



# NDoc® Reference for Billing: Billing Medi – Cal Hospice Claims

## Summary:

Medi-Cal Hospice LOC services are billed on the UB04 form. Starting with an implementation date of 5/1/2018, Medi-Cal has unique requirements for high/low Routine Homecare and Service Intensity Adjustments (SIA) charges. Changes are retroactive for dates of service 1/1/2016 and after. The below instructions detail how to fulfil these requirements. For detailed billing instructions and regulatory compliance information, visit the Medi-Cal website: <http://www.medi-cal.ca.gov/>

## How To:

### ONE TIME SETUP

#### ADD 0650 AND 0552 REVENUE CODES

Go to File>File Maintenance>Category. Click 'Change Type' and set to Revenue Code.

Press the 'Add' button to add the new 0650 Routine and 0552 SIA revenue codes (the 0659 Late Routine Revenue code does not need to be created as this code is automatically populated to the claims at the time of the electronic claim file generation).

Category Maintenance: Revenue Code - Browse

Category

Code: 0650 Active: ☒

Description: Routine Home Care

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 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

Category Maintenance: Revenue Code - Browse

Category

Code: 0552 Active: ☒

Description: RHC Service Intensity Add-on

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 Type
- ☐ Priority
- ☐ Program
- ☐ Race
- ☐ Referral Type
- ☐ Religion
- ☐ Renewal Type
- ☒ Revenue Code
- ☐ Schedule Group
- ☐ Schedule Match
- ☐ Schedule Zone
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- ☐ Unmade Visit
- ☐ Work Shift

Find Save Cancel Print Add Delete





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### ASSIGN NEW REVENUE CODES TO CHARGE CODES

Go to File>File Maintenance>Charge Code.

Click the Find button and select the HOSPICESIA (Hospice Service Intensity adjustment) charge.

Modality: Non-Billable

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

Charge: HOSPICESIA - Hospice Service Intensity adj - Browse

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

Code: HOSPICESIA Active: ☒

Description: Hospice Service Intensity adj

Modality: Non-Billable

Non-Billable: ☐

Find Save Cancel Print Add Delete

Go to the Revenue-Codes tab.

Click 'Add' to add a new row.

Type: Choose your Medi-Cal Hospice Revenue Type (your agency's description may differ from this example).

Code: 0552.

Start Date: Enter 1/1/2016 (if billing retroactively) or 5/1/2018.

Save changes.

Charge: HOSPICESIA - Hospice Service Intensity adj - Browse

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

| Type             | Code | Description                  | Start-Date | End-Date   | GL-Account |
|------------------|------|------------------------------|------------|------------|------------|
| Medi-Cal Hospice | 0552 | RHC Service Intensity Add-on | 1/1/2016   | 12/31/2099 |            |

Find Save Cancel Print Add Delete





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Go to the Charge tab.

Click the Find button and select the ROUTINE charge.

Charge: ROUTINE - Routine Home Care - Browse

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

Code: ROUTINE Active: ☒

Description: Routine Home Care

Modality: Routine

Non-Billable: ☐

Go to the Revenue-Codes tab

Charge: ROUTINE - Routine Home Care - Browse

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

| Type                 | Code      | Description       | Start-Date | End-Date   | GL-Accour |
|----------------------|-----------|-------------------|------------|------------|-----------|
| Medicare Rev Type    | 0651      | Routine Home Care | 1/1/2000   | 12/31/2099 |           |
| Medicare Hospice Rev | 0651      | Routine Home Care | 1/1/2000   | 12/31/2099 | 11000     |
| Medicaid Hospice Rev | 0651      | Routine Home Care | 1/1/2001   | 12/31/2099 | 11000     |
| Hospice T-Codes      | 0651T2042 | Routine Home Care | 1/1/2000   | 12/31/2099 |           |
| Medi-Cal Hospice     | 0651      | Routine Home Care | 1/1/2001   | 12/31/2015 |           |
| Medi-Cal Hospice     | 0650      | Routine Home Care | 1/1/2016   | 12/31/2099 |           |

Enter an End-Date for the Medi-Cal Hospice Type (use 12/31/2015 if billing retroactively or 4/30/2018).

Click 'Add' to add a new row.

Type: Medi-Cal Hospice Revenue Type (your agency's description may differ from this example)

Code: 0650.

Start Date: Enter 1/1/2016 (if billing retroactively) or 5/1/2018.

For Skilled Nursing and Medical Social Worker charge codes, add the Medi-Cal Hospice Revenue Type to the Revenue-Codes tab if not currently present. Revenue codes are needed for SIA charge generation.

### MEDI-CAL INSURANCE SET-UP

Go to File > File Maintenance > Entity. Click 'Change Type' and set to Insurance.

Press the 'Find' button to locate the Medi-Cal Hospice insurance.





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Go to the Insurance Tab.

Bill Method: Hospice

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

Billing Unit Overrides: Set the NonBillable modality to “¼ hrs” (for SIA charges). Set the Continuous Care modality to “Hours.”

| #  | Modality       | Units   |
|----|----------------|---------|
| 8  | Supplies       | N/A     |
| 9  | Non-Billable   | 1/4 Hrs |
| 10 | Room and Board | N/A     |

\* Revenue Based on Calculated Time/Units

On the 'Ins-Rate' tab, add the LOC and SIA charges with the appropriate percentage amount. A Blanket Rate for zero dollars covered should be present

| Entity Maintenance: Insurance MEDICALHOSP - Medi-Cal Hospice - Browse |             |            |          |       |       |                                     |
|---|-------------|------------|----------|-------|-------|-------------------------------------|
| Name/Address  | Phone       | Insurance  | Ins-Rate | Notes |       |                                     |
| Charge-Description  | Charge-Code | Start-Date | End-Date | Type  | Rate  | Allow                               |
| Blanket Proration   | BLANKETRATE | 1/1/2015   |          | F     | 0.00  | <input checked="" type="checkbox"/> |
| Continuous Home Care  | CONTINUOUS  | 1/1/2015   |          | P     | 99.00 | <input checked="" type="checkbox"/> |
| Hospice Service Intensity adj   | HOSPICESIA  | 1/1/2015   |          | P     | 99.00 | <input checked="" type="checkbox"/> |
| Inpatient Home Care   | INPATIENT   | 1/1/2015   |          | P     | 99.00 | <input checked="" type="checkbox"/> |
| Respite   | RESP        | 1/1/2015   |          | P     | 99.00 | <input checked="" type="checkbox"/> |
| Routine Home Care   | ROUTINE     | 1/1/2015   |          | P     | 99.00 | <input checked="" type="checkbox"/> |

### CONFIGURE THE MEDI-CAL OPTION SET(S).

Go to Billing > Electronic Claims and in the Option Set Selection, select the Baseline option set.

Click the Options button and in the Billing Options Wizard click Merge and merge into All Option Sets.

Press OK when done.





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In the Option Set Selection, select the Option Set for Medi-Cal 837I.

Click Options and using the Locator dropdown, set the following:

2390.12: Set to Hospice LOC Detailed No-Qcodes to create claims with all charges itemized in date order

### PROCESS

#### **RUN THE HOSPICE LOC REPORT TO CREATE LOC 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 Medi-Cal Hospice type

Report Type: All Records

Create/Fix LOC Charges: Check this option





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Preview the report and scroll or jump to the last page to generate the LOC 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 0650 Routine Charges will be generated but the high/low routine rates will be calculated correctly. The 0659 charges will be populated to the claim at the time of creating the Medi-Cal electronic 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 Medi-Cal Electronic Claim option set and submit per that payer's guidelines.

5/30/2018 9:29:11 AM

0950 - Medi-Cal Hospice 5010

Electronic Claim Submission

5/1/2018 - 5/31/2018

Institutional

Page

Home Health Care Services

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| Patient # | Patient Name | Admit Date | Bill Date | Bill Type | Payor            |
|-----------|--------------|------------|-----------|-----------|------------------|
| 122       | Caid, Callie | 4/15/2018  | 5/31/2018 | NonPPS    | Medi-Cal Hospice |

Adm-Src: 1 Status: 40

TOB: 814

Diagnosis: 1:101.0

Values: 1:41740 2:41740 Occurrences: 1:27\*04/15/2018

Order/Refer-Doctor: Devon Aarons 118433336

Contract: 3423445df

Stmt From: 05/01/2018 To: 05/04/2018

| Rev  | Description               | Code       | Date     | Units | Hours | Amount  | Other |
|------|---------------------------|------------|----------|-------|-------|---------|-------|
| 0650 | Routine Home Care         | Routine    | 05/01/18 | 1     | 0.00  | 225.30  |       |
| 0552 | Hospice Service Intensity | Hospicesia | 05/01/18 | 16    | 4.00  | 190.02  |       |
| 0650 | Routine Home Care         | Routine    | 05/02/18 | 1     | 0.00  | 225.30  |       |
| 0552 | Hospice Service Intensity | Hospicesia | 05/02/18 | 16    | 4.00  | 190.02  |       |
| 0650 | Routine Home Care         | Routine    | 05/03/18 | 1     | 0.00  | 225.30  |       |
| 0552 | Hospice Service Intensity | Hospicesia | 05/03/18 | 16    | 4.00  | 190.02  |       |
| 0659 | Routine Home Care         | Routine    | 05/04/18 | 1     | 0.00  | 176.96  |       |
| 0552 | Hospice Service Intensity | Hospicesia | 05/04/18 | 16    | 4.00  | 190.02  |       |
| 0001 | Total Charges             |            |          | 68    |       | 1612.94 |       |

Grand Totals:

Patients: 1

Claims: 1

Charges: 1612.94

Errors: 0

