

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).

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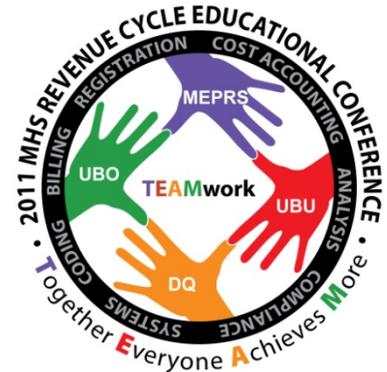
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1. Annual Educational Conference Update

The expanded annual educational conference will take place at the National Conference Center (NCC), Lansdowne, Virginia, on Tuesday, 15 March 2011 through 17 March 2011. Over 650 attendees from the Military Health System (MHS) are expected, and courses will be held in both the main and north buildings. A pre-conference workshop of basic Medical Service Accounts (MSA) and Data Integrity courses, which include Medical Expense and Performance Reporting System (MEPRS) and Data Quality (DQ), will be offered on Monday, 14 March 2010.



AAPC Certification Exam. Also on Monday, attendees will be offered an opportunity to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC®) exam. CPC candidates must register and pay by Friday, 11 February 2011, with AAPC to take the exam. Make sure you bring the correct books for the exam. The AAPC lists items candidates must bring to the exam including approved manuals at <http://www.aapc.com/certification/cpc.aspx>. The index number for the exam is 30110-E110027.

Continuing Education Units. This year the conference will have even more opportunities to earn CEUs. The American Academy of Professional Coders (AAPC) has previously awarded one (1) continuing education unit (CEU) for each AAPC-approved course attended, and we expect to receive this again, once the AAPC has certified the schedule. Coders credentialed by the American Health Information Association (AHIMA) can self-report CEUs for credit. The American College of Healthcare Executives (ACHE) has previously awarded one (1) Category II ACHE educational credit hour per course toward advancement or recertification, and we expect it will do the same this year. New this year, the American Association of Healthcare Administrative Managers (AAHAM) will grant one (1) CEU for each revenue-cycle-related course for AAHAM-credentialed participants who self-report using AAHAM's Online CEU tool.

Conference Registration. Both on-line conference and NCC registration (e.g., registration as a day or overnight guest) is required and will open in mid-January 2011. Please visit the UBO Web site at <http://www.tricare.mil/ocfo/mcfs/ubo/index.cfm> for updates. Registration will close on Friday, 25 February 2011; cancellations may be made without penalty on or before 8 March 2011. To register, attendees must obtain a registration number from their Service Program Managers to access the Conference registration Web site. A link to the NCC registration Web site is contained there.

The Conference registration Web site will be your center for all things conference-related. It will include an interactive schedule that allows attendees to select courses across eight (8) program tracks to

encourage learning about their colleagues' roles in the MHS revenue cycle and the shared goals of the UBO, MEPRS, DQ and UBU Programs. TPOCS (Third Party Outpatient Collection System) and CCE (Coding Compliance Editor) courses will be restricted; permission from your Service's UBO and UBU Program Managers, respectively, is required for courses in those tracks.

The 2011 MHS Revenue Cycle Educational Conference is your hub of unlimited opportunity to learn and discover your own path to success. Here, you can connect with the people, potential, and progress that can help you make informed business decisions today for a more confident tomorrow. We look forward to this energizing, productive conference. Hope to see you there!

Note: Due to regulatory restrictions, the TMA UBO Program Office will not sponsor any evening programs on either Tuesday or Wednesday, 15 and 16 March. Course sessions will conclude on each day at 1720 EST. On Monday, 14 March, a Conference Welcome Reception will be held from 1900 to 2100 EST.

2. MHS Launches the ICD-10 Integrated Project Team

The effective date for ICD-10 is just around the corner. On **1 October 2013**, everyone in health care who sends code sets to Medicare, Medicaid, TRICARE, or any health insurance company for reimbursement will be required to submit inpatient claims with ICD-10-CM (diagnosis) and ICD-10-PCS (procedure) codes, and outpatient claims with ICD-10-CM codes. The 1 October 2013 date is firm, and there will be no billing grace periods. To learn how ICD-10 will affect billing, visit http://www.tricare.mil/ocfo/mcfs/ubo/learning_center/training.cfm. Posted there are a Webinar and presentation brief available for on demand viewing from any computer.

In preparation for ICD-10 implementation, the Military Health System (MHS) has launched an ICD-10 Integrated Project Team (IPT). This group meets monthly to discuss and review ICD-10's impact on the MHS. The first meeting of the IPT group was held on 26 October 2010. Many of the Service representatives were present, in person or via telephone. The meeting brought everyone together for a strategic look at how ICD-10 will be implemented and how it will affect coding, systems, policies, and regulations within MHS. A timeline was presented to the group to show the phases of the transition.

Five sub-workgroups were formed at the kickoff meeting: (1) Purchased Care, (2) Training & Communications, (3) Policy & Forms, (4) Functional Requirements, and (5) Implementation & Compliance. As of the December 2010 meeting, the Implementation & Compliance sub-workgroup was merged into the Functional Requirements sub-workgroup. All of these sub-workgroups plan to meet once a month to review and discuss how ICD-10 will impact their specific areas and related issues. Each has a Chair and functional Point of Contact (POC).

3. UBO Pharmacy Rate Update Effective 4 February 2011

The UBO Program Office has released an update for the Pharmacy Rate Table that will become effective on 4 February 2011. The updated table provides prices for approximately 131,000 National Drug Codes (NDCs) listed in the November 2010 Defense Logistics Agency (DLA) Managed Care Pricing File (MCPF). This update implements a pricing methodology that uses TRICARE allowable payment data from the MHS retail Pharmacy Data Transaction Service (PDTS) database to set UBO prices for a majority of prescription drugs so they correspond to what TRICARE allows. The methodology does not limit the availability of drugs; it only identifies billable drugs and the amount to bill. Where a drug is represented in the MCPF but not in the PDTS, the median average wholesale price methodology is used to set the price. Under this pricing methodology, the UBO Program Office implemented a \$2.00 per script dispensing fee—again consistent with the average dispensing fee allowed by the TRICARE retail pharmacy.

In addition to providing pricing allowable by TRICARE reimbursement, the updated table provides a current list of NDCs to the military treatment facility (MTF) billing systems.

4. DoD-VA Modified DRG Institutional Inpatient Payment Calculator Effective 1 October 2010

The UBO Program Office has released an update for the DoD-VA Inpatient Billing Rates, effective for admissions on or after 1 October 2010. The FY11 DoD-VA Modified DRG Institutional Inpatient Payment Calculator is now available at:

http://www.tricare.mil/ocfo/docs/VA-DoD_Modified_drg_calculator_FY2011_v2_web.xls. It is used to calculate inpatient institutional fees for facilities participating in DoD-VA sharing agreements. In previous versions of the calculator, users had to look up the zip code and corresponding Area Wage Index in a separate worksheet and then manually enter this information into the calculator. The updated payment calculator has been enhanced to allow the user to enter the desired zip code directly into the calculator, and the corresponding Area Wage Index automatically populates in the calculator. The calculator continues to use the DoD-VA discount of 10% (or locally agreed upon discount).

5. Update on Billing of Observation Services

The fall UBO Newsletter described the new DoD policy on Observation services (<http://www.tricare.mil/ocfo/mcfs/ubo/newsletter.cfm>): (1) Observation services can occur in the Emergency Department (ED) or nursing unit only, and (2) patients in a clinic (except ED) requiring observation services must be “admitted” to the hospital and placed in a bed in a nursing unit.

Collaboration between the UBO and Unified Biostatistical Utility (UBU) is ongoing, and clinical pathways have been identified where observation care intersects: on the nursing unit, in the emergency department (ED), or in either location when subsequent inpatient admission occurs. As you may be aware, the MHS Composite Health Care System (CHCS) generates either an inpatient insurance claim or inpatient interagency invoice (i.e., DD7 Report) when patients with third party coverage or interagency beneficiaries are “admitted” in the system. With the establishment of the Observation policy, someone has to intervene in the billing process to prevent an incorrect claim. The UBO Program Office, in coordination with UBO Service Program Managers, is developing a manual billing and identification process to prevent improper billing and, in turn, to prepare a correct claim or invoice.

Detailed observation guidance is slated for publication in the next version of the MHS Coding Guidelines, expected in January 2011. In coordination with those guidelines, the UBO Program Office will prepare a UBO Observation guidance policy letter. Included in this letter will be detailed flow charts outlining the identification process. The process to create a correct claim or invoice (including a checklist of applicable observation codes and the appropriate claim forms and other information needed) will be published in the UBO User Guide.

In the meantime, since most Observation stays are less than 24 hours, an interim process that can be used to identify inpatient claims that may be an Observation admission versus a true admission should include reviewing all inpatient claims that are one-day stays or less and consulting with coding departments to determine the circumstances surrounding these admissions.

6. Cosmetic Surgery Annual Update

The UBO Program Office is preparing for the FY11 Cosmetic Surgery annual update. This includes: (1) reviewing business rule changes and updating cosmetic surgery procedure codes; and (2) updating the Cosmetic Surgery Estimator (CSE) to provide more clarity and guidance to the user. In addition, the

“Provider’s Guide to the Elective Cosmetic Surgery Superbill 2010” is posted on Altarum’s secure SharePoint site, https://my.altarum.org/SitesList/UBO_CSE_2010/default.aspx. This provider’s guide contains extracts from the Cosmetic Surgery User Guide.

As in past years, a CSE feedback form will be distributed via the Service Program Managers. Your feedback is greatly appreciated and beneficial. The UBO Program Office reviews and considers user preferences and comments. Be on the lookout for this form to be distributed again in the first part of 2011.

7. Entering Specialized Medications in CSE 6.0

The UBO Helpdesk has received several inquiries asking how to enter the medication Dysport®, which can be used instead of Botox®. Dysport is used in conjunction with the chemodenervation codes (64612, 64613, 64614, 64650, and 64653). Currently, the CSE v6.0 allows the selection of Botox only in Box 10 as this is linked to these specific chemodenervation procedure codes. To add Dysport, enter the medication name in Box 12, ensure you have a local price per unit to enter in the pricing section, and enter in the total number of units as indicated on the Superbill. Contact the UBO Helpdesk at UBO.helpdesk@altarum.org if you have questions or need further assistance.

8. “MTF Highlights” coming soon to UBO Newsletter

The UBO Program Office is pleased to announce the addition of a new feature to the UBO Newsletter—“MTF Highlights.” This section will shine a light on an MTF’s best UBO practices and stories from the field to promote knowledge-sharing, best practices, and career connections. Take this opportunity to share your real life experiences, successes, and how you have overcome challenges. If your MTF and UBO Program Office have a good news story or accomplishment to share, send it to the UBO Editor at [UBO Helpdesk](mailto:UBO.Helpdesk), on or before 1 March 2010 to be included in the next edition of the newsletter.

9. UBO Learning Center

Upcoming Webinars include:

18 and 20 Jan 2011	2011 Update CPT & HCPCS Codes
15 and 17 February 2011	Judge Advocate General (JAG) Support for UBO Billing
29 and 31 March 2011	Metrics System Upgrade Update
April 2011	How to Determine Charges Using the VA/DoD Calculator

Presentations listed below are archived for on demand viewing, from any computer with Web browsing capability, at the UBO Learning Center at http://www.tricare.mil/ocfo/mcfs/ubo/learning_center/training.cfm.

ICD-10 Impacts to Billing and Coding
2011 Updates to ICD-9Codes
CHCS Process Management for Reimbursement
Military Treatment Facility Anti-Fraud Program DODI 5505.02

Visit the UBO Learning Center for any changes and/or additions to the schedule. You may also contact the UBO helpdesk at (703) 575-5385 or UBO.helpdesk@altarum.org with any questions and/or to submit recommended trainings and speakers that would be useful to the performance of your daily tasks. Let us know how we can help you do your job easier and better!

10. Welcome

Please join the UBO Program Office in welcoming new Army and Navy UBO Program Managers to the UBO family in their new roles.

Abbreviations/Acronyms in This Issue

AAPC	American Academy of Professional Coders
CCE	Coding Compliance Editor
CHCS	Composite Health Care System
CPC	Certified Professional Coder
CPT	Current Procedural Terminology
CSE	Cosmetic Surgery Estimator
DLA	Defense Logistics Agency
DoD	Department of Defense
DRG	Diagnostic Related Group
DQ	Data Quality
ED	Emergency Department
FY	Fiscal Year
HCPCS	Healthcare Common Procedure Coding System
ICD	International Classification of Diseases, Revisions 9 and 10
ICD-10-CM	ICD Tenth Revision, Clinical Modification
ICD-10-PCS	ICD-10, Procedure Coding System
IPT	Integrated Project Team, MHS
JAG	Judge Advocate General
MCPPF	Managed Care Pricing File
MEPRS	Medical Expense and Performance Reporting System
MHS	Military Health System
MSA	Medical Services Account
MTF	Military Treatment Facility
NCC	National Conference Center
NDC	National Drug Code
OHI	Other Health Insurance
PDTs	Pharmacy Data Transaction Service
POC	Point of contact
SIT	Standard Insurance Table
TMA	TRICARE Management Activity
TPOCS	Third Party Outpatient Collection System
UBO	Uniform Business Office
UBU	Unified Biostatistical Utility
VA	Veterans Affairs, Department of

Mark your calendars *now*
for the 2011 MHS
Revenue Cycle
Educational Conference
15-17 March 2011

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UBO Program Manager**UBO Deputy Program Manager****Newsletter Editor****UBO Helpdesk**

UBO.helpdesk@altarum.org

UBO Subject Matter Experts***Patient Financial Services***

Billing office operations such as MHS rate development, CHCS/TPOCS mapping tables, and reimbursement procedures

Medical Management

Documentation, coding, and policy development, including ICD-9-CM, CPT-4, and HCPCS coding

Access Management

Registration, identification of other health insurance (OHI), third party contract management, and the standard insurance table (SIT)

Compliance & Policy Management

Policy and guidance to ensure MTF revenue cycle business processes are conducted in accordance with DoD and national compliance standards

Metrics System Support***Education and Conference***