

Provider-Managed Billing Diagnosis Codes Job Aid

This feature is enabled by HHAX System Administration. Please contact <u>HHAX Support</u> <u>Team</u> for details and setup.

Billing Diagnosis Codes are determined by the Payer and sent in the Authorization at the time of placement. Providers servicing Linked Contracts receive Billing Diagnosis Codes as *read-only*, unable to edit if/as needed for billing purposes. A Payer-based permission is available to allow Providers to add and manage Billing Diagnosis Codes for any Linked Contract; whether the ones assigned by the Payer or the ones entered/edited by the Provider. This feature applies to all Linked Contracts.

Note: A blank **Diagnosis Code** may result in an item placed on **Billing Hold**. Refer to the <u>Resolving Missing Primary</u> <u>Dx Code Exceptions Job Aid</u> to resolve. For specific Contract Setup details and instructions, consult with the respective Linked Payer.

Edit Link in Patient Authorization

Once a Payer enables a Provider to edit or add Billing Diagnosis Codes for an Authorization (located at (*Patient > Authorization*), an <u>Edit</u> link appears on the applicable row of the **Authorization** tab, as shown in the following image. The <u>Edit</u> link only appears if the Provider has permission to add Billing Diagnosis Codes.

thorizat	tions Ord	ler Frequen	KY I						
Auth.#	From Date	To Date	Service Category	Service Lype	Service Code	Authorization Type	Payer	Notes	Visits
10001260	10/02/2017	10/25/2023	Home Health	нна	HHA Hourly	Daily 5: 5.00 SN: 8.00 M: 8.00 T: 8.00 W: 8.00 TH: 8.00 F: 8.00	Life Care Demo Payer	1	idit 🚺 Updat
10001414	11/10/2016	11/19/2021	Home Health	RN	RN Hourly	Monthly Hours: 150.00	Life Care Demo Payer	1	idit 🕴 Undat
10001569	09/01/2020	11/30/2020	Home Health	нна	1_HHA_288	Daily S: 5.00 SN: 5.00	Life Care Demo Payer	\$	idit 📲 Undat

Edit Link in the Authorization Tab

Providers who are enabled to change Billing Diagnosis Codes are presented with an **Add** button in the *Billing Diagnosis Code(s)* section of the Patient *Authorization* window, as shown in the following image.

uusevakaaaa suskaaiaatiaa							
HRAEXChange - Authorization							
Authorization 🛈							
Service Category: Home Hea	lth 🖌	* Service Type:	HHA 🗸				
* Authorization Number: 10001360		* Service Code:	HHA Hourly 🛩	Service	Code Type: Hourly		
* From Date: 10/02/201	7 0	* To Date: [10/25/2023	Authoriz	ation Type: Daily	~	
Hours							
Master Start Time: Any	Saturday 5.00 ANY	Sunday 8.00 ANY	Monday 8.00 ANY	Tuesday 8.00 ANY	Wednesday 8.00 ANY	Thursday 8.00 ANY	Friday 8.00 ANY
Blackout Dates (1)							
		No	Blackout Date Entered				
Document:	Note: File mus	t he 1000 KR in size or s	maller				
Billing Diagnosis Code(s):	Code	Description			Admit. Prin	ary Add	
	000	Anencephaly and similar	r malformations		Yes	X	
	003.0	Malformations of aqued	uct of Sylvius			×	
I	<u>C02.0</u>	Plangnant neoplasm of c	torsal surface of tongue			X	





Choosing a Billing Diagnosis Code

On the Authorization Default DX Code window, select the ? (question mark) link to access the ICD-10 Diagnosis search, as seen in the image to the right. Refer to the section below to select an ICD code.

Once the ICD code is selected, determine if this is an **Admitting Diagnosis** and/or a **Primary** Diagnosis by selecting the appropriate checkboxes.

Authorization Default DX	Code
* ICD:	A00.0 2
Description:	Cholera due to Vibrio cholerae 01, biovar cholerae
Admitting Diagnosis:	
Primary:	1 (1)
	Save Cancel

Authorization Default DX Code Window

Click Save to finalize.

Use the *Diagnosis Search* window to search for and select an ICD-10 Code. To add an ICD code, click on the respective link from the **ICD-10** column, as shown in the following image.

HAeXchange	e - Diagnosis Search	E
Diagnosis	Search	
	ICD: Description:	
	Search	
Search Res	ults (95457) Page 1 of 3819	Next Last
ICD-10 ▲	Description	Flags
A00	Cholera	
A00.0	Cholera due to Vibrio cholerae 01, biovar cholerae	
Allinh	Cholera due to Vibrio cholerae 01, biovar eltor	
	Cholera, unspecified	
Adr	Typhoid and paratyphoid fevers	
<u>A01.0</u>	Typhoid fever	10
401.00	Turkeld favor upper lfed	

Diagnosis Search Window

Billing Diagnosis Codes on the Contract Level

For some Linked Contracts, Billing Diagnosis Codes can be added on the Contract level (*Admin > Contract Setup > Billing/Collections tab*). On the *Billing/Collections* tab, select the **Default Billing Diagnosis Code(s)** checkbox. Click on the *Add* button to open the *Contract Default DX Code* window. Click on the <u>?</u> link on the right of the **ICD** field to search and select the applicable diagnosis Code (as illustrated in the following image).

Contract Default DX Code	fuelt Billing DX Code(s)	
* ICD: 2 Description:	Code Description	Admit. Primary
Admitting Diagnosis: 🗌 🗿	E00.0 Eczema herpeticum	Yes
Primary: 🗌 🕢	Monthly Invoice Date: Select V	
Save Cancel		
		Hist

Billing Diagnosis Codes on the Contract Level

Billing Diagnosis Codes on the Patient Contract Level

Billing Diagnosis Codes can also be added for some Linked Contracts at the Patient Contract level (*Patient > Contracts*). On the *Patient Contract* page, click on the <u>Additional Options</u> link for the respective contract. Select *Patient Diagnosis Code Override* from the menu. On the *Patient Diagnosis Code Override* window, click the *Add* button to search and select the applicable Billing Diagnosis Code (as seen in the following image).

Patient	Diagnosis Code Override			History
If this Pal grid belov Note: Thi	tient should also include the same Diagnosis in w. If no Diagnosis Codes are entered at the Auth a Contract has been configured with the follow	formation on claims for this Contract, porization level, the system will automa- ing default Billing Diagnosis Codes. Th	those codes can be stically apply codes e hese codes will be u	entered in the ntered here. sed for billing
unless sp	ecific Diagnosis Codes are entered here, or at th	e Authorization level.		
unless sp Code	ecific Diagnosis Codes are entered here, or at th Description	ne Authorization level. Admit.	Primary	Add

Billing Diagnosis Codes on the Patient Contract Level

Billing Diagnosis Code Limit

Up to 26 unique Billing Diagnosis Codes are allowed per Patient, with one defined as Primary.

When attempting to add more than 26 codes, the system issues a validation not allowing further entries, as shown in the image to the right.





Billing Diagnosis Codes on the Invoice Details Page

On the *Invoice Details* page, click on the **Billing DX Code** link to open the *Billing Diagnosis* window (as illustrated in the image below). To edit an existing code, click on the <u>Code</u> link and make the changes. To add a Billing Dx Code, click on the **Add** button and follow the instructions above. Click **Save** to finalize.

							Addusse								
	HAeXch Billing D	ange - Billi Ilagnosis	ng Diagno	sis				_		1	History				
	Code	Descript	ion						Admit.	Primary	Add				
	004	Cholera								Yes	X				
QZ)		 All reco All reco 	rds within t rds within t	his invoic his billing	e i batch Sa	ve Cano	el								
)			
									Un-Expor	t All	Print Invo	nice	Print	Duty S	104
<u>Visit</u> <u>Hrs</u>	Units	<u>Visit</u> <u>Rate</u>	Service Code	Ш. <u>Hrs</u>	Billed	Paid	Balance	3rd Party	Un-Export Payment Status	t All Billing DX Co	Print Invo 1 Ide	ice Export Status	Print E- billing manual	Duty Sl Export Histor	100

Invoice Details Page: Billing Diagnosis Window



Invalid Billing Diagnosis Codes

At times, a Payer may send an invalid Billing Diagnosis Code. Invalid codes are denoted with an orange exclamation point (!) icon (as seen in the following image) indicating that it must be corrected.

HHAeXchange - Patient Authoriza Type:	i tion Hourly	Display	Hours	Units	IJ	
Banked Hours:						
Period:	Weekly	Max Hours for Entire Auth	0.00	(Enter 0 fo	r unlimited) 🛈	
		Specific Date Type				
Max Hours per Period:	lax Hours per Period: 10.00 Contract configured for Sunday Authorization Week-Ending Day.					
Additional Rules:	■ ①					
Document:	Note: File m	ust be 1000 KB in size or smaller.				
Billing Diagnosis Code(s):	Code	Description	Admit.	Primary	Add	
	DX1 0		_	Yes	×	
	DX2 U				X	
Invalid IC	D-10 cod	Encounter for general adult medical examination without abnormal findings			X	
	X00.0XXS	Exposure to flames in uncontrolled fire in building or			X	

Invalid Billing Diagnosis Codes