

**UConn Health**  
**Office of Clinical & Translational Research**  
**Standard Operating Procedures**

Title: Charge Entry Process to Add the Q1 Modifier to JDH Charges	
Relates to Policy: 900-11, 901-11, 1201-17	
SOP#: 1202-17	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 procedure to add the Q1 modifier to JDH charges in compliance with Medicare regulations.

**Background and Significance**  
**See SOP 1200-17**

**Scope:** 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)

**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:**

**Charge Entry Process to Add the Q1 Modifier to JDH Charges**

1. From the Work Visit screen, enter 'CE' for Charge Entry.
2. From the Charge Entry screen, enter 'G' in the Batch # field to generate a batch. Note the Batch #. If a batch has already been generated for that day, enter '?' in the Batch # field and select the batch.
3. Hit F10 twice.
4. Enter 'M' in the Action field to modify charges.
5. Enter the Visit # in the Patient field with an 'H' preceding the number.
6. Hit 'Enter' to go to the 'Visit Charge Modify' screen.
7. Use the arrow key to select the charge to be modified.
8. Enter 'M'
9. Hit 'Enter' until you get to the first blank Charge Modifier line.
10. Enter 'Q1'
11. Hit 'Enter', F10
12. Repeat Steps 6-10 for each charge that requires the Q1 modifier.
13. Hit F10 X 3 to return to the Work Visit screen

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