

SCREEN 402 - PART NAME MAINTENANCE TABLE

402 TAMUS B/P/P System - Part Name Maintenance						04/06/04 16:45
						D BPP0002 0018
2117 Function not authorized for this userid						
Screen: <u>1</u> Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)						
Part: <u>3</u> State Agency: <u>4</u> Leave System: Status: <u>5</u> Sick Pool Mode: <u>6</u>						
Title		Effective Dates				Action
Type	A/C	From		Thru	Title	Performed
Short	7	<u>8</u> <u>9</u> <u>10</u>		<u>11</u> <u>12</u> <u>13</u>	<u>14</u>	
Long					<u>15</u>	
Short	=	= = =		= = =		
Long						
Short	=	= = =		= = =		
Long						
Short	=	= = =		= = =		
Long						
Short	=	= = =		= = =		
Long						
Short	=	= = =		= = =		
Long						
Short	=	= = =		= = =		
Long						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Exit Main						

SCREEN 402 - PART NAME MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION	Blank - Inquire D - Delete M - Modify E - End
3	PART NUMBER	Must be a valid numeric part number.
4	STATE AGENCY	Must be a valid 3 character alpha/numeric code (defined by the state for each agency, see BPP Code Book, State Department Numbers).
5	LEAVE SYSTEM: STATUS	Status for entire component
6	SICK POOL MODE	This field indicates how the sick is managed for the component
7	ACTION CODE (A/C)	Must be equal to spaces, or: A - Add C - Change D - Delete

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8, 9, 10	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 8 - MM 9 - DD 10 - YYYY
11, 12, 13	EFFECTIVE THRU DATE	Must be a valid date in MM DD YYYY format; 11 - MM 12 - DD 13 - YYYY
14	SHORT TITLE	Can not be equal to spaces
15	LONG TITLE	Not edited

SCREEN 403 - DENTAL/VISION CARRIER TABLE

This table defines dental carrier codes and is used to obtain the name, vendor identification number and other information of a particular dental provider.

After receiving the screen **403**, the options available are:

1. Return to the B/P/P Table Maintenance Menu;
2. Inquire about a particular dental carrier;
3. Delete a particular dental carrier;
4. Modify a particular dental carrier; and,
5. View premium rates for a particular dental carrier.

These options are described below:

1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **400** in the **FUNCTION** field and press the **ENTER** key or use the **PF3** function key or the **PF4** to return to the B/P/P Main Menu.

2. INQUIRE

To inquire about a particular dental carrier:

- The **CARRIER CODE** may still be displayed from a previous Inquiry.
- The **FUNCTION** field should be blank.
- **TAB** to the **CARRIER CODE** field. Enter the carrier code to be viewed and press the **ENTER** Key.
- If no errors are encountered by the system, all available information for the carrier code entered will be displayed.
- If errors are encountered, the problem field(s) will be highlighted and the appropriate error message(s) will be displayed: **INVALID DENTAL CARRIER CODE** or **DENTAL CARRIER CODE NOT ON DATABASE**.

3. DELETE

Before deleting a dental carrier code, the user should first **INQUIRE** on it as described above.

To delete a particular dental carrier:

- **FUNCTION** field should be **D**.

- **TAB** to **CARRIER CODE** field, enter the carrier code to be deleted, and press the **ENTER** key.
- If no errors are encountered by the system, the database will be updated and the following message will be displayed: **DENTAL CARRIER DELETED FROM DATABASE**
- If errors are encountered, the problem field(s) will be highlighted and the appropriate error message(s) will be displayed: **INVALID DENTAL CARRIER CODE** or **DENTAL CARRIER CODE NOT ON DATABASE**.

4. MODIFY

Before modifying an existing dental carrier code, or adding a new dental carrier, the user should first **INQUIRE** on it as described above.

To **MODIFY** a particular dental carrier:

- **FUNCTION** field should be **M**.
- **TAB** to the field(s) that need changing, type in the change(s), and press the **ENTER** key. If no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**
- In addition, the word **CHANGED** will appear in the **ACTION PERFORMED** field.
- If errors are encountered, the problem field(s) will be highlighted and the appropriate error message(s) will be displayed:

INVALID DENTAL CARRIER CODE
INVALID DENTAL CARRIER NAME
VENDOR CAT IS INVALID
VENDOR ID IS INVALID
INVALID MAIL CODE
INVALID ZIP CODE
INVALID PHONE NUMBER

To **ADD** a particular dental carrier:

- **FUNCTION** field should be **M**.
- **TAB** to the **CARRIER CODE** field and enter a valid numeric carrier code, type in the carrier name in the **CARRIER** field, **TAB** over to the **VENDOR ID NO** field and enter a valid numeric vendor cat in the first position and a valid numeric vendor ID in the remaining positions, enter a valid numeric mail code in the **MAIL CODE** field, enter a valid value in the **PLNS** field, **TAB** to the **ADDRESS** fields and type in the appropriate address information, **TAB** to the **CITY** field and type in the city name, **TAB** to the **STATE** field and type in the two digit alpha state code, type in a valid numeric zip code in the **ZIP** field, and **TAB** to the **PHONE** field and type in a valid 10 digit phone number, then press the **ENTER** key. If no errors are encountered, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. In addition, the word **ADDED** will appear in the **ACTION PERFORMED** field.

- If errors are encountered, the problem field(s) will be highlighted and the appropriate error message(s) will be displayed:

**INVALID DENTAL CARRIER CODE
INVALID DENTAL CARRIER NAME
VENDOR CAT IS INVALID
VENDOR ID IS INVALID
INVALID MAIL CODE
INVALID ZIP CODE
INVALID PHONE NUMBER
ADDRESS INFORMATION REQUIRED FOR CURRENT CARRIER**

5. VIEW PREMIUM RATES

To view premium rates:

- **TAB** to the **CARRIER CODE** field.
- **ENTER** the desired carrier code and press the <**PF11**> function key (labeled “Rates”). The premium rates will be displayed.
- To return to the other carrier information, press the <**PF10**> function key (labeled “Prev”) or press the **ENTER** key.