

## Billing Suite

### Optimizing Financial Health Within Compliance and Regulatory Guidelines

This HFMA self-paced program guides billing team members through a progressive educational program about important billing topics such as...

- Medicare requirements for claims submissions and lifetime restrictions
- Recommendations for addressing Medicare denials
- Enhancements to revenue cycle team communications
- Use and understanding of the new UB-04 and other billing forms
- Approaches for ambulatory payment classifications (APCs) submissions under the Outpatient Prospective Payment System (OPPS)
- Billing for inpatient end-stage renal disease as well as liver, heart, kidney and stem cell transplants
- Tips and structural plans for avoiding compliance violations

### Billing Suite E-Learning Offers...

- A comprehensive educational library with **12 courses** and **107 distinct lessons** lasting **15 minutes** each
- Scheduling convenience via **24/7** Internet access – at work or home
- An easy-to-use, interactive format
- Refresher or new employee education
- Industry, peer-approved training
- Employee course tracking and customized reports
- **Free** content updates
- Course certificate awarded upon completion

### Learn How to...

- Work within the Medicare world to help resolve payments and reduce delays
- Address Medicare denials and special case challenges as well as outpatient care billing to manage receivables
- Partner with other departments involved in the revenue cycle, including the coding department, to create more seamless processing of billing transactions
- Tackle the new UB-04 billing form

### Intended Audience:

Billing staff responsible for account follow up including billing personnel and billing analysts, account representatives, and third-party follow-up representatives.



**Clarify complex regulatory standards, Medicare, OPPS and UB-04 to drive revenue recovery!**

Medicare payments represent a significant portion of most hospitals' revenue base. Understanding the intricacies of Medicare billing and other regulatory guidelines requires more than simply knowing how to complete forms. It's mastering a science of protocols.

To increase the potential for submissions and processing success, billing and finance professionals have to understand and facilitate:

- Adherence to critical compliance-based rules
- Submission and completion of the appropriate forms
- Verification of medical necessity
- Challenges related to special service treatments, laboratory and diagnostic testing
- Outpatient surgeries and care...and more

Become your team's billing and finance guru and help maintain your organization's quality clinical services for your community!



### Topics Include:

#### Basics of Medicare Billing

- Framework for billing fundamentals including condition and reason codes and their descriptions
- Medical records and healthcare information management responsibilities
- Understanding UB-04 and CMS 1500
- Medicare as the primary or secondary payer, Medicare Advantage and Medigap

#### Inpatient Billing

- Prospective Payment System (PPS), Diagnosis Related Groups (DRGs) and others
- Lifetime reserve and psychiatric days, three-day bundling rule, patient transfers
- Billing for inpatient end-stage renal disease, and liver, heart, kidney and stem cell transplants
- Emergency services at non-participating and foreign hospitals

#### Outpatient Billing: APCs

- Basics of Medicare outpatient coverage and coinsurance options
- Ambulatory Payment Classifications (APCs) and exception rules
- Outpatient Prospective Payment System (OPPS) coding, medication billing, and late charge processing
- Prospective Payment System (PPS) hospitals including reviews, quality improvement initiatives, leaves of absence and covered versus non-covered charges

#### Outpatient Billing: Coding

- Defining Healthcare Common Procedure Coding System (HCPCS) and CPT-4 methods for coding
- Proper use of revenue codes and Level I and Level II modifier codes
- Coding for emergency and clinic services
- Medicare's Correct Coding Initiative (CCI) and the Outpatient Code Editors (OCE)

#### Outpatient Billing: End-Stage Renal Disease (ESRD)

- Related requirements for the coordination period, dual entitlement, exceptions and Medicare as a secondary payer.
- Understanding composite rate issues for laboratory services, drugs (EPO, Aranesp, etc.) and biologicals
- Method I and II billing for services such as organ procurement

#### Outpatient Billing: Surgery

- Requirements for outpatient surgical services billing including implants (such as pacemakers), cataract surgery and gastrointestinal surgery

#### Outpatient Billing: Screening & Diagnostic Services

- Frequency, coverage and billing requirements for preadmission testing, preventative and screening services (such as colon cancer screening), and mammography

#### Outpatient Billing: Radiology

- Billing for radiological services such as x-rays, magnetic resonance imaging (MRI), and electrocardiograms (EKGs)
- Guidelines for radiation oncology and brachytherapy

#### Outpatient Billing: Therapy Services

- Billing for outpatient services such as speech therapy, infusion therapy, medical nutrition therapy, physical and occupational therapy, cardiac rehabilitation therapy, and radiation therapy
- Identifying exceptions to caps on payment for therapeutic services

#### Outpatient Billing: Other Services

- Billing for services such as hospice care, medical devices support, observation services, and outpatient partial hospitalization
- Submissions for blood and blood products, special categories of drugs (oral cancer drugs, anti-emetics, prodrugs, etc.) and biologicals
- Billing for treatments using electrical stimulation, electromagnetic and hyperbaric oxygen therapies

#### Outpatient Billing: Billing Compliance

- Understanding and identifying how Medicare may deny claims for services not meeting medical necessity requirements
- Requirements of the Emergency Medical Treatment and Active Labor Act (EMTALA) and Advance Beneficiary Notices (ABN) procedures

### For More Information Contact:

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[www.hfma.org/events/e-learning](http://www.hfma.org/events/e-learning)

#### Technology Specifications

All HFMA e-Learning programs minimally require 32 MB RAM and a 266 MHz processor or higher. The system should use Microsoft® Windows® 95, 98, 2000, XP or 2003. The most optimal viewing browser is Microsoft® Internet Explorer® Version 5.5 or higher from a PC system. If you have a different system configuration or Internet browser, contact HFMA to confirm if it will work with this program.

#### About HFMA

The Healthcare Financial Management Association (HFMA) provides the resources healthcare organizations need to achieve sound fiscal health in order to provide excellent patient care.

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