
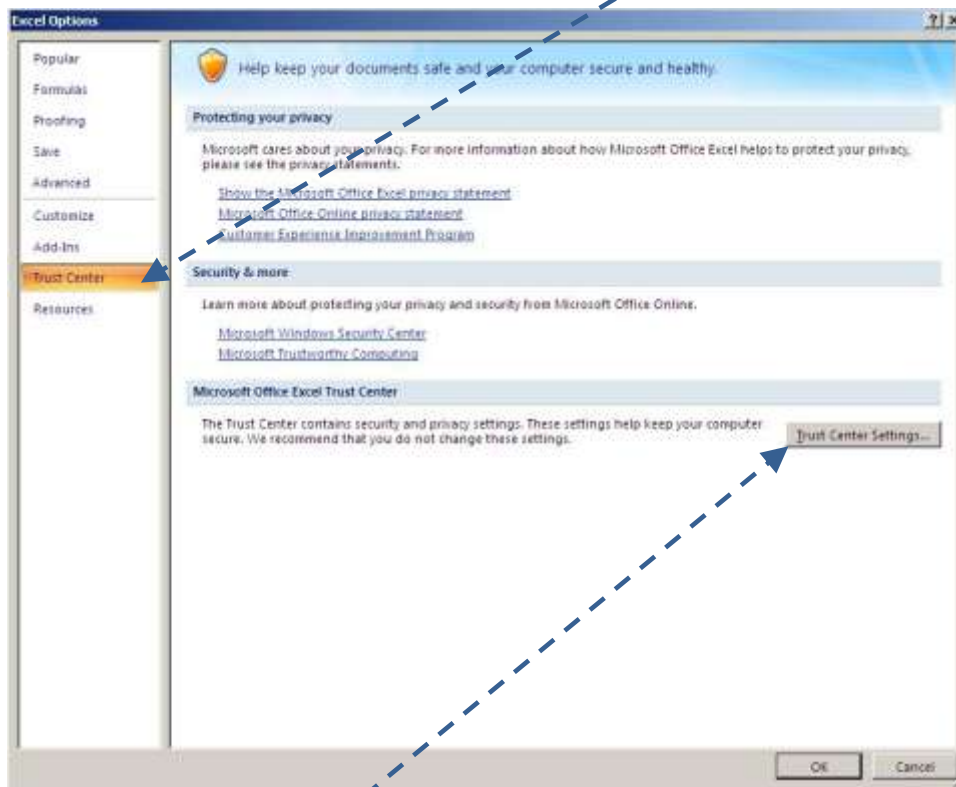


Spend Down Calculator and Expense Log Instructions

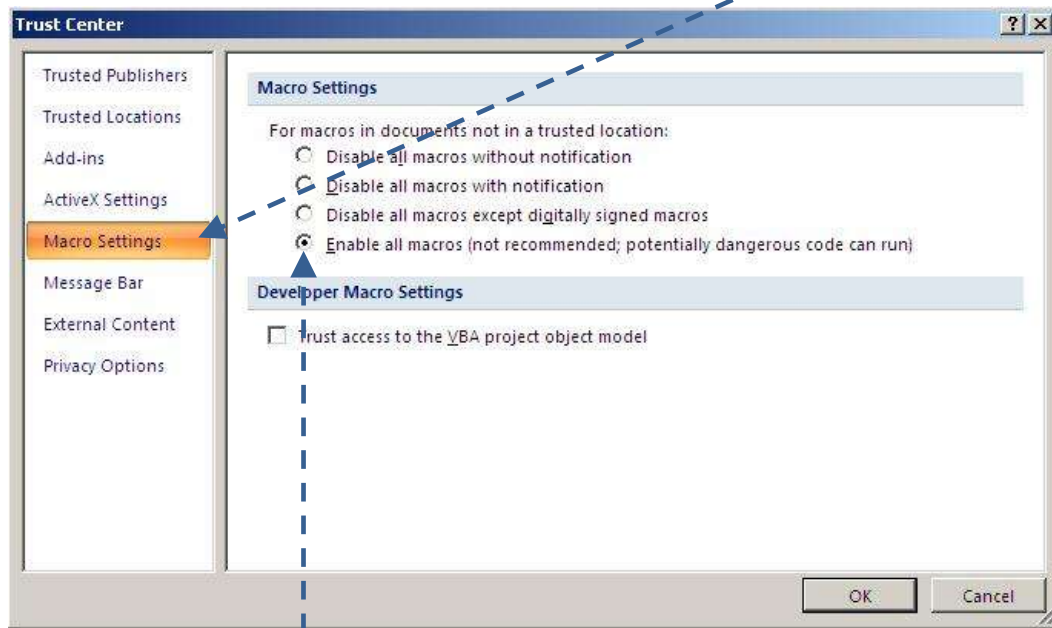
Step 1: **Enable Macros** (if you have previously completed Step 1, you may continue to Step 2).

- Click **Start** (located at the bottom left corner of the screen), place cursor over **Programs**, next place cursor over **Microsoft Office**. Select **Microsoft Office Excel 2007**.
- Now that Excel is open, locate the **Office Button**  found at the top left of the screen. Once clicked, a menu appears. Select **Excel Options**.
- Once the Excel options dialog box opens, select the **Trust Center** tab on the left side.



- Now, select the **Trust Center Settings...** button.

- Once the Trust Center Settings dialog box appears select the **Macro Settings** tab.

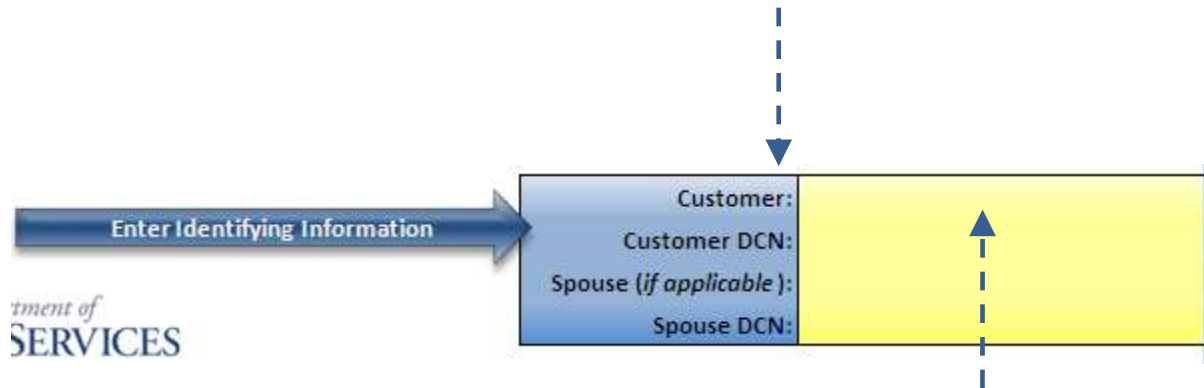


- Now, select **Enable all macros**.

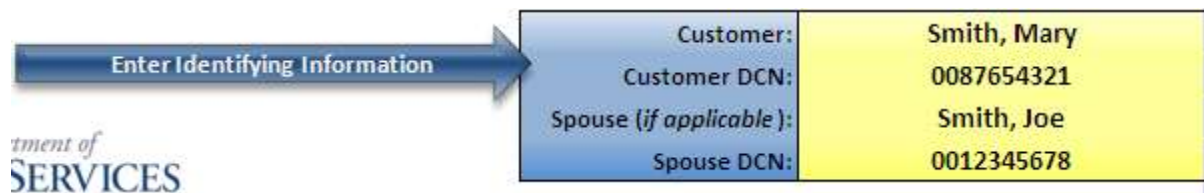
Macros (Excel's automatic programming) have been enabled on your computer. This should only have to be completed once. You may now close Microsoft Excel.

Step 2: **Entering Identifying Information**

- **Open** the Spend Down Calculator workbook.
- The first sheet is the **SUMMARY**. Locate the **“Identifying Information”** section.



- **Select** the "Customer:" field to highlight. Begin typing the customer name (last name, first name).
- Complete the **"Customer DCN:"** field as well as **Spousal** information (if applicable).



NOTE: Pressing **"Tab"** in Excel will advance your cell selection to the right one column and pressing **"Enter"** will advance your cell selection down one row.

Step 3: **Entering Monthly Expenses**

- **Locate** the “**Select Month:**” section show below.

Select Month:
January 2012
February 2012
March 2012
April 2012
May 2012
June 2012
July 2012
August 2012
September 2012
October 2012
November 2012
December 2012

Use the “**Select Month:**” column for navigation.
Click on the month for which expenses need to be entered.

- After selecting a month from the **SUMMARY** sheet, the calculator and log for the selected month is shown. Expenses and payments are entered into the calculator to determine if/when the customer met the monthly Spend Down as well as the liability amount.

↓

Back to Summary		January 2012			
MODSS FSD SPEND DOWN CALCULATOR		Apply Carryover To:	FEB	MAR	APR
Customer:	Smith, Mary	Carryover Amount:			
Customer DCN:	0012345678	Medicare/3rd Party Insurance:			
Spouse (if applicable):	Smith, Joe	Enter Spend Down Amount	\$1		
Spouse DCN:	0087654321	Total Expenses For Month:		\$0	
Message Center:					
Spend Down Not Met					
Spend down has not been met. Enter additional expenses.					
Insert New Expense Here		Service Date:			
		Service Type/Code:			
		Provider:			
		Total Expense:			
		3rd Party Responsibility:			
		Customer Responsibility:	\$0.00		
<input type="button" value="Clear New Expense"/>					
<input type="button" value="Delete Expense"/> <input type="button" value="Commit New Expense"/>					

- Locate the "Enter Spend Down Amount" field shown below.

Enter Spend Down Amount	\$1
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- Select the cell with "\$1" populated and enter the customer monthly Spend Down amount (found on MEDHIST in FAMIS). Mary and Joe Smith have a monthly Spend Down of \$250.

Enter Spend Down Amount	\$250
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- Next, locate the "Insert New Expense Here" field(s) shown below.

Insert New Expense Here Clear New Expense Delete Expense Commit New Expense List of January Charges:	Service Date:	
	Service Type/Code:	
	Provider:	
	Total Expense:	
	3rd Party Responsibility:	
	Customer Responsibility:	\$0.00
	Billing:	(Pull-Down and Select)

- Expenses for use in Spend Down determination are entered here.
- Enter expense information beginning with the Service Date, Service Type/Code, and Provider.

Insert New Expense Here Clear New Expense Delete Expense Commit New Expense List of January Charges:	Service Date:	1/3/2012
	Service Type/Code:	Rx
	Provider:	Walgreen's
	Total Expense:	
	3rd Party Responsibility:	
	Customer Responsibility:	\$0.00
	Billing:	(Pull-Down and Select)

- Enter the total amount of the service in the "Total Expense:" field as well as any 3rd party insurance or Medicare payments in the "3rd Party Responsibility:" field.
- In the below example an expense was entered for a pharmacy bill from Walgreens in the amount of \$150 with a 3rd party responsible for \$50 of the expense.
- The "Billing:" field contains a drop-down menu to select if the expense was Incurred, Paid by Customer (customer submitted paid receipts for out-of-pocket expenses), or Not Covered by MHD. The calculator reads this entry when making determinations for liability and Carryover.

Insert New Expense Here Clear New Expense Delete Expense Commit New Expense List of January Charges:	Service Date:	1/3/2012
	Service Type/Code:	Rx
	Provider:	Walgreen's
	Total Expense:	\$150.00
	3rd Party Responsibility:	\$50.00
	Customer Responsibility:	\$100.00
	Billing:	Incurred

NOTE: The "Billing:" field also has a *Check Received* option. This is to be utilized by Premium Collections when a check for partial/full payment is received.

- Once the expense information has been entered, click **Commit New Expense**.
- The Walgreen's expense has now been entered into the Spend Down Calculator and is shown in the "List of January Charges:" section.

List of January Charges:				Billing:	(Pull-Down and Select)	
Date	Service Type/Code	Billing	Provider	Total Expense	Medicare/3rd Party Paid	Customer Responsibility
1/3/2012	Rx	Incurred	Walgreen's	\$150.00	\$50.00	\$100.00

- Locate the "Message Center:". If the message "Spend Down has not been met. Enter additional expenses." is populated, the customer has not met the Spend Down for the month.


Message Center:	
Spend Down Not Met	
Spend down has not been met. Enter additional expenses.	

- Enter additional expenses in the **New Expense** section until the **Message Center** displays the message below.

Message Center:						
Spend Down Met						
Spend down met on 1/6/2012 with a liability of \$150						
Insert New Expense Here	Service Date: <input type="text"/> Service Type/Code: <input type="text"/> Provider: <input type="text"/> Total Expense: <input type="text"/> 3rd Party Responsibility: <input type="text"/> Customer Responsibility: \$0.00 Billing: (Pull-Down and Select)					
<input type="button" value="Delete Expense"/> <input type="button" value="Clear New Expense"/> <input type="button" value="Commit New Expense"/>						
List of January Charges:						
Date	Service Type/Code	Billing	Provider	Total Expense	Medicare/3rd Party Paid	Customer Responsibility
1/6/2012	OV	Incurred	Dr. Jones	\$300.00	\$25.00	\$275.00
1/3/2012	Rx	Incurred	Walgreen's	\$150.00	\$50.00	\$100.00


- With the additional expenses entered, the above customer has met their Spend Down on **January 6, 2012 with a liability of \$150** which is indicated in the **Message Center**.
- Once you have entered all of the available expenses, **Save** and **Close** the calculator.

Step 4: Updating Monthly Expenses

Back to Summary		January 2012				
MODSS FSD SPEND DOWN CALCULATOR		Apply Carryover To:	FEB	MAR	APR	
Customer:	Smith, Mary	Carryover Amount:				
Customer DCN:	0012345678	Medicare/3rd Party Insurance:		Yes		
Spouse (if applicable):	Smith, Joe	Enter Spend Down Amount		\$250		
Spouse DCN:	0087654321	Total Expenses For Month:		\$250		
Message Center:						
Spend Down Met						
Spend down met on 1/6/2012 with a liability of \$150						
Insert New Expense Here		Service Date:				
<input type="button" value="Clear New Expense"/>		Service Type/Code:				
		Provider:				
<input type="button" value="Delete Expense"/> <input type="button" value="Commit New Expense"/>		Total Expense:				
		3rd Party Responsibility:				
		Customer Responsibility:	\$0.00			
List of January Charges:		Billing:	(Pull-Down and Select)			
Date	Service Type/Code	Billing	Provider	Total Expense	Medicare/3rd Party Paid	Customer Responsibility
1/6/2012	OV	A - Incurred	Dr. Jones	\$300.00	\$25.00	\$275.00
1/3/2012	Rx	A - Incurred	Walgreen's	\$150.00	\$50.00	\$100.00

There are instances when a customer will submit a new expense after they have met their Spend Down for the month which may cause the date and liability amount to change. In the above example, **Mary and Joe Smith** submitted a receipt for more prescriptions that were filled on **01/05/2012**. Because this is an out-of-pocket expense, *Paid by Customer* should be selected in the **"Billing:"** field as shown below.

- To update a Spend Down calculation, **enter** the submitted expense in the **"New Expense"** section shown below.

Insert New Expense Here		Service Date:	1/5/2012		
<input type="button" value="Clear New Expense"/>		Service Type/Code:	Rx		
		Provider:	Walmart		
<input type="button" value="Delete Expense"/> <input type="button" value="Commit New Expense"/>		Total Expense:	\$300.00		
		3rd Party Responsibility:	\$100.00		
		Customer Responsibility:	\$200.00		
List of January Charges:		Billing:	C - Paid by Customer		

- After **committing** the new expense into the calculator, the below **ERROR!** message appears with a prompt to "**Press Delete Expense**" because too many expenses have been entered.

Back to Summary		January 2012			
MODSS FSD SPEND DOWN CALCULATOR		Apply Carryover To:	FEB	MAR	APR
Customer:	Smith, Mary	Carryover Amount:			
Customer DCN:	0012345678	Medicare/3rd Party Insurance:		Yes	
Spouse (if applicable):	Smith, Joe	Enter Spend Down Amount	\$250		
Spouse DCN:	0087654321	Total Expenses For Month:		Total Expenses For Month: \$250	
Message Center:					
Spend Down Met		ERROR! Too many expenses entered. Press Delete Expense.			

Spend down met on 1/6/2012 with a liability of -\$50

Insert New Expense Here		Service Date:	<input type="text"/>			
<input type="button" value="Clear New Expense"/>		Service Type/Code:	<input type="text"/>			
		Provider:	<input type="text"/>			
<input type="button" value="Delete Expense"/> <input type="button" value="Commit New Expense"/>		Total Expense:	<input type="text"/>			
		3rd Party Responsibility:	<input type="text"/>			
		Customer Responsibility:	\$0.00			
List of January Charges:		Billing:	(Pull-Down and Select)			
Date	Service Type/Code	Billing	Provider	Total Expense	Medicare/3rd Party Paid	Customer Responsibility
1/6/2012	OV	A - Incurred	Dr. Jones	\$300.00	\$25.00	\$275.00
1/5/2012	Rx	C - Paid by Customer	Walmart	\$300.00	\$100.00	\$200.00
1/3/2012	Rx	A - Incurred	Walgreen's	\$150.00	\$50.00	\$100.00

- Clicking "**Delete Expense**" will remove the most recent expense (by service date) that has been committed to the calculator. Continue to press "**Delete Expense**" until the **ERROR!** disappears.

Message Center:		Carryover exists. Apply to a future month listed above.
Spend Down Met		
Spend down met on 1/5/2012 with a liability of \$0		

- Because the new expense entered was out-of-pocket and paid by the customer, Spend Down for January has now been met on **January 5, 2012 with a liability of \$0.**

Step 5: **Applying Carryover**

- Now that Mary and Joe Smith have met the Spend Down for January 2012 with an out-of-pocket expense, they are eligible to apply the remaining balance from the amount they paid to any of the following 3 months. The message center displays **“Carryover exists. Apply to a future month listed above.”** and the **“Carryover Amount:”** field is now populated with **\$50**.

Back to Summary		January 2012			
MODSS FSD SPEND DOWN CALCULATOR		Apply Carryover To:	FEB	MAR	APR
Customer:	Smith, Mary	Carryover Amount:	\$50		
Customer DCN:	0012345678	Medicare/3rd Party Insurance:	Yes		
Spouse (if applicable):	Smith, Joe	Enter Spend Down Amount	\$250		
Spouse DCN:	0087654321	Total Expenses For Month:	\$250		
Message Center:		Carryover exists. Apply to a future month listed above.			
Spend Down Met					
Spend down met on 1/5/2012 with a liability of \$0					

- To apply the Carryover, select the month where the additional expense will be applied:

Apply Carryover To:	FEB	MAR	APR	
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- By selecting **“FEB”**, the calculator will take the Carryover balance into the FEB12. The **“Provider:”** field will auto-populate based on the month the Carryover originated.

Back to Summary		February 2012			
MODSS FSD SPEND DOWN CALCULATOR		Apply Carryover To:	MAR	APR	MAY
Customer:	Smith, Mary	Carryover Amount:			
Customer DCN:	0012345678	Medicare/3rd Party Insurance:	Yes		
Spouse (if applicable):	Smith, Joe	Enter Spend Down Amount	\$1		
Spouse DCN:	0087654321	Total Expenses For Month:	\$0		
Message Center:		Spend down has not been met. Enter additional expenses. Carryover entered. Enter Spend down amount and Commit New Expense.			
Spend Down Not Met					
Insert New Expense Here		Service Date:	2/1/2012		
		Service Type/Code:	SDCO		
		Provider:	JAN12 Carryover		
		Total Expense:	\$50.00		
		3rd Party Responsibility:			
		Customer Responsibility:	\$50.00		
List of February Charges:		Billing:	(Pull-Down and Select)		

- NOTE:** Expenses listed as *Not Covered by MHD* are also eligible for Carryover.

- The Message Center now displays the “**Carryover entered...**” message. Before committing the new expense, the Spend Down amount for the month should be entered and the “**Billing:**” field completed. Mary and Joe Smith had a Carryover from an out-of-pocket (*Paid by Customer*) expense from a prior month.

Back to Summary		February 2012				
MODSS FSD SPEND DOWN CALCULATOR			Apply Carryover To:	MAR	APR	MAY
Customer:	Smith, Mary		Carryover Amount:			
Customer DCN:	0012345678		Medicare/3rd Party Insurance:		Yes	
Spouse (if applicable):	Smith, Joe		Enter Spend Down Amount		\$250	
Spouse DCN:	0087654321		Total Expenses For Month:		\$50	
Message Center:						
Spend Down Not Met						
Spend down has not been met. Enter additional expenses.						
Insert New Expense Here			Service Date:			
Clear New Expense			Service Type/Code:			
Delete Expense			Provider:			
Commit New Expense			Total Expense:			
			3rd Party Responsibility:			
			Customer Responsibility:	\$0.00		
			Billing:	(Pull-Down and Select)		
List of February Charges:						
Date	Service Type/Code	Billing	Provider	Total Expense	Medicare/3rd Party Paid	Customer Responsibility
2/1/2012	SDCO	C - Paid by Customer	JAN12 Carryover	\$50.00		\$50.00

- The **\$50** Carryover from the January 2012 expense list is now considered in the February 2012 Spend Down.
- Click [Back to Summary](#) located at the top left-hand corner of the calculator.

Select Month:	Status:	Liability:	Needed to Meet Spend Down:	Carryover Used:	Carryover Used From:	Comments:
January 2012	Spend Down Met	\$0	\$0	No	No Carryover	
February 2012	Spend Down Not Met	\$200	\$200	No	No Carryover	
March 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
September 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
December 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	

This **SUMMARY** sheet is where Carryover usage is recorded. Because Carryover was used in February 2012, the below recording should be made. **Update** the **“Carryover Used:”** column by selecting or typing **“Yes”**. **Update** the **“Carryover Used From:”** column to indicate which month the Carryover originated.

Monthly Status:					
Select Month:	Status:	Liability:	Needed to Meet Spend Down:	Carryover Used:	Carryover Used From:
January 2012	Spend Down Met	\$0	\$0	No	No Carryover
February 2012	Spend Down Not Met	\$200	\$200	Yes	January 2012
March 2012	Spend Down Not Met	\$1	\$1	No	No Carryover
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover

- A comment regarding the Carryover should also be made in the comment field for the month:

Carryover		
Used:	Carryover Used From:	Comments:
No	No Carryover	Full \$50 Carryover applied.
Yes	January 2012	
No	No Carryover	
No	No Carryover	

Additional Summary Sheet Information:

Monthly Status:						
Select Month:	Status:	Liability:	Needed to Meet Spend Down:	Carryover Used:	Carryover Used From:	Comments:
January 2012	Spend Down Met	\$0	\$0	No	No Carryover	Full \$50 Carryover applied.
February 2012	Spend Down Not Met	\$200	\$200	Yes	January 2012	
March 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
April 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
September 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
December 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	

- **Status:** Indicates whether the Spend Down for the corresponding month has been met. This field auto-populates based on expenses entered.
- **Liability:** Shows what the customer’s current liability corresponding month. This field auto-populates based on expenses entered.
- **Needed to Meet Spend Down:** If the Spend Down has not been met, this field shows how much is needed to meet the Spend Down. This field auto-populates based on expenses entered and will display \$0 when the Spend Down has been met for the month.
- **Comments:** This field should be used to record additional information. Examples include Carryover and partial payment comments and comments regarding expenses used/not used.


Other Useful Information/Tips

- **Delete Expense** will only delete the most recent expense by service date. It is important to make sure expense information is entered correctly as the calculator will not allow users to update expenses once entered. Expenses have to be deleted and re-entered if errors are discovered. This protects the integrity of the calculator and ensures liability and Spend Down dates are calculated correctly per policy.
- If an error is made in the **“New Expense”** field(s) and the expense has not been committed, click **Clear New Expense** to erase all of the new expense information and start over.
- If a customer has a Carryover, it can be split up and applied to *multiple* months. After choosing the month to apply a portion of the Carryover, the user **MUST** update the amount in the **“New Expense”** field to show how much of the Carryover should be used in the selected month before committing the expense. The recording on the **SUMMARY** page should show as below:

Monthly Status:						
Select Month:	Status:	Liability:	Needed to Meet Spend Down:	Carryover Used:	Carryover Used From:	Comments:
January 2012	Spend Down Met	\$0	\$0	No	No Carryover	
February 2012	Spend Down Met	\$0	\$0	Yes	January 2012	\$200 from \$500 JAN12 Carryover applied
March 2012	Spend Down Met	\$0	\$0	Yes	January 2012	\$200 from \$500 JAN12 Carryover applied
April 2012	Spend Down Not Met	\$100	\$100	Yes	January 2012	\$100 from JAN12 Carryover applied, exhausted.
May 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
June 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
July 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
August 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
September 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
October 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
November 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	
December 2012	Spend Down Not Met	\$1	\$1	No	No Carryover	

- The **“Medicare/3rd Party Insurance:”** field located at the top of the monthly calculator contains a drop-down list to indicate any additional coverage the customer may have. This serves as a reminder to check for any 3rd party responsibility on expenses.
- If choosing *Check Received* when entering a new expense in the **“Billing:”** field, the calculator will revert the date of the check and coverage start back to the first of the selected month.
- It is important to apply the correct **“Billing:”** choice when entering expenses. The date and liability amount of the Spend Down are based on these entries. Incorrect entries will result in incorrect calculations.



- If the **Message Center** displays , the end calculation is not valid. **Delete Expense(s)** until the **Message Center** no longer displays the **ERROR!** message.
- The individual calculator sheets can be printed and kept in the case record as it shows all expenses used to meet monthly Spend Down.

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