

# Louisiana Medicaid PDHC Billing

BETA



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## How to bill Louisiana Medicaid PDHC Claims

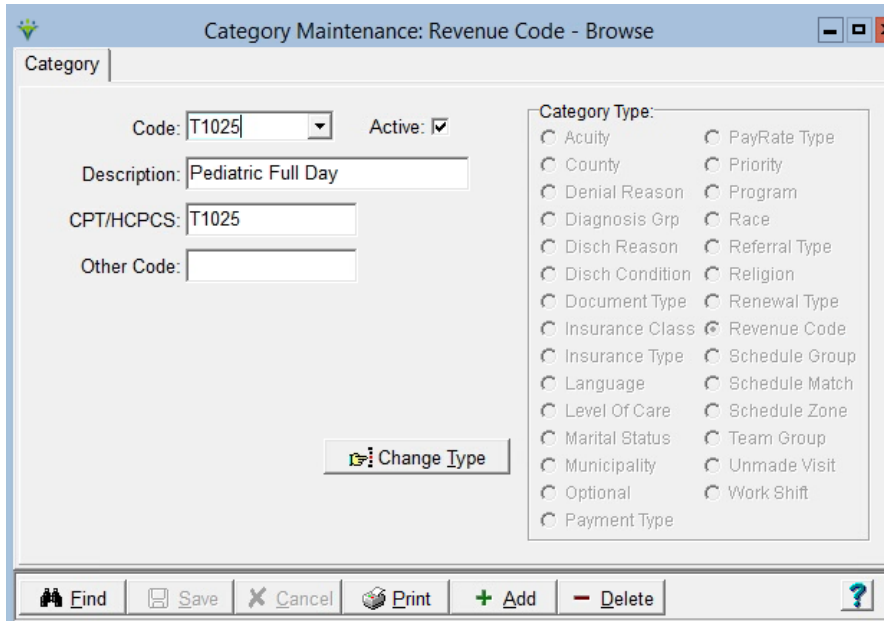
LA Medicaid Pediatric Day Health Care (PDHC) claims are billed on the 1500 form. There are unique billing and rounding requirements for these claim types that require special set-up in My Unity Essentials Financial.

For detailed billing instructions and regulatory compliance information, visit the Louisiana Medicaid website:  
[https://www.lamedicaid.com/provweb1/fee\\_schedules/feeschedulesindex.htm](https://www.lamedicaid.com/provweb1/fee_schedules/feeschedulesindex.htm)

# One Time Setup

## Add Revenue Code/HCPCS codes for PDHC Billing

- Go to **File>File Maintenance>Category**.
- Click '**Change Type**' and set to **Revenue Code**.
- Press the '**Add**' button to add code **T1025** (if not already present)
- In Description field type **Pediatric Full Day**.
- In CPT/HCPCS type **T1025**.
- Click **Save**



Category Maintenance: Revenue Code - Browse

Category |

Code: T1025 Active:

Description: Pediatric Full Day

CPT/HCPCS: T1025

Other Code:

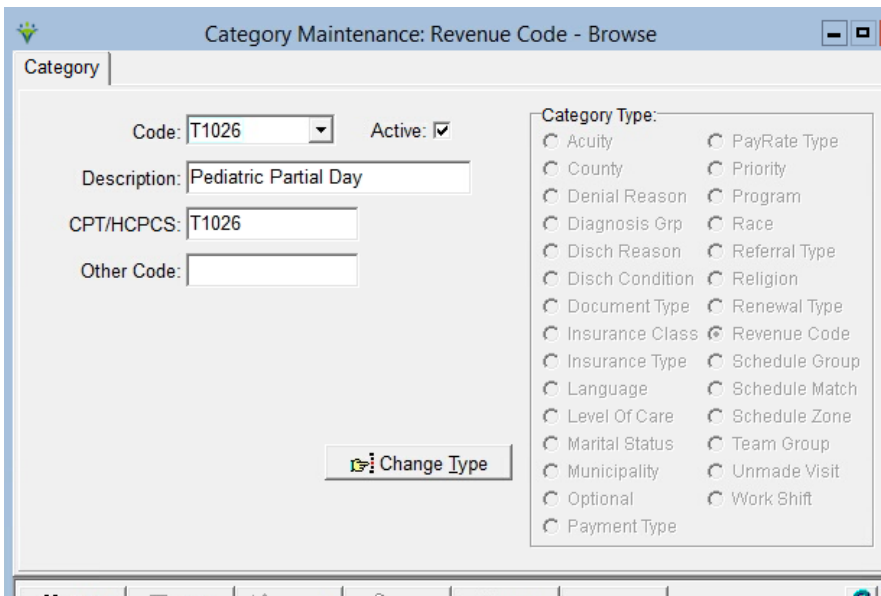
**Change Type**

**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 ?

- Press '**Add**' and add new code **T1026** (if not already present).
- Description: **Pediatric Partial Day**.
- CPT/HCPCS: **T1026**.
- Click **Save**.



Category Maintenance: Revenue Code - Browse

Category |

Code: T1026 Active:

Description: Pediatric Partial Day

CPT/HCPCS: T1026

Other Code:

**Change Type**

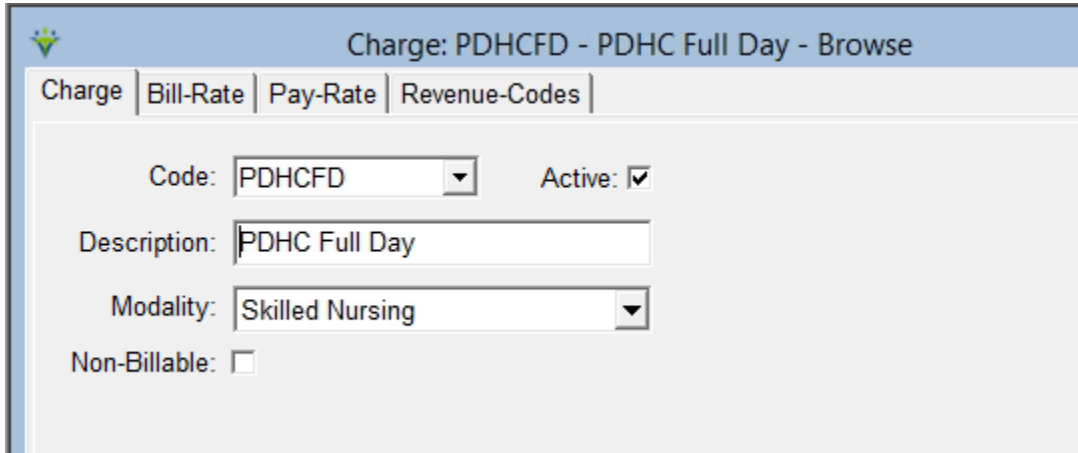
**Category Type:**

- 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 ?

## Add PDHC charge codes.

- Go to **File>File Maintenance>Charge Code**.
- Click the **Add** button and enter **PDHCFD** as the **Code** (this code must match the code entered in your clinical system).
- **Description:** PDHC Full Day
- **Modality:** Skilled Nursing (unless a separate modality has been created for these services)



Charge: PDHCFD - PDHC Full Day - Browse

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

Code: PDHCFD Active:

Description: PDHC Full Day

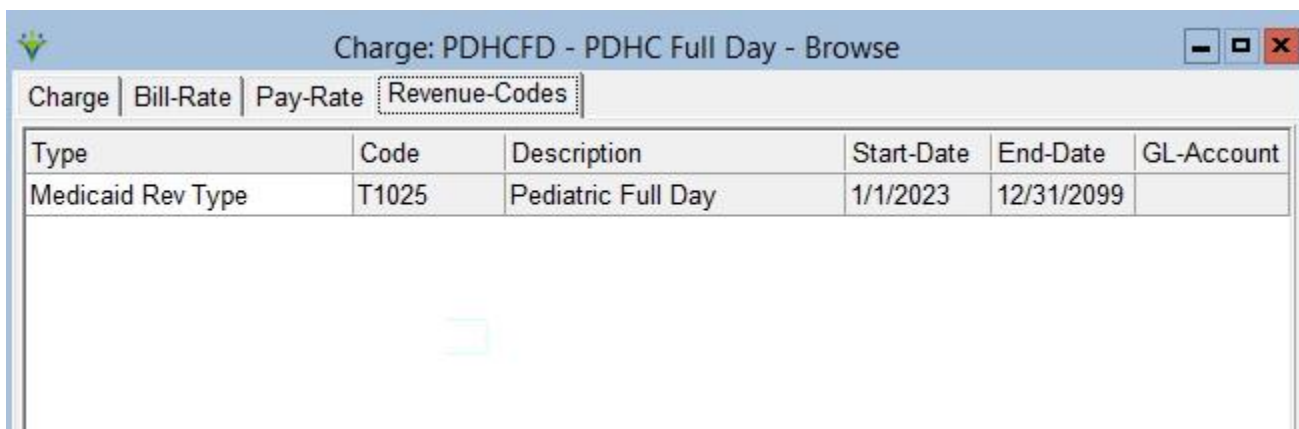
Modality: Skilled Nursing

Non-Billable:

- Click on the **Bill-Rate** tab and then press the **Add** button.
- Enter a **Start-Date** that is prior to the date claims are to be billed in this system.
- **Basis:** Visit
- **Gross:** enter agency's usual and customary rate.
- **Net:** enter the amount the payer reimburses for this visit.

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- Go to the '**Revenue-Codes**' tab.
- Click the '**Add**' button to add a new row.
- Set the **Type** to 'Medicaid Rev Type' and in the **Code** column enter the associated Revenue Code.



Charge: PDHCFD - PDHC Full Day - Browse

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

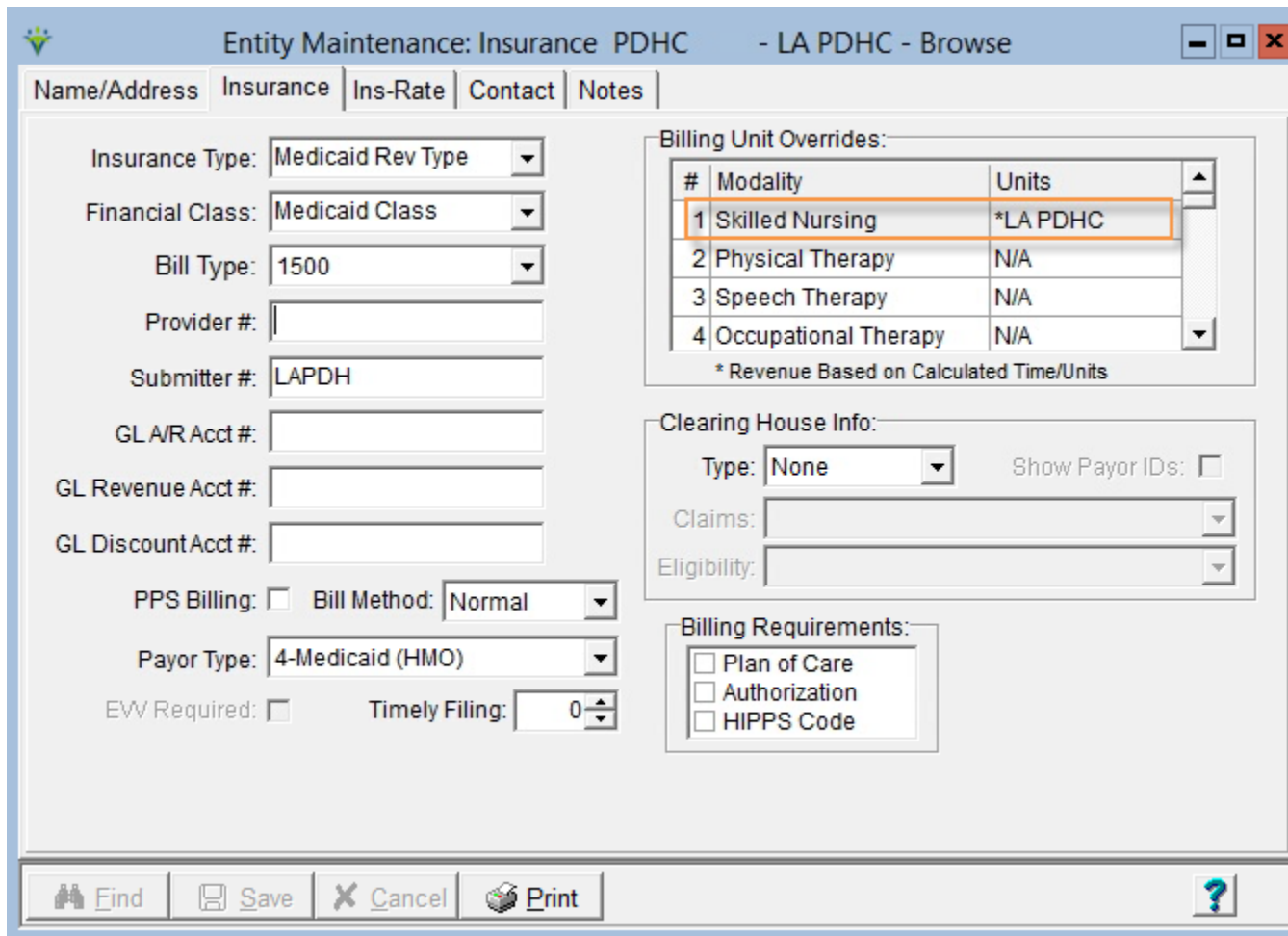
| Type              | Code  | Description        | Start-Date | End-Date   | GL-Account |
|-------------------|-------|--------------------|------------|------------|------------|
| Medicaid Rev Type | T1025 | Pediatric Full Day | 1/1/2023   | 12/31/2099 |            |

- Repeat these steps for the **PDHCPD Partial Day Charge** except the **Basis** should be **Time**.

Note: The PDHCPD charge should not be in Clinical. Only the PDHCFD charge will be used in Clinical and the Charge Replace routine will be used to create the PDHCFD charges for visits that are not over 6 hours.

## Setup the PDHC Medicaid insurance.

- Go to **File > File Maintenance > Entity**, click '**Change Type**' and set to **Insurance**.
- On the **Insurance** tab for the Louisiana Medicaid payer, confirm the following:
  - Insurance Type:** Medicaid Rev Type
  - Financial Class:** Medicaid Class"
  - Bill Type:** 1500
  - Payor Type:** 3-Medicaid (Fee for Service)
  - Billing Unit Overrides:** Modality selected for the PDHC charge codes (ex. SN) should be set to **LA PDHC.**"



Entity Maintenance: Insurance PDHC - LA PDHC - Browse

Name/Address | **Insurance** | Ins-Rate | Contact | Notes

Insurance Type: Medicaid Rev Type

Financial Class: Medicaid Class

Bill Type: 1500

Provider #:

Submitter #: LAPDH

GL A/R Acct #:

GL Revenue Acct #:

GL Discount Acct #:

PPS Billing:  Bill Method: Normal

Payor Type: 4-Medicaid (HMO)

EW Required:  Timely Filing: 0

Billing Unit Overrides:

| # | Modality             | Units    |
|---|----------------------|----------|
| 1 | Skilled Nursing      | *LA PDHC |
| 2 | Physical Therapy     | N/A      |
| 3 | Speech Therapy       | N/A      |
| 4 | Occupational Therapy | N/A      |

\* Revenue Based on Calculated Time/Units

Clearing House Info:

Type: None Show Payor IDs:

Claims:

Eligibility:

Billing Requirements:

Plan of Care

Authorization

HIPPS Code

Find Save Cancel Print ?

- On the '**Ins-Rate**' tab, charges not covered by this payer should be added with 0 rate and the Allow option not selected, or the Blanket Rate functionality can be used.

## Configure the Louisiana Medicaid PDHC Option Set

- If billing via a clearinghouse, one option set can be used for all payers that have the same billing format (ex. professional) and if both have the same authorization requirements.

## Process

### PDHC Charge Replace

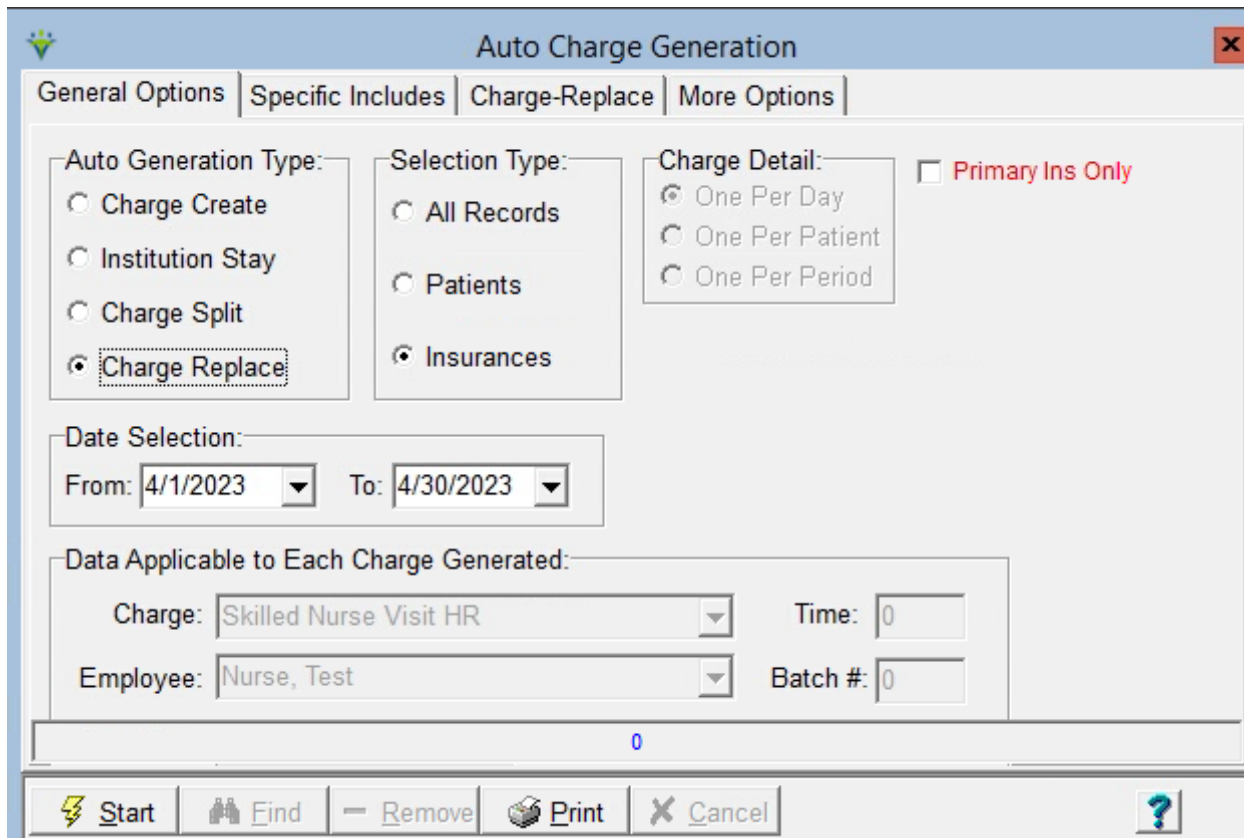
Prior to running Billing Audits in HAS, the PDHC Full Day charges that do not meet Louisiana Medicaid's visit length requirements must be replaced with the PDHC Partial Day charge codes. It is recommended that an Agency [Report Group](#) be set up for this routine.

Note: This routine is configured for agencies using the Full Day charge as the default billing code.

- Go to **Charge > Auto Charge Generation** (or File > Report Groups if setup).

#### General Options tab

- **Auto Generation Type:** Charge Replace
- **Selection Type:** Insurances (select Louisiana Medicaid PDHC payer on the 'Specific Includes' tab)
- **Date Selection:** current billing period



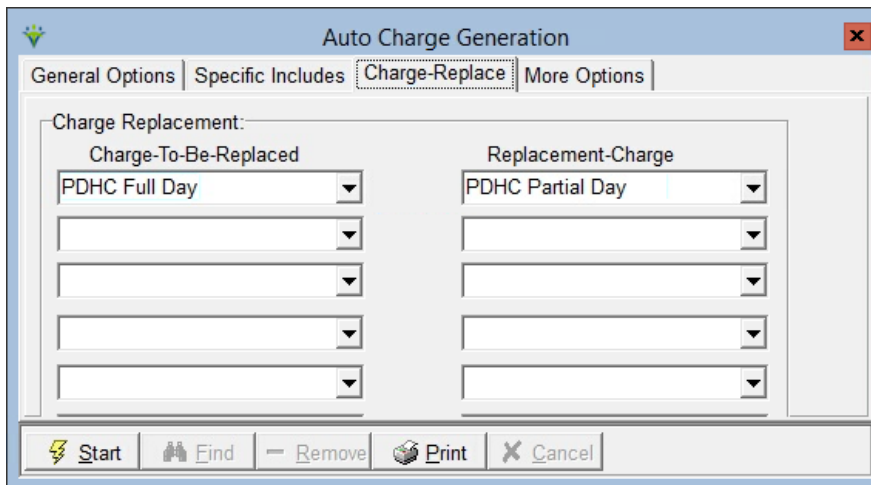
The screenshot shows the 'Auto Charge Generation' dialog box with the 'Charge-Replace' tab selected. The dialog has four tabs: 'General Options', 'Specific Includes', 'Charge-Replace', and 'More Options'. The 'Charge-Replace' tab contains the following settings:

- Auto Generation Type:** Charge Replace (selected)
- Selection Type:** Insurances (selected)
- Charge Detail:** One Per Day (selected)
- Primary Ins Only
- Date Selection:** From: 4/1/2023, To: 4/30/2023
- Data Applicable to Each Charge Generated:**
  - Charge: Skilled Nurse Visit HR
  - Time: 0
  - Employee: Nurse, Test
  - Batch #: 0

At the bottom of the dialog, there is a status bar showing '0' and a toolbar with buttons for Start, Find, Remove, Print, Cancel, and a help icon.

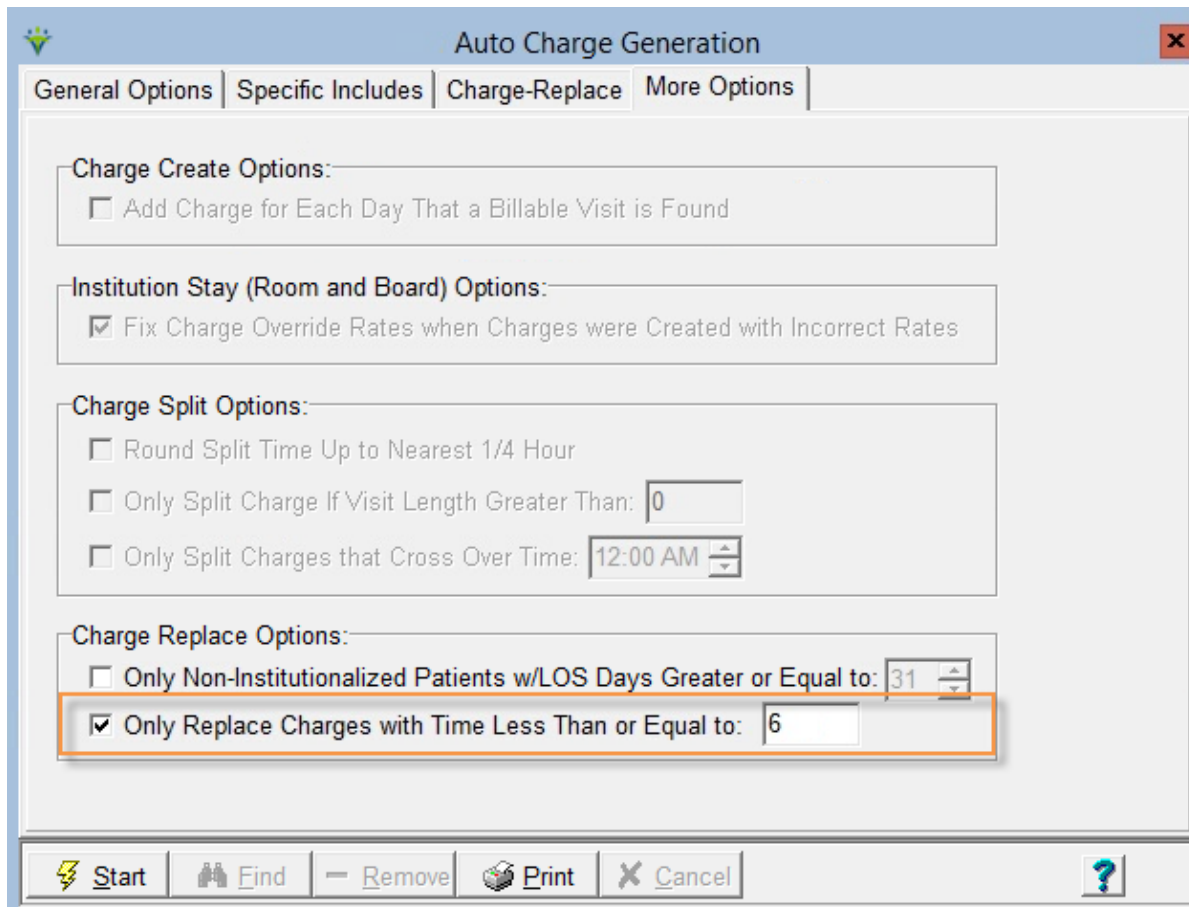
#### Charge-Replace tab

- **Charge-To-Be-Replaced:** PDHC Full Day
- **Replacement Charge:** PDHC Partial Day



### 'More Options' tab- Charge Replace Options

- **Only Replace Charges with Time Less Than or Equal to:** check and enter 6 so visits less than 6 hours or less will be replaced.



- Press **'Start'** and select **'Yes'** on the confirmation windows if the number of charges to be replaced appears accurate.
  - If not, select **'No'** and adjust the selection criteria.
- After the **Auto Charge Replace** routine has been run, proceed with running **Billing Pre-Audits**.
- **Post Audits** and create electronic claims using the option sets configured for these payers.