The Mail 485s function tracks 485s sent by mail (or fax) to a physician for signature and helps you to monitor when returned signed. It integrates with the billing system to ensure that claims are not billed to certain payers until the necessary documentation has been received.

The screen is split into two sections; the top pane shows 485s not marked as mailed and the bottom pane are mailed but not returned.

Outgoing 485s to Send

- Select the 485 that needs marked as mailed. You can select multiple 485s by single clicking each order row (each 485 will be highlighted).
- Click the **Mailed Today** button. The selected 485(s) will be marked with a mailed date for the current date.
- The 485(s) will be removed from the top pane and show up on the bottom.

Incoming Mailed 485s

- Select each 485 that has been returned with a signature that meets your agency policy.
- Click the **Received by Mail** button.
- The 485(s) will be removed from the list.

Other

If the doctor you have selected does not wish to have orders faxed, you will see a warning message at the top of the mailing screen. This is just a visual reminder not to fax orders to the physician for signature. This can be setup for each doctor under **Codes > Other Basic Codes > Doctors**, uncheck Accepts Faxes and click on **Save**.

If you need to mail the 485 to the physician multiple times you can use the ReMailed Today button. This will mark it as mailed again – up to three times.

If a 485 was mailed by mistake select the 485 and click on **Mark as Unmailed**. The 485 will be moved back to the top pane.

If a 485 was returned by mistake go to 485 > select the 485 and click on Edit. From box 23 click the **Mark This 485 as Not Returned** button.

If you use the **Received by Fax** button and your agency is setup to receive faxes as an original then the order will be taken off of the tracking list. This setup is from Codes > Security > Global Setting > 485 > 0100 485s/Orders received by fax are considered Received = must be True to take order off of tracking.

Other report to print for Orders/485s not returned or not mailed is 01.19 485 and VO Tracking

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50719.aspx