



The IMA Quarterly

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2nd Quarter 2005

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Editor: Georgeanne Biancarosa

➤ HIPAA News:

IMA File Management Facility:

Anyone that has participated in a recent HIPAA Webinar given by Joseph has already seen this fabulous new tool: the HIPAA File Manager. If you have not yet seen it, it will be worth your while to become acquainted with it soon.

This new graphical utility enables you to easily transfer the various downloaded HIPAA response files into a convenient file repository where you can manage and manipulate the response files for further processing. The HIPAA FM also analyzes each file and displays the file type on the screen list and within a hard copy report. This allows you to know the contents of any such file without having to open it and to know what needs to happen with it. Within the HIPAA FM you can also move files to the appropriate directory for processing: Remittance batches, MEVS Authorizations

or MEVS Eligibility Responses. This repository is also where the new MD Pends file can be reported against.

Phase II Medicaid:

Medicaid's Phase II changes consist of two parts: MEVS transactions and 837i billing transactions. The MEVS change went into effect on 3/21/2005. These Phase II changes had no impact on your current IMA software and you are already fully compliant with the Phase II MEVS changes. You will be able to send and receive batch submissions for authorizations and eligibility as you have been and everything will function exactly as before.

The 837i billing transactions changes require a database modification for the following data fields:

- a. (MDTYPE) The MD Provider Type Codes are expanded from 2 to 3 character codes
- b. MD Locator Codes. (LOCSEN) are expanded from 2 to 3 characters.
- c. The ETIN (formerly TSN) code is expanded from 3 to 4 characters.

While these changes are minor for IMA, we decided to delay their inclusion a little due to our experiences with CSC's Phase I implementation. You will recall that CSC had numerous problems initially and we did not want the IMA customers to be the first in with Phase II

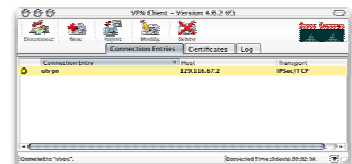
implementation. Hopefully this will allow you to miss out on the likely early implementation problems.

All IMA customers should be on extension now for the 837i deadline as we have previously **advised all agencies to apply for this extension as a safety net.** We plan to have a special release of the Phase II changes available in early April, prior to the full v15.1 release.

Phase II Checklist: *Make sure that:*

1. your application for the MD Phase II extension on 837i/835 is submitted and accepted;
2. the HIPAA FM is installed on your Desktop menu under BILLING;
3. you schedule the Phase II update w/IMA upon the announcement of its availability.

➤ High speed Internet access (VPN):



A secure (VPN) high speed internet connection for your server has now become a necessity.

High speed access is now required for IMA to be able to provide adequate service. The low speed dial-up connection is not sufficient for GUI/Desktop support and access.

IMA FTP Server:

Another use for the VPN connection is to take advantage of a new service now available from IMA. IMA has established an *FTP Server on the Internet that is able to provide automatic nightly updates for the IMA programs. All you need is high speed Internet access.* This feature will save much of the time that is required for the periodic updating of your IMA system and will also eliminate numerous problems that are caused by out of date programs.

A VPN is also required to meet the new HIPAA Security specifications effective April 20, 2005.

VPN summary:

The bottom line is that every IMA customer needs to establish this secure connection as soon as possible. This will ensure that you will continue to receive adequate support from IMA. You can arrange this upgrade through your own network support people or through IMA. Depending on your network and your access to the Internet, the cost will vary between \$2500-\$5000. Some of this cost could be offset, however, by the elimination of any ongoing monthly excess email charges and the potential delays in receiving support from IMA.

➤ **SIG Products & Tutorials:**

As we have reported in previous quarterlies, we are very proud of how successful and productive the IMA SIG has been. Two beautiful products have already been completed and delivered to SIG members, The **IMA Screen Generator** and the **IMA Forms Generator**. IMA is also releasing these new options as premium modules that can be licensed by the whole IMA community.

The **IMA Screen Generator** is a powerful tool that allows for the creation and manipulation of customized client data screens within the IMA Desktop. It empowers a trained user to create brand new data entry screens as well as modify existing screens, utilizing any and all data fields in the IMA database. Similarly, the **IMA Forms Generator** offers the same capabilities for printed forms in PDF format.

In order to put these tools to use in the field as quickly as possible, the IMA SIG decided to institute a series of Tutorial Sessions as this Quarter's project. These tutorials are hands on sessions wherein each participant actually completes a custom form that they take home for their system.



4/13/05 is the last of these face to face tutorials scheduled for the 2nd quarter.

A Webinar series will now be initiated as well. These Webinars will also be open for non SIG members. Please call or email Georgeanne for more information on the schedule, pricing, and skill requirements to participate.

➤ **Customer Highlight: Alcohol & Drug Dependency Services (ADDS)**



Introduction:

Alcohol & Drug Dependency Services joined the IMA family in July of 2004. This Buffalo, New York based agency offers a host of addiction services including; Primary Care, Inpatient Rehabilitation, Outpatient Family Addiction Services, Residential, and Supportive Living.

Using IMA:

The Desktop was implemented in order to collect client information and bill for services provided for outpatient, primary care, and inpatient programs. A two-day training event in Edison kicked off the implementation. Georgeanne led the ADDS team in creating the tables and definitions that will operationalize their agency within the IMA Desktop. The ADDS team that came to

Edison, led by Eileen Dietsch and Ellen Roche, represent the very best of what IMA's customers are all about. They quickly mastered the basics and built all of the required definitions soon after the server was installed at their agency.

Eileen says:

"We are looking forward to the implementation of the scheduling component as well as the progress noting feature. Thus far, the responsiveness of IMA to our daily questions and needs has been outstanding. We are impressed with the "intuitiveness" of the software system. We are looking forward to IMA's first visit to Buffalo to help us go "live" with the system".

Thanks, Eileen, we agree!

P.S. Georgeanne was onsite March 15-17 and worked with ADDS on the production, submission and acceptance of their first HIPAA compliant billing for MD. Congratulations all!

➤ **IMA OASAS Upgrade**



The NYS Office for Alcoholism and Substance Abuse Services (OASAS) recently implemented changes to their Client Data System (CDS) and the required reporting. IMA is happy to report that we have already incorporated these changes in our software and that they will

be available under release v15.1. In addition, we enhanced this module as follows:

The enhanced IMA OASAS module includes support for:

1. the new data requirements for fields and categories
2. the corresponding new submission file format
3. new IMA GUI data entry screens
4. a new corresponding Desktop reporting tool

Both existing and new OASAS module users are eligible for this upgrade. The upgrade fee is \$1500 and it will include any necessary configuration and training. All OASAS Providers should contact IMA for detailed upgrade information. If your agency is affected by the OASAS changes and does not currently take advantage of the OASAS information within IMA, contact us today for additional details.

➤ **v15.1**

v15.1 is coming! We expect this version to be released in early April.

Critical changes:

- support for Phase II MD 837i/835 transactions
- b. support for OASAS CDS data and report changes

Enhancements and new premium modules:

- Desktop PROS service tracking and billing
- Desktop Restorative Services Module
- Desktop Forms Repository
- Desktop Forms Tracking
- Desktop Screen Generator

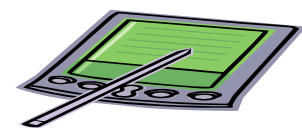
- Desktop Form Generator

v15.1 will also contain all miscellaneous patches, fixes and program upgrades that have been released since v15.0. As always, updates will be made on a first come, first served basis. Put in your requests early to reserve your spot on the schedule.

We will do our best to accommodate your scheduling needs and will work with each of you as needed. We will first install the new software in your test system. It will be up to you to test and approve the new version for production. Only after we've heard from you that you've vetted the changes, will we move them to your production system.

➤ **Come visit IMA at the ASAP Conference**

IMA will be hosting a booth at the ASAP Conference in Rochester on April 17-20th. If you are planning on being there, please make time to stop by and say hello to us. We will be demonstrating what's new with the IMA clinical options, including the Wiley data and IMA-Write features for Progress Notes and Treatment Plans. We'll even show you the new IMA tools that support the new OASAS CDS requirements.



Don't forget, IMA is your clinical charting and OASAS data solutions provider.

Q2 Calendar of Events

April

- 12th – New Manual Remittance
- 13th – SIG Tutorial at IMA: Forms Generator
- 17th-20th – Come see IMA at the ASAP Conference
- 27th – Configuring IMA-Write for PNotes

May

- 5th – HIPAA File Manager
- 11th – Ad Hoc Report layout files
- 19th – Using New OASAS data and reporting tool
- 25th – Ad Hoc Queries

June

- 8th – Using New OASAS data and reporting tool
- 22nd – Processing 835 Remittances

IMA Office Closures

- April 25th – Passover
- May 30th – Memorial Day
- June 13 & 14th - Shavuoth

All General Conference Calls are an included benefit of your Monthly Service Agreements with IMA. HIPAA EMEVS Webinars are an included benefit of your HIPAA EMEVS Testing & Support Contracts. The only charges for these calls will be for the fees associated with the call center and the website host. In cases where there is no Contract in effect, the elapsed time will also be billed.

Webinar Abstracts

New Manual Remittance

See the new Manual remittance that now makes it easier to post all private insurance payments for specified date within batch, regardless of payer. See new payer reports for preliminary and final reports that include payer level details and grand totals.

Configuring IMA Write for PNotes:

See how easy it is to use your clinical knowledge within IMA Write when you create your own complete sentences for our popular auto-generate tool for progress notes.

HIPAA File Manager

Become acquainted with the new HIPAA FM tool that reads HIPAA response files. This new tool decodes the 997 and new MD Pends reports. It additionally identifies the MEVS and remittance response files and allows you to transfer to the appropriate location for further processing.

Ad hoc Report Layout:

Workflow review to define agency specific report layout files to be used across the agency for ad hoc queries of dB.

Ad hoc Report Queries:

Workflow review to use agency defined report layouts for constructing dB queries for paper reports and CSV output.

New OASAS data and Reporting tool

Learn how to use the new options for OASAS data/reporting upgrade.

835 Remittances

Get a refresher on using the 835 Electronic Remittance batch feature.

As always, IMA looks forward to and appreciates the time our customers take to provide honest and helpful suggestions, criticisms and compliments. Keep it up, we're listening! feedback@imasys.com