

Set-up and Process for CR 8358 Hospice Claim Requirements

As of April 1, 2014 Medicare will require additional claim reporting for all Hospice Claims. Claims that have a HCPCS of Q5003, Q5004, Q5005, Q5007 or Q5008 will need to include the name and NPI of the service facility in Loop 2310E. The "PM' modifier will now be required for post-mortem visits. Hospice claims must also include coding for noninjectable and injectable medications as well as infusion pumps/infusion medication. HBS release 1.2.7.25 addresses these requirements.

Your agency will need to enter new post-mortem charges, and new charge codes for drugs and infusion pumps (ex. 0250, 0636, 029x). The required HCPCS/NDC/Unit of Measure information will be added to charge details in a new "Foreign Code" field via Charge Entry or by importing a .CSV format file supplied by your pharmacy supplier (a sample file can be sent to HBS Support for confirmation that it meets our import requirements).

Complete the following steps to meet CR 8385 requirements:

Set-up

• Facility set-up: In File>File Maintenance>Entity>Institute Type, confirm facilities have the NPI # entered in the NPI # field. If the NPI# is listed in the Provider field, copy it to the NPI field.

📒 Entity M	laintenance:	Institute 983	- Aprea - Edit		
Name/Add	dress Phoi	ne Other-Info	Notes		
Bill-T	o Charge:	Room and Boar	d 🗖		
Provider	r Numher:	1234567890			
TTOWIDE	I	1234307000			
į	Specialty:	LTC/NSNF			
NP	I Number:	1234567890			
	1	1			
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	◆ 716 Ne	wman Spri	ngs Road + Li	ncroft_NI 07738 +	Tel 732-941-2201 •

Note: The NPI is required for claims with HCPCS of Q5003 (LTC/NSNF), Q5004 (SNF), Q5005 (IP Hospital), Q5007 (LTC Hospital) or Q5008 (IP Psych Facility).

Important: Confirm the 9 digit zip code is entered for the institute address. Claims with 5 digit zip codes will reject.

• In the System File create a new modality called "Pharmacy" and link it to the "Supplies" Care type. To do this go to File>File Maintenance>System Settings, enter your master password and go to the Modality tab. Click the + button to add a modality or re-name one that has not been used. Example:

-							
Seq	Description	Is-Visit	Care-Type	Cost-Type	Cost-Amt		+
11	Homemaker		Housekeeper	Visit	0.00		
12	Contract Pt		Other	Visit	0.00		
13	Contract St		Other	Visit	0.00		
14	Contract Ot		Other	Visit	0.00		
15	Contract Ss		Other	Visit	0.00		
16	Contract Hha	V	Other	Visit	0.00		
17	NonCovered	•	Other	Visit	0.00		
18	RESPITE	•	Other	Visit	0.00		
19	Continuous	•	Other	Visit	0.00		
20	Routine	•	Other	Visit	0.00		
21	Non-Visit Time Tracking		Non-Visit	Hour	0.00		
22	Lab Tests		Other	Visit			
23	Pharmacy		Supplies	Charge	0.00	Ţ	

• Create new Revenue codes for 0250, 0636, and the 29x codes in File>File Maintenance>Category>Revenue Code Type. Click the Add button to add the new code. Example:

Code: D636 Description: Injectible Drug CPT/HCPCS: Other Code: Other Code: Disch Reason Referral Type Disch Condition Religion Document Type Insurance Class Revenue Code Insurance Class Schedule Match Level Of Care Schedule Match Level Of Care Schedule Zone Marital Status Team Group Municipality Unmade Visit Optional Vark Shift Payment Type	ategory		
C Level Of Care C Schedule Zone Marital Status C Team Group Municipality C Unmade Visit O Optional C Work Shift O Payment Type	Code: 0636	Category Type: C Acuity C County Denial Reason Diagnosis Grp Disch Reason Disch Condition Document Type Insurance Class Insurance Type Language	 PayRate Type Priority Program Race Referral Type Religion Renewal Type Schedule Group Schedule Match
	Change <u>T</u> ype	C Level of Care Marital Status Municipality Optional C Payment Type	Schedule Zone Team Group Unmade Visit Work Shift

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😫 Category Maintenance: Revenue Code - Browse	_ 🗆 ×
Category	
Code: 250 Description: Non-Injectible Prescription CPT/HCPCS: Other Code:	Category Type: Acuity PayRate Type County Priority Denial Reason Program Diagnosis Grp Race Disch Reason Referral Type Disch Condition Religion Document Type Renewal Type Insurance Class Revenue Code Insurance Type Schedule Group Language Schedule Match
c⊋i Change <u>Type</u>	C Lever of Carle C Schedule 20he Marital Status C Team Group Municipality O Unmade Visit Optional OWork Shift O Payment Type
🕌 Eind 🔲 Save 🗙 Cancel 🥩 Erint 🕂 Ad	d <u>– D</u> elete

Code: 0290 Canoba Cano	tegory Type: Acuity County Denial Reason Diagnosis Grp Disch Reason Disch Condition Document Type	 PayRate Typ Priority Program Race Referral Type Religion Renewal Type
Change Type C C	Insurance Class Insurance Type Language Level Of Care Marital Status Municipality Optional Payment Type	 Revenue Co Schedule Gr Schedule Ma Schedule Zo Schedule Zo Team Group Unmade Vis Work Shift

🔋 Category Maintenance: Revenue Code - Browse	
Category	
Code: 0294	Category Type: C Acuity C PayRa C County C Priorit C Denial Reason C Progra Diagnosis Grp C Race C Disch Reason C Refer
Other Code:	Disch Condition C Religi Document Type C Renex Insurance Class © Rever Insurance Type C Schec Language C Schec Level Of Care C Schec
Change <u>T</u> ype	Marital Status Municipality O Unma Optional O Payment Type
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Note: Leave HCPCS blank for these codes. If using additional revenue code "029x" equipment you will need to add new revenue codes for those as well.

• Create new Revenue codes for Post-Mortem Visits. These will be set up like existing Revenue Codes but will include the "PM" modifier. Example:

🚼 Category Maintenance: Revenue Code - Browse		_ 🗆 🗙
Category		
Code: 0551G0154PN Description: Skilled Nursing PM CPT/HCPCS: G0154:PM Other Code:	Category Type: C Acuity C County C Denial Reason C Diagnosis Grp C Disch Reason C Disch Condition C Document Type C Insurance Class C Insurance Type C Language	 PayRate Type Priority Program Race Referral Type Religion Renewal Type Revenue Code Schedule Group Schedule Match
ঢ <mark>⊯</mark> Change <u>T</u> ype	C Level of Care C Marital Status C Municipality C Optional C Payment Type	 Schedule Zone Team Group Unmade Visit Work Shift
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Repeat this for any other visits that may need to be reported post-mortem.

• Create new charge codes for the injectable/non-injectable drugs and for infusion pumps/infusion drugs and link these to the Pharmacy Modality. To do this go to File> File Maintenance>Charge Codes and click the + button to add a new charge code.

For the code enter the appropriate Revenue Code. Example for 0250 Non-Injectable Drugs:

👃 Charge: 0250 Browse	_ 🗆 X
Charge Bill-Rate Pay-Rate Revenue-Codes	
Code: 1250 Active: Code: Non-Injectible Drug	
Modality: Pharmacy	
Non-Billable:	
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• On the Bill Rate tab of the charge code click the + button to add a rate and enter the rate exactly as shown below:

B	Tharge	e: 0250 - N	on-Injectible D	rug					_ 🗆 ×
Ch	arge	Bill-Rate	Pay-Rate F	Revenue-Ci	odes				
Γ	Bill R	ate Inform	ation:						_
	Star	t-Date	End-Date	Basis	Gross	Net	Cost	Net-Ovr	+
	1/1/	2013		Visit	0.00	0.00	0.00		
L									
		8	Save X C	ancel 🧯	<u>Print</u>				

• On the Revenue Code tab click the + button to add the Medicare Hospice Type and choose the corresponding Revenue Code. Example:

📙 Charge:	: 0250 - No	on-Injectible	Drug - Browse			_ 🗆 ×
Charge	Bill-Rate	Pay-Rate	Revenue-Codes			
Reven	ue Codes	:				
Туре	!	Code	Descriptio	on	GL-Account	+
Medi	care	0250	Non-Injec	tible Prescription		
		<u>S</u> ave 🗶 (<u>Cancel</u> 🎯 <u>P</u> rir	nt		

- Repeat the previous steps to create new charge codes for Injectable drugs (0636), infusion pump equipment (029x) and infusion drugs (0294).
- Create new post-mortem (PM) visit charge codes. Example:

📙 Charge: SNVT	FPM - Skilled Nursing PM	
Charge Bill-R	ate Pay-Rate Revenue-Codes	
Code: Description: Modality: Non-Billable:	SNVTPM ▼ Active: ▼ Skilled Nursing PM	
đã Find	🖂 Save 🗶 Cancel 🧐 Print 🕂 Add 🗖 Delete	

• On the Bill Rate tab of the charge code click the + button to add a rate and enter agency rate as Gross and \$0 as net. Example:

📙 Charg	e: SNVTPM	- Skilled Nursin	g PM					_ 🗆 🗙
Charge	Bill-Rate	Pay-Rate R	evenue-Co	des				
-Bill R	ate Inform!	ation:						
Star	t-Date	End-Date	Basis	Gross	Net	Cost	Net-Ovr	+
1/1/	2014		Visit	188.00	0.00			
		<u>S</u> ave X Ca	incel 🧉	i <u>P</u> rint				

• On the Revenue-Codes tab assign the new PM Revenue code for the Medicare Hospice type:

📙 Charge	:: SNVTPM - Skille	ed Nursing PM			_ 🗆 🗙
Charge	Bill-Rate Pay-	Rate Revenue-Co	des		
Rever	nue Codes:				
Тур	e	Code	Description	GL-Account	+
Med	icare	0551G0154PM	Skilled Nursing PM		
	D Save	🗶 Cancel 🧐	i Print		
		A Zaucer 🔊	<u></u>		

• Repeat previous steps to create PM charges for other visit types (MSWPM, HHAPM, PTVTPM etc.)

Note: DeVero clients will need to have these new post mortem charge codes added in DeVero as well.

• In Charge Entry, the new "Foreign Code" field and the "Chg-Price Ovride" field need to be made accessible for each user who will enter/edit these new charges. Go to Charge>Charge

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Enter/Maintain and select the Preferences Tab. In the Visible Grid Columns, check "Foreign Code" and "Chg-Price Ovride" (if not already checked):

Charge Load - Pat: Hospice, Test
Summary Preferences
Visible Grid Columns: User Selection: Batch Selection:
Charge Descript 🔺 🕐 Show all charges 💦 Collected Bately 🦿
Quantity O Only show my charges
Visit Time
Date Selection:
Start Time Active: □ From: 3/5/2014 ▼ To: 12/31/2200 ▼
V Patient Code
Patient Name
Employee Code
Employee Name Date Provided
Visit Rel Time 1 Patient Name I Automatic Date Advance
Visit Rel Time 2
Visit Rel Time 3
Batch Number
Pay Pate I ride Charge Code Restore Last Patient
Cho-Bace Ovride
Schedule Verified Entry Order Use Military Time
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- The Medicare Hospice option sets need to be edited to include the new Pharmacy modality charges and to pull Loop 2310E for the required Q-Codes.
 - For Electronic Claims:
 - Merge the latest "1151 Electronic 837 (Baseline)" option set (dated 3/12/14 or later) into your Medicare Hospice option set(s):
 - Go to Billing>Electronic Claims.
 - Select the "1151 Electronic 837 (Baseline)" Option Set and click on the "Options" button.
 - Once in the Billing Options Wizard, select "Merge" and enter the Medicare Hospice option set to receive the new changes.
 - After a successful merge, select your Medicare Hospice set.
 - Click "Options" to access the Billing Options Wizard.
 - Go to Locator 2310.26 NM1*XX Location Info and set to "Institution (Last for Bill Period) w/NPI"

🛃 Billing Options Wizard	
9 - Medicare Electronic Hospice Unit (5010) Previous Locator: 2310.26 NM1*XX Secondar	y Physician/Provider/Location Inf
2310.26 NM1*XX Secondary Physician/Provider/Li	ocation Info
-Select for Loop 2310B/C/E NM1*DN/ZZ/77/82 Secon	dary Physician/Provider/Location Name
○ Bypass this Data Element	C Physician (Clinic Specialty) w/NPI
C Charge Employee w/ID based on 2420A NM1*82	C Patient Name/Address (no ID)
C Agency Name/Address w/NPI	C Institution (First for admit) w/Provider ID
O Physician (Referring/Seq1) Use for PPS	Institution (Last for Bill Period) w/NPI
O Physician (Order Doctor) w/NPI	
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 Go to Locator 2390.15 and check the Pharmacy Modality. Check the Rev-Code option, set to "Units" and to "Supply" for Itemization.

🚦 Billing Optior	ns Wizard						
9 - Medic	9 - Medicare Electronic Hospice Unit (5010) ← Previous Locator: 2390.15 Charge Itemizations						
2390.15 Cł	narge Itemizations						
Use Modality	Modality Description	Rev-Code	Non-Covered	Service-Units	Itemization 🛕		
	Contract Hha			Units	N/A		
V	NonCovered	•	•	Units	N/A		
V	RESPITE	~		Units	N/A		
V	Continuous	V		1/4 Hours	N/A		
V	Routine	~		Units	N/A		
	Non-Visit Time Tracking			Units	N/A		
	Lab Tests			Units	N/A		
	Pharmacy			Units	Supply		
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Note: At this time paper claims for medications will not be supported.

Process

- Pharmacy charges can be imported into HBS or entered manually in Charge Entry. A valid pharmacy import file must be in CSV format (.XLS or .XLSX will not import but can be saved as .CSV) and have at minimum the following data fields:
 - Patient SS#, Patient Code OR Patient First/Last Names and Date of Birth to match patient
 - Fill (dispense) date
 - NDC Code
 - o **Quantity**
 - o Total Price
 - Revenue Code (0250 non-injectable drugs, 029x infusion pumps/infusion drugs, 0636 injectable drugs)
 - HCPCS
 - o Unit of Measure (F2, GR, ME, ML, UN)

Note: A comma can NOT be present in any field of the import file even if a "Skip" field is used as the program is expecting a COMMA delimited file. Any fields containing a comma will cause a failure. At this time SS#s must contain hyphens and the NDC Code should NOT contain hyphens.

- To import the CSV file into HBS:
 - If accessing HBS via the Billing Module link through DeVero (ThinRDP), follow instructions at end of FAQ to upload the file from your local drive to the host server prior to running the Import.
 - Go to File>Import/Export.
 - Select "Import" and then choose "Charge"
 - Select an employee for these charges in the NVIS/SUP Employee:

📙 Data Import/Export		
Selection Properties	3	
Import/Export: Import Export NVIS/SUP Employee, Hos	Yee:	?
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• Go to the "Properties" tab to enter the location of the *.CSV file you are importing and to designate the fields in that file that are to be imported.

• Click on the button to move all the fields in the Available side to the Import/Export side

and then click the souther button to move them back (this refreshes the list so the new fields needed for pharmacy charges are shown):

🛃 Data Import/Export		_ 🗆 🗵
Selection Properties		
File Type: © Comma © Quote/Comma	Location: \\tsclient\C\HAS\Hospice Import test.csv	
Field Selection:		
Available: Date_Provided Quantity Visit_Time Mileage Start_Time End_Time Visit_Rel_Time1 Visit_Rel_Time3 Batch_No Create_User Price_Override Unit_Of_Measure	Import/Export:	?
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- Compare the fields in your CSV file to the fields listed in "Available". Only the following fields are required to import:
 - Date_Provided (fill/dispense date)
 - Quantity
 - At least one of the following: Patient_Code, Patient_SocSec, No,Med_Rec_No, OR Patient_Name_Last, Patient_Name_First and Patient_Birth
 - NDC_Code
 - Charge_Code (Revenue Code)
 - Price_Override (Total Price)
 - HCPCS Code
 - Unit_Of_Measure
- Move fields from the Available section to the Import/Export side by clicking the button.
- Use the up/down arrows to move the fields so they match the order in the CSV file.
- o If there are columns listed in the CSV file that are not needed use the "Skip" fields for those.

Example:

ſ	0		→ (°I →) →				Hospice Import	test [Compatibi	lity Mo	de] - Micr	osoft Excel		
	C	Hom	e Insert	Page Layout	Formulas	5 Data Rev	view View Ado	i-Ins		-			
		~	Calibri	• 11 • A		= = 📎 -	Wrap Text	General		-			
	Pa	uste ▼	BIU		<u>.</u>		📑 Merge & Center ▾	\$ ~ % ,	€.0 .	Cond	itional Format	t Cell Ir	nsert Delete Forma
	Clip	board 🖻	F	ont	G	Alignme	nt 🕞	Number		5	Styles	Styles	Cells
1		M3	- (• f _x									
		А	В	С	D	E	F		G	Н	I.	J	К
	1	PharmID	DispenseDt	BirthDate	Patient #	NDC	DrugLabelName		Qty	TtlPrice	RevenueCd	HCPCSCode	UnitOfMeasure
1	2	0809ID	1/14/2014	12/4/1941	1	00904516580	SENNA TAB 8.6M	ИG	90	\$9.99	0250		EA
	3	0809ID	1/14/2014	12/4/1941	1	00603533821	PREDNISONE TAB	10MG	15	\$10.11	0250		EA
	4	0809ID	1/14/2014	12/4/1941	1	55111068301	IBUPROFEN TAB 6	00MG	45	\$19.42	0250		EA
	5	0809ID	1/14/2014	12/4/1941	1	00173068220	VENTOLIN HFA AER	l	18	\$52.47	0250		GM
	6	0809ID	1/14/2014	12/4/1941	1	62175011843	OMEPRAZOLE CAP	20MG	30	\$41.20	0250		EA
	7	0809ID	1/14/2014	12/4/1941	1	42858080101	MORPHINE SUL TAE	3 15MG ER	45	\$78.64	0250		EA
	8	0809ID	1/14/2014	12/4/1941	1	76204000324	LEVALBUTEROL NEE	3 1.25MG	288	\$618.00	0250		ML

For this import file we need Columns B, D, E, F, G, H, I, J, K:

Data Import/Export Selection Properties]		
File Type: © Comma © Quote/Comma	Location: Wtsclient	\C\HAS\Hospice Import test.csv	<u> </u>
Field Selection: Available: Visit_Time Mileage Start_Time End_Time Visit_Rel_Time1 Visit_Rel_Time3 Batch_No Create_User Skip_4 Skip_5 Skip_6 Patient_Name_Fi	ull V	Import/Export: Skip_1 Date_Provided Skip_2 Patient_Code NDC_Code Charge_Description Quantity Price_Override Charge_Code HCPCS_Code Unit_Of_Measure	?
📑 👌 Start 🛛 💥 Cano	pel		

- Location Click on the folder icon to browse and select the CSV file. If using ThinRDP, first you must upload your CSV file following the instructions at the end of this FAQ.
- After all information has been entered in the Properties tab go back to the Selection Tab and click the Start button. After the file has been processed you will get the import results.
- IMPORTANT If not all records are imported check the import log (the log file will be written to the same location as your CSV file) for errors.

Note: After records have been imported they can be viewed on the Charge Detail List. Choose "Non-Visits" to view NDC/HCPS info (do NOT choose Gross/Net for Optional Data).

- To enter pharmacy charges into HBS instead of importing:
 - Go to Charges>Charge Enter/Maintain.
 - Click the + button to add the new charge.
 - o 0250 Non-Injectable drugs:
 - Enter the quantity of drug filled in the Qty column.
 - Enter the total price for that drug in the Price-Ovr column
 - Enter the NDC in the Foreign Code field. The format to enter this is the 11 digit NDC (no hyphens) followed by a semi-colon and then the unit of measure (F2, GR, ME, ML or UN). Example:

📙 Charge Load -	Pat: Hospice, Test -	Browse								
Summary Pre	ferences									
Employee:	✓ All Er Me	mployees dRec:140	F	Patient: 140 Admit: 6/1/2013	- Ho	ispice, Test				
Date	Pat-Name	Pat-Code	Chg-Code	Chg-Description	Qty	Vis-Time	Start-Time	End-Time	Foreign-Code	Price-Ovr (
4/1/2014	Hospice, Test	140	0250	Non-Injectible Drug	75				00228253950;ME	15.00
×										
🗰 Eind 🛛	🗄 Save 🗙 Canc	el 🛛 🎯 <u>P</u> rir	it + <u>A</u> de	d <u>– D</u> elete						

Note: NDC list can be found at http://www.fda.gov/drugs/informationondrugs/ucm142438.htm

 0636 and 029x charges need to have the quantity entered in the Qty field and total price entered in the Price-Ovr field as well, but for these charges the HCPCS code for that charge entered in the Foreign Code field.

HCPCS for drugs can be found at http://www.cms.gov/Medicare/Coding/HCPCSReleaseCodeSets/Downloads/DRUG2014.pdf

🚦 Charge Loa	d - Pat: Hospice, Test -	Edit										_ □
Summary F	Preferences											
Employee:	All E	mployees		Patient: 140	- Ho	spice, Test						
	М	edRec:140		Admit: 6/1/2013								
Date	Pat-Name	Pat-Code	Chg-Code	Chg-Description	Qty	Vis-Time	Start-Time	End-Time	Foreign-Code	P	rice-Ovr	Veri
3/5/2014	Hospice, Test	140	<mark>0636</mark>	Injectable Drug	1				J <mark>2680</mark>		50.0 <mark>0</mark>	
3/5/2014	Hospice, Test	140	0290	Infusion pump	1				E0781		<mark>300.0</mark> 0	(II
3/5/2014	Hospice, Test	140	0294	Infusion Medication	2				J <mark>2270</mark>		10.00	Ē
												-

Note: for 0636 Injectable Drugs if the HCPCS is for 100 mg and the fill was 200 mg enter 2 in the quantity field.

• After all charges have been imported or keyed in via Charge Entry, run the Billing Audit. The audit should show these charges as written off to Allowance:

3/5/2014 11:23:01 AM

Normal

Page 1

Billing Audit Report From:3/1/2014 To:3/31/2014 Bill Date:3/5/2014

Homecare of Virginia

Patient: Hospice, Test	Cod	e: 140	Admit: 6/1/2013		Admit No: 140			
12 West End Long Br	anch NJ 08789				Unit: Hospice Unit			
Payor	Code/Plan	Contract	Start	Stop	Class	CoPay	PPS	
1 Medicare Hospice Benefit	13/Master	contractma	01/01/2000	12/31/2099	Medicare Hospice Ben	0.00	N/A	

Diagnosis: -----

1	0609	Yellow f	ever NOS
1	0609	Yellow f	ever NOS

Date	Description	Employee	Qty	Time	Total	Payor 1	Payor2	Payor3	Payor4	Allow
Routine										
3/1/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/2/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/3/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/4/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/5/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/6/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/7/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/8/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/9/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/10/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/11/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/12/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/13/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/14/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/15/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/16/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/17/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/18/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/19/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/20/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/21/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/22/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/23/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/24/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/25/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/26/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/27/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/28/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/29/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/30/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
3/31/2014	Routine @ Home	Lastemployee, FirstNam	1	24.00	175.00	175.00	0.00	0.00	0.00	0.00
		Totals:	31	744.00	5,425.00	5,425.00	0.00	0.00	0.00	0.00
Pharmacy										
3/1/2014	Non-Injectible Drug	Lastemplovee, FirstNam	75		15.00	0.00	0.00	0.00	0.00	15.00
3/5/2014	Injectable Drug	Lastemployee, FirstNam	1		50.00	0.00	0.00	0.00	0.00	50.00
3/5/2014	Infusion pump	Lastemployee, FirstNam	1		300.00	0.00	0.00	0.00	0.00	300.00
3/5/2014	Infusion Medication	Lastemployee, FirstNam	2		10.00	0.00	0.00	0.00	0.00	10.00
		Totals:	79	0.00	375.00	0.00	0.00	0.00	0.00	375.00
		Pat Totals:	110	744.00	5.800.00	5.425.00	0.00	0.00	0.00	375.00

When the Electronic Claim is generated the report there should be no HCPCS for the 0250 drugs: •

3/5/2014 12:15:26 PM

Electronic Claim Submission

Institutional Page 1 Homecare of Virginia

0009 - Medicare Electronic Hospice Unit (501

3/31/2014 - 3/31/2014 \\tsclient\C\HAS\hospicetest030514.x12

Patient	t # Patient Name	Admit	t Date E	Bill Date	Bill	Туре	Payor	
140	Hospice, Test	6/1/2	013 3	/31/2014	Non	PPS	Medicare Ho	ospice Benefit
Adm-Src: 1	Status: 30					Contract: co	ntractma	
Rev 0651	Description Routine	Code	Date 03/01/14	Units 31	Hours	Amount 5425.00	Other Q5001	
0250 0290 0294 0636	Non-Injectible Drug Infusion pump Infusion Medication Injectable Drug	0250 0290 0294 0636	03/01/14 03/05/14 03/05/14 03/05/14	75 1 2 1	0.00 0.00 0.00 0.00	15.00 300.00 10.00 50.00	E0781 J2270 J2680	
0001 Grand Tot	Total Charges als:			110		5800.00		
Pat	ients: 1	Claims: 1		Charges:	5800.00)	Errors:	0

Sample Electronic Claim:

Sample Electronic Submission Report with error:

0009 - Medicare Electronic Hospice Unit (501

Electronic Claim Submission

Institutional Page 1 Homecare of Virginia

\\tsclient\C\HAS\hospice.x12

Patient	t # Patient Name	Admit Da	ite I	Bill Date	Bi	II Туре	Payor	
140	Hospice, Test	6/1/2013	3 1	/31/2014	No	nPPS	Medicare Hospice Ber	nefit
Adm-Src: 1	Status: 30					Contract: co	ontractma	
Rev 0651Q5003 0250 0001	Description Routine in LTC injectable drugs Total Charges	Code 250	Date 01/01/14 01/14/14	Units 31 381 412	Hours 0.00	Amount 5425.00 790.31 6215.31	Other <mark>Q5003</mark>	
EXCEP Inst	PTIONS FOUND - This claim wil	I not be submitted						
Grand Tot Pat	als: ients: 0	Claims: 0		Charges:	0.1	00	Errors: 1	

- In this example, the claim has HCPCS code of Q5003 therefore the facility information needs to be reported in Loop 2310E. To correct this error:
 - Confirm the Facility information is listed in the Patient>Assign tab with dates that correspond with the claim dates:

ent Admit [Diagnosis Assign Meds Insur	ance Certify	Authorize Do	ocs Other I	Notes	_
Tyne	Name	Code	Start-Date	End-Date	Seg 🔺	_
Doctor	A Sattar, Muhammad	D6394	6/1/2013	12/31/2099	1	+
Institute	Annaburg Manor	ANN	6/1/2013	12/31/2013	1	-
Institute 💌	Brooke Nursing Center	998	1/1/2014	2/28/2014	2	
					_	
	root AnuTown VA 07750	Bu	e: 540-657-001	a		

👫 Eind 🛛 🖾 Save 🗶 Cancel 🚿 Print

• Then confirm in File>File Maintenance>Entity>Institute Type that the facility's NPI # is in the NPI field as shown at beginning of FAQ.

How to Upload Files if Accessing HBS via the Billing Module link (ThinRDP)

• In the Billing Module, click on the connection middle top arrow to access the toolbar



• Click on the "Upload" option.

Test Hol 🔅 Actions	File Transfer	Options	Disconnect	
	T Upload			

• Browse to the file you wish to Import, select that file and click "Open".

ganize 🔻 🛛 New fold	der				•== •	
Eavorites	Name	Date modified	Туре	Size		
Deskton	🖼 Hospice Import test	3/6/2014 1:07 PM	Microsoft Office E	1 KB		
Downloads	Import 20140306-1256	3/6/2014 12:57 PM	Text Document	2 KB		
Recent Places	Import 20140306-1253	3/6/2014 12:54 PM	Text Document	2 KB		
Dronhov	Import 20140306-1252	3/6/2014 12:52 PM	Text Document	2 KB		
- Diopoox	Import 20140306-1246	3/6/2014 12:49 PM	Text Document	169 KB		
Libraries	Import 20140306-1241	3/6/2014 12:44 PM	Text Document	169 KB		
Documents	Hospice Imp Type: Text Document	γ2014 11:52 AM	Microsoft Office E	328 KB		
Music	Import 20140 Size: 168 KB	(2014 4:32 PM	Text Document	3 KB		
Pictures	LD Template	2014 4:31 PM	Microsoft Office E	2 KB		
Videos	Import 20140305-1630	3/5/2014 4:30 PM	Text Document	1 KB		
	🖼 hbs pharmacy charge import	3/5/2014 4:30 PM	Microsoft Office E	54 KB		

• Once the file has transferred successfully a message will appear. Click OK:



• The uploaded file will now be available for selection in HBS:

