

# Claims Procedures

**H.1** Table of Contents

**H.2** At a Glance

**H.5** Submission Guidelines

**H.7** Provider OnLine

**H.12** Timely Filing Requirements

Table H1 – Claim Addresses

Table H2 – New Claim Submission Time Frames

Table H3 – Secondary Claims Submission Time Frames

Table H4 – Corrected Claims Submission Times Frames

Table H5 – Clean Claims Payment Time Frames

Table H6 – Claims Appeal Time Frames

**H.16** Diagnosis Codes

Table H7 – Other Preventable Conditions (OPPC – Medical Assistance Modifiers)

**H.20** Claims Documentation

Figure H1 – CMS1500 Claim Form

Figure H2 – CMS1500 Claim Form Required Fields

Figure H3 – UB04 Claim Form

Figure H4 – UB04 Claim Form Required Elements

**H.32** Place-of-Service Codes

Table H8 – Commonly used Place-of-Services Codes

**H.33** Modifiers

Table H9 – Physician Modifiers

Table H10 – Assistant Surgeon Modifiers

Table H11 – Therapy Modifiers

Table H12 – Modifiers (Medical Assistance only)

Table H13 – EPSDT Modifiers (UPMC *for You* only)

Table H14 – Anesthesia Modifiers

Table H15 – Anesthesia Modifiers (CRNA)

Table H16 – Home Medical Equipment Modifiers

**H.42** Reimbursement

**H.47** Denials and Appeals

**H.48** False Claims

## *At a Glance*

UPMC Health Plan pledges to provide accurate and efficient claims processing. To make this possible, UPMC Health Plan requests that providers submit claims promptly and include all necessary data elements. A key to controlling administrative costs is reducing excess paperwork, particularly paperwork generated by improperly completed claims.

### **Key Points**

It is the treating provider's responsibility for the appropriate billing of services in addition to maintaining accurate documentation that supports and justifies the services.

- Type claims or submit them electronically. Handwritten claims **may** be returned.
  - **See: *Filing Methods***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Claims with eraser marks or white-out corrections **may** be returned.
- If a mistake is made on a claim, the provider **must** submit a new claim. Claims **must** be submitted by established filing deadlines or they will be denied.
  - **See: *Timely Filing Requirements***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Services for the same patient with the same date of service **may not** be unbundled. For example, an office visit, a lab workup, and a venipuncture by the same provider on the same day must be billed on the same claim.
- Only clean claims containing the required information will be processed within the required time limits. Rejected claims—those with missing or incorrect information—**may not** be resubmitted. A new claim form **must** be generated for resubmission.
  - **See: *Clean vs. Unclean Claims***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Resubmit claims only if UPMC Health Plan **has not** paid **within 45 days** of the initial submission.
  - **See: *Claims Resubmission***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

- Submit all appeals in writing **within the required number of business days** of receipt of the notification indicating that the claim was denied.
- Bill anesthesia claims with the correct codes from the American Society of Anesthesiologists with appropriate anesthesia modifiers and time units if applicable.
  - **See: Tables H14 & H15: Anesthesia Modifiers**, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Use proper place-of-service codes for all UPMC Community HealthChoices (Medical Assistance), UPMC *for Kids* (CHIP), UPMC *for Life* (Medicare), UPMC *for You* (Medical Assistance), and UPMC Health Plan (Commercial) claims.
  - **See: Table H8: Commonly Used Place-of-Service Codes**, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Use **modifier 25** when it is necessary to indicate that the Member’s condition required a significant, separately identifiable evaluation and management service above and beyond the other procedure or service performed on the same date by the same provider.
  - **See: Table H9: Physician Modifiers**, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- UPMC Community HealthChoices and UPMC *for You* claims submission received with a Date of Service (DOS) less than or equal to the Date of Death (DOD) may be considered for payment. Any claims received with DOS greater than DOD will be denied. Exceptions **may** apply with supporting documentation. This includes monthly subscription-based claims in which coverage extends beyond DOD.
  - **Note: Date of Death Claims Additional exceptions.**
    - Long-Term Care Facility Claim
      - DOS **must** be DOD minus **one day**.
    - Skilled Nursing Facility Claim
      - DOS **must** be DOD minus **one day**.
    - Modifier 26 Claim
      - DOS can be DOD plus **four days**.
  - **See: Table H9: Physician Modifiers**, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

- Submit only one payee address per tax identification number.
  - **See: *Multiple Payee Addresses***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
  - **See: *Claim Denials and Appeals***, UPMC Plan Provider Manual, Chapter H, Claims Procedures.
  
- When a Provider’s NPI has multiple service locations at the same address and zip code they need to submit their claims with the **nine**-digit zip code for the billing provider and/or facility (if required).

Providers should also submit the appropriate unique four-digit zip extension when completing their PROMISE enrollment so that PROMISE can crosswalk to the correct service location and provider type.

# Submission Guidelines

## Filing Methods

### Electronic

UPMC Health Plan’s claims processing system allows providers access to submitted claims information, including the ability to view claim details such as claim status (e.g., whether there was an error on the submission) and the UPMC Health Plan claim number to be used as a reference indicator.

**Electronically filed claims may be submitted in the following ways:**

### Individual Claim Entry

Individual claim entry, known as **Prelog**, is available to network providers with established **Provider OnLine** accounts. This feature allows direct submission of both professional (CMS-1500) and institutional (UB-04) claims via a user-friendly interface, using the internet’s highest level of security to make the process safe and easy. To use Prelog, providers must complete a brief e-learning course and a short post-course assessment. Upon successful course completion, the provider’s office can enter claims and verify acceptance.

- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter A, Welcome and Key Contacts.
- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

### Electronic Data Interchange (EDI)

UPMC Health Plan also accepts electronic claims in data file transmissions. Electronic claim files sent directly to UPMC Health Plan are permitted only in the HIPAA standard formats.

Providers who have existing relationships with clearinghouses such as **WebMD® (UPMC Health Plan Payer ID: 23281)**, **RelayHealth**, or **ALLScripts (among others)** can continue to transmit claims in the format produced by their billing software. These clearinghouses are then responsible for reformatting these claims to meet HIPAA standards and passing the claims on to UPMC Health Plan.

The National Provider Identifier number (NPI) is required, and the Member’s 11-digit identification number or the Medical Assistance Recipient Identification number is necessary.

When care is coordinated, the referring provider’s name and NPI or UPIN are also required.

- **Note:** The Medical Assistance Recipient Identification number is utilized for UPMC Community HealthChoices and UPMC *for You*.



### **Closer Look at Direct EDI Submissions**

Providers can submit claims directly without incurring clearinghouse expenses. These claims are loaded into batches and immediately posted in preparation for adjudication. Via the Provider OnLine EDI tools, these batches can be viewed in several standard report formats.

#### **To submit EDI files directly to the Health Plan, providers must:**

- Have an existing **Provider OnLine** account or register for a new provider or submitter account by filling out the application form at **upmchealthplan.com/providers** and selecting the “**Register for Provider OnLine Here.**”
  - **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter A, Welcome and Key Contacts.
  - **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- Use billing software that allows the generation of a HIPAA-compliant 837 professional or institutional file.
- Have a sample 837 file exported from their billing system containing only UPMC Health Plan claims.
- Have a computer with Internet access.
- Be able to download and install a free Active-X secure FTP add-on.
- Complete testing with UPMC Health Plan.

For questions about this process, contact **UPMC Health Plan Web Services** at **1-800-937-0438** from 8 a.m. to 4:30 p.m., Monday through Friday.

### **Medicare Crossover**

UPMC Health Plan Medicare Select, Medicare Supplemental, Medicare Complementary, and UPMC Community HealthChoices currently receive crossover files from the Coordination of Benefits Agreement (COBA).

UPMC *for You* accepts crossover claims for Members **younger than 21 years old** with both Medicare and Medical Assistance coverage (dual eligibility). The Medicare eligibility record **must** indicate that the beneficiary is enrolled in UPMC *for You*. Providers should review the Explanation of Medicare Benefits (EOMB) to determine whether the claim crossed over.

## *Provider OnLine*

**Provider OnLine (POL)** is a self-serve website that is available **24 hours a day, 7 days a week** and can significantly reduce the number of telephone calls a network provider needs to make to UPMC Health Plan, thereby reducing the time it takes to perform daily tasks.

This secure online service, available from any computer with internet access, allows providers to perform a wide variety of administrative functions—including submitting a prior authorization request, checking on the status of an authorization request, checking Member eligibility and covered benefits, submitting claims for reimbursement, checking on the status of a claim, viewing an Explanation of Payment (EOP), and sending and receiving messages or chatting with a Provider Services representative in real time.

POL is utilized to relay general communications to Providers; Providers should frequently check POL for updates.

In addition, POL allows the Provider to complete an authorization to receive electronic payments from Electronic Funds Transfer (EFT). EFT Transfer will allow the Provider's office or practice to receive reimbursement from UPMC Health Plan sooner than paper checks.

- **Note:** All contracted Providers **are required** to complete the Authorization for Electronic Reimbursement form by logging in to Provider OnLine and navigating to the Office Management module.
- **Note:** Only an online account administrator (OAA) can perform this function.

Providers can also request Electronic Remittance Advice (ERA) through Provider OnLine.

- **Note:** Per HIPAA, the only permissible format for an electronic remittance advice, in a data file, is the ANSI ASC X12.835, Health Care Claim Payment/Advice. This is commonly referred to as an 835. It requires the recipient's Practice or Billing System to have the ability to automate loading of a file in the mandated format.
- **Note:** All contracted providers **should** utilize POL to review their current and historical EOPs and print a paper copy of the EOP. Providers with POL access and those who elect to utilize ERA will not receive a paper EOP. Paper EOPs will only be sent upon request. POL is available **24 hours a day, 7 days a week**.

The eligibility section of POL shows the Member’s specific schedule of benefits, including riders (additional benefits beyond basic coverage), and the date such benefits became effective. This section also shows up to date coordination of benefit (COB) information and current out-of-pocket costs (copays, deductible, etc.) that have been incurred. To view information about an eligible Member, the Provider needs one of the following:

- Member’s first and last name
- Member’s identification number

**Provider OnLine** can be accessed from [upmchealthplan.com/providers](https://upmchealthplan.com/providers). Enter the provider’s user ID in the **provider login** box. If the provider **does not** have a POL account, the practice’s online account administrator (OAA) will help the provider gain this access.

➤ **Note:** The **OAA** is the individual within a practice who manages all Provider OnLine security and access.

If the provider **does not** have an OAA, complete the first-time user registration at [upmchealthplan.upmc.com/WebPortals/Requests/SecurityRequest.aspx](https://upmchealthplan.upmc.com/WebPortals/Requests/SecurityRequest.aspx).

To submit a prior authorization request, log into **Provider OnLine** at [upmchealthplan.com/providers](https://upmchealthplan.com/providers). Select the **Auth Entry/Inquiry** option from the main menu and follow the prompts.

If the provider forgot their **UPMC Health Plan Provider OnLine user ID** or needs assistance registering as a first-time user, call the **Help Desk** at **1-800-937-0438**. If the provider has any questions, they should contact their physician account executive or call **Provider Services** at **1-866-918-1595**.

Providers who need to request authorization to prescribe a medication that has quantity limit, requires prior authorization, or for a non-formulary medication **should** submit the request to Pharmacy Service electronically through the online portal at [upmc.promptpa.com](https://upmc.promptpa.com) or by fax at **412-454-7722** using the forms found at [upmchp.us/ProviderPharmacyPAForms](https://upmchp.us/ProviderPharmacyPAForms). UPMC Health Plan also accepts requests via electronic Prior Authorization (ePA) for those providers that have EMRs enabled to submit ePA requests through **Surescripts**.

➤ **Note:** Surescripts or other ePA portals are third-party platforms **not** controlled by UPMC Health Plan, and UPMC Health Plan **cannot** be held responsible for technical issues arising from a provider’s use of such third-party platforms.

➤ **See:** *Obtaining Prior Authorization*, UPMC Health Plan Provider Manual, Chapter J, Pharmacy Services.



UPMC Community HealthChoices Home and Community Based Services providers can access Provider OnLine to check Member eligibility and benefits but claims submission will occur in HHAeXchange.

## Paper Claim Forms

### CMS-1500 forms

These forms are for professional services performed in a provider's office, hospital, or ancillary facility. (Provider-specific billing forms are not accepted.)

- **See: *Figure H2, CMS-1500 Claim Form***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

### UB-04 forms

These forms are for inpatient hospital services or ancillary services performed in the hospital. (Hospital-specific billing forms are not accepted.)

- **See: *Figure H4, UB-04 Claim Form Required Elements***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

## Claim Submission for UPMC Community HealthChoices Home and Community Based Providers

UPMC Community HealthChoices Home and Community Based providers can access Provider OnLine to check Member eligibility and benefits but claim submission occurs in HHAeXchange.

**HHAeXchange (HHA)** is a proprietary platform for Home and Community Based Services (HCBS) Payers and Providers that streamlines authorization, case placement and acceptance, case management and communication, and billing and remittance processing.

All HCBS authorization/case placement and Claim Submission **must** be performed through HHA unless otherwise indicated. HHA platform is used by HCBS providers to integrate visit/claims data to enable HHA to submit claims from HCBS providers directly to UPMC Health Plan. Payment of claims will be from UPMC Community HealthChoices directly to the HCBS provider.

Additional information on HHA, including HHA Login link and HHA Companion Guide, can be obtained through the HCBS Secure Provider Portal.

UPMC Health Plan accepts claims **up to 180 days** after the date of service for UPMC Community HealthChoices (Medical Assistance) Participants.

- **See: *UPMC Community HealthChoices billing guidance, nursing home Facility billing, and corrected claims information*** on Provider OnLine at [upmchealthplan.com/providers](http://upmchealthplan.com/providers) for additional information.

**The following are items that home and community based direct care providers cannot bill related to UPMC Community HealthChoices:**

- Provider **cannot** bill while Participant is in a nursing facility, hospitalized, incarcerated, out of state (unless services are authorized by the Participant’s service coordinator), or while the direct care worker is being paid to work another job.

➤ **Note:** Contact the **Service Coordination Department at 1-833-280-8508 (TTY: 711)**. Representatives are available from 8 a.m. to 5 p.m., Monday through Friday.

- It is **not permissible** to submit timesheets for hours of work performed by someone else.
- It is **not permissible** to bill for time during which the direct care worker was sleeping.
- Provider **cannot** bill if the Participant cancels the service. This includes instances when a direct care worker goes to the home of the Participant and the Participant was **not there** to receive the service or canceled the service once the worker arrived.
- The hours billed **must** be the exact hours worked by the direct care worker.
- Pay **may not** be split between the Participant and direct care worker.
- Provider **cannot** submit any false data on claims, such as the date of service, units of service, or the provider of service.
- Provider **cannot** bill for services that are outside of the type, scope, amount, duration, and frequency as specified on the Participant’s approved service plan (except in emergency situations as authorized by UPMC Community HealthChoices).
- Provider **cannot** bill when services are rendered to a Participant who **does not** have an approved service plan for the date when the service was rendered.
- Provider **cannot** bill separately for administrative costs associated with services such as Personal Emergency Response System (PERS), Home Adaptations, Specialized Medical Equipment and Supplies, Assistive Technology.
- Provider **cannot** bill for services that were **not approved** in the service plan.

➤ **See: 55 Pa. Code §1101.75 and OLTL bulletin #05-11-04, 51-11-04, 52-11-04, 54-11-04, 55-11-04, 59-11-04.**

- Provider **cannot** bill for a **15-minute unit** if the billable activity occurs for **less than 7.5 minutes**.
- Provider **cannot** bill for more than **one** staff member at a time. Services are to be delivered **1:1** unless otherwise noted by service definition or prior authorization.
- Provider **cannot** bill for staff travel time.
- Provider **cannot** bill for staff training.
- Provider **cannot** bill without Electronic Visit Verification (EVV) encounter data (or manual edit notation/reason for missing data.
  - **See: *Electronic Visit Verification***, UPMC Health Plan Provider Manual, Chapter N, UPMC Community HealthChoices.
  - **See: *UPMC Health Plan’s secure Provider OnLine website*** at [upmchealthplan.com/providers](https://upmchealthplan.com/providers) for the most current compliance requirements and guidelines for EVV.

## *Timely Filing Requirements*

Providers **are required** to submit or resubmit claims **within** time frames from the date of service, date of denial, or date of another insurance payment. The filing time frames vary based on state or federal timely filing guidelines.

- **See: *Tables H2, H3, and H4 for filing time frames***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.
- **Note:** Rejected claims are **not** entered into UPMC Health Plan’s system and therefore can be resubmitted as a **new claim within the timely filing time frames**.
- **Note:** Claims denied, for **not** meeting payment criteria, are entered into UPMC Health Plan’s system and can be resubmitted as a **corrected claim within timely filing time frames**.
- **Note:** When UPMC Health Plan is the **secondary payer**, claims are accepted with the explanation of payment (EOP) from the primary carrier. The claim **must** be received with the primary EOP remittance and **within** the timely filing time frames.

**Claims submitted after these deadlines will be denied for untimely filing.**

Members **cannot** be billed for UPMC Health Plan’s portion of the claims submitted after these deadlines; however, they may be billed for copayments, coinsurance, and/or deductibles.

- **Note: Exceptions** are Medical Assistance, Medicare Special Needs Plan (HMO D-SNP), and other Qualified Medicare Beneficiary (QMB) Members **cannot be billed** for copayments, coinsurance, and deductibles.
- **See: *Medicare Special Needs Plan (HMO D-SNP)***, UPMC Health Plan Provider Manual, Chapter M, for information describing when an HMO D-SNP Member may be billed during the **Grace Period**.

## Addresses for Claims Submissions

Claim forms should be submitted to the appropriate address listed below.

**Table H1: Claim Addresses**

Claim Type	Address
UPMC Community HealthChoices (Medical Assistance)	UPMC Community HealthChoices PO Box 106042 Pittsburgh, PA 15230-106042
UPMC <i>for Kids</i> (CHIP)	UPMC <i>for Kids</i> PO Box 2999 Pittsburgh, PA 15230-2999
UPMC <i>for Life</i> (Medicare)	UPMC <i>for Life</i> PO Box 2997 Pittsburgh, PA 15230-2997
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	UPMC <i>for Life</i> PO Box 2997 Pittsburgh, PA 15230-2997
UPMC <i>for You</i> (Medical Assistance)	UPMC <i>for You</i> PO Box 2995 Pittsburgh, PA 15230-2995
UPMC Health Plan (Commercial) Including Federal Employee Health Benefits (FEHB) and Postal Services Health Benefits (PSHB)	UPMC Health Plan PO Box 2999 Pittsburgh, PA 15230-2999

**Table H2: New Claims Submission Time Frames**

UPMC Health Plan will accept <u>new claims</u> for services up to the following number of <u>calendar days</u> after the date of service:	
Product	Date of Service
UPMC Community HealthChoices (Medical Assistance)	180
UPMC <i>for Kids</i> (CHIP)	180
UPMC <i>for Life</i> (Medicare)	365
UPMC <i>for Life</i> (Medicare—University of Pittsburgh retirees only)	365
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	365
UPMC <i>for You</i> (Medical Assistance)	180
UPMC <i>for You</i> (Medical Assistance—EPSDT claims)	90
UPMC Health Plan (Commercial— Including FEHB and PSBH)	365

**Table H3: Secondary Claims Submission Time Frames**

When UPMC Health Plan is the <u>secondary payer</u> , claims are accepted within the following number of <u>calendar days</u> of the EOP date or the service date (whichever is greater).		
Product	EOP date	Service date
UPMC Community HealthChoices (Medical Assistance)	90	180
UPMC <i>for Kids</i> (CHIP)*	90*	180*
UPMC <i>for Life</i> (Medicare)	90	365
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	90	365
UPMC <i>for You</i> (Medical Assistance)	90	180
UPMC <i>for You</i> (Medical Assistance—EPSDT claims)	90	90
UPMC Health Plan (Commercial—including FEHB and PSHB)	90	365

➤ **Note:** UPMC *for Kids* (CHIP) Members **cannot** be enrolled in any other insurance coverage, therefore, UPMC *for Kids* would not pay as a secondary payer.

**Table H4: Corrected Claims Submission Time Frames**

UPMC Health Plan will accept <u>corrected claims</u> within the following number of <u>calendar days</u> from the date of the EOP or the date of service (whichever is greater).		
Product	EOP date	Service Date
UPMC Community HealthChoices (Medical Assistance)	90	365
UPMC <i>for Kids</i> (CHIP)	90	365
UPMC <i>for Life</i> (Medicare)	90	365
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	90	365
UPMC <i>for You</i> (Medical Assistance)	90	365
UPMC <i>for You</i> (Medical Assistance—EPSDT claims)	90	90
UPMC Health Plan (Commercial—including FHEB and PSHB)	90	365

**Table H5: Clean Claims Payment Processing Time Frames**

Time frame for the processing of clean claims is for the following number of <u>calendar days</u> from the date received:	
UPMC <i>for Life</i> (Medicare)	Contracted provider’s clean claims are processed based on the timeliness <b>standards stated in their provider agreement.</b>
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	
Medical Assistance: <ul style="list-style-type: none"> <li>• UPMC Community HealthChoices</li> <li>• UPMC <i>for You</i></li> </ul>	All clean claims are processed within <b>45 calendar days.</b>
UPMC <i>for Kids</i> (CHIP)	
UPMC Health Plan (Commercial—including FEHB and PSHB)	

**Table H6: Claims Appeal Time Frames**

Providers have a certain number of <u>business days</u> to appeal a claim	
UPMC Community HealthChoices (Medical Assistance)	Claim must be appealed <b>within</b> the number of business days as stated on the Explanation of Payment or other denial notification.
UPMC <i>for Kids</i> (CHIP)	
UPMC <i>for Life</i> (Medicare)	
UPMC <i>for Life</i> Complete Care (HMO D-SNP)	
UPMC <i>for You</i> (Medical Assistance)	
UPMC <i>for You</i> (Medical Assistance—EPSDT)	
UPMC Health Plan (Commercial—including FEHB and PSHB)	

## Diagnosis Codes

Claims **must** be submitted with a diagnosis code indicating the Member’s medical condition or circumstances necessitating evaluation or treatment. The diagnosis codes submitted on claim forms **must** correlate to the documentation contained **within** the Member’s medical record and reflect or support the reason services have been provided.

### Key Points

Follow these guidelines to avoid the most common claims coding problems:

- **Chronic conditions** should be documented if they affect treatment, management or medical decision making. All chronic conditions **should** be documented at least annually, and the documentation **should** show evidence of management, evaluation, assessment, or treatment.
- Diagnosis **should** be coded using **ICD 10-CM**. Make sure the diagnosis code is valid and complete (i.e., includes all digits).
- The **primary diagnosis should** describe the chief reason for the Member’s visit to the provider.
- When a **specific condition or multiple conditions** are identified, these conditions **should** be coded and reported as specifically as possible.
- For coding of services provided on an **outpatient basis, do not** code the diagnosis as “rule out,” “suspect,” or “probable” until the condition is confirmed. Code the condition to the highest degree of certainty, such as symptoms, signs, or abnormal test results.
- When addressing both **acute and chronic conditions**, assign codes to all conditions for which the Member is seeking medical care, or which affect medical decision making.
- When **coding ongoing or chronic conditions, do not** assume the code used at a previous visit is appropriate for a current visit. All submitted codes **must** be supported in the documentation for the office visit for that date of service.
- In **coding diabetes**, be certain to identify the status of the Member’s condition as Type I or Type II, controlled or uncontrolled, referring to the direction of ICD-10-CM. For Members who have diabetes with complications (i.e., renal) then **two codes** are required, one for the diabetes and the second for the manifestation for some, **but not all**, complications. Code as many diabetic complications that exist for the Member.



- Use caution in **coding injuries**, identifying each as specifically as possible.
- Refer to guidelines throughout ICD-10-CM for “**late effect**” coding and sequencing.
- **Z-codes** are used for circumstances affecting a Member’s health status or involving contact with health services that are **not** classified under ICD-10. In general, they **do not** represent primary disease or injury conditions and **should not** be used routinely. Z-codes used to describe personal and/or family history of medical conditions are covered when used for a screening procedure; however, Z-codes that pertain to mental health, learning disorders, or social conditions **are not** covered.
- **Do not code** past conditions as active. For example, Members who have completed treatment for cancer should have a diagnosis of “history of,” not an active cancer diagnosis. Members who have had a CVA and have residual effects **should not** be coded with an active CVA code. Rather, the diagnosis codes for the residual or late effects should be submitted on the claim.
- “**Well**” versus “**sick**” visits: If a preventive visit was scheduled, but symptoms of illness or injury exist at the time of the visit, code the primary diagnosis as “preventive.” The condition(s) for which the Member is being treated should be coded as a secondary diagnosis.
  - **Note:** For well visits, a Z-code **must** be used for the primary diagnosis. Other conditions **may** be submitted on the claim for the encounter.



**Alert—EPSDT “Well” versus “Sick” visit (UPMC for You Members only)**

Providers can perform and bill for a sick visit and an EPSDT visit on the same date of service in the following circumstances:

- When it is determined that the illness or injury that led to the sick visit **does not** impede the ability to complete a well-child visit *and*
- The child is due for an EPSDT visit

Correct use of Modifier 25, which indicates when a significant and separately identifiable service is delivered, will result in reimbursement for both services.

- **Note:** A provider **may** bill an EPSDT visit and a Childhood Nutrition and Weight Management Services (initial assessment or re-assessment) visit rendered to the child on the same day.
  - **See:** *Medical Assistance bulletin, #99-07-19*, for additional information about Childhood Nutrition and Weight Management Services.
  - **See:** *EPSDT Services*, UPMC Health Plan Provider Manual, Chapter E, UPMC for You (Medical Assistance).

- Health Care Acquired Conditions (HCAC):** As part of the Patient Protection and Affordable Care Act, acute care hospitals **will not** receive additional reimbursement if a HCAC is identified on a claim. HCACs are the same as the Hospital Acquired Conditions (HACs) identified by the Centers for Medicare & Medicaid Services (CMS). A list of HACs can be found at [cms.gov/HospitalAcqCond](https://cms.gov/HospitalAcqCond). When one of the conditions is identified on a claim and no other comorbidities (CC) or major complications/comorbidities (MCC) are on the claim, the claim will be adjusted retrospectively to recover payment.
- The Present on Admission Indicator (POA) must** be included on acute care hospital claims or the claim will be denied. Hospitals **must** submit the POA indicator along with the corresponding diagnosis code in the HI segments of the 2300 loop (9) for the Principal Diagnosis (BK/ABK), External Cause of Injury (BN/ABN), and Other Diagnosis Information (BF/BF). The valid values are: N=No, U= Unknown, W=Not Applicable, Y=Yes. Visit the HAC and POA webpage at [cms.gov/HospitalAcqCond](https://cms.gov/HospitalAcqCond) for additional information.
- Other Provider Preventable Conditions (OPPC):** As part of the Patient Protection and Affordable Care Act, Other Provider Preventable Conditions (OPPC) **must** be reported on professional claims at **\$0 charge** using informational modifiers.

➤ **Note:** This **only** applies to UPMC Community HealthChoices and UPMC *for You* claims.

**Table H7: OPPC (Medical Assistance Modifiers)**

Other Provider Preventable Conditions	Informational Modifier
Surgical or other invasive procedures performed on the <b>wrong body part</b>	PA
Surgical or other invasive procedure performed on the <b>wrong patient</b>	PB
The <b>wrong surgical or other invasive procedure</b> performed on a patient	PC



**Alert—OPPC or HCAC reduced payments**

Providers and hospitals **may not bill** Members for any amounts decreased due to a HCAC or OPPC.

### **Claims Resubmission**

Claims **may** be resubmitted if UPMC Health Plan **has not** paid **within 45 days** of the initial submission. These claims can be a photocopy or a reprinted claim.

### **Late Charges on CMS-1500 Forms**

When submitting late charges on a CMS-1500 form, **write “late charges”** on the claim. This allows UPMC Health Plan to route the claims to the appropriate processing area. Late charges are subject to the timely filing limit.

### **On UB-04 Forms**

When submitting late charges on a UB-04 form submit the appropriate bill type in box 4.

- **See: *Figure H4: UB-04 Claim Form Required Elements*, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.**

# Claims Documentation

## Clean versus Unclean Claims

Pennsylvania Act 68 guidelines and UPMC Health Plan define a “clean claim” as a claim for payment for a health care service which has no defect or impropriety. A defect or impropriety shall include:

- Lack of required substantiating documentation, or
- A particular circumstance requiring special treatment which prevents timely payment from being made on the claim

This term **shall not** include a claim from a health care provider that is under investigation for fraud or abuse regarding that claim.

Only clean claims containing the required information will be processed in a timely manner.

- **Note:** For Medical Assistance (UPMC Community HealthChoices and UPMC *for You*), a clean claim is defined as a claim that can be processed without obtaining additional information from the provider of service or from a third party. Claims under investigation for Fraud or Abuse, or under review to determine if they are Medically Necessary, **are not** clean claims.



### Alert—Rejected Claims


Rejected claims—those with missing or incorrect information—**cannot** be resubmitted. A new claim form **must** be generated for resubmission.

## Required Fields on a CMS-1500 Claim Form

The following CMS-1500 claim form is standard in the insurance industry; however, UPMC Health Plan requires providers to complete only those fields noted in the figure on the following page. Each field is explained in the numbered key that follows this illustration.

- **See: Figure H2: CMS-1500 Claim Form Required Fields**, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

Figure H1: CMS-1500 Claim Form



## DRAFT - NOT FOR OFFICIAL USE

**HEALTH INSURANCE CLAIM FORM**  
 APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

<input type="checkbox"/> PICA										PICA <input type="checkbox"/>																																																	
1. MEDICARE <input type="checkbox"/> (Medicare #)					MEDICAID <input type="checkbox"/> (Medicaid #)					TRICARE <input type="checkbox"/> (ID#/DoD#)					CHAMPVA <input type="checkbox"/> (Member ID#)					GROUP HEALTH PLAN <input type="checkbox"/> (ID#)					FECA BOX (LUNG) <input type="checkbox"/> (ID#)					OTHER <input type="checkbox"/> (ID#)					1a. INSURED'S I.D. NUMBER (For Program in Item 1)																								
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										3. PATIENT'S BIRTH DATE MM   DD   YY      M <input type="checkbox"/> F <input type="checkbox"/>										4. INSURED'S NAME (Last Name, First Name, Middle Initial)																																							
5. PATIENT'S ADDRESS (No., Street)  CITY _____ STATE _____  ZIP CODE _____ TELEPHONE (Include Area Code) _____										6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>										7. INSURED'S ADDRESS (No., Street)  CITY _____ STATE _____  ZIP CODE _____ TELEPHONE (Include Area Code) _____																																							
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)										10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO PLACE (State) _____ c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO 10d. CLAIM CODES (Designated by NUCC)										11. INSURED'S POLICY GROUP OR FECA NUMBER  a. INSURED'S DATE OF BIRTH MM   DD   YY      M <input type="checkbox"/> F <input type="checkbox"/>																																							
a. OTHER INSURED'S POLICY OR GROUP NUMBER										b. RESERVED FOR NUCC USE										b. OTHER CLAIM ID (Designated by NUCC)																																							
b. RESERVED FOR NUCC USE										c. RESERVED FOR NUCC USE										c. INSURANCE PLAN NAME OR PROGRAM NAME																																							
d. INSURANCE PLAN NAME OR PROGRAM NAME										10d. CLAIM CODES (Designated by NUCC)										d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, complete items 9, 9a, and 9d.</i>																																							
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.  SIGNED _____ DATE _____										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to the undersigned physician or supplier for services described below.  SIGNED _____																																																	
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM   DD   YY      QUAL _____										15. OTHER DATE MM   DD   YY      QUAL _____										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM   DD   YY TO MM   DD   YY																																							
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE										17a. _____ 17b. NPI _____										18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM   DD   YY TO MM   DD   YY																																							
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)										20. OUTSIDE LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO      \$ CHARGES _____										22. RESUBMISSION CODE _____ ORIGINAL REF. NO. _____																																							
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Refer to A-L to service line below (24E) ICD Ind. _____ A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ K. _____ L. _____										23. PRIOR AUTHORIZATION NUMBER _____																																																	
24. A. DATE(S) OF SERVICE From MM   DD   YY To MM   DD   YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DRUGS OR UNITS H. ICD-9-CM (Rev. 7/02) I. I.D. QUAL J. RENDERING PROVIDER ID. #																																																											
1																				NPI																																							
2																				NPI																																							
3																				NPI																																							
4																				NPI																																							
5																				NPI																																							
6																				NPI																																							
25. FEDERAL TAX I.D. NUMBER _____ SSN EIN <input type="checkbox"/> <input type="checkbox"/>										26. PATIENT'S ACCOUNT NO. _____										27. ACCEPT ASSIGNMENT? (For govt. claims, see back) <input type="checkbox"/> YES <input type="checkbox"/> NO										28. TOTAL CHARGE \$ _____										29. AMOUNT PAID \$ _____										30. Rwd for NUCC Use									
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)  SIGNED _____ DATE _____										32. SERVICE FACILITY LOCATION INFORMATION  a. NPI _____ b. _____										33. BILLING PROVIDER INFO & PH # ( )  a. NPI _____ b. _____																																							

NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org)      PLEASE PRINT OR TYPE      OMB APPROVAL PENDING

### Explanation of Required Fields in CMS-1500 Claim Form

If a numbered field is not included, it is not required by UPMC Health Plan to process a claim.

**Figure H2: CMS-1500 Claim Form Required Fields**

Field #	Required Field Explanation
<b>1a</b>	Insured’s ID number – 11-digit Member ID number (combination of the 9-digit Member number and the 2-digit relationship code on the front of the Member ID card)
<b>2</b>	Patient’s name – Patient’s last name, first name, and middle initial
<b>3</b>	Patient’s birth date – Patient’s date of birth in month/day/year format; also, patient’s gender
<b>4</b>	Insured’s name – Last name, first name, and middle initial of policyholder
<b>5</b>	Patient’s address – Patient’s current address, including city, state, and ZIP code; also, patient’s telephone number
<b>6</b>	Patient’s relationship to the insured – Applicable relationship box marked
<b>7</b>	Insured’s address – Insured’s current address, including city/state/ZIP code; also insured’s telephone number
<b>8</b>	Reserved for NUCC use
<b>9</b>	Other insured’s name – If the patient is covered by another health insurance plan, please list the insured’s last name, first name, and middle initial here; also, list the insured’s policy or group number, date of birth, gender, employer’s name, or school name, and insurance plan name or program name
<b>10</b>	Patient’s condition related to – Check boxes if condition is related to employment, auto accident, or other accident
<b>12</b>	Patient’s release – Indicates if patient has signed release of information from provider
<b>13</b>	Authorized signature – Indicates if patient’s signature authorizing payment to provider is on file
<b>17</b>	Referring physician’s name – First and last name of referring physician; if patient self-directed, please print “NONE”  DN – (Referring Provider) DK – (Ordering Provider) DQ – (Supervising Provider)  ➤ <b>Note:</b> Add the appropriate qualifier (DN, DK, or DQ) to the left of the dotted vertical line.

**Figure H2: CMS-1500 Claim Form Required Fields (cont'd)**

Field #	Required Fields Explanation
<b>17a</b>	Referring physician’s ID number – Universal Physician Identification Number (UPIN)
<b>17b</b>	Referring Provider’s NPI <p>➤ <b>Note:</b> Referring Provider Name and NPI <b>are required</b> for UPMC Community HealthChoices, UPMC <i>for Kids</i>, and UPMC <i>for You</i> for the following DME, Home Nursing, Hospice, Laboratory, Nutritionist, Renal Dialysis, and X-ray.</p>
<b>21</b>	Diagnosis or nature of illness or injury – Submit all diagnoses, assessed, managed, or treated at the time of the encounter. (ICD-10 coding)
<b>24A</b>	Date(s) of service (from/to) in month/day/year format
<b>24B</b>	Place of service – Two-digit CMS standard code indicating where services were rendered
<b>24D</b>	Procedures, services, and modifier – CPT or HCPCS code and modifier (if applicable)
<b>24E</b>	Diagnosis Pointer – Indicates diagnosis code or diagnoses that apply to service on a given line
<b>24F</b>	Charges – Amount charged for service
<b>24G</b>	Days or units – Number of times service was rendered
<b>24J</b>	Rendering Provider ID# <p>➤ <b>Note:</b> Rendering (Servicing) provider name and NPI <b>are required</b> for UPMC Community HealthChoices, UPMC <i>for Kids</i>, and UPMC <i>for You</i> unless the provider is the same as the billing provider. If the provider is an atypical provider type, then the DHS MPI is required.</p>
<b>25</b>	Federal tax ID number – Tax ID number of the provider rendering service
<b>26</b>	Patient’s account number – Provider-specific ID number for patient (up to 12 digits)
<b>28</b>	Total charge – Total of all charges on bill
<b>29</b>	Amount paid – Amount paid by patient and third-party payers
<b>30</b>	Balance due – Current balance due from insured
<b>31</b>	Signature of provider/supplier – Should include degree or credentials (Please make sure the signature is legible.)
<b>32</b>	Service Facility Location Information Name and address of facility – Name of facility where services were rendered <p>➤ <b>Note:</b> Facility Name and NPI as required for UPMC Community HealthChoices, UPMC <i>for Kids</i>, and UPMC <i>for You</i> for POS 19, 21, 22, 23, 24, 31, or 32.</p>
<b>33</b>	Physician’s billing information – Billing physician’s name, address, including a <b>nine-digit</b> zip code, and telephone number; also, list the PIN number ( <b>six-digit</b> ID number assigned to the physician by UPMC Health Plan)

### Required Fields on a UB-04 Claim Form

The following UB-04 claim form is standard in the insurance industry. Each field is explained in the numbered key that follows this illustration.

➤ See: *Figure H4, UB-04 Claim Form Required Elements, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.*

**Figure H3: UB-04 Claim Form**

The form is a standard UB-04 claim form, divided into several main sections:

- Header Section (1-7):** Includes fields for PAT. CNTL #, B. MED. REC. #, 5 FED. TAX NO., 6 STATEMENT COVERS PERIOD FROM/THROUGH, and 7.
- Patient Information (8-10):** 8 PATIENT NAME, 9 PATIENT ADDRESS, 10 BIRTHDATE, 11 SEX, 12 DATE, 13 ADMISSION HR, 14 TYPE, 15 SRC, 16 DHR, 17 STAT, 18-21, 22 CONDITION CODES, 23-25, 26, 27, 28, 29 ACCT STATE, 30.
- Procedure and Occurrence (31-37):** 31 OCCURRENCE DATE, 32 CODE, 33 OCCURRENCE DATE, 34 CODE, 35 OCCURRENCE DATE, 36 CODE, 37 OCCURRENCE DATE.
- Charges and Values (38-41):** 38, 39 CODE, 40 VALUE CODES AMOUNT, 41 CODE, 42 VALUE CODES AMOUNT.
- Service Details (42-49):** 42 REV. CD., 43 DESCRIPTION, 44 HCPCS / RATE / HIPPS CODE, 45 SERV. DATE, 46 SERV. UNITS, 47 TOTAL CHARGES, 48 NON-COVERED CHARGES, 49.
- Summary (50-57):** 50 PAYER NAME, 51 HEALTH PLAN ID, 52 REL INFO, 53 ASO BEN, 54 PRIOR PAYMENTS, 55 EST. AMOUNT DUE, 56 NPI, 57 OTHER PRM ID.
- Insurance and Group (58-62):** 58 INSURED'S NAME, 59 P REL, 60 INSURED'S UNIQUE ID, 61 GROUP NAME, 62 INSURANCE GROUP NO.
- Authorization and Control (63-65):** 63 TREATMENT AUTHORIZATION CODES, 64 DOCUMENT CONTROL NUMBER, 65 EMPLOYER NAME.
- Procedure Codes (66-73):** 66 DX, 67 A, B, C, D, E, F, G, H, 68, 69 ADMIT DX, 70 PATIENT REASON DX, 71 PPS CODE, 72 ECI, 73.
- Remarks and Other (74-79):** 74 PRINCIPAL PROCEDURE DATE, 75 OTHER PROCEDURE DATE, 76 ATTENDING NPI, 77 OPERATING NPI, 78 OTHER NPI, 79 OTHER NPI.
- Footer (80-85):** 80 REMARKS, 81 CC a, b, c, d, 82 APPROVED OMB NO., 83 THE CERTIFICATIONS ON THE REVERSE APPLY TO THIS BILL AND ARE MADE A PART HEREOF, 84 NUBC, 85 UC9213257.



**Figure H4: UB-04 Claim Form Required Elements**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
<b>1</b>	Required by Medicare	Billing Provider Name	1	AN	25
	Required by Medicare	Billing Provider Street Address	2	AN	25
	Required by Medicare	Billing Provider City, State, <b>nine-digit</b> ZIP code	3	AN	25
	Required by Medicare	Billing Provider Telephone, Fax, Country Code	4	AN	25
<b>2</b>	May be required by another payer when applicable/not required by Medicare	Billing Provider's Designated Pay-to Name	1	AN	25
	May be required by another payer when applicable/not required by Medicare	Billing Provider's Designated Pay-to Address	2	AN	25
	May be required by another payer when applicable/not required by Medicare	Billing provider's Designated Pay-to City, State, including <b>nine-digit</b> zip code	3	AN	25
	May be required by another payer when applicable/not required by Medicare	Billing provider's Designated Pay-to ID	4	AN	25
<b>3a</b>	Required by Medicare	Patient Control Number	1	AN	24
	<b>3b</b> May be required by another payer when applicable/not required by Medicare	Medical/Health Record Number	2	AN	24
<b>4</b>	Required by Medicare	Type of Bill (TOB)	1	AN	4
<b>5</b>	Required by Medicare	Federal Tax Number	1	AN	4
	Required by Medicare	Federal Tax Number	2	AN	10
<b>6</b>	Required by Medicare	Statement Covers Period – From/Through	1	N/N	6/6
<b>7</b>	Field not used	Unlabeled	1	AN	7
	Field not used	Unlabeled	2	AN	8
<b>8a</b>	Required by Medicare	Patient Name/ID	1	AN	19
	<b>8b</b> Required by Medicare	Patient Name	2	AN	29
<b>9a</b>	Required by Medicare	Patient Address – Street	1	AN	40
<b>9b</b>	Required by Medicare	Patient Address – City	2	AN	30
<b>9c</b>	Required by Medicare	Patient Address – State	2	AN	2
<b>9d</b>	Required by Medicare	Patient Address – ZIP	2	AN	9
<b>9e</b>	May be required by another payer when applicable/not required by Medicare	Patient Address – Country Code	2	AN	3
<b>10</b>	Required by Medicare	Patient Birth Date	1	N	8
<b>11</b>	Required by Medicare	Patient Sex	1	AN	1
<b>12</b>	Required for Types of Bill 011X, 012X, 018X, 021X, 022X, 026X, 032X, 033X, 041X, 081X, or 082X	Admission/Start of Care Date	1	N	6

**Figure H4: UB-04 Claim Form Required Elements (cont'd)**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
13	May be required by another payer when applicable/not required by Medicare	Admission Hour	1	AN	2
14	Required for Types of Bill 011X, 012X, 018X, 021X, and 041X	Priority (Type) of Admission or Visit	1	AN	1
15	Required by Medicare	Point of Origin for Admission or Visit	1	AN	1
16	May be required by another payer when applicable/not required by Medicare	Discharge Hour	1	AN	2
17	Required for Types of Bill 011X, 012X, 013X, 014X, 018X, 021X, 022X, 023X, 026X, 032X, 033X, 034X, 041X, 071X, 073X, 074X, 075X, 076X, 081X, 082X, 085X	Patient Discharge Status	1	AN	2
18-28	Required if applicable	Condition Codes		AN	2
29	May be required by another payer when applicable/not required by Medicare	Accident State		AN	2
30	Field not used	Unlabeled	1	AN	12
	Field not used	Unlabeled	2	AN	13
31-34	Required if applicable	Occurrence Code/Date	a	AN/N	2/6
	Required if applicable	Occurrence Code/Date	b	AN/N	2/6
35-36	Required if applicable	Occurrence Span Code/From/Through	a	AN/N/N	2/6/6
	Required if applicable	Occurrence Span Code/From/Through	b	AN/N/N	2/6/6
37	Field not used	Unlabeled	a	AN	8
	Field not used	Unlabeled	b	AN	8
38	May be required by another payer when applicable/not required by Medicare	Responsible Party Name/Address	1	AN	40
	May be required by another payer when applicable/not required by Medicare	Responsible Party Name/Address	2	AN	40
	May be required by another payer when applicable/not required by Medicare	Responsible Party Name/Address	3	AN	40
	May be required by another payer when applicable/not required by Medicare	Responsible Party Name/Address	4	AN	40
	May be required by another payer when applicable/not required by Medicare	Responsible Party Name/Address	5	AN	40
39-41	Required if applicable	Value Code	a-d	AN	2
	Required if applicable	Value Code Amount	a-d	N	9

**Figure H4: UB-04 Claim Form Required Elements (cont'd)**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
42	Required by Medicare	Revenue Codes	1-23	N	4
43	May be required by another payer when applicable/not required by Medicare	Revenue Code Description/Investigational Device Exemption (IDE) Number/Medicaid Drug Rebate	1-23	AN	24
44	Required if applicable	Healthcare Common Procedure Coding System (HCPCS)/Accommodation Rates/Health Insurance Prospective Payment System (HIPPS) Rate Codes	1-23	AN	14
45	Required if applicable	Service Dates	1-23	N	6
46	Required if applicable	Service Units	1-23	N	7
47	Required by Medicare	Total Charges	1-23	N	9
48	Required if applicable	Non-Covered Charges	1-23	N	9
49	Field not used	Unlabeled	1-23	AN	2
		Page _ of Creation Date _	23	N/N	3/3
50	Required by Medicare	Payer Identification – Primary	A	AN	23
	Required by Medicare	Payer Identification – Secondary	B	AN	23
	Required by Medicare	Payer Identification – Tertiary	C	AN	23
51	Required by Medicare	Health Plan ID	A	AN	15
	Required if applicable	Health Plan ID	B	AN	15
	Required if applicable	Health Plan ID	C	AN	15
52	Required by Medicare	Release of Information	A	AN	1
	Required by Medicare	Release of Information – Secondary	B	AN	1
	Required by Medicare	Release of Information – Tertiary	C	AN	1
53	May be required by another payer when applicable/not required by Medicare	Assignment of Benefits – Primary	A	AN	1
	May be required by another payer when applicable/not required by Medicare	Assignment of Benefits – Secondary	B	AN	1
	May be required by another payer when applicable/not required by Medicare	Assignment of Benefits – Tertiary	C	AN	1
54	Required if applicable	Prior Payments – Primary	A	N	10
	Required if applicable	Prior Payments – Secondary	B	N	10
	Required if applicable	Prior Payments – Tertiary	C	N	10

**Figure H4: UB-04 Claim Form Required Elements (cont'd)**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
55	May be required by another payer when applicable/not required by Medicare	Estimated Amount Due – Primary	A	N	10
	May be required by another payer when applicable/not required by Medicare	Estimated Amount Due – Secondary	B	N	10
	May be required by another payer when applicable/not required by Medicare	Estimated Amount Due – Tertiary	C	N	10
56	Required by Medicare	Billing provider – National Provider Identifier (NPI)	1	AN	15
	Required by CHIP and Medical Assistance.	Billing provider – National Provider Identifier (NPI) and Name	1	AN	15
57	Required if applicable	Other Provider ID	A	AN	15
	Required if applicable	Other Provider ID	B	AN	15
	Required if applicable	Other Provider ID	C	AN	15
	➤ <b>Note:</b> The Ordering Provider Name and NPI are required if different from the attending provider for UPMC Community HealthChoices, UPMC <i>for Kids</i> , and UPMC <i>for You</i> .				
58	Required by Medicare	Insured's Name – Primary	A	AN	25
	Required by Medicare	Insured's Name – Secondary	B	AN	25
	Required by Medicare	Insured's Name – Tertiary	C	AN	25
59	Required if applicable	Patient's Relationship – Primary	A	AN	2
	Required if applicable	Patient's Relationship – Secondary	B	AN	2
	Required if applicable	Patient's Relationship – Tertiary	C	AN	2
60	Required by Medicare	Insured's Unique ID – Primary	A	AN	20
	Required by Medicare	Insured's Unique ID – Secondary	B	AN	20
	Required by Medicare	Insured's Unique ID – Tertiary	C	AN	20
61	Required if applicable	Insurance Group Name – Primary	A	AN	14
	Required if applicable	Insurance Group Name – Secondary	B	AN	14
	Required if applicable	Insurance Group Name – Tertiary	C	AN	14
62	Required if applicable	Insurance Group No. – Primary	A	AN	17
	Required if applicable	Insurance Group No. – Secondary	B	AN	17
	Required if applicable	Insurance Group No. – Tertiary	C	AN	17
63	Required if applicable	Treatment Authorization – Primary	A	AN	30
	Required if applicable	Treatment Authorization – Secondary	B	AN	30
	Required if applicable	Treatment Authorization – Tertiary	C	AN	30
64	Required if applicable	Document Control Number (DCN)	A	AN	26
	Required if applicable	Document Control Number (DCN)	B	AN	26
	Required if applicable	Document Control Number (DCN)	C	AN	26

**Figure H4: UB-04 Claim Form Required Elements (cont'd)**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
<b>65</b>	Required if applicable	Employer Name (of the insured) – Primary	A	AN	25
	Required if applicable	Employer Name (of the insured) – Secondary	B	AN	25
	Required if applicable	Employer Name (of the insured) – Tertiary	C	AN	25
<b>66</b>	Required by Medicare	Diagnosis and Procedure Code Qualifier (International Classification of Diseases [ICD] Version Indicator)	1	AN	1
<b>67</b>	Required for Types of Bill 011X, 012X, 013X, 014X, 021X, and 026X	Principal Diagnosis Code and Present on Admission (POA) Indicator	1	AN	8
<b>67 A-Q</b>	Required if applicable	Other Diagnosis and POA Indicator	A-O	AN	8
<b>68</b>	Field not used	Unlabeled	1	AN	8
	Field not used	Unlabeled	2	AN	9
<b>69</b>	Required for Types of Bill 011X, 012X, 021X, and 022X	Admitting Diagnosis Code	1	AN	7
<b>70a</b>	Required if applicable	Patient Reason for Visit Code	1	AN	7
<b>70b</b>	Required if applicable	Patient Reason for Visit Code	1	AN	7
<b>70c</b>	Required if applicable	Patient Reason for Visit Code	1	AN	7
<b>71</b>	May be required by another payer when applicable/not required by Medicare	Prospective Payment System (PPS) Code	1	AN	3
<b>72a</b>	May be required by another payer when applicable/not required by Medicare	External Cause of Injury Code and POA Indicator	1	AN	8
<b>72b</b>	May be required by another payer when applicable/not required by Medicare	External Cause of Injury Code and POA Indicator	1	AN	8
<b>72c</b>	May be required by another payer when applicable/not required by Medicare	External Cause of Injury Code and POA Indicator	1	AN	8
<b>73</b>	Field not used	Unlabeled	1	AN	9
<b>74</b>	Required if applicable	Principal Procedure Code/Date	1	N/N	7/6
<b>74a</b>	Required if applicable	Other Procedure Code/Date	1	N/N	7/6
<b>74b</b>	Required if applicable	Other Procedure Code/Date	1	N/N	7/6
<b>74c</b>	Required if applicable	Other Procedure Code/Date	2	N/N	7/6
<b>74d</b>	Required if applicable	Other Procedure Code/Date	2	N/N	7/6
<b>74e</b>	Required if applicable	Other Procedure Code/Date	2	N/N	7/6
<b>75</b>	Field not used	Unlabeled	1	AN	3
	Field not used	Unlabeled	2	AN	4
	Field not used	Unlabeled	3	AN	4
	Field not used	Unlabeled	4	AN	4

**Figure H4: UB-04 Claim Form Required Elements (cont'd)**

UB-04 Data Elements					
FL	Requirement	Description	Line	Type	Size
76	Required if applicable	Attending Provider – NPI/QUAL/ID	1	AN	11/2/9
	Required if applicable	Attending Provider – Last/First	2	AN	16/12
<p>➤ <b>Note:</b> The Attending Provider’s name and NPI are required for UPMC Community HealthChoices, UPMC <i>for Kids</i>, and UPMC <i>for You</i>.</p>					
77	Required if applicable	Operating Physician – NPI/QUAL/ID	1	AN	11/2/9
	Required if applicable	Operating Physician – Last/First	2	AN	16/12
78	Required if applicable	Other Provider – QUAL/NPI/QUAL/ID	1	AN	2/11/2/9
	Required if applicable	Other Provider – Last/First	2	AN	16/12
79	Required if applicable	Other Provider – QUAL/NPI/QUAL/ID	1	AN	2/11/2/9
	Required if applicable	Other Provider – Last/First	2	AN	16/12
80	Required if applicable	Remarks	1	AN	21
	Required if applicable	Remarks	2	AN	26
	Required if applicable	Remarks	3	AN	26
	Required if applicable	Remarks	4	AN	26
81	Required if applicable	Code-Code – QUAL/CODE/VALUE	a	AN/AN/AN	2/10/12
	Required if applicable	Code-Code – QUAL/CODE/VALUE	b	AN/AN/AN	2/10/12
	Required if applicable	Code-Code – QUAL/CODE/VALUE	c	AN/AN/AN	2/10/12
	Required if applicable	Code-Code – QUAL/CODE/VALUE	d	AN/AN/AN	2/10/12



### **Closer Look at claim requirements (CMS 1500 and UB-04)**

Per DHS policy, UPMC Health Plan **will require** the following information to be included on claims for Children’s Health Insurance Program (UPMC *for Kids*), Medical Assistance (UPMC Community HealthChoices and UPMC *for You*), and Medicare Special Needs Plans (UPMC *for Life* Complete Care HMO D-SNP). Claims that fail to meet the requirements will be denied.

- Facility name and facility NPI of the Medical Assistance-enrolled facility where professional services were rendered for professional claims performed in the following places of service:
    - o 21 Inpatient Hospital
    - o 22 Outpatient Hospital
    - o 23 Emergency Room
    - o 24 Ambulatory Surgical Center
    - o 31 Skilled Nursing Facility
    - o 32 Nursing Facility
  - Provider name and provider NPI of a Medical Assistance-enrolled referring provider on claims for DME, home health, hospice, laboratory, nutritionist, and x-ray services.
  - Provider name and provider NPI of a Medical Assistance-enrolled attending provider on all institutional claims.
    - o ***Inpatient facility services:***  
Claims for inpatient facility services are to include the name and NPI of the attending provider, or the provider who ordered the admission, or the provider who was responsible for determining the diagnosis or treatment of the patient.
    - o ***Extended care facility services:***  
Claims for nursing facility services are to include the NPI number of the attending physician or the medical director as defined in **28 Pa Code § 211.2** or the provider who initially certifies or recertifies the recipient’s need for a nursing facility.
- **See: *Medical Assistance bulletin #99-17-02*** Submission of Claims that Require the National Provider Identifier (NPI) of a Medical Assistance enrolled Ordering, Referring or Prescribing Provider at [dhs.pa.gov/docs/Publications/Documents/FORMS\\_AND\\_PUB\\_OMAP/c\\_257246.pdf](https://dhs.pa.gov/docs/Publications/Documents/FORMS_AND_PUB_OMAP/c_257246.pdf).
- **See: *Medical Assistance bulletin #99-18-11*** Service Location Enrollment Deadline at [dhs.pa.gov/docs/Publications/Documents/FORMS\\_AND\\_PUBS\\_OMAP/c\\_284208.pdf](https://dhs.pa.gov/docs/Publications/Documents/FORMS_AND_PUBS_OMAP/c_284208.pdf).

## *Place-of-Service Codes*

All providers are required to submit CMS-1500 claim forms with CMS standard two-digit place-of-service codes entered in Box 24B. Forms submitted without these codes will be rejected with no adjudication and returned to the provider for resubmission. This policy applies to all UPMC Health Plan products.

**Table H8: Commonly Used Place-of-Service Codes**

Code	Description
02	Telehealth (Provided other than in a Member’s home)
10	Telehealth (Provided in the Member’s home)
11	Office
12	Home
15	Mobile
20	Urgent Care Facility
21	Inpatient Hospital
22	Outpatient Hospital
23	Emergency Room
24	Ambulatory Surgical Center
25	Birthing Center
26	Military Treatment Facility
31	Skilled Nursing Facility
32	Nursing Facility
33	Custodial Care Facility
34	Hospice
49	Independent Clinic
50	Federally Qualified Health Center
51	Inpatient Psychiatric Facility
52	Psychiatric Facility Partial Hospitalization
53	Community Mental Health Center
54	Intermediate Care Facility/ Intellectual Disability
55	Residential Chemical Dependency Treatment Facility
56	Psychiatric Residential Treatment Facility
60	Mass Immunization Center
61	Comprehensive Inpatient Rehabilitation Facility
62	Comprehensive Outpatient Rehabilitation Facility
65	End-Stage Renal Disease Treatment Facility
71	State or Local Public Health Clinic
72	Rural Health Clinic
81	Independent Laboratory



# Modifiers

To align with the industry standard coding guidelines and modifier descriptions, UPMC Health Plan utilizes nationally sourced guidelines to look for justification of the use of frequently misused modifiers.

Frequently used physician modifiers are listed in the following tables. For a complete list of modifiers, refer to the CPT manual and the HCPCS Level II manual.

**Table H9: Physician Modifiers**

Modifier	Description
24	Unrelated evaluation and management service by the same physician during a postoperative period
25	Significant, separately identifiable evaluation and management service by the same physician on the same day of the procedure or other service
26	Professional Component. Physician’s service which may include technician supervision, interpretation of results and a written report. Physician interprets but <b>does not</b> perform the service.
33	Preventive services
50	Bilateral procedure
57	Decision for surgery
59	Distinct procedural service
62	Two surgeons
76	Repeat procedure by same physician or another qualified health care professional
77	Repeat procedure by another physician or another health care professional
78	Unplanned return to the operating/procedure room by the same physician or other qualified health care professional following initial procedure for a related procedure during the postoperative period



### Closer Look at Physician Modifier 33 – Preventive Services

**Modifier 33** should be appended to codes representing preventive services under applicable laws, and the Member cost sharing **does not apply**.

**Modifier 33** is used when the primary purpose of the service is the delivery of an evidence-based service in accordance with a U.S. Preventive Services Task Force A or B rating in effect and other preventive services identified in preventive services mandates (legislative or regulatory). The service may be identified by adding **modifier 33** to the procedure. For separately reported services specifically identified as preventive, such as immunizations, annual pelvic exams, PAP smears, and screening mammography, the modifier **should not be used**.



### Closer Look at Physician Modifier 50 – Bilateral Procedure

Bilateral procedures are procedures that can be performed on identical anatomic sites, aspects, or organs (e.g., arms, legs, kidneys) during the same operative session or on the same day.

These should be identified by appending **modifier 50 – Bilateral Procedure** to the procedure code. Report such procedures as a single line item with a **unit count of one**. Procedures with a code descriptor that specifically states that the **procedure is bilateral**, or the procedure may be performed unilaterally or bilaterally, **cannot** be reported with **modifier 50**. These codes, by their terminology description, already identify the services as bilateral.



### Closer Look at Physician Modifier 59 – Distinct Procedural Services

Providers **should** use **modifier 59** when billing a combination of codes that would normally **not be billed** together. The code is appended only to the procedure that is designated as the distinct procedural service. This modifier **should** be used when there are **no** other existing modifiers available, and as required for medical record documentation.



### Cl<sup>o</sup>ser Look at Physician Modifiers 76 and 77 – Repeat Procedure

This is regarding assigned claims from different physicians/suppliers (excluding group practices and persons or organizations to whom benefits may be reassigned). It is an industry standard to process a separate claim for the services from each physician/supplier. Where the assigned claim is from a person or organization to which the physicians performing the services have reassigned their benefits, process all the services as a single claim.

**Modifier 76** is added to the repeat service to indicate that a procedure or service was redone after the initial service.

**Modifier 77** is added to the service that was performed to indicate that a basic procedure conducted by another provider needed to be redone by a different provider.

**Table H9: Physician Modifiers (cont'd)**

Modifier	Description
<b>91</b>	Repeat Clinical Diagnostic Laboratory Test
<b>LT</b>	Left Side
<b>RT</b>	Right Side
<b>PT</b>	Colorectal cancer screening test, converted to diagnostic test or other procedure
<b>XE</b>	Separate encounter
<b>XP</b>	Separate practitioner
<b>XS</b>	Separate Structure
<b>XU</b>	Unusual non-overlapping service



### Closer Look at Physician Modifiers 25, 50, 59, XE, XP, XS, XU

**Modifier 25** should be used to indicate separately identifiable E/M services.

Regarding bilateral procedure and Medicare, the Medicare Physician Fee Schedule (MPFS) includes a bilateral payment policy indicator for each HCPCS code. When the bilateral indicator is "3," the standard bilateral reduction does not apply, and Medicare allows the procedure to be reported with **modifier 50 (1 unit) or with RT and LT modifiers (1 unit each)**. Services in this category are generally radiology procedures or other diagnostic tests.

Although UPMC Health Plan follows Medicare sourced bilateral payment policies for all products, the **bilateral "3" procedures** are configured to reimburse with the **RT and LT modifiers** only. If **modifier 50** is used for one of these codes, the claim is held for manual pricing causing potential delays or manual errors.

**Modifiers 59, XE, XS, XP and XU** should be used when the physician needs to indicate that a procedure of services was distinct or independent from other services performed on the same day. These modifiers have a high error rate and have been used incorrectly to override certain unbundling edits.

**Table H10: Assistant Surgeon Modifiers**

Modifier	Description
80	Assistant surgeon
81	Minimum assistance surgeon
82	Assistant surgeon (when qualified resident and surgeon not available)
AS	Assistant surgeon (services performed by a PA or NP)



## Closer Look at Assistant Surgeon Modifiers, 80, 81, 82, AS

**Modifiers 80, 81, 82, and AS** represent surgical assistant services when appended to basic service procedure codes. The primary surgeon and the assistant surgeon report the same procedure codes when using these modifiers. The primary surgeon appends other multiple surgery modifiers as appropriate. The assistant surgeon appends **modifier 80** to all services in which he or she assisted the primary surgeon.

**Effective Jan. 1, 2020**, UPMC Health Plan revised physician assistant guidelines to simplify the billing process when submitting a claim for a physician assistant (PA), certified registered nurse practitioner (CRNP), or clinical nurse specialist (CNS). To align with industry standard coding guidelines and modifier descriptions, **modifier AS** in conjunction **with 80, 81, or 82 is no longer required**. This applies to any claim submitted after January 1, 2020, regardless of whether the service was performed prior to that date. When billing for a PA, CRNP, or CNS assisting at surgery, modifier AS should be the only assistant surgeon modifier.

Modifier coding guidelines will remain the same when a physician provides surgical assistance, this modifier coding change is only applicable when a physician extender performs assistant-at-surgery services.

Physicians should continue to submit assistant surgeon and primary surgery charges on separate claims.

**Table H11: Therapy Modifiers**

Modifier	Description
<b>CO</b>	Outpatient <b>occupational therapy</b> services provided in whole or in part by an occupational therapy assistant
<b>CQ</b>	Outpatient <b>physical therapy</b> services provided in whole or in part by a physical therapist assistant
<b>GN</b>	Service delivered under an outpatient <b>speech language pathology</b> plan of care
<b>GO</b>	Service delivered under an outpatient <b>occupational therapy</b> plan of care
<b>GP</b>	Service delivered under an outpatient <b>physical therapy</b> plan of care



### Cl<sup>o</sup>ser Look at Therapy Modifiers, GN, GO, GP

Providers report procedures with modifiers to distinguish the type of therapist who performed the outpatient rehabilitation service. If the service **was not** provided by a therapist, the discipline of the plan of treatment under which the service is provided should be reported. When a Member receives **more than one** type of therapy on the same date of service, appropriate therapy modifiers **must** be appended to procedure codes.

However, be advised that if codes create a NCCI defined code pair, an appropriate modifier **must** be appended to bypass the NCCI related denial. The therapy **modifiers GN, GO, or GP** alone are not enough to bypass the NCCI code pair denial.

**Table H12: Modifiers – Medical Assistance Only:**  
(UPMC Community HealthChoices and UPMC *for You*)

Modifier	Description
<b>HD</b>	Pregnant/Parenting program (used for UPMC Health Plan Maternity Program)
<b>YD</b>	Member referred to a Dental Home
<b>PA</b>	Wrong Part – Surgical or other invasive procedures performed on the wrong body part
<b>PB</b>	Wrong Patient – Surgical or other invasive procedure performed on the wrong patient
<b>PC</b>	Wrong Surgery – The wrong surgical or other invasive procedure performed on a patient

**Table H13: EPSDT Modifiers (UPMC *for You* Only)**

Modifier	Description
<b>EP</b>	EPSDT program services
<b>YD</b>	YD referral code in box 10D indicates a referral to a dental home.

## Anesthesia Claims

Anesthesia claims for all Members **should** be billed with the correct codes from the American Society of Anesthesiologists (ASA)—00100–01999—which are included in the CPT manual. Services performed for UPMC *for Life* (Medicare) and UPMC Health Plan (Commercial) Members by a Certified Registered Nurse Anesthetist (CRNA) are eligible for reimbursement and can be billed in conjunction with the anesthesiologist’s charges, provided the appropriate modifier is used. CRNA charges are reimbursed for Medical Assistance (UPMC Community HealthChoices and UPMC *for You*) **only when** secondary to Medicare Advantage.

## Anesthesia for Labor and Delivery

UPMC Health Plan follows the American Society of Anesthesiology (ASA) recommendations that it is inappropriate to report unlimited time units from insertion of the epidural through delivery. Therefore, UPMC Health Plan recognizes a **“Face Time” billing method**. This **includes basic units plus patient contact time** (insertion, management of adverse events, delivery, removal) for procedure code 01967 when billed alone or with add-on code 01968 or 01969.

- **Procedure Code 01967** – Neuraxial labor analgesia/anesthesia for planned vaginal delivery (this includes any repeat subarachnoid needle placement and drug injection and/or any necessary replacement of an epidural catheter during labor)
- **Procedure Code 01968** – Anesthesia for cesarean delivery following neuraxial labor analgesia/anesthesia (list separately in addition to code for primary procedure performed)
- **Procedure Code 01969** – Anesthesia for cesarean hysterectomy following neuraxial labor analgesia/anesthesia (list separately in addition to code for primary procedure performed)

➤ **Note:** Code 01967, when billed in conjunction with 01968 or 01969, **must** be reported on the same claim form. Anesthesia time **should** be submitted with the primary anesthesia code, with the exception of add-on obstetrical codes. As such, time should be reported with primary code 01967 in addition to add-on **codes 01968 and 01969**.

Anesthesia minutes **must** be documented whether submitting paper or electronic claims. Minutes **may** be identified as total minutes (e.g., 50 minutes) or time span, noting both the beginning and end time (e.g., 10:00 to 10:50). Units **are not required** on the claim, as UPMC Health Plan’s claim system is configured to determine the appropriate number of units in accordance with the ASA code and subsequent modifier.

### Anesthesia Modifiers

Appropriate anesthesia modifiers also **should** be billed, including, **but not limited** to the following:

**Table H14: Anesthesia Modifiers**

Modifier	Description
AA	Anesthesia services performed personally by anesthesiologist
AD	Medical supervision by a provider; more than four concurrent anesthesia procedures
QK	Medical direction of two, three, or four concurrent anesthesia procedures involving qualified individuals
QS	Monitored anesthesia care service

**Table H15: Anesthesia Modifiers – CRNA**

Modifier	Description
QX	Certified Registered Nurse Anesthetist (CRNA) service with medical direction by a provider
QY	Medical direction of one CRNA by an anesthesiologist
QZ	CRNA service without medical direction by a physician

### Home Medical Equipment Modifiers

Home medical equipment (HME) modifiers include, but **are not** limited to, the following:

**Table H16: Home Medical Equipment Modifiers**

Modifier	Description
MS	Six-month maintenance and servicing
RA	Replacement of a DME, orthotic, or prosthetic
RR	DME rental
NU	New equipment
UE	Used durable medical equipment



## Code-Specific Policies

### Medications

“Unlisted” or “not otherwise classified” drugs **must** be submitted with applicable HCPCS codes. The claim **must** include a description of the item/drug supplied, the correct dosage, and the National Drug Classification Code number (NDC#).

### Unlisted Codes

When necessary and appropriate, a provider **may bill** for a procedure that **does not** have an existing CPT/HCPCS code. The provider should use the “miscellaneous” or “not otherwise classified” code that most closely relates to the service provided. When using “unlisted” or “not otherwise classified” codes for billing, providers may be asked to supply supporting documentation.

# Reimbursement

Providers who are reimbursed for professional and ancillary services on a fee-for-service basis agree to accept the network reimbursement, less deductibles, coinsurance, and copayments as payment in full for covered services provided to UPMC Health Plan Members. The Members' cost-sharing amounts—i.e., coinsurance, copayments, or deductibles—vary by plan and services.

Providers **are not** permitted to balance-bill Members for the difference between the provider's charge and the reimbursement. UPMC Health Plan **annually** updates all fee schedules with CPT-4 and HCPCS code additions and deletions. Coverage policy follows the Centers for Medicare & Medicaid Services (CMS) guidelines whenever appropriate.

All provider claims are subject to coding review edits based on CMS National Correct Coding Initiative (NCCI) guidelines or UPMC Health Plan payment policies.

➤ **See: NCCI edits at [cms.hhs.gov/NationalCorrectCodInitEd](https://cms.hhs.gov/NationalCorrectCodInitEd).**

## Restrictions on Member Cost Sharing

### Medical Assistance:

If a UPMC Community HealthChoices Participant or a UPMC *for You* Member is unable to pay the copayment at the time of the service, the provider **must** provide the service and then bill the Participant or Member for the copayment.

### Medicare:

Provider **must** recognize Medicare eligible Qualified Medicare Beneficiary (MB) Members and **do not** attempt to collect the coinsurance, copayments, or deductible.

- **Note:** Federal law prohibits Medicare providers from attempting to collect the coinsurance, copayments, or deductible from a Qualified Medicare Beneficiary (QMB) for Medicare-covered services under any circumstances
- **See:** Section 1902(n)(3)(B) of the Social Security Act, as modified by Section 4714 of the Balanced Budget Act of 1997 for additional information on QMB cost-sharing protections.

**HMO D-SNP:**

Providers **may not** attempt to collect coinsurance, copayments, or deductibles (other than permitted Medical Assistance copayments) from Members for any services provided during the Member’s enrollment in UPMC *for Life* Complete Care (HMO D-SNP) and Medical Assistance. Providers may submit any unpaid balance remaining after UPMC Health Plan’s payments, to the appropriate State source for consideration.

If the UPMC *for Life* Complete Care Member loses their Medical Assistance eligibility, they also lose their special needs status. UPMC Health *for Life* Complete Care plan will continue pay for covered services for doctors, hospitals, and other providers for a **limited time**. This is referred to as the “**Grace Period.**”

During the Grace Period providers **may bill** the Member for any coinsurance, copayment, or deductible that would have been previously paid by their Medical Assistance coverage. During this time, all QMB cost-sharing protections and balance billing guidelines continue to apply.

If a Member **does not** regain their special needs status by the end of the Grace Period and has **not enrolled** in a different Medicare Advantage plan, they will be disenrolled from UPMC *for Life* Complete Care and will be covered by Original Medicare.

Therefore, providers should verify Member eligibility before they perform a service. Providers **may** verify Member information through **Provider OnLine** at [upmchealthplan.com](http://upmchealthplan.com) or they **may** call UPMC Health Plan’s **Interactive Voice Response (IVR) system** at **1-866-406-8762**.

- **See: *Identifying Members and Verifying Eligibility***, UPMC Health Plan Provider Manual, Chapter I, Member Administration.
- **See: *Provider OnLine***, UPMC Health plan Provider Manual, Chapter A, Welcome and Key contacts.

**Claims Processing**

UPMC Health Plan processes clean claims **within timeliness standards in the provider’s agreement**. Pennsylvania Insurance Department regulations stipulate that a claim is paid when UPMC Health Plan mails the check or processes the electronic funds transfer (EFT).

To receive EFT payment(s) providers **should** complete an authorization for electronic reimbursement form. This allows UPMC Health Plan to process payments for service electronically allowing providers quicker access to their payments.

The EFT Transfer Form is located on **Provider OnLine** at [upmchealthplan.com/providers/online](https://upmchealthplan.com/providers/online).

- **Note:** All contracted Providers **are required** to complete the Authorization for Electronic Reimbursement form by going to [upmchealthplan.com/providers/online](https://upmchealthplan.com/providers/online) and selecting EFT Transfer Form.
- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter A, Welcome and Key Contacts.
- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

For non-Medicare Products, if UPMC Health Plan fails to remit payment on a Clean Claim **within 45 days** of receipt of that claim, interest at **10 percent per year** shall be added to the amount owed on the Clean Claim. Interest is calculated beginning the day after the required payment date and ending on the date the claim is paid. UPMC Health Plan **shall not** be required to pay interest that is calculated to be **less than two dollars (\$2.00)**. For interest paid under a Medicare Product, the rate of interest shall be that set forth by the United States Secretary of the Treasury, as published in the Federal Register. For claims requiring reprocessing, Act 68 requires a **new 45-day** claims processing payment period, which begins the day UPMC Health Plan receives the necessary information.

### Multiple Payee Addresses

UPMC Health Plan **does not** honor multiple payee addresses. Providers are **required** to submit a single payee address per tax ID number.

### Explanation of Payment (Remittance Advice)

The Explanation of Payment (EOP), referred to on the statement as a “remittance advice,” is a summary of claims submitted by a specific provider. It shows the date of service, diagnosis, and procedure performed as well as all payment information (e.g., money applied to the Member’s deductible or copayment, and denied services). The EOP can be viewed by accessing **Provider OnLine** at [upmchealthplan.com/providers](https://upmchealthplan.com/providers). Providers can also request Electronic Remittance Advice (ERA) through Provider OnLine.

- **Note:** Per HIPAA, the only permissible format for an electronic remittance advice in a data file is the ANSI ASC X12.835, Health Care Claim Payment/Advice. This file is commonly referred to as an 835. It requires the recipient's Practice or Billing System to have the ability to automate loading of a file in the mandated format.
- **Note:** All contracted providers **should** utilize POL to review their current and historical EOPs and print a paper copy of the EOP. Provider with POL access and those who elect to utilize ERA will not receive a paper EOP. Paper EOPs will only be sent upon specific request.

- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter A, Welcome and Key Contacts.
- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

For additional questions pertaining to the EOP, contact **Provider Services** at **1-866-918-1595** from 8 a.m. to 5 p.m., Monday through Friday.

### **Claim Follow-up**

To view claim status online, go to **upmchealthplan.com**. Existing users can log in to Provider OnLine at **upmchealthplan.com/providers**. New users will be asked to register. For log-in information, contact the UPMC Health Plan **Web Services** at **1-800-937-0438** or email **HPOnline@upmc.edu**.

- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter A, Welcome and Key Contacts.
- **See: *Provider OnLine***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

To check the status of a claim without going online call **Provider Services** at **1-866-918-1595** from 8 a.m. to 5 p.m., Monday through Friday.

### **Overpayments and Refunds**

There may be times when a provider or the provider's practice are overpaid for a service provided to a Member. If UPMC Health Plan has paid in error, providers are given **45 calendar days** to refund the stated overpaid amount to UPMC Health plan. Providers **may** return the electronic payment or write a separate check for the full amount paid in error. Providers **should** make the check payable to UPMC Health Plan and include a copy of the remittance advice, supporting documentation noting the reason for the refund, and the explanation of benefits (EOB) from other insurance carriers, if applicable.

Refunds should be sent to the Claims Payable Department at the following address:

**UPMC Health Plan  
Claims Payable Department  
U.S. Steel Tower, 36th Floor  
600 Grant Street  
Pittsburgh, PA 15219**

If UPMC Health Plan has paid in error and the provider has not sent a refund the overpayments will be deducted from future claim payments. The provider's claims are placed in a negative balance status and future claim payments are applied until the overpayments are satisfied. The related claim information will be shown on the remittance advice as a negative amount.

In the case of a **noncontracted provider** overpaid claims, the overpayments **must** be refunded to UPMC Health Plan **within 45 days**. If a refund is **not** received **within 90 days**, the owed amount will be submitted to collections.

If UPMC Health Plan conducts an audit and identifies a claim payment error the provider will be notified by a certified letter. The provider has **30 business days** to submit a written appeal. If no appeal is submitted, the provider has **45 calendar days from the receipt of the notice** to return the overpayment. The overpayment amount **should** be refunded electronically; or by check, or money order made out to UPMC Health Plan. The refund **should** be accompanied by an explanation noting the reason for the refund, the remittance advice, explanation of payment from other insurance carriers if applicable, or other documentation of the payment.

The refund should be sent to:

**UPMC Health Plan Special Investigations Unit  
Personal and Confidential (Do Not Open in Mail Room)  
PO Box 2968  
Pittsburgh, PA 15230**

If the provider has not sent a refund or returned the check, money will be deducted from contracted provider's future claims payment. The contracted provider's claims will be placed in a negative balance status and future claim payments are applied until the overpayments are satisfied. Related claim information will be shown on the remittance advice as a negative amount.

In the case of noncontracted provider overpaid claims, overpayments **must** be refunded to the Health Plan **within 45 days**. If a refund is **not** received **within 90 days**, the owed amount will be submitted to collections.

➤ **Note:** If the provider conducts an audit following DHS self-audit protocol and identifies Medical Assistance claims that were over paid, they **should** contact DHS's Department of Program Integrity promptly. When the provider properly identifies and reports to DHS inappropriate payments, that are not fraudulent, DHS will accept repayment without penalty.

➤ **See: *False Claims***, UPMC Health Plan Provider Manual, Chapter H, Claims Procedures.

## *Denials and Appeals*

Denied claims are reported on all forms of the **Explanation of Payment (EOP)**, (i.e., paper or electronic), referred to on the statement as a “remittance advice.” This indicates whether the provider has the right to bill the Member for the denied services and/or if the Member is financially responsible for payment.

If a provider disagrees with UPMC Health Plan’s decision to deny payment of services, the provider **must** appeal in writing to the appeals coordinator **within a certain number of business days** of receipt of the denial notification. The claims appeal time frames are listed on the EOP or other denial notification. The request must include the reason for the appeal and any relevant documentation, which may include the Member’s medical record.

Appeals should be submitted to:

**UPMC Health Plan  
Provider Appeals  
PO Box 2906  
Pittsburgh, PA 15230-2906**

All appeals undergo UPMC Health Plan’s internal review process, which meets all applicable regulatory agency requirements. The provider will receive written notification in all situations in which the decision to deny payment is upheld.

- **See: *Provider Disputes***, UPMC Health Plan Provider Manual, Chapter B, Provider Standards and Procedures.

## *False Claims*

The **False Claims Act (31 U.S.C. § 3729)** makes it illegal to present or cause to be presented to the federal or state government a false or fraudulent claim for payment. This would apply to U.S. government programs such as Medicaid, Medicare and Medicare Part D, the Federal Employees Health Benefit Plan (FEHB), and the Postal Service Health Benefits Plan (PSHB). Any person in violation of this act could be liable to the U.S. government for **not less than \$13,508 and not more than \$27,018 per false claim**, plus **three times** the amount of any other damages the U.S. government sustains because of the fraudulent claims.

➤ **Note:** The False Claims Act penalty amounts are subject to change. The amounts **may increase each year** with inflation.

- **Qui tam** lawsuits can be filed by private citizens referred to as whistleblowers against any health care provider allegedly violating the federal and state False Claims Act.
- **Whistleblowers** are protected if they are discharged because of their involvement with a suit; they are entitled to reinstatement and damages double the amount of their lost wages.

The **PA Insurance Fraud Prevention Act (18 Pa. Cons. Stat. § 4117)** makes it illegal to knowingly defraud a State or local government agency. In addition, to submit, or cause to be submitted, any false claim to any insurance company.

- It is used to prosecute individuals committing insurance fraud against a nongovernment health care program.
- It allows an insurer to recover compensatory damages related to fraud cases, such as investigative and court costs and attorney fees.

The most common type of fraud involves a false statement, misrepresentation, or deliberate omission that is critical to the determination of benefits payable.

The following examples could also be considered fraudulent activities:

- Knowingly or intentionally presenting for payment a false or fraudulent claim.
- Soliciting, receiving, offering, or paying remuneration, including a kickback, bribe, or rebate, directly or indirectly, in cash or in kind, from or to a person about furnishing services or items, or referral of a patient for services and items.
- Submitting a claim for services or items that were not rendered.
- Submitting a claim for services or items that includes costs or charges that are not related to the cost of the services or items.



- Submitting a claim or referring a patient to another provider by referral, order, or prescription for services, supplies, or equipment that is not medically necessary.
- Submitting a claim that misrepresents the description of the services, supplies or equipment dispensed or provided, the date of service, the identity of the patient or of the attending, prescribing, referring or actual provider.
- Entering an agreement, collaboration, or conspiracy to obtain or aid another in obtaining payment to which the provider or another person is not entitled.

## Best Practices

Best practices to help prevent fraud and abuse include:

- Develop and follow the elements of a compliance program.
- Audit claims for accuracy.
- Review medical records for accurate documentation of services rendered.
- Act if you identify a problem [i.e., contact the UPMC Health Plan Special Investigations Unit (SIU)].
- Ask for photo identification when registering patients at the point of service.



### **Alert—Contacting the Special Investigation Unit**

Fraudulent activity by a UPMC Health Plan provider or Member or Participant can be reported by calling the UPMC Health Plan Special Investigation Unit (SIU) at **1-866-FRAUD-01**.

Once issues have been identified, a plan to correct the issue needs to be developed. The SIU can assist with a corrective action plan development. The actual plan will vary depending upon the circumstances of the issue.