







Keeping Ogres out of the Kingdom Admissions Checklist

- **The Magic Potion**
 - Establish & enforce staff responsibilities
 - Track admission items are complete
 - Timely communication with clinical & billing office staff
 - Know who the payer is because cash is King
 - Ensure payer requirements are met
- **Happily Ever After**
 - Reduced frustration in the castle at month end
 - Enhanced compliance with policies and procedures
 - Better communication and retrieval of key information
 - Decreased denials from insurance villains

UNLOCKING THE MAGIC OF YOUR REVENUE CYCLE

FORM/POLICY	SIGNED & DATED/COMPLETED/OBTAINED			COMMENTS
<i>Business Office Forms</i>				
Welcome Letters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Admission Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
HIPAA & Privacy Act Notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Notice of Facility Practices	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Resident Rights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Authorization to Obtain & Release Medical Record Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Financial Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Copies of all Payor Cards (Front & Back)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Insurance Verification Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Copy of Social Security Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
SNF Determination on Admission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Medicare Secondary Payor Questionnaire	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Assignment of Benefits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

Preventing an Insurance Folktale Insurance Checklist

- **The Magic Potion**
 - Check active coverage
 - Determine timely filing limits
 - Establish payment methodology
 - Track authorization requirements
 - Verify out of pocket costs
- **Happily Ever After**
 - Decreased denials due to non-coverage and timely filing
 - Avoided mythical A/R
 - Better communication with residents and responsible parties of the Kingdom

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CONSOLIDATED BILLING CHECKLIST	
DETERMINE RESPONSIBILITY	
<input type="checkbox"/> Where does the service fall on the Major Category list? <input type="checkbox"/> What's the procedure code for the service? <input type="checkbox"/> What's the place of service? <input type="checkbox"/> Do we have a negotiated contract/payment agreement or should we contact the outside provider?	<input type="checkbox"/> Do we have a notice ready to send with the resident to inform the outside provider of the resident's status as a Med A resident in a skilled nursing facility? <input type="checkbox"/> Track the service to ensure an invoice is received on time for billing purposes.
BEFORE PAYING THE INVOICE	
<input type="checkbox"/> Was the resident in a covered Med A stay when the service was rendered? <input type="checkbox"/> Is the item included in consolidated billing? <input type="checkbox"/> Do we have a negotiated price and/or payment agreement with the rendering provider? <input type="checkbox"/> If there is no negotiated price or payment agreement, verify the Medicare allowable and contact the provider to negotiate payment. (Keep in mind the rendering provider is not obligated to accept the Medicare allowable amount.)	<input type="checkbox"/> Submit payment on time. <input type="checkbox"/> Provide a copy of the invoice to billing office to include on claim.
LINKS TO HELPFUL RESOURCES	
<input type="checkbox"/> CMS Major Category Exclusions Explanation <input type="checkbox"/> CMS Major Category HCPC Edits <input type="checkbox"/> CMS Physician Fee Schedule Lookup	<input type="checkbox"/> CMS Sample Patient Notices & Agreements <input type="checkbox"/> Noncovered Services Booklet

When Someone Leaves the Kingdom Turnover

- The Magic Potion
 - Establish a back-up plan- don't count on Cinderella to never leave her Step-Mother
 - Know the process
 - Access, Access, Access,
- Happily Ever After
 - Less reliance on the Fairy Godmother
 - Avoiding cash flow interruptions
 - Decreased stress

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Reverse the Spell of Incorrect Claims Triple Check Process

- The Magic Potion
 - Communication among the Royals
 - Improved claims accuracy
 - Enhanced compliance
- Happily Ever After
 - Decreased denials
 - Increased compliance with rules and regulations
 - Able to find required items when the Big Bad Wolf knocks

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Overseeing Your Castle Effective AR Aging Review

- The Magic Potion
 - Set a defined meeting time
 - Involve management
 - Ask specific questions
 - Set thresholds
 - Use billing notes or a spreadsheet to document collection efforts
- Happily Ever After
 - Accountability on follow up
 - Increased cash flow
 - Avoid large write offs
 - Effective and efficient management of receivables

UNLOCKING THE MAGIC OF YOUR REVENUE CYCLE 

Future of this Fairy Tale

- The Magic Potion
 - Be prepared for change
 - Monitor costs
 - Be able to communicate your fairy tale
 - Open the draw bridge from time to time
- Happily Ever After
 - Being prepared
 - Communicating the Fairy Tale in a world of Scary Tales
 - No Jesters in the court

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Free Resources From Your Fairy Godmother

Sign up for BKD Thought ware
http://pages.bkd.com/Subscription-Management_AG-Subscribe.html
 Medicare Rates
<http://www.bkd.com/industries/health-care/long-term-care/rug-database.htm>
 Access to Tools on our website
<http://www.bkd.com/industries/health-care/long-term-care/resources.htm>
 Access to the Link
<http://www.bkd.com/thelink>



*Let's Continue
This Fairy Tale Adventure*

Follow us on LinkedIn or Twitter or see information at the Link!
www.bkd.com/thelink

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