

 <p>Pay Run Process</p>	Tracking Number	ASKIT-P1100
	Effective Date (<i>original issue</i>)	3/26/2014
	Revision Date (<i>most recent</i>)	02/24/2015
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1. Purpose

Pay-run processing for Medicare Part D Premiums Claims.

2. Policy

Program has determined that the web based entry form should not be used by the Program Users. Program has requested that App-Dev enter the dates when Program requests the Pay Run.

3. Definitions

KHC- Kidney Health Care

ASKIT- Automation System Kidney Information Technology

FCH- Family and Community Health

APP DEV- Application Development

EDI- Electronic Data Interchange

FB – FogBugz Ticketing Software

4. Persons Affected

All current and future App Dev and KHC Users will be impacted.

5. Responsibilities

All current and future App Dev and KHC Users are expected to comply with policy unless authorized revisions are made.

6. Requirements

Process requires the following:

SQL Advantage

SyBase SQL

Crystal Reports

Read/Write DB access to AskitProd

Read/Write DB access to AskitTest

ODBC Data connection to ASKIT

ODBC Data connection to KIDNEYPROD

ODBC Data connection to KIDNEYTEST

7. Procedures

7.1. PayRun Scheduling – SQL Advantage

7.1.1. Open SQL Advantage

7.1.2. Connect to Server

7.1.3. Check Payrun to make sure it's clear for new process

Highlight script and execute

```
select * from PayRunDt
```

7.1.4. Prepare script & execute

Copy following script to SQL Advantage, insert date, Highlight script and execute

```
insert into PayRunDt
```

```
select "INSERTDATEHERE"
```

7.1.5. Check Payrun to make sure process is set

Highlight script and execute

```
select * from PayRunDt
```

7.1.6. Send reply email to ALL with the following blurb:

The KHC Pay Run DATEHERE has been scheduled to run this evening.

7.2. Document number of Records

7.2.1. Find the latest EOB FB ticket. – This will provide the pay run date we will be locating. An example is FB 10058.

7.2.2. Open the following file:

[\\kidneyprod\Askit\Payments\EDIFormattedFinalPayrun04-29-13.log](#)

7.2.3. Scroll to the bottom of the log

7.2.4. Compare the file name with the date of the pay run shown on the FB ticket.....example: (date shown in red matches the date from the FB ticket)

```
6/14/2014 1:57:42AM \\KIDNEYPROD\askit\Payments\061214.txtCompleted successfully with 110 records.
```

7.2.5. Note the number of records completed. (If payrun was not completed successfully, open trouble ticket with all pertinent data included)

7.2.6. Find coordinating email and send notice to all parties of the records status.....example

KHC Pay Run DATEHERE completed successfully with NUMBER records.

7.3. Produce & Send EOB & Tins Reports

7.3.1. **EOB REPORTS**

7.3.2. Open [C:\EOB\EOBexport](#)

7.3.3. Open **command prompt** and navigate to **the EOBexport folder**

Change drive (use upper/lower case as noted below):

Type CD then paste **C:\EOB\EOBexport**

7.3.4. Type in (use upper/lower case as noted below) (be sure spaces are as noted also):

The below requires the user name and current password for System Administrator. Use the month-day-year noted in FB request:

```
eoexport -U <user> -P <pass> -d <mm-dd-yyyy>
```

7.3.5. Hit Enter

5 files will be produced.

- EB U92 (1 paid / 1 denied)
- 1500 (1 paid / 1 denied)
- EB Travel (1 paid / 1 denied)

7.3.6. **MOVE** files

From: [C:\EOB\EOBexport](#)

To: [\\dshshqctra01\FCHS Share\SHS PHSU EOB](#)

7.4. TINS REPORTS

7.4.1. Open [C:\EOB\TINSexport](#)

7.4.2. At command prompt use **up-arrow twice** ^ ^

7.4.3. Left arrow to e in export, backspace over **eob** and replace with **tins**

7.4.4. Hit Enter

5 files will be produced.

- KHC-TINSPending
- KHC-TINSPendingAll
- KHC-TINSPendingNot
- KHC-TINSUnmatched
- KHC-TINSUpdates

7.4.5. **MOVE** files

From: [C:\EOB\EOBexport](#)

To: [\\dshshqctra01\FCHS Share\SHS PHSU EOB](#)

7.5. Update FB ticket using below message and resolve (change **DATEHERE** to relevant date)

The EOB's and TINS for KHC Pay Run **DATEHERE have completed and placed on the share.**

8. Revision History

Date	Action	Section
08/06/2014	Split automated and manual payrun scheduling options.	7.1 & 7.2
08/11/2014	Modified section to more accurately describe tasks	7.3
08/11/2014	Modified Section to be cleaner and have proper formatting	7.4
08/11/2014	Overall formatting and cleanup	7.5
02/24/2015	Complete change of sections 7 to reflect new process	7.3, 7.4, 7.5