

Uniform Business Office Newsletter

Helping frontline users perform their day-to-day jobs

IMPORTANT NOTICE

Due to Privacy concerns, all personal identifiers, e.g., names and personal e-mail addresses and photos, were removed from this newsletter. We apologize for this inconvenience. If you have questions about an article, please contact the UBO Help Desk (UBO.helpdesk@altarum.org/703-575-5385).

Volume 8, Issue 2
Jan – Jun 2010

IN THIS ISSUE

1. Knowledge Into Action Conference
2. Web-Based Metrics Reporting
3. DD Form 2569 Renewal
4. Cosmetic Surgery Pricing
5. Cosmetic Surgery Business Rules Update
6. CY2010 OIB Rates
7. PATCAT Table Updated
8. 2011 UBO/UBO Educational Conference Scheduled
9. Learning Center
10. Snapshots from the Conference

Abbreviations and Acronyms in This Issue

1. Knowledge Turned into Action at the UBO/UBU 2010 Educational Conference

This year's educational conference was a great success. The number of attendees reached an all-time high of 655—100 more than the previous year. The Air Force UBO led the pack with 110 attendees. As in past years, it was held at the National Conference Center (NCC), in Lansdowne, Virginia. The conference offered tracks led by several groups—Uniform Business Office (UBO), Unified Biostatistical Utility (UBU), Medical Services Account (MSA), Third Party Outpatient Collection System (TPOCS), and Coding Compliance Editor (CCE).

Thank you to all of the volunteer speakers. The conference was a great opportunity to upgrade skills, to learn about what is new that pertains to individual jobs and to network with folks from the field and from TMA. There were more than 141 educational sessions in seven tracks and Service-specific breakout sessions:

UBU Beginners	20	MSA	25
UBU Advanced	15	TPOCS	18
UBO Beginners	18	CCE	15
UBO Advanced	18	Service Breakouts	12



Additionally, the American Health Information Management Association (AHIMA) offered a session presenter who received high attendance and positive feedback, and the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) coding exam was brought back and well received. Two evening socials were also held: A Welcome Reception on Monday evening with entertainment provided by the Air Force String Quartet and American Idol–Hawaiian Style on Wednesday evening. Both events were well received and great fun.

2. The Web-Based Metrics Reporting Tool

The Uniform Business Office uses an automated, Web-based data collection tool known as the UBO Metrics Reporting System (MRS). This system facilitates capturing, consolidating, validating, and reporting DD Form 2570 Third Party Collections Program (TPCP) results for the Tri-Service UBO. You can reach the Web site by going to ubometrics.org. Note: To access the MRS, you must first contact your UBO Service Manager for permission. You then must submit a request to the UBO Helpdesk that includes your full name, the name of your MTF, your contact phone number, your e-mail address, and the DMIS ID of your facility. The UBO Helpdesk will e-mail you your user name and temporary password. The following link provides an introduction and basic training for users: [Metrics Reporting System Introduction and Basic Training Presentation](#).

Your password must:

- be at least 8 characters long

- be different from the previous 24 passwords
- contain at least one lower case letter, one upper case letter, one digit, and one special character (Valid special characters are @#%\$%^&+=)

3. DD Form 2569 Renewal Pending

The DD Form 2569, Third Party Collection Program/Medical Services Account/Other Health Insurance (OHI), is in the final stage of a periodic renewal process. There are no substantive changes to the current form itself. However, the renewal process now requires a Memorandum for Record (MFR) that justifies collecting Social Security Numbers (SSNs). This is a new requirement by the Department of Defense in addition to required approval by the Office of Management and Budget (OMB). OMB has approved continued use of the DD Form 2569 through 31 March 2013. Once the Acting Principal Deputy Assistant Secretary of Defense for Health Affairs approves the SSN justification MFR, the form will be posted on the UBO Web Site.

The form was last renewed on 28 February 2007. That renewal approved abbreviating the form for patients without OHI and allowing patients with other insurance to copy their other health insurance card and attach it to the 2569. The 2007 renewal further authorized patients to initial the back of the form if their other insurance has not changed during the calendar year. MTFs can continue to store the form electronically in accordance with the Data Quality Management Committee.

4. Cosmetic Surgery Pricing Influenced by “Global Surgery Period”

What is a “global surgery period,” and how does it affect cosmetic surgery pricing?

In a nutshell, what this means is if a patient sees the same physician for additional or repeat services directly related to the initial procedure during the global period, the service should not be re-coded and additional professional fees should not be charged. Knowing if a procedure has an assigned global surgery period can impact the price paid as well as whether the procedure is coded again within that period. Global post-operative periods of 90 days are assigned to major surgeries and either 0 or 10 days to minor surgeries. Procedures that do not have an assigned global period of either 10 or 90 days are not subject to the global period, and the applicable fees would apply to the additional or repeated procedure.

For example...

Botox Cosmetic® procedures involve both a supply charge (J0585 code and associated unit price) as well as a professional fee (e.g., code 64612 for the face). The latter code has a 10-day global period (after the date of service) which means that the provider does not charge again for the 64612 code for any “touch-ups” performed during this global period. He or she should, however, assign the J0585 code for the second Botox units in compliance with the cosmetic surgery policy requiring payment of supplies and implants.

Dermabrasion (codes 15780-15783) and chemical peels (codes 15788-89, 15792-93) have a 90-day global period. Therefore, the fee for these procedures would cover any number of re-treatments provided within 90 days of the initial procedure. Costs for supplies should be coded at each treatment.

MSA staff should consult with coding staff to reference the MHS Coding Guidelines for information concerning procedures with global periods because code 99024 is the general code used for routine post-operative encounter. With this information, they can work with their providers who may be unaware of specific coding guidance for every code they use and thus can help minimize and resolve pricing issues. This encourages a partnership approach to cosmetic surgery policy compliance.

Finally, note that in preparation for the 2010 update, a global-days table will be added to the User Guide which can be given to providers to help them determine whether or not they should charge for a repeated service. Because space is limited on the Superbill, a global-days indicator is not shown there.

5. Cosmetic Surgery Rate and Business Rules Update

The Calendar Year (CY) 2010 cosmetic surgery rates for care furnished in MTFs are expected to become effective 1 July 2010. The UBO Program Manager reviewed the current rate methodology and options presented in response to clinical and business office feedback, and she has approved continuing to follow the current business rules governing physician and anesthesia fees as well as outpatient and inpatient facility rates. Comments from the MSA Service Managers and MTF MSA staff solicited earlier this year were mainly positive for the Cosmetic Surgery Estimator (CSE), Superbill, and User Guide.

A small number of procedures will be added to the list this year in addition to making some enhancements and corrections to the CSE, User Guide, and Superbill. Because of the potential for creating an inaccurate estimate, we recommend users avoid creating any other versions of the Superbill other than the approved version.

Live Webinar broadcasts in June 2010 demonstrated version 6.0 of the CSE and the Superbill. The Webinar and presentation will be posted and available for viewing on and download from the [UBO Web Site](#) prior to the effective date of 1 July 2010. Questions after the live broadcast may be submitted to UBO.helpdesk@altarum.org.

6. CY2010 OIB Rates Recommended for ASD(HA) Approval

The CY2010 Outpatient Itemized Billing (OIB) rates for ambulatory care within an MTF have been recommended to the Assistance Secretary of Defense (Health Affairs) for approval and are expected to become effective 1 July 2010. Once effective, the 2010 rates will be used in Composite Health Care System (CHCS) and Third Party Outpatient Collection System billing applications to generate charges/claims.

The OIB rates package includes: CHAMPUS Maximum Allowable Charge (CMAC) Rates, CMAC Component Rates, Anesthesia, Ambulance, Dental, Durable Medical Equipment/Durable Medical Supply (DME/DMS), Immunization, and elective Cosmetic Surgery rates. The package also updates the interagency rate (IAR) and international military education and training (IMET) rates, Ambulatory Procedure Visit (APV), Pharmacy Dispensing Fee, TPOCS Mapping Table, Current Procedural Terminology (CPT) Revenue Mapping Table, DMIS ID Table, and the Modifier Mapping Table.

No major changes in methodology from CY 2009 to CY 2010 were made. The overall average increase of the rates was 2.9%. Other specific percentage differentials were discussed during the June 2010 OIB Rate Update teleconference, including the overall changes in the new rate package. Listeners also had the opportunity to have questions regarding the rates answered live during the broadcast. The teleconference presentation will be available in Webinar format for viewing and download from the [UBO Web Site](#) prior to the effective date of 1 July 2010. Questions after the live broadcast may be submitted to UBO.helpdesk@altarum.org.

7. PATCAT Table Updated

The 2010 Patient Category (PATCAT) Table was released on 16 April 2010 for loading into Defense Health Information Management Systems. This is the first PATCAT Table update since January 2007. The PATCAT table implements several policy changes. New PATCATs were created to address a policy issued in March 2008 concerning work-related healthcare services (workers compensation and occupational health) provided to federal employees. Non-appropriated fund (NAF) employees are billed to the NAF instrumentality at the interagency rate unless the Secretary of the Military Department responsible for the MTF has designated NAF employees as eligible for care without reimbursement. Other federal agencies are billed at the interagency rate. DoD is not billed for work-related healthcare service to its employees.

A DoD Health Affairs policy dated 26 October 2007, established new charges for newborns of family member daughters and newborns of former Service Members who were pregnant prior to separation. Newborns of family member daughters and former Service Members are not defined as DoD beneficiaries. Billing will therefore cover services for the newborn from the time of birth until the time of discharge at the full outpatient reimbursement rate. Based on individual Service criteria, such as financial hardship, each Service may elect to use its Secretarial Designee status, if applicable, for these newborns. Finally the updated 2010 PATCAT Table adds 11 new subcategories for Veterans Administration (K61) beneficiaries.

8. 2011 UBO/UBO Educational Conference Scheduled

Save the Date: The 2011 Annual Education Conference is scheduled for 13–18 March 2011 at the National Conference Center. The conference schedule is currently being developed; visit the TMA UBO Web site for updates on its status. The UBO welcomes written suggestions for topics and speakers. Submit your suggestions and/or speaker proposals to UBO.helpdesk@altarum.org. Speaker proposals must include the speaker's name and contact information, a short biography of the speaker and a synopsis of the proposed topic for consideration. Note too if you are a subject matter expert and can speak on more than one topic.

9. UBO Learning Center

2010 Teleconferences

January 12 & 14*	CPT/HPCPS
February 16 & 18*	SIT/OHI
March 22–25*	Annual Conference
April 20 & 22*	UBO Web Site
June 8 & 10*	Cosmetic Billing
June 15 & 17*	OIB Rates
July 13 & 15	HIPAA 5010
August 17 & 19	Using the Pharmacy Estimator
September 22 & 23	ICD-10 CM/PCS, How it Will Affect Billing?
October**	ICD-9 Update

*Past presentations available on UBO Web site.

**Dates to be determined.

Teleconference Participation Is Limited

Teleconferences are now limited to 50 call-in lines per presentation. Consider sharing a phone line if you work with others who are also calling in. Based on our experience over the years, we believe this is an adequate number of lines.

Beginning in June 2010, teleconferences are presented in Webinar format which allows participants to follow and view the presentation from their computer screens. Participants may also submit questions to the presenter and receive answers simultaneously during and at the end of the presentation. Presentations are available for download from the [UBO Web Site](http://www.altarum.org/UBOWebSite) prior to the live broadcast, and Webinars are subsequently posted there for replay at the listener's convenience. Questions after the live broadcast may be submitted to UBO.helpdesk@altarum.org.

The [UBO Web Site](http://www.altarum.org/UBOWebSite) is your one-stop site for all UBO-related educational resources.

Abbreviations/Acronyms in This Issue

AAPC	American Academy of Professional Coders
AHIMA	American Health Information Management Association
APV	Ambulatory Procedure Visit
ASD	Assistant Secretary for Defense
CCE	Coding Compliance Editor
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
CHCS	Composite Health Care System
CPT	Current Procedural Terminology
CMAC	CHAMPUS Maximum Allowable Charge
CPC	Certified Professional Coder
CPT	Current Procedural Terminology
CSE	Cosmetic Surgery Estimator
CY	Calendar Year
DD	Department of Defense
DHIMS	Defense Health Information Management System
DME/DMS	Durable Medical Equipment and Durable Medical Supply
DMIS ID	Defense Medical Information System Identification Number
DoD	Department of Defense
HA	Health Affairs
IAR	Interagency Rates
IMET	International Military Education and Training
MFR	Memorandum for Record
MHS	Military Health System
MRS	Metrics Reporting System
MSA	Medical Services Account
MTF	Military Treatment Facility
NAF	Non-appropriated Funds
NCC	National Conference Center (Lansdowne, Virginia)
OHI	Other Health Insurance
OIB	Outpatient Itemized Billing
OMB	Office of Management and Budget
PATCAT	Patient Category
PCS	Procedure Coding System
SSN	Social Security Number
TPCP	Third Party Collections Program
TPOCS	Third Party Outpatient Collection System
UBO	Uniform Business Office
UBU	Unified Biostatistical Utility

Uniform Business Office Newsletter

Vol. 8, Iss. 2

Jan-Jun 2010

A quarterly publication of TRICARE Management Activity's Uniform Business Office.