



Skilled Nursing Facility Billing – Basics and More

This 3-day workshop offers comprehensive **SNF Billing** training to successfully submit claims and receive payment for services provided in your Skilled Nursing Facility.

Polaris Group, with over 25 years of hands-on experience, provides more than regulations and theory. Polaris Group's LTC Training Institute – **SNF Billing - Basics and More** workshop will cover numerous topics including creation of compliant Part A and Part B claims for complex billing situations, relationship between MDS/PPS/RUGs and the UB-04, navigating FISS, SNF Consolidated Billing guidelines, skilled coverage criteria, Medicare Beneficiary Notice compliance, and much more.

Attendees will receive a comprehensive training manual that can be used as a resource in your facility, as well as forms and procedures on CD, which allow customization to fit your operational needs.

We provide a unique “how to implement” approach to our training which includes skill-building for Part A and B Medicare billing, Managed Care, and Medicare as Secondary Payer. The workshop will provide attendees with the tools they will need to ensure timely revenue and manage the complexities of Medicare compliance in the ever-changing billing environment.

Who should attend?

- Business office staff**
- Administrators / Owners / Executive Directors
- Reimbursement / Finance Directors and staff**
- Corporate Accounts Receivable Consultants and/or Educators**
- Administrators in Training

**** Attendees should have exposure to the Medicare billing processes.**

This workshop is comprehensive, and requires some knowledge of the SNF billing process. This workshop is taught on an intermediate level, but we can respond to questions at all levels. Business Office experience of at least a few months is extremely helpful, but not required.

Why THIS training is one of the best investments you can make this year!!

- **Practical Experience** – Attendees leave with a comprehensive understanding and working knowledge of Medicare billing.
- **Intensive learning format** – After reviewing the regulations, we then provide interpretation of those rules and provide detailed, step-by-step methods for implementation including needed procedures/forms that ensure compliance or optimal revenue.
- **Small class size** – With a smaller group, more interactive activities are provided with all questions answered to ensure optimal learning experience.
- **Program manual and CD** – Each attendee receives a comprehensive training manual which includes all training materials, small group activities, and sample procedures and forms. In addition, forms and procedures are provided on CD which can be implemented in your facility.
- **Create your own personal “to do” list** – For each covered area, we will work together to identify areas for improvement needed in your SNF. You can then create a priority “to do” list to take back to your facility to implement.
- **Expert assistance with resolving “real” claim issues** – Hands-on assistance from one of our Medicare Billing Professionals with processing your “problem” claims. We will utilize our secure software to access FISS to help you solve up to 3 issues, or review 3 UB-04's that you are having difficulty getting paid. We can help you get paid!
- **Polaris Group experience** – Polaris Group has been an established expert in Medicare compliance and billing with best practices for over 25 years.



Skilled Nursing Facility Billing – Basics and More: Institute Information

Instructor:

Kristy Brown, Financial Health Care Consultant for Polaris Group has over 27 years of experience in the Long Term Care industry. She has worked in the health care finance field at multiple corporate levels, as well as owning her own Long Term Care facility. She held the positions of Director of Operations, Regional Financial Consultant, Nursing Home Administrator, and Assisted Living Director.

Dates & Locations/Continuing Education Credits:

February 17 – 19: Dallas, TX
April 21 – 23: Orlando, FL
August 18 – 20: Philadelphia, PA
November 17 – 19: Las Vegas, NV

Continuing Education Credits:

Administrators - 15 CECs
Nurses - 15 CECs

Day of Training:

- Registrant to make own hotel reservations
- All class times are 8:30 a.m. to 5:00 p.m.
- Coffee or soda provided. Meals are on your own.
- Fee includes: Three (3) days of training, training manual and CD.
- **Course Fee:** \$979/per person
 - \$779/per person, if registered 30 days in advance
- **Refund/Cancellation Policy:** All refund requests required in writing.
- Please refer to our website for complete refund policy information.

Testimonial

“Excellent Program, class, and Instructor. She offered insight and background to class issues and lessons that really assisted with our understanding. Plus, she quickly grasped the meaning of our questions; she could understand the big picture and reason for the question so she could adequately explain so that we understood her answer.”

SNF Billing - Basics and More, Sept 2014

Interested in a Group Training!?

We can bring the Institute to you!

You will have the benefit of having your staff all hear the information at the same time; and access to our experts speakers and materials. Call 800-275-6252 ext. 237, Sales Department to learn more about our specialized group training!

Skilled Nursing Facility Billing – Basics and More: Course Outline

DAY 1

Introduction

Module 1 – REVIEWING MEDICARE COVERAGE CRITERIA

- Analyzing the Common Working File (CWF) for appropriate payment
 - Traditional Medicare
 - Skilled coverage criteria
 - Managed Care
 - How to determine plan type: HMO, PPO
 - Insurance Verification
 - RUG Based, Contracted Rate
 - Medicare Secondary Payer
 - MSP Questionnaire
 - Coordination of Benefits (COB)

Module 2 – CONSOLIDATED BILLING

- SNF Consolidated Billing guidelines
 - Major Categories Review
 - Vaccines
 - Supplies and Durable Medical Equipment (DME)
 - Transportation
 - Diagnostic Tests (example INR)
- CMS WEBSITE – Finding the answers
 - Consolidated Billing Downloads
 - Locating Fee Screen Information
 - Medicare Administrative Contractors (MAC) Jurisdictions

Module 3 - MEDICARE NOTICES

- Implement policies surrounding Medicare Beneficiary Notices and Letters, Advanced Beneficiary Notices (ABN)
 - Define each notice and appropriate usage
 - SNF ABN
 - ABN for Part B
 - Generic Notice for expedited review.

DAY 1, continued

Module 4 – BUSINESS OFFICE BEST PRACTICES FOR ACCURATE REVENUE

- Business Office and Month End Processes
 - Month End Processes
 - Census reconciliation
 - Validating MDS Transmission – Validation report
 - Triple Check QA procedures
- Medicare Explanation of Benefits (Remittance Advice).
 - Applying Payments
 - Understanding the remit advice

DAY 2

Module 5 – MDS / RUGS

- Relationship between MDS and Claim
- RUG categories
- PPS schedule
 - Scheduled PPS MDS
 - OMRAs – EOT, COT, SOT, EOT-R
 - Medicare Case Management
- Default Scenarios

Module 6 – UB-04 WORKSHOP

- Completion of a clean claim
 - Field-by-field review of claim form
 - Correct use of occurrence, condition, span and status codes to create the appropriate UB-04 claim for:
 - Medicare Part A
 - Medicare Part B
 - G Codes
 - Managed Care
 - MSP claims
- Other claim situations
 - No Pay and Benefits Exhaust claims
 - Provider Liability claim
 - Leave of Absence claim

DAY 3

Module 8 – FISS NAVIGATION

- Navigate FISS (Fiscal Intermediary Shared System) to follow-up on submitted claims and ensure payment.
 - Direct Data Entry
 - DDE Short cuts and tips
 - Roster Billing
 - Corrections
 - Adjustments
 - Cancellations
 - Additional Development Requests (ADR)
 - Understanding Denial reason codes

After Lunch:

Module 9 - REAL TIME Claims Processing

- “Hands-on” assistance with problem claims. Come prepared to log on to Fiscal Intermediary Shared System (FISS) with your facility specific information:
 - DDE log on and password (you will not share this information with others)
 - NPI
 - MAC jurisdiction info
 - Problem UB-04’s – may include MSP, MANAGED CARE, INSURANCE
- PLEASE limit your issues to 3 due to time constraints.

