



## 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 non-injectable 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:

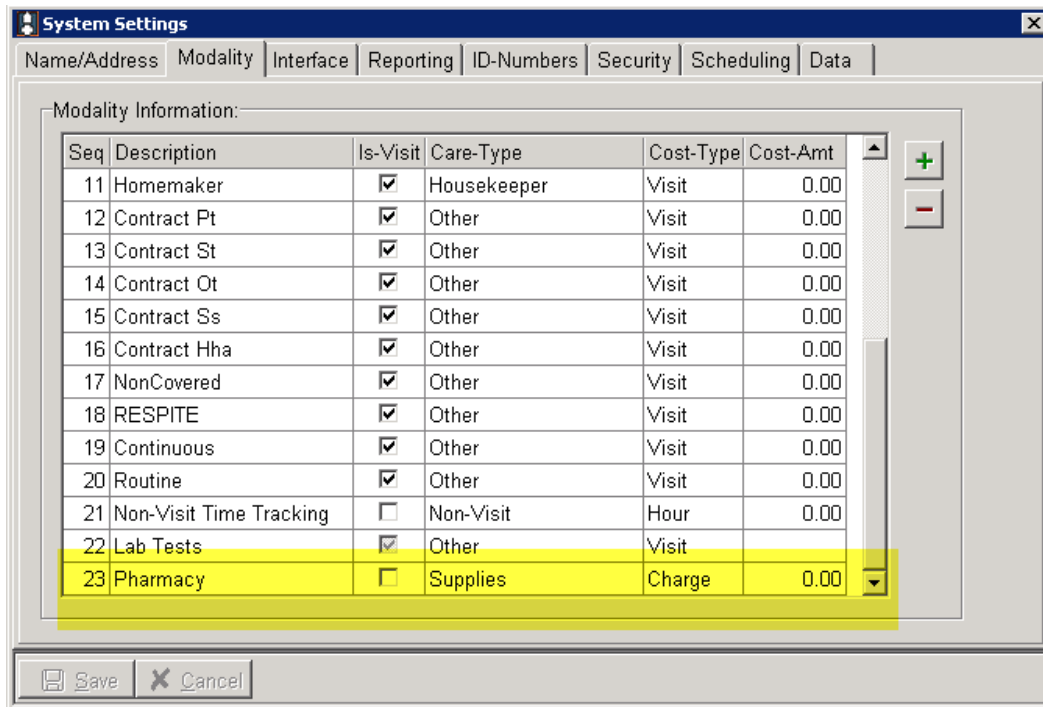
### Set-up

- 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.

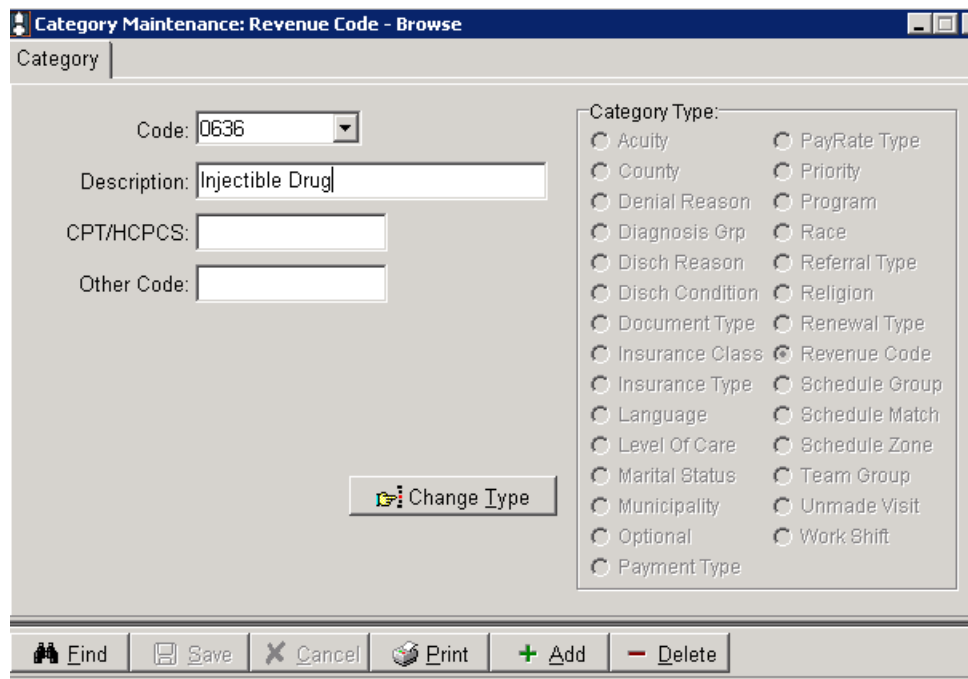
Note: The NPI is required for claims with HCPCS of Q5003 (LTC/NSNF), Q5004 (SNF), Q5005 (IP Hospital), Q5007 (LTC Hospital) or Q5008 (IP Psych Facility).

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:



- 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:



**Category Maintenance: Revenue Code - Browse**

Category

Code: 0250

Description: Non-Injectible Prescription

CPT/HCPCS:

Other Code:

**Category Type:**

- Acuity
- County
- Denial Reason
- Diagnosis Grp
- Disch Reason
- Disch Condition
- Document Type
- Insurance Class
- Insurance Type
- Language
- Level Of Care
- Marital Status
- Municipality
- Optional
- Payment Type
- PayRate Type
- Priority
- Program
- Race
- Referral Type
- Religion
- Renewal Type
- Revenue Code
- Schedule Group
- Schedule Match
- Schedule Zone
- Team Group
- Unmade Visit
- Work Shift

**Change Type**

Find Save Cancel Print Add Delete

**Category Maintenance: Revenue Code - Browse**

Category

Code: 0290

Description: Infusion Pump

CPT/HCPCS:

Other Code:

**Category Type:**

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

**Change Type**

Find Save Cancel Print Add Delete

**Category Maintenance: Revenue Code - Browse**

Category

Code: 0294

Description: Infusion drugs

CPT/HCPCS:

Other Code:

Change Type

Category Type:

- Acuity
- County
- Denial Reason
- Diagnosis Grp
- Disch Reason
- Disch Condition
- Document Type
- Insurance Class
- Insurance Type
- Language
- Level Of Care
- Marital Status
- Municipality
- Optional
- Payment Type
- PayRate
- Priority
- Program
- Race
- Refert
- Religi
- Renew
- Revenue Code
- Sched
- Sched
- Sched
- Team
- Unma
- Work

Find Save Cancel Print Add Delete

**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: 0551G0154PM

Description: Skilled Nursing PM

CPT/HCPCS: G0154:PM

Other Code:

Change Type

Category Type:

- Acuity
- County
- Denial Reason
- Diagnosis Grp
- Disch Reason
- Disch Condition
- Document Type
- Insurance Class
- Insurance Type
- Language
- Level Of Care
- Marital Status
- Municipality
- Optional
- Payment Type
- PayRate Type
- Priority
- Program
- Race
- Referral Type
- Religion
- Renewal Type
- Revenue Code
- Schedule Group
- Schedule Match
- Schedule Zone
- Team Group
- Unmade Visit
- Work Shift

Find Save Cancel Print Add Delete

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

Charge | Bill-Rate | Pay-Rate | Revenue-Codes

Code: 0250 Active:

Description: Non-Injectable Drug

Modality: Pharmacy

Non-Billable:

Find Save Cancel Print Add Delete

- On the Bill Rate tab of the charge code click the + button to add a rate and enter the rate exactly as shown below:

Charge: 0250 - Non-Injectable Drug

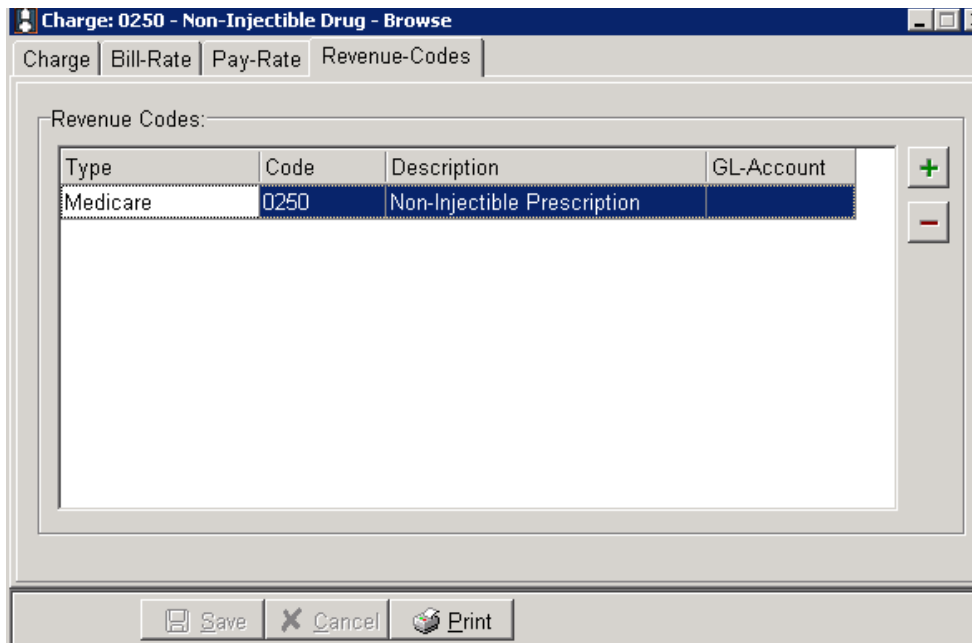
Charge | Bill-Rate | Pay-Rate | Revenue-Codes

Bill Rate Information:

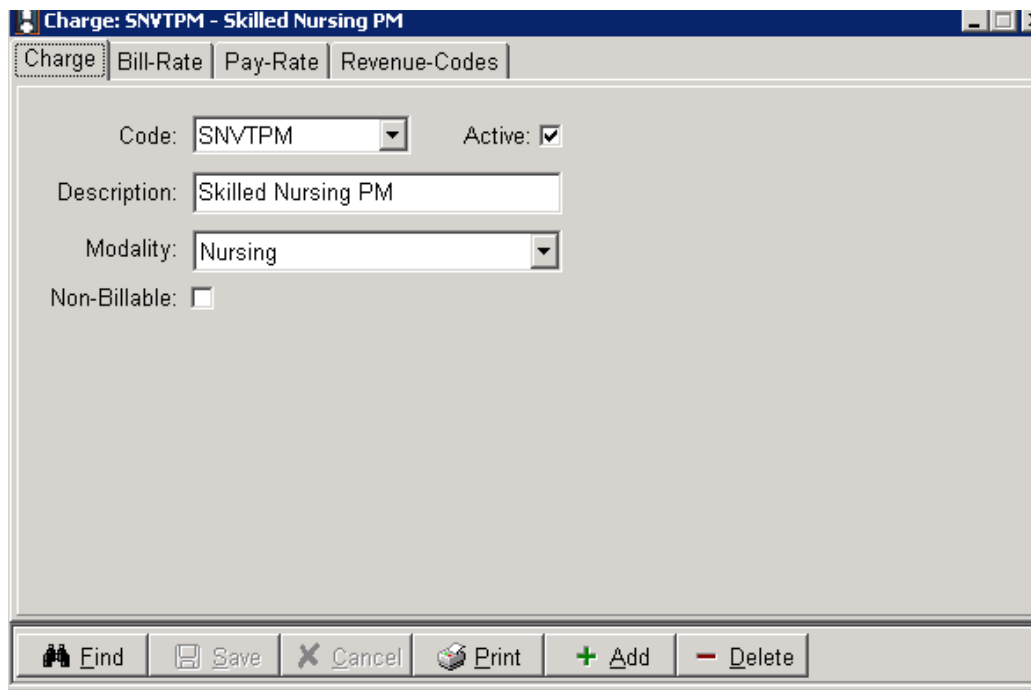
Start-Date	End-Date	Basis	Gross	Net	Cost	Net-Ovr
1/1/2013		Visit	0.00	0.00	0.00	<input checked="" type="checkbox"/>

Save Cancel Print

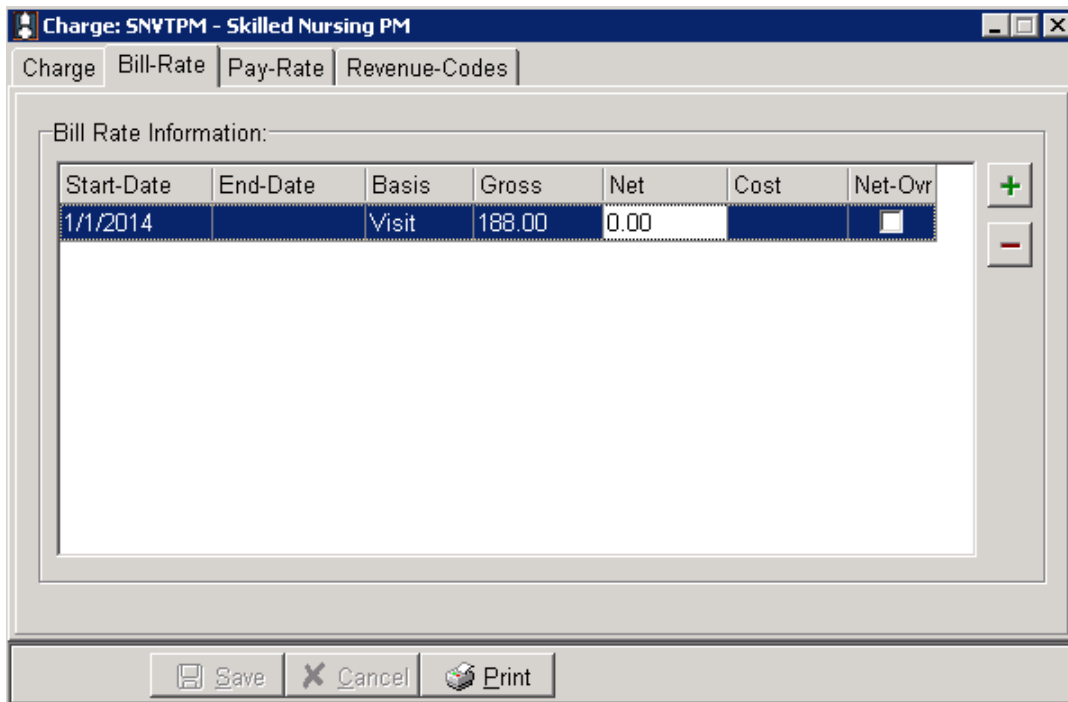
- On the Revenue Code tab click the + button to add the Medicare Hospice Type and choose the corresponding Revenue Code. Example:



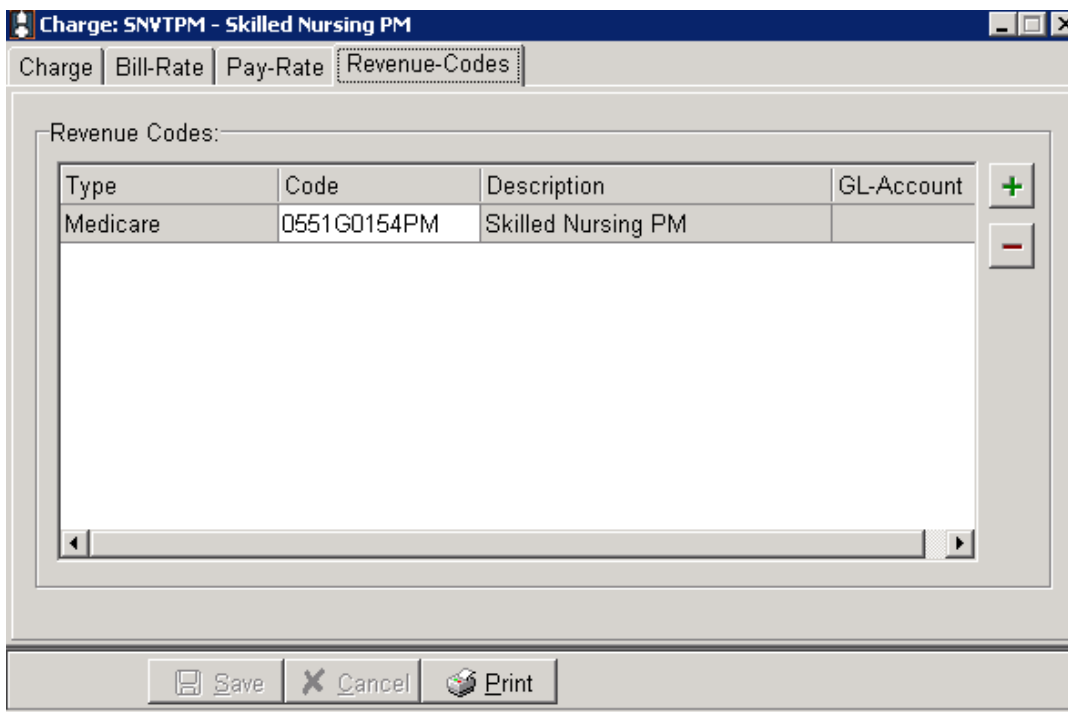
- Repeat the previous steps to create new charge codes for Injectable drugs (0636), infusion pump equipment (029x) and infusion drugs (0294).
- Create new post-mortem (PM) visit charge codes. Example:



- 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:



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



- 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 Ovrde” field need to be made accessible for each user who will enter/edit these new charges. Go to Charge>Charge

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

- 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 Secondary Physician/Provider/Location Info    → Next

2310.26 NM1\*XX Secondary Physician/Provider/Location Info

Select for Loop 2310B/C/E NM1\*DN/ZZ/77/82 Secondary Physician/Provider/Location Name

Bypass this Data Element                       Physician (Clinic Specialty) w/NPI  
 Charge Employee w/ID based on 2420A NM1\*82     Patient Name/Address (no ID)  
 Agency Name/Address w/NPI                       Institution (First for admit) w/Provider ID  
 Physician (Referring/Seq1) Use for PPS             Institution (Last for Bill Period) w/NPI  
 Physician (Order Doctor) w/NPI

Save    Cancel    Print    Copy    Merge    Rename

- Go to Locator 2390.15 and check the Pharmacy Modality. Check the Rev-Code option, set to “Units” and to “Supply” for Itemization.

**Billing Options Wizard**

**9 - Medicare Electronic Hospice Unit (5010)**

← Previous    Locator: 2390.15 Charge Itemizations    → Next

2390.15 Charge Itemizations

Use Modality	Modality Description	Rev-Code	Non-Covered	Service-Units	Itemization
<input type="checkbox"/>	Contract Hha	<input type="checkbox"/>	<input type="checkbox"/>	Units	N/A
<input checked="" type="checkbox"/>	NonCovered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Units	N/A
<input checked="" type="checkbox"/>	RESPITE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Units	N/A
<input checked="" type="checkbox"/>	Continuous	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/4 Hours	N/A
<input checked="" type="checkbox"/>	Routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Units	N/A
<input type="checkbox"/>	Non-Visit Time Tracking	<input type="checkbox"/>	<input type="checkbox"/>	Units	N/A
<input type="checkbox"/>	Lab Tests	<input type="checkbox"/>	<input type="checkbox"/>	Units	N/A
<input checked="" type="checkbox"/>	Pharmacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Units	Supply

Save    Cancel    Print    Copy    Merge    Rename

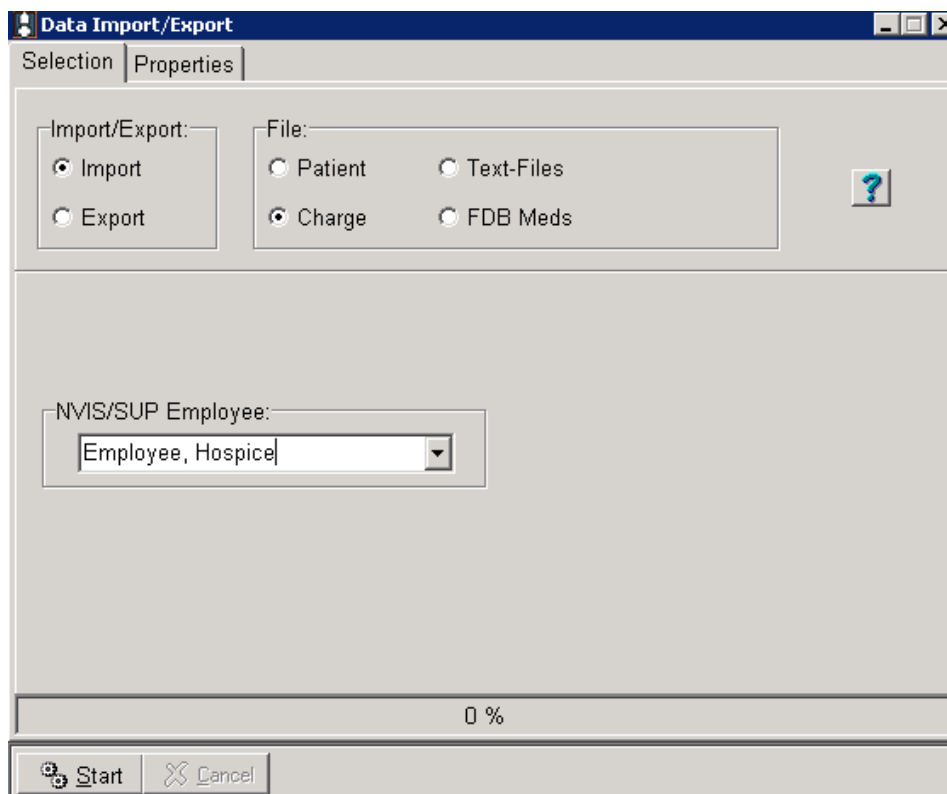
**Note:** At this time paper claims for medications will not be supported.

## 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
  - Quantity
  - Total Price
  - Revenue Code (0250 non-injectable drugs, 029x infusion pumps/infusion drugs, 0636 injectable drugs)
  - HCPCS
  - Unit of Measure (F2, GR, ME, ML, UN)

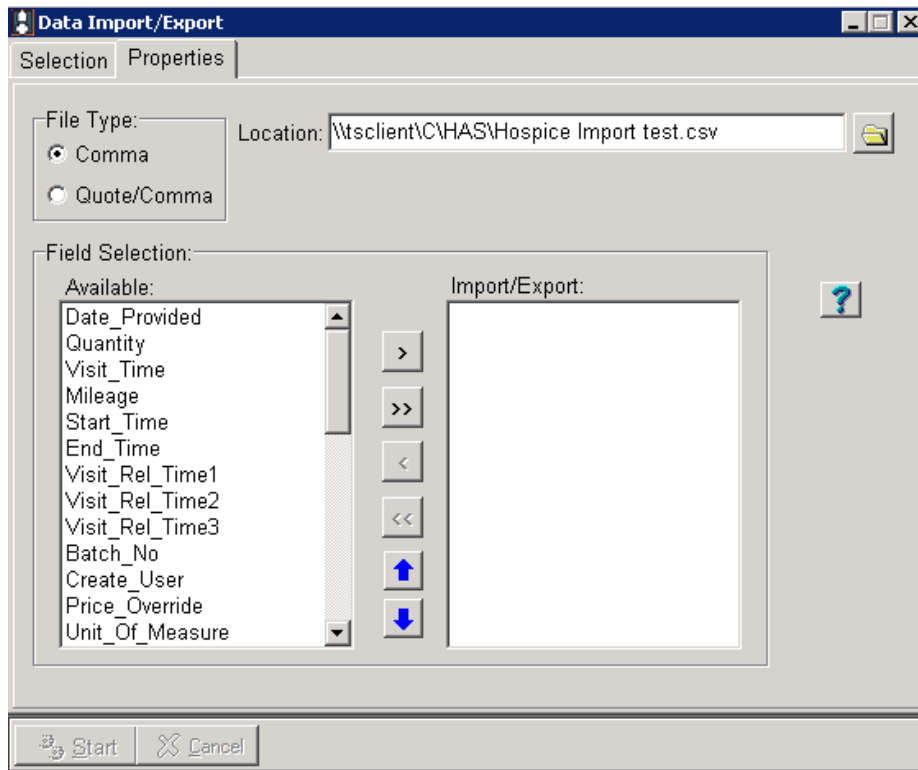
Note: A comma can NOT be present in any field of the import file even if a “Skip” field is used as the program is expecting a COMMA delimited file. Any fields containing a comma will cause a failure. At this time SS#s must contain hyphens and the NDC Code should NOT contain hyphens.

- 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:



- 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 **<<** button to move them back (this refreshes the list so the new fields needed for pharmacy charges are shown):

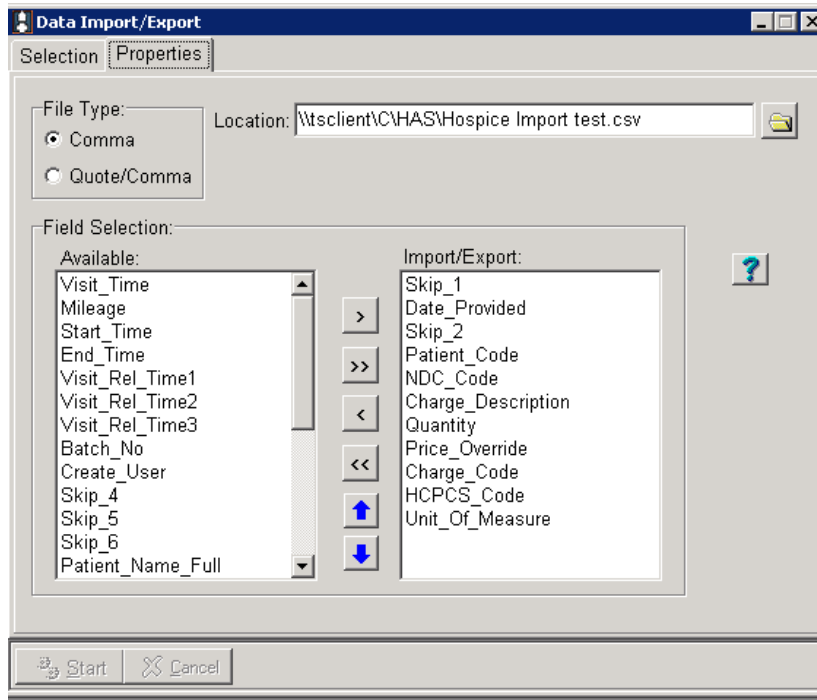


- Compare the fields in your CSV file to the fields listed in “Available”. Only the following fields are required to import:
  - Date\_Provided (fill/dispense date)
  - Quantity
  - At least one of the following: Patient\_Code, Patient\_SocSec, No,Med\_Rec\_No, OR Patient\_Name\_Last, Patient\_Name\_First 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.
- If there are columns listed in the CSV file that are not needed use the “Skip” fields for those.

**Example:**

	A	B	C	D	E	F	G	H	I	J	K
1	PharmID	DispenseDt	BirthDate	Patient #	NDC	DrugLabelName	Qty	TtlPrice	RevenueCd	HCPCSCode	UnitOfMeasure
2	0809ID	1/14/2014	12/4/1941	1	00904516580	SENNA TAB 8.6MG	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 600MG	45	\$19.42	0250		EA
5	0809ID	1/14/2014	12/4/1941	1	00173068220	VENTOLIN HFA AER	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 TAB 15MG ER	45	\$78.64	0250		EA
8	0809ID	1/14/2014	12/4/1941	1	76204000324	LEVALBUTEROL NEB 1.25MG	288	\$618.00	0250		ML

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



- **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.
  - 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 | Preferences

Employee:  All Employees Patient: 140 Hospice, Test  
MedRec: 140 Admit: 6/1/2013

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-Injectable Drug	75				00228253950;ME	15.00

End Save Cancel Print + Add - Delete

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 Load - Pat: Hospice, Test - Edit

Summary | Preferences

Employee:  All Employees Patient: 140 Hospice, Test  
MedRec: 140 Admit: 6/1/2013

Date	Pat-Name	Pat-Code	Chg-Code	Chg-Description	Qty	Vis-Time	Start-Time	End-Time	Foreign-Code	Price-Ovr	Veri
3/5/2014	Hospice, Test	140	0636	Injectable Drug	1				J2680	50.00	
3/5/2014	Hospice, Test	140	0290	Infusion pump	1				E0781	300.00	
3/5/2014	Hospice, Test	140	0294	Infusion Medication	2				J2270	10.00	

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:

Patient: **Hospice, Test**  
12 West End Long Branch NJ 08789

Code: **140** Admit: **6/1/2013**

Admit No: **140**

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 fever NOS

Date	Description	Employee	Qty	Time	Total	Payor1	Payor2	Payor3	Payor4	Allow
<b>Routine</b>										
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
<b>Totals:</b>			31	744.00	5,425.00	5,425.00	0.00	0.00	0.00	0.00

<b>Pharmacy</b>										
3/1/2014	Non-Injectable Drug	Lastemployee, 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
<b>Totals:</b>			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:

Patient #	Patient Name	Admit Date	Bill Date	Bill Type	Payor
140	Hospice, Test	6/1/2013	3/31/2014	NonPPS	Medicare Hospice Benefit

Adm-Src: 1 Status: 30

Contract: contractma

Rev	Description	Code	Date	Units	Hours	Amount	Other
0651	Routine		03/01/14	31		5425.00	Q5001
0250	Non-Injectable Drug	0250	03/01/14	75	0.00	15.00	
0290	Infusion pump	0290	03/05/14	1	0.00	300.00	E0781
0294	Infusion Medication	0294	03/05/14	2	0.00	10.00	J2270
0636	Injectable Drug	0636	03/05/14	1	0.00	50.00	J2680
0001	Total Charges			110		5800.00	

**Grand Totals:**

**Patients:** 1                      **Claims:** 1                      **Charges:** 5800.00                      **Errors:** 0

**Sample Electronic Claim:**

```

ISA*00*                *00*                *ZZ*ia001145                *28*11001                *140305*1215*A*00501*403051215*0*P*~
GS*HC*ia001145*11001*20140305*1215*403051215*X*005010X223A2~
ST*837*0001*005010X223A2~
BHT*0019*00*403051215*20140305*1215*CH~
NM1*41*2*Homecare of Virginia*****46*ia001145~
PER*IC*Billing Name*TE*4345552323~
NM1*40*2*Medicare Hospice Benefit*****46*11001~
HL*1**20*1~
PRV*BI*PXC*251E00000X~
NM1*85*2*Hospice Unit*****XX*HOPROVUNIT~
N3*548 Unity St~
N4*Red Bank*NJ*07701~
REF*EI*88888888~
HL*2*1*22*0~
SBR*P*18*****MA~
NM1*IL*1*Hospice*Test*****MI*contractma~
N3*12 West End~
N4*Long Branch*NJ*087897797~
DMG*D8*19450712*F~
NM1*PR*2*Hospice Unit*****PI*11001~
N3*548 Unity St~
N4*Red Bank*NJ*07701~
CLM*00000003460000006935*5800***33:A:3**A*Y*Y~
DTP*434*RD8*20140301-20140331~
DTP*435*DT*201306010000~
CL1*9*1*30~
REF*EA*140~
HI*BK:0609~
HI*BJ:0609~
HI*BH:41:D8:20130601~
HI*BE:61:::17140*BE:A3:::5800.00~
HI*BG:07~
NM1*71*1*A Sattar*Muhammad*****XX*1760465553~
NM1*77*2*Annaburg Manor*****XX*45454545~
N3*123 Main Street~
N4*AnyTown*VA*07752~
LX*1~
SV2*0651*HC:Q5001*5425*UN*31~
DTP*472*D8*20140301~
LX*2~
SV2*0250**15*UN*75~
DTP*472*D8*20140301~
LIN**N4*00228253950~
CTP***75*ME~
LX*3~
SV2*0290*HC:E0781*300*UN*1~
DTP*472*D8*20140305~
LX*4~
SV2*0294*HC:J2270*10*UN*2~
DTP*472*D8*20140305~
LX*5~
SV2*0636*HC:J2680*50*UN*1~
DTP*472*D8*20140305~
SE*52*0001~
GE*1*403051215~
IEA*1*403051215~
    
```

Sample Electronic Submission Report with error:

3/13/2014 3:55:04 PM

Electronic Claim Submission

Institutional  
Homecare of Virginia

0009 - Medicare Electronic Hospice Unit (501

1/31/2014 - 3/31/2014

\\tsclient\CI\HAS\hospice.x12

Patient #	Patient Name	Admit Date	Bill Date	Bill Type	Payor		
140	Hospice, Test	6/1/2013	1/31/2014	NonPPS	Medicare Hospice Benefit		
Adm-Src: 1 Status: 30				Contract: contractma			
Rev	Description	Code	Date	Units	Hours	Amount	Other
0651Q5003	Routine in LTC		01/01/14	31		5425.00	Q5003
0250	injectable drugs	250	01/14/14	381	0.00	790.31	
0001	Total Charges			412		6215.31	

=====

EXCEPTIONS FOUND - This claim will not be submitted

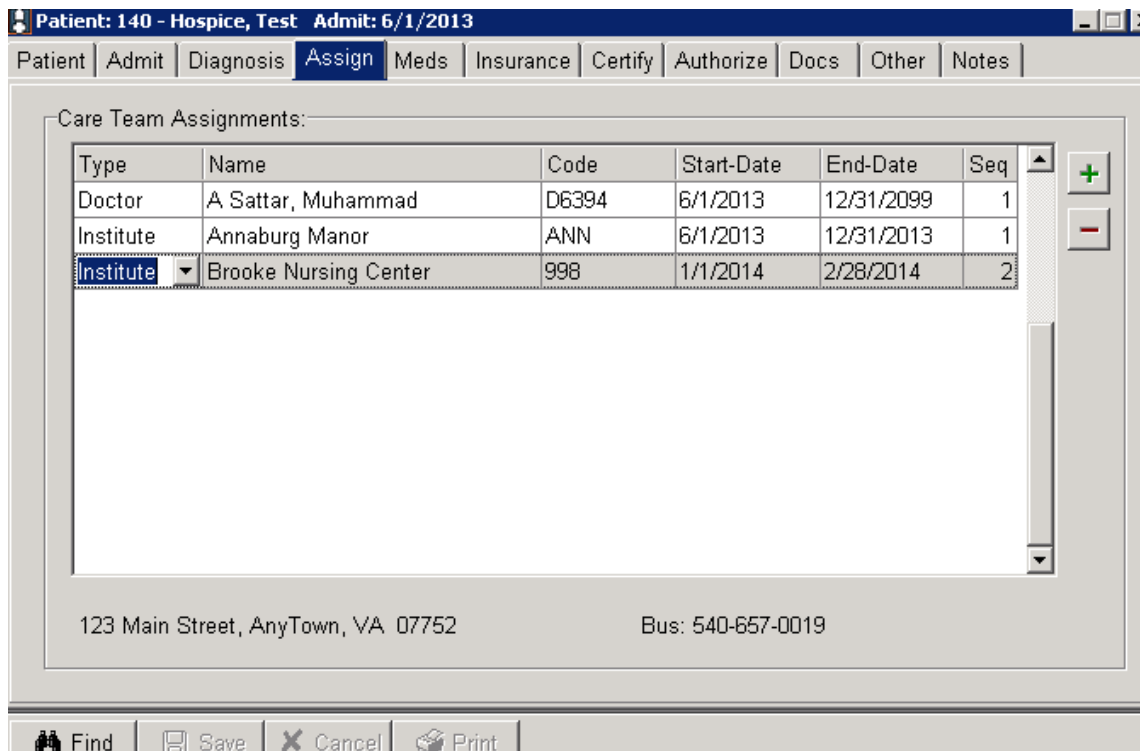
=====

Institution NPI Missing

Grand Totals:

Patients: 0                      Claims: 0                      Charges: 0.00                      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:

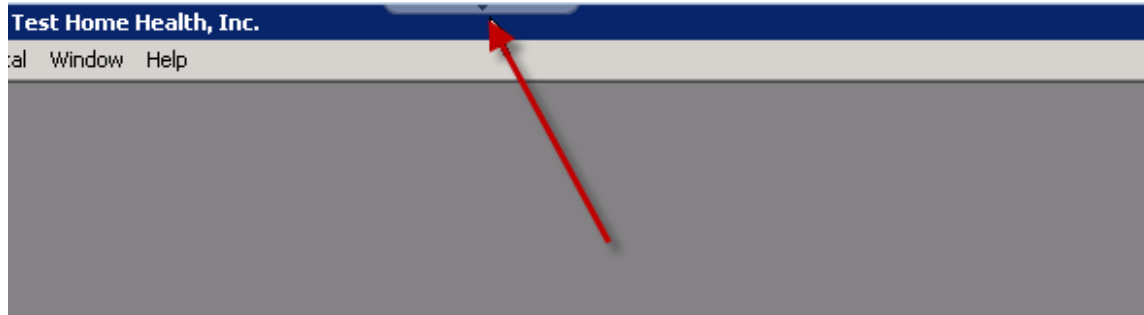


- Then confirm in File>File Maintenance>Entity>Institute Type that the facility's NPI # is in the NPI field as shown at beginning of FAQ.

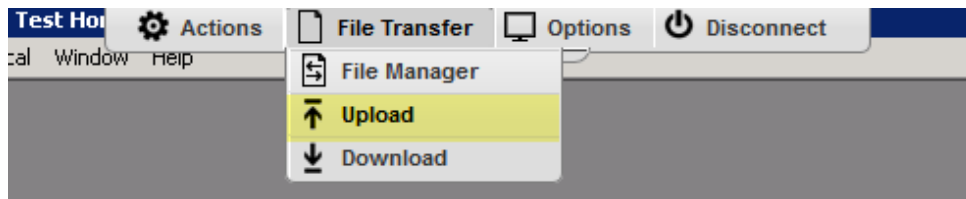


## How to Upload Files if Accessing HBS via the Billing Module link (ThinRDP)

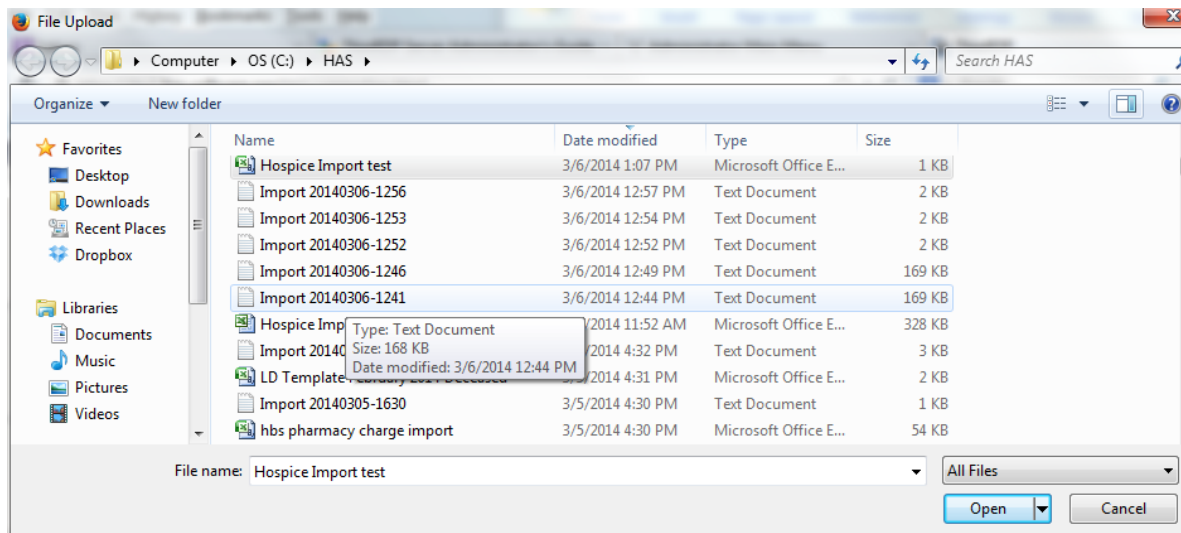
- In the Billing Module, click on the connection middle top arrow to access the toolbar



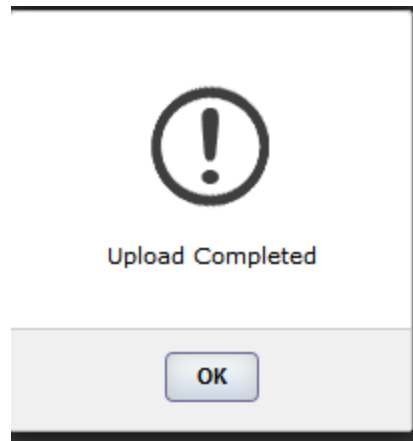
- Click on the "Upload" option.



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



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



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

