HDIS
Health Department Information System

Helping You...Help Others

Food Protection:
Adding Receipts

BG

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Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

In Receipts go to

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

Check to see if **Food Protection Module** is added
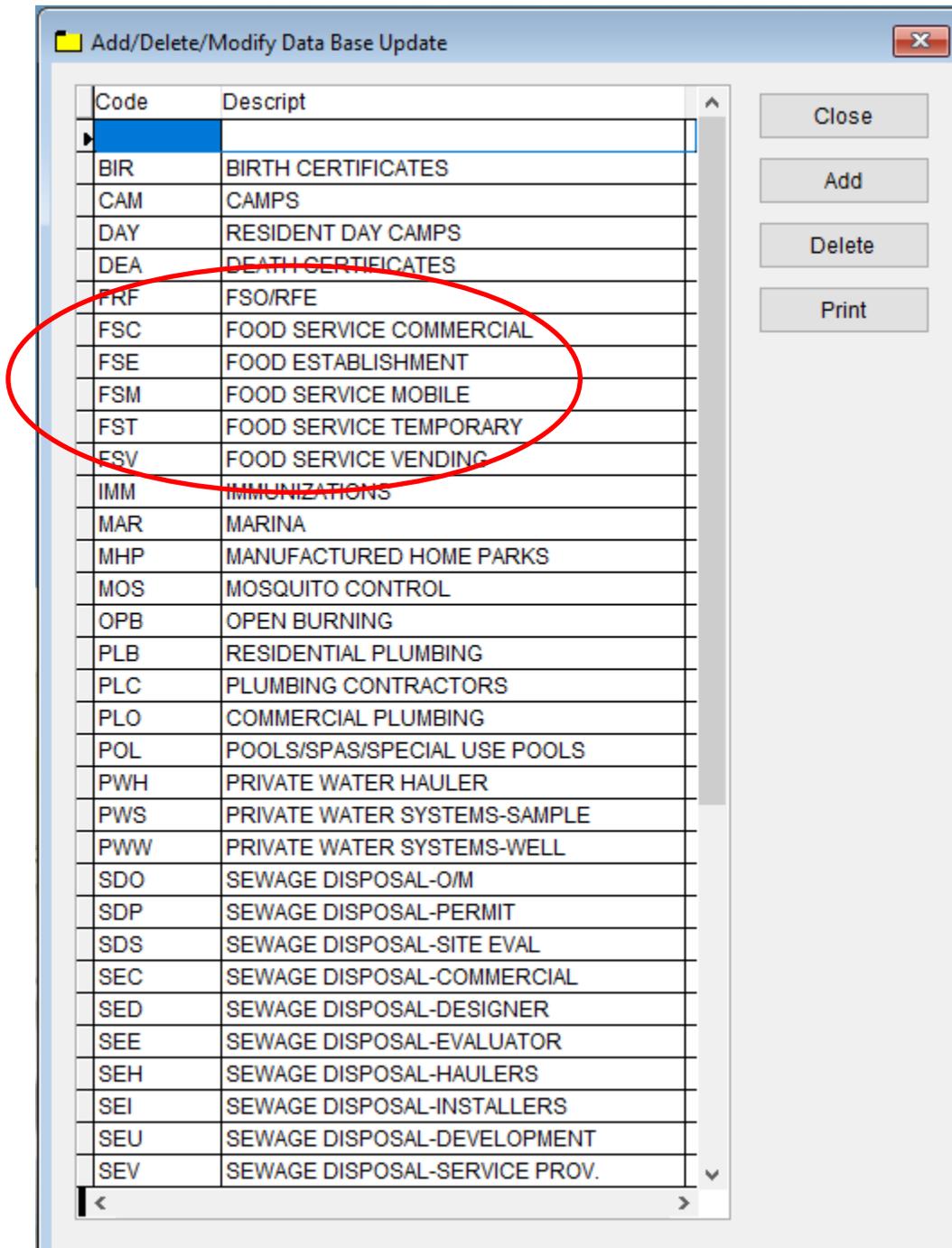
Documentation says the codes are pre-determined by HDIS system and create the connection between the receipts program fee codes and the data base found in a HDIS module.

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

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

Buttons: 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						
							INSURANCE COMPANIES						
3020-06	⌄		⌄	FRF	⌄	C3S	ENVIRONMENTAL	⌄	/ /				
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	⌄	/ /				

Buttons: 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**

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				

Add/Delete/Modify Retail Food Fee Table

Buttons:
- 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**

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 - 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

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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."

Code	Description	Total Amount	State Amt.	Division	Program	Sub Program	Health Department Fund No.
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**

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: KAY

Descript: KAYLE TEST

Local fee: 100.00 State fee: 20.00 WS fee: 0.00 Late fee: ___ Total: 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: ___

OOB date: / /

☐ **Private Water**   ☐ **PWS/EPA**   ☐ **Out of business**

Print   Modify

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By Hitting the "**ALT – R**" hot key I opened up Receipts inside Food Protection.

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

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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.

And magically my Receipt # "148897" has been added!