

# Army MEPRS Program Office Newsletter

April 13, 2015



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Good day everyone. I hope that everyone has a great MEPRS day! This note is the latest installment for our MEPRS Newsletter. It is difficult to believe that 30 days have gone by since our great MEPRS training event. I want to take an opportunity to thank those who attended, my thanks to the AMPO Office staff for conducting the training, and my deepest thanks to the leaders for supporting this critical event by managing through the staff absence.

A couple of critical activities have risen to our attention since our training. First, Tri-Service designation of a Functional Cost Code (FCC) for the Defense Health Agency (DHA) work on the electronic Health Record (eHR). AMPO distributed guidance in December 2014 to established FCGC\_DMIS ID.04. Many organizations completed that task, however in January 2015, DHA convened and obtained Tri-Service agreement to establish the FCG4 FCC for the eHR. All MTF MEPRS Office must ensure they have established "FCG4 – SPT TO ELECTRONIC HEALTH RECORD" in the EAS Table and a DMHRSi task. Recent questions from MTF staff have recognized that this guidance was not completed and MTF staff are unable to report DMHRSi time in support of the eHR. Please review your tables to ensure the task is setup.

The second major issue is the Primary Care Medical Home (PCMH) FCC setup. As we discussed during our training, it is essential that all the setup steps are completed to establish the PCMH in our source systems. Your efforts and synchronization with supporting offices to ensure that GFEBS, CHCS, DMHRSi, and EAS have the correct FCC linkages remain elusive. Please take the time to review your PCMH/CMBH/SCMH setup in the source systems. Once the setup is properly established, it will expedite the compliance, support the proper recognition of medical home expenses, and reduce the time required to make system corrections. Again, I appreciate the outstanding work each of you performs daily for MEPRS and Army Medicine. Best wishes - dwb

## BEST-OF-THE-BEST Data Reporting Month of December 2014

Army Medical Treatment Facilities (MTF) MEPRS Office personnel are known for their dedication and meticulous performance of their duties. This is evident when reviewing the compliance with requirements placed on them from within their commands along with those imposed by MEDCOM.

MTF Ranking is based on point values assessed for compliance with current FY EAS Timeliness, Defense Medical Human Resource System internet (DMHRSi) Timecard Compliance, Financial Reconciliation submission, Narrative submission, Discrepancies for FY09-FY15 (AMPO Discrepancies, and Unauthorized FTE's), and un-validated discrepancies on the Advice and Assist Reports generated as a result of MEWACS data population. Contact your AMPO analyst for additional details on the ranking methodology.

### MEDCEN

C.R. DARNALL AMC  
STACIE RITCHEY & STAFF

BROOKE AMC  
SONJA KOONS & STAFF

### BEDDED

BASSETT ACH  
BERNADETTE MEEK & STAFF

WEED ACH  
VALARIE DEROSE & STAFF

IRWIN ACH  
KATHRYN ALBRECHT & STAFF

WINN ACH  
KRISTINE DEJOSEPH & STAFF

### UNBEDDED

BAVARIA MEDDAC  
ROBERT KESLER & STAFF

FOX ACH  
CATHY COLLINS & STAFF

## BEST-OF-THE-BEST Data Reporting Month of January 2015

MEDCEN	BEDDED	UNBEDDED
<b>C.R. DARNALL AMC</b> <b>STACIE RITCHEY &amp; STAFF</b>  <b>BROOKE AMC</b> <b>SONJA KOONS &amp; STAFF</b>	<b>BASSETT ACH</b> <b>BERNADETTE MEEK &amp; STAFF</b>  <b>BAYNE-JONES ACH</b> <b>J.C. SARVER &amp; STAFF</b>  <b>WEED ACH</b> <b>VALARIE DEROSE &amp; STAFF</b>	<b>LYSTER AHC</b> <b>KATHY KELLEY &amp; STAFF</b>  <b>FOX ACH</b> <b>CATHY COLLINS &amp; STAFF</b>

## MEPRS CONFERENCE

The MEPRS Conference held 2-6 March 2015, at Camp Robinson, Little Rock, AR provided critical training on the following EAS processes: File and Table Maintenance, 9100 error impacts in cost allocation, DMHRSi data quality in reporting time appropriately especially in the "F & G accounts", the impact of DMHRSi training to our MTF staffs and ensuring they know how to properly report their time, and the importance of ensuring the PCMH-SCMH-CBMH homes are established correctly allowing our expense system to capture those costs where they are incurred, etc. The participants were also given "hands on" training in the following scenarios:

- Urgent Care/After Hours Clinic
- PCMH/CBMH/SCMH Setup/Review
- DMHRSi File Import Failure

The participants took both a pre-test and a post-test to test their knowledge before and after the training. The average pre-test score was 34.74% and the average post-test score was 86.64%. Congratulations to the three participants who scored a 100% on the post-test: Amy Bonilla-Beltran (Ft. Shafter), Susan Cascalheira (Ft. Benning), and John Daigle (Ft. Polk).

Due to the success, we are already researching the next training topics!

## MEPR FCC FCG4 — SUPPORT TO ELECTRONIC HEALTH RECORD TESTING

Army MEPRS Program Office distributed initial guidance in early December to establish FCGC\_DMIS ID\_.04. Many MEPRS Offices established this MEPRS FCC as requested. However in January 15, DHA met with all the Services and established one standard MEPRS for reporting all work to the eHR.

This standard Tri-Service MEPRS code for eHR is "FCG4 SPT TO ELECTRONIC HEALTH RECORD TESTING".

FCG4-Spt to Electronic Health Record Testing can be used by any MTF staff personnel who are working on the EHR modernization project. This MEPRS code should only be for personnel to use when they are supporting development and providing input to the new electronic health record. It is expected that some of the MTF staff will be involved with this testing. It has been determined there will be a need to identify the resources required to complete the testing. In line with requirements established by OTSG/MEDCOM G3/5/7, all personnel will be required to report their man-hours expended supporting the completion of this testing.

Impress upon the users that this is not to be used for time spent documenting patient care in CHCS/AHLTA or hard copy documents.

Expenses associated with a TDY or travel related to the development and testing of the new electronic health record needs to be reported to FCG4. This may require the MTF Budget Office to create a WBS mapped to FCG4 so they can charge the expenses directly to this WBS and minimize the movement or cost transfer of expenses from FALB to FCG4. Remember the WBS requires the DMIS field to filled in with the PDMIS/DMIS, the EAS Indicator field must be filled in with an "X" and the Attribute 3 field must have the MEPRS FCC of FCG4.

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## MIS-REPORTING OF REIMBURSABLES AFFECTING DHA FUNDING OF MEDICARE ELIGIBLE RETIREE HEALTH CARE FUND (MERHCF)

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During the process of calculating the funding of the MERHCF it has been identified that the reporting of reimbursables by the MTF budget offices was being performed incorrectly. The result of the incorrect reporting resulted in large credit expenses (reimbursables) being reported in valid MEPRS FCCs. MEDCOM Finance and Accounting (F&A) Office is reviewing the process on how MTF Budget Offices are reporting both the debit and credits associated with reimbursables and will be providing separate guidance to correct the mis-reported data. Once MEDCOM F&A Office has identified the incorrect reporting they will provide AMPO with the necessary adjustments to be made within EASi to correct the bad data.

AMPO provided the MTF MEPRS staff with the adjustments identified by MEDCOM F&A. MEPRS staff at affected MTFs will be required to make financial adjustments within EASi. These adjustments will be made by adding a new record to offset the credit expenses reported in GFEBs. Each of these records will need to be made with the same financial data elements (EOR/SEEC, BSL, AMSCO) as the original credit expense.

Failure to make these corrections could result in the loss of approximately \$50,000,000 in FY16 funding by DHA for the care MTFs provided to retirees during FY14.

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## STUCK/LOCKED TIMECARD SUBMISSION

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AMPO will only process one "Stuck/Locked Timecard Submission" form each day from each site. Please consolidate all names onto that one form each day and submit the form to AMPO. We will process the first form we receive each day and all others will be returned without action. All requests that are not submitted on the correct form will be returned to the site for correction prior to processing.



**Question:** Which Medical Home Practice MEPRS Codes/FCC should not have square footage and square footage cleaned?

**Answer:** Cost pools and Initial Outfitting

## Hail & Farewells

*We welcome the following new members and bid farewell to those  
who have retired/ or embarked on new paths!*

### Hail

Employee	Site	Date
Shannon Ayers	West Point, KACH	9 Feb. 2015
Stephanie Sherwood	Ft Drum, GAHC	1 Mar. 2015
Cynthia McKenna	Ft Bragg, WAMC	15 Feb. 2015
Chelsea Farias	Sam Houston, BAMC	16 Mar. 2015
Rebecca Hacker	West Point, KACH	6 Apr. 2015
Moonhee Salcedo-Seo	Korea, MEDDAC-K	9 Mar. 2015

### Farewell

Employee	Site	Date
Fortino J. Perez	Landstuhl, LRMC	31 Mar. 2015
Janet Horton	Ft Drum, GAHC	1 Mar. 2015
Rebecca Reveles-Jones	Sam Houston, BAMC	17 Apr. 2015
Marissa Boggs	Ft Gordon, DDEAMC	20 Feb. 2015
Carol Rickerson	Leonardwood, GWLACH	30 Apr. 2015
William Miles	Ft Bragg, WAMC	4 Apr. 2015
Stacie Semezier	Ft Bragg, WAMC	4 Apr. 2015
Tanya Henderson	Ft Bragg, WAMC	7 Mar. 2015