



September 2, 2008

## Urgent Notice – ACUTE CARE HOSPITALS

**Background** – HSM requires that hospitals submit pertinent dates to us during the certification process. These dates are collected by us to document the timeline of patient care. For instance we currently collect the recipient’s actual inpatient admit date, dates related to newborns, and the outpatient observation admit date, as applicable.

When an inpatient hospitalization is certified by HSM, the hospital is provided notification that includes the treatment authorization number, the number of days currently certified, the admit date and the billing start date. The billing start date is based on the information provided to us by the hospital. HSM understands that hospitals must follow DOM billing procedures and those requirements have been considered in assignment of the billing start date. For example, if the patient was admitted to outpatient observation on 8/20/08 and the physician writes the order for inpatient admission on 8/21/08, HSM will assign the billing start date as 8/20/08.

HSM also sends information to ACS that is used during claims processing, e.g., the treatment authorization number, the number of days currently certified. We also send the HSM assigned billing start date. The admit date on the hospital’s claim form must match HSM’s billing start date.

The Medicaid program requires that when a patient is admitted to the hospital directly from the emergency room or immediately following outpatient surgery, charges must be included on the inpatient bill. In order to insure consistency between the certification process and billing requirements, HSM will begin to collect two additional dates as described in the following section, New Requirement.

**New Requirement: Effective October 1, 2008**, hospitals will be required to provide the date when a beneficiary has received outpatient surgery or emergency department services in which the beneficiary never left the hospital, and was admitted to the inpatient setting. The new date fields are:

- Outpatient Services Date.
- Emergency Department Services Date.

When submitting the inpatient claim to ACS, the hospital must bill the admit date as the date of admission to the emergency room or the date of outpatient surgery.

*Example: Joe is admitted to ER on 8/31/08 and the physician wrote the order for inpatient admission on 9/1/08.*

*In the above example: Emergency Department Services Date – 08/31/08 and Inpatient Admit Date – 09/01/08.*

*HSM will assign a billing start date of 08/31/08 if the admission is certified.*

Modifications to the HSM provider web entry system and admission review form have been made to accommodate this change.

### REMINDERS:

- Please direct any questions regarding billing to ACS at 1-800-884-3222.
- Use the most recent version of HSM’s forms. To locate the updated admission review form and instructions please visit HSM’s Main Web Page <http://www.hsom.org>
- HSM’s helpline can assist you with questions regarding this correspondence. You can contact the helpline at the following telephone numbers: Local: (601) 360- 4949 Toll-free: (866) 740-2221