



RI IHH/ACT ACORN RELEASE NOTES

RI-CUSTOM-BILLING – VERSION 1.0.7

REQUIRES ECHOVANTAGE VERSION 3.17 OR HIGHER

OVERVIEW

The RI Bundling Acorn addresses state-specific bundling requirements for ACT (Assertive Community Treatment) and IHH (Integrated Health Home) program services. Billing customizations are included for submitting claims for these bundles on the 837P.

INSTALLING THE ACORN

The *install-ri-custom_billing-1.0.7.RELEASE.sql* installation script creates:

- Two Acorn Registrations, one for Service Processing, *RI Bundling Customization*, and one for Billing, *RI 837P Customization*
- The following custom tables:
 - `dbo.RICustomBundles`
 - `dbo.RICustomServiceDefinitions`
 - `dbo.RIClientmonthlyEnrollmentData`
 - `dbo.RICustomJobForm`
 - `dbo.RICustomJobServices`
- The *RI Staff Mapping* and *RI Custom Billing* forms are tagged with the Form Location *MENU*.
- Two views – `dbo.VRICHargeJobs` and `dbo.VRIClientStays`. The `dbo.VRIClientStays` installs using the Enrollments table as a placeholder.

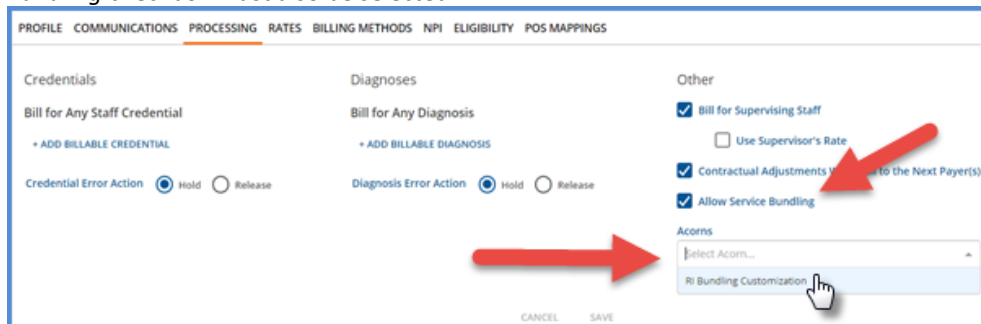
The *ThriveAcornData.sql* or *NewportAcornData.sql* scripts populate core and custom tables with the needed information for the IHH/ACT specific bundling.

- Currently, these scripts alter the `dbo.VRIClientStays` view to populate the Client, AdmissionDate, and DischargeDate columns with the same values from the **dbo.HospitalAdmissions** table.
- This view should be updated for each agency as additional forms and tables are added that capture *Client Stay* information, such as incarcerations. Please contact your project manager or Echo Support with any questions.

CONFIGURING THE APPLICATION

[Configuration > Services/Payers > Payers](#)

On the *Processing* tab of the appropriate Payer, select the RI-Bundling-Customization Acorn from the *Acorns* drop-down list. This selection triggers the charge creation process to look for special bundles when creating charges for this Payer. The *Allow Service Bundling* checkbox must also be selected.



On the *Rates* tab, override the Service Definition Default Rate for both the IHH (Integrated Home Health) and the ACT (Assertive Community Treatment) bundled Service Definitions if necessary for the Payer.



PROFILE COMMUNICATIONS PROCESSING **RATES** BILLING METHODS PAYER MAPPINGS ELIGIBILITY POS MAPPINGS

H0037 Integrated Health Home

Calculations

Charge Calculation Method * Unit Unit Calculation * Fixed Unit

Start Date 01/01/2020 End Date Units Billed * 1

Minimum Minutes 1 Maximum Minutes 999

Requires Authorization
 Report as 1 Unit

Rates

Service Definition Base Rate
\$ 13.82
For reference only

Payer Rates *

Credential	Base Rate *	Contracted Rate *	Start Date	End Date
Credentials	\$ 100.00	\$ 100.00		

+ ADD PAYER RATE

On the Payer *Billing Methods* tab, edit the 837 Professional ensuring that the *RI 837P Customization Acorn* is selected.

PROFILE COMMUNICATIONS PROCESSING **BILLING METHODS** NPI ELIGIBILITY POS MAPPINGS

837 Professional

CMS-1500 Paper

837 Institutional

UB-04 Paper

Header

Acorns **RI 837P Customization** Submitter Name (Loop 1000A, NM103) Echo

Authorization Info (ISA02) 12345 Submitter Id Code (Loop 1000A, NM109)

Submitter Contact (Loop 1000A, PER02)

Configuration > Setup > Forms

1. Add a Form Category, for example, RI Custom Billing.
2. Then add the RICustomBilling and RIStaffMapping forms to the newly created Category.
 - o The acorn installs the forms with the Form Location of Menu already tagged.
 - o Remember to grant access to the new Category and Form in *Configuration > Staff/Users > User Groups > MENU OPTIONS* to the appropriate User Groups.
 - o Visit webhelp.echoehr.com/forms for more detailed information on Forms configuration.
3. A *Display Name* can be given that differs from the form name if desired.
 - o Display Name is the name displayed under the Category heading when the *Forms* main menu is selected.
 - o In the example, spaces were added to the *Display Names*, resulting in *RI Custom Billing* and *RI Staff Mapping*.

RI Custom Billing

- RI Custom Billing
- RI Staff Mapping

Drop forms here to add to category



Forms Main Menu

The RI Staff Mapping and the RI Custom Billing forms are now visible on the Forms Main Menu.

4. RI Staff Mapping

- Lists all of the Service Definitions that the acorn inserts into dbo.RICustomServiceDefinitions with the associated Program and SubProgram.
- The SubProgram is used to determine if the Service is for ACT or IHH.
- Allows users to associate Staff to the Service Definitions for reporting on theNM1 line of the 837P.

Service Definition	Program	SubProgram	Staff
PEER	CSP	ACT	
EM4	HT	ACT	
TXFAM	CSP	ACT	
GRP	CSP	ACT	
INT	HT	ACT	
CLOZ	CSP	ACT	
TXIND60	HT	ACT	
OUTRCH	CSP	ACT	
GRP	HT	ACT	
OUTRCH	CSP	IHH	
TXIND45	CSP	ACT	
PSYCHEVAL	HT	ACT	
CLOZ	HT	ACT	
ES	HT	ACT	
INT	CSP	ACT	
SNV	HT	ACT	
SNV	CSP	ACT	

5. RI Custom Billing

- This form has two sections that work in conjunction with the Fiscal Overview functions.
 - Charge Creation
 - Create 837P
- Services are entered using the typical workflow. Processing these Services is covered in detail in the following sections.

RI Custom Billing

Charge Creation

Month: 08 August | Year: 2020 | [Mark Services Ready and Create Charges](#)

Create 837P

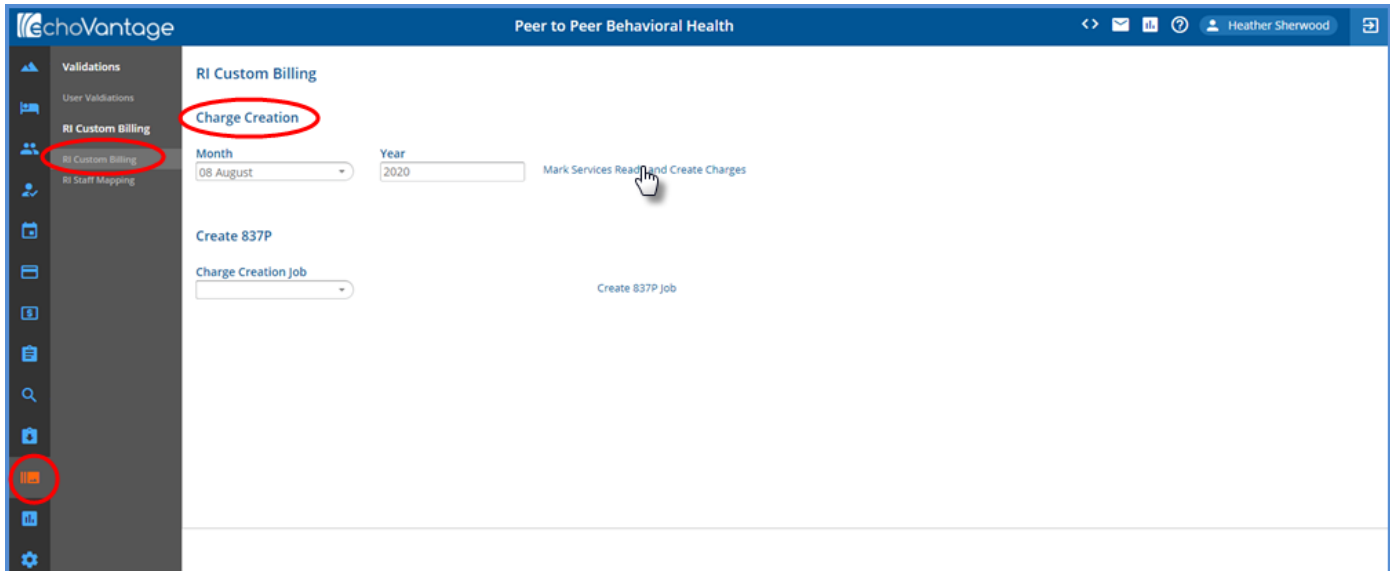
Charge Creation Job: | [Create 837P Job](#)



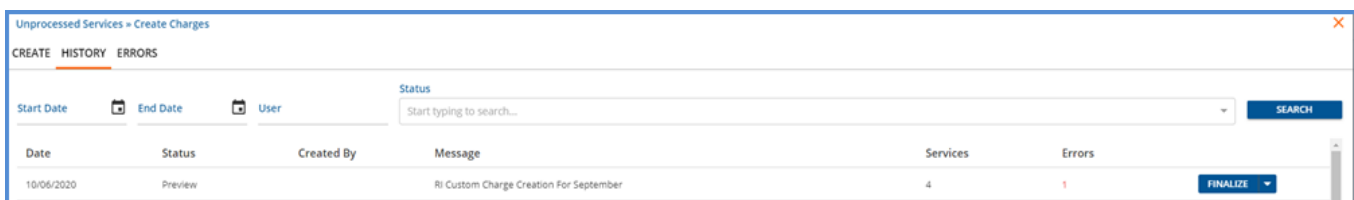
PROCESSING SERVICES

The status for IHH and ACT Services can remain *Not Ready* as the acorn processing marks them *Ready* and creates charges. To process these Services:

1. Navigate to the Forms main application menu.
2. Select the *RI Custom Billing* form.
3. Enter the *Month* and *Year* for Processing.
4. Then select the blue *Mark Services Ready and Create Charges* button.



5. IHH and ACT Eligible Services are marked Ready and included in the Create Charges job if:
 - The Service falls in the date range entered (Month and Year).
 - The Service Program matches an open IHH or ACT Client Enrollment Program. The *Components* tab of the bundled Service Definition lists the valid Programs.
 - The Service SubProgram is an IHH or ACT SubProgram. The *Components* tab of the bundled Service Definition lists the valid SubPrograms.
 - And the minimum criteria (Duration, Service Count) is met for each Service.
 - The Service Definition defines the Service duration.
 - The ACT bundle is inserted with a minimum duration of two hours.
 - This minimum is stored in the `dbo.RICustomBundles` table in the *MinimumHours* column.
 - Altering the *MinimumHours* column's value updates the acorn should the minimum hours requirement change from the current value.
 - The *Create Charges* job calls a stored procedure that logs a bundle error and places any Services on hold for Clients in ACT who fail to meet the minimum hourly requirement for the month.
 - When the job is *Finalized*, the held Services are returned to *Ready* status in the *Unprocessed Services > Created Charges* screen.
6. Navigate to *Vantage Point > Fiscal Overview > History* tab to view the IHH and ACT *Create Charges* job in *PREVIEW* status.
 - Review the job and correct any errors if necessary. Clicking on the job record displays the job *Details* in the bottom pane.
 - If errors occurred, the job should be Reversed and processed again using the *RI Custom Billing Form* from the Forms main menu to ensure that the acorn logic is used during reprocessing.





- If any ACT Services match on Client and date range to an entry in the *Client Stays* view (dbo.VRIClientStays),
 - Services provided during the stay (hospitalization or incarceration) are not included in the ACT bundles.
 - These excluded Services are left in *Ready* Status in the *Vantage Point > Unprocessed Services > Create Charges* tab.
- Select Finalize to complete the *Create Charges* process.

CREATING AN 837P USING THE ACORN

Return to the *Forms* main menu item and select the *RI Custom Billing* form to create an 837P job.

1. Select the *Finalized* RI Custom Billing *Create Charges* jobs in the *Charge Creation Job* drop-down.
2. Click on the blue *Create 837P job* button.
3. Then navigate to *Vantage Point > Fiscal Overview > Unbilled Charges > History* to view the job in *Preview* Status.
4. Review and address errors as needed.
 - The 837 Report, 837 download, and Debug files are available just like non-acorn jobs.
 - If errors are present, reverse the job and create again from the *Forms* menu to ensure the acorn logic is used during processing.
5. Keep in mind that if the 837P job contains Services that are mapped to a Staff name in the *RI Staff Mapping* form, that staff will appear in the NM1 segment.
6. When the review is complete, and the job is error-free, select Finalize to complete the *Create Bills* process. The job Status updates to *Done*.

Date	Payers	Status	Created By	Message	Charges	Errors
10/01/2020	MEDICARE - MEDICARE	Done		RI Custom 837 Creation For September	\$ 100.00	0