SNF Medicare Billing

“More than Just the Basics”

A comprehensive SNF billing training to successfully submit claims and receive payments for services provided.
This 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 “More than just the Basics” 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 including managed care!

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 allows 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 Business Office staff 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 and Executive Directors
- Reimbursement, Financial Directors and staff**
- Corporate Accounts Receivable Consultants and/or Educators**
- Administrators in Training

**Who has 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 helpful, but not required.

Polaris Group has been an established expert in Medicare compliance and billing with best practices for over 25 years.

Register online at www.polaris-group.com or call 800-275-6252 Ext. 233 to receive your discount!
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 and 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 workshop training manual which includes all training materials, small group activities, and sample procedures and forms, 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!
DAY ONE

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)
    - MSP Questionnaire
    - Coordination of Benefits (COB)

Module 2 - Consolidated Billing
- SNF Consolidated billing guidelines
  - Vaccines
  - Supplies and durable medical equipment (DME)
  - Transportation
  - Diagnostic tests (example INR)
- CMS Website - finding the answers
  - Locating fee screen information
  - Medicare Administrative Contractors (MAC) jurisdictions
  - Electronic Data Interchange (EDI)

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
  - General notice for expedited review

Module 4 - Business Office Best Practices for Accurate Review
- 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 TWO

Module 5 - MDS/RUGS
- Relationship between MDS and claim
- RUG categories
- 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
  - Functional codes
  - Correct use of occurrence, condition, span and status codes to create the appropriate UB-04 claim for:
    - Medicare Part A
    - Medicare Part B
    - Managed Care
    - MSP claims

DAY THREE

Module 6 (Continued)
- Other claim situations
  - No pay and benefits exhaust claims
  - Provider liability claim
  - Leave of absence claim

Module 7 - UB-04 Case Studies
- Group activity

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
  - Cancellation
  - Additional Development Requests (ADR)

Module 9 - Real Time Claims Processing
- “Hands-on” assistance with problem claims. Come prepared to log onto 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 three due to time constraints
Monica Mondy, RAC-CT  
Sr. Financial Health Care Consultant

Monica Mondy, Senior Financial Health Care Consultant, has over 15 years of progressive healthcare finance experience, and has worked in the LTC Reimbursement field at multiple corporate levels.

Her position at Polaris Group utilizes her talents for consultation in the areas of financial operations and clinical reimbursement all across the country. Polaris Group has been able to make use of her expertise in Medicare, Medicaid, Medi-Cal and Managed Care Reimbursement as well as her knowledge of Federal and State regulatory guidelines.

Monica’s consultative proficiency has helped to improve the financial outcomes for multi-state chains, private and not-for-profit health care providers.

Monica holds a Human Resource Management Certification and attended Miramar College in San Diego, California.
DATES, LOCATION & HOTEL INFORMATION

Please note that participants are responsible for making their own hotel reservations.

Hotel Information:
All hotel information is provided on our website. Polaris Group has secured a limited number of rooms at a discounted rate. Please make your own hotel reservations early by using the links provided on our website.

DATES:

Atlanta, GA
March 19, 20 and 21st

Nashville, TN
April 23, 24 and 25th

Sacramento, CA
June 18, 19 and 20th

Philadelphia, PA
July 23, 24 and 25th

Minneapolis, MN
August 20, 21 and 22nd

San Antonio, TX
October 22, 23 and 24th

All class times are 8:30 am to 5:00 pm.
Coffee or soda provided. Meals are on your own.

$100 discount if registered 30 days in advance
Only $829 per person

Course Fee is $929
This fee includes three days of training, training manual and CD.

Refund/Cancellation Policy: All refund requests required in writing. Please refer to our website for complete refund policy information.

Register online at www.polaris-group.com
or call 800-275-6252 Ext. 233
### WORKSHOP REGISTRATION FORM

<table>
<thead>
<tr>
<th>Registration Rates:</th>
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<tr>
<td>$829 EARLY RATE (Register 30 days in advance and save $100)</td>
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<tr>
<td>$929 STANDARD RATE</td>
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- **Workshop Location**
- **Workshop Dates**
- **Name**
- **Organization**
- **Title**
- **Address**
- **City**
- **State**
- **ZIP**
- **Phone**
- **Fax**
- **Email Address**

- A check for my workshop fee is enclosed (made payable to Polaris Group)
- Charge my workshop fee to my credit card: □ VISA □ MC □ AMEX
  - Card Number: ____________________________
  - Exp. Date: ________
  - Three or Four Digit Security Code: __________

- **Name (as appears on card)**
- **Billing Address**: _______________________________________________________________________
- **City**: ________________  **State**: ______  **Zip**: ________________

Upon receipt of this form and your workshop fee, we will send confirmation of your registration including hotel information and information about any manuals/texts required for the class. (this information is available at www.polaris-group.com)