

VA



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Product Development

**EDI New Standards and Operating Rules VHA Provider-side
Technical Compliance Requirements
(VA118-1001-1018)**

ePayments Compliance

Test Cases

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Table of Contents

1 Introduction	1
1.1 Purpose	1
1.2 Error Reporting	1
1.3 Items to be tested	2
1.4 Things to do before the Patches are Loaded	2
2 Test Cases	3
2.1 System Feature: Site Parameters for Medical Auto-Post.....	3
2.1.1 Site Parameter for Medical Auto-Post – Parameter for Auto-Posting Medical Claims	3
2.1.2 Security Key to edit the Auto Post parameters	4
2.1.3 Site Parameter for Medical Auto-Post – Notification of Edits for Parameter for Auto-Posting Medical Claims	5
2.1.4 Site Parameter for Medical Auto-Post – Parameter for Excluding Payers from Auto-Posting of Medical Claims – Auto-Posting Enabled	6
2.1.5 Site Parameter for Medical Auto-Post – Audit for Auto-Posting of Medical Claims.....	9
2.2 System Feature: Site Parameters for Medical Auto-Decrease	10
2.2.1 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease of Medical Claims 10	
2.2.2 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease Timeframe of Medical Claims.....	11
2.2.3 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease Amount of Medical Claims.....	12
2.2.4 Site Parameter for Medical Auto-Decrease – Parameter for Excluding Payers from Auto-Decrease of Medical Claims – Auto-Decrease Enabled.....	13
2.2.5 Site Parameters for Medical Auto-Decrease – Audit for Auto-Decrease of Medical Claims	16
2.3 System Feature: Site Parameters for Pharmacy Auto-Post.....	17
2.3.1 Site Parameters for Pharmacy Auto-Post – Parameter for Pharmacy Auto-Post	17
2.4 System Feature: Posting Prevention.....	18
2.4.1 Posting Prevention – Posting Prevention for Medical Claims Menu Path	18
2.4.2 Posting Prevention – Posting Prevention for Pharmacy Claims	19
2.5 System Feature: Site Parameter Reporting	20
2.5.1 Site Parameter Reporting – Report for Auto-Processing.....	20
2.5.2 Site Parameter Reporting – Report for Auto-Processing Audit	20
2.5.3 Site Parameter Reporting – Database for Payer	21
2.5.4 Site Parameter Reporting – Add Exclusion of all Payers for IOC	22
2.5.5 Site Parameter Reporting – Remove Exclusion of all Payers for IOC	23
2.5.6 Site Parameter Reporting – Report for Payers	23
2.6 System Feature: Transfer EEOB.....	24
2.6.1 Transfer EEOB – Remove Transfer EEOB.....	24
2.6.2 Transfer EEOB – Remove EEOB Transfer Report.....	24
2.7 System Feature: Exception List.....	25
2.7.1 Exception List – Security Key for Delete Message Action	25
2.7.2 Exception List – Restrict Delete Message Action	26
2.7.3 Exception List – Transfer Message.....	26
2.7.4 Exception List – Filter Question	27
2.7.5 Exception List – Pharmacy Claim Comment Question	28
2.7.6 Exception List – Display Pharmacy Data	29
2.8 System Feature: Verification of EEOB Detail against Bill Detail	29
2.8.1 Verification of EEOB Detail against Bill Detail – Remove Case Sensitivity	29
2.9 System Feature: EEOB Worklist	30
2.9.1 EEOB Worklist – Remove Adjust (Inc/Dec) Action	30
2.9.2 EEOB Worklist – Exception Indicator.....	31
2.9.3 EEOB Worklist – Exception Error Message.....	31
2.9.4 EEOB Worklist – Warning for View/Print ERA.....	32

2.9.5 EEOB Worklist – Posting Warning for Medical Claims	33
2.9.6 EEOB Worklist – Posting Prevention for Medical Claims	34
2.9.7 EEOB Worklist – Posting Warning for Pharmacy Claims	35
2.9.8 EEOB Worklist – Posting Prevention for Pharmacy Claims	35
2.9.9 EEOB Worklist – Rename the Option	36
2.9.10 EEOB Worklist – Split/Edit Action	37
2.9.11 EEOB Worklist – View/Print ERA Displays ECME Number	37
2.9.12 EEOB Worklist – Remove Batch Question	38
2.9.13 EEOB Worklist – Remove Hide/Display Batch Action	39
2.10 System Feature: Unposted Payment Override	39
2.10.1 Unposted Payment Override – New Option	39
2.10.2 Unposted Payment Override – New Option Text	40
2.10.3 Unposted Payment Override – Outlook Message	41
2.11 System Feature: Select ERA Question	41
2.11.1 Select ERA Question - Select ERA Question	41
2.11.2 Select ERA Question - Create Scratchpad	42
2.11.3 Select ERA Question - View ERA Details	43
2.11.4 Select ERA Question - Exit	43
2.12 System Feature: EEOB Worklist Filter	44
2.12.1 EEOB Worklist Filter – Change View Action	44
2.12.2 EEOB Worklist Filter – Move Current Filter Questions	45
2.12.3 EEOB Worklist Filter – Auto-Posting, Non-Auto-Posting or Both	46
2.12.4 EEOB Worklist Filter – Medical, Pharmacy or Both	47
2.12.5 EEOB Worklist Filter – Preferred View Initialization	48
2.13 System Feature: ERA Unmatched Aging Report	49
2.13.1 ERA Unmatched Aging Report – Exception Indicator	49
2.14 System Feature: Scratchpad Filter	50
2.14.1 Scratchpad Filter – Change View Action	50
2.14.2 Scratchpad Filter – Order of Payments	50
2.14.3 Scratchpad Filter – Unposted Lines or All	51
2.14.4 Scratchpad Filter – Zero Payments Order	52
2.14.5 Scratchpad Filter – Preferred View Initialization	53
2.15 System Feature: Scratchpad	54
2.15.1 Scratchpad – Remove Batch Maintenance Action	54
2.15.2 Scratchpad – Remove Research Menu Actions	55
2.15.3 Scratchpad – Ignore Payment Retraction Pairs	55
2.15.4 Scratchpad – Pharmacy Fees	56
2.15.5 Scratchpad – EEOB Screen Display	57
2.15.6 Scratchpad – Display Auto-Posted ERA	58
2.15.7 Scratchpad – Unavailable Actions for Auto-Posted ERA	59
2.15.8 Scratchpad – Actions for Auto-Posted ERA	60
2.15.9 Scratchpad – Look at Receipt Action for Auto-Posted ERA	61
2.16 System Feature: Auto-Decrease for Medical Claims	62
2.16.1 Auto-Decrease for Medical Claims – Decrease Adjustment	62
2.16.2 Auto-Decrease for Medical Claims – File for Medical Claim	65
2.16.3 Auto-Decrease for Medical Claims – Decrease Claim Amount	65
2.16.4 Auto-Decrease for Medical Claims – Auto-Decrease Report	66
2.17 System Feature: Auto-Posting Medical Claims	67
2.17.1 Auto-Posting Medical Claims – Auto-Posting Claims	67
2.17.2 Auto-Posting Medical Claims – Create and Process Receipt	68
2.17.3 Auto-Posting Medical Claims – Auto-Posting Awaiting Resolution	70
2.18 System Feature: Auto-Posting	70
2.18.1 Auto-Posting – Run Nightly	70
2.18.2 Auto-Posting – Receipt Creation	71
2.18.3 Auto-Posting – EEOB Worklist	72
2.18.4 Auto-Posting – Ignore Payment Retraction Pairs	73

2.18.5 Auto-Posting – Status Change Menu Path	74
2.18.6 Auto-Posting – AR Display	75
2.18.7 Auto-Posting – FMS Data	75
2.18.8 Auto-Posting – Auto-Post Report	76
2.19 System Feature: Match to ECME Claim	77
2.19.1 Match To ECME Claim – Match to ECME Claim for Correct Fill	77
2.20 System Feature: Auto-Posting Awaiting Resolution	78
2.20.1 Auto-Posting Awaiting Resolution – Screen Display	78
2.20.2 Auto-Posting Awaiting Resolution – Actions	79
2.20.3 Auto-Posting Awaiting Resolution – All Payers or Range	80
2.21 System Feature: Auto-Posting Awaiting Resolution EEOB	81
2.21.1 Auto-Posting Awaiting Resolution EEOB – EEOB Screen Display	81
2.21.2 Auto-Posting Awaiting Resolution EEOB – EEOB Screen Actions	82
2.21.3 Auto-Posting Awaiting Resolution EEOB – Mark for Auto-Post	83
2.22 System Feature: Auto-Posting Awaiting Resolution View/Print ERA	84
2.22.1 Auto-Posting Awaiting Resolution View/Print ERA – Add Auto-Post Status	84
2.22.2 Auto-Posting Awaiting Resolution View/Print ERA – Detail Post Status	85
2.22.3 Auto-Posting Awaiting Resolution View/Print ERA – Add Auto-Post Date	85
2.22.4 Auto-Posting Awaiting Resolution View/Print ERA – Receipt	86
2.23 System Feature: Auto-Posting Awaiting Resolution Filter	87
2.23.1 Auto-Posting Awaiting Resolution Filter – Change View Action	87
2.23.2 Auto-Posting Awaiting Resolution Filter – All Payers or Range	87
2.23.3 Auto-Posting Awaiting Resolution Filter – Preferred View	88
2.23.4 Auto-Posting Awaiting Resolution Filter – Preferred View Initialization	89
2.23.5 Auto-Posting Awaiting Resolution Filter – Filter Displayed in Header	90
2.24 System Feature: Receipt Processing	90
2.24.1 Receipt Processing – Change Type of Payment , Unmatch the EFT	90
2.25 System Feature: Exception Bulletins	92
2.25.1 Exception Bulletins – Verify Bulletins	92
2.25.2 Exception Bulletins – Remove Bulletins	92
2.26 System Feature: TPJI Reports	93
2.26.1 TPJI Reports – Add Indicator for Rejects	93
2.26.2 TPJI Reports – Add Auto-Post Status	94
2.27 System Feature: Daily Activity Reports	95
2.27.1 Daily Activity Report – Change the Name	95
2.28 System Feature: Miscellaneous Reports	96
2.28.1 Miscellaneous Reports – Add a Date Range	96
2.28.2 Miscellaneous Reports – Change to ListManager	98
2.28.3 Miscellaneous Reports – Add Filter for TRICARE and CHAMPVA	99
2.29 System Feature: Move/Copy Option	100
2.29.1 Move/Copy Option – Correct Payer Information	100
2.29.2 Move/Copy Option – Rename the Option	101
2.29.3 Move/Copy Option – Require Security Key	101
2.29.4 Move/Copy Option – Remove Option	102
2.29.5 Move/Copy Option – Audit Log	103
2.29.6 Move/Copy Option – Reports	104
2.29.7 Move/Copy Option – AR Comment	105
2.29.8 Move/Copy Option – AR Comment History Menu Path	105
2.29.9 Move/Copy Option – Add Filter Question	106
2.30 System Feature: Add Security Keys	107
2.30.1 Add Security Keys – Add Security Keys	107
2.31 System Feature: Non-Released Prescriptions	107
2.31.1 Non-Released Prescriptions – EXC Exceptions List	107
2.31.2 Non-Released Prescriptions – Process Released Prescriptions	108
2.32 System Feature: Trace Number with 9s	109
2.32.1 Trace Number with 9s – Include EFTs	109

2.33 System Feature: Active Bills with EEOB Report	110
2.33.1 Active Bills with EEOB Report – EEOB Date Posted	110
2.34 System Feature: Manual Match of ERA and EFT	111
2.34.1 Manual Match of ERA and EFT – Add Date Range	111
2.34.2 Manual Match of ERA and EFT – Partial Match on Trace Number	112
2.35 System Feature: Decrease Adjustment	113
2.35.1 Decrease Adjustment – Warning Message if Marked for Auto-Post	113
2.36 System Feature: Testing Tool	115
2.36.1 Testing Tool – Reset 837	115
2.36.2 Testing Tool – Reset ECME Bill.....	115
2.36.3 Testing Tool – Manipulate Fields and Resend	116
2.36.4 Testing Tool – Not Available for Use In Production	123

1 Introduction

1.1 Purpose

The purpose of this document is to outline the process for functional and field-testing. This document contains Test Cases that will validate the functionality changes made to these software applications:

- Accounts Receivable (AR) PRCA*4.5*298
- Electronic Claims Management Engine (ECME) BPS*1*17
- Integrated Billing (IB) IB*2*511

This document is designed so that a tester can access the options and then execute the numbered Test Steps.

Note: This document is not intended for use at field sites as it contains testing tools and options users would not have access to in a production environment.

Each Test Case is divided into the following sections:

- Requirement Traceability mapped to RSD.
- Menu Path – Tells you where to find the new software
- Objective – What you hope to accomplish
- Preconditions – When this situation might occur; Necessary setup; Security Keys required
- Test Steps – Step-by-Step directions to help you execute the new software
- Expected Results – What you should expect as a result of your actions

1.2 Error Reporting

Problems identified during functional testing will be recorded in the Defect Log and reported to the Developer.

Problems identified during User Acceptance Testing (UAT) and Field Testing will be recorded in the Defect Reporting Form and reported to the ePayments development team (FirstView Team) and the Chief Business Office's (CBO) Team using email that will be sent to a designated Outlook mail group. CBO's Team will create and designate the Outlook mail group that is to be used to report errors. (An example of a similar mail group is VHA eIV Phase 3 Team mail group, but that is being used for another project.)

Do NOT include patient identifying data in your email (i.e., Patient Name, SSN, Address, etc.).

The following tips should be considered when a defect or error is reported:

- Include the error text on the defect reporting form.
- Include Menu Paths as to how you arrived at the option/action that created the error or defect.

- Include Screenshots that display any information directly related to a problem (Example: If you are talking about a field on a screen, send a picture of that screen).
- If an Eligibility Benefit response from Payer is involved, provide the “Trace Number” from the Response Report.

1.3 Items to be tested

The following areas of functionalities will be tested as part of the patches:

Testing Tool

Increase automation of third party payer medical claims processing

- Automatic posting
- Automatic decrease adjustments
- Automatically match payment/retraction pairs found within the same ERA

Address issues with existing ePayments process for pharmacy claims

- Automatic matching of pharmacy 835 response with the ECME claim

Increase automation of pharmacy claims processing

- Process standard NCPDP pharmacy fees
- Manage non-released prescriptions
- Streamline processing of ePharmacy 835 reversals by matching payment/retraction pairs found within the same ERA
- Manage matching rejections due to the payer including rejected claims on the ERA by matching payment/retraction pairs found within the same ERA

Enable a switch back solution through implementation of parameter questions

Add new functionality to EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad

Add new functionality to EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING]

1.4 Things to do before the Patches are Loaded

- Through FileMan capture the data in the ERA table and pull out payer names and IDs to match against after the patches are loaded
- Validate that Transfer EEOB is an action on EDI LOCKBOX 3RD PARTY EXCEPTIONS screen
- Validate that EEOB Transfer Report is an option on EDI LOCKBOX REPORTS MENU
- Validate that the action for Adjust (Inc/Dec) is on the EEOB Worklist

- Validate that the option name for the WorkList is EEOB Worklist from the EDI Lockbox menu
- Validate that the Select ERA Action has the question to Split the ERA into Batches
- Validate that the Action for Hide/Display Batch is on the Worklist screen
- Validate that the Action for Batch Maintenance is on the Scratchpad screen
- Validate that the Actions for Release Hold, On Hold Lost and Claims Match Report are on the Research Menu
- Validate that the Transfer Message appears for data exceptions
- Validate that exception Bulletins are sent to the respective mail groups

2 Test Cases

2.1 System Feature: Site Parameters for Medical Auto-Post

2.1.1 Site Parameter for Medical Auto-Post – Parameter for Auto-Posting Medical Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.1.1 Parameter for Auto-Posting Medical Claims

Requirement # 2.6.1.6 Security Key for Parameter for Auto-Posting of Medical Claims

Objective

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to enable or disable auto-posting of third party medical claims with an initial default value of enabled.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall require a user to hold security key RCDPE AUTO DEC to edit any parameter question concerning auto-posting of third party medical claims. The key will be required at the menu option level.

Preconditions

Patches installed

User needs to be granted security key RCDPE AUTO DEC to edit any parameter question concerning auto-posting of third party medical claims

User needs to be part of the Outlook distribution group of VHAEPAYMENTS@VA.GOV

Test Steps

2.1.1.1 New Parameter for Auto-Posting Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.1.1	1	View the new parameter question in EDI LOCKBOX PARAMETERS	Enable Auto-Posting of Medical Claims (Y/N): Y//	
2.6.1.1	2	New question for Auto-Posting of Medical Claims to come after the existing parameter questions	New question is after Number of Days ERA Unmatched:	
2.6.1.1	3	Verify that the two existing questions are not affected	Existing questions remain unchanged	
2.6.1.1	4	Default Value should be Y	Default value should be Y	
2.6.1.1	6	Ability to change the value of the parameter question	Verify the ability to change the value of the parameter question	

2.1.2 Security Key to edit the Auto Post parameters

Menu Path

Key Management/ Allocation of security keys

Requirement Traceability

Requirement # 2.6.1.6 The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall require a user to hold security key RCDPE AUTO DEC to edit any parameter question concerning auto-posting of third party medical claims

Objective

The user shall require the security key to edit any parameters concerning Auto-posting of third party medical claims

Preconditions

Patches installed

Test Steps

2.1.2.1 Security key to edit the Auto Post Parameters

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.1.6	1	Revoke the key RCDPE AUTO DEC from the user is already allocated	Key revoked	
2.6.1.6	2	Verify that the user is not able to edit any Auto Post parameters.	User is not able to edit any parameters	

2.1.3 Site Parameter for Medical Auto-Post – Notification of Edits for Parameter for Auto-Posting Medical Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.1.2 Notification of Edits for Parameter for Auto-Posting Medical Claims

Objective

The Outlook distribution group of VHAEPAYMENTS@VA.GOV receives an email if a site changes the parameter question to enable or disable auto-posting of third party medical claims

Preconditions

Patches installed

User needs to be granted security key RCDPE AUTO DEC to edit any parameter question concerning auto-posting of third party medical claims

User needs to be part of the Outlook distribution group of VHAEPAYMENTS@VA.GOV

Test Steps

2.1.3.1 Email Notification for parameter change

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.1.2	1	Have yourself added as a member of the distribution group VHAEPAYMENTS@VA.GOV	Now a member of the distribution group in outlook	
2.6.1.1	2	Change the parameter for auto-posting of third party medical claims in EDI LOCKBOX PARAMETERS (Disable auto-posting)	Change to N	
2.6.1.2	3	Validate that you receive the email	Received an email indicating that the parameter was changed	
2.6.1.2	4	Enable Auto-Posting	Change to Y	
2.6.1.2	5	Validate that you received the email	Received an email indicating that the parameter was changed	

2.1.4 Site Parameter for Medical Auto-Post – Parameter for Excluding Payers from Auto-Posting of Medical Claims – Auto-Posting Enabled

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.1.3 Parameter for Excluding Payers from Auto-Posting of Medical Claims

Requirement # 2.6.1.4 Default Parameter for Excluding Payers from Auto-Posting of Medical Claims

Objective

EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to exclude specific payers from auto-posting of third party medical claims by selecting payer name or payer ID. In addition, require a comment for adding or removing from the list

Preconditions

Patches installed

User needs to be granted security key RCDPE AUTO DEC to edit any parameter.

Auto-posting of third party medical claims is enabled for the site

There are no excluded payers from auto-posting

Test Steps

2.1.4.1 Parameter for Excluding Payers from Auto-Posting of Medical Claims – First Time

Note: If auto-posting of medical claims is set to YES and there be no excluded payers, display a message and prompt for PAYER.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall neither require excluding payers nor contain default excluded payers.

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.1.1	1	Turn off Auto-Posting	Auto-Posting is N	
2.6.1.3	2	Verify that the question to exclude payers is suppressed	No access to exclude Payers Question	
2.6.1.1	3	Turn on Auto Posting	Auto Posting is turned on	
2.6.1.4	4	Validate that the message for No Excluded Payers is on the screen	The message " No Excluded Payers" is on the screen	
2.6.1.3	5	Validate that the prompt for Payer exclusion is on the screen	User receive the prompts to add payers to the	

			exclusion list	
2.6.1.4	6	Press enter at the payer prompt	User should be allowed to exit without adding payers to be excluded	

2.1.4.2 Parameter for Excluding Payers from Auto-Posting of Medical Claims– Existing Payers in the List - adding additional payers

Note: If auto-posting of medical claims is set to YES and there are excluded payers, display excluded payers and prompt for PAYER.

Allow the user to enter a partial name and display matches by showing the name and the ID.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.1.3	1	Validate that you see the list of excluded payers		List of excluded payers are displayed	
2.6.1.3	2	Able to do a lookup on payer name with a partial match (of a payer not already in the list)		List of matches displays for selection	
2.6.1.3	3	Able to select a payer to add to the excluded payers list		Selected payer is added to the list	
2.6.1.3	4	Enter ^ at the comment prompt		User is back to the payer prompt	
2.6.1.3	5	Select a different payer from other than what was selected in Step 3		Prompted to enter a comment	
2.6.1.5	6	Press Enter for comment		Warning message is displayed: This is a required response. Enter '^' to exit	
2.6.1.5	7	Prompted back to enter a comment		Prompted	
2.6.1.3	8	Enter a comment		Message appears that the payer is added to the list Prompts Payer:	
2.6.1.5	9	Press Enter Verify that the payer from Step 3 is not in the list but the payer from Step 5 is in the list.		List of payers excluded from auto-posting is displayed Payer from Step 3 not in the list and Payer from step 5 is in the list	

2.1.4.3 Parameter for Excluding Payers from Auto-Posting of Medical Claims – Existing Payers in the List – Removing Payers

Note: Treat the PAYER prompt as a toggle. If the user enters a payer that is already listed, remove the payer from the list. If the user enters a payer that is not listed, add the payer to the list.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.1.3	1	Validate that you see the list of excluded payers		List of payers are displayed	
2.6.1.3	2	At the payer prompt, enter a payer that is already in the list of excluded payers		Payer displays	
2.6.1.5	3	Select payer and type ^ for the comment		User is back at the payer prompt	
2.6.1.3	4	At the payer prompt, enter a different payer that is already in the list of excluded payers		Payer displays	
2.6.1.5	5	Select payer and type text in comment		Comment entered and displayed Payer from Step 4 is removed and the payer from Step 3 is still displayed	
2.6.1.5	6	Select another payer on the list		Prompted for comment	
2.6.1.5	7	Press Enter for comment		A message is displayed saying that comment is a required field	
2.6.1.5	8	Type ^ for the comment		Payer is not removed from the list.	

2.1.4.4 Keep Excluded Payers if Auto-Posting is turned off

Note: If the user turns on auto-posting, excludes payers and turns auto-posting off, then keep the excluded payers but do not display the excluded payers unless auto-posting is turned on again.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.1.1	1	Validate that Auto-Posting is turned on		Auto posting parameter is set to Y	
2.6.1.3	2	Add payers to the list of excluded payers		System displays the list of excluded payers	

2.6.1.3	3	Validate you have a list of excluded payers	Display list of excluded payers	
2.6.1.1	4	Turn off auto-posting	Auto posting is now set to N	
2.6.1.1	4	Validate that you do not get the prompt for payers	No longer get the prompt for payers when auto-posting is set to N	
2.6.1.3	6	Validate that the list of payers does not display	List of payers is not displayed	
2.6.1.1	7	Log off and login as a different user	Logged in	
2.6.1.3	8	Navigate to the excluded payer list	List of payers is not displayed	
2.6.1.3	9	Turn on Auto Posting to Y and navigate to payers list	List of payers is displayed	

2.1.5 Site Parameter for Medical Auto-Post – Audit for Auto-Posting of Medical Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.1.7 Audit for Auto-Posting of Medical Claims

Objective

The system shall capture and maintain an audit trail of the user name, user initials, date, time, previous value, new value, and/or addition or deletion of payer exclusions for each edit of a parameter associated with auto-posting of medical claims.

Preconditions

Patches installed

Test Steps

2.1.5.1 View Audit for Auto-Posting of Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.1.7	1	Make updates to Auto-Posting of medical Claims	Able to make updates to Auto-Posting of Medical Claims	
2.6.1.7	2	Run the Audit report	Able to run Audit report	
2.6.1.7	3	View Audit report for changes to the Auto-Posting of Medical	The following information is displayed: User name, user	

		Claims	initials, date, time, previous value, new value, and/or addition or deletion of payer exclusions	
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2.2 System Feature: Site Parameters for Medical Auto-Decrease

2.2.1 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease of Medical Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.2.7 Security Key for Parameter for Auto-Decrease of Medical Claims

Objective

EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to enable or disable auto-decrease of third party medical claims, with an initial default value of disabled.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall require a user to hold security key RCDPE AUTO DEC to edit any parameter question concerning auto-decrease of third party medical claims. The key will be required at the menu option level.

Preconditions

Patches installed

Security key RCDPE AUTO DEC to edit any parameter question is allocated to the user.

Auto-posting of third party medical claims is enabled

Test Steps

2.2.1.1 Security Key to edit the Medical Auto-decrease parameters

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.2.7	1	Revoke the key RCDPE AUTO DEC from the user.	The user is not able to edit any Auto Decrease parameters.	

2.2.1.2 Enable the parameter to Auto-decrease Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.2.1	1	At the prompt for "Enable Auto-decrease of Medical Claims (Y/N):N Set it to Y	Enabled auto-decrease of medical claims	
2.6.2.1	2	Validate that the prompt is now set to Y	The prompt is now set to Y	

2.2.2 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease Timeframe of Medical Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.2.2 Parameter for Auto-Decrease Timeframe of Medical Claims

Objective

EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to specify the number of days to wait before an automatic decrease adjustment is made for a third party medical claim.

Preconditions

Patches installed

Test Steps

2.2.2.1 Auto-Decrease Timeframe of Medical Claims

Note: Initial default value of Null and a required response of 0 to 7 days. The question should only display if auto-decrease of third party medical claims is enabled. The number of days should be the number of days that have elapsed since auto-posting completed. Response if required

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.2.2	1	Auto-Decrease is turned off	Auto Decrease Parameter questions are not displayed	
2.6.2.2	2	Turn Auto-Decrease on	Auto-Decrease is now Y	
2.6.2.2	3	View the new question for auto-decrease Timeframe in EDI LOCKBOX PARAMETERS	Number of Days to wait before auto-decrease (0-7): Note: no default value present	
2.6.2.2	4	Enter a value from 0 to 7	Value can be entered	
2.6.2.2	5	Enter a value other then 0 to 7 or	System gives an error	

		non-numeric	Type a number between 1 and 1500, 0 decimal digits.	
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2.2.3 Site Parameters for Medical Auto-Decrease – Parameter for Auto-Decrease Amount of Medical Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.2.3 Parameter for Auto-Decrease Amount of Medical Claims

Objective

EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to specify the maximum claim dollar amount of an automatic decrease adjustment that is made for a third party medical claim.

Preconditions

Patches installed

Test Steps

2.2.3.1 Auto-Decrease Timeframe of Medical Claims

Note: Initial default value of null and a required response from 1 to 1500 dollars (no cents). The question should only display if auto-decrease of third party medical claims is enabled.

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.2.3	1	Navigate to Auto-Decrease of Medical Claims option. If turned off turn it on	Auto Decrease is ON	
2.6.2.3	2	View the question Number of days to wait before Auto Decrease	Enter a value or Press Enter	
2.6.2.3	3	View the question Maximum dollar Amount for Auto Decrease	Value is able to be entered	
2.6.2.3	4	Enter a value other then 1 to 1500 or non-numeric	System gives an error	
2.6.2.3	5	Verify that you cannot enter a value with cents	System gives an error	
2.6.2.3	6	Try to delete the value and continue without entering a new one	System gives an error	
2.6.2.3	7	Navigate to Auto-Decrease of	Auto Decrease is off	

		Medical Claims option. Turn it off.		
2.6.2.3	8	Validate that no Auto Decrease questions are asked/prompted	No Auto Decrease questions were displayed.	

2.2.4 Site Parameter for Medical Auto-Decrease – Parameter for Excluding Payers from Auto-Decrease of Medical Claims – Auto-Decrease Enabled

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.2.4 Parameter for Excluding Payers from Auto-Decrease of Medical Claims

Requirement # 2.6.2.5 Default Parameter for Excluding Payers from Auto-Decrease of Medical Claims

Requirement # 2.6.2.6 Comment for Excluding Payers from Auto-Decrease of Medical Claims

Objective

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to exclude specific payers from auto-decrease of third party medical claims by selecting payer name.

The auto-decrease exclusion of payers should work the same way as the auto-post exclusion of payers.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall neither require payers nor contain default payers for the parameter question to allow sites to exclude specific payers from auto-decrease of third party medical claims.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a comment question that is required if a user adds or removes a payer exclusion from auto-decrease of third party medical claims.

Preconditions

Patches installed

Test Steps

2.2.4.1 Parameter for Excluding Payers from Auto-Decrease of Medical Claims – First Time

Note: If auto-decrease of medical claims is set to YES and there be no excluded payers, display a message and prompt for PAYER.

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall neither require excluding payers nor contain default excluded payers.

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.2.1	1	Set Auto Decrease to Y	Auto Decrease is set to Y	
2.6.2.5	2	Validate that the message for No Excluded Payers is on the screen	No payers are excluded	
2.6.2.4	3	Validate that the prompt for Payers is on the screen	User receives the prompt to add payers	
2.6.2.5	4	Press enter at the payer prompt	User should be allowed to exit without adding payers to be excluded	
2.6.2.4	6	Enter a partial payer name at the payer prompt	List of matches displays showing name and ID	
2.6.2.4	7	Ability to select from the list of matches	Payer is added to list of excluded payers	
2.6.2.6	8	Try to skip entering the comment by pressing Enter	A message is displayed saying that it is a required field. Prompts back to enter a comment	
2.6.2.6	9	Enter a comment	A message is displayed saying the payer is added to the list. Prompted for next payer	
2.6.2.4	10	Press Enter	Payer list is displayed	

2.2.4.2 Parameter for Excluding Payers from Auto-Decrease of Medical Claims –Existing Payers in the List - adding additional payers

Note: If auto-decrease of medical claims is set to YES and there are excluded payers, display excluded payers and prompt for PAYER.

Allow the user to enter a partial name and display matches by showing the name and the ID.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.2.4	1	Validate that you see the list of excluded payers		List of payers are displayed	
2.6.2.4	2	Able to do a lookup on payer name with a partial match (of a payer not already in the list)		List of matches displays for selection	

2.6.2.4	3	Able to select a payer to add to the excluded payers list	Prompted to comment	
2.6.2.6	4	Press enter when prompted for comment	Displays warning message that comment is required and prompted back to enter comment	
2.6.2.6	5	Enter a comment	Message is displayed that Selected payer is added to the list	
2.6.2.4	5	User presses enter at the payer prompt without entering another payer	List of payers excluded from auto-posting is displayed. Verify that the selected player is displayed in the list.	

2.2.4.3 Parameter for Excluding Payers from Auto-Decrease of Medical Claims –Existing Payers in the List – Removing Payers

Note: Treat the PAYER prompt as a toggle. If the user enters a payer that is already listed, remove the payer from the list. If the user enters a payer that is not listed, add the payer to the list.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.2.4	1	Validate that you see the list of excluded payers		List of payers are displayed	
2.6.2.4	2	At the payer prompt, enter a payer that is already in the list of excluded payers		Payer displays	
2.6.2.6	3	Select payer and add press enter when prompted for comment		Warning message is displayed saying comment is required	
2.6.2.6	4	Enter a comment		Message displayed that the selected payer is deleted from the exclusion list	
2.6.2.4	5	User presses enter at payer prompt		List of payers excluded from auto-decrease is displayed	

2.2.4.4 Keep Excluded Payers if Auto-Decrease is turned off

Note: If the user turns on auto-decrease, excludes payers and turns auto-posting off, then keep the excluded payers but do not display the excluded payers unless auto-posting is turned on again.

Req # Trace	Test Step	Operator Action	Not	Expected Result	Actual Result
2.6.2.1	1	Validate that Auto-Decrease is turned on		Auto-decrease parameter is set to Y	
2.6.2.4	2	Add payers to the list of excluded payers		System displays the list of excluded payers	
2.6.2.4	3	Validate you have a list of excluded payers		Display list of excluded payers	
2.6.2.1	4	Turn off auto-decrease		Auto-decrease is now set to N	
2.6.2.4	5			Prompt for payers when auto-posting is set to N is not displayed	
2.6.2.4	6			List of payers is not displayed	
2.6.2.1	7	Turn auto-decrease on again		Auto-decrease is now a Y	
2.6.2.4	8	Validate that the list of excluded payers is displayed		The list of excluded payers displays	

2.2.5 Site Parameters for Medical Auto-Decrease – Audit for Auto-Decrease of Medical Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.2.8 Audit for Auto-Decrease of Medical Claims

Objective

The system shall capture and maintain an audit trail of the user name, user initials, date, time, previous value, new value, and/or addition or deletion of payer exclusions for each edit of a parameter associated with auto-decrease of medical claims.

Preconditions

Patches installed

Make changes to parameters for Auto-Decrease Medical Claims (See Requirements (2.6.2.1, 2.6.2.2 and 2.6.2.3)

Test Steps

2.2.5.1 View Audit for Auto-Decrease of Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.2.8	1	Make updates to parameters for Auto-Decrease of Medical Claims	Update are made to parameter for Auto-Decrease of Medical Claims	
2.6.2.8	2	View Audit report for changes to the Auto-Decrease of Medical Claims	Information was captured for changes made to the parameters	

2.3 System Feature: Site Parameters for Pharmacy Auto-Post

2.3.1 Site Parameters for Pharmacy Auto-Post – Parameter for Pharmacy Auto-Post

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.3.1 Parameter for Auto-Posting Pharmacy Claims

Objective

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall display an informational parameter to show that auto-posting for Pharmacy claims is disabled This line is informational and cannot be edited.

The informational parameter for auto-posting of pharmacy claims should come after the auto-decrease of medical claims parameter questions.

Preconditions

Patches installed

Test Steps

2.3.1.1 Parameter for Pharmacy Auto-Post

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.3.1	1	View the new informational parameter to enable or disable auto-posting of Pharmacy claims in EDI LOCKBOX PARAMETERS	The new parameter for pharmacy claims is defaulted to disabled and is not editable	
2.6.3.1	2	Verify placement and wording	Question is in the correct position and wording is correct	

2.4 System Feature: Posting Prevention

2.4.1 Posting Prevention – Posting Prevention for Medical Claims Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.4.1 Posting Prevention for Medical Claims

Objective

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to set the number of calendar days beyond which unposted medical payments (EFTs) will prevent the user from posting newer medical EFTs without posting the older payments first.

A value of 21 will be filed with the patch installation. The user can reset the value to a number between 14 and 99, inclusive, but the user cannot delete the value.

This requirement is related to requirement 2.6.9.6.

Preconditions

Patches installed

Test Steps

2.4.1.1 Posting Prevention for Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.4.1	1	Validate you are presented with the prompt "Number of Days (Age) of Unposted Medical EFTs to Prevent Posting: 21//	Prompt is on the screen	
2.6.4.1	2	Enter through the prompt without changing. Validate that the default is correct	Able to except the default value and value is correct	
2.6.4.1	3	Go back into EDI Parameters	Prompt for Medical EFTs is still 21	
2.6.4.1	4	Able to reset value to number between 14 and 99	Able to reset value to number between 14 and 99	
2.6.4.1	5	Go back into EDI Parameters	Prompt is now displaying the value entered previously	
2.6.4.1	6	Also test entering a value outside of the acceptable range	System does not allow a value outside of 14 to 99	
2.6.4.1	7	Try to delete the value and continue without entering a new	System gives an error	

		one		
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2.4.2 Posting Prevention – Posting Prevention for Pharmacy Claims

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/ EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.4.2 Posting Prevention for Pharmacy Claims

Objective

The EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS] shall contain a parameter question to allow sites to set the number of calendar days beyond which unposted pharmacy payments (EFTs) will prevent the user from posting newer pharmacy EFTs without posting the older payments first.

A value of 30 will be filed with the patch installation. The user can reset the value to a number between 21 and 99, inclusive, but the user cannot delete the value.

This requirement is related to requirement 2.6.9.8.

Preconditions

Patches installed

Test Steps

2.4.2.1 Posting prevention for Pharmacy Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.4.2	1	Validate you are presented with the prompt "Number of Days (Age) of Unposted Pharmacy EFTs to Prevent Posting: 30//	Prompt is on the screen	
2.6.4.2	2	Enter through the prompt without changing	Able to except the default value	
2.6.4.2	3	Go back into EDI Parameters	Prompt for Medical EFTs is still 30	
2.6.4.2	4	Able to reset value to number between 21 and 99	Able to reset value to number between 21 and 99	
2.6.4.2	5	Go back into EDI Parameters	Prompt is now displaying the value entered previously	
2.6.4.2	6	Also test entering a value outside of the acceptable range	System does not allow a value outside of 21 to 99	

2.6.4.2	7	Try deleting the value and continuing without entering a new one	System gives an error	
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2.5 System Feature: Site Parameter Reporting

2.5.1 Site Parameter Reporting – Report for Auto-Processing

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/

Requirement Traceability

Requirement # 2.6.5.1 Report for Auto-Processing

Objective

The SITE PARAMETER EDIT [PRCA SITE PARAMETER] menu shall contain a new option of EDI Lockbox Parameters Report [PRCA SITE PARAMETER REPORT] to display or print the EDI Lockbox Parameters.

Preconditions

Patches installed

Test Steps

2.5.1.1 Report for Auto-Processing

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.5.1	1	Validate the option for Auto-Processing Report is on the SITE PARAMETER EDIT Menu	Option for the report is on the menu	
2.6.5.1	2	Run the report	Displays the EDI Lockbox Parameter	

2.5.2 Site Parameter Reporting – Report for Auto-Processing Audit

Menu Path

Finance AR Manager Menu/ Supervisor's AR Menu/ Site Parameter Edit/

Requirement Traceability

Requirement # 2.6.5.2 Report for Auto-Processing Audit

Objective

The SITE PARAMETER EDIT [PRCA SITE PARAMETER] menu shall contain two new options of EDI Lockbox Parameters Audit Report [PRCA SITE PARAMETER AUDIT REPORT] and EDI Lockbox Exclusion Audit Report [PRCA SITE EXCLUSION AUDIT REPORT] to display or print the EDI Lockbox Parameters audit.

Preconditions

Patches installed

Preform Requirement 2.6.1.7 and 2.6.1.8 prior to running report

Test Steps

2.5.2.1 EDI Lockbox Parameters Audit Report

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.5.2	1	Validate the option for EDI Lockbox Parameters Audit Report is on the SITE PARAMETER EDIT Menu	Audit report is an option	
2.6.5.2	2	Run the report	Displays the EDI Lockbox Parameters audit	

2.5.3 Site Parameter Reporting – Database for Payer

Menu Path

FileMan->File 344.6

Requirement Traceability

Requirement # 2.6.5.3 Database for Payer

Requirement # 2.6.5.4 Populate Database for Payer

Requirement # 2.6.5.5 Maintain Database for Payer

Objective

The system shall include a database of payer names, payer IDs, and the date on which the payer was added to the database, stored in such a way that allows for user selection of a name or payer ID.

The system shall populate entries into the database using information from the ERA table.

The system shall maintain the database in such a way that new payers in the file ELECTRONIC REMITTANCE ADVICE (344.4) are available for user selection.

Preconditions

Patches installed

Using the Testing Tool

User should have programmer access to FileMan.

Test Steps

2.5.3.1 Database for Payer

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.5.3	1	Navigate to FileMan Menu and print option file 344.6.	File 344.6 can be opened and contents displayed	
2.6.5.4	2	Add a new payer through a new ERA	The new payer is added to the file	
2.6.5.3	3	Inquire into file 344.6 by Payer name and Payer ID	File opened	
2.6.5.5	6	Using an existing payer name with a new ID, Validate that the payer is added to the database	New entry added with existing name and new ID	
2.6.5.5	7	Using an existing payer ID with new name, Validate that the payer is added to the database	New entry added with existing ID and new Name	

2.5.4 Site Parameter Reporting – Add Exclusion of all Payers for IOC

Menu Path

N/A

Requirement Traceability

Requirement # 2.6.5.6 Add Exclusion of all Payers for IOC

Objective

For all new parameter questions that exclude by payer, the system shall provide a way for field test sites to start testing with all payers excluded, filing with a user name of POSTMASTER and a comment of "Auto Addition - Beginning of Field Test / IOC". This addition of all payer exclusions will not be available to sites after national release.

Preconditions

Patches installed

Test Steps

The code will be manually executed by the developers or the support personnel depending on the permissions.

After the code is run verify that all payers are excluded.

2.5.4.1 Add Exclusion of all Payers for IOC

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.5.6	1	Developers run the code in the environment	The exception list contains all the payers.	

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2.5.5 Site Parameter Reporting – Remove Exclusion of all Payers for IOC

Menu Path

N/A

Requirement Traceability

Requirement # 2.6.5.7 Remove Exclusion of all Payers for IOC

Objective

For all new parameter questions that exclude by payer, the system shall provide a way for field-test sites to remove all payer exclusions, filing with a user name of POSTMASTER and a comment of "Auto Deletion - End of Field Test / IOC". This removal of all payer exclusions will not be available to sites after national release.

Preconditions

Patches installed

Test Steps

2.5.5.1 Remove Exclusion of all Payers for IOC

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.5.7	1	Developers run the code in the environment	The exception list contains none of the payers.	

2.5.6 Site Parameter Reporting – Report for Payers

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.5.8 Report for Payers

Objective

The EDI LOCKBOX REPORTS MENU [RCDPE EDI LOCKBOX REPORTS MENU] shall contain a new option of PAYER NAME / ID REPORT [RCDPE PAYER NAME ID] to show the payers, with columns for payer name, payer ID, and the date on which the payer was added to the database.

The user should be able to select an Excel format.

Preconditions

Patches installed

Test Steps

2.5.6.1 Report for Payers

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.5.8	1	Run the Payer Name/ID Report	Report displays	

2.6 System Feature: Transfer EEOB

2.6.1 Transfer EEOB – Remove Transfer EEOB

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.6.1 Remove Transfer EEOB

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] ListManager screen for Data Exceptions shall no longer contain the action Transfer EEOB.

Preconditions

Patches installed

Test Steps

2.6.1.1 Remove Transfer EEOB

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.6.1	1	At question: Do You Want To See (T)ransmission Or (D)ata Exceptions?: T// D	Choose Data	
2.6.6.1	2	Validate that the action for Transfer EEOB is no longer on the EDI LOCKBOX 3RD PARTY EXCEPTIONS for Data Exceptions	The action for Transfer EEOB has been removed from the screen	

2.6.2 Transfer EEOB – Remove EEOB Transfer Report

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.6.2 Remove EEOB Transfer Report

Objective

The EDI LOCKBOX REPORTS MENU [RCDPE EDI LOCKBOX REPORTS MENU] shall no longer contain the option EEOB TRANSFER REPORTS [RCDPE EOB TRANSFER REPORTS].

Preconditions

Patches installed

Test Steps

2.6.2.1 Remove EEOB Transfer Report

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.6.2	1	Validate that the option for EEOB Transfer Reports is no longer on the EDI LOCKBOX REPORTS MENU	The option for EEOB Transfer Reports is no longer on the EDI LOCKBOX REPORTS MENU	

2.7 System Feature: Exception List

2.7.1 Exception List – Security Key for Delete Message Action

Menu Path

Menu Management/ Key Management/ Allocation of Security Keys

Requirement Traceability

Requirement # 2.6.7.1 Security Key for Delete Message Action

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] action of Delete Message shall require new security key RCDPE ERA EXCEPT.

Preconditions

Patches installed

Make sure the user does not have the key RCDPE ERA EXCEPT allocated

Test Steps

2.7.1.1 Security Key for Action Delete Message

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.1	1	Try to remove a data exception	This option RCDPEX EOB_SUM REMOVE EXCEPT is locked.	
2.6.7.1	2	Assign security key RCDPE ERA EXCEPT to yourself	Now have new security key	

2.6.7.1	3	Verify that you are able to remove the exception	Able to delete an exception	
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2.7.2 Exception List – Restrict Delete Message Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rdParty Exceptions

Requirement Traceability

Requirement # 2.6.7.2 Restrict Delete Message Action

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] action of Delete Message shall display an error message and return the user to the main screen.

Preconditions

Patches installed

Security key RCDPE ERA EXCEPT

Test Steps

2.7.2.1 Restrict Delete Message Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.2	1	At question: Do You Want To See (T)ransmission Or (D)ata Exception?: T// T	Take default or enter T for transmission	
2.6.7.2	2	Attempt to delete a message with a payment method of ACH	Receive error message and return to the main screen. Message ERA has a payment method of ACH	
2.6.7.2	3	Delete an ERA that has a payment method of CHK	System allows the ERA to be deleted	

2.7.3 Exception List – Transfer Message

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.7.3 Transfer Message

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] list will not display the following message

**Exception: VALID BILL NOT FOUND (TRANSFER NEEDED IF NOT YOURS)

Preconditions

Patches installed

Security key RCDPE ERA EXCEPT

2.7.3.1 Transfer Message

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.3	1	Navigate to Exception screen	Exception screen visible	
2.6.7.3	2	At question: Do You Want To See (T)ransmission Or (D)ata Exception?: T// D	Take default or enter D for Data	
2.6.7.3	3	Prompted to select for (M)EDICAL, (P)HARMACY, OR (B)OTH?: B//	Prompted, select B	
2.6.7.3	4	Find a Valid bill not found exception	TRANSFER NEEDED IF NOT YOURS is not displayed on the screen	

2.7.4 Exception List – Filter Question

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.7.4 Filter Question

Objective

The system shall have a filter question for medical, pharmacy or both before displaying the exceptions.

Preconditions

Patches installed

Test Steps

2.7.4.1 Filter Question

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.4	1	Validate that the Filter Question	Get the option to filter the	

		for medical, pharmacy or both displays before displaying the exceptions list.	exceptions list by medical or pharmacy or both	
2.6.7.4	2	Validate that each of the options filter (M, P, B)	Data filtered as per the filter selection	

2.7.5 Exception List – Pharmacy Claim Comment Question

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.7.5 Pharmacy Claim Comment Action

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] screen for data exceptions shall contain an action for Pharmacy Claim Comment that allows a user to enter a one line comment for a non-released prescription.

Preconditions

Patches installed

Test Steps

2.7.5.1 Pharmacy Claim Comment Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.5	1	At question: Do You Want To See (T)ransmission Or (D)ata Exceptions?: T// D	Choose D (Data exceptions)	
2.6.7.5	2	New Action for Pharmacy Claim Comment is on the screen	Pharmacy Claim Comment Action is on the screen	
2.6.7.5	3	Select the comment action and add a comment	Able to add a comment	
2.6.7.5	4	Edit the comment or delete the comment and add a new comment.	Only the latest comment is displayed.	
2.6.7.5	5	Try to enter a comment on a non-pharmacy claim entry	Not able to enter a comment on a non-pharmacy entry	

2.7.6 Exception List – Display Pharmacy Data

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.7.6 Display Pharmacy Data

Objective

The EDI LOCKBOX 3RD PARTY EXCEPTIONS [RCDPE EXCEPTIONS PROCESSING] screen for data exceptions shall display the following for pharmacy claims: ECME number, release date, comment.

Preconditions

Patches installed

Test Steps

2.7.6.1 Display Pharmacy Data

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.7.6	1	At question: Do You Want To See (T)ransmission Or (D)ata Exceptions?: T// D	Choose D (Data Exceptions)	
2.6.7.6	2	Validate that the ECME Number, release date and comment are on the screen (for pharmacy claims)	All fields appear	

2.8 System Feature: Verification of EEOB Detail against Bill Detail

2.8.1 Verification of EEOB Detail against Bill Detail – Remove Case Sensitivity

Menu Path

N/A

Requirement Traceability

Requirement # 2.6.8.1 Remove Case Sensitivity

Objective

The system shall automatically perform verification of the EEOB detail against the bill detail without regard to case sensitivity for the first five characters of the patient's last name, date of service, bill number or claim number, social security number or patient ID, and the amount billed.

Preconditions

Patches installed

Test Steps

2.8.1.1 Remove Case Sensitivity

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.8.1	1	Using the Testing Tool – make edits to an EEOB	EEOB is edited	
2.6.8.1	2	Change Case of the first 5 characters of the patient's last name, Bill number, patients SSN	Patients last name case changed	
2.6.8.1	3	Validate that the compare of the EEOB against the bill happens regardless of case	Verification of EEOB against Bill successful.	

2.9 System Feature: EEOB Worklist

2.9.1 EEOB Worklist – Remove Adjust (Inc/Dec) Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.1 Remove Adjust (Inc/Dec) Action

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] shall no longer contain the action Adjust (Inc/Dec) on the Research Menu ListManager screen.

Preconditions

Patches installed

Test Steps

2.9.1.1 Remove Adjust (Inc/Dec) Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.1	1	Select an entry from the Worklist	Entry selected	
2.6.9.1	2	From the scratchpad select the research menu action	Selection opened in ScratchPad	
2.6.9.1	3	Validate that the action for adjust (Inc/Dec) is no longer on the ListManager screen from the Research Menu	Action for adjust (Inc/Dec) no longer appears	

2.9.2 EEOB Worklist – Exception Indicator

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.2 Exception Indicator

Objective

The system shall display an "x" indicator before the ERA number on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] if any exception exists for the ERA.

There is no need to display "-" with the indicator for an exception. Once the exception is resolved, the indicator of "x" should no longer display and the "-" should display next to the ERA number to indicate that there is no scratchpad.

Preconditions

Patches installed

Test Steps

2.9.2.1 Exception Indicator

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.2	1	Validate that an entry on the Worklist that has an exception should have an "x" in front of the ERA number	ERA with exceptions has X marked in front of the ERA number.	
2.6.9.2	2	Remove the exceptions and verify the "x" goes away	"x" goes away if exceptions are removed	
2.6.9.2	3	Validate that the "-" still displays if there is no scratchpad	"-" still displays if there is no scratchpad	

2.9.3 EEOB Worklist – Exception Error Message

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.3 Exception Error Message

Objective

If a data exception exists for a medical ERA, the system shall deny a user access to select that medical ERA from the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] by displaying the following message, requiring the user to press enter to continue and return the user to the Worklist display

Message: ACCESS DENIED: Scratchpad creation is not allowed when third party medical exceptions exist. Fix Transmission Exceptions first and then Data

Exceptions with the EXE EDI Lockbox 3rd Party Exceptions option which is located on the EDI Lockbox Main Menu.

Preconditions

Patches installed

Test Steps

2.9.3.1 Exception Error Message

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.3	1	Select a medical ERA that has a data exception indicated by "x" in front of the ERA number	ACCESS DENIED message is generated. Scratchpad creation is not allowed.	

2.9.4 EEOB Worklist – Warning for View/Print ERA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.4 Warning for View/Print

Objective

If a data exception exists for a medical ERA, the system shall display a warning for action View/Print ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] by displaying the following message, requiring the user to press enter to continue before viewing and/or printing

Message: ACCESS DENIED: Scratchpad creation is not allowed when third party medical exceptions exist. Fix Transmission Exceptions first and then Data Exceptions with the EXE EDI Lockbox 3rd Party Exceptions option which is located on the EDI Lockbox Main Menu.

Preconditions

Patches installed

Test Steps

2.9.4.1 Warning for View/Print

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.4	1	Select View/Print ERA action		
2.6.9.4	2	Select a medical entry that has a data exception associated	Get warning message.	
2.6.9.4	3	Press enter and continue to	Able to view/print the ERA.	

		View/Print the ERA		
2.6.9.4	4	From the View/Print Action. Select an entry that does not have the exception indicator	ERA selected	
2.6.9.4	5	Validate that there is no warning message	The ERA can be viewed/printed	
2.6.9.4	6	From the View/Print Action, select a Pharmacy entry that has a data exception	ERA selected	
2.6.9.4	7	Validate that there is no warning message	The ERA can be viewed/printed	

2.9.5 EEOB Worklist – Posting Warning for Medical Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.5 Posting warning for Medical Claims

Objective

If there are unposted payments (EFTs) associated with third party medical claims, aged more than the number of days specified in site parameters, the system shall display an error message for action Select ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST], requiring the user to press enter.

Message: WARNING: Unposted EFTs exist for third party medical claims that are more than 14 days old. Post the older payments first. The EFTs may be matched or unmatched.

Preconditions

Patches installed

Unposted claims more than 14 calendar days old are existing in the system.

Test Steps

2.9.5.1 Posting Warning for Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.5	1	Navigate to WorkList	Get the message below WARNING: Unposted EFTs exist for third party medical claims that are more than 14 days old. Post the older payments first. The EFTs may be	

			matched or unmatched.	
2.6.9.5	2	Press Enter to continue Verify that the user can continue with WorkList options	User can continue with WorkList options	

2.9.6 EEOB Worklist – Posting Prevention for Medical Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.6 Posting Prevention for Medical Claims

Objective

If there are unposted payments (EFTs) associated with third party medical claims, aged more than the number of days specified in site parameters, the system shall display an error message for action Select ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST], requiring the user to press enter.

Message: ERROR: Unposted EFTs exist that are more than 21 days old. Scratchpad creation is not allowed for newer payments. Post older payments first

Preconditions

Patches installed

Unposted claims more than 21 calendar days old are existing in the system.

Test Steps

2.9.6.1 Posting Prevention for Medical Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.6	1	Select a Medical ERA on the EEOB WORKLIST which is aged less than 14 days	Get message if there are unposted claims more than MEDICAL EFT POST PREVENT DAYS calendar days old Scratchpad creation is not allowed for newer payments	
2.6.9.6	2	Select a Medical ERA on the EEOB WORKLIST which is aged less than 14 days but not more than MEDICAL EFT POST PREVENT DAYS	Warning message is generated. Scratch pad creation is allowed	
2.6.9.6	3	Select a Medical ERA on the EEOB WORKLIST which is aged more than MEDICAL EFT POST	No error message is created.	

		PREVENT DAYS	Scratch pad creation is allowed	
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2.9.7 EEOB Worklist – Posting Warning for Pharmacy Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.7 Posting Warning for Pharmacy Claims

Objective

The system shall display a warning message for action Select ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST], if there are unposted payments (EFTs) associated with pharmacy claims EFT more than 21 calendar days old, requiring the user to press enter to continue.

WARNING: Unposted EFTs exist for pharmacy claims that are more than 21 days old. Post the older payments first.

Preconditions

Patches installed

Test Steps

2.9.7.1 Posting Warning for Pharmacy Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.7	1	Navigate to WorkList	Get message WARNING: Unposted EFTs exist for pharmacy claims that are more than 21 days old. Post the older payments first.	
2.6.9.7	2	Press Enter to Continue	User is able to continue with WorkList	

2.9.8 EEOB Worklist – Posting Prevention for Pharmacy Claims

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.8 Posting Prevention for Pharmacy Claims

Objective

The system shall display a warning message for action Select ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST], if there are unposted payments

(EFTs) associated with pharmacy claims EFT more than 30 calendar days old, requiring the user to press enter to continue.

ERROR: Unposted EFTs exist that are more than 30 days old. Scratchpad creation is not allowed for newer payments. Post older payments first

Preconditions

Patches installed

Test Steps

2.9.8.1 Posting prevention for Pharmacy Claims

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.8	1	Select Pharmacy ERA from actions aged less than the value in 21 days	Get message ERROR: Unposted EFTs exist for pharmacy claims that are more than "PHARMACY EFT POST PREVENT DAYS "days old. Scratchpad creation is not allowed for newer payments. Post older payments first.	
2.6.9.8	2	Select Pharmacy ERA from actions aged more than 21 days and less than value in PHARMACY EFT POST PREVENT DAYS	Warning message is generated. User is allowed to enter scratchpad.	
2.6.9.8	3	Select Pharmacy ERA from actions aged more than value in PHARMACY EFT POST PREVENT DAYS	Error message is not generated. User is allowed to enter scratchpad.	
2.6.9.8	4			

2.9.9 EEOB Worklist – Rename the Option

Menu Path

Clerk's AR Menu/ EDI Lockbox/

Requirement Traceability

Requirement # 2.6.9.9 Rename the Option

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] shall be renamed to ERA WORKLIST [RCDPE EDI LOCKBOX WORKLIST].

Preconditions

Patches installed

Test Steps

2.9.9.1 Rename the Option

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.9	1	Validate that the option for EEOB WORKLIST was renamed	Option for Worklist is ERA WORKLIST	

2.9.10 EEOB Worklist – Split/Edit Action

Menu Path

AR Finance Manager Menu/ Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.10 Split/Edit Action

Objective

The system shall transfer the correct the payer information when splitting or editing an EEOB with different payer names. The correct payer information matches the information sent with the ERA.

Preconditions

Patches installed

Test Steps

2.9.10.1 Split/Edit Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.10	1	Select an ERA (one that has a scratchpad)	Get the scratchpad for the selected ERA	
2.6.9.10	2	Select option Split/Edit a line	Action selected	
2.6.9.10	3	Complete the action	Action complete	
2.6.9.10	4	Verify the Payer information is the same as from the Original ERA	Payer information is verified	

2.9.11 EEOB Worklist – View/Print ERA Displays ECME Number

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.12 View/Print ERA Displays ECME Number

Objective

The system shall display the ECME number for pharmacy claims for action View/Print ERA on the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST].

Preconditions

Patches installed

Test Steps

2.9.11.1 View/Print ERA Displays ECME Number

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.12	1	Choose View/Print ERA	ERA List is displayed	
2.6.9.12	2	Select a pharmacy ERA from list	Display contains the ECME number	
2.6.9.12	3	Select an ERA that is not pharmacy	No ECME number is displayed or the label	

2.9.12 EEOB Worklist – Remove Batch Question

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.13 Remove Batch Question

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] action to select ERA shall no longer allow the user to split the ERA into batches.

Preconditions

Patches installed

Test Steps

2.9.12.1 Remove Batch Question

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.13	1	Navigate to WL and select ERA	ERA selected	
2.6.9.13	2	Verify that the Split Batch question at the bottom of is not available DO YOU WANT TO SPLIT THIS ERA INTO BATCHES?: NO//	Split Batch question is no longer available.	

2.9.13 EEOB Worklist – Remove Hide/Display Batch Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.9.14 Remove Hide/Display Batch Action

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] shall no longer contain the action Hide/Display Batch; however, the coding executed by the action shall remain on the system.

Preconditions

Patches installed

Test Steps

2.9.13.1 Remove Hide/Display Batch Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.9.14	1	Navigate to EEOB Worklist	EEOB Worklist open	
2.6.9.14	2	Verify that the action Hide/Display Batch is no longer visible/selectable	Hide/Display option no longer available	

2.10 System Feature: Unposted Payment Override

2.10.1 Unposted Payment Override – New Option

Menu Path

Clerk's AR Menu/ EDI Lockbox

Requirement Traceability

Requirement # 2.6.10.1 New Option

Objective

The system shall contain new option UNPOSTED EFTs OVERRIDE [RCDPE UNPOSTED EFTs OVERRIDE] that will be available to user who holds security key RCDPE AGED PMT.

Preconditions

Patches installed

Test Steps

2.10.1.1 New Option

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.10.1	1	Before assignment of the security key. Using the path above Validate that you cannot access the new option for Unposted EFTs Override	Not able to access the new option	
2.6.10.1	2	Assignment of security key RCDPE AGED PMT	You now have the security key RCDPE AGED PMT	
2.6.10.1	3	Using path above, validate that you can access the new option	Access to the new option UNPOSTED EFTs OVERRIDE	

2.10.2 Unposted Payment Override – New Option Text

Menu Path

Clerk's AR Menu/ EDI Lockbox

Requirement Traceability

Requirement # 2.6.10.2 New Option Text

Objective

UNPOSTED EFTs OVERRIDE [RCDPE UNPOSTED EFTs OVERRIDE] shall display current error and/or warning messages, prompt the user to override for Medical or Pharmacy and require an override reason.

Note: File override reason, the user and date/time stamp. The override is not payer specific.

Preconditions

Patches installed

Security key RCDPE AGED PMT is assigned to the user

Test Steps

2.10.2.1 New Option Text

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.10.2	1	Choose the Unposted Payments Override action for a medical claimaged less than 14 days	Get the following prompt for the override Do you want to continue?" prompt.	
		Select Y	Message notifying user that the Medical Override is in place.	

			System produces the "Reason for Override" prompt.	
2.6.10.2	2	Enter the override reason	Override successful and an outlook message is received by the RCDPE AUDIT mail group	
2.6.10.2	3	Repeat steps 1 and 2 using a Pharmacy Claim aged less than 21 days	Pharmacy Override successful and outlook message sent	

2.10.3 Unposted Payment Override – Outlook Message

Menu Path

N/A

Requirement Traceability

Requirement # 2.6.10.3 Outlook Message

Objective

The system shall send an Outlook message when an override occurs; using distribution groups specified when the patch is installed into production.

Preconditions

Patches installed

Security key RCDPE AGED PMT is assigned to the user

Test Steps

2.10.3.1 Outlook Message

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.10.3	1	Assign to one of the outlook groups	You are now part of the outlook group	
2.6.10.3	2	Do an override	Override complete	
2.6.10.3	3	Validate that you received the outlook message regarding the override	Received the outlook message	

2.11 System Feature: Select ERA Question

2.11.1 Select ERA Question - Select ERA Question

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.11.1 Select ERA Question

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] action to select ERA shall display a question, with no default, when a user selects an ERA that does not have a scratchpad.

Preconditions

Patches installed

Test Steps

2.11.1.1 Select ERA Question

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.11.1	1	Select an ERA Worklist which starts with "-"	NO WORKLIST SCRATCHPAD ENTRY EXISTS FOR THIS ERA (C)REATE SCRATCHPAD, (V)IEW ERA DETAILS or (E)XIT: message is displayed	
2.6.11.1	2	Select an ERA from WorkList which doesn't start with "-"	EEOB information is displayed in the scratchpad screen	

2.11.2 Select ERA Question - Create Scratchpad

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.11.2 Create Scratchpad

Objective

The action to select ERA shall create a scratchpad using existing functionality, if the user selects CREATE SCRATCHPAD.

Preconditions

Patches installed

Test Steps

2.11.2.1 Create Scratchpad

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.11.1	1	Select an ERA that does not have a scratchpad (one with a "-" in front of the ERA number)	Receive the following message NO WORKLIST SCRATCHPAD ENTRY EXISTS FOR THIS ERA	

			(C)REATE SCRATCHPAD, (V)IEW ERA DETAILS or (E)XIT:	
2.6.11.2	2	Follow the questionnaire and fill in the required information	A scratchpad is created.	

2.11.3 Select ERA Question - View ERA Details

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.11.3 View ERA Details

Objective

The action to Select ERA shall execute the functionality for action VIEW/PRINT ERA, if the user selects VIEW ERA DETAILS. Does not create a scratchpad

Preconditions

Patches installed

Test Steps

2.11.3.1 View ERA Details

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.11.1	1	Select an ERA that does not have a scratchpad (one with a "-" in front of the ERA number)	Receive the following message	
2.6.11.3	2	Make the selection of View ERA Details	You are able to view ERA Details using current functionality	

2.11.4 Select ERA Question - Exit

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.11.4 Exit

Objective

The action to Select ERA shall return the user to the EEOB Worklist, if the user selects EXIT or presses enter without a selection or enters "^".

Preconditions

Patches installed

Test Steps

2.11.4.1 Exit Option

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.11.1	1	Select an ERA that does not have a scratchpad (one with a "-" in front of the ERA number)	Receive the following message NO WORKLIST SCRATCHPAD ENTRY EXISTS FOR THIS ERA (C)REATE SCRATCHPAD, (V)IEW ERA DETAILS or (E)XIT:	
2.6.11.4	2	Make the selection of Exit	You are returned to the EEOB Worklist	

2.12 System Feature: EEOB Worklist Filter

2.12.1 EEOB Worklist Filter – Change View Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB WorklistEEOB Worklist

Requirement Traceability

Requirement # 2.6.12.1 Change View Action

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] ListManager screen shall contain a new action, Change View, to filter the data displayed, based on the user's response to the Change View questions.

The Change View action should be specific to a user.

Preconditions

Patches installed

Have executed Test Case # 2.12.5.1 Preferred View Initialization

Test Steps

2.12.1.1 Change View Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.12.1	1	Login with a user that is different from the user that executed test case 2.12.5.1 After selecting the EEOB WorklistEEOB Worklist option from the menu you get the existing prompt for (L)ist or	Accept the default and is taken to the Worklist	

		(S)pecific One?: List//		
2.6.12.1	2	Validate that the new action for Change View (CV) is available from the WorkList	Action Change View is available	
2.6.12.1	3	Validate that the change view preferences do not match the preferences saved in test case 2.12.5.1	The user preferences are specific to a user	

2.12.2 EEOB Worklist Filter – Move Current Filter Questions

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.12.2 Move Current Filter Questions

Objective

The Change View action shall contain the following questions instead of prompting the user each time the Worklist is accessed:

ERA POSTING STATUS: UNPOSTED//

ERA-EFT MATCH STATUS: BOTH//

(A)LL PAYERS, (R)ANGE OF PAYER NAMES: ALL//

The question of “(L)ist or (S)pecific” and ERA Received Date Range Selection should still be displayed each time a user accesses the WorkList.

Preconditions

Patches installed

Have executed Test Case # 2.12.5.1 Preferred View Initialization

Test Steps

2.12.2.1 Move Current Filter Questions

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.12.1	1	After selecting the EEOB Worklist option from the menu you get the existing prompt for (L)ist or (S)pecific One?: List//	Presented with the question	
2.6.12.1	2	After answering List or Specific One , the Date Range prompt is presented	the prompt below is presented: LIMIT THE SELECTION TO A DATE RANGE WHEN THE ERA WAS RECEIVED?: Worklist	

2.6.12.1	3	After answering the Date Range prompts your are taken to the Worklist	Able to select the Change View (CV) action	
2.6.12.1	4	Validate that you are able to select the new action for Change View (CV)	Able to select the Change View (CV) action	
2.6.12.2	5	Validate that the above questions are available (within Change View now)	Questions for CV are available	
2.6.12.2	6	Able to accept the defaults or change as needed	Able to accept the defaults for the questions or change	

2.12.3 EEOB Worklist Filter – Auto-Posting, Non-Auto-Posting or Both

Menu Path

Clerk's AR Menu/ EDI Lockbox/ WorklistRequirement Traceability

Requirement # 2.6.12.3 Auto-Posting, Non-Auto-Posting or Both

Objective

The Change View action shall contain a question for Auto-posting, Non-Auto-posting or Both:

DISPLAY (A)UTO-POSTING, (N)ON AUTO-POSTING, OR (B)OTH: B//

Preconditions

Patches installed

Have executed Test Case # 2.12.5.1 Preferred View Initialization

Test Steps

2.12.3.1 Option Auto-Posting, Non-Auto-Posting or Both

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.12.1	1	Within Change View you are presented with the new Question for Display (A)uto-Posting, (N)on Auto-Posting, or (B)oth: B//	Presented the question regarding auto-posted or not auto-posted or both	
2.6.12.3	2	Validate that you can choose Auto-Posting, Non-Auto-Posting or Both	The display changes based on selection	
2.6.12.3	3	Select Auto-Posting filter	Only the Auto Posting	

			ERAs are listed	
2.6.12.3	4	Navigate back to Filter prompt and select Non-Auto-Posting filter	Only the Non- Auto-Posting ERAs are listed	
2.6.12.3	5	Navigate back to Filter prompt and select Both filter	Both Auto-Posting and Non-Auto_posting ERAs are listed	

2.12.4 EEOB Worklist Filter – Medical, Pharmacy or Both

Menu Path

Clerk's AR Menu/ EDI Lockbox/EEOB Worklist

Requirement Traceability

Requirement # 2.6.12.4 Medical, Pharmacy or Both

Objective

The Change View action shall contain a question for Medical, Pharmacy or Both:

(M)EDICAL, (P)HARMACY, OR (B)OTH: M//

Preconditions

Patches installed

Have executed Test Case # 2.12.5.1 Preferred View Initialization

Test Steps

2.12.4.1 Option Medical, Pharmacy or Both

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.12.1	1	Within Change View you are presented with question regarding medical, pharmacy or both the default is medical	Get the question for medical, pharmacy or both and is initially defaulted to medical	
2.6.12.4	2	Validate that you can choose Medical, Pharmacy or Both	The display changes based on selection	
2.6.12.4	3	Select Medical filter	Only the Medical ERAs are listed	
2.6.12.4	4	Navigate back to Filter prompt and select Pharmacy filter	Only the Pharmacy ERAs are listed	
2.6.12.4	5	Navigate back to Filter prompt and select Both filter	Both Medical and Pharmacy ERAs are listed	

2.12.5 EEOB Worklist Filter – Preferred View Initialization

Menu Path

Clerk's AR Menu/ EDI Lockbox/EEOB WorklistRequirement Traceability

Requirement # 2.6.12.5 Preferred View

Requirement # 2.6.12.6 Preferred View Initialization

Requirement # 2.6.12.7 Filter Displayed in Heading

Objective

The Change View action shall contain a required question to save as a preferred view and store the answers to the Change View questions if the user answers "Y":

DO YOU WANT TO SAVE THIS AS YOUR PREFERRED VIEW (Y/N)?:

The preferred view should be specific to a user.

When a user selects the EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] option, the system shall execute the Change View action if the user does not have a preferred view.

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] ListManager screen shall display a line at the top of the heading to indicate the Change View display selected by the user.

Preconditions

Patches installed

Test Steps

2.12.5.1 Preferred View Initialization and Header Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.12.1	1	First time into the WorkList option you should see the default view of the WorkList	Worklist is displayed	
2.6.12.7	2	Header of the WorkList displays correctly	Header has correct values	
2.6.12.5	3	Execute Change View and make updates but don't save as your preferred view	Able to execute the Change View action and make updates	
2.6.12.6	4	Exit the WorkList and come back in	The displayed data is based on default values, not the values from step 3	

2.6.12.5	5	Execute Change View and make updates and save as your preferred view	Able to execute the Change View action and save as preferred view	
2.6.12.6	6	Exit the WorkList and come back in	The displayed data is based on values from step 5	
2.6.12.7	7	Worklist header displays with updates made in step 5	Header display now reflects the updates made	

2.13 System Feature: ERA Unmatched Aging Report

2.13.1 ERA Unmatched Aging Report – Exception Indicator

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu/ ERA unmatched Aging Report

Requirement Traceability

Requirement # 2.6.13.1 Exception Indicator

Objective

The system shall display an "x" indicator before the AGED DAYS on the ERA UNMATCHED AGING REPORT [RCDPE ERA AGING REPORT] if an exception exists for the ERA.

Preconditions

Patches installed

Identify several ERAs with exceptions and several without exceptions

Test Steps

2.13.1.1 ERA Unmatched Aging Report

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.13.1	1	Access the ERA Unmatched Aging Report	Can view the report	
2.6.13.1	2	An "x" is displayed before the aging days if an exception exists for the ERA (check the spacing)	The "x" does display for ERAs with exceptions Spacing is correct	
2.6.13.1	3	Check for entries without exceptions	The "x" does not display for entries without exceptions	

2.14 System Feature: Scratchpad Filter

2.14.1 Scratchpad Filter – Change View Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/EOOB WorklistRequirement Traceability
Requirement # 2.6.14.1 Change View Action

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall contain a new action, CV Change View, to filter the data displayed, based on the user's response to the Change View questions.

The Change View action is specific to a user.

Preconditions

Patches installed

Have executed Test Case 2.14.5.1 Preferred View Initialization

Test Steps

2.14.1.1 Change View Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.14.1	1	Login with a user that is different from the user that executed test case 2.14.5.1 Select an ERA	Select an ERA	
2.6.14.1	2	Once in the Scratchpad Validate that you have a CV Change View Action and can select the action	CV Change View Action is on the screen and selectable	
2.6.14.1	3	Validate that the change view preferences do not match the preferences saved in test case 2.14.5.1	The user preferences are specific to a user	

2.14.2 Scratchpad Filter – Order of Payments

Menu Path

Clerk's AR Menu/ EDI Lockbox/EOOB WorklistRequirement Traceability
Requirement # 2.6.14.2 Order of Payment

Objective

The Change View action shall contain a question for Order of Payments instead of prompting the user each time the scratchpad is accessed:

ORDER OF PAYMENTS: NO ORDER//

Preconditions

Patches installed

Have executed Test Case 2.14.5.1 Preferred View Initialization

Test Steps

2.14.2.1 Order of Payment

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.14.2	1	Using the select ERA Action	Select an ERA	
2.6.14.2	2	Once in the scratchpad use the CV Change View Action	Select the CV Change View Action	
2.6.14.2	3	Validate that you are presented with the Order of Payments question from Change View	Presented with a question for Order of Payments	
2.6.14.2	4	Enter a "?" to see what your options are	Presented with a list of options to select from	
2.6.14.2	5	Accept the default or change the setting for Order of Payments	Able to accept the default or make changes	

2.14.3 Scratchpad Filter – Unposted Lines or All

Menu Path

Clerk's AR Menu/ EDI Lockbox/EOOB WorklistRequirement Traceability

Requirement # 2.6.14.3 Unposted lines or All

Objective

The Change View action shall contain a question for display of unposted lines, posted lines or all lines:

DISPLAY (U)NPOSTED LINE, (P)OSTED LINES, OR (A)LL LINES: U//

Preconditions

Patches installed

Have executed Test Case 2.14.5.1 Preferred View Initialization

Test Steps

2.14.3.1 Unposted Lines or All

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.14.3	1	Use the Select ERA Action	Select an ERA	

2.6.14.3	2	Once in the Scratchpad use the CV Change View Action	Question for Display unposted line, posted lines or all lines is presented while in the CV Change View Action	
2.6.14.3	3	Validate you are presented with question for display unposted line, posted lines, or all lines	Presented with question	
2.6.14.3	4	Able to accept default or change	Able to accept the default or update	

2.14.4 Scratchpad Filter – Zero Payments Order

Menu Path

Clerk's AR Menu/ EDI Lockbox/EOOB Worklist

Requirement Traceability

Requirement # 2.6.14.4 Zero Payments Order

Objective

The Change View action shall contain a question to order of zero payments

Preconditions

Patches installed

Have executed Test Case 2.14.5.1 Preferred View Initialization

Test Steps

2.14.4.1 Zero Payments Order

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.14.4	1	From the scratchpad CV Change View Action	Change View selected	
2.6.14.4	2	Validate that you are presented with the question for order of zero payments	Presented with the question for order of zero payments	
2.6.14.4	3	Enter a "?" and validate you are presented with a list of option for Order of payments	Presented with the list of options	
2.6.14.4	4	Accept the default or make a change	Able to accept the default or changes are made	

2.14.5 Scratchpad Filter – Preferred View Initialization

Menu Path

Clerk's AR Menu/ EDI Lockbox/EEOB Worklist
Requirement Traceability
Requirement # 2.6.14.5 Preferred View
Requirement # 2.6.14.6 Preferred View Initialization
Requirement # 2.6.14.7 Filter Displayed in Heading

Objective

The Change View action shall contain a required question to save as a preferred view and store the answers to the Change View questions if the user answers "Y":

DO YOU WANT TO SAVE THIS AS YOUR PREFERRED VIEW (Y/N)?:

When a user selects an ERA from the **EEOB Worklist** [RCDPE EDI LOCKBOX WORKLIST], the system shall execute the Change View action if the user does not have a preferred view.

The **EEOB Worklist** [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall display a line at the top of the heading to indicate the Change View display selected by the user:

View: NO ORDER, AUTO-POSTING, UNPOSTED LINES, ZERO PAYMENTS LAST

Preconditions

Patches installed

Test Steps

2.14.5.1 Preferred View Initialization

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.14.6	1	Select an ERA and open the Scratchpad	Able to select an ERA and open Scratchpad	
2.6.14.5 2.6.14.7	2	Change View Action is executed (default settings) first time	The header displays the defaults for View (Zero payments first, unposted lines)	
2.6.14.5	3	Execute Change View Action, make updates and do not save as preferred view	Able to execute the Change View Action	
2.6.14.6	4	Exit the Scratchpad and then return	Exited to the EEOB Worklist	

2.6.14.7	5	Once back in the Scratchpad the header does not display the updates made in step 3	Header displays correctly	
2.6.14.5	6	Execute Change View Action, make updates and save as preferred view	Able to execute the Change View Action	
2.6.14.6	7	Exit the Scratchpad and then return	Exited	
2.6.14.7	8	Once back in the Scratchpad the header displays the updates made in step 6	Header displays correctly	

2.15 System Feature: Scratchpad

2.15.1 Scratchpad – Remove Batch Maintenance Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.1 Remove Batch Maintenance Action

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall no longer contain the action Batch Maintenance; however, the coding executed by the action shall remain on the system.

Preconditions

Patches installed

Test Steps

2.15.1.1 Remove Batch Maintenance Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.1	1	Select an ERA entry	The ERA is selected	
2.6.15.1	2	Create or view Scratchpad	The scratchpad screen displays	
2.6.15.1	3	Verify that the Batch Maintenance action is no longer one of the options	The action does not display	

2.15.2 Scratchpad – Remove Research Menu Actions

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.2 Remove Research Menu Actions

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen for Research Menu shall no longer contain the actions Release Hold, On Hold Lost, and Claims Match Report; however, the coding executed by the actions shall remain on the system.

Preconditions

Patches installed

Test Steps

2.15.2.1 Remove Research Menu Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.2	1	Select an ERA entry	The ERA is selected	
2.6.15.2	2	Create or view Scratchpad	The scratchpad screen displays	
2.6.15.2	3	Select Research Menu action	The Research Menu screen displays	
2.6.15.2	4	Validate that the highlighted actions are no longer on the screen to be selected	The actions no longer display	

2.15.3 Scratchpad – Ignore Payment Retraction Pairs

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.3 Ignore Payment Retraction Pairs

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad shall ignore payment retraction pairs for claims when the following conditions are met, without regard to case sensitivity:

- Payment/Retraction pair is in the same ERA
- The first 5 characters of the patient's last name match
- The dates of service match
- The bill numbers or claim numbers match

- The social security numbers or patient IDs match

The amounts billed sum to zero, such as +5 and -5.

The payment/retraction pairs will be displayed in TPJI.

Preconditions

Patches installed

Test Steps

2.15.3.1 Ignore Payment Retraction Pairs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.3	1	Select an entry from the WorkList that you know has matched payment retraction pairs (+/-) and view or create a scratchpad for that entry	Scratchpad displays	
2.6.15.3	2	Validate that the pairs do not display in the scratchpad if the above conditions are true	The pair does not display	
2.6.15.3	3	Validate that the pairs do display in TPJI	The pair displays	
2.6.15.3	4	Using the testing tool send in an ERA with +/- pairs, but change one of the required fields so something does not match (name, DOS, etc.)	Unmatched +/- pairs are in an ERA	
2.6.15.3	5	The +/- pair should display in the scratchpad	The pair displays	

2.15.4 Scratchpad – Pharmacy Fees

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.4 Pharmacy Fees

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad shall automatically process fees at a line level.

Preconditions

Patches installed

Test Steps

2.15.4.1 Pharmacy Fees

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.4	1	Using the testing tool send in an ERA with pharmacy fees.	An ERA with pharmacy fees is in VistA	
2.6.15.4	2	Select the ERA that you sent in from the WorkList and view or create the scratchpad	The scratchpad displays	
2.6.15.4	3	Verify that the amount in the scratchpad is the detail amount minus the fee	The amount is correct	

2.15.5 Scratchpad – EEOB Screen Display

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.5 EEOB Screen Display

Objective

For pharmacy claims, The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager Screen shall display ECME #, prescription number, fill number, release status, and date of service.

Preconditions

Patches installed

Identify an EEOB for a pharmacy claim

Identify an EEOB for a medical claim (non-pharmacy)

Test Steps

2.15.5.1 EEOB Screen Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.5	1	From the Worklist select a Pharmacy ERA and go to scratchpad	Presented with the scratchpad for the ERA	
2.6.15.5	2	Validate that the ECME #, prescription number, fill number, Release Status and DOS display	Spacing and data is correct for a pharmacy entry	
2.6.15.5	3	Repeat step 1 for a non-pharmacy claim and validate the ECME #, prescription number, fill number,	Spacing and labels are correct for a non-pharmacy entry	

		Release Status and DOS are not populated		
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Example:

2.15.6 Scratchpad – Display Auto-Posted ERA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.6 Display Auto-Posted ERA

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen and Worklist Research screen shall display auto-posted ERAs with a receipt at the EEOB level and an Auto-Post Date at the ERA level that is only displayed when the ERA is completely posted.

Preconditions

Patches installed

Identify a partially posted ERA

Identify a completely posted ERA

Test Steps

2.15.6.1 Display Partial Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.6	1	Select a partially posted ERA	The scratchpad displays	
2.6.15.6	2	Validate that the Auto post date is displayed at ERA level and receipt display at the EEOB level and not the ERA level	The post date and receipt display correctly	
2.6.15.6	3	Select the Research action	The research screen displays	
2.6.15.6	4	Validate that the post date and receipt display at the EEOB level and not the ERA level	The post date and receipt display correctly	

2.15.6.2 Display Completely Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.6	1	Select a completely posted ERA	The scratchpad displays	
2.6.15.6	2	Validate that the post date	The post date displays	

		displays at the EEOB level and at the ERA level	correctly	
2.6.15.6	3	Select the Research action	The research screen displays	
2.6.15.6	4	Validate that the post date displays at the EEOB level and at the ERA level	The post date displays correctly	

2.15.7 Scratchpad – Unavailable Actions for Auto-Posted ERA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.7 Unavailable Actions for Auto-Posting ERA

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall make the following actions unavailable for auto-posted ERAs:

- Split/Edit a Line
- Distribute Adj Amounts
- Refresh Scratchpad
- Verify

Preconditions

Patches installed

Identify an auto-posted ERA and a non-auto-posted ERA

Test Steps

2.15.7.1 Unavailable Actions for Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.7	1	Select an auto-posted ERA	The scratchpad displays	
2.6.15.7	2	Select each action below and verify that it is not available Split/Edit a Line Distribute Adj Amounts Refresh Scratchpad Verify	Actions are not available	

Available Actions for non-Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.7	1	Select a non-auto-posted ERA	The scratchpad displays	
2.6.15.7	2	Select each action below and verify that it is available Split/Edit a Line Distribute Adj Amounts Refresh Scratchpad Verify	The actions are available	

2.15.8 Scratchpad – Actions for Auto-Posted ERA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.8 Available Actions for Auto-Posted ERA

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall make the following actions available for auto-posted ERAs and will behave as non-auto posted ERAs that have receipts.

- Review Line
- EOB View/Print EEOB
- ERA View/Print ERA
- Exit

Preconditions

Patches installed

Identify an auto-posted ERA and a non-auto-posted ERA

Test Steps

2.15.8.1 Available Actions for Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.8	1	Select an auto-posted ERA	The scratchpad displays	
2.6.15.8	2	Select each action below and verify that it is available Review Line EOB View/Print EEOB ERA View/Print ERA	The actions are available	

		Exit		
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2.15.8.2 Unavailable Actions for non-Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.8	1	Select a non-auto-posted ERA	The scratchpad displays	
2.6.15.8	2	Select each action below and verify that it is not available Review Line EOB View/Print EEOB ERA View/Print ERA Exit	The action are not available	

2.15.9 Scratchpad – Look at Receipt Action for Auto-Posted ERA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.15.9 Look at Receipt Action for Auto-Posted ERA

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] scratchpad ListManager screen shall make available the action to Look at Receipt, with the following behavior:

- Receipt number displays at the EEOB level
- The user must select the receipt to view and only one receipt is displayed at one time
- The action is not available for unposted EEOBs that are part of an auto-posted ERA

Preconditions

Patches installed

Identify an unposted EEOB that is part of an auto-posted ERA

Identify a posted EEOB that is part of an auto-posted ERA

Identify a non-auto-posted ERA

Test Steps

2.15.9.1 Look at Receipt Action for Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.15.9	1	Select an auto-posted ERA	The scratchpad displays	
2.6.15.9	2	Select the action to Look at Receipt	The system prompts the user to select a receipt	
2.6.15.9	3	Select an unposted EEOB	The system will not allow selection	
2.6.15.9	4	Select a posted EEOB	The system displays the EEOB	
2.6.15.9	5	Verify that the receipt number displays at the EEOB level and only one receipt displays	The receipt displays correctly	

2.15.9.2 Look at Receipt Action for non-Auto-Posted ERA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.15.9	1	Select a non-auto-posted ERA	The scratchpad displays	
2.6.15.9	2	Select the action to Look at Receipt	The receipt displays	

2.16 System Feature: Auto-Decrease for Medical Claims

2.16.1 Auto-Decrease for Medical Claims – Decrease Adjustment

Menu Path

No menu path, it is a background job that runs automatically.

The parameters can be set at the path:

EDI Lockbox Menu->EDI LOCKBOX PARAMETERS RCDPE EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.16.1 Decrease Adjustment

Objective

The system shall have a background job that automatically makes a decrease adjustment to the claim for the EEOB of a medical claim if the following criteria are met:

- Auto-posting of third party medical claims is enabled in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]
- The payer is not excluded from auto-posting of third party medical claims in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]
- Auto-decrease of third party medical claims is enabled in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]

- The payer is not excluded from auto-decrease of third party medical claims in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]
- The number of days since the EEOB was posted is equal to or greater than the number of days specified in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]
- The residual balance on the EEOB is equal to or less than the dollar amount maximum specified in the EDI LOCKBOX PARAMETERS [RCDPE EDI LOCKBOX PARAMETERS]
- The claim has not been referred to regional council or general council.(The referral date field in file #430, field #64 will be populated if referred to regional council).

Preconditions

Patches installed

Set up the following claim conditions. Exclude some payers in Auto-Posting and some in Auto-Decrease to validate different scenarios.

Claim #	Excluded Payer	Auto-Post Complete	Description
1	N/A	N/A	Claim has been referred to regional council Expectation: will not auto-decrease
2	N/A	N/A	Claim has been referred to general council
3	N/A	N/A	The number of days since posting is < number of days specified The residual balance is > the dollar amount maximum
4	N/A	N/A	The number of days since posting is < number of days specified The residual balance is < the dollar amount maximum
5	N/A	N/A	The number of days since posting is > number of days specified The residual balance is > the dollar amount maximum
6	Yes	No	The number of days since posting is > number of days specified The residual balance is < the dollar amount maximum
7	Yes	No	The number of days since posting is = number of days specified The residual balance is = the dollar amount maximum

8	No	Yes	The number of days since posting is > number of days specified The residual balance is < the dollar amount maximum
9	No	Yes	The number of days since posting is = number of days specified The residual balance is = the dollar amount maximum

Test Steps

2.16.1.1 Auto-Posting off

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.16.1	1	Turn off Auto-Posting in site parameters	Auto-posting is turned off	
2.6.16.1	2	Verify that auto-decrease does not run by verifying that an Auto Daily Activity Summary bulletin is not produced	Auto-decrease does not run	

2.16.1.2 Auto-Posting on, Auto-Decrease off

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.16.1	1	Turn on Auto-Posting in site parameters	Auto-posting is turned on	
2.6.16.1	2	Turn off Auto-Decrease in site parameters	Auto-decrease is turned off	
2.6.16.1	3	Verify that auto-decrease does not run by verifying that an Auto Daily Activity Summary bulletin is not produced	Auto-decrease does not run	

2.16.1.3 Decrease Adjustment

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.16.1	1	Turn on Auto-Posting in site parameters	Auto-posting is turned on	
2.6.16.1	2	Turn on Auto-Decrease in site parameters	Auto-decrease is turned on	

2.6.16.1	3	Verify that the Auto Decrease Adjustment Job is run	Auto-Decrease ran	
2.6.16.1	4	Verify that an auto-decrease occurred for claims 8 and 9 and did not occur for claims 1-7	Auto-Decrease ran correctly	

2.16.2 Auto-Decrease for Medical Claims – File for Medical Claim

Menu Path

No menu path, it is a background job that runs automatically.

Requirement Traceability

Requirement # 2.6.16.2 File for Medical Claim

Objective

The system shall file a contractual decrease adjustment for a medical claim and record the following:

- User - Postmaster
- Comment - Auto-Decrease Adjustment, Medical
- Date/Time Stamp
- Transaction Type – Decrease Adjustment

Preconditions

Patches installed

Test case 2.16.1 has been executed.

Test Steps

2.16.2.1 File for Medical Claim

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.16.2	1	Verify that the user, comment, date/time, and transaction type filed correctly for claims 8 and 9.	The data filed correctly	

2.16.3 Auto-Decrease for Medical Claims – Decrease Claim Amount

Menu Path

No menu path, it is a background job that runs automatically.

The parameters can be set at the path:

EDI LockBox Menu->EDI LOCKBOX PARAMETERS RCDPE EDI LOCKBOX PARAMETERS

Requirement Traceability

Requirement # 2.6.16.3 Decrease Claim Amount

Objective

The system shall make a contractual decrease adjustment with an adjustment amount that brings the claim balance to zero.

Preconditions

Patches installed

Test Case 2.16.1 has been executed.

Test Steps

2.16.3.1 Decrease Claim Amount

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.16.3	1	Verify that balance is zero for claims 8 and 9.	The balance is zero	

2.16.4 Auto-Decrease for Medical Claims – Auto-Decrease Report

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.16.4 Auto-Decrease Report

Objective

The EDI LOCKBOX REPORTS MENU [RCDPE EDI LOCKBOX REPORTS MENU] shall contain a new option of AUTO-DECREASE ADJUSTMENT REPORT [RCDPE AUTO DECREASE REPORT] which shows automatic decrease adjustments that have been applied.

The user should be able to sort and/or select an Excel format.

Preconditions

Patches installed

Test Case 2.16.1 has been executed.

Test Steps

2.16.4.1 Auto-Decrease Report

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result

2.6.16.4	1	From the EDI Lockbox Reports menu, validate that the option for the new report Auto-Decrease Adjustment report is in the list	New option for auto-decrease adjustment report	
2.6.16.4	2	Run the report	The report is produced	
2.6.16.4	3	Verify that claims 8 and 9 are on the report.	Report data is correct	

2.17 System Feature: Auto-Posting Medical Claims

2.17.1 Auto-Posting Medical Claims – Auto-Posting Claims

Menu Path

No Menu. Feature can be enabled in LockBox Parameters.

Requirement Traceability

Requirement # 2.6.17.1 Auto-Posting Claims

Objective

The system shall auto-post for medical claims when certain conditions are met:

Preconditions

Patches installed

Set up the following ERA/EFT conditions:

		ERA Conditions				
Case #	Excluded Payer	Exception Exists	Interest at ERA level	Adjustment Exists	Matched to EFT	EFT Accepted by FMS
1	Y	N	N	N	Y	Y
2	N	Y	N	N	N/A	N/A
3	N	N	Y	N	Y	Y
4	N	N	N	Y	Y	Y
5	N	N	N	N	N	N/A
6	N	N	N	N	Y	N
7	N	N	N	N	Y	Y

Test Steps

2.17.1.1 Auto-Posting Claims, disabled

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.17.1	1	Turn off auto-posting in site parameters	Auto-posting is disabled	
2.6.17.1	2	The next day, verify that auto-posting did not run.	Auto-posting did not run	

2.17.1.2 Auto-Posting Claims, enabled

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.17.1	1	Turn on auto-posting in site parameters	Auto-posting is enabled	
2.6.17.1	2	Auto-post executes.	Case #7 either posts or goes to APAR list. No other case posts or goes to APAR list.	

2.17.2 Auto-Posting Medical Claims – Create and Process Receipt

Menu Path

No Menu. Feature can be enabled in LockBox Parameters.

Requirement Traceability

Requirement # 2.6.17.2 Create and Process Receipt

Objective

The system shall create a receipt and process that receipt for medical claims when certain conditions are met:

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Set up the following cases. For each case:

- ERA does not have an excluded payer
- ERA does not have an exception
- ERA does not have interest
- ERA does not have an adjustment

- ERA is matched to an EFT
- EFT is accepted by FMS

Case #	# of EEOB on ERA	Description
1	1	ERA has one negative EEOB
2	1	ERA has one EEOB that is not verified
3	1	Claim balance is less than payment amount
4	1	Claim status is closed
5	1	Claim has been referred to regional council
6	1	Claim has been referred to general council
7	1	ERA does not have any of the conditions specified in cases 1-6
8	3	2 EEOBs are verified, 1 EEOB is not verified ERA does not have any other condition specified in cases 1, 3-6
9	6	4 EEOBs are verified, 2 EEOBs are not verified ERA does not have any other condition specified in cases 1, 3-6
10	3	3 EEOBs are not verified ERA does not have any other condition specified in cases 1, 3-6
11	3	3 EEOBs are verified ERA does not have any other condition specified in cases 1, 3-6

Test Steps

2.17.2.1 Create and Process Receipt

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.17.2	1	Verify that the Auto-Post job was executed	Auto Job was executed	
2.6.17.2	2	Verify that the receipts are created and processed for: Case #7 Case #8 – 2 EEOBs Case #9 – 4 EEOBs Case #11 – 3 EEOBs	Receipts were created and processed as expected	

2.6.17.2	3	Verify that receipts are not created and processed for all other EEOBs not listed in step 2.	Receipts were not created and processed as expected	
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2.17.3 Auto-Posting Medical Claims – Auto-Posting Awaiting Resolution

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.17.3 Auto-Posting Awaiting Resolution

Objective

The system shall send an EEOB line to the Auto-Post Awaiting Resolution list when the conditions are met for auto-posting but the conditions are not met to create and process a receipt.

Store the reason the EEOB line is sent to the Auto-Post Awaiting Resolution list.

Preconditions

Patches installed

Test case 2.17.1 and 2.17.2 are executed

Test Steps

2.17.3.1 Auto-Posting Awaiting Resolution

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.17.3	1	Verify that the APAR list contains EEOBs for the following cases from the previous test case: Cases 1 – 6 Case 8 – 1 EEOBs Case 9 – 2 EEOBs Case 10 – 3 EEOBs	Entries are on the APAR list	
2.6.17.3	2	Verify the reason is correct for all EEOBs from step 1.	The reason is correct.	

2.18 System Feature: Auto-Posting

2.18.1 Auto-Posting – Run Nightly

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.18.1 Run Nightly

Objective

The auto-posting process shall run nightly and process receipts, including EEOBs that were previously on the Auto-Post Awaiting Resolution list but are now in a state that can be processed. Once processing completes, the receipts will continue to show up on reports as if a user processed the receipts.

Preconditions

Patches installed

Test case 2.17.2 is complete

Test Steps

2.18.1.1 Run Nightly

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.1	1	Select the EEOB from Case #2 in 2.17.2 and mark for auto-post.	EEOB is marked for auto-post	
2.6.18.1	2	After auto-post runs, verify that the entries you marked for auto-post have processed receipts in Third Party Joint Inquiry.	Receipts are created and processed	

2.18.2 Auto-Posting – Receipt Creation

Menu Path

Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.18.2 Receipt Creation

Objective

The system shall create a receipt for all EEOBs that can be auto-posted, even if all EEOBs in an ERA cannot be posted at the same time.

If all EEOBs in an ERA can be posted, the receipt number will contain "E" followed by numeric characters.

If only some of the EEOBs in an ERA can be posted, the receipt number will have an alphabetic character on the end, starting with "A" and proceeding in order until all EEOBs have been posted. The base number stays the same.

Preconditions

Patches installed

Test case 2.17.2 is complete

Test Steps

2.18.2.1 Receipt Creation

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.2	1	Inspect the receipt from case # 7 in 2.17.2. Verify the receipt starts with "E" followed by numbers and there is no alpha character at the end.	The receipt format is correct	
2.6.18.2	2	Inspect the receipt from case # in 2.17.2. Verify the receipt starts with "E" followed by numbers and there is an alpha character at the end.	The receipt format is correct	

2.18.3 Auto-Posting – EEOB Worklist

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Worklist

Requirement Traceability

Requirement # 2.6.18.3 EEOB Worklist

Objective

The EEOB WORKLIST [RCDPE EDI LOCKBOX WORKLIST] shall display an "A" indicator before the ERA number if auto-posting is complete for that ERA.

Preconditions

Patches installed

Test case 2.17.2 is complete

Identify an ERA on the WorkList that was not auto-posted

Test Steps

2.18.3.1 EEOB Worklist

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.3	1	Validate that an "A" indicator appears before an ERA number associated with case #7 from 2.17.2	Indicator is present	
2.6.18.3	2	Validate that an "A" indicator does not appear before an ERA number that is not from auto-posting	Indicator is missing	

2.18.4 Auto-Posting – Ignore Payment Retraction Pairs

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.18.4 Ignore Payment Retraction Pairs

Objective

The system shall ignore payment retraction pairs for medical claims when the following conditions are met, without regard to case sensitivity:

- Payment/Retraction pair is in the same ERA
- The first 5 characters of the patient's last names match
- The dates of service match
- The bill numbers or claim numbers match
- The social security numbers or patient IDs match
- The amounts billed sum to zero, such as +5 and -5

Preconditions

Patches installed

Set up the following an ERAs with matching EFTs, all criteria is met to be an auto-post candidate, none of the EEOBs for cases 1 -6 are verified which will force the EEOBs to the APAR list

Case #	ERA description
1	One EEOB has a negative amount without a matching positive amount on another EEOB
2	A payment/retraction pair exists but first 5 characters of patient's last name do not match
3	A payment/retraction pair exists but date of service does not match
4	A payment/retraction pair exists but claim numbers do not match
5	A payment/retraction pair exists but patient IDs do not match
6	A payment/retraction pair exists but amounts do not sum to zero
7	A payment/retraction pair exists and all requirement conditions are met EEOB is verified

Test Steps

2.18.4.1 Ignore Payment Retraction Pairs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.4	1	After auto-posting runs, verify that case #7 has a processed receipt	Receipt is processed	
2.6.18.4	2	Verify that cases 1 – 6 do not have a processed receipt	Receipt is not processed	

2.18.5 Auto-Posting – Status Change Menu Path

Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.18.5 Status Change

Objective

The system shall make the following status changes when a medical claim is successfully auto-posted:

Claim Status - Collected/Closed or Open (with residual balance)

Receipt Status – Closed

Detail Post Status – Posted or Posted Incomplete

Detail Post Status becomes Posted when all lines have been posted. Detail Post Status becomes Posted Incomplete if some lines have been posted but not all.

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Identify or create the following:

- Case #1: Auto-posted ERA, all EEOB posted, claim amount is zero
- Case #2: Auto-posted ERA, some EEOB posted and some did not, claim amount is zero for posted EEOB

Test Steps

2.18.5.1 Status Change

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.5	1	For Case #1, verify the following: Claim status is closed Receipt status is closed	All three are correct	

		Detail post status is posted		
2.6.18.5	2	For Case #2, verify the following for the posted EEOB: Claim status is open Receipt status is closed Detail post status is posted incomplete	Correct status is posted	

2.18.6 Auto-Posting – AR Display

Menu Path

Clerk's AR Menu->Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.18.6 AR Display

Objective

The system shall display the auto-posted transactions within Accounts Receivable in the same manner as a manually posted transaction.

Preconditions

Patches installed

Identify an auto-posted bill

Test Steps

2.18.6.1 AR Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.6	1	Look up the identified bill in TPJI and select action AR Account Profile	Account Profile displays	
2.6.18.6	2	Select action VT Transaction Profile and verify information is correct	Transaction profile is correct	
2.6.18.6	3	Select action BC Bill Charges for all EEOBs and verify information is correct	Bill charges is correct	

2.18.7 Auto-Posting – FMS Data

Menu Path

N/A

Requirement Traceability

Requirement # 2.6.18.7 FS Data

Objective

The system shall continue to build data transactions to send to FMS using the same data format and structure that was used prior to the auto-post enhancements.

Preconditions

Patches installed

Before the enhancement is installed:

- Data Capture #1 – Manually transmits a claim and captures the data that is created to transmit to FS. (option: Edit FMS Accounting Elements [PRCA FMS ACCT EDIT])

After the enhancement is installed:

- Data Capture #2 – Manually transmits the same claim and captures the data that is created to transmit to FMS. (option: Edit FMS Accounting Elements [PRCA FMS ACCT EDIT])
- Data Capture #3 – Identify or generate a claim and trigger an automatic transfer of data to FMS. Capture the data.

Test Steps

2.18.7.1 FMS Data

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.7	1	Compare data from capture #1 with data from capture #2 (precondition steps). Verify that the data format and content matches.	The data format and content matches.*	
2.6.18.7	2	Compare data from capture #1 with data from capture #3 (precondition steps). Verify that the data format and content matches.	The data format and content matches.*	

*Note: The data content will not be identical; however, the data type should match. For example, a date may be different, but the date will still be in the same format and position of the data string.

2.18.8 Auto-Posting – Auto-Post Report

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.18.8 Auto-Post Report

Objective

The EDI LOCKBOX REPORTS MENU [RCDPE EDI LOCKBOX REPORTS MENU] shall contain a new option of AUTO POST REPORT [RCDPE AUTO POST REPORT] to display information for auto-posted transactions.

Preconditions

Patches installed

Test case 2.17.2 is complete

Test Steps

2.18.8.1 Auto-Post Report

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.18.8	1	Validate that the new Auto Post Report is on the EDI Lockbox Reports Menu	Report is one of the options	
2.6.18.8	2	Run the report	Report information displays regarding auto posting	
2.6.18.8	3	Verify that following information is on the report. Reference 2.17.2 for the case detail: Case #7 Case #8 – 2 EEOBs Case #9 – 4 EEOBs Case #11 – 3 EEOBs	Information is on the report.	
2.6.18.8		Verify that following information is on the report. Reference 2.17.2 for the case detail: Cases 1 - 6	Information is not on the report.	

2.19 System Feature: Match to ECME Claim

2.19.1 Match To ECME Claim – Match to ECME Claim for Correct Fill

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.19.1 Match to ECME Claim

Objective

The system shall match to the 835 to the correct ECME claim for the correct pharmacy fill.

Preconditions

Patches installed

Set up multiple prescriptions with refills, for the following criteria:

Case #	Rx Fill #	Release Status	EEOB Date of Service
1	0	Released	DOS = Fill Date
2	1	Released	DOS = Release Date
3	2	Released	Release Date > DOS > Fill Date
4	1	Released	DOS > Release Date
5	2	Released	DOS < Fill Date
6	1	Unreleased	DOS = Fill Date

Test Steps

2.19.1.1 Match to ECME Claim

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.19.1	1	Send ERAs to VistA for the EEOBs matching the identified cases.	ERAs file in VistA	
2.6.19.1	2	Verify that cases 1 – 3 match to the correct bill.	Match is correct	
2.6.19.1	3	Verify that cases 4 – 6 cannot match and go to the exception list.	Match does not occur	

2.20 System Feature: Auto-Posting Awaiting Resolution

2.20.1 Auto-Posting Awaiting Resolution – Screen Display

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Post Awaiting Resolution

Requirement Traceability

Requirement # 2.6.20.1 Screen Display

Objective

The AUTO-POST AWAITING RESOLUTION [RCDPE AUTO-POST AWAITING RESOLUTION] option shall display EEOB line items from one to many ERAs in a ListManager format, removing an EEOB line item after a receipt has been created and processed or marked for auto-post.

Preconditions

Patches installed

Test Case 2.17.2 is complete

EEOB of the following type should be present in the APAR

- 1) ERA's with one EEOB
- 2) ERA's with multiple EEOB's
- 3) ERA's with multiple EEOB's which span more than one page

Test Steps

2.20.1.1 Screen Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.20.1	1	Select the new option for Auto-Post Awaiting Resolution	Presented with a display of Items that were auto-posted awaiting resolution	
2.6.20.1	2	Verify that only unposted EEOBs display from the ERA in 2.17.2, case #9.	Unposted EEOBs display	
2.6.20.1	3.	Verify that the display is in a ListManager format	The display is in a ListManager format	

2.20.2 Auto-Posting Awaiting Resolution – Actions

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.20.2 Actions

Objective

The following actions shall be available from the ListManager screen and shall behave like actions on the existing WorkList:

- Select EEOB
- View/Print ERA
- CV Change View
- Exit

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.20.2.1 Actions

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.20.2	1	Select option Auto-Posting Awaiting Resolution from the menu	Presented with a display of items that have been auto-posted awaiting resolution	
2.6.20.2	2	Validate that you have the actions available for Select EEOB, View/Print ERA, CV Change View and Exit	All actions are present	
2.6.20.2	3	Select each of the options and see that they behave as the ones in the WorkList	All actions perform	

2.20.3 Auto-Posting Awaiting Resolution – All Payers or Range

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.20.3 All Payers or Range

Objective

The AUTO-POST AWAITING RESOLUTION [RCDPE AUTO-POST AWAITING RESOLUTION] option shall display a question to select payers before showing the ListManager screen:

(A)LL PAYERS, (R)ANGE OF PAYER NAMES: ALL//

Preconditions

Patches installed

Auto-Posting is enabled for Medical Claims

Test Steps

2.20.3.1 All Payers or Range

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.20.3	1	After selecting option for Auto-Post Awaiting Resolution.	Prompted for (A)ll Payers,	

		Question for Payers is displayed	Range of Payer Name: All//	
2.6.20.3	2	Prompted for Payers and accept default	Able to accept the default	
2.6.20.3	3	All payers display	Payers display correctly	
2.6.20.3	4	Back out and pick the menu option again. Select a range of payers.	Range of payers is selected	
2.6.20.3	5	Verify that only the selected payers are included in the display	Payers display correctly	

2.21 System Feature: Auto-Posting Awaiting Resolution EEOB

2.21.1 Auto-Posting Awaiting Resolution EEOB – EEOB Screen Display

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.21.1 EEOB Screen Display

Objective

The system shall display the EEOB detail when a user selects the Select EEOB action.

Only the unposted lines should display.

The user should return to the Auto-Post Awaiting Resolution screen after exiting the EEOB display.

Preconditions

Patches installed

Test Case 2.17.2 is complete

Test Steps

2.21.1.1 EEOB Screen Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.21.1	1	Select Action for Select EEOB	Able to select action and presented with a list of EEOBs to select from	
2.6.21.1	2	Verify that only unposted EEOBs display from the ERA in 2.17.2, case #9.	Unposted EEOBs display	

2.6.21.1	3	Select an EEOB to view	EEOB and the details are displayed	
2.6.21.1	4	Exit the EEOB display	Return to the APAR screen	

2.21.2 Auto-Posting Awaiting Resolution EEOB – EEOB Screen Actions

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.21.2 EEOB Screen Actions

Objective

The following actions shall be available from the ListManager screen and shall behave like actions on the existing WorkList:

- Split/Edit A Line
- Mark for Auto-Post
- Refresh Scratchpad
- Research Menu
- Review Line
- EOB View/Print EEOB
- ERA View/Print ERA
- Exit

Preconditions

Patches installed

Test Steps

2.21.2.1 EEOB Screen Actions

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.21.2	1	Select Action for Select EEOB	Presented with a list of EEOBs to select from	
2.6.21.2	2	Select an EEOB to view	EEOB and the details are displayed	
2.6.21.2	3	The actions are available and behave like the action on the WorkList	The actions and behavior are correct	

2.21.3 Auto-Posting Awaiting Resolution EEOB – Mark for Auto-Post

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.21.3 EEOB Screen Actions

Objective

The ListManager screen shall contain a new action of Mark for Auto-Post that will check the EEOB for auto-posting criteria and mark the EEOB for auto-posting if all criteria are met.

The EEOB should be removed from the Awaiting Resolution list once it is successfully marked for auto-posting.

If the EEOB cannot be successfully marked for auto-posting, display the reason the EEOB cannot be auto-posted.

Verification is not required before marking for auto-post.

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.21.3.1 Mark for Auto-Post

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.21.3	1	Select Action for Select EEOB	Able to select action and presented with a list of EEOBs to select from	
2.6.21.3	2	Select an EEOB to view	Able to select and EEOB and the details are displayed	
2.6.21.3	3	Select Action Mark for Auto-Post	If the EEOB can be marked for auto-post it will be dropped from the list. If the EEOB cannot be marked for auto-post you should receive a reason that it cannot be marked	
2.6.21.3	4	If the EEOB cannot be marked for auto-post (get a reason displayed)	Correct reason is displayed	
2.6.21.3	5	Once the issue is resolved attempt to mark the EEOB for	System does not prompt to	

		Auto-Post again	verify. No verification is required Mark for auto-post executes	
2.6.21.3	6	Repeat steps 4 and 5 if more issues exist	Resolve all outstanding issues keeping the EEOB from being marked for auto-post.	
2.6.21.3	7	Mark for auto-post	System does not prompt to verify. No verification is required Mark for auto post done	
2.6.21.3	8	Verify that EEOBs are no longer on the list if mark for auto-post is successful	EEOBs drop off the list	
2.6.21.3	9	Verify via TPJI that ERA DETAIL POST STATUS = POSTED and AUTO-POST = COMPLETE	Each status is correct	

2.22 System Feature: Auto-Posting Awaiting Resolution View/Print ERA

2.22.1 Auto-Posting Awaiting Resolution View/Print ERA – Add Auto-Post Status

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.22.1 Add Auto-Post Status

Objective

The View/Print ERA action shall display an Auto-Post Status of Completed or Not Completed, at the ERA summary level.

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.22.1.1 Add Auto-Post Status

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.22.1	1	Select EEOB	Able to select EEOB	
2.6.22.1	2	Select an EEOB to view	Details are displayed	

2.6.22.1	3	Select Action of View/Print ERA	Details are displayed	
2.6.22.1	4	Validate that the Auto-Post status displays at the summary level	Status of completed or not completed appears at the ERA summary level	

2.22.2 Auto-Posting Awaiting Resolution View/Print ERA – Detail Post Status

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.22.2 Detail Post Status

Objective

The system shall contain a new value of POSTING INCOMPLETE for the Detail Post Status and change the label to "ERA DETAIL POST STATUS".

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.22.2.1 Detail Post Status

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.22.2	1	Select Action for Select EEOB	Able to select EEOB	
2.6.22.2	2	Select an EEOB to view	Details are displayed	
2.6.22.2	3	Select Action of View/Print ERA	Details are displayed	
2.6.22.2	4	Validate the label is now ERA Detail Post Status	Label is now ERA Detail Post status	
2.6.22.2	5	Validate that the Detail post status shows Posting Incomplete for ERA that has EEOB which are posted and others that are unposted.	Correct status is displayed	

2.22.3 Auto-Posting Awaiting Resolution View/Print ERA – Add Auto-Post Date

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.22.3 Add Auto-Post Date

Objective

The View/Print ERA action shall display an Auto-Post Date for a status of completed, at the ERA summary level.

Preconditions

Patches installed

Test Steps

2.22.3.1 Add Auto-Post Date

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.22.3	1	Select Action for Select EEOB	Able to select EEOB	
2.6.22.3	2	Select an EEOB to view	Details are displayed	
2.6.22.3	3	Select Action of View/Print ERA	Details are displayed	
2.6.22.3	4	Validate that the Auto-Post Date displays	Posted date is displayed	

2.22.4 Auto-Posting Awaiting Resolution View/Print ERA – Receipt

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.22.4 Receipt

Objective

The View/Print ERA action shall display the Receipt at the EEOB detail level, regardless of posting.

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.22.4.1 Receipt

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.22.4	1	Select Action for Select EEOB	Able to select EEOB	
2.6.22.4	2	Select an EEOB to view	Details are displayed	
2.6.22.4	3	Select Action of View/Print ERA	Details are displayed	
2.6.22.4	4	Validate the Receipt number displays at the EEOB detail level regardless of posting	Receipt number displays	

2.23 System Feature: Auto-Posting Awaiting Resolution Filter

2.23.1 Auto-Posting Awaiting Resolution Filter – Change View Action

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.23.1 Change View Action

Objective

The AUTO-POST AWAITING RESOLUTION [RCDPE AUTO-POST AWAITING RESOLUTION] ListManager screen shall contain a new action, CV Change View, to filter the data displayed, based on the user's response to the Change View questions.

The Change View action is specific to a user.

Preconditions

Patches installed

Test Steps

2.23.1.1 Change View Action

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.23.1	1	Validate that the Auto-Post Awaiting Resolution screen has the Change View action	The action for change view is present	

2.23.2 Auto-Posting Awaiting Resolution Filter – All Payers or Range

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.23.2 All Payers or Range

Objective

The Change View action shall contain a question to select payers:

(A)LL PAYERS, (R)ANGE OF PAYER NAMES: ALL//

Preconditions

Patches installed

Have executed Test case Preferred View Initialization

Test Steps

2.23.2.1 All Payers or Range

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.23.2	1	Select the Change View Action from the Auto-Posting Awaiting Resolution screen	Able to select the Change View action	
2.6.23.2	2	Validate you are presented with the question to select payers	Question presented to select payers	
2.6.23.2	3	Take the default	All payers are displayed	
2.6.23.2	4	Select the Change View Action from the Auto-Posting Awaiting Resolution screen and select a range of payers	The range of payers is displayed	

2.23.3 Auto-Posting Awaiting Resolution Filter – Preferred View

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.23.3 Preferred View

Objective

The Change View action shall contain a required question to save as a preferred view and store the answers to the Change View questions if the user answers "Y":

DO YOU WANT TO SAVE THIS AS YOUR PREFERRED VIEW (Y/N)?:

Preconditions

Patches installed

Have executed test case 2.23.4.1 Preferred View Initialization

Test Steps

2.23.3.1 Preferred View

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.23.3	1	Select the Change View Action from the Auto-Posting Awaiting Resolution screen	Able to select the Change View action	
2.6.23.3	2	Validate you are presented with the question to select payers	Question presented to select payers	
2.6.23.3	3	Do not take the default	Able to select payers	

2.6.23.3	4	Presented with a question to save as your preferred view, answer Y	Preferred view is saved	
2.6.23.3	5	Go back into the change view action and verify that the payer selection was saved as the preferred view	The payer selection was saved as the preferred view	

2.23.4 Auto-Posting Awaiting Resolution Filter – Preferred View Initialization

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.23.4 Preferred View Initialization

Objective

When a user selects the AUTO-POST AWAITING RESOLUTION [RCDPE AUTO-POST AWAITING RESOLUTION] option, the system shall execute the Change View action if the user does not have a preferred view.

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

User does not have a preferred view

Test Steps

2.23.4.1 Preferred View Initialization

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.23.4	1	Select Change View option in APAR list	Change view questions display	
2.6.23.4	2	Enter through the questions and accept the defaults	Questions are displayed Capture the defaults	
2.6.23.4	3	Do not save your preferred View when prompted to save	Can exit back to APAR display	
2.6.23.4	4	Select Change View option in APAR list	Change view questions are displayed	
2.6.23.4	5	Enter through the questions and set your preferences	Questions are displayed	
2.6.23.4	6	Save the preferred view when prompted to save the view.	Verify that the user entered preferences are set.	

2.23.5 Auto-Posting Awaiting Resolution Filter – Filter Displayed in Header

Menu Path

Clerk's AR Menu/ EDI Lockbox/ Auto-Posting Awaiting Resolution

Requirement Traceability

Requirement # 2.6.23.5 Filter Displayed in Header

Objective

The AUTO-POST AWAITING RESOLUTION [RCDPE AUTO-POST AWAITING RESOLUTION] ListManager screen shall display a line at the top of the heading to indicate the Change View display selected by the user:

Filter: ALL PAYERS

Preconditions

Patches installed

Auto-Posting for Medical Claims is enabled

Test Steps

2.23.5.1 Filter Displayed in the Header

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.23.5	1	Validate that the header of the Auto-Posting Awaiting Resolution screen displays a line for the Change View display selected by the user	Change view information is now displayed in the header of the list	

2.24 System Feature: Receipt Processing

2.24.1 Receipt Processing – Change Type of Payment, Unmatch the EFT

Menu Path

Agent Cashier Menu / Receipt Processing [RCDP RECEIPT PROCESSING]

Requirement Traceability

Requirement # 2.6.24.2 Change Type of Payment

Requirement # 2.6.24.3 Unmatch the EFT

Objective

The RECEIPT PROCESSING [RCDP RECEIPT PROCESSING] action ER Edit Receipt shall allow the user to change the Type of Payment field and prompt "Are you sure", if the following conditions are met:

- Receipt status is open
- Current value is EDI LOCKBOX
- New value is CHECK/MO PAYMENT

When a user successfully changes the Type of Payment from EDI LOCKBOX to CHECK/MO PAYMENT, the system shall mark the EFT as unmatched.

Preconditions

Patches installed

Identify an open receipt with a payment type of EDI LOCKBOX

Identify a closed receipt

Identify an open receipt with a payment type other than EDI LOCKBOX

Test Steps

2.24.1.1 Unmatch the EFT

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.24.2	1	Select a receipt for testing: open with payment type of EDI LOCKBOX	The Receipt Profile screen displays	
2.6.24.2	2	Select the ER Edit Receipt action	Editable data is displayed	
2.6.24.2	3	Enter a Type of Payment other than CHECK/MO PAYMENT	The system will not allow the change.	
2.6.24.2	4	Enter a Type of Payment of CHECK/MO Payment	The system accepts the change	
2.6.24.2	5	Answer Y to Are you sure	The system accepts the entry	
2.6.24.3	6	Verify that the EFT is unmatched	The EFT is unmatched	

2.24.1.2 Unable to change status

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.24.2	1	Navigate to Receipt profile screen	The Receipt Profile screen displays	
2.6.24.2	2	Select the ER Edit Receipt action for a closed receipt	Editable data is displayed	
2.6.24.2	3	Verify the Type of Payment is not available for edit	The Type of Payment is not available for edit	

2.6.24.2	4	Repeat Step 2 and 3 for an open receipt	The Type of Payment is not available for edit	
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2.25 System Feature: Exception Bulletins

2.25.1 Exception Bulletins – Verify Bulletins

Menu Path

No menu path. Bulletins are triggered by data.

Requirement Traceability

Requirement # 2.6.25.1 Remove Bulletins

Objective

The system shall send exception bulletins for the following:

- EDI LBOX EEOB - EXCEPTIONS
- EDI LBOX - NO VALID BILLS ON ERA
- EDI LBOX - ERA HAS ADJ/TAKEBACKS
- EDI LBOX ERA - DUPLICATE TRANSMISSION MSG
- EDI LBOX-STA# 999-Move/Copy Transactions

Preconditions

Patches not installed

Data which triggers these bulletins is pushed via the testing tool.

Test Steps

2.25.1.1 Verify Bulletins

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.25.1	1	Verify that the bulletins are created	Bulletins are created	

2.25.2 Exception Bulletins – Remove Bulletins

Menu Path

No menu path. Bulletins are triggered by data.

Requirement Traceability

Requirement # 2.6.25.1 Remove Bulletins

Objective

The system shall no longer send exception bulletins for the following:

- EDI LBOX EEOB - EXCEPTIONS
- EDI LBOX - NO VALID BILLS ON ERA
- EDI LBOX - ERA HAS ADJ/TAKEBACKS
- EDI LBOX ERA - DUPLICATE TRANSMISSION MSG
- EDI LBOX-STA# 999-Move/Copy Transactions

Preconditions

Patches are installed

Data used for the previous test case can be reused by changing the bill# and patient name.

Test Steps

2.25.2.1 Verify Bulletins

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.25.1	1	Verify that the bulletins are no longer created	Bulletins are not created	

2.26 System Feature: TPJI Reports

2.26.1 TPJI Reports – Add Indicator for Rejects

Menu Path

Clerk's AR Menu/Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.26.1 Add Indicator for Rejects

Objective

The system shall display "x" to indicate a reject on the following reports:

- Full Account Profile
- List All Bills
- Bill Profile
- Claims Matching Report
- Insurance Payment Trend Report
- TPJI Bill Charges Screen
- TPJI Active/Inactive Bills Screens
- Third Party Follow-Up Report

For the purpose of this requirement, a reject is defined to be a billing reject that is on the Claim Status Awaiting Resolution (CSA) or Medicare Remittance Advice Worklist (MRW) report.

Preconditions

Patches installed

Identify a bill that is on the CSA report

Identify a bill that is on the MRW report

Identify a bill that is not on either the CSA or MRW report

Test Steps

2.26.1.1 Add Indicator for Rejects

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.26.1	1	Run each of the above reports	The report is produced	
2.6.26.1	2	Validate that the X displays for rejects and does not display if not a reject	The indicator displays correctly	

2.26.2 TPJI Reports – Add Auto-Post Status

Menu Path

Clerk's AR Menu/ Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.26.2 Add Auto-Post Status

Objective

The TPJI Bill Charges Screen shall display a new field to show the Auto-Post Status after the ERA field, only if the ERA is an auto-post candidate.

Preconditions

Patches installed

Identify an auto-posted ERA and get the bill number

Identify a non-auto-posted ERA and get the bill number

Test Steps

2.26.2.1 Auto-Post Status Displays

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.26.2	1	Enter a bill number or patient name, associated with the auto-	The system finds the bill or patient	

		posted ERA		
2.6.26.2	2	Select a claim to view	The system finds the claim	
2.6.26.2	3	Select Action Bill Charges	Bill Charges display	
2.6.26.2	4	Validate that the TPJI Bill Changes Screen shows the Auto-Post Status	The auto-post status displays	

2.26.2.2 Auto-Post Status Does Not Display

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.26.2	1	Enter a bill number or patient name, associated with the non-auto-posted ERA	The system finds the bill or patient	
2.6.26.2	2	Select a claim to view	The system finds the claim	
2.6.26.2	3	Select Action Bill Charges	Bill Charges display	
2.6.26.2	4	Validate that the TPJI Bill Changes Screen does not show the Auto-Post Status	The auto-post status does not display	

2.27 System Feature: Daily Activity Reports

2.27.1 Daily Activity Report – Change the Name

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.27.1 Change the Name

Objective

The EDI LOCKBOX REPORTS MENU [RCDPE EDI LOCKBOX REPORTS MENU] option DAILY ACTIVITY REPORT [RCDPE EDI LOCKBOX ACT REPORT] shall be renamed to EFT DAILY ACTIVITY REPORT [RCDPE EDI LOCKBOX ACT REPORT].

Preconditions

Patches installed

Test Steps

2.27.1.1 Change the Name

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.27.1	1	Select the EDI Lockbox Reports menu	New name displays EFT Daily Activity Report	
2.6.27.1	2	Select the EFT Daily Activity Report	The report displays appropriately.	

2.28 System Feature: Miscellaneous Reports

2.28.1 Miscellaneous Reports – Add a Date Range

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.28.1 Add a Date Range

Objective

The ACTIVE BILLS WITH EEOB REPORTS [RCDPE ACTIVE WITH EEOB REPORT] shall prompt the user for a beginning and ending Received Date, used to limit the report output.

Preconditions

Patches installed

Test Steps

2.28.1.1 Add a Date Range

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.28.1	1	Run the AB Active Bills with EEOB Report	Presented with the prompts to run the report	
2.6.28.1	2	Prompted for start date received; enter a date	Received the prompt	
2.6.28.1	3	Prompted for end date received; enter a date	Received the prompt	
2.6.28.1	4	Validate that the header of the report displays the date range	Date range is in the header	
2.6.28.1	5	Validate that the report displays information within the date range	Information on the report is within the date range	

2.28.2 Miscellaneous Reports – Change to ListManager-Snapshot compare before and after patch is installed

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.28.2 Change to ListManager

Objective

The following reports shall be displayed in a ListManager format with standard List Manager actions available for selection:

- ACTIVE BILLS WITH EEOB REPORTS [RCDPE ACTIVE WITH EEOB REPORT]
- DAILY ACTIVITY REPORT [RCDPE EDI LOCKBOX ACT REPORT]
- ERA UNMATCHED AGING REPORT [RCDPE ERA AGING REPORT]
- EFT UNMATCHED AGING REPORT [RCDPE EFT AGING REPORT]
- UNAPPLIED EFT DEPOSITS REPORT [RCDPE UNAPPLIED EFT DEP REPORT]
- DUPLICATE EFT DEPOSITS AUDIT REPORT [RCDPE EFT AUDIT REPORT]
- EEOB MOVE/COPY AUDIT REPORT [RCDPE EEOB MOVE/COPY REPORT]
- ERAS POSTED WITH PAPER EOB AUDIT [RCDPE ERA W/PAPER EOB REPORT]
- REMOVE ERA FROM ACTIVE WORKLIST [RCDPE REMOVED ERA AUDIT]

Preconditions

Data for each report was captured before the patches were installed

Patches are installed

Data not edited/added into the system after the patches were installed

Test Steps

2.28.2.1 Change to ListManager-Snapshot compare before and after patch is installed

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.28.2	1	Run each of the above reports in ListManager format and capture the data	Able to run each of the reports above and data captured	
2.6.28.2	2	Run each of the above reports, answering No to the questions for List Manager and Excel, and capture the data	Able to run each of the reports above and data captured	

2.6.28.2	3	<p>Compare and the data below for each report and make sure they are the same</p> <p>1)Data from the previous test case before the patches are installed</p> <p>2)Data in ListManager format after the patches are installed</p> <p>3) Data not in ListManager format after the patches are installed</p>	Reports have the same data	
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2.28.3 Miscellaneous Reports – Change to ListManager

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.28.2 Change to ListManager

Objective

The following reports shall be displayed in a ListManager format with standard ListManager actions available for selection:

- ACTIVE BILLS WITH EEOB REPORTS [RCDPE ACTIVE WITH EEOB REPORT]
- DAILY ACTIVITY REPORT [RCDPE EDI LOCKBOX ACT REPORT]
- ERA UNMATCHED AGING REPORT [RCDPE ERA AGING REPORT]
- EFT UNMATCHED AGING REPORT [RCDPE EFT AGING REPORT]
- UNAPPLIED EFT DEPOSITS REPORT [RCDPE UNAPPLIED EFT DEP REPORT]
- DUPLICATE EFT DEPOSITS AUDIT REPORT [RCDPE EFT AUDIT REPORT]
- EEOB MOVE/COPY AUDIT REPORT [RCDPE EEOB MOVE/COPY REPORT]
- ERAS POSTED WITH PAPER EOB AUDIT [RCDPE ERA W/PAPER EOB REPORT]
- REMOVE ERA FROM ACTIVE WORKLIST [RCDPE REMOVED ERA AUDIT]

Preconditions

Patches installed

Test Steps

2.28.3.1 Change to ListManager

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.28.2	1	Run each of the above reports	Able to run each of the reports above	
2.6.28.2	2	Validate that the above reports are now in ListManager	Reports are now in ListManager format and the standard ListManager actions are available for selection	
2.6.28.2	3	Execute actions for each report and verify that each behaves appropriately	Actions behave appropriately	

2.28.4 Miscellaneous Reports – Add Filter for TRICARE and CHAMPVA

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.28.3 Add Filter for TRICARE and CHAMPVA

Objective

The following reports shall have filter questions to allow inclusion or exclusion of TRICARE and CHAMPVA:

- ACTIVE BILLS WITH EEOB REPORTS [RCDPE ACTIVE WITH EEOB REPORT]
- DAILY ACTIVITY REPORT [RCDPE EDI LOCKBOX ACT REPORT]
- ERA UNMATCHED AGING REPORT [RCDPE ERA AGING REPORT]
- EEOB MOVE/COPY AUDIT REPORT [RCDPE EEOB MOVE/COPY REPORT]
- ERAS POSTED WITH PAPER EOB AUDIT [RCDPE ERA W/PAPER EOB REPORT]
- REMOVE ERA FROM ACTIVE WORKLIST [RCDPE REMOVED ERA AUDIT]

The filter selection for TRICARE and CHAMPVA will be displayed in the report headers, consistent with the current filter selection display.

Preconditions

Patches installed

Test Steps

2.28.4.1 Add Filter for TRICARE and CHAMPVA

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.28.3	1	Run each of the above reports	Received prompts to run the reports	
2.6.28.3	2	Prompts for TRICARE and CHAMPVA are included	Received the prompts to include TRICARE and CHAMPVA	
2.6.28.3	3	Validate that the header of the reports now includes the responses to the include TRICARE and CHAMPVA prompts	Header displays the responses to the TRICARE and CHAMPVA prompts	
2.6.28.3	4	Validate that the report data contains TRICARE and/or CHAMPVA, as selected	The report data is correct	

2.29 System Feature: Move/Copy Option

2.29.1 Move/Copy Option – Correct Payer Information

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Move/Copy/Remove

Requirement Traceability

Requirement # 2.6.29.1 Correct Payer Information

Objective

The system shall transfer the correct payer information when moving or copying an EEOB from one patient to another.

Preconditions

Patches installed

Test Steps

2.29.1.1 Correct Payer Information

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
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2.6.29.1	1	Execute the move option within the EEOB Move/Copy/Remove function	The EEOB is moved	
2.6.29.1	2	Validate that the correct payer was transferred to the moved to patient	Correct payer information show on new patient	
2.6.29.1	3	Execute the copy option within the EEOB Move/Copy/Remove function	The EEOB is copied	
2.6.29.1	4	Validate that the correct payer was copied	Correct payer was copied	

2.29.2 Move/Copy Option – Rename the Option

Menu Path

Clerk's AR Menu/ EDI Lockbox/

Requirement Traceability

Requirement # 2.6.29.2 Rename the Option

Objective

The EEOB Move/Copy option shall be renamed to the EEOB Move/Copy/Remove option and prompt the user with an option to Remove EEOB from patient claim.

Preconditions

Patches installed

Test Steps

2.29.2.1 Rename the Option

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.2	1	Select the EDI Lockbox menu	Option name now contains Remove	

2.29.3 Move/Copy Option – Require Security Key

Menu Path

Menu Management/ Key Management/ Allocation of Keys

Requirement Traceability

Requirement # 2.6.29.3 Require Security Key

Objective

The Remove option on the new EEOB Move/Copy/Remove option shall require new security key RCDPE REMOVE EEOB.

Preconditions

Patches installed

Test Steps

2.29.3.1 Require Security Key

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.3	1	Prior to assigning the security key attempt to execute the Move/Copy/Remove option on the Clerk's AR Menu/ EDI Lockbox menu	Not able to execute the option	
2/6/29/3	2	Assign the security key to yourself	Now have the security key RCDPE Remove EEOB	
2.6.29.3	3	Execute the Remove option under the Move/Copy/Remove option from the Clerk's AR Menu/ EDI Lockbox	Able to access the remove function on an EEOB now	

2.29.4 Move/Copy Option – Remove Option

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Move/Copy/Remove

Requirement Traceability

Requirement # 2.6.29.4 Remove Option

Objective

The Remove option on the new EEOB Move/Copy/Remove option shall display the patient and claim information for verification, require the user to enter a free text justification comment, and prompt the user with a question of "Are you sure you want to remove EEOB from claim K#### (Y/N)?".

Preconditions

Patches installed

Test Steps

2.29.4.1 Remove Option

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.4	1	Select the Remove option	Presented with patient and claim information	

2.6.29.4	2	Verify that you are presented with patient and claim information	Presented with patient and claim information for validation	
2.6.29.4	3	Validate that you are prompted to enter a justification comment	Enter a justification comment is required	
2.6.29.4	4	Validate that you are prompted with question: Are you sure you want to remove EEOB from Claim K#### (Y/N)?	Prompted for are you sure question	
2.6.29.4	5	Answer N and do not initially remove the EEOB from the Claim	Validate that if you answer No that the EEOB remains on the claim	
2.6.29.4	6	Re-run steps 1 through 4 and answer Yes this time	Validate that the EEOB is removed from the claim	

2.29.5 Move/Copy Option – Audit Log

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EEOB Move/Copy/Remove

Requirement Traceability

Requirement #2.6.29.4 Remove Option

Requirement # 2.6.29.5 Audit Log

Requirement # 2.6.29.6 Reports

Objective

The Remove option on the new EEOB Move/Copy/Remove option shall store data in the audit log with the following information:

- Audit Log type of "R"
- Date/Time stamp
- User
- Original Bill Number
- Free Text Justification Comment

Preconditions

Patches installed

Test Steps

2.29.5.1 Audit Log

Req #	Test	Operator Action	Expected Result	Actual Result
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Trace	Step			
2.6.29.5	1	Select the EEOB Move/Copy/Remove option	Presented with each of the options to move, copy or remove an EEOB	
2.6.29.5	2	Perform each of the actions: Move and EEOB, Copy and EEOB and Remove one	Each of the options are successfully performed	
2.6.29.6	3	Go to Clerk's AR Menu/ EDI Lockbox / EDI Lockbox Report Menu: Run the EEOB Move/Copy/Remove Audit Log	Validate that the audit information was captured for the removed EEOB	

2.29.6 Move/Copy Option – Reports

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.29.6 Reports

Objective

After the remove option has been executed, the system shall no longer display the removed EEOB information for the patient with whom the information was previously associated.

Preconditions

Patches installed

Must perform Test Case 2.29.5 move/copy remove option on EEOBs prior to running the report

Identify a bill what has been removed

Test Steps

2.29.6.1 Reports

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.6	1	Run the MCR Move/Copy/Remove Audit Report	Receive prompts to run the report	
2.6.29.6	2	Validate that removed EEOB information appears on the report	Removed EEOB information appears on the report	

2.29.7 Move/Copy Option – AR Comment

Menu Path

Clerk's AR Menu/ Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.29.7 AR Comment

Objective

The system shall display a comment on the Bill Charges screen, similar to the comment that is displayed for Move/Copy.

Preconditions

Patches installed

Identify a bill that has been removed.

Test Steps

2.29.7.1 AR Comment

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.7	1	Enter a bill number or patient name	Patient selected	
2.6.29.7	2	Select a claim to view	Claim selected	
2.6.29.7	3	Select action Bill Charges from Claim Information	Bill Charges selected	
2.6.29.7	4	Verify that the comment is displayed	The free text Comment is displayed which was entered during the removal of EEOB.	

2.29.8 Move/Copy Option – AR Comment History Menu Path

Clerk's AR Menu/ Third Party Joint Inquiry

Requirement Traceability

Requirement # 2.6.29.8 AR Comment History

Objective

The system shall display a comment in AR Comment History, similar to the comment that is displayed for Move/Copy.

Preconditions

Patches installed

Identify a bill that has been removed

Test Steps

2.29.8.1 AR Comment History

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.8	1	Enter a bill number or patient name	Patient selected	
2.6.29.8	2	Select a claim to view	Claim Selected	
2.6.29.8	3	Select Action Bill Charges from Claim Information	Bill charges selected	
2.6.29.8	4	Select Comment History from Bill Charges	Comment history selected	
2.6.29.8	5	Verify that the remove comment history displays	Remove comments history is displayed	

2.29.9 Move/Copy Option – Add Filter Question

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.29.9 Add Filter Question

Objective

For report EEOB Move/Copy/Remove, the system shall display a filter question of MOVE/COPY/REMOVE or ALL.

The user selection will display in the header, consistent with other filter question responses.

Preconditions

Patches installed

Identify data for the report

Test Steps

2.29.9.1 Add Filter Question

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.29.9	1	Select the EEOB Move/Copy/Remove Audit Report	Validate that the prompt for MOVE/COPY/REMOVE or ALL (M/C/R/A): ALL// Appears	
2.6.29.9	2	Select the Remove option and answer the rest of the report prompts.	The report displays with removed EEOBs and the header reflects the correct filter response.	

2.6.29.9	3	Run the report again and select ALL instead of the Remove option.	The report displays all EEOBs and the header reflects the correct filter response.	
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2.30 System Feature: Add Security Keys

2.30.1 Add Security Keys – Add Security Keys

Menu Path

Systems Manager Menu / Menu Management / Key Management / Allocation of Security Keys

Requirement Traceability

Requirement # 2.6.30.1 Add Security Keys

Objective

The system shall contain the following new security keys, none of which shall be automatically assigned to any user:

- RCDPE AGED PMT
- RCDPE ERA EXCEPT
- RCDPE AUTO DEC
- RCDPE REMOVE EEOB

Preconditions

Patches installed

Test Steps

2.30.1.1 Add Security Keys

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.30.1	1	At prompt to Allocate Key, select each of the security keys.	The keys are available for selection.	
2.6.30.1	2	Select a Holder of the Key to add the security keys to a user.	A user is selected.	
2.6.30.1	3	Answer Y to proceed.	Verify that the security keys are assigned.	

2.31 System Feature: Non-Released Prescriptions

2.31.1 Non-Released Prescriptions – EXC Exceptions List

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions

Requirement Traceability

Requirement # 2.6.32.1 EXC Exceptions List

Objective

The system shall place an EEOB on the EXC Exception List if the EEOB pertains to a prescription that is non-released.

Preconditions

Patches installed

Have un-released prescriptions

Test Steps

2.31.1.1 EXC Exceptions List, unreleased prescriptions

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.32.1	1	Using the testing tool, send an ERA to Vista that contains an EEOB for an unreleased prescription.	The system puts the EEOB on the EXC Exception List.	
2.6.32.1	2	Validate that EEOBs for prescriptions that are not released appear on the exceptions list	EEOBs for un-released prescriptions appear on the exceptions list	

2.31.1.2 EXC Exceptions List, released prescriptions

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.32.1	1	Using the testing tool, send an ERA to Vista that contains an EEOB for a released prescription.	The system does not put the EEOB on the EXC Exception List.	
2.6.32.1	2	Validate that EEOBs for prescriptions that are released do not appear on the exceptions list	EEOBs for un-released prescriptions do not appear on the exceptions list	

2.31.2 Non-Released Prescriptions – Process Released Prescriptions

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox 3rd Party Exceptions Requirement

Requirement # 2.6.32.2 Process Released Prescriptions

Objective

The system shall run a nightly job removing exceptions from the EXC Exception List if the exception was triggered for non-released prescription which is newly released.

Once the EEOB is removed from the EXC Exception List, process will continue as normal.

Preconditions

Patches installed

Identify an EEOB on the EXC Exception list that is for an unreleased prescription and a payer that is available for auto-posting.

Identify an EEOB on the EXC Exception list that is for an unreleased prescription and a payer that is excluded from auto-posting.

Test Steps

2.31.2.1 Processed Released Prescriptions for auto-posting

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.32.2	1	Release the prescription associated with the EEOB that can be auto-posted.	Bill is created.	
2.6.32.2	2	The nightly job runs.	Verify that the EEOB is no longer on the EXC Exception list.	
2.6.32.2	3	The auto-posting job runs.	The EEOB is processed.	

2.31.2.2 Processed Released Prescriptions for manual posting

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.32.2	1	Release the prescription associated with the EEOB that cannot be auto-posted.	Bill is created.	
2.6.32.2	2	The nightly job runs.	Verify that the EEOB is no longer on the EXC Exception list.	
2.6.32.2	3	Search for the ERA on the Worklist.	The ERA is on the WorkList and available for manual processing.	

2.32 System Feature: Trace Number with 9s

2.32.1 Trace Number with 9s – Include EFTs

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.33.1 Include EFTs

Objective

The system shall include EFTs with trace number that is all 9's and include all payer names on the bulletin with a subject of "EDI LBOX-STA#NNN-ACTION REQ-EFTS>14 days" and the following reports:

- Daily Activity Report
- EFT Unmatched Aging
- Unapplied EFT Deposits

If the payer name is null, show the entry on the report with a name of <NO PAYER NAME RECEIVED>.

Preconditions

Patches installed

Identify an EFT with all 9's for the trace number and no payer name.

Test Steps

2.32.1.1 Include EFTs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.33.1	1	Select DA Daily Activity Report	Receive prompts to run the report	
2.6.33.1	2	Validate that the report includes EFTs with trace numbers that are all 9s	The EFT is on the report	
2.6.33.1	3	Validate that the payer name appear or <NO PAYER NAME RECEIVED>	Payer's name appears or <NO PAYER NAME RECEIVED>	
2.6.33.1	4	Select and run each of the following reports: EFT Unmatched Aging Report UN Unapplied EFT Deposits Report	Receive prompts to run each of the reports	
2.6.33.1	5	Repeat steps 2 and 3 for the additional reports		

2.33 System Feature: Active Bills with EEOB Report

2.33.1 Active Bills with EEOB Report – EEOB Date Posted

Menu Path

Clerk's AR Menu/ EDI Lockbox/ EDI Lockbox Reports Menu

Requirement Traceability

Requirement # 2.6.34.1 EEOB Date Posted

Objective

The system shall reference the EEOB date posted instead of the ERA date posted on report ACTIVE BILLS WITH EEOB REPORT [RCDPE ACTIVE WITH EEOB REPORT].

Preconditions

Patches installed

Identify ERA and EEOB data for the report. Identify the date posted for each.

Test Steps

2.33.1.1 EEOB Date Posted

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.34.1	1	Select AB Active Bills With EEOB Report	Receive prompts to run the report	
2.6.34.1	2	Validate that the EEOB date posted is referenced instead of ERA date posted	EEOB date posted is referenced	

2.34 System Feature: Manual Match of ERA and EFT

2.34.1 Manual Match of ERA and EFT – Add Date Range

Menu Path

Clerk's AR Menu/ EDI Lockbox/ MM Manual Match EFT-ERA

Requirement Traceability

Requirement # 2.6.35.1 Add Date Range

Objective

The system shall prompt the user for a date range and filter the data based on the date range for the option MANUAL MATCH EFT-ERA [RCDPE MANUAL MATCH EFT-ERA].

Preconditions

Patches installed

Identify multiple EFTs for different days

Test Steps

2.34.1.1 Date Range Selected

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.35.1	1	Verify that you are asked to select	Question appears correctly	

		by Date Range	and is defaulted to N	
2.6.35.1	2	Answer Y to Select by Date Range	Presented with the start date question	
2.6.35.1	3	At Start date question enter a date (example: T for today or T-10)	Start date question appears correct with no default. Able to enter a date	
2.6.35.1	4	Prompted for end date, enter an end date	End date question appears with no default. Able to enter a date	
2.6.35.1	5	Presented with a list of EFTs within the date range to select from	Verify that the EFTs is correct for the selected date range.	

2.34.1.2 Date Range not Selected

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.35.1	1	Verify that you are asked to select by Date Range	Question appears correctly and is defaulted to N	
2.6.35.1	2	Answer N to Select by Date Range	Verify that the system does not prompt for a date. Presented with prompt to select an EFT.	
2.6.35.1	3	Enter an EFT	EFT is selected without using the Date Range	

2.34.2 Manual Match of ERA and EFT – Partial Match on Trace Number

Menu Path

Clerk's AR Menu/ EDI Lockbox/ MM Manual Match EFT-ERA

Requirement Traceability

Requirement # 2.6.35.2 Partial Match on Trace Number

Objective

The system shall allow a partial match on trace number, ignoring leading zeroes.

Preconditions

Patches installed

Identify a trace number with leading zeroes (example: 000567123)

Identify several trace numbers that begin with the same numbers as the trace number with leading zeroes (example: 567123, 567123258, 567555)

Test Steps

2.34.2.1 Partial Match on Trace Number

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.35.2	1	At prompt for Select the Unmatched EFT to Match to An ERA. Enter a partial trace number	System displays the identified trace numbers that match the partial.	
2.6.35.2	2	Select a trace number	The system allows selection of trace number.	
2.6.35.2	3	At the prompt Are You Sure, answer Yes and verify that the correct EFT is selected.	The correct EFT is selected.	

2.34.2.2 Complete Match on Trace Number

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.35.2	1	At prompt for Select the Unmatched EFT to match to an ERA. Enter a complete trace number	System displays the identified trace number and does not display options for a partial match.	
2.6.35.2	2	At the prompt Are You Sure, answer Yes and verify that the correct EFT is selected.	The correct EFT is selected.	

2.35 System Feature: Decrease Adjustment

2.35.1 Decrease Adjustment – Warning Message if Marked for Auto-Post

Menu Path

Clerk's AR Menu/ Adjustment to Accounts Receivable/ Adjustment to an AR record/
Decrease Adjustment

Requirement Traceability

Requirement # 2.6.36.1 Warning Message if Marked for Auto-Post

Objective

The option DECREASE ADJUSTMENT [PRCAC TR DECREASE] shall display a warning message of "Marked for Auto-Post. Are you sure? (Y/N): N/" if a user tries to make a decrease adjustment on a bill that has at least one associated EEOB marked for auto-post.

Preconditions

Patches installed

Identify a bill with the following conditions: bill has a balance, bill is associated with an EEOB marked for auto-post, and auto-post has not processed the EEOB yet

Identify a bill that has a balance and is not marked for auto-post.

Test Steps

2.35.1.1 Warning Message if Marked for Auto-Post

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.36.1	1	At prompt for (B)ill or ECME#: B// Take default	Able to accept the default	
2.6.36.1	2	Enter Bill number that is marked for auto-post	Bill Information displays. Receive warning message.	
2.6.36.1	3	Verify that the question appears correctly and that the default is N	Default is N	
2.6.36.1	4	Accept the default	Exit	

2.35.1.2 Complete Decrease Adjustment if Marked for Auto-Post

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.36.1	1	At prompt for (B)ill or ECME#: B// Take default	Able to accept the default	
2.6.36.1	2	Enter Bill number that is marked for auto-post	Bill Information displays. Receive warning message.	
2.6.36.1	3	Verify that the question appears correctly and that the default is N	Default is N	
2.6.36.1	4	Enter Y to continue	System Prompts for decrease amount	
2.6.36.1	5	Enter decrease amount	The decrease adjustment is applied to the bill.	

2.35.1.3 No Warning Message if not Marked for Auto-Post

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.36.1	1	At prompt for (B)ill or ECME#: B// Take default	Able to accept the default	
2.6.36.1	2	Enter Bill number that is not marked for auto-post	Bill Information displays. No warning message	

			displays.	
2.6.36.1	3	Abort the option	Exit	

2.36 System Feature: Testing Tool

2.36.1 Testing Tool – Reset 837

Menu Path

Testing Tool (Tool)

Requirement Traceability

Requirement # 2.6.31.4 Process De-Identified Data

Requirement # 2.6.31.1 Reset 837

Objective

Ability to reset an 837 to allow an 835 to reprocess against the 837.

Preconditions

Data being used is De Identified.

835EFT and 835ERA have already been matched up and processed against claim successfully.

The claim to be used is a closed medical claim.

Test Steps

2.36.1.1 Update Claim Balance

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.1	1	Retrieve a closed Medical claim for manipulation via Clerk's AR Menu/ Adjustments to Accounts Receivable/ Re-Establish bill	Claim presented for updates	
2.6.31.1	2	Change the claim balance	Claim balance is changed and Claim status is now "open".	
2.6.31.1	3	Verify that an ERA and EFT can be processed with the claim.	ERA and EFT processed.	

2.36.2 Testing Tool – Reset ECME Bill

Menu Path

Testing Tool (Tool)

Requirement Traceability

Requirement # 2.6.31.4 Process De-Identified Data

Requirement # 2.6.31.2 Reset ECME Bill

Objective

Ability to reset the ECME Bill to allow an 835 to reprocess against the bill

Preconditions

Data being used is De Identified.

835EFT and 835ERA have already been matched up and processed against claim successfully.

The claim to be used is a closed pharmacy claim.

Test Steps

2.36.2.1 Reset ECME Bill

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.2	1	Retrieve a closed pharmacy claim for manipulation via ^test an option and type re-est	Prompted for the ECME bill number	
2.6.31.2	2	Enter the ECME bill number at the prompt	Claim is opened	
2.6.31.2	3	Change the ECME bill number	ECME bill is updated	
2.6.31.2	4	Verify that an ERA and EFT can be processed with the claim	ERA and EFT are processed.	

2.36.3 Testing Tool – Manipulate Fields and Resend

Menu Path

Testing Tool (Tool)

Requirement Traceability

Requirement # 2.6.31.4 Process De-Identified Data

Requirement # 2.6.31.3 Manipulate Fields and Resend

Objective

Ability to retrieve messages from mail group, manipulate the data and queue for processing.

Preconditions

Data being used is De Identified.

Patch installed

Test messages populated into the Vista mail group G.MCTMSGTEST

Test Steps

2.36.3.1 Validate Testing Tool Main Menu

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	From the EDI Menu for Electronic Bills, Type in Tool (For testing tool)	Taken to the testing tool main menu	
2.6.31.3	2	Select each option from Testing Tool Main Menu	Option that matches selection is displayed	
2.6.31.3	3	Return to Testing Tool Main Menu	Testing Tool main menu displayed	
2.6.31.3	4	Repeat Steps 1 and 2 for each option in the Testing Tool Main Menu		
2.6.31.3	5	Exit Testing Tool Main Menu	Testing Tool exited	

2.36.3.2 Validate Testing Tool EEOB/ERA Option Menu

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select each item from EEOB/ERA Option Menu	Option that matches selection is displayed	
2.6.31.3	2	Return to main	EEOB/ERA Message Menu displayed	
2.6.31.3	3	Repeat Steps 1 and 2 for each option in the EEOB/ERA Message Menu		
2.6.31.3	4	Exit EEOB/ERA Message Menu	Return to Testing Tool Main Menu	

2.36.3.3 Validate Testing Tool EFT Options Menu

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select each item from EFT Options Option Menu	Option that matches selection is displayed	

2.6.31.3	2	Return to Main	EEOB/ERA Message Menu displayed	
2.6.31.3	3	Repeat Steps 1 and 2 for each option in the EFT Options Menu		
2.6.31.3	4	Exit EFT Options Menu	Return to Testing Tool Main Menu	

2.36.3.4 Set User Preferences

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select User Preferences from Testing Tool Main Menu	First User Preference prompt is displays: Payer	
2.6.31.3	2	Lookup and select Payer from list Note: The Payer field is from the new payer names and ids that are used for payer exclusion.	Second User Preference prompt is displays: Payment Method Code	
2.6.31.3	3	Lookup and select Payment Method Code from list	Next field OR Exit out Message displays	
2.6.31.3	4	Exit User Preferences	Return to Testing Tool Main Menu	

2.36.3.5 Retrieve Message: Automatically Import, Do Not Display EEOBS

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Retrieve message from Testing Tool Main Menu	List of Mailman messages are displayed	
2.6.31.3	2	Select a message from MailMan List	Prompt to Automatically Import? (Y/N) is presented	
2.6.31.3	3	Enter Yes	Prompt to Display EEOBs? (Y/N) is presented	
2.6.31.3	4	Enter No	Prompt for Name of ERA is presented	
2.6.31.3	5	Enter name of valid ERA	EEOBs are not displayed. All EEOBs within the message are imported. MailMan message is deleted.	

2.36.3.6 Retrieve Message: Automatically Import, Display EEOBs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Retrieve message from Testing Tool Main Menu	List of Mailman messages are displayed	
2.6.31.3	2	Select a message from MailMan List	Prompt to Automatically Import? (Y/N) is presented	
2.6.31.3	3	Enter Yes	Prompt to Display EEOBs? (Y/N) is presented	
2.6.31.3	4	Enter Yes	Prompt for Name of ERA is presented	
2.6.31.3	5	Enter a name from a valid ERA	All EEOBs within message are displayed. All EEOBs within the message are imported MailMan message is deleted.	

2.36.3.7 Retrieve Message: Do Not Automatically Import, Do Not Display EEOBs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Retrieve message from Testing Tool Main Menu	List of Mailman messages are displayed	
2.6.31.3	2	Select a message from MailMan List	Prompt to Automatically Import? (Y/N) is presented	
2.6.31.3	3	Enter No	Prompt to Display EEOBs? (Y/N) is presented	
2.6.31.3	4	Enter No	Prompt for Name of ERA is presented	
2.6.31.3	5	The following information about the message displays	The MailMan message contained data for 1 bill. You can edit the new entries via FileMan.	
2.6.31.3	6	Prompted for Name	Prompt for Name for EEOB is presented with default name (name of ERA suffixed with EEOB identifier).	
2.6.31.3	7	Enter a Name for EEOB	Next EEOB identifier is presented	

2.6.31.3	8	Repeat steps 6 and 7 for all EEOBs in message	MailMan message is deleted when cycled through all the EEOBs	
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2.36.3.8 Retrieve Message: Do Not Automatically Import, Display EEOBs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Retrieve message from Testing Tool Main Menu	List of Mailman messages are displayed	
2.6.31.3	2	Select a message from MailMan List	Prompt to Automatically Import? (Y/N) is presented	
2.6.31.3	3	Enter No	Prompt to Display EEOBs? (Y/N) is presented	
2.6.31.3	4	Enter Yes	Received message about the number of bills Prompt for Name for EEOB is presented with default name (name of ERA suffixed with EEOB identifier) Detailed EEOB is displayed	
2.6.31.3	5	Enter a Name for EEOB	Next EEOB identifier is presented if there are more EEOBs in the message	

2.36.3.9 View an EEOB

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select View an EEOB from the EEOB/ERA Option menu	Prompts to Enter a EEOB Number	
2.6.31.3	2	Enter a known EEOB n	EEOB is presented	
2.6.31.3	3	Verify correct EEOB is displayed	Correct EEOB is presented	
3.6.31.3	4	Try to exit '^' from the display	Able to return to the menu	
2.6.31.3	5	Exit EEOB	Goes back to EEOB//ERA Options Menu	

2.36.3.10 Select EEOB To Edit

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Edit an EEOB from the EEOB/ERA Option menu	Prompts to Enter a EEOB Number	
2.6.31.3	2	Enter EEOB	Prompted for EEOB Grouping	
2.6.31.3	3	Press Enter for EEOB Grouping	Prompts for Bill Number	
2.6.31.3	4	Change/Edit the bill no	Prompts for other field edits Note: The list of editable EEOB fields is in Appendix B	
2.6.31.3	5	Can edit other fields or exit	Changes are made.	

2.36.3.11 Select EEOB To Edit: Validate Only One User Can Update EEOB

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Edit an EEOB from the EEOB/ERA Option menu	Prompts to Enter a EEOB Number	
2.6.31.3	2	Enter EEOB	Prompted for EEOB Grouping	
2.6.31.3	3	Have another tester/user select the same EEOB from the list	Verify lock message is presented and that both testers cannot simultaneously update the same EEOB	

2.36.3.12 Delete an ERA Object

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Delete ERA Object from the EEOB/ERA Option menu	Prompted to Enter EEOB No	
2.6.31.3	2	Prompted for "Delete this Entry ?"	Enter Y	
2.6.31.3	3	Verify that EEOB is deleted	EEOB Deleted	

2.36.3.13 Copy EEOB Message

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Copy EEOB Message from the EEOB/ERA Option menu	Prompted to enter EEOB	
2.6.31.3	2	Enter EEOB No	Get description question	
2.6.31.3	3	Type in a description	Get conformation that a copy was made	
2.6.31.3	4	Verify that a copy is made	Copy Made	

2.36.3.14 Send ERA to Vista: Pick An ERA To Send To Vista, Using the ERA Name Attached to EEOBs

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.3	1	Select Send ERA to Vista from the EEOB/ERA Option menu	Prompt to Select Individual EEOBs or EEOB Grouping	
2.6.31.3	2	Enter a Group Name	Prompt for Payer ID	
2.6.31.3	3	Enter Payer ID	Prompt for Payer Name	
2.6.31.3	4	Enter Payer Name	Prompt for Payment Method Code	
2.6.31.3	5	Enter Payment Method Code	Prompt for Include ERA level adjustments?	
3.6.31.3	6	Enter Y/N	Prompt for Total ERA Amount	
2.6.31.3	7	Enter Total ERA Amount	Prompt for Display content of ERA	
2.6.31.3	8	Enter Y/N	Prompt for Send MailMan message	
2.6.31.3	9	Enter Y/N	Prompt for Send corresponding EFT message to Vista	
2.6.31.3	10	Enter Y/N	Verify the ERA is sent to Vista	

2.36.3.15 Send ERA: Select Individual EEOBs to Build ERA

Req #	Test	Operator Action	Expected Result	Actual Result
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Trace	Step			
2.6.31.3	1	Send ERA to Vista from the EEOB/ERA Option menu	Prompt to Select Individual EEOBs or ERA is presented	
2.6.31.3	2	Select Individual EEOBs	Prompted to type EEOB name	
2.6.31.3	3	Enter EEOB object name	Prompted to Include Reversal	
2.6.31.3	4	Enter Y/N	Prompted for more EEOB's	
2.6.31.3	5	Press Enter or Go to Step 3	Prompt for Payer ID	
2.6.31.3	6	Enter Payer ID	Prompt for Payer Name	
2.6.31.3	7	Enter Payer Name	Prompt for Payment Method Code	
2.6.31.3	8	Enter Payment Method Code	Prompt for Include ERA level adjustments?	
2.6.31.3	9	Enter Y/N	Prompt for Total ERA Amount	
2.6.31.3	10	Enter Total ERA Amount	Prompt for Display content of ERA	
2.6.31.3	11	Enter Y/N	Prompt for Send MailMan message	
2.6.31.3	12	Enter Y/N	Prompt for Send corresponding EFT message to Vista	
2.6.31.3	13	Enter Y/N	Verify the ERA is sent to Vista	

2.36.4 Testing Tool – Not Available for Use In Production

Menu Path

Testing Tool (Tool)

Requirement Traceability

Requirement # 2.6.31.5 Not Available after National Release

Objective

Testing Tool not available for use in production

Preconditions

Test Steps

2.36.4.1 Testing Tool Availability

Req # Trace	Test Step	Operator Action	Expected Result	Actual Result
2.6.31.5	1	Enter Tool at any menu	Testing tool not available in a production environment	