Maryland Medicaid Hospice Billing Guide

Prepared for

myUnity Essentials Financial

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Overview

Maryland Medicaid Hospice is billed in the UB04 Institutional format. Following the CMS payment method, Routine Home Care is reimbursed at a higher rate for the first 60 days of hospice care and a lower rate for days 61 and after. Service Intensity Add-On (SIA) payments are made for services provided by an RN or Social Worker during the last seven days of a patient's life. The payment applies to services provided under Routine Care (not Continuous, Inpatient or Respite) and for a maximum of four hours per day, billed in 15-minute increments. This document provides the setup steps needed in myUnity Essentials Financial to meet these requirements. For detailed billing instructions and regulatory compliance information, visit the Maryland Department of Health website:

https://mmcp.health.maryland.gov/longtermcare/Pages/Hospice-Services.aspx

https://mmcp.health.maryland.gov/docs/UB04-HOSPICE-INSTRUCTIONS.pdf

https://mmcp.health.maryland.gov/longtermcare/SiteAssets/SitePages/Hospice%20Services/FY2016%20Memo%20with%20Attachments.pdf

One Time Setup

Create SIA Revenue Code

Go to **File>File Maintenance>Category**. Press the **Change Type** button and set to **Revenue Code**.

Press **Add** to add the 0654 SIA revenue code.

Code: 0654

Description: Service Intensity Add-On

CPT/HCPCS: leave blank

Other Code: leave blank

Create 0653 Early Routine Revenue Code

Go to **File>File Maintenance>Category**. Press the **Change Type** button and set to **Revenue Code**.

Press **Add** to add the Early Routine revenue code.

Code: 0653

Description: Routine Early (1-60 Days)

CPT/HCPCS: leave blank

Other Code: leave blank

The 0651 Routine Revenue code for the late Routine (61+ days) is automatically populated to the claims at the time of the electronic claim file generation. Revenue codes for Continuous, Inpatient and Respite are pre-loaded in the database

SIA Charge Code Setup

Go to **File>File Maintenance>Charge Code**. Press Find and search for the Service Intensity Add-On charge code.

Charge Code tab:

Modality: set to Non-Billable

Non-Billable: uncheck this box.

(Note: this will not adversely affect Medicare hospice claims because they are not set to include Non-Billable modality charges).

Revenue-Codes tab:

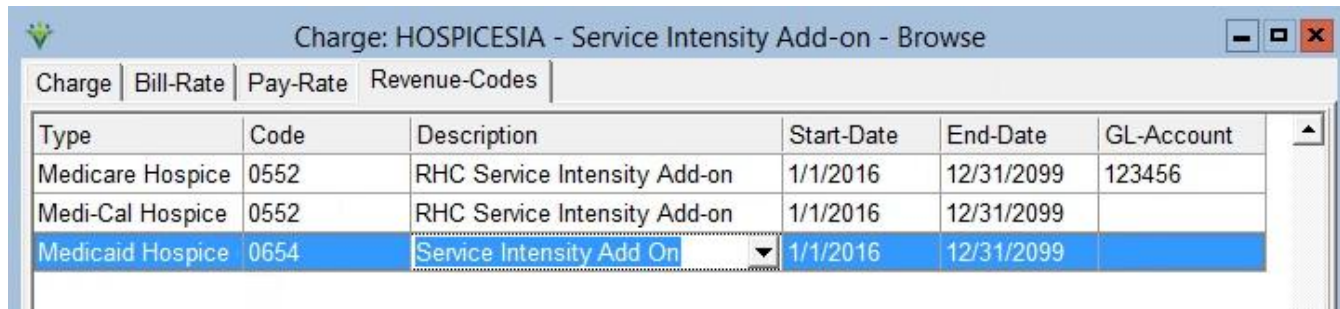Press **Add** to add a row and enter the following information:

Type: Medicaid Hospice Rev Type

Code: 0654

Start Date: enter 1/1/2016 (or the earliest date for which SIA amounts will be billed)

End Date: enter 12/31/2099

Press **Save** when done.

Routine Charge Code Setup

Go back to the **Charge** tab and **Find** and select the **Routine** charge code. Go to the **Revenue-Code** tab and press **Add** to add a row.

Type: Medicaid Hospice Rev Type

Code: set to 0653

Start Date: enter 1/1/2016 (or the earliest date for which Routine Care will be billed)

End Date: enter 12/31/2099

Press **Save** when done.

(The Routine Home Care for days 61+ revenue code will be generated at the time of claim creation so there is no need to set it up here; only the revenue code for Routine days 1-60 is setup here).

Continuous Charge Code Setup

Go back to the **Charge** tab and **Find** and select the **Continuous** charge code. Go to the **Revenue-Code** tab and press **Add** to add a row.

Type: Medicaid Hospice Rev Type

Code: set to 0652

Start Date: enter 1/1/2016 (or the earliest date for which Continuous Care will be billed)

End Date: enter 12/31/2099

Press **Save** when done.

Respite Code Setup

Go back to the **Charge** tab and **Find** and select the **Respite** charge code. Go to the **Revenue-Code** tab and press **Add** to add a row.

Type: Medicaid Hospice Rev Type

Code: set to 0655

Start Date: enter 1/1/2016 (or the earliest date for which Respite Care will be billed)

End Date: enter 12/31/2099

Press **Save** when done.

Inpatient Charge Code Setup

Go back to the **Charge** tab and **Find** and select the **Inpatient** charge code. Go to the **Revenue-Code** tab and press **Add** to add a row.

Type: Medicaid Hospice Rev Type

Code: set to 0656

Start Date: enter 1/1/2016 (or the earliest date for which Inpatient Care will be billed)

End Date: enter 12/31/2099

Press **Save** when done.

SN and MSW Charge Code Setup

For all Skilled Nursing and Medical Social Worker charge codes, add the Medicaid Hospice Revenue Type to the Revenue-Codes tab if not currently present. These are needed for proper SIA charge generation even if they are not included on claim output.

Insurance Setup

Go to **File > File Maintenance > Entity,** press **Change Type** and set to **Insurance**.

Press the **Find** button to locate the Medicaid Hospice insurance.

Go to the Insurance Tab.

Insurance Type: Medicaid Hospice Rev Type

Financial Class: Medicaid Hospice

Bill Type: UB04

Payor/Submitter#: enter the 5-digit payer ID for electronic claims (provided by the payer or clearinghouse).

Bill Method: Hospice

Payor Type: 3-Medicaid (Fee for Service).

Billing Unit Overrides: Set the Non-Billable modality to "¼ hrs" (for SIA charges). Set the

Continuous Care modality to "Hours."

On the **Ins-Rate** tab, add the Per Diem and SIA charges with the appropriate percentage amount for Maryland Medicaid and include the 2% sequestration amount if in effect. A Blanket Rate for zero dollars covered should be present. Ex:

Configure the Billing Option Sets

Go to **Billing > Electronic Claims** and in the **Option Set Selection** drop-down, select the **Maryland Medicaid Hospice UB04 (837I)** option set.

Click **Options** and using the Locator dropdown, select the following:

2390.12 Charge Itemized Consolidation Options: Set to 'Hospice LOC Detailed LOC No-Q-Codes'.

2390.15 Charge Itemizations: set the Non-Billable modality to 'Use Modality' and Itemizations to 'Visit'

Billing Process

Create Level of Care and SIA Charges

Go to **Charge > Hospice LOC Report** (or File > Report Groups if setup).

Report Detail: Check all options.

Billing Period: Select billing month/year

Hospice Insurance Type: Select the Medicaid Hospice Rev type

Report Type: All Records

Create/Fix LOC Charges: Check this option.

Preview the report and scroll or jump to the last page to generate the Per Diem and SIA charges.

After the charges have been created/updated, run for **Exceptions Found** and make necessary corrections. If changes are made that affect LOC days or SIA charges, run the report for All Records with Create/Fix LOC Charges checked.

Note: Only 0653 Routine Charges will be generated but the high/low routine rates will be calculated correctly. The 0651 charges will be populated to the claim at the time of creating the electronic claim file.

After all exceptions have been corrected, run the report for **Ready to Bill**. After previewing the report, use the **Bill Audit** button to jump to and preview the **Billing Audit Report**.

Run, review and post the Billing Audit and generate electronic claims using the Maryland Medicaid Hospice Electronic Claim option set and submit per that payer's guidelines. Transmit the claim file to the payer's website or your clearinghouse.

Netsmart

Example of Electonic Claim Submission Report:

Note: Hard copy UB04 claims are not supported for Maryland Medicaid hospice claims at this time.

5/14/2020 9:20:46 AM   **Electronic Claim Submission**   Institutional   Page 1
0920 - MD Medicaid Hospice 5010   Billed From: 3/31/2020 - 3/31/2020   Home & Hospice Care Services
                            \\tsclient\C\Users\Kristin\Desktop\0920 hospice detailed no qcodes.x12

Patient #	Patient Name	Admit Date	Bill Date	Bill Type	Payor
256	Land, Mary Hospice	2/5/2020	3/31/2020	NonPPS	Maryland Medicaid Hospice

Adm-Src: 1   Status: 40   Contract: r43543q5
TOB: 814   Unit: 02   Statement From: 03/01/2020 To: 03/27/2020
Diagnosis: 1:G20
Values: 1:12580 2:12580 Occurrences: 1:27*02/05/2020
Order/Refer-Doctor: Igor Abdick 1194783829

Rev	Description	Code	Date	Units	Hours	Amount	Other
0653	Routine Home Care	Routine	03/01/20	1	0.00	240.00	
0653	Routine Home Care	Routine	03/02/20	1	0.00	240.00	
0653	Routine Home Care	Routine	03/03/20	1	0.00	240.00	
0653	Routine Home Care	Routine	03/04/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/05/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/06/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/07/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/08/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/09/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/10/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/11/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/12/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/13/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/14/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/15/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/16/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/17/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/18/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/19/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/20/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/21/20	1	0.00	240.00	
0654	Hospice Service Intensity	Hospicesia	03/21/20	4	1.00	54.24	
0651	Routine Home Care	Routine	03/22/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/23/20	1	0.00	240.00	
0654	Hospice Service Intensity	Hospicesia	03/23/20	8	1.00	108.48	
0651	Routine Home Care	Routine	03/24/20	1	0.00	240.00	
0654	Hospice Service Intensity	Hospicesia	03/24/20	8	1.00	108.48	
0651	Routine Home Care	Routine	03/25/20	1	0.00	240.00	
0651	Routine Home Care	Routine	03/26/20	1	0.00	240.00	
0654	Hospice Service Intensity	Hospicesia	03/26/20	8	1.00	108.48	
0651	Routine Home Care	Routine	03/27/20	1	0.00	240.00	
0001	Total Charges			55		6859.68	