



ASAQ Setup

User Guide
(LIMS-4127)

Hospital Setup – ASAQ Setup section

HOSPITAL SETUP RULES:

- The Hospital must be 'ASAQ Eligible'.
- The total rebate amount for all clients, within the Hospital Limit Period, must not exceed the Hospital Limit Amount.
- The Hospital Limit Amount is defined for each Hospital Limit Period.
- The Hospital Limit Period might not coincide with the fiscal, or calendar year.
- Products that are defined with the 'Apply to Limits' checkbox selected, will count against the Hospital and Visit Limit Amount.

YEAR END ROLLOVER:

- At the end of the 'Hospital Limit Period', the nightly ASAQ Accounting process will copy the 'Client Limits', 'Hospital Limits', and 'Visit Limits' into the new year -- if they do not already exist.
- Orders that are open when a new period begins, the orders will be recalculated with the new limits. This occurs during the nightly ASAQ Accounting process.
- The nightly ASAQ Accounting process will make these updates on the night of the last day in the current 'Hospital Limit Period'
- ASAQ Clients also have an expiration date. Refer to the next page for details.

ASAQ Setup

ASAQ Eligible:

Default Client Limit: 3000.00

Hospital Limit Amount: 1100000.00

Hospital Limit Period: From: Jan 1, 2018 To: Dec 31, 2018

ASAQ Credit Reversal Adj Type: ASAQ Credit Reversal

Reason: Credit reversal for unpaid ASAQ Items

ASAQ Documents Folder Path: C:\VetViewHospAsaq\

Callouts:

- The Hospital must be 'ASAQ Eligible'.
- The Hospital Default Client Limit determines the limit for all new clients, unless a limit is explicitly set on the 'Client Setup' screen.
- The Hospital Limit Amount and Hospital Limit Period setup is accessed via this icon.
- When ASAQ rebates are adjusted (reversed) by the system, this User-defined adjustment and reason will be recorded with the adjustment. This type of adjustment is applied when partial payment of a rebate is posted.
- The ASAQ transmittal files are saved to the ASAQ Document Folder Path. The transmittal files consist of a file to be sent to MAPAQ, and a 'human-readable' file. Both are produced by clicking the 'Send Pending' button on the 'Pending ASAQ Adjustments' tab on the 'Accounting' screen.

The Visit Period is defined by the number of days between the Admission Date and the Discharge Date. The Visit Limit Amount is the sum of the daily amount as defined on the 'ASAQ Visit Limits' dialog. The Visit Limits are defined for each Hospital Limit Period.

If a new 'Limit Period' is needed, click the 'Add' button to add a blank row.

ASAQ Visit Limits

+ Add

Visit Day Number	Amount	Maximum for Visit
1	150.00	\$150.00
2	250.00	\$400.00
3	100.00	\$500.00
4	50.00	\$550.00
5	50.00	\$600.00
6	50.00	\$650.00
7	50.00	\$700.00
8	25.00	\$725.00
9	25.00	\$750.00
10	25.00	\$775.00
11	25.00	\$800.00
12	25.00	\$825.00
13	25.00	\$850.00
14	25.00	\$875.00

Save Cancel

The Visit Limit Amount setup is accessed via this icon.

ASAQ Limits

+ Add

Amount	From	To
1000000.16	Jan 1, 2016	Dec 31, 2016
1100000.17	Jan 1, 2017	Dec 31, 2017
1100000.18	Jan 1, 2018	Dec 31, 2018
1100000.19	Jan 1, 2019	Dec 31, 2019

Save Cancel

To avoid a date validation error, adjust the end date of the current period, before adding the new period. The validation occurs when the 'Save' button is clicked.

1100000.19	Jan 1, 2019	Jun 30, 2019
1200000.19	Jul 1, 2019	Dec 31, 2019

Save Cancel

Error(s)

Date ranges cannot overlap

User Management – Clinician Setup

CLINICIAN / USER MANAGEMENT RULES:

- The Attending Clinician must be 'ASAQ Eligible'.
- The Attending Clinician must have a valid ASAQ DVM Number.

The attending DVM must be 'ASAQ Eligible' and have a valid ASAQ DVM Number.

Client Management – ASAQ Client Setup

CLIENT MANAGEMENT RULES:

- The Client must be 'ASAQ Eligible'.
- The Client must have an ASAQ Region Code and Client ASAQ Number.
- The Client ASAQ Expiration Date must be greater than the ASAQ Charge Transaction Date.
- The Hospital Limit Period defines the Client Limit Period, to which the Client Limit Amount is applied.
- If the Client Limit Amount is not explicitly defined, the Hospital Default Client Limit will be used
- Products that are defined with the 'Apply to Limits' checkbox selected, will count against the Client's Limit Amount.

YEAR END ROLLOVER:

- When the Client's ASAQ 'Expiration Date' is reached, the ASAQ API will create a new 'Client Limit Amount' and 'Expiration Date', based on the current amount and date.
- This will occur on the night of the Client's ASAQ 'Expiration Period'.
- The Hospital ASAQ settings also expire. Refer to the previous page for details.

This icon accesses the Client Limit Amount for past Limit Periods.

If the Client Limit Amount is not explicitly defined here, the Hospital Default Client Limit will be used. The Hospital Default Client Limit is defined on the 'Hospital Setup' screen.

The Client Remaining Balance is determined by subtracting all ASAQ Rebates that occurred within the Hospital Limit Period, from the Client Limit Amount.

The Client ASAQ Expiration Date must be greater than the ASAQ Charge Transaction Date.

Product Setup – Product Setup tab

PRODUCT SETUP RULES:

- The Product must be 'ASAQ Eligible'.
- The Product must be associated to a Product Category that is 'ASAQ Eligible'.
- Products that are defined with the 'Apply to Limits' checkbox selected, will be deducted from the Hospital, Client, and Visit Limit Amount.
- Products that are defined with the 'Don't Report to ASAQ' checkbox selected, will not be sent to ASAQ in the transmittal file.
- ASAQ Payments, on Products defined as 'Don't Report to ASAQ', are auto-posted when the Client Credit and ASAQ Debit are auto-posted.

Line	Seq	Product Name	Active?	Unit Price	Unit Cost	ASAQ	Apply Limits	Don't Report	% Paid	Last Updated
3	21	EAR CLEAN	Y	\$7.53	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Oct 10, 2017
3	22	CSF TAP	Y	\$29.59	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jun 4, 2009
3	23	SKIN BIOPSY	Y	\$40.23	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Sep 19, 2016

The ASAQ setting can be viewed, and modified, from the Product Search screen.

If any of the ASAQ properties are modified for a Product, and the Product exists on an open order, the changes will take effect when the 'Recalculate Order Total' button (located on the Order Management screen), is clicked.

Product # 3, Sequence # 23, Active, Product Type: Service, Category: A - ASAQ Service, Service Unit: [blank]

Product Setup Options: Multi-Item, Prescription Setup, Control Drug Machine Setup, ASAQ Eligible

ASAQ Information: Apply to Limits: , Don't Report To ASAQ: , Percent Paid: 100

All ASAQ Products must be associated to a Product Category that is 'ASAQ Eligible'. (See the Product Category Setup tab below.)

All ASAQ Products must be 'ASAQ Eligible' and 'Active'.

If the 'Apply to Limits' checkbox is selected, the rebate amount associated with the Product, will count against the Hospital, Client, and Visit Limit Amounts.

If the 'Don't Report To ASAQ' checkbox is selected, the rebate associated with the Product will not be included in the transmittal report to ASAQ. The payment will be auto-posted when the order is closed.

If the Percent Paid is less than 100, the ASAQ rebate adjustment will be calculated at that specified percent of the charge, and the remainder will remain the Client's responsibility.

Product Setup – Adjustment Type Setup tab

PRODUCT SETUP RULES:

- Adjustment Types that are of type 'ASAQ' will be available for selection on the 'Product Category Setup' dialog as ASAQ Credit and Debit Adjustments; as well as, the 'ASAQ Credit Reversal Adjustment Type' on the 'Hospital Setup' screen.

Name	Adjustment Type	Print On Invoice
Administrative Adjustment	Open Order	Y
Advanced Course-Teaching	Open Order	Y
ASAQ Credit	ASAQ	Y
ASAQ Credit (Unreported)	ASAQ Labs	N
ASAQ Credit Reversal	ASAQ	Y
ASAQ Debit	ASAQ	Y
ASAQ Debit (Unreported)	ASAQ Labs	N

Add/Edit Adjustment Type dialog: Name: ASAQ Credit, Type: ASAQ, Print On Invoice:

The ASAQ Credit Adjustment and Debit Adjustment must be defined as type 'ASAQ'.

Product Setup – Product Category Setup tab

PRODUCT SETUP RULES:

- Product Categories that are 'ASAQ Eligible' will be available for selection on the 'Product Setup' screen for ASAQ products.
- Product Categories that are 'ASAQ Eligible' must be associated to a Credit Adjustment and Reason; and, a Debit Adjustment, and Reason.

The 'Product Category Setup' tab, on the 'Product Setup' screen, displays the Product Categories that can be associated to a Product.

Category	Description	ASAQ	Include in Reorder	Active
A	ASAQ Service	Y	N	Y
A12	Test Category	N	N	N
ASDFG	test test test	N	N	N
E	Equipment	N	N	Y
I	Inventory Item	N	Y	Y
L	ASAQ Lab Work	Y	N	Y
LABS	Laboratory Tests	N	N	Y
N	Non Inventory Item	N	N	Y
P	ASAQ Inventory Item	Y	Y	Y
S	Service	N	N	Y

Edit Form

Category: Active: Last Updated: Jul 8, 2016
 Description: Last Updated By: REGGLE
 Include in Inventory Reorder?

ASAQ Eligible:

Apply to Limits: Don't Report To ASAQ: Percent Paid: 100
 Credit Adjustment: Reason:
 Debit Adjustment: Reason:
 ASAQ Client Account:

Save Cancel

Each 'ASAQ Eligible' Product must be associated to a Product Category that is 'ASAQ Eligible' and active.

The 'Apply to Limits', 'Don't Report To ASAQ', and 'Percent Paid' values on the Product Category, act as defaults for the Products that are associated to the Product Category - unless the options have been explicitly set for the Product.

The ASAQ Client Account is a special Client account that is defined via the 'Client Management' screen.

When an order, containing ASAQ charges, is closed, the Credit Adjustment will be applied to the Client's account, and the Debit Adjustment will be applied to the ASAQ Client Account. This transfers financial responsibility from the Client to the ASAQ Client Account.

The Product Category must be associated to a Credit Adjustment and Reason; and a Debit Adjustment and Reason.

When an order, containing ASAQ charges, is closed, the Credit Adjustment will be applied to the Client's account, and the Debit Adjustment will be applied to the ASAQ Client Account. This transfers financial responsibility from the Client to the ASAQ Client Account.

The adjustments are configured via the 'Hospital Setup' screen -> 'Accounting Setup' tab -> 'Adjustment Type Setup' tab.

Patient Details – Species Setup

PATIENT RULES:

- The Patient must be 'ASAQ Eligible'.
- The Patient may have an ASAQ Tag; however, it is not always required.
- The ASAQ Tag is of type 'ASAQ'
- The ASAQ Tag must have an 'Issue Date', and 'Expiration Date'.
- The ASAQ Tag requirement is defined as a property of the species.

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Species: Bovine

Standard Code: 1700

Constant K: 0

Species Class: Large Animal

Active:

ASAQ Tag Required:

Last Updated: Jul 8, 2016

Last Updated By: REGGLE

The Patient may have an ASAQ Tag; however, it is not always required.

Visit Information | Master Problem List | Prescriptions | Patient Details

Reports

Case No: 20180118002 | Animal ID: ASAQ Patient 222

National ID: | Nickname: |

Species: Bovine

Breed: ANGUS | Mixed Breed: | Active:

Color: | Sex: | Age Altered: |

Birth Date: | Age: 0 Years 0 Months | Approximate Age:

Weight: | kg | Date: |

Usage: Meat Dairy Egg Companion

Deceased:

ASAQ Eligible:

Documents | Tags | Notes

Add New ID/Tag | Edit

Type	Number	Issue Date
ASAQ	55-222	Jan 01, 2018

ID/Tag Window

Tag Type: ASAQ

Tag Number: 55-222

Issue Date: Jan 1, 2018

Expiration Date: Dec 31, 2018

Comment:

Save | Cancel

The Patient must be marked as 'ASAQ Eligible' on the 'Patient Details' tab of the 'Patient Record' screen.

Admission Details & Visit Information

EPISODE RULES:

- The visit must be 'ASAQ Eligible'.
- The attending DVM must be 'ASAQ Eligible' (see Clinician/User Management); and, must have an ASAQ DVM Number.

The visit must be marked 'ASAQ Eligible' at the time of admission.

The Visit Period begins when the patient is checked in during admission...

... and ends on the Discharge Date.

The discharge date is required when closing an order with ASAQ charges.

The attending DVM must be 'ASAQ Eligible', and must have an ASAQ DVM Number.

The Visit ASAQ Status is displayed next to the 'Appt Type' located in the visit header of the Patient Medical Record.

The ASAQ Status can be modified by right-clicking on the visit information header and selecting the 'Remove ASAQ Eligibility' option from the context menu. If the visit is not marked as an 'ASAQ Eligible' visit, but is otherwise eligible, it can be made 'ASAQ Eligible' by selecting the 'Add ASAQ Eligibility' option from the context menu. The menu option toggles based on the visit's ASAQ Status.

To use this option, the User must be granted the privilege for 'Update Episode ASAQ Status', which is located in the 'Patient Record' section of the privileges on the 'User Management' screen.

Changing this option will affect open or new orders. When the ASAQ status is changed, charges on open orders will be re-calculated.