

Hospice Notice Creation

User Guide

Prepared for

myUnity Essentials Financial



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Overview

Effective January 1, 2018 Medicare will accept hospice Notices of Election (NOE) via Electronic Data Interchange. Electronic option sets in myUnity Essentials Financial can be configured to create these non-standard 837I transaction files.

If not submitting electronically, a UB04 hard copy notice form can be printed or saved as a PDF from the Electronic Claims menu by selecting the UB04 button.

Setup

Create NOE Electronic Option Set

Go to **Billing > Electronic Claims** and select the **Medicare Hospice** Option Set.

Click **Options** then **Copy**. Enter an unused Destination ID # and enter the Description as **Medicare NOE**.

Close and reopen Electronic Claims.

Select the new **Medicare NOE** option set. Click **Options** and change the following locators:

2010.30 SBR*09 Subscriber Payor Qualifier: set to Constant Value (Entered) and enter MA.

2300.05 CLM *05 Type of Bill: set to 81A (non-hospital based) or 82A (hospital-based).

2300.30 DTP*434 Claim Covered Period: set to Patient Admit/Discharge and Bill Dates.

2300.43 CL1*03 Patient Status: set to Constant Value (Entered) and enter 30.

2300.59 NTE*ADD Comments: set to Bypass this Data Element.

2300.60 HI*BK/BF Diagnosis Codes: set to Patient Diagnosis Codes.

2300.65 HI*BE Value Code Amount A: set to Bypass this Data Element.

2300.66 HI*BE Value Code Amount B: set to Bypass this Data Element.

2300.70 HI*BG Condition Code 1: set to Bypass this Data Element.

2300.73 HI*BH Occurrence Code/Date A: set to Patient Admit Date and enter code 27.

2300.74 HI*BH Occurrence Code/Date B: set to Bypass this Data Element.

2300.75 HI*BH Occurrence Code/Date C: set to Bypass this Data Element.

2300.78 HI*BH Occurrence Code/Date Override: set to Bypass this Data Element.

2310.20 Attending Physician: set to Physician Info (Primary/Seq1).

2310.21 Attending Physician ID: set to Physician NPI.

2310.22 – 2311.10: set to Bypass.

2400.04 SV2*02-7 Description: set to Charge Description.

9000.30 Bill Processing Type: set to Hospice Notice.

Create NOC Electronic Option Set

Go to **Billing > Electronic Claims** and select the **Medicare NOE** Option Set.

Click **Options** then **Copy**. Enter an unused Destination ID # and enter the Description as **Medicare NOC**.

Close and reopen Electronic Claims.

Select the new **Medicare NOC** option set. Click **Options** and change the following locators:

2300.05 CLM *05 Type of Bill: set to 81C (non-hospital based) or 82C (hospital-based).

Create NOTR Electronic Option Set

Go to **Billing > Electronic Claims** and select the **Medicare NOE** Option Set.

Click **Options** then **Copy**. Enter an unused Destination ID # and enter the Description as **Medicare NOTR**.

Close and reopen Electronic Claims.

Select the new **Medicare NOTR** option set. Click **Options** and change the following locators:

2300.05 CLM *05 Type of Bill: set to 81B (non-hospital based) or 82B (hospital-based).

2300.73 HI*BH Occurrence Code/Date A: set to Bypass.

2300.43 CL1*03 Patient Status: set to Default w/Discharge Reason Status Code Override.

Creating Electronic Hospice Notices

Go to **Billing > Electronic Claims** and select the **Medicare NOE, NOC, or NOTR** option set.

Note: The Medicare NOC will only be generated for patients that had a transfer reason selected as the Hospice SOC Reason in the Patient Profile in Clinical (the Late box will be checked in the Patient Admit record in Billing). The NOTR will only be generated for discharged patients without a date of death present.

Report Sequence: Patient or Insurance

Selection Type: Patients or Insurance (use Specific Includes tab for selections).

Submitted Type: Un-Submitted Only.

Date Selection: enter Benefit date range for the NOE, the Admit date range for the NOC, or the Discharge Date range for the NOTR.

Unit Selection: leave unchecked or check Active and select Unit if your agency submits by Unit.

Filename: enter a unique filename.

Press **Preview** to view the Electronic Claim Submission report.

The UB04 form can be Previewed/Printed by clicking the **UB04** button on the bottom of the menu.

The screenshot shows the 'Electronic Billing: X12 Creation' window with the following settings:

- Report Sequence:** Patient (selected), Insurance
- Selection Type:** All Records, Patients, Insurances (selected)
- Submitted Type:** Un-Submitted Only (selected), All Records
- PPS Claim Type:** Initial (selected), Final, All
- Benefit Date Selection:** From: 1/1/2020, To: 2/6/2020
- Unit Selection:** Active: Hospice Unit
- Option Set Selection:** 0910 - Hospice NOE
- Show Inactive Option Sets:**
- PPS Type:** Medicare
- Include Held Certs:**
- Print Charge Detail:**
- Include Paid Bills:**
- Any Form Type:**
- Test Submission File:**
- Upper Case Only:**
- Reissued Claim:**
- UnSubmitted Details Only:**
- Exceptions Only:**
- Claim Type:** Normal
- Filename:** NOE.x12

Buttons at the bottom: Preview, Print, Options, UB04, ?

If there are no issues or corrections needed, press **Mark Notice as Submitted** and transmit the file to Medicare (Ability interface clients will press the **Submit to Medicare** button). Confirm successful receipt of these notices by Medicare. Or press **Do Not Mark** if corrections are needed.

The screenshot shows the 'Electronic Billing: X12 Creation' window with the following content:

Please choose one of the options below...

Mark Notice as Submitted (blue button) **Do NOT Mark as Submitted** (red button)

Claims Summary:

Output File:	910.x12
Patients:	1
Claims:	1
Errors:	0
Charges:	0.00

Buttons at the bottom: Preview, Print, Options, UB04, ?

The Submit date will populate the **NOE/NOC Date** or **NOTR Date** field in the Billing Patient file **Admit** tab under the **Add'l-Dates** sub-tab. When Hospice claims are created, days not covered due to a late NOE submission will be submitted as Non-Covered days in the claim file.

Patient: 131199 - Allen, Robert Admit: 3/25/2021

Patient | **Admit** | Diagnosis | Assign | Insurance | Certify | Authorize | Docs | Other | Notes

Admit-Date	Disch-Date	Admit-Code	Referral-Date	Cover-Sht	Late	Adm-Src
1/10/2014	3/14/2014	131199-01	1/9/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 - Non-HCF (Doctor)
3/17/2014	4/16/2014	131199-02	3/14/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 - Xfer from Hospital
7/29/2014	10/10/2014	131199-03	7/28/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 - Non-HCF (Doctor)
1/3/2017	7/1/2020	131199-04	11/28/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 - Non-HCF (Doctor)
3/25/2021		131199-05	3/25/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 - Non-HCF (Doctor)

Unit/Team | Discharge | Add'l-Data

Benefit Start: 3/25/2021 | **NOE/NOC: 3/25/2021** | NOTR Date: |

Revoke Days: 0 | Is Hospice:

Find | Save | Cancel | Print | Add | Delete | ?

Tracking NOEs

If a Late NOE/NOC date is found, it will be shown in red on the **Billing > Hospice LOC Report** (Diag/Cert Detail must be checked under Report Detail). The report can also be run with **Only Patients with Late/Missing NOE** checked on the More Options tab to obtain a list of patients whose NOE hasn't been submitted or was submitted late so an exception request can be done if needed.

Hospice LOC Report [Close]

General Options | More Options

Additional Reporting Options:

<input type="checkbox"/> Only Patients with Missing LOC	<input type="checkbox"/> Fail if Prior Month Bill Not Paid
<input type="checkbox"/> Only Discharged Patients	<input type="checkbox"/> Fail Certs Without All Docs Received
<input type="checkbox"/> Only Patients Admitted in Select Month	<input checked="" type="checkbox"/> Fail if UnVerified Visits Found
<input type="checkbox"/> Only Patients with Unbilled Period Chgs	<input checked="" type="checkbox"/> Warn if Ins Not Hospice Bill Method
<input type="checkbox"/> Only Evaluate Primary Insurance	
<input type="checkbox"/> Show Not-Billed Amounts	
<input checked="" type="checkbox"/> Include Sequester % in Billed Amount	
<input checked="" type="checkbox"/> Only Patients with Late/Missing NOE	

Sub-Report Options:

<input type="radio"/> No Sub-Reports	LOC Employee:
<input type="radio"/> Hospice CAP Reporting	Nurse, Test
<input checked="" type="radio"/> Locations of Care	
<input type="radio"/> Clinical Group Totals	
<input type="checkbox"/> Show Sub-Report Detail	

[Preview] [Print] [?]