

FLU/PPV SHOT BILLING

Some agencies want to keep the flu shot activity completely separated, so they create a new program code just for that purpose. Others just keep it in the Home Health program.

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A/R SETUP

Set up payment and adjustment codes in Accounts Receivable - Pay/Adj Codes to be used to post the payments (and adjustments if needed).

The screenshot shows the Barnesform Software interface for Accounts Receivable - Pay/Adj Codes (CRAVEN). The window title is "Barnestorm Software - Accounts Receivable -> Pay/Adj Codes (CRAVEN)". The main menu includes: Inquiry, Post Payments, Reports, Post Amt Billed, Pay/Adj Codes, ReCalc Balances, ICN Edit, and Billing. The "Pay/Adj Codes" menu item is selected. The interface features several buttons: "First", "Previous", "Next", "Last", "Print Codes", and "Exit". The "Next" button is highlighted. Below these buttons, there are input fields for "Program: 01 HOME HEALTH", "Code: 003", and "Description: PAYMENT - MEDICARE B-O/P". A "Show Available Codes" button is located to the right of the description field. Below the description field, there is a "P=Payment, A=Adjustment" label with a "P" in a box. There are also "Save" and "Delete" buttons. A "Search for" button is located above a large empty text area. A vertical "Main Menu" button is on the left side of the window.

PAYER AND REVENUE CODE SETUP

Verify that you have a payer set up in the appropriate program as Medicare B Outpatient.

The screenshot shows the 'Add a New Payer' form in the BarnesForm software. The form is for Program 01 HOME HEALTH and Payer 003 MEDICARE B. The Provider # is 36-7403. The Claim Form for Paper Claims is set to UB04 (CMS-1450). The Type of Bill Code (UB04 Only) is 34. The Billing Format is B, Pay Class is B, and Stat Class is A. Hospice and PPS are set to N, and Per Diem is set to N. The 'Force revenue codes that end in 0 to end in 1' is set to 0. The 'Pay/Adj Code to use when posting payments' is 003 MEDICARE B PAYMENT, and the 'Pay/Adj Code to use when posting adjustments' is 103 MEDICARE B CONT ADJ. A list of revenue codes is shown on the right, with 01/003 - MEDICARE B selected.

Verify that revenue codes 0636 FLU/PPV/HEP VACCINE and 0771 ADMINISTER FLU/PPV/HEP are set up.

If you will be giving flu shots to people who are not active patients, go to **Codes > Status Codes > Admission Types** and verify that you have a code number between 70 and 99 with a description of **FLU SHOT ONLY**, Count as a Referral = N, Count as a Patient = N.

SUPPLY CODE SET-UP

Set up a supply code for the flu vaccine (and PPV and Hepatitis, if needed) and another for the administration. Set the price as your reimbursement rate.

Code .001 **Loaded Supply .001** flu Code Description

Category Office Category Vendor Code

Description FLU VIRUS VACCINE HCPCS DNU items

Vendor Code

Vendor's Code for this item

Safety Stock Qty 0

Revenue Code 0636 **FLU/PPV/HEP VACCINE**

HCPCS Code 90658

Modifiers (Mod1, Mod2, Mod3)

Place of Service Code

Will Medicare pay for this (Y/N) Y

Medicaid Reimbursement \$ 0.00

Ordered from vendor by the EA

Stocked by the EACH

Billed by the EA

1 EA = how many EACH 1

1 EACH = how many EA 1

Quantity in stock 0

Qty used this month

Qty used this year 2

Supply Prices

Price Date

Order Cost \$

Cost \$

Price \$

*Price Markup is 3.00

| ...Date... | ...Cost | ..Price |
|------------|---------|---------|
| 10-01-2008 | 12.00 | 12.00 |
| 10-01-2007 | 16.00 | 16.00 |
| 01-01-2000 | 0.00 | 0.00 |

Code .002 **Loaded Supply .002** flu Code Description

Category Office Category Vendor Code

Description ADMINISTRATION FLU VACCINE HCPCS DNU items

Vendor Code

Vendor's Code for this item

Safety Stock Qty 0

Revenue Code 0771 **ADMINISTER FLU/PPV**

HCPCS Code G0008 **ADMINISTRATION OF INFLUENZA VIRUS VACCINE**

Modifiers (Mod1, Mod2, Mod3)

Place of Service Code

Will Medicare pay for this (Y/N) Y

Medicaid Reimbursement \$ 0.00

Ordered from vendor by the EA

Stocked by the EACH

Billed by the EA

1 EA = how many EACH 1

1 EACH = how many EA 1

Quantity in stock 0

Qty used this month

Qty used this year 2

Supply Prices

Price Date

Order Cost \$

Cost \$

Price \$

*Price Markup is 3.00

| ...Date... | ...Cost | ..Price |
|------------|---------|---------|
| 10-01-2008 | 17.00 | 17.00 |
| 10-01-2007 | 13.00 | 13.00 |
| 01-01-2000 | 0.00 | 0.00 |

BILLING NON-PATIENTS FOR FLU SHOTS (OPTIONAL)

To set up a chart# for non-patients who will receive a flu shot, the following information is required: Last name, First name, address, city, state, zip, county of residence, birth date, gender, SSN, and Medicare HIC# .

You can use the date of the injection as the admit date and discharge date. The patient status is Discharged, goals met, and the admit type is FLU SHOT ONLY. For all patients who will generate Medicare claims for flu shots, make sure their payer screen has the payer code you set up for Medicare B Outpatient.

CREATING FLU SHOT CHARGES

For all patients who will generate Medicare claims for flu shots, make sure their payer screen has the payer code you set up for Medicare B Outpatient.

From the main menu, go to **Supplies > Supply Charges**.

Add / Edit Supplies and Other Charges Non-Visit Time Visits Supply Codes

Charge Date: 9/30/2010 29845 Editing Visit Cancel / Clear

Employee: 1111 BARNES, JEFF Delete

Patient: 000001 DOE, JOHN

Program/Payer: 01/003 - MEDICARE B-OP

Supply: .001 FLU VIRUS VACCINE

Quantity: 1 @ 12.00 = 12.00 Save

Supply Codes

000001 - DOE, JOHN
 1111 - BARNES, JEFF
 .001 - FLU VIRUS VACCINE
 12.00 Cost 12.00
 Price
 1 Quantity = 12.00

100 Most Recent Charges

Refresh Print

| RefNum | Date | Chart# | Pt Name | Emp# | Pr Pay | Qty | Supply | \$Charges | Description |
|----------------|----------|--------|-----------|------|--------|-----|--------|-----------|----------------------------|
| 29846 | 09/30/10 | 000001 | DOE, JOHN | 1111 | 01 003 | 1 | .002 | 17.00 | ADMINISTRATION FLU VACCINE |
| 29845 | 09/30/10 | 000001 | DOE, JOHN | 1111 | 01 003 | 1 | .001 | 12.00 | FLU VIRUS VACCINE |
| Total Charges: | | | | | | | | 29.00 | |

From: 8/16/2010 Thru: 9/30/2010 Show last: 100

Employee: Patient: 000001 Program: Payer: Supply:

Oldest First Sort by Pt Name Sort by Supply Code

Enter the charge for the vaccine, and if the visit was made only for the purpose of administering the flu shot, then you can also charge for administration.

BILLING SET-UP

Most agencies wait until all flu shot charges are entered for the entire flu season before billing.

The HIPAA Transactions - Edit HIPAA Payers screen should look like

(except with your agency id numbers, not the ones shown above).

BILLING FLU SHOTS

The billing setup looks like this:

The screenshot shows the BarnesForm Billing software interface. The window title is "Barnesform Software - Billing -> All Other Billing (CRAVEN)". The main menu includes "PPS Billing", "All Other Billing", "Secondary Billing", "Print UB04/1500", "HIPAA Transactions", "Reports", "Inquiry", "Other", and "A/R".

The interface is divided into three main sections:

- 1 Selected Patients:** Contains a list with one patient: "000001 01/003 DOE, JOHN". Buttons for "Move the List" and "Erase the List" are present.
- Select Patients for Billing:**
 - Billing Selections:** From 09/01/10 thru 09/30/10. Billing Format Code: [View List]. Programs: 01. Payers: 003. Teams: [Hospice].
 - Hold Out Claims For Orders Not Back
 - Hold Out Claims For Invalid ICD Codes
 - Ignore All Errors
 - Select Patients As Specified Above** (button)
 - Search by Name or Chart#:** Pr-01; Pay-003; Tm-
 - Click on a Chart# below to add it to Selected Patients.
- Billing:**
 - Visits
 - Other Charges
 - Supplies
 - Flu Shots
 - Dates These Charges Were Keyed: 09/01/10 thru 09/30/10
 - Send NPI Only, no Legacy Numbers
 - 2 charges selected
 - Prepare Charges for Billing** (button)
 - View Billing Detail/Summary** (button)
 - Send as Replacement Claims
 - Create HIPAA Tx** (button)
 - Print Patient Statements** (button)
 - Minimum Info in Headings
 - Print Invoice Numbers
 - Include A/R Balance + Transactions
 - Print Employee Name
 - Print Patient Claim Data** (button)
 - 04.03 - UNBPRNT3 - Summary of Patient Charges

with **Ignore All Errors** checked, and in the top right corner, only **Flu Shots** checked. The billing process is the same as usual, and the resulting .837 will be sent to Medicare the same way you send RAP and EOE claims.

When the Medicare ERN is posted, the payments will apply to the appropriate payer.