

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: JDH Charge Review Procedure & the Procedure to Add the NCT# & Z00.6 Diagnosis Code	
Relates to Policy: 900-11, 901-11	
SOP#: 1201-17	Version 1.0
Prepared by: P. Olsen	Original date: 10/04/2016
Approved by: J. Kulko	Date approved: 10/04/2016

Purpose and Applicability: The purpose of this document is to describe the charge review process and the procedure to add the NCT# and Z00.6 diagnosis code to JDH charges in compliance with Medicare regulations.

Background and Significance:
See SOP1200-17

Scope: Charges with open case numbers are held and reviewed to ensure that the correct payor is billed with the correct information. For charges that are routine care as part of a qualified clinical trial, the NCT# is required on Medicare claims only.

The Q1 modifier and Z00.6 diagnosis code are currently being included on Medicare claims only, but may be required by commercial insurers as well.

Medicare Advantage charges require special processing (SOP 1205-17). If, upon review, the charges have to be split and billed to different payors, see SOP 1203-17 for the process to create another visit.

Responsibilities: The Coding Reimbursement Specialist is responsible for reviewing UMG and JDH charges that are associated with an open case number. If it is determined that the charges are routine care costs associated with a qualified clinical trial, the Coding Reimbursement Specialist will add the NCT#, Q1 modifier, and Z00.6 diagnosis code to the charges then delete the hold.

Procedural Steps to Add the NCT# and Z00.6 diagnosis code to JDH charges:

1. Sign into IDX
2. Enter choice: 1 (ADT/HPA)
3. Enter group: 2
4. Select function: 2
5. Select Activity: 15
6. Page down Hold Bill Worklist # 115
7. Hit 'ENTER' to select 115
8. Hit F10
9. JDH Patient Billing personnel will flag visits via the INITS column that are patients with open case numbers ('STDY' or 'RSOC'). These are reviewed to see if the NCT# is required. These visits are not always flagged so OCTR personnel must also identify visits.
10. Use the arrow key to select a visit, hit 'ENTER', then hit 'W' to work the visit.

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: JDH Charge Review Procedure & the Procedure to Add the NCT# & Z00.6 Diagnosis Code	
Relates to Policy: 900-11, 901-11	
SOP#: 1201-17	Version 1.0
Prepared by: P. Olsen	Original date: 10/04/2016
Approved by: J. Kulko	Date approved: 10/04/2016

11. Enter 'LC' in the Action field then 'D' to review the case detail
12. Enter F7, Q twice to return to the Work Visit screen
13. Enter 'CI' in the Action field to review the charges
14. If the visit is correctly charged to Research OR the patient does not have Medicare or Medicare Advantage OR the charge is not related to the study:
 - a. Enter 'HB' in the Action field
 - b. Use the arrow key to select 'OPEN CASE W/O CASE NUMBER'
 - c. Hit Enter to select
 - d. Enter 'D' (Delete a Flag)
 - e. Enter 'Y' in 'Delete Selected Flag?:' field to verify
 - f. Hit F10 3X to delete the hold bill flag and exit the visit
15. If the charge is routine care that is part of a qualified clinical trial AND the patient has Medicare or Medicare Advantage:
 - a. Enter 'UB' in the Action field
 - b. Enter 'C' in the Action field on the next screen
 - c. Page down and highlight '30 Qualifying Clinical Trials'
 - d. Enter 'S' to select, then F10 to go back a screen
 - e. Enter 'V' in the action field
 - f. Page down to 'D4 Clinical Trial Number Assigned by N'
 - g. Use the arrow key to the above
 - h. Enter 'S' to Select
 - i. Enter the 8-digit clinicaltrials.gov number in the amount field
 - j. Hit F10
 - k. Make a screen print of the UB page to file
 - l. Hit F10 3X to return to the Work Visit screen
 - m. Make a screen print of the Work Visit screen info to file
 - n. From the Work Visit screen, enter 'CD' in the Action field.
 - o. Enter 'DX' in the Action field on the Code Discharge screen to add a diagnosis code.
 - p. Arrow down to first blank diagnosis field and enter 'Z00.6'
 - q. Hit 'ENTER', F10, F10 to return to the Work Visit screen.
 - r. Enter 'CE' in the Action field to add the Q1 modifier to the charges. See SOP 1202-17 for the Charge Entry Procedure.
 - s. Enter 'HB' in the Action field to display holdbills.
 - t. Use the arrow key to select 'OPEN CASE W/O CASE NUMBER'

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: JDH Charge Review Procedure & the Procedure to Add the NCT# & Z00.6 Diagnosis Code	
Relates to Policy: 900-11, 901-11	
SOP#: 1201-17	Version 1.0
Prepared by: P. Olsen	Original date: 10/04/2016
Approved by: J. Kulko	Date approved: 10/04/2016

- u. Hit 'Enter' to select
 - v. Enter 'D' (Delete a Flag?)
 - w. Enter 'Y' in Delete Selected Flag?: field
 - x. Hit F10 3X to delete the flag
 - y. Repeat for CANCER CENTER STUDIES and OPEN CASE W/ CASE NUMBER flags
16. Hit F10 to go back to the Hold Bill Worklists. Repeat Steps 10 – 15 until all visits have been reviewed.
 17. Arrow down to Worklist # 120 (OPEN CASE W/ CASE NUMBE)
 18. Hit 'Enter' then F10
 19. Repeat Steps 9-14.
 20. Arrow down to Worklist # 480 (CANCER CENTER STUDIES)
 21. Hit 'Enter', F10
 22. Repeat Steps 9-14.

Revision date:	Revised by:
Date revised version sent to archives & current revision version # advanced:	