

HDIS

Health Department Information System

Helping You...Help Others

Food Protection: Adding Receipts



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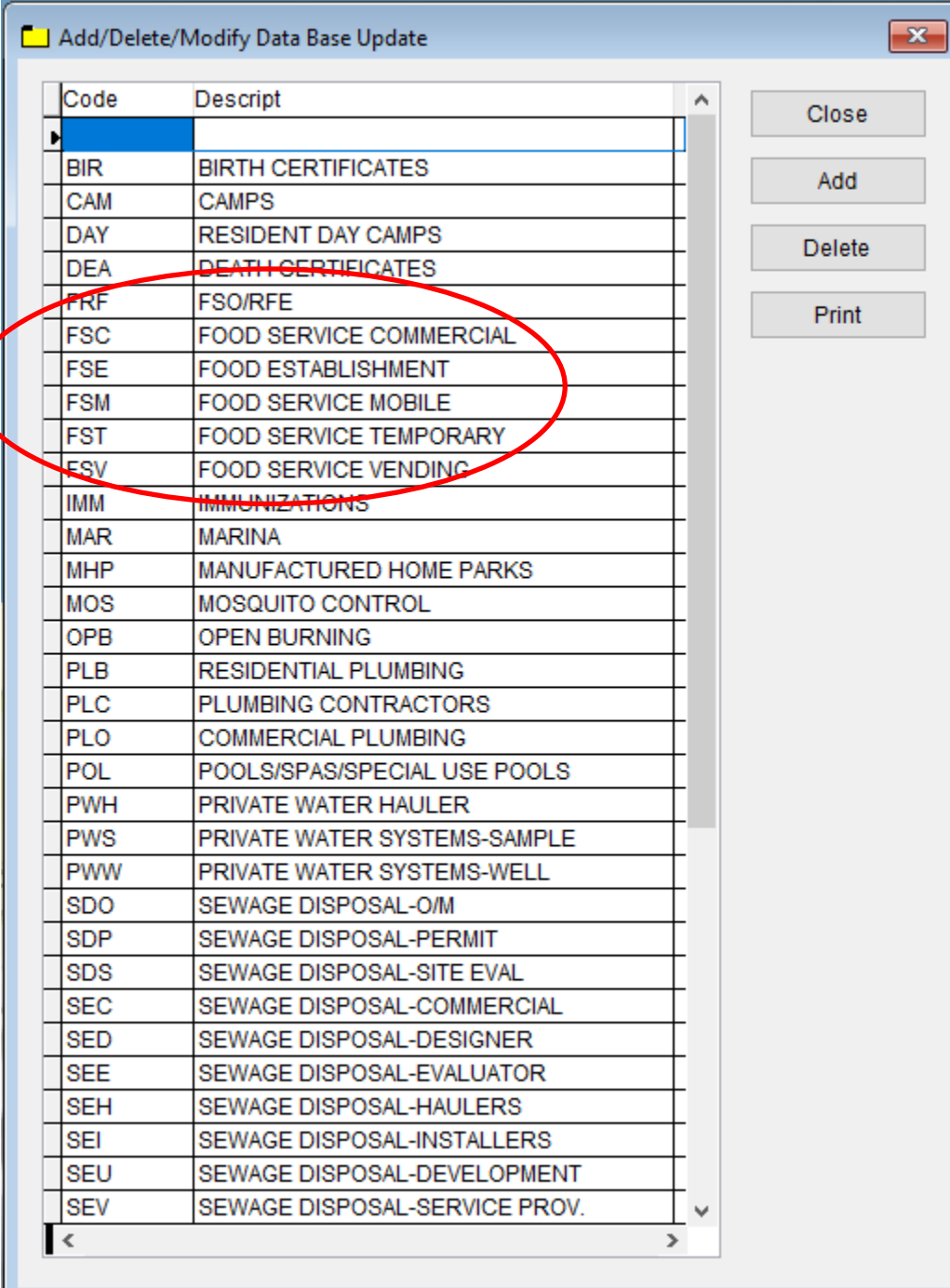
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In Receipts go to

Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables ->Data Base

Check to see if **Food Protection Module** is added

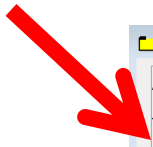


The screenshot shows a window titled "Add/Delete/Modify Data Base Update" with a table of codes and descriptions. A red circle highlights the entries for the Food Service Module.

Code	Descript
BIR	BIRTH CERTIFICATES
CAM	CAMPS
DAY	RESIDENT DAY CAMPS
DEA	DEATH CERTIFICATES
FRF	FSO/RFE
FSC	FOOD SERVICE COMMERCIAL
FSE	FOOD ESTABLISHMENT
FSM	FOOD SERVICE MOBILE
FST	FOOD SERVICE TEMPORARY
FSV	FOOD SERVICE VENDING
IMM	IMMUNIZATIONS
MAR	MARINA
MHP	MANUFACTURED HOME PARKS
MOS	MOSQUITO CONTROL
OPB	OPEN BURNING
PLB	RESIDENTIAL PLUMBING
PLC	PLUMBING CONTRACTORS
PLO	COMMERCIAL PLUMBING
POL	POOLS/SPAS/SPECIAL USE POOLS
PWH	PRIVATE WATER HAULER
PWS	PRIVATE WATER SYSTEMS-SAMPLE
PWW	PRIVATE WATER SYSTEMS-WELL
SDO	SEWAGE DISPOSAL-O/M
SDP	SEWAGE DISPOSAL-PERMIT
SDS	SEWAGE DISPOSAL-SITE EVAL
SEC	SEWAGE DISPOSAL-COMMERCIAL
SED	SEWAGE DISPOSAL-DESIGNER
SEE	SEWAGE DISPOSAL-EVALUATOR
SEH	SEWAGE DISPOSAL-HAULERS
SEI	SEWAGE DISPOSAL-INSTALLERS
SEU	SEWAGE DISPOSAL-DEVELOPMENT
SEV	SEWAGE DISPOSAL-SERVICE PROV.

Documentation says the codes are pre-determined by HDIS system and create the connection between the receipts program fee codes and the data base found in a HDIS module.

Go to **Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables -> Fees**



Add/Delete/Modify Receipt Fee Table

Code	Description	Total Amount	State Amt.	Division	Program	Sub Program	Health Department	Fund No.
AIB	ADULT IMMUNIZATIONS - BUCKEYE						0037-2001-14	
AICS	ADULT IMMUNIZATIONS - CS						0037-2001-04	
AII	ADULT IMMUNIZATIONS - INSURANCE						0037-2001-06	
AIM	ADULT IMMUNIZATIONS - MEDICAID						0037-2001-03	
AIMO	ADULT IMMUNIZATIONS - MOLINA						0037-2001-11	
AIP	ADULT IMMUNIZATIONS - PP						0037-2001-01	
AIPA	ADULT IMMUNIZATIONS - PA						0037-2001-15	
AIU	ADULT IMMUNIZATIONS - UHC						0037-2001-13	
BCMh	BCMh						0037-2005-3A	
BCMhD	BCMh DENTIST						0107-2008-3B	
BCMhR	BCMh RDH						0107-2009-3C	
C&DD	C&DD FEES	0.00	0.00				0035-3001-01	
C&DD1	C&DD GROUNDWATER FEE	0.00	0.00				0035-3002-01	
C&DDR	SOLID WASTE PUBLIC RECORD						0035-3001-01	
CAB	CA - BUCKEYE						0037-2011-14	
CACS	CA - CS						0037-2011-04	
CAI	CA - INSURANCE						0037-2011-06	
CAM	CA - MED						0037-2011-03	
CAMO	CA - MOLINA						0037-2011-11	
CAP	CA - PP						0037-2011-01	
CAPA	CA - PA						0037-2011-15	
CAU	CA - UHC						0037-2011-13	
CIB	CH IMM - 18 BUCKEYE						0037-2002-14	
CICS	CH IMM - 18 CARESOURCE						0037-2002-04	

Close
Add
Delete
Print
Sort by Code
Sort by Alpha
Copy & Paste*

Code, Data Base, and Receipt Book connect the Receipt module to other modules.

In the module you have (such as **Food Protection** for an example) any **Fee** you have listed you have to re-enter into the Receipts module with exact same **Code**. That **Code** is what connects the two modules.

When adding in a **Fee** in the **Receipts module**, make sure you pick the correct **Receipt Book AND Data Base**.

Account No.	Sub Account No.	Data Base	Fee Code	Receipt Book	Eff Date	HD Regulation	CPT Code	ICD Code
2003-14				INSURANCE COMPA	//			
3020-01		FRF	C1L	ENVIRONMENTAL	//			
3020-02		FRF	C1S	ENVIRONMENTAL	//			
3020-03		FRF	C2L	DAILY CLINIC RECEIPTS				
3020-04		FRF	C2S	ENVIRONMENTAL				
3020-05		FRF	C3L	GENERAL HEALTH DISTRICT				
3020-06		FRF	C3S	INSURANCE COMPANIES				
3020-07		FRF	C4L	ENVIRONMENTAL	//			
3020-08		FRF	C4S	ENVIRONMENTAL	//			
3020-4742				ENVIRONMENTAL	//			
2003-06				INSURANCE COMPA	//			
2003-03				INSURANCE COMPA	//			
2003-04				INSURANCE COMPA	//			
2003-11				INSURANCE COMPA	//			
3020-12		FRF		ENVIRONMENTAL	//			
3020-13		FRF	FOT	ENVIRONMENTAL	//			

Close

Add

Delete

Print

Sort by Code

Sort by Alpha

----- Test -----

First I created a new Fee in the Food Protection Module under **Maintenances -> Add/Delete/Modify Tables->Fees FSO/RFE**

■ Add/Delete/Modify Retail Food Fee Table ☒

Code	Description	Local Fee	State Fee	Water fee	Inspec.CCP/PR		
C1L	COMMERCIAL CLASS 1 =>25,000 SQ. FT.	200.00	28.00	0.00	180		0
C1S	COMMERCIAL CLASS 1 <25,000 SQ. FT.	150.00	28.00	0.00	180		0
C2L	COMMERCIAL CLASS 2 =>25,000 SQ. FT.	215.00	28.00	0.00	180		0
C2S	COMMERCIAL CLASS 2 <25,000 SQ. FT.	165.00	28.00	0.00	180		0
C3L	COMMERCIAL CLASS 3 =>25,000 SQ. FT.	700.00	28.00	0.00	180		0
C3S	COMMERCIAL CLASS 3 <25,000 SQ. FT.	295.00	28.00	0.00	180		0
C4L	COMMERCIAL CLASS 4 =>25,000 SQ. FT.	740.00	28.00	0.00	180	180	
C4S	COMMERCIAL CLASS 4 <25,000 SQ. FT.	365.00	28.00	0.00	180	180	
DP	DUPLICATE	10.00					
FOT1	FOOD TRAINING - LEVEL 1	30.00					
FOT2	FOOD TRAINING - LEVEL 2	150.00					
FOT3	FOOD TRAINING - PROCTOR	75.00					
KAY	KAYLE TEST	100.00	20.00	0.00	180		0
PRC	FOOD PLAN REVIEW COMMERCIAL	350.00					
PRN	FOOD PLAN REVIEW NON-COMMERCIAL	150.00					

Close

Add New Fee

Delete Fee

Blank Cert. Individuals *

Blank Audit #s *

Zero All Late Fees *

Update Fees & Intervals *

Blank Old Insp. Dates *

Blank License #s *

Blank Date Issued *

Blank Date Paid *

Blank Receipt #s *

Blank Notes *

Print



Then I closed out and went to the main Menu.

Go to **Management Services -> Receipts -> Maintenance ->Add/Delete/Modify Tables ->Fees**

Add/Delete/Modify Receipt Fee Table

Code	Description	Total Amount	State Amt.	Division	Program	Sub Program	Health Department	Fund No.
AIB	ADULT IMMUNIZATIONS - BUCKEYE							0037-2001-14
AICS	ADULT IMMUNIZATIONS - CS							0037-2001-04
All	ADULT IMMUNIZATIONS - INSURANCE							0037-2001-06
AIM	ADULT IMMUNIZATIONS - MEDICAID							0037-2001-03
AIMO	ADULT IMMUNIZATIONS - MOLINA							0037-2001-11
AIP	ADULT IMMUNIZATIONS - PPK							0037-2001-01
AIPA	ADULT IMMUNIZATIONS - PA							0037-2001-15
AIU	ADULT IMMUNIZATIONS - UHC							0037-2001-13
BCMh	BCMh							0037-2005-3A
BCMHD	BCMh DENTIST							0107-2008-3B
BCMHR	BCMh RDH							0107-2009-3C
C&DD	C&DD FEES	0.00	0.00					0035-3001-01
C&DD1	C&DD GROUNDWATER FEE	0.00	0.00					0035-3002-01
C&DDR	SOLID WASTE PUBLIC RECORD							0035-3001-01
CAB	CA - BUCKEYE							0037-2011-14
CACS	CA - CS							0037-2011-04
CAI	CA - INSURANCE							0037-2011-06
CAM	CA - MED							0037-2011-03
CAMO	CA - MOLINA							0037-2011-11
CAP	CA - PP							0037-2011-01
CAPA	CA - PA							0037-2011-15
CAU	CA - UHC							0037-2011-13
CIB	CH IMM - 18 BUCKEYE							0037-2002-14
CICS	CH IMM - 18 CARESOURCE							0037-2002-04
CII	CH IMM - 18 INSURANCE							0037-2002-06

Close Add Delete Print Sort by Code Sort by Alpha Copy & Paste*

Then I added in my own test Fee from Food Protection, making sure it was in the correct Data Base ["FRF" for FSO/RFE] and the correct Receipt Book "Environment."

HB10L	HOUSE BILL 110 MECHANICAL	200.00						7510-3010-27
HB10S	HOUSE BILL 110 NON-MECHANICAL	150.00						7510-3010-27
HTFHI	HUNGER TASK FORCE HOME INSPECTIONS	50.00						0039-3005-01
KAY	KAYLE TEST							
MOBOP	FS MOBILE OPERATION	158.00	28.00					0067-3020-10
MOS	MOSQUITO CONTROL							0039-3014-01

Next I created a **new** entry in Food Protection under FSO/RFE

Main Menu – **Environmental Health-> Food Protection ->FSO/RFE**

RFSD - GABBY TREATS

Find **FSO/RFE** Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Food Service Operation

FSO **RFE Endorsement** **Catering** **Seasonal** **Limited** License #

RFE **FSO Endorsement**

Name of Facility Name of License Holder

Street address City State Zip code

Phone FAX Established Date Code

Employees with Food Protection Certification [Manage Employee Certs](#) Show Active Only

Cert Levels Required

Level 1 After 2010 FBI Sanitation
 Level 2

Active Last Name	First Name	Level

Mailing address for annual Renewal if different than above

Name of parent company or owner Mail to Person (optional)

Street address City State Zip code

Phone

Print Previous FSO/RFE Next FSO/RFE Delete FSO/RFE Add FSO/RFE Modify

Then I added my test "Code"

RFSO - GABBY TREATS

Find FSO / RFE **Licensing Information** Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
KAY	KAYLE TEST	100.00	20.00	0.00		120.00

Insp. interval: 180
Last three standard inspection dates: // // //
CCP Interval: 0
Last two CCP inspections: // //

Audit: //
Date issued: //
Date paid: 12/01/2017
Receipt#: //
critical violations: 148896
non-critical vio.: //

Inspector: GAB
GABBY
Service: KAY
KAYLE

Political subdivision: 13
KAYLE
District: //
Air Compliance: (C)ompliant (N)on (O)ver
Compliance Date: //

Website: //

Note: //

Private Water
 PWS/EPA
 Out of business
OOB date: //

Print Modify

Clicked the "Add Fee" button and then pressed "Print" to look at a preview.

****"Receipt No.: 148897"*****

Date: 12/01/2017		Receipt No.: 148897		
Received From: GABBY TREATS		By:		
Description	Address/Comment	#	Quantity	Amount
KAYLE TEST	12 GABBY WAY	357	1	0.00
Check Number:			TOTAL:	0.00
BGI HD 500 MARKET STREET STEUBENVILLE, OH 43952				



Then I closed out of this screen and navigated to the Main Menu.

Management Services -> Receipt->Reports->by Receipts (detail)

Select **“Environmental”** and enter date **“12/01/2017”** for from and to date.

Report Designer - reclistd.fx - Page 1

by Receipts (detail) ENVIRONMENTAL Receipt Book
12/01/2017 - 12/01/2017

Date	Receipt #	Fee Description	Lic # / Per#	Name	Comment	Check #.	Amount
12/01/2017	148893	FOOD PUBLIC RECORDS		ANDRE JOSEPH	TEST KAYLE		0.00
12/01/2017	148894	F50 CLASS 3 COMMERCIAL	293	ALL ABOUT CHOCOLATE	226 SOUTH NORTH STREET	111	323.00
12/01/2017	148895	F50 CLASS 2 COMMERCIAL =>	157	KAYKAY TEST TEST	123 KAYTEST ROAD	243	243.00
12/01/2017	148896	KAYLE TEST	357	GABBY TREATS	12 GABBY WAY		0.00
12/01/2017	148897	KAYLE TEST	357	GABBY TREATS	12 GABBY WAY		0.00
TOTALS:							566.00

Print Preview

And magically my Receipt # **“148897”** has been added!