



The IMA Quarterly

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4th Quarter 2004

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➤ The IMA Users Group:

An Upstate Report

Thirty people gathered in the downstairs conference room at the Albany County Department of Mental Health on August 31st for coffee, donuts and the Desktop. Many thanks to Albany County's Dr. Robin Siegal and Tom Carlson for their hospitality and generosity. This full-day UG meeting showcased all that v15 has to offer and presented some new services from IMA.

The morning session introduced the functions and features of IMA's latest release: v15 and the newest components of the IMA website. Please visit us at www.imasys.com to make use of our new downloadable User Manuals (detailed in a later section of this newsletter) and the newly launched *IMA Systems & Services Message Boards*, (also detailed in a later section) which will, among other things, make the *IMA Wish List* available online for viewing and comments.

The newest Clinical content options available within v15 elicited more than just a few 'Ooohs' and 'Aaahs' from the crowd. Treatment Plans, Progress Notes and Assessments were highlighted, all making use of the genius that is *IMA-Write*. *IMA-Write* components include both agency-generated content and the information available within the Wiley data sets for a licensing fee. (These are the subject of

the *IMA Write* Webinar series, now in its 3rd rotation. Please see the **Calendar Events** for scheduled dates and times and get in contact with Jessica to reserve your space!)



IMA & Albany County welcome our Upstate Users Group.

Barry joined the afternoon session for an extensive HIPAA update with suggestions on how to best meet the deadline, a discussion of the reports available within v15 and demonstrations of the new HIPAA EMEVS module and the new Case Management module.



Barry demonstrates the Case Management module.

The success of the show was made evident by the gracious comments of those in attendance.

Thank you, team!

➤ UG Sub-Committees

There was much enthusiasm expressed for the formation of both a **Clinical** and a **Billing** Sub-Committee. These committees were formed in the interest of providing a forum where knowledge related to these specific topics could be shared across agencies. These will also be used to develop the related topics for

upcoming IMA Webinars and conference calls.

Clinical sub-committee:

A total of 11 volunteers representing eight IMA customer agencies make up the Clinical Sub-Committee, the larger of the two groups, and are scheduled to convene on November 10, 2004. This first webinar will focus on the introduction of all of the clinical expertise and how its use best takes advantage of all that IMA has to offer, including agency-specific uses and additions to the Clinical Wish List.

Billing sub-committee

Our Billing Sub-Committee will feature the talents of 10 people from seven of our agencies. A main focus of this group will, certainly, be HIPAA. The guidance and support found in the combined experience of IMA and our users will prove invaluable as more agencies move toward converting their electronic billing to the required HIPAA transactions. This committee will get together on October 27, 2004.

If your agency is interested in participating in either of these sub-committees or if you'd like to see additional subjects discussed in a similar forum, email Jessica today at jessica@imasys.com.

➤ HIPAA:

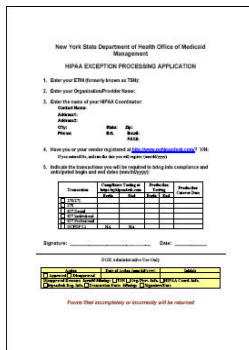
Extension of the Deadline

HIPAA, HIPAA, Hurray!!! NYSDOH has announced a Medicaid exception extension. This extension pertains to the HIPAA transactions and states that if your agency is unable to comply with HIPAA requirements by October 20th, the deadline can be extended until December 29, 2004.

In order to be eligible for this extension, your agency must file an exception processing application for each TSN/ETIN by October 15, 2004. When approved, this will allow you to continue the submission of bills in the proprietary format while testing and preparing for

the eventuality of HIPAA compliant transactions. This extension is set to expire on December 29, 2004 requiring compliance before that date.

Instructions and the application are available at www.nyhipaadesk.com (go to 'News and Resources' and click on the HIPAA Exception Processing Application link). The application requires your agency's TSN/ETIN, your organization's name and the contact information of your HIPAA Coordinator, and indications as to which types of transactions you will be bringing into compliance and the anticipated date. Incomplete or inaccurate applications will be returned.



New York State Department of Health Office of Medical Management
HIPAA EXCEPTION PROCESSING APPLICATION

- Enter your ETIN (Billing Agency or TSN)
- Enter your Organization/Practice Name
- Enter the name of your HIPAA Coordinator:

First Name	Last Name	Address	City	State	Zip	Phone	Fax
- Have you or your vendor registered at www.nyhipaadesk.com? (If "No", please visit the site to register.)

Indicate the transaction type you will be required to bring into compliance and anticipated date of compliance for each transaction type.

Transaction Type	Compliance Date	Revenue Code	Product Code

Signature: _____ Date: _____

(This Application is for Use by: _____)

Approved by: _____

Printed by: _____

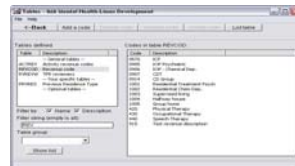
Please Note: Accuracy or Inaccuracy will be Noted

The Extension Application

HIPAA Featurette: Cross-Walk

CSC and NYSDOH are no longer accepting the previously recommended generic Behavioral Health Revenue Code, 0240. Since making this determination, they have made available a Rate Code Cross-Walk online at www.nyhipaadesk.com, on the Home Page and under Resources.

Once you've obtained the Cross-Walk document, the first step is to locate the line that applies to the program type that is being billed. To do this, use the description and the category of service. Additionally, to determine the Revenue Code, start by noting all of the Revenue Code choices that are available. Choose one specific Revenue Code to use. Remember, the ending of 'X' is not correct; a numeric value between 0-9 must be used to replace the 'X' based on the official revenue code book. This book is available for purchase at www.nubc.org.



Add the appropriate revenue codes to the ACTREV table.

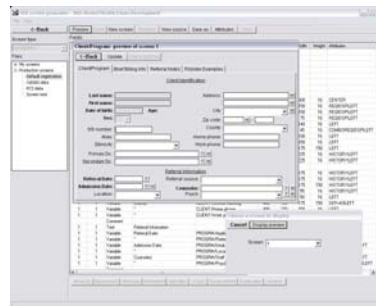
After selecting the correct Revenue Code(s), add it/them into the IMA ACTREV table and then attach your billable Activity Codes to the correct and corresponding Revenue Code within your System Administration Activity Code Maintenance option.

The corresponding bill type code should be identified as the Institutional Place of Service within HIPAA Service Location definitions. Please note that each program with a different bill type will need its own service location.

➤ The Screen Generator:

The First SIG Deliverable

IMA's Development Special Interests Group (SIG) is proud to release its first deliverable of 2004! The *IMA Screen Generator* debuted to rave reviews of the SIG members and will soon be available as a premium module for all IMA users.



The IMA Screen Generator

The development of this functionality opens the IMA system up to an even higher level of customization. The *IMA Screen Generator* allows users to design custom data entry screens with full access to all data fields within the IMA database.

This user friendly tool may be used to alter a fields' placement, content, even existence within your current IMA registration screens or create new

agency defined data entry or lookup screens. Numerous tools are available within this new module for copying, pasting, deleting, and/or moving fields. It also includes a real-time preview window to observe the impact of your actions on the screen being designed or changed. We will be happy to demonstrate this new module to any non-SIG member upon request.

The SIG

The SIG was formed as a collaboration between participating agencies and IMA's developers to create unique new features and enhancements to the IMA system.

Membership in the SIG is open to all agencies utilizing the IMA system. The dues is \$500 per month. Membership allows each agency to have an equal voice in the selection of projects for development and grants the agency a free license for all products developed via the SIG while a member.

The next meeting of the SIG members is scheduled for Wednesday, October 20th. Progress on the second deliverable will be demonstrated and we will also start the selection of the next project (the third deliverable). The second deliverable is a companion to the *IMA Screen Generator* and is being called the *IMA Form Generator*. It will enable a user to design printed forms that include client data extracted from the IMA database and/or the screens designed with the *Screen Generator*!

Contact Mike at mike@imasys.com for additional membership details or for an invitation to participate in one of the SIG demo webinars scheduled for this quarter. There will be additional information on development projects and further meeting dates available on the *IMA Message Boards*.

➤ Version 15.0

By now, you're all familiar with what Version 15 has to offer. Its installation at our beta test sites and its wide spread release has been, perhaps, the most highly anticipated yet. Below is the fully revised, all-inclusive list of the v15 features and highlights. Check them out and feel free to direct your questions our way!

General Utilities

1. Load fonts when printing
2. More CSV buttons
3. Print to PDF change
4. New abw client
 - a. Resize
 - b. Speed
 - c. Sorting
5. File size tracking
6. Split treatment plan & assessment memo files

Operations and Clinical

1. IMA-Write
2. Client data: New options for defaults & copying fields
3. GUI labwork & Bendiner results
4. Staff picture & ID cards
5. Tokens
6. Case management
7. Treatment plan table printing

Billing and Finance

1. Remittance reports: New totals allowing for FULL reconciliation with check
2. COPS/CSP reports & re-allocation
3. Client cash receipts & integration in wfrdesk
4. Medicaid adjustments & void/adjustment reports
5. IPRT hourly monitoring report
6. Support for 9 different COPS values
7. HIPAA EMEVS (Authorization & Eligibility)
8. Support for PI CPT modifiers based on staff
9. Effective & expiration dates for staff licenses

Please contact Tom, tom@imasys.com to schedule the installation of v15 in your test system. As always, once you've had the opportunity to vet the changes and the new functionalities, we can update your production system.

www.imasys.com

Updated User Manuals:

The revised nine-chapter *IMA Desktop Implementation Guide* is now available for viewing and download on the imasys.com website. These chapters are conveniently stored as PDFs and feature the newest instructional on agency-basics. Additionally, as new features become available, new workflows take effect and as our system continues to expand to meet your needs, these chapters will change to reflect this. All updates will be posted, so check back for the latest information.

The nine chapters, at this point, include:

Agency Definitions & Implementation

1. The Agency Profile
2. Privacy & Access

Billing Set Up

3. Insurance Plans
4. Fee Schedules

Client Data

5. Client Registration
6. Client Groups

Recording & Tracking Services

7. Appointment, Schedule & Calendar
8. Front Desk Check In
9. Progress Notes

Versions of older IMA documentation are available for viewing and download in the section as well.

The IMA Message Boards:

The official launch of the IMA Message Boards is here!

Please log on to our website and access them via the "Message Boards" link or at www.imasys.com/boards. Simply follow the easy instructions and take advantage of all of the web-based technology we can harness including an online view of our Wish List, topic related User Groups and the expanded communication!

Feel free to email Jessica for more details. jessica@imasys.com

MEET THE SCREEN TEAM



➤ Call for Submissions!

Don't forget! If there is something your agency would like to share with the IMA Quarterly readership, get in contact with us! We are still accepting submissions and submission ideas for features in upcoming issues. And, if there are no writers in the house, Jessica will interview and profile your team before presenting your accomplishments to the IMA Community!

**Happy and Healthy
Holiday wishes to the
entire IMA Family!**

Q4 Calendar of Events

October

10/14 HIPAA EMEVS
10/19 IMA Write Series III
10/20 SIG Meeting @IMA
10/21 HIPAA Billing Transactions
10/27 UG Billing Sub-Committee
10/28 HIPAA EMEVS

November

11/2 IMA Write Series III (3pm)
11/4 MD Voids and Adjustments
11/10 UG Clinical Sub-Committee
11/11 HIPAA topic TBA
11/16 IMA Write Series III
11/18 Clinical Topic TBA
11/30 IMA Write Series III

December

12/2 Ad Hoc Queries
12/9 HIPAA Topic TBA
12/14 IMA Write Series III
12/16 Case Management
12/28 IMA Write Series III

IMA Office Closures:

10/1 IMA Closed
10/7-8 IMA Closed
11/25 IMA Closed: Happy Thanksgiving
12/24 IMA Closed: Happy Holiday
12/31 IMA Closed: Happy New Year

All General Conference Calls are an included benefit of your Monthly Service Agreements with IMA. HIPAA and HIPAA EMEVS Webinars are an included benefit of your HIPAA Transactions Testing & Support Contracts and/or 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.

CC Session Abstracts

10/14 & 28 – HIPAA EMEVS - Review of setup & workflow for HIPAA EMEVS Eligibility & Authorization inquiries for those with the licensed module.
10/21 – HIPAA Billing Transactions – Open discussion of where you are & how you are progressing w/HIPAA Transactions at IVANS & CSC.
11/4 - MD Voids & Adjustments – Demonstration of new MD Adjustment functionality w/in IMA MD Billing & new Voids & Adjustments Report.
12/2 - Ad Hoc Queries - Demonstration of constructing queries for paper reports & CSV output with Desktop Ad Hoc Reports.
12/16 - Case Management - Demonstration of new Case Management module for managing CM teams & recording & tracking CM services.

IMA Clinical Documentation Webinar - Series III

10/19 – 12/28:

This biweekly series features a continuation of the first two series of Webinars demonstrating IMA-Write in Assessments and Progress Notes and the functionality available with v15 including the integration of the John Wiley & Sons, Inc. clinical data into the system.

Meeting Abstracts

10/20 – IMA Development Special Interests Group (SIG) @ the IMA Office: The agenda includes demonstrations of the GUI Screen Generator and its companion Forms Generator. We will also establish our next project.
10/27 – IMA Users Group (UG) Billing Sub-Committee: An introductory webinar to establish group goals & purpose.
11/10– IMA Users Group (UG) Clinical Sub-Committee: An introductory webinar to establish group goals & purpose.

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