



TWI CUSTOM BILLING ACORN RELEASE NOTES

TWI CUSTOM BILLING – VERSION 2.0.24.RELEASE

REQUIRES ECHOVANTAGE VERSION 3.28 OR HIGHER

DOCUMENT HISTORY

Date	Description	Author	Version
09/01/2021	Initial Release	Heather Sherwood	2.0.24.RELEASE

OVERVIEW

The TWI Custom Billing Acorn creates custom bundles by Staff Modifier based on credentials when a client is provided the same Service multiple times in a day. Bundled Service Definitions are not required as the Acorn's custom logic handles the bundling using the same Service Definition information as the individual Services. The Acorn also has an 837 customization to report '99' for the Place of Service when the bundled Services are provided in different locations.

INSTALLING THE ACORN

The installation inserts two Acorn Registration records: *TWI Staff Modifier Bundling* and *TWI 837 POS Override*. After installation is complete, the Acorn version displays in the Help > About page in the ACORNs section.

CONFIGURING THE APPLICATION

Select the Acorn for the Applicable Payers

Navigate to *Configuration > Services/Payers > Payers > Processing* for each Payer requiring custom bundling. Select the *Allow Service Bundling* checkbox and select *TWI Staff Modifier Bundling* in the Acorns drop-down listing. Remember to *SAVE* these changes. The Acorn must be defined on the Payer's Processing tab, and Service bundling must be selected to trigger the custom logic during Charge creation.

The screenshot shows the 'Processing' tab for a Payer in the EchoVantage system. The 'Acorns' dropdown menu is open, showing 'TWI Staff Modifier Bundling' selected. Two red arrows point to the 'Allow Service Bundling' checkbox and the dropdown menu.



September 1, 2021

Navigate to *Configuration > Services/Payers > Payers > Billing Methods* for each applicable Payer and select the 837 Professional. Next, select *TWI 837 POS Override* in the Acorns drop-down listing and remember to select *SAVE* to record the changes. The Acorn must be defined on the Payer's 837 Professional Billing Method to correctly report '99' for the Place of Service in the 837P file when the bundled same day Services are not provided at the same location.

Code	Plan	Type	Category	Payer ID	CMS Payer Name	Address	Phone	Web Site
HA	HS - HA Med Plans Inc	Commercial	3rd Party Commercial	5678	POS(3713)			

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

837 Professional
CMS-1500 Paper
837 Institutional
UB-04 Paper

Header

Acorns: TWI 837 POS Override

Submitter Name (Loop 1000A, NM103): P2P Behavioral Health
Receiver Name (Loop 1000B, NM103): Health Alliance

Authorization Info (ISA02): 5678
Receiver Id Code (Loop 1000B, NM109): 4321

Security Information (ISA04): Heather Sherwood
Sender Code (G502): 5678

Submitter ID Qualifier (ISA05) *: ZZ
Communication Qualifier (Loop 1000A, PER03) *: Telephone
Receiver Code (G503): 4321

Submitter ID (ISA06): 5678
Comm. Number (Loop 1000A, PER04) *: 6034478600
Transaction Status (BHT02) *: Original

Receiver ID Qualifier (ISA07) *: ZZ
Transaction Type (BHT06) *: Chargeable, (Fee-for-Service)

Configure Staff Credential Modifiers

Staff Credential Modifiers are used to determine if the same day Services qualify for the daily bundle; Services with the same Staff Modifier bundle while Services with different Staff Modifiers do not. These Staff Modifiers can be defined on the Service Definition Rates tab or, in the case of a Payer Rate override, on the Payers Rates tabs in *Configuration > Services/Payers*.

Peer to Peer Behavioral Health

Counseling

Service Code: COUN, Billable: Yes, CPT: 90806, HCPCS: No, Bundled: No, Group: No, Add-on: No, Direct Fee: No, Per Diem: No

PROFILE COMPONENTS RATES **PROGRESS NOTES**

+ ADD CREDENTIALLED RATE

Billing Codes

Default Billing Code *: CPT: 90806

Revenue Code: 914, Exclude Billing Code and Modifiers:

Value Code: _____ Value Code Amount: _____

Procedure Modifiers

+ ADD PROCEDURE MODIFIER

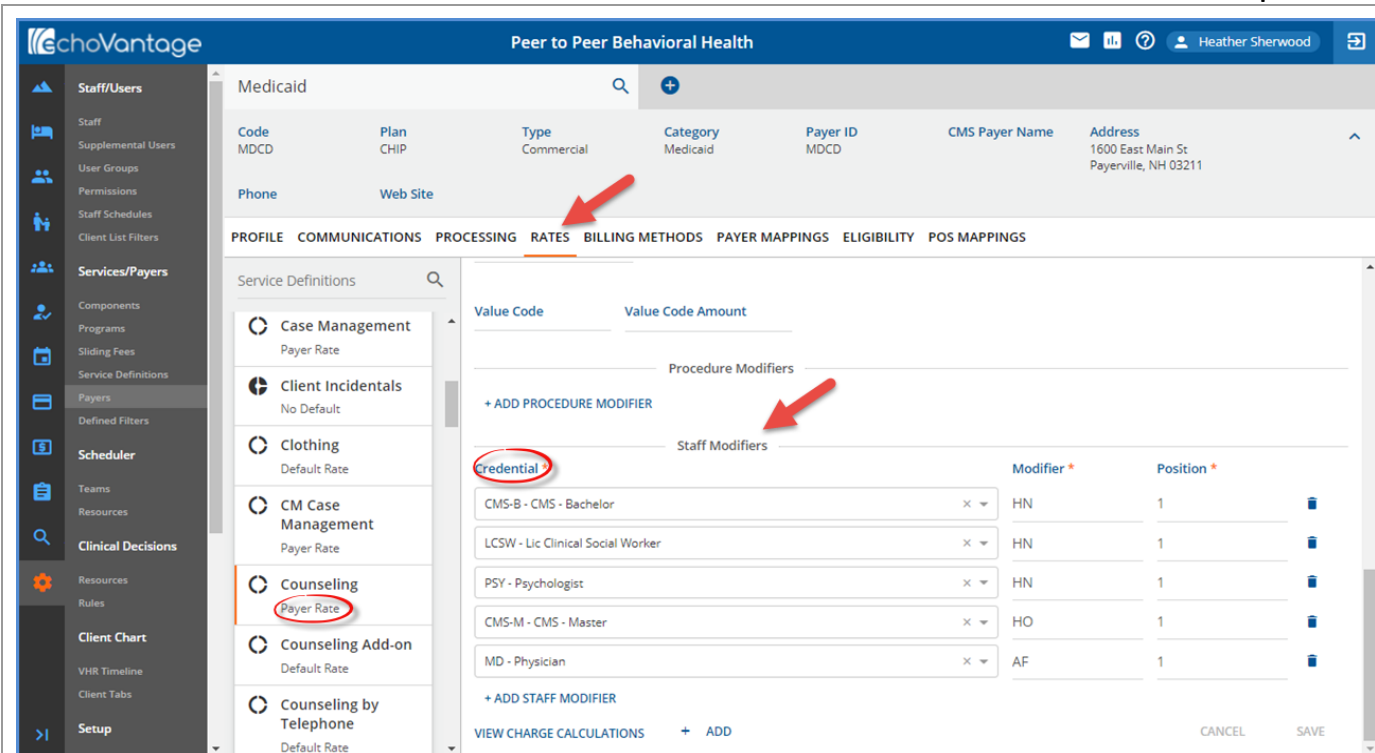
Staff Modifiers

Credential	Modifier *	Position *
LCSW - Lic Clinical Social Worker	AJ	1
MD - Physician	AF	1
PSY - Psychologist	HP	1
CMS-M - CMS - Master	HO	1
CMS-B - CMS - Bachelor	HN	1

+ ADD STAFF MODIFIER

VIEW CHARGE CALCULATIONS + ADD CANCEL SAVE

The image above is an example of configured Credential type Staff Modifiers on the Service Definition Rates tab.



The image above is an example of configured Credential type Staff Modifiers on the Payers Rates tab.

Remember that the same position number cannot be used in both a Procedure Modifier and a staff Modifier. However, the same position may be repeated within the modifier type, like both examples above.

Rates

The Acorn uses the Rate (Unit and Charge Calculation method) information of the individual Service Definition to calculate the Charge for the bundle. Therefore, the creation of Bundled Service Definitions is not required.

The TWI Custom Billing Acorn configuration steps are now complete.

PROCESSING SERVICES USING THE ACORN

Follow your agency's typical workflow for entering and marking Services as Ready. The Acorn's custom logic is triggered during the *Fiscal Overview > Unprocessed Services > Create Charges* process when charges are created for Payers with the *TWI Staff Modifier Bundling Acorn* selected in *Payers > Processing*. A Daily bundle is created when

- Two or more of the same Services are provided in a single day.
- The Staff Credential modifiers are the same for these Services.

The Staff Credential must be active (active credentials have an end-date on or after the Service Date) to be associated with a modifier. If a Staff Credential is inactive or not defined in the Service Definition or Payer's Rates tab, no modifier is associated with the Service. Multiple same-day Services that do not have modifier associated are bundled together, separate from other bundles for Services that do have a modifier associated with them.

Example

In the following example, clients Sandy Beach and Sia Amato each receive 3 individual Counseling Services on the same day. Sandy's primary Payer is Medicaid, while Sia's primary Payer is Health Alliance. The following table lists the Staff Credential and corresponding modifier for that credential as configured for each Payer.

Staff Name	Staff Credential	Medicaid Modifiers - Sandy	Health Alliance Modifiers - Sia
Joe Staffer	PSY	HN	HP
Nevaeh Staff	LCSW	HN	AJ
Bachelor Staff	CMS-B	HN	HN



After the Services are entered and marked *Ready*, navigate to *Fiscal Overview > Unprocessed Services > Create Charges* to select the Services and create a job.

Unprocessed Services » Create Charges

CREATE HISTORY ERRORS

Start Date: 08/04/2021 End Date: [calendar icon] Client: [Select Client...] Staff: [Select Staff...] Supervisor: [Select Supervis...] Defined Filter: [Select Defined F...] Status: [Ready] [SEARCH]

Date	Time	Status	Client	Staff	Service Code	Program	Location	Activity
08/05/2021	10:00 AM	Ready	000043 Amato, Sia	JS123 Staffer, Joe	COUN	MH	11	COUN
08/05/2021	1:00 PM	Ready	000043 Amato, Sia	NS101234 Staff, Nevaeh	COUN	MH	11	COUN
08/05/2021	4:00 PM	Ready	000043 Amato, Sia	MD1234 Staff, Bachelor	COUN	MH	11	COUN
08/04/2021	9:00 AM	Ready	000041 Beach, Sandy, Jr.	JS123 Staffer, Joe	COUN	MH	OFF	COUN
08/04/2021	12:00 PM	Ready	000041 Beach, Sandy, Jr.	NS101234 Staff, Nevaeh	COUN	MH	COMM	COUN
08/04/2021	3:00 PM	Ready	000041 Beach, Sandy, Jr.	MD1234 Staff, Bachelor	COUN	MH	HOME	COUN

Message: Create Charges for Payers with TWI Acorn Configured [CREATE JOB WITH RESULTS]

Click on the *HISTORY* tab to view the Create Charges job.

Unprocessed Services » Create Charges

CREATE HISTORY ERRORS

Start Date: [calendar icon] End Date: [calendar icon] User: [calendar icon] Status: [Preview] [REFRESH]

Date	Status	Created By	Message	Services	Errors
08/09/2021	Preview	heather.sherwood	Create Charges for Payers with TWI Acorn Configured	6	0

[FINALIZE]

Then select the job row to view the details. Based on the table above, a bundle of 3 Services is expected for Sandy Beach; all 3 modifiers are the same, while a Charge for the individual Services is expected for Sia Amato because each modifier is different.

Details

Service Date	Client	Duration/Units	Payer	Procedure Code	Billed Units	Charge Amount	Balance
08/05/2021	000043 Sia Amato	60 min	HA	90806 - HP	2	\$ 75.00	\$ 66.30
08/05/2021	000043 Sia Amato	60 min	HA	90806 - AJ	2	\$ 75.00	\$ 66.30
08/05/2021	000043 Sia Amato	60 min	HA	90806 - HN	2	\$ 75.00	\$ 66.30
08/04/2021	000041 Beach, Sandy, Jr.	60 min	MDCD	90806 - HN	4	\$ 150.00	\$ 132.60

As expected, the job Details show that 3 Services are bundled into a single Charge for Sandy Beach and Charges created for each of Sia Amato's Services. Once the Create Charges job is reviewed and error-free, select *FINALIZE* to complete the Charge Creation process.

Date	Status	Created By	Message	Services	Errors
08/09/2021	Done	heather.sherwood	Create Charges for Payers with TWI Acorn Configured	6	0

The Charges are now ready for the *Unbilled Charges > Create Bills* process.



CREATING BILLS USING THE ACORN

The Acorn follows the typical billing workflow. The Acorn’s custom logic is triggered during the *Fiscal Overview > Unbilled Charges > Create Bills* process when bills are created for **Payers** with *TWI 837 POS Override* selected in the 837 Professional configuration. When a Payer with this Acorn and the 837P Billing Method is selected in *Unbilled Charges > Create Bills*,

- The Place of Service value reports as ‘99’ for the daily bundles if the location of each Service that makes up the bundle is not the same.
- When the Place of Service is the same for each Service that makes up the daily bundle, that location is reported.
- Services that fail to bundle are not affected by this Place of Service override.

An 837P bill is created for the Charges created in the section above. The detail for the Services included in that job is shown below. Note that the location is different for each of the bundled Services.

<input type="checkbox"/>	Date	Time	Status	Client	Staff	Service Code	Program	Location	Activity
<input type="checkbox"/>	08/05/2021	10:00 AM	Ready	000043 Amato, Sia	JS123 Staffer, Joe	COUN	MH	11	COUN
<input type="checkbox"/>	08/05/2021	1:00 PM	Ready	000043 Amato, Sia	NS101234 Staff, Nevaeh	COUN	MH	11	COUN
<input type="checkbox"/>	08/05/2021	4:00 PM	Ready	000043 Amato, Sia	MD1234 Staff, Bachelor	COUN	MH	11	COUN
<input type="checkbox"/>	08/04/2021	9:00 AM	Ready	000041 Beach, Sandy, Jr.	JS123 Staffer, Joe	COUN	MH	OFF	COUN
<input type="checkbox"/>	08/04/2021	12:00 PM	Ready	000041 Beach, Sandy, Jr.	NS101234 Staff, Nevaeh	COUN	MH	COMM	COUN
<input type="checkbox"/>	08/04/2021	3:00 PM	Ready	000041 Beach, Sandy, Jr.	MD1234 Staff, Bachelor	COUN	MH	HOME	COUN

The 837P Billing Method job is created in *Fiscal Overview > Unbilled Charges > Create Bills > Create* tab.

Unbilled Charges » Create Bills ✕

CREATE HISTORY ERRORS

COMMERCIAL SELF PAY

Saved Filters

Start typing to search...

Billing Method *
837P

Payer *
HA - Health Alliance
MDCD - Medicaid

Start Date
08/04/2021 End Date

Client
Select Client...

Staff
Select Staff...

Supervisor
Select Supervisor...

Defined Filter
Select Defined Filter...

<input type="checkbox"/>	Payer	Service Date	Status	Client	Staff	Service Code	Charge Amount	Procedure Co...
<input type="checkbox"/>	HA - Health Allia...	08/05/2021	Active	000043 Amato, Sia	MD1234 Staff, B...	COUN	\$ 75.00	90806 - HN
<input type="checkbox"/>	HA - Health Allia...	08/05/2021	Active	000043 Amato, Sia	JS123 Staffer, Joe	COUN	\$ 75.00	90806 - HP
<input type="checkbox"/>	HA - Health Allia...	08/05/2021	Active	000043 Amato, Sia	NS101234 Staff, ...	COUN	\$ 75.00	90806 - AJ
<input type="checkbox"/>	MDCD - Medicaid	08/04/2021	Active	000041 Beach, S...	JS123 Staffer, Joe	COUN	\$ 150.00	90806 - HN

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Message
TWI Custom Bundling & Override

CREATE JOB WITH RESULTS

After selecting the blue *CREATE JOB* button, navigate to the History tab to view the 837 files and report.



Unbilled Charges » Create Bills

CREATE **HISTORY** ERRORS

Payer: Start typing to search... Start Date: End Date: User: Status: Preview REFRESH

Date	Payers	Status	Created By	Message	Charges	Errors
08/10/2021	2	Preview	heather.sherwood	TWI Custom Bundling & Override	\$ 375.00	0

FINALIZE Report 837P Debug

If the job contains any Errors, the count is listed. Error detail is viewable on the *ERRORS* tab and should be addressed before Finalizing the Create Bills job. Select one of the 837P downloads to view the file details. (The Debug file has line breaks for each segment, making reviewing the information more accessible.) There is an 837 file for each Payer included in the 837P job.

```
ISA*00* 00* *ZZ*12345 *ZZ*66666666 *210810*1317*A*00501*000001270*0*T*:
GS*HC*12345*66666666*20210810*1317*1270*X*005010X222A1
ST*837*1270*005010X222A1
BHT*0019*00*1270*20210810*1317*CH
[L.1000A]NM1*41*2*ECHO*****46*12345
[L.1000A]PER*IC*KATHY BUNKER*TE*555555555
[L.1000B]NM1*40*2*MEDICAID FFS*****46*66666666
[L.2000A]HL*1**20*1
[L.2000A!L.2010AA]NM1*85*2*ECHO MANAGEMENT*****XX*8888888888
[L.2000A!L.2010AA]N3*15 WASHINGTON ST
[L.2000A!L.2010AA]N4*CONWAY*NH*038181234
[L.2000A!L.2010AA]REF*EI*235135513
[L.2000B]HL*2*1*22*0
[L.2000B]SBR*P*18*G123*****MC
[L.2000B!L.2010BA]NM1*IL*1*BEACH*SANDY***JR.*MI*P123
[L.2000B!L.2010BA]N3*831 SHORELINE DR
[L.2000B!L.2010BA]N4*SILVER LAKE*NH*03875
[L.2000B!L.2010BA]DMG*D8*19651017*M
[L.2000B!L.2010BB]NM1*PR*2*MEDICAID*****DI*MDCD
[L.2000C!L.2300]CLM*000041-6303*150**99:B:1*Y*C*N*Y*P
[L.2000C!L.2300]HI*ABK:R454*ABF:F10950
[L.2000C!L.2300!L.2310B]NM1*82*1*STAFFER*JOE
[L.2000C!L.2300!L.2400]LX*1
[L.2000C!L.2300!L.2400]SV1*HC:90806:HN*150*UN*4***1:2
[L.2000C!L.2300!L.2400]DTP*472*D8*20210804
[L.2000C!L.2300!L.2400]REF*6R*000041-6303
SE*25*1270
GE*1*1270
IEA*1*000001270
```

Place of Service Override = 99

The Place of Service Override location of '99' is reported in the Claim segment for the bundled Charge.

Unbilled Charges » Create Bills

CREATE HISTORY **ERRORS**

Payer: Start typing to search... Start Date: 08/04/2021 End Date: User: Status: Done REFRESH

Date	Payers	Status	Created By	Message	Charges	Errors
08/10/2021	2	Done	heather.sherwood	TWI Custom Bundling & Override	\$ 375.00	0

Report 837P Debug

Once the Create Bills job is reviewed and approved, select *FINALIZE* to complete the Create Bills process. Finalizing the job changes the Charge Status from *Active* to *Outgoing* in the Claims menu.



000043 Amato, Sia										Payer Balance: \$ 198.90	Client Balance: \$ 0.00
<input type="checkbox"/>	Date	Service	Staff	Active/Last Pa...	Charge Status	Service Status	Last Billed	Charge	Paid	Payer Balance	Client Balance
<input type="checkbox"/>	08/05/2021	COUN	JS123	HA	Outgoing	Charge Created	08/10/2021	\$ 75.00	\$ 0.00	\$ 66.30	\$ 0.00
<input type="checkbox"/>	08/05/2021	COUN	NS101234	HA	Outgoing	Charge Created	08/10/2021	\$ 75.00	\$ 0.00	\$ 66.30	\$ 0.00
<input type="checkbox"/>	08/05/2021	COUN	MD1234	HA	Outgoing	Charge Created	08/10/2021	\$ 75.00	\$ 0.00	\$ 66.30	\$ 0.00

000041 Beach, Sandy, Jr.										Payer Balance: \$ 132.60	Client Balance: \$ 0.00
<input type="checkbox"/>	Date	Service	Staff	Active/Last Pa...	Charge Status	Service Status	Last Billed	Charge	Paid	Payer Balance	Client Balance
<input type="checkbox"/>	08/04/2021	COUN	JS123	MDCD	Outgoing	Charge Created	08/10/2021	\$ 150.00	\$ 0.00	\$ 132.60	\$ 0.00

Navigate to the Claims menu to view the Charges for each client. Sia Amato has three individual Charges because the Services did not qualify for bundling, so no custom processing was applied. The Claim for Sandy Beach has the bundled indicator with a '3' because three Services were bundled.

ADDITIONAL CONSIDERATIONS

The Acorn creates bundles based on matching modifiers. For example, if a client receives the same Service multiple times in one day, each with a different Service Staff, multiple bundles can result. If any Service does not qualify for bundling, it is processed individually based on the Service Definition or Payers Rate schedule.

For example, if a client receives Counseling Services on August 10th with each of the Staff in the table below, the Create Charges job results in 2 bundles and 1 individual Service.

Staff Name	Staff Credential	Payer Modifiers
Bachelor Staff	CMS-B	HN
Nevaeh Staff	LCSW	AJ
DOC1 OnSite	PSY	HP
DOC2 OnSite	PSY	HP
Joe Staffer	LCSW	AJ

The list of Ready Services is shown below.

Unprocessed Services » Create Charges ✕

CREATE HISTORY ERRORS

Start Date: 08/10/2021 End Date: Client: Staff: Supervisor: Defined Filter: Status:

<input type="checkbox"/>	Date	Time	Status	Client	Staff	Service Code	Program	Location	Activity
<input type="checkbox"/>	08/10/2021	9:00 AM	Ready	000057 Beckham, Evan	MD1234 Staff, Bachelor	COUN	MH	COMM	COUN
<input type="checkbox"/>	08/10/2021	11:00 AM	Ready	000057 Beckham, Evan	NS101234 Staff, Nevaeh	COUN	MH	HOME	COUN
<input type="checkbox"/>	08/10/2021	2:00 PM	Ready	000057 Beckham, Evan	DO123 OnSite, DOC1	COUN	MH	11	COUN
<input type="checkbox"/>	08/10/2021	2:30 PM	Ready	000057 Beckham, Evan	DO223 OnSite, DOC2	COUN	MH	11	COUN
<input type="checkbox"/>	08/10/2021	5:00 PM	Ready	000057 Beckham, Evan	JS123 Staffer, Joe	COUN	MH	COMM	COUN

Based on the Staff Credential and Modifier information,

- The 2:00 pm and 2:30 pm Services have an 'HP' modifier and are both provided in location 11.
- The 11:00 am and 5:00 pm Services have an 'AJ' modifier and are provided in different locations, HOME, and COMM.
- The 9:00 am Service has an 'HN' modifier.



Unprocessed Services » Create Charges

CREATE HISTORY ERRORS

Start Date End Date User Status REFRESH

Date	Status	Created By	Message	Services	Errors
08/10/2021	Preview	heather.sherwood	TWI 2 Bundles + 1	5	0

FINALIZE

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Details

Service Date	Client	Duration/Units	Payer	Procedure Code	Billed Units	Charge Amount	Balance
08/10/2021	000057 Beckham, Evan	30 min	HA	90806 - HN	1	\$ 37.50	\$ 33.15
08/10/2021	000057 Beckham, Evan	30 min	HA	90806 - AJ	2	\$ 75.00	\$ 66.30
08/10/2021	000057 Beckham, Evan	30 min	HA	90806 - HP	2	\$ 75.00	\$ 66.30

When the Details are viewed on the *Unprocessed Services > Create Charges > History* tab, two bundles (one for modifier AJ and one for modifier HP) are created, and one individual charge is created. These charges are finalized, and then an 837P bill is created to complete the billing process.

The resulting 837P file has three Claim segments.

<pre>[L.2000C!L.2300]CLM*000057-6329*37.5***53:B:1*Y*A*Y*Y*P [L.2000C!L.2300]HI*ABK:F1010 [L.2000C!L.2300!L.2310B]NM1*82*1*STAFF*BACHELOR</pre>	<ul style="list-style-type: none"> • A Claim for the Service associated with the HN modifier • Location is based on the organization default
<pre>[L.2000C!L.2300]CLM*000057-6331*75***11:B:1*Y*A*Y*Y*P [L.2000C!L.2300]HI*ABK:F1010 [L.2000C!L.2300!L.2310B]NM1*82*1*ONSITE*DOC1</pre>	<ul style="list-style-type: none"> • A Claim for the two Services associated with the HP modifier • Place of Service is '11' because both Services were provided at location '11'
<pre>[L.2000C!L.2300]CLM*000057-6330*75***99:B:1*Y*A*Y*Y*P [L.2000C!L.2300]HI*ABK:F1010 [L.2000C!L.2300!L.2310B]NM1*82*1*STAFF*NEVAEH</pre>	<ul style="list-style-type: none"> • A Claim for the two Services associated with the AJ modifier • Place of Service is '99' because the Services were not provided at the same location