

H1N1 CODING & BILLING GUIDANCE
FOR LHD USE ONLY
September 30, 2009

- **H1N1 VACCINE IS FREE**
 - You cannot charge anyone for the vaccine

- **H1N1 ADMINISTRATION**
 - LHDs cannot charge the patient for the administration

 - ANY vaccine provider receiving PHER funds cannot charge any fee to the patient regardless of their payer source, to include: deductible, co-pay & co-insurance.

 - Private, contracted vaccine providers may charge an administration fee to the patient and bill third parties as long as they are NOT receiving ANY PHER funds.

 - If XYZ has asked LHD for PHER funds to help defray costs to provide the vaccinations, and there is an agreement between both parties, then XYZ cannot charge the patient. However, they may be able to bill third parties.

- **INSTRUCTIONS & FORMS**
 - Instruction Memo including CPT/ICD-9 codes in draft form.

 - Administration/Consent forms are in final draft and will resemble the seasonal flu form.
 - Four forms have been developed:
 - One form for use in clinical setting or mass immunization(non-billing)
 - One form for use in clinical setting or mass immunization (billing 3rd parties)
 - One form combining H1N1 and Seasonal Flu
 - And a form for use in school setting

 - Vaccine Information Statements (VIS) have not been released by CDC at this time.

- **BILLING OF ADMINISTRATION TO THIRD PARTY PAYERS**
 - Medicare: Free vs billing Medicare
 - Q: Can a public health department bill a Medicare beneficiary for administration of flu shot even though they do not charge a non Medicare beneficiary?
 - A: Yes. Claims Processing Manual 100-04, Chapter 18, Section 10.2.5.2 found at this link:
<http://www.cms.hhs.gov/Manuals/IOM/list.asp>

“Governmental entities (such as PHCs) may bill Medicare for pneumococcal, hepatitis B, and influenza virus vaccines administered to Medicare beneficiaries when services are rendered free of charge to non-Medicare beneficiaries.”

- **LHD may bill third parties for administration:**
 - Medicare Part B will pay same as seasonal flu (\$18.77)
 - Preventive Medicaid will pay same as seasonal flu
 - Passport-pending confirmation
 - Humana Insurance-pending confirmation

- Other insurance to include (Part C) Medicare Advantage -LHD is responsible for benefit confirmation

REMEMBER: *the majority of your target population is not Medicare eligible.*

- **LHDs not billing any third parties for administration:**
 - No PEF is necessary
 - No entry into PSRS
 - Brief one page administration/consent form
 - Three year retention requirements
- **LHDs who choose to bill third parties for administration:**
 - Must meet collection, reporting & billing requirements of all third party payers
 - PEF is necessary
 - PSRS entry
 - Must hand-bill to any carrier not set up for electronic billing
 - Responsible for collection of billing information from patient
 - Responsible for collection of payment from third party payers

TIME CODING

- **Preparedness employees**
 - for regular time code to 821 or your normal cost center
 - for overtime code to 726
- **All other employees**
 - Code to 726 for any H1N1 activity
- **Focus III cost center is 731**
 - This should be effective Oct. 1 since the grant won't be awarded until 9/30
 - H1N1 services provided as a part of another clinical service is to be coded to 700. (WIC example)
 - H1N1 only services provided during regular clinic should be coded to 731.
 - H1N1 services provided as part of mass vaccination clinic to be coded to 731. (all disciplines)

VOLUNTEER PROVIDERS/MRC

After the volunteer completes the registration process in KHELPS, the LHD completes the approval process.

Those three steps include:

- 1.) A background check,
- 2.) Verification of licensure (if a licensed person), and
- 3.) Completion of some paperwork (worker's comp, security agreement, badge, etc.) LHDs can complete a basic online verification of RN licensure on the KBN website.

If LHD will be billing 3rd parties you must have a provider number for each volunteer or contracted nurse. These provider numbers are requested through the Local Health Help Desk, localhealth.helpdesk@ky.gov or by phone at 502-564-7213, option 5.

If the health department needs a provider number for an independent contractor and/or a personal service employee contract. Please provide the name, job title and who will be responsible for the third party billing.