

HHC Support Note:

Notice of Admission (NOA) Manual Claim Edits Overview

On 01/01/2022 we executed a script that generated an NOA claim for any Medicare Traditional patient crossover period (i.e., patients under your care admitted prior to 2022). In some cases, patients had a reviewed visit before the new NOA was generated by PCC. This means an NOA claim got generated with the original SOC date (i.e., there's an NOA for this patient with a date prior to 01/01/22). These claims do still need to be generated with the artificial admission date. The artificial admission date is the first day of the second billing period to meet the initial NOA claim submission requirement per CMS regulation.

Tip: The NOA claim can be submitted once the Claim Date has been met or elapsed. Unlike RAP's, NOA's cannot be submitted in advance.

Procedure

ISSUE 1: Traditional Medicare has NOA with Claim Date prior to 2022.

This occurs when an appointment in the last week of 2021 (12/26/2021-12/31/2021) was completed, in 2021 but not reviewed until 2022.

EXAMPLE:

Claim Date for Medicare traditional NOA shows 12/31/2021, which is the last appointment completed in 2021 but not reviewed until 2022.

| Claim - Invoice | Status | Claim State | Payer - Plan | Claim Type | Claim Dates | Billed ... | Reimb ... | Form Type | Follow... | Actions |
|------------------------|--------|-------------|-----------------------------------|------------|----------------------------|------------|-----------|---------------|-----------|---------|
| 00000000 - 00000000 | New | ✓ Rules Met | Palmetto GBA - Medicare - PDGM | NOA - NOA | 12/31/2021 - 12/31/2021 | \$0.00 | \$0.00 | Institutional | | Actions |

To change Claim date and Charge on the NOA claim to the start date of Billing Period 2 in 2022:

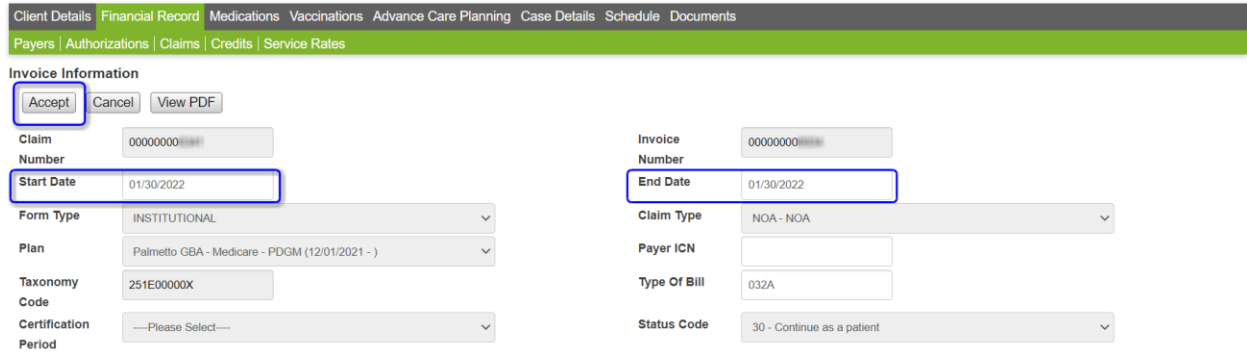
1. Navigate to the **Clients** tab, search for **patient**, select **patient**, click **Accept**.
2. Navigate to the **Case Details** tab, select the **Cert Periods** tab, note the start date of Billing Period 2 in 2022.

| Certification Period | Billing Period 1 | Billing Period 2 | Active |
|-------------------------|-------------------------|-------------------------|--------|
| 12/31/2021 - 02/28/2022 | 12/31/2021 - 01/29/2022 | 01/30/2022 - 02/28/2022 | ✓ |

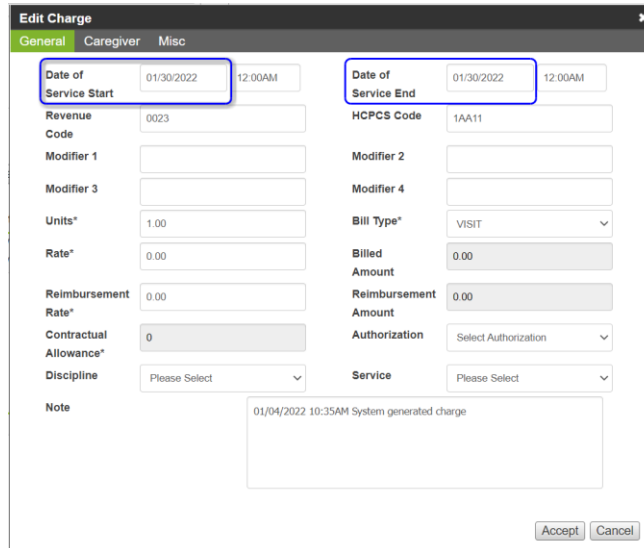
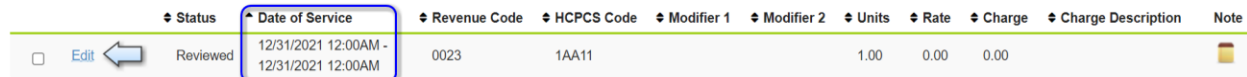
3. Navigate to the **Financial Record** tab, select the **Claims** tab, locate the **NOA Claim**, select **Actions** for that claim> select **Charges** from the drop down to edit the Claim.



4. Under Invoice Information select **Edit**, change **Start** and **End Date** to the **Start Date** of Billing Period 2 in 2022, click **Accept** to save.



5. Scroll down the claim to **charges**, select **Edit** on the 0023/HIPPS Code line, change Date of Service **Start** and **End** to the start date of Billing Period 2 in 2022, click **Accept** to save.



6. Navigate back to the **Claims tab** or **Billing Queue** to submit the claim.

ISSUE 2: Medicare Advantage has NOA with Claim Date prior to 2022

This occurs because the Medicare Advantage NOA is generated with the original SOC Date versus the artificial admission date of the start of Billing Period 2 in 2022.

EXAMPLE:

Claim Date for Medicare Advantage NOA shows 10/24/2021, which is the original Start of Care Date for this Episode.

| Claim - Invoice | Status | Claim State | Payer - Plan | Claim Type | Claim Dates | Billed A... | Reimb ... | Form Type | Follow ... | Actions |
|------------------|----------|------------------|--|------------|----------------------------|-------------|-----------|---------------|------------|--------------------|
| 00000 - 00000 | Rejected | NOA claims ca... | United Healthcar... Medicare Replacement | NOA - NOA | 10/24/2021 - 10/24/2021 | \$0.00 | \$0.00 | Institutional | | Actions Charges |

To change Claim date and Charge on NOA to the start date of Billing Period 2 in 2022:

1. Navigate to the **Clients tab**, search for **patient**, select **patient**, click **Accept**.
2. Navigate to the **Case Details tab**, select the **Cert Periods** tab, note the start date of Billing Period 2 in 2022.

| Certification Period | Billing Period 1 | Billing Period 2 | Active |
|-------------------------|-------------------------|-------------------------|--------|
| 12/23/2021 - 02/20/2022 | 12/23/2021 - 01/21/2022 | 01/22/2022 - 02/20/2022 | ✓ |
| 10/24/2021 - 12/22/2021 | 10/24/2021 - 11/22/2021 | 11/23/2021 - 12/22/2021 | ✓ |

3. Navigate to the **Financial Record tab**, select the **Claims** tab, locate the **NOA Claim**, select **Actions** for that claim> select **Charges** from the drop down to edit the Claim.

Client Details | Financial Record | Medications | Vaccinations | Advance Care Planning | Case Details | Schedule | Documents

Payers | Authorizations | Claims | Credits | Service Rates

Invoice Information

Edit | View PDF

4. Under Invoice Information select **Edit**, change **Start** and **End Date** to the **Start Date** of Billing Period 2 in 2022, click **Accept** to save.

Client Details | Financial Record | Medications | Vaccinations | Advance Care Planning | Case Details | Schedule | Documents

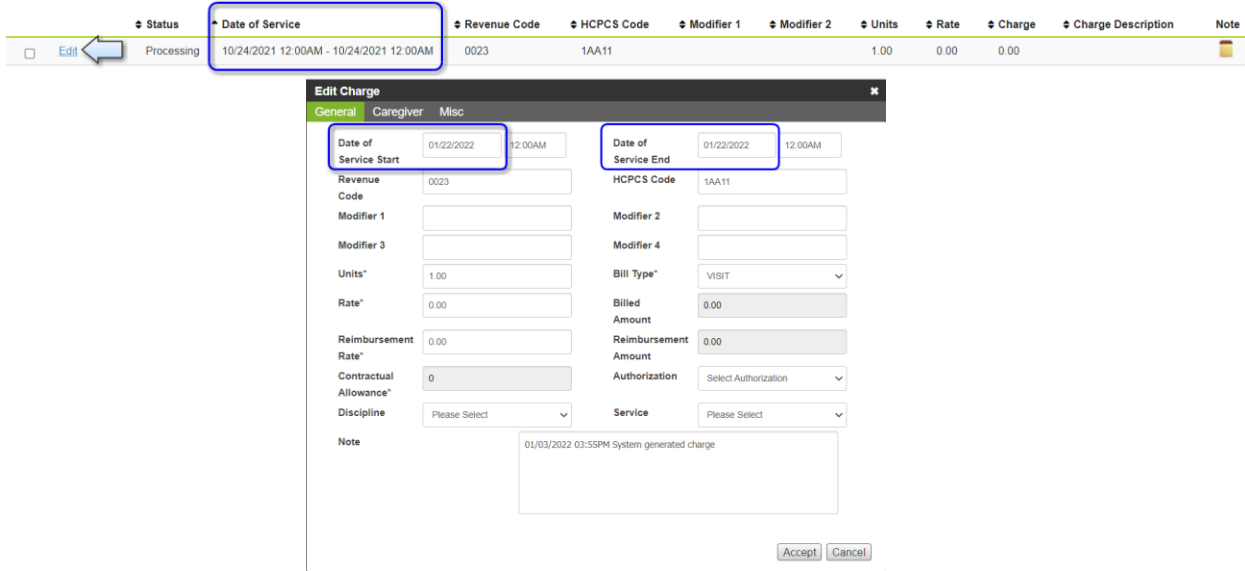
Payers | Authorizations | Claims | Credits | Service Rates

Invoice Information

Accept | Cancel | View PDF

| | | | |
|----------------------|--|-----------------|----------------------------|
| Claim Number | 00000000 | Invoice Number | 00000000 |
| Start Date | 10/24/2021 | End Date | 10/24/2021 |
| Form Type | INSTITUTIONAL | Claim Type | NOA - NOA |
| Plan | United Healthcar... Medicare Replacement (10/19/2021 -) | Payer ICN | |
| Taxonomy Code | 251E00000X | Type Of Bill | 032A |
| Certification Period | ---Please Select--- | Status Code | 30 - Continue as a patient |

5. Scroll down the claim to **charges**, select **Edit** on the 0023/HIPPS Code line, change Date of Service **Start** and **End** to the start date of Billing Period 2 in 2022, click **Accept** to save.



6. Navigate back to the **Claims tab** or **Billing Queue** to submit the claim.

ISSUE 3: NOA Requirement Configuration for Medicare Advantage Payer-Plans was not completed prior to 01/01/2022.

The billing configuration for Medicare traditional payers is automatically set to NOA Required. If a payer-plan follows NOA requirements, you must update it to turn on the configuration for Medicare Advantage.

Once you have completed selecting the NOA Configuration option for any of your Medicare Advantage Payer-Plans that require NOA’s, please notify homhealthsupport@pointclickcare.com to have the script ran in your database to generate NOA claims for crossover periods on Medicare Advantage Payer-Plans that follow the **artificial admission date** for the initial claim. The script will not auto-retro claims already created, it will apply to new claims from the date of the script. All existing claims would follow the manual edit procedure noted above.

For more information on our Notice of Admission system updates navigate to the resource hub in the software.

