch column on the schedule)
7. Select <X> Expand/Contract to view the switch details

NOTE: You must file the schedule or template to apply the switch.
UMCET has the following employment opportunities available. To see a detailed job posting and apply please visit www.careers.miami.edu.

Job Title: Clinical Systems Trainer
Position Number: 036244
The candidate will be responsible for conducting instructor-led training and providing user support for Clinical Applications, specifically the detailed systems required for patient care at the University of Miami Miller School Of Medicine.

Job Title: Instructional Designer
Position Number: 037591
The candidate will be responsible for creating training documentation for blended learning, presentations, self-study materials, end-user documentation/manuals, e-learning, FAQ documents and other communications including internal and external.

Job Title: Trainer, IT
Position Number: 037492
The candidate will be responsible for training and providing end-user support for our Business Applications. This includes participation in pre-production simulations, training delivery, creating and revising manuals, training exercises, competency testing for all supported Business Applications, and promoting / reinforcing appropriate system usage.

The University of Miami, Miller School of Medicine is an Equal Opportunity/Affirmative Action Employer.
GE-IDX Flowcast 4.0 Character Cell and Web 4.0 SSN Masking

To protect patient identity social security numbers are now masked in the GE-IDX Flowcast system. Only individuals with access to the Registration function in BAR, Scheduling and VM/HPA will have access to unmask social security numbers when required.

**GE-IDX Flowcast 4.0 Character Cell Instructions:**

**To unmask a social security number in Registration:**

1. From the first screen in Registration where the SSN is displayed, press the **F9** key on your keyboard.

2. A menu will display at the bottom of the screen (see screen below).

3. Select **Action Code 1 – View Patient SSN#**

4. A new screen displays with the patient’s SSN unmasked (see screen below).

5. To exit this screen, press the **F10** key on your keyboard.
GE-IDX Flowcast 4.0 Web Instructions:

To unmask the Social Security Number in Registration:
1. From the first screen in Registration where the SSN is displayed, click the Actions button on your screen.
2. A menu will display at the bottom of the screen (see screen below).
3. Select Action Code 1 – View Patient SSN#
4. A new screen displays with the patient’s SSN unmasked (see screen below).
5. To exit this screen, press the OK button on your screen.
Did you know?

Users attending Web 4.0 training courses, must complete and successfully pass the following four CBLs (which are hosted on ULearn) prior to attending the course(s).

- GE-IDX Web Fundamentals
- GE-IDX Web Overview and Inquiry
- GE-IDX Web Provider Schedules Inquiry
- Health Insurance Fundamentals

The requesting department supervisor must ensure that their users have properly completed the requirements prior to attending the courses. These requirements must be completed by 5:00 pm on the day before the course is scheduled to start or the course registration will be cancelled.

If you have any questions please call the UMCET Training Department at 305-243-3665 for assistance.

Heads Up!

UMCET Course calendars are created and sent to identified users three months in advance. You can also access the calendars, registration forms and course calendars at anytime by visiting our website: http://cet/x76.xml.

If you would like to get added to our distribution list to receive our calendars on a quarterly basis, please contact the UMCET Training Department at 305-243-3665.

Don’t see a course scheduled in our calendar?

Some of our courses are not scheduled on a regular basis, but upon request. Please contact the UMCET Training Department at 305-243-3665 to coordinate a date and time.

Trainer’s Corner

Do you know who this baby boy is?

If so, send an email to UMCETTRAINING@MED.MIAMI.EDU, in the subject line please type “Baby Face Challenge” and be sure to include your contact information. A prize is awarded to the first person who guesses correctly. You will also be featured in our next edition. GOOD LUCK!

Congratulations to Michelle Joseph, for guessing Natasha’s baby picture.

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