



How To Series

Finding Your Medicaid or Medicare Meaningful Use Encounters

Contents

How to Find Your Percent of Medicaid or Medicare Encounters	2
To find the total number of Fee Slips in a specified time period	2
To find the total number of Medicaid or Medicare Fee Slips	4
How to Find if All Your Medicaid or Medicare Patients Have Had a Fee Slip Recorded	6
To find Medicaid or Medicare Patients without a Fee Slip in a specified time period	6

Information in this document is subject to change without notice.

© 2012 Stephen Rosenbaum. All rights reserved.

Trademarks used in this text: OfficeMate, Eyefinity, and VSP are registered trademarks of Vision Service Plan; Excel, Microsoft, Windows, and Windows7 are either trademarks or registered trademarks of Microsoft Corporation.

Other trademarks and trade names may be used in this document to refer to either the entities claiming the marks and names or their products. eyeReports disclaims any proprietary interest in trademarks and trade names other than its own.

August 2012

How to Find Your Percent of Medicaid or Medicare Encounters

These steps show how to use eyeReport “#450 - Fee Slip Listing” to find the Medicaid or Medicare Meaningful Use encounters percent. First, you’ll find the total number of Fee Slips for a selected time period. Next, you’ll find the total number of Fee Slips assigned to Medicaid or Medicare for that time period. Then you simply divide the total Medicaid or Medicare Fee Slips from the Total to get the percent.

To find the total number of Fee Slips in a specified time period

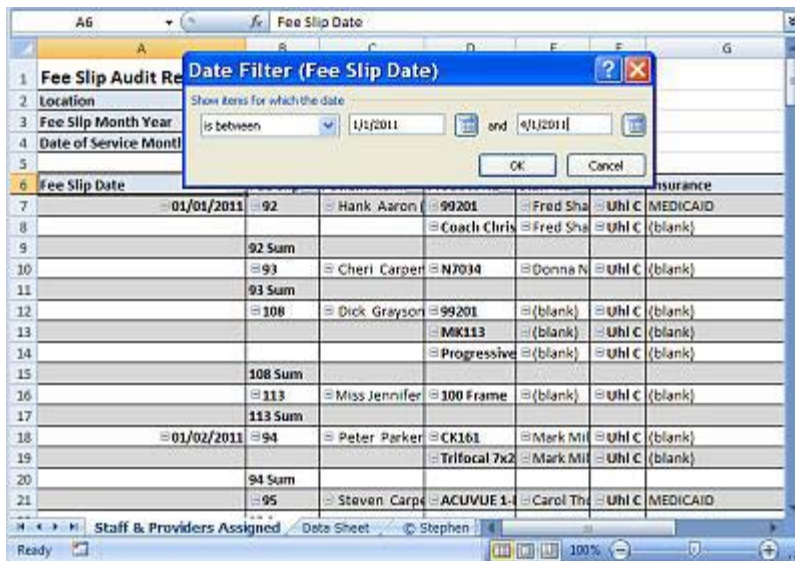
1. Open eyeReport #450

	A	B	C	D	E	F	G	H
1	Fee Slip Audit Report to Check Assigned Providers and Staff Members							
2	Location	(All)		Refresh	Collapse Date			
3	Fee Slip Month Year	(All)		Data				
4	Date of Service Month Year	(All)						
5								
6	Fee Slip Date	Fee Slip	Patient Name	Product Name	Staff Name	Provider	Insurance	Fees
7	01/01/2011	92	Hank Aaron	99201	Fred Sha	Uhl C	MEDICAID	\$1
8				Coach Chris	Fred Sha	Uhl C	(blank)	\$1
9		92 Sum						\$2
10	93		Cheri Carper	N7034	Donna N	Uhl C	(blank)	\$1
11		93 Sum						\$1
12		108	Dick Grayson	99201	(blank)	Uhl C	(blank)	\$1
13				MK113	(blank)	Uhl C	(blank)	\$1
14				Progressive	(blank)	Uhl C	(blank)	\$1
15		108 Sum						\$4
16		113	Miss Jennifer	100 Frame	(blank)	Uhl C	(blank)	\$1
17		113 Sum						\$1
18	01/02/2011	94	Peter Parker	CK161	Mark Mil	Uhl C	(blank)	\$1
19				Trifocal 7x2	Mark Mil	Uhl C	(blank)	\$1
20		94 Sum						\$2
21		95	Steven Carpe	ACUVUE 1-4	Carol Th	Uhl C	MEDICAID	\$1
22								
Staff & Providers Assigned								

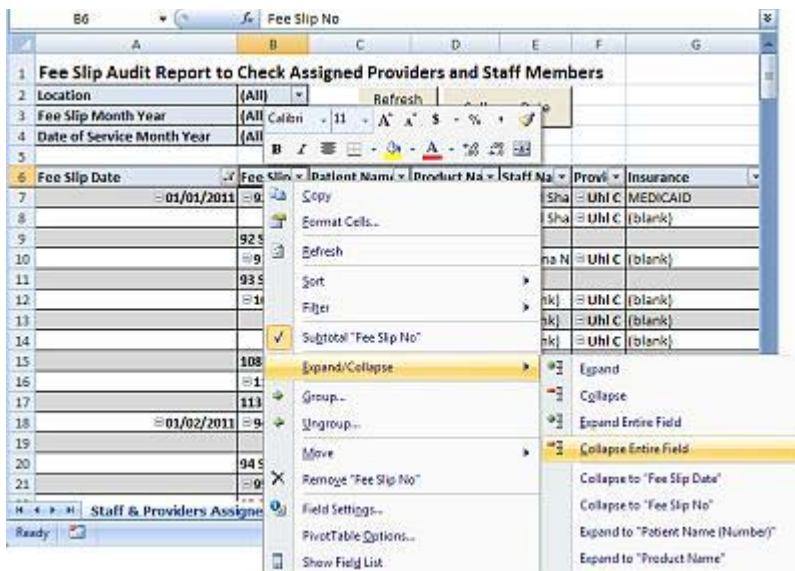
Click the drop-down arrow next to **Fee Slip Date**, point to **Date Filters** and then click **Between**.

2. Click the drop-down arrow next to **Fee Slip Date**, point to **Date Filters** and then click **Between**.

Continue ➞



3. Type the date range and click OK.

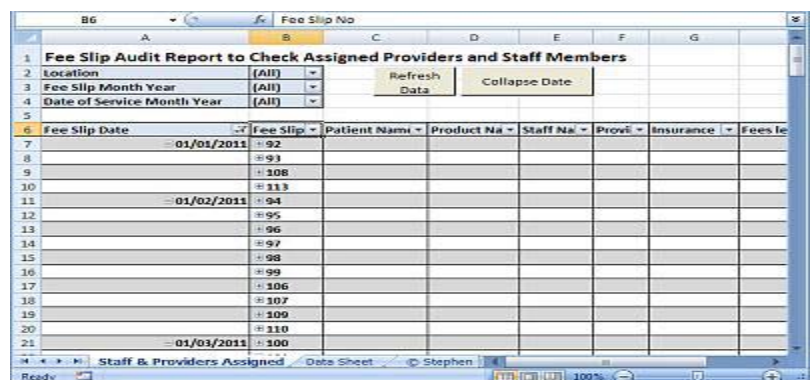


4. Right-click the **Fee Slip No** column.

5. On the filter menu, point to **Expand/Collapse** and then click **Collapse Entire Field**.

- Your results now show one Fee Slip on each row.

6. Note the first Row Number. In this example it is "7".



Continue ➞

	A	B	C	D	E	F	G
1	Fee Slip Audit Report to Check Assigned Providers and Staff Members						
2	Location	(All)		Refresh	Collapse Date		
3	Fee Slip Month Year	(All)		Data			
4	Date of Service Month Year	(All)					
5							
6	Fee Slip Date	Fee Slip	Patient Name	Product No	Staff No	Prov	Insurance
43		130					
44		131					
45		132					
46		133					
47		134					
48		135					
49	01/14/2011	136					
50	01/15/2011	137					
51	01/16/2011	138					
52	01/20/2011	139					
53		140					
54		141					
55	Grand Total						
56							
57							

7. Scroll to the bottom of the worksheet.

9. Note the number of the last Row that has a Fee Slip. In this example it is 54.

	A	B	C	D	E	F
1	Fee Slip Audit Report to Check Assigned Providers and Staff Members					
2	Location	(All)		Refresh	Collapse Date	
3	Fee Slip Month Year	(All)				
4	Date of Service Month Year	(All)				
5						
6	Fee Slip Date	Fee Slip	Patient Name	Product No	Staff No	Prov
43		130				
44		131				
45		132				
46		133				
47		134				
48		135				
49	01/14/2011	136				
50	01/15/2011	137				
51	01/16/2011	138				
52	01/20/2011	139				
53		140				
54		141				
55	Grand Total					
56						
57						

10. Subtract the Fee Slip beginning Row number from the ending Row number. This is the total number of Fee Slips in the period. In this example it is 47.

The next step is to find the Total number of Medicaid or Medicare Fee Slips.

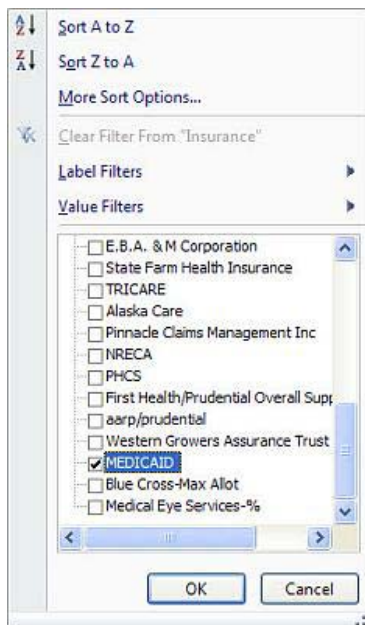
To find the total number of Medicaid or Medicare Fee Slips

	A	B	C	D	E	F	G
1	Fee Slip Audit Report to Check Assigned Providers and Staff Members						
2	Location	(All)		Refresh	Collapse Date		
3	Fee Slip Month Year	(All)		Data			
4	Date of Service Month Year	(All)					
5							
6	Fee Slip Date	Fee Slip	Patient Name	Product No	Staff No	Prov	Insurance
43		130					
44		131					
45		132					
46		133					
47		134					
48		135					
49	01/14/2011	136					
50	01/15/2011	137					
51	01/16/2011	138					
52	01/20/2011	139					
53		140					
54		141					
55	Grand Total						
56							
57							

11. Click the drop-down arrow next to the Insurance label.

12. Clear the "Select All" checkbox.

Continue ➞



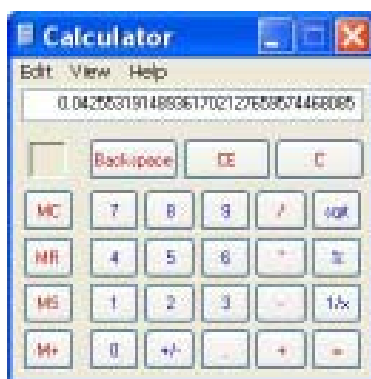
13. Select **Medicaid**.

Or, if you are looking for Medicare numbers, select Medicare.

- Your results now show only Fee Slips assigned to Medicaid.

14. Subtract the beginning Row number from the Ending row number. In this example there are only 2 rows, that is 2 Fee slips assigned to Medicaid.

	A	B	C	D	E	F	G
1	Fee Slip Audit Report to Check Assigned Providers and Staff Members						
2	Location	(All)		Refresh	Collapse Date		
3	Fee Slip Month Year	(All)		Date			
4	Date of Service Month Year	(All)					
5							
6	Fee Slip Date	Fee Slip	Patient Name	Product Na	Staff Na	Provi	Insurance
7	01/01/2011	92					
8	01/02/2011	95					
9	Grand Total						
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							



15. Divide the Total Fee Slips assigned to Medicaid by the Total number of Fee Slips to get your Meaningful Use percent.

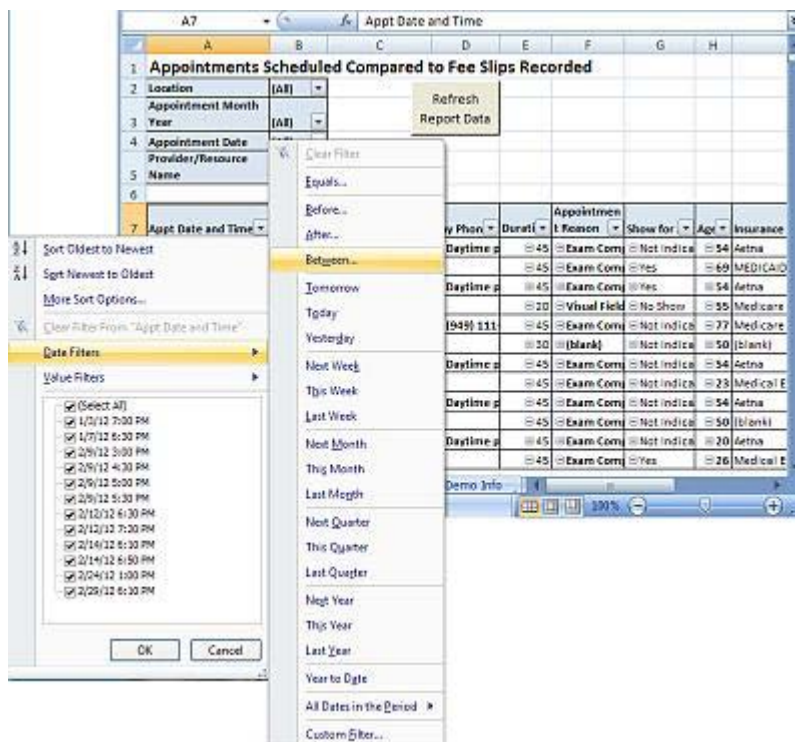
How to Find if All Your Medicaid or Medicare Patients Have Had a Fee Slip Recorded

Now that you've found the total number of your Medicaid or Medicare patients for a time period, what if that number looks low to you? It's important to always create a Fee Slip for patients to be able to count them in the total population, even if there isn't anything billable on the Fee Slip. These steps show how to use eyeReport "#360 - Appointments Scheduled Compared to Fee Slips Recorded" to see if you have had Medicaid or Medicare patients in for an exam, but they didn't have a Fee Slip recorded.

IMPORTANT! Prior to OfficeMate® version 10.0, the Fee Slip number was not available to match up with a patient's appointment date. Your results will only be valid for Appointment data entered AFTER your conversion from a previous version to 10.0 or higher.

To find Medicaid or Medicare Patients without a Fee Slip in a specified time period

1. Open eyeReport #360 and go to the worksheet Appointments Scheduled Compared to Fee Slips Recorded.



2. Click the drop-down arrow next to **Appt Date and Time**, point to **Date Filters** and then click **Between**.

Continue ➞



3. Type the date range and click OK.

Appointments Scheduled Compared to Fee Slips Recorded									
1	Location	(All)							
2	Appointment Month	(All)							
3	Year	(All)							
4	Appointment Date	(All)							
5	Provider/Resource Name	(All)							
6									
7	Appt Date and Time	Fee Slip (Number)	Patient Name (Number)	Day Phone	Duration	Appointment Reason	Show for	Age	Insurance
8	1/3/12 7:00 PM	(blank)	Cheri Carpenter	Daytime	45	Exam Com	Yes	69	MEDICAID
9	1/7/12 6:30 PM	(blank)	Sally Struthers	Daytime	45	Exam Com	Yes	69	MEDICAID
10	2/9/12 3:00 PM	(blank)	Cheri Carpenter	Daytime	45	Exam Com	Yes	69	MEDICAID
11	2/9/12 4:30 PM	(blank)	Sally Carter (10)	Daytime	20	Exam Com	Yes	69	MEDICAID
12	2/9/12 5:00 PM	(blank)	Mr. Henry Mitch	(949) 111	45	Exam Com	Yes	69	MEDICAID
13	2/9/12 5:30 PM	(blank)	Michael Jackson	Daytime	30	Exam Com	Yes	69	MEDICAID
14	2/12/12 6:30 PM	(blank)	Cheri Carpenter	Daytime	45	Exam Com	Yes	69	MEDICAID
15	2/12/12 7:20 PM	(blank)	Linda Carpenter	Daytime	45	Exam Com	Yes	69	MEDICAID
16	2/14/12 6:10 PM	(blank)	Cheri Carpenter	Daytime	45	Exam Com	Yes	69	MEDICAID
17	2/14/12 6:50 PM	(blank)	Michael Jackson	Daytime	45	Exam Com	Yes	69	MEDICAID
18	2/24/12 1:00 PM	(blank)	Mr. Arnold Schri	Daytime	45	Exam Com	Yes	69	MEDICAID
19	2/29/12 6:10 PM	(blank)	Miss Jennifer Ur	Daytime	45	Exam Com	Yes	69	MEDICAID

4. Click the drop-down arrow next to **Insurance**, clear the **Select All** checkbox and then select **Medicaid**.

- In this example, there is only one Patient who had a scheduled Appointment and had Medicaid Insurance.
- If you have many Medicaid patients you can use the filter on the Fee Slip field to select all patients who have "Blank" instead of a Fee Slip number.

Appointments Scheduled Compared to Fee Slips Recorded									
1	Location	(All)							
2	Appointment Month	(All)							
3	Year	(All)							
4	Appointment Date	(All)							
5	Provider/Resource Name	(All)							
6									
7	Appt Date and Time	Fee Slip (Number)	Patient Name (Number)	Day Phone	Duration	Appointment Reason	Show for	Age	Insurance
8	1/7/12 6:30 PM	(blank)	Sally Struthers	Daytime	45	Exam Com	Yes	69	MEDICAID
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

5. If a Fee Slip field is Blank, make sure your Appointment time period selection was AFTER a conversion to OfficeMate version 10.0 (or higher). See the Important Note on Page 6.
If the Fee Slip field is Blank AND the patient showed for their appointment, a Fee Slip should have been recorded for this patient.