# VHA OI - System Design \& Development <br> <br> Integrated Billing V. 2.0 <br> <br> Integrated Billing V. 2.0 <br> USER GUIDE <br> For Patches IB*2*171 and IB*2*176 <br> <br> Long Term Care Copay Phase II 

 <br> <br> Long Term Care Copay Phase II}

## September 2002

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## Introduction

The purpose of the Long Term Care Copay Phase II project is to meet the provisions in the Veterans Millennium Health Care and Benefits Act, Public Law 106-117 Medical Care Collections, which authorized the Department of Veterans Affairs to promulgate regulations to collect copayments for extended care services provided to veterans by the VA. Long Term Care Copay Phase I provided functionality to identify patients who financially qualify for LTC Copayment and flag episodes of care and encounters that are LTC-related. Functionality for LTC Copay Phase II includes the following:

- Implement new LTC copayment rates as defined by Public Law 106-117, Section 101.
- Identify episodes/encounters of care related to LTC (via Treating Specialties and DSS Stop Codes) to stop Means Test billing logic and start LTC billing logic.
- Determine if the patient has LTC Copayment Test (10-10EC) information on file; if not, generate a mail message bulletin to alert a designated group of users that the information is needed.
- Determine if the patient is exempt from LTC copayment; if not, obtain the patient's monthly-calculated LTC copayment obligation from the Enrollment Package.
- Create a new LTC Billing Clock to track the patient's first 21 days of LTC services in each 12 month period from the date LTC services began since they are not subject to LTC Copayment (21 free days).
- Create a new LTC Billing Clock Maintenance option to edit the patient's LTC Billing Clock (21 free days).
- Create a new LTC Billing Clock Inquiry option to display data contained in the patient's LTC Billing Clock ( 21 free days).
- Create a LTC monthly job that will run in the background to evaluate the patient's LTC episodes/encounters, apply special LTC billing rules, create charges not to exceed Enrollment's monthly calculated LTC copayment obligation, and pass the LTC charges to AR.
- Modify the existing Cancel/Add/Edit Patient Charges option to edit LTC charges that fall outside of the LTC Billing Clock ( 21 free days).
- Modify existing Outpatient/Registration Events Report to include all LTC outpatient activities within a user-specified date range.
- Modify existing Patient Billing Inquiry option to display all LTC data for a specified patient.
- Create a new LTC Single Patient Billing Profile option to display all LTC activity for a specified patient.
- Print LTC Copayment charges the patient's AR patient billing statement.


## Patch IB*2*171

The primary purpose of Patch IB*2*171 is to stop Means Test (MT) billing for Long Term Care (LTC) services, and to track those patients receiving LTC services so that they can be billed in the future.

Treating Specialties are used to identify LTC services for inpatients, and Clinic Stop Codes are used to identify LTC services for outpatients. Please refer to the charts that follow for a list of these codes.

| Treating Specialty (Inpatient) | Type of Care |
| :---: | :--- |
| 31 | Institutional Inpatient GEM |
| 32 | Institutional Inpatient GEM |
| 33 | Institutional Inpatient GEM |
| 34 | Institutional Inpatient GEM |
| 35 | Institutional Inpatient GEM |
| 37 | Institutional Inpatient Domiciliary |
| 80 | Institutional Inpatient NHCU |
| 81 | Institutional Inpatient NHCU |
| 83 | Institutional Inpatient Respite |
| 85 | Institutional Inpatient Domiciliary |
| 86 | Institutional Inpatient Domiciliary |
| 87 | Institutional Inpatient Domiciliary |
| 88 | Institutional Inpatient Domiciliary |
| 96 | Institutional Inpatient Hospice |


| Clinic Stop (Outpatient) | Type of Care |
| :---: | :--- |
| 190 | Non-institutional Outpatient ADHC |
| 319 | Non-institutional Outpatient GEM |

## Patch IB*2*176

The purpose of patch 176 is to implement the Long Term Care (LTC) Copayment requirement as mandated by the Veterans Millennium Health Care and Benefits Act, Public Law 106-117, Section 101. It is designed to perform LTC copayment calculations. It introduces the capability to start and maintain a LTC Billing Clock for patients, and to display LTC related information.

This patch also introduces a background job that runs on the first day of each month; however, the first time this background job will run is on the first night after the patch is installed.
Therefore, expect to see the first LTC related messages and charges the day after installation. The monthly job runs automatically as part of the IB MT NIGHT COMP job, and is invisible to the end user. This monthly job performs calculations to determine LTC copayments for the previous month. The first time the monthly job is run, any prior months that have not been billed since the LTC Billing effective date (JULY 5, 2002) will also be calculated. The monthly job checks patients' LTC status, applies LTC exemptions and special LTC business rules, and uses the patients' Monthly Calculated LTC Copayment Cap (obtained from Enrollment Package) to compute the proper LTC copayment amount (if any) for the patient.

## The LTC Billing Menu

```
BILS Billing Activity List
CHRG Cancel/Edit/Add Patient Charges
CLOL LTC Billing Clock Maintenance
INQL LTC Billing Clock Inquiry
PROL LTC Single Patient Billing Profile
```

This patch adds a new menu, the LTC Billing Menu. This menu is included on the Billing Clerk's Menu and the Billing Supervisor Menu. It includes three new options: LTC Billing Clock Maintenance, LTC Billing Clock Inquiry, and LTC Single Patient Billing Profile; and two modified options: Billing Activity List (formerly the Category C Billing Activity List option) and Cancel/Edit/Add Patient Charges.

## New Options

## LTC Billing Clock Maintenance

This option allows you to open or edit a LTC Billing Clock for a patient. You can edit the Start Date or Days Not Subject To LTC Copay (Free Days).

If you enter a patient who does not already have a LTC Billing Clock open, you will be asked if you want to add one. If you answer yes, you will be asked for the start date.

```
Select PATIENT NAME: IBPATIENT, ONE IBPATIENT, ONE 6-1-43 000450000
07-18-00 NSC VETERAN
    Enrollment Priority: Category: NOT ENROLLED End Date: 07/18/2000
The patient IBPATIENT, ONE has no LTC clock on file.
Do you want to add one? No// y (Yes)
You need to specify the clock start date
Enter a date: 1/1/02
```

Once you enter the Start Date for a new patient or the name of a patient who already has a LTC billing clock open, the billing clock information for that patient is displayed.

```
IBPATIENT, ONE 000-45-0000 06/01/1943 NSC VETERAN
===================================================================================
    LTC Copay Clock Start Date: Jan 01, 2002
    LTC Copay Clock End Date : Dec 31, 2002
    Free Days Remaining: 21
    Days Not Subject To LTC Copay: none
    User Added Entry : REDACTED May 13, 2002 3:24 pm
    User Last Updated:
You can edit Start Date OR Days Not Subject To LTC Copay (Free Days)
        Select one of the following:
            S Start Date
            F Free Days
Enter response: S Start Date
Enter a date: Jan 01, 2002// 2/1
```

If you edit the Start Date, the End Date is automatically re-calculated (for one year).

```
IBPATIENT, ONE 000-45-0000 06/01/1943 NSC VETERAN
=====================================================================================
    LTC Copay Clock Start Date: Feb 01, 2002 Clock Status: OPEN
    LTC Copay Clock End Date : Jan 31, }200
    Free Days Remaining: 21
    Days Not Subject To LTC Copay: none
    User Added Entry : REDACTED May 13, 2002 3:24 pm
    User Last Updated: REDACTED May 17, 2002 3:33 pm
```

When you choose to edit the Free Days, you can add, edit, or delete the days not subject to LTC copay. Dates prior to the start of the patient's billing clock or after the current date may not be entered. Up to 21 Free Days may be entered.

## Adding a Free Day

```
Enter response: Free Days
    Days Not Subject To LTC Copay: none
        Select one of the following:
            A Add
            E Edit
            D Delete
Enter response: a Add
Enter a date: 2/4 ... Feb 04, 2002 was added.
Enter a date: 2/7 ... Feb 07, 2002 was added.
Enter a date:
    Days Not Subject To LTC Copay:
        1 Feb 04, 2002 2 Feb 07, 2002
```

Editing a Free Day

```
        Days Not Subject To LTC Copay:
    1 Feb 04, 2002 2 Feb 07, 2002
    Select one of the following:
        A Add
            E Edit
            D Delete
Enter response: e Edit
Enter a number (1-2): 1
Enter a date: 2/5
    Days Not Subject To LTC Copay:
        1 Feb 05, 2002 2 Feb 07, 2002
```


## Deleting a Free Day

```
    Days Not Subject To LTC Copay:
    1 Feb 05, 2002 2 Feb 07, 2002
    Select one of the following:
            A Add
            E Edit
            D Delete
Enter response: d Delete
Enter a number (1-2): 2
Are you sure you want to delete this date? No// y (Yes)
    Days Not Subject To LTC Copay:
            1 Feb 05, 2002
```

As Free Days are added and deleted, the "Free Days Remaining" and "Days Not Subject To LTC Copay" fields are re-calculated. In the following example, four free days have been entered, which leaves 17 days remaining.

```
IBPATIENT, ONE 000-45-0000 06/01/1943 NSC VETERAN
====================================================================================
    LTC Copay Clock Start Date: Feb 01, 2002
    LTC Copay Clock End Date : Jan 31, 2003
    Free Days Remaining: 17
    Days Not Subject To LTC Copay:
        1 Feb 05, 2002 3 Mar 07, 2002
        2 Mar 01, 2002 4 Mar 08, 2002
```


## LTC Billing Clock Inquiry

The LTC Billing Clock Inquiry option allows users to view the details of the LTC Billing clock for a specific patient. No changes can be made through this option.

```
Select LTC Billing Menu Option: INQL LTC Billing Clock Inquiry
Select PATIENT NAME: IBPATIENT, TWO 5-1-25 000450000 NSC VETERAN
12D (NHCU)
    Enrollment Priority: Category: IN PROCESS End Date:
Enter <RETURN> to continue. <RET>
Choose LTC BILLING CLOCK (1-2): Feb 02, 2002// ??
IBPATIENT, TWO has the following LTC Copay Clocks
    1 Oct 01, 2001 - Sep 30, 2002 CANCELLED
    2 Feb 02, 2002 - Feb 01, 2003 OPEN
Choose LTC BILLING CLOCK (1-2): Feb 02, 2002// <RET> (Feb 02, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>
```

```
IBPATIENT, TWO 000-45-0000 05/01/1925 NSC VETERAN
```



```
    LTC Copay Clock Start Date: Feb 02, 2002
                                    Clock Status: OPEN
    LTC Copay Clock End Date : Feb 01, 2003
    Free Days Remaining: 0
    Days Not Subject To LTC Copay:
\begin{tabular}{llrllllll}
1 & Mar 26, 2002 & 8 & Apr 02, 2002 & 15 & Apr 09, 2002 \\
2 & Mar 27, 2002 & 9 & Apr 03, 2002 & 16 & Apr 10, 2002 \\
3 & Mar 28, 2002 & 10 & Apr 04, 2002 & 17 & Apr 11, 2002 \\
4 & Mar 29, 2002 & 11 & Apr 05, 2002 & 18 & Apr 12, 2002 \\
5 & Mar 30, 2002 & 12 & Apr 06, 2002 & 19 & Apr 13, 2002 \\
6 & Mar 31, 2002 & 13 & Apr 07, 2002 & 20 & Apr 14, 2002 \\
7 & Apr 01, 2002 & 14 & Apr 08, 2002 & 21 & Feb 02, 2002
\end{tabular}
    User Added Entry : REDACTED Mar 26, 2002 4:54
pm
    User Last Updated: REDACTED May 15, 2002 11:33
am
Enter RETURN to continue or '^' to exit:
```


## LTC Single Patient Billing Profile

This option prints a LTC billing profile for a specific patient. You can include the days not subject to LTC copay and/or LTC events. The default for the start with date is the start date for the LTC Billing Clock, and the default for the go to date is the current date.

```
Select PATIENT NAME: IBPATIENT, ONE IBPATIENT, ONE 12-6-59 000450000
    -- NSC VETERAN 11E REHAB
Financial query queued to be sent to HEC...
Enter <RETURN> to continue.
IBPATIENT, ONE has the following LTC Copay Clock
    1 Jan 05, 2002 - Jan 04, 2003 OPEN
Start with DATE: Jan 05, 2002// (Jan 05, 2002)
Go to DATE: Aug 20, 2002// (Aug 20, 2002)
Include DAYS NOT SUBJECT TO LTC COPAY on this report? YES//
Include LTC EVENTS on this report? YES//
DEVICE: HOME// UCX/TELNET Right Margin: 80//
```



## Modified Options

The following IB options have been modified to include LTC events. For more complete documentation on how these options work, please refer to the Integrated Billing V. 2.0 User Manual in the VistA Documentation Library (VDL).

## Billing Activity List

The name of this option has been changed from "Means Test Billing Activity List" to "Billing Activity List". All references to Means Test and Category C have been removed. The report has been modified to include both MT and LTC events.

```
Select OPTION NAME: Billing Activity List
Billing Activity List
    Select one of the following:
    0 NO
    1 YES
Run this report for Purple Heart Vets only?: NO// <RET>
Start with DATE: T-60 (MAR 21, 2002)
Go to DATE: t (MAY 20, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>
```

| Billing Activity List |  | MAY 20, 2002@17:31 |  |  | Page: 1 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| arges from 03/21/02 through 05/20/02 |  |  |  |  |  |  |
| PATIENT/ID | DESCRIPTION | STATUS | FROM | TO | UNITS | S CHARGE |
| IBPT, ONE 0000 | INPT PER DIEM | BILLED | 08/29/01 | 04/18/02 | 233 \$ | \$2,330.00 |
|  | INPT PER DIEM | BILLED | 08/29/01 | 04/18/02 | 233 \$ | \$2,330.00 |
|  | INPT PER DIEM | BILLED | 03/07/02 | 04/10/02 | 35 | \$350.00 |
|  | INPT PER DIEM | BILLED | 04/11/02 | 04/18/02 | 8 | \$80.00 |
|  | INPT PER DIEM | INCOMPLETE | 04/19/02 | 05/13/02 | 25 | \$250.00 |
| IBPT, TWO 0000 | INPT PER DIEM | ON HOLD (IN | 02/26/02 | 03/24/02 | 27 | \$270.00 |
|  | INPT PER DIEM | ON HOLD (IN | 02/27/02 | 03/24/02 | 26 | \$260.00 |
| IBPT, THRE 0000 | OPT COPAY | CANCELLED | 04/19/02 | 04/19/02 | 1 | \$15.00 |
|  | INPT PER DIEM | ON HOLD (IN | 04/19/02 | 04/19/02 | 1 | \$10.00 |
| IBPT, FOUR 0000 | LTC OPT ADHC | ON HOLD (IN | 04/26/02 | 04/26/02 | 1 | \$15.00 |
|  | OPT COPAY | ON HOLD (IN | 04/29/02 | 04/29/02 | 1 | \$15.00 |
|  | LTC OPT ADHC | ON HOLD (IN | 04/29/02 | 04/29/02 | 1 | \$15.00 |
|  | OPT COPAY | CANCELLED | 04/30/02 | 04/30/02 | 1 | \$50.00 |
| * Purple Heart Recipient |  |  |  |  |  |  |

## Cancel/Edit/Add Patient Charges

This Cancel/Edit/Add Patient Charges option has been modified to allow users to Cancel or Add LTC charges that fall outside of a patient's 21 free days in their LTC Billing Clock.

```
Select OPTION NAME: CANCEL/EDIT/ADD Patient ChargE IB CANCEL/EDIT/ADD CHARGES
    Cancel/Edit/Add Patient Charges
Select PATIENT NAME: IBPATIENT, ONE IBPATIENT, ONE 5-1-25 000450000
NSC VETERAN 12D(NHCU)
    Enrollment Priority: Category: IN PROCESS End Date:
Enter <RETURN> to continue. <RET>
Search for CHARGES from: MAY 20, 2001// FEB 14, 2002 (FEB 14, 2002)
    to: MAY 20, 2002// <RET> (MAY 20, 2002)
Include RX COPAY charges? NO// <RET>
```



## Editing a LTC Charge

LTC Charges may not be edited in this option. You must cancel the existing charge and add a new one.





Canceling a LTC Charge


## Outpatient/Registration Events Report

The Outpatient/Registration Events Report has been modified to include all LTC outpatient activities within a user-specified date range.

```
Select OPTION NAME: Outpatient/Registration Events Report
Outpatient/Registration Events Report
Start with DATE: APR 29 (APR 29, 2002)
Go to DATE: APR 30 (APR 30, 2002)
DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>
```



