



MEMORANDUM

TO: **All Nursing Home Providers**
FROM: **EDS and NH Medicaid**
DATE: **October 2005**
SUBJECT: **New Billing Requirements for Tertiary Claims**

This notice contains information regarding significant changes to the NH Title XIX claims submission billing requirements for **all** nursing home providers.

Several providers have voiced concerns about the processing of nursing home claims when Medicare is the primary insurance, another insurance is the secondary insurer and Medicaid is the tertiary insurer. Effective immediately, the Department of Health and Human Services (DHHS) and EDS are implementing the following requirements to facilitate timely processing of correctly completed claims:

Your UB92 claim form must contain the following information:

Form locator 2 must state "**Nursing Home.**"

- Form locator 4 **MUST** contain an appropriate type of bill code. Medicare A crossover claims **MUST** be billed with type of bill codes **211, 212, 213 or 214**. Medicare B crossover claims **MUST** be billed with type of bill codes **221, 222, 223 or 224**.
- Form locator **50A** and **50B** must contain the appropriate 4-digit other insurance carrier codes for Medicare and the secondary insurance carrier.
- Form locator **54A** and **54B** must list the payments from each payor separately.

In addition to following the new billing requirements, as indicated above, the following information will also help ensure that your paper claims may be processed through OCR:

General:

- UB92 forms must be the original, red-background forms
- Only original claim forms may be used; no copies or faxes will be accepted

Handwritten forms:

- Must be printed neatly and accurately using **only** black ball-point pen
- Must contain capital letters whenever possible, for clarity and accuracy
- Data that is not neatly printed or is not capitalized increases the possibility that the OCR process will fail

Typed forms:

- Must contain capital letters whenever possible, for clarity and accuracy
- Must contain 10 point font or larger (not to exceed the size of the field)
- Must **not** contain script or italic font
- In general, data that is handwritten rather than typed or computer generated increases the possibility that the OCR process will fail

If you have questions about the contents of this notice, please contact the EDS Communications Unit at 1-800-423-8303 (NH & VT only) or (603) 224-1747.