# Utilizing Posting Validations



This document is designed to introduce the user to Posting Validations.

eTHOMAS
Posting
Validations

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## **Posting Validations Introduction**

Posting Validations are checks users can create to "catch" specific scenarios during the Posting Charges process. A Validation warning will present itself for any claim that does not meet the criteria specified. This could ultimately save your office time and money from rejections and slow payments.

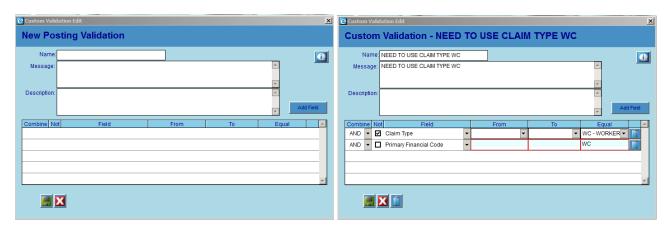
# Set Up

## **System Settings**

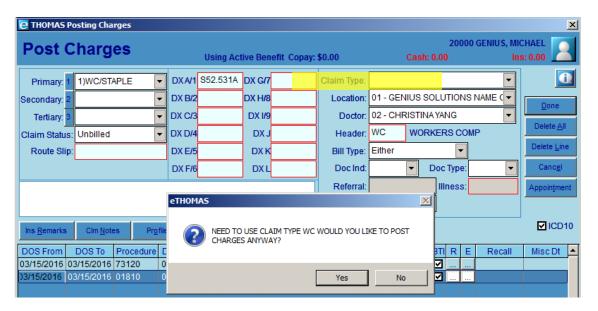
The system setting PostVal must be activated to use Posting Vlidations. You can set this up Utility | Settings | System Settings. Add the setting by clicking on the Plus sign to add it, with a value of 1.

## **Accessing Posting Validations**

Access Posting Validations through Billing | Posting Validations. Click the Plus sign to add a new validation.



In the example above, a validation has been created to warn the user when the Claim Type is not equal to WC and the Primary Financial Code is equal to WC. In this case we want to be warned that the claim type is missing WC.



eTHOMAS gives users the flexibility to post charges anyway or correct the claim. Posting Validations could ultimately help your office save time and money; as these validations may be used to help prevent known rejections/edits.

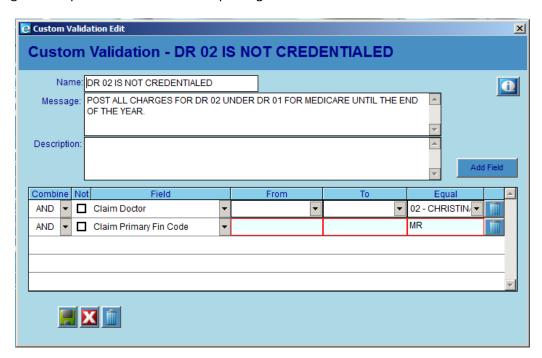
When you are creating Posting Validations keep in mind that you are setting up the system to look for specific scenarios and to catch those scenarios. It is recommended to set up some sample validations and using them to make sure the validations will work for your office.

# **Sample Validations**

We have put together some sample validations so that you can see how this feature can work for your office.

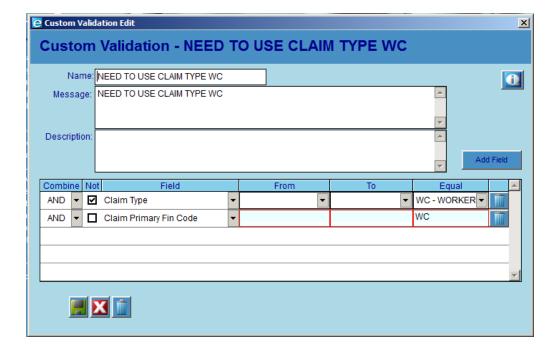
#### **Example 1**

Dr 02 has not received credentials from Medicare. In the meantime, all those charges for Dr 02 should be entered for Dr 01 until the end of the year. When Claim Doctor is equal to 02 and the Claim Primary Fin Code is equal to MR a validation message will be presented at the time of posting.



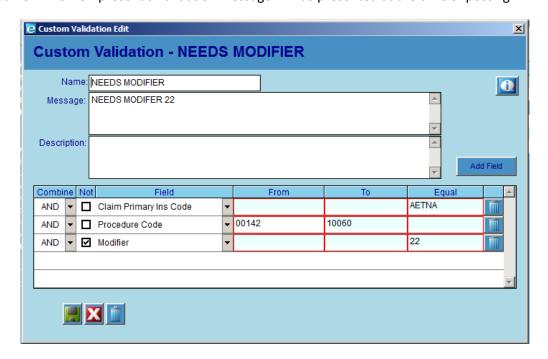
## Example 2

The office wants to ensure that whenever the Primary Financial Code of WC is used on a claim that the Claim Type of WC is used for reporting purposes. When Claim Type is NOT equal to WC and Claim Primary Fin Code is equal to WC a validation message will be presented at the time of posting.



#### Example 3

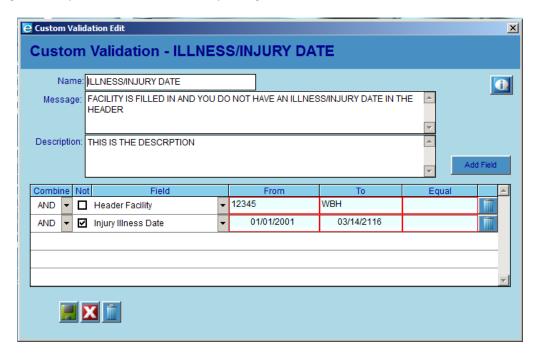
The office wants to make sure Modifier 22 is used when the Primary Insurance Code of AETNA is used on a claim for a range of procedure codes. When Claim Primary Insurance Code is equal to AETNA, Procedure Code Range of 00142-10060, and modifier 22 is NOT present a validation message will be presented at the time of posting.



#### **Example 4**

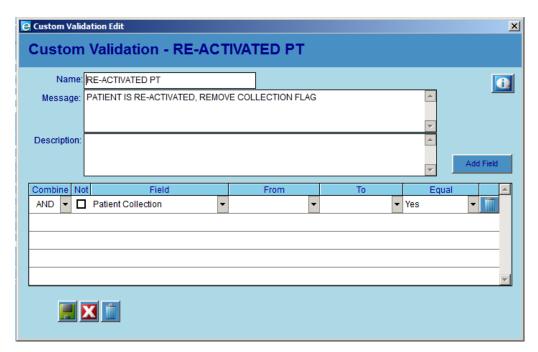
The office has been getting rejections because they are not including an Illness/Injury date on their claim headers when reporting a facility (and for their specialty they need to do this). When Header Facility is equal to the entire range of

Facility Codes and the Injury Illness Date is NOT filled in (notice the date is an old previous date and a far future date) a validation message will be presented at the time of posting.



### **Example 5**

Any patient who is flagged for Collection should have that flag removed when they visit the office again, as they are a reactivated patient. When Patient Collection is equal to Yes (checked) a validation message will be presented at the time of posting.



## **Example 6**

The office wants to make sure that when they use the Facility of SG in the patient header, the Place of Service is equal to 1 (inpatient) to avoid rejections. When Place of Service is NOT equal to 1 and the Header Facility is equal to SG a validation message will be presented at the time of posting.

