Correcting Rev/HCPCS

FAQ

Prepared for

myUnity Essentials Financial

Netsmart

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Netsmart

Overview

This FAQ provides instructions on how to setup revenue and HCPCS codes for claim output. It is not necessary to un-bill the claim in this instance. After making corrections, you can recreate the claim using the original selection criteria. You'll need to set the Submitted Type to All Bills instead of Un-Submitted Only if the claim was rejected or denied due to invalid codes.

Insurance Type

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

Press **Find** to search for and select the insurance that has the incorrect revenue/HCPCS code(s).

Click on the **Insurance** tab and note the **Insurance Type** selected. Insurances that share the same Revenue & HCPCS for billing will share the same Insurance Type. It's a way of grouping together payers that use the same codes on claim output.


If you have an insurance that does not use the same Revenue/HCPCS/Modifiers on claims, it will need to belong to its own Insurance Type.

To create a new type, go to **File > File Maintenance > Category,** press **Change Type** and set the radio button to **Insurance Type**. Press **Add** to create a new type. Enter a unique **Code** (up to 12 alphanumeric characters) and **Description.**

Once the new Insurance Type has been created, attach it to the Insurance using previous steps in this section.
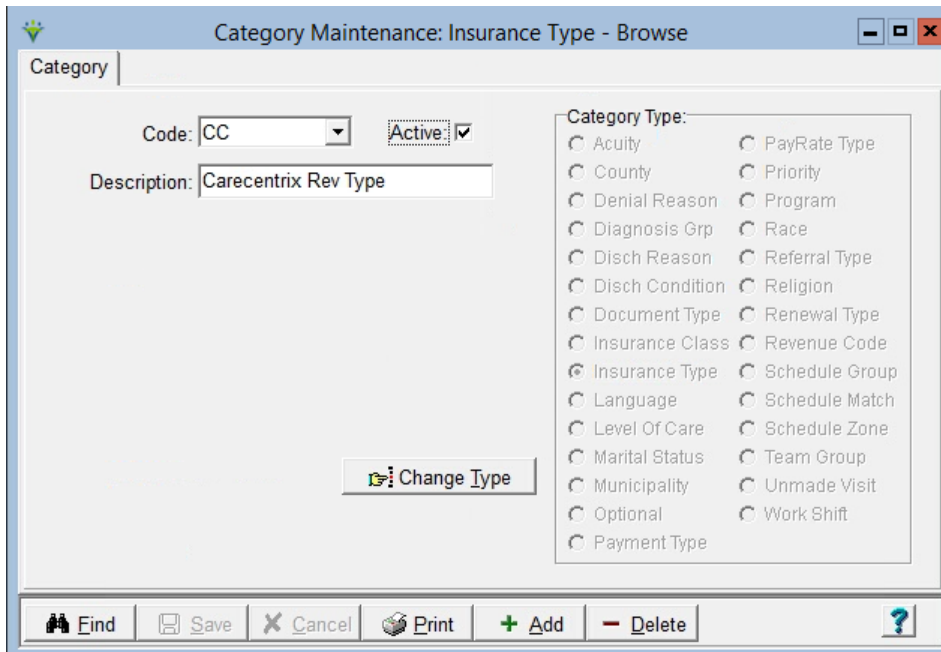
Charge Code

Once you've taken note of or created a new Insurance Type, navigate to **File > File Maintenance > Charge Code** and select the charge code that was missing or incorrect on the claim output.

Click on the **Revenue-Codes** tab and press **+Add** to add a new row.

Type: select the **Insurance Type** for the payer in question

Code: enter the 4-digit revenue code, followed by the HCPCS and modifiers need for the payer.

If the code combination isn't present, follow the instructions in the Revenue Codes section to add them.

If the payer being billed has changed their coding requirements (ex: G0154 replaced with G0299 or G0300) both the new and old codes for that Insurance Type should be entered with the appropriate Start and End Dates for each.

Revenue Codes

If the Revenue/HCPCS/Modifier you need isn't present, the combination will need to be added.

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

Code: enter the 4-digit revenue code followed by the HCPCS and modifier (if modifier is needed).

Description: Enter a description

CPT/HCPCS Code: Enter the HCPCS followed by any modifiers. Use a colon to separate each value (see example screenshot below).

Other Code: enter the modifier(s) only. Leave spaces between each modifier if multiple are needed (this field is used for paper claims only and for special billing for Wisconsin Medicaid electronic).