Enter Hospice Per Diem Charges

1. To enter Hospice Per Diem charges, go to Billing> Other > Enter Hospice Per Diem Charges.
2. On the Per Diem Charges tab, locate the patient by typing the chart number or last name.
3. Type your From/Thru date.
4. Select the Program/Payer.
5. Select the appropriate Revenue Code.
6. If there is a Special Rate, click the tab to enter the Charge$. Otherwise, leave the field blank.
7. Click Save. The charges will appear in the bottom section.

To Print Hospice Per Diem Charges, click the Reports tab (same screen)

1. Select your month.
2. Click the Per Diem Charges bullet.
3. Click Print.

TIP: Utilize report 19.01 Verify Hospice Data to locate any issues/errors related to your Hospice Per Diem entries. This reports looks for the following errors:

1. Duplicated per diem charges
2. Patients classified as "not admitted, but has per diem charges
3. Compares the length of stay between the start of care (SOC) date and

the discharge date to the actual number of per diem charges

4. Per diem charges before the admit date or after the discharge date
5. Overlapping Hospice facility stays

Additional Tip:

Occurrence Span Code 77 is used to identify noncovered dates. For non-covered dates, follow the normal process to enter per diem charges. Then use the Extra Billing Screen in the Payers tab of the referral to enter that code and date range.