

OBRA PDPM HIPPS Code Modification Instructions

HIPPS Code Modification

Appropriate User Groups must be granted access rights to this function before it can be used.

The HIPPS Code Modification is designed for billing practices only. There are some instances that require a modification to an OBRA PDPM HIPPS Code for billing purposes. For example, when billing a default HIPPS is required.

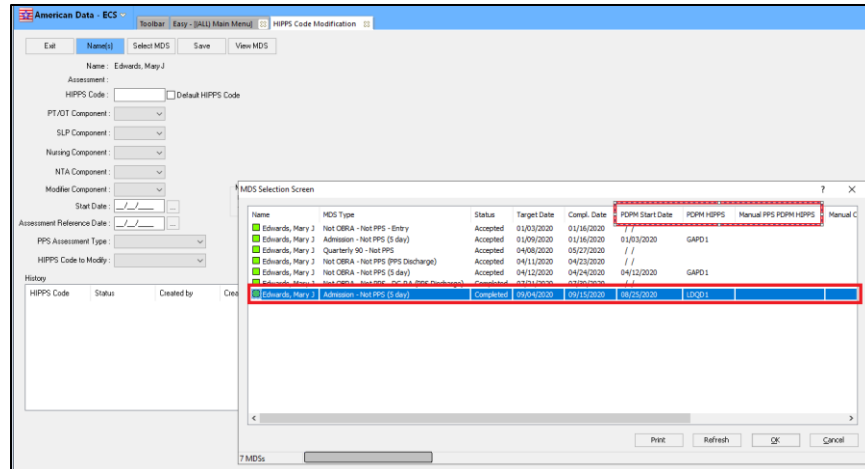
Using the HIPPS Code Modification

There are two ways to use the HIPPS Code Modification tool.

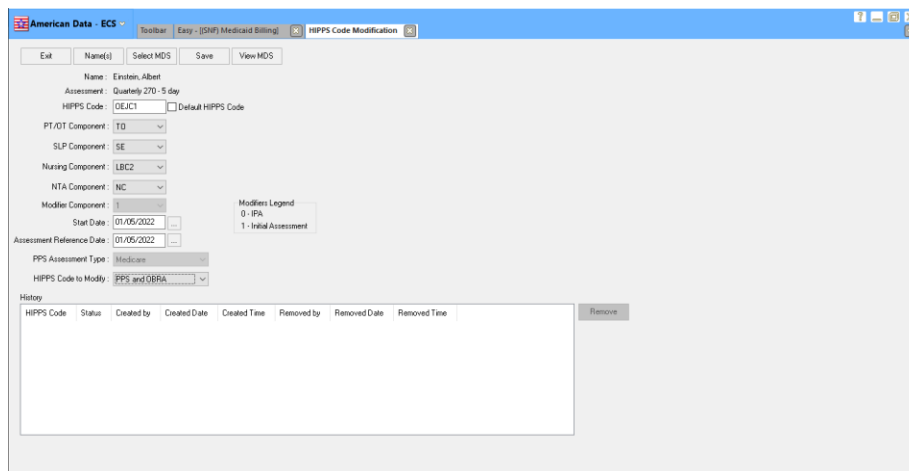
1. One option is to adjust the HIPPS Code that was assigned by the MDS for billing purposes.
2. The other option is to create a HIPPS Code for a resident who does not have an MDS.

Adjusting an existing PDPM HIPPS Code

1. Click the access button you have called **HIPPS Code Modification**.
 - a. This may be in various places based on where you placed your access buttons.
 - b. If you do not have an access button, you may access it via **American Data - ECS>Write>HIPPS Code Modification**.
2. On the Name Selection screen, **filter** for the **appropriate Site/Service** that the resident resides in.
3. Select the **Name** of the resident and click **OK**. A list of completed/accepted MDSs will appear for this resident.
 - a. On this screen you will see the MDS Type and you will see the PDPM HIPPS Code generated by the MDS. You will also see the Manual OBRA PDPM HIPPS Code if one had already been assigned/modified.



4. Select the **MDS** that you would like to adjust the HIPPS Code for and click **OK**.
5. The existing PDPM HIPPS information will appear on the screen.
 - a. Modify components of the HIPPS Code by selecting the appropriate component drop down and choosing the appropriate component.
 - b. You may also place a checkmark in the **Default HIPPS Code** checkbox if needed.
 - i. If you have selected a combined OBRA/PPS assessment, from the **HIPPS Code to Modify** drop down, select **OBRA**.
 - ii. If you selected a standalone OBRA assessment, this field will already say **OBRA**.
 - c. Click **Save**.
 - d. Click **Exit**.



Please note: If you need to modify the Start Date or Assessment Reference Date, this means there is something in error on your MDS and you should ask the MDS Coordinator to modify the MDS rather than modifying here. You should now see the OBRA HIPPS Code Modification on the OBRA PDPM Analyzer rather than the HIPPS Code generated by the MDS. This is the HIPPS Code that will be used for billing purposes.

Removing a Modified HIPPS Code for an Existing MDS

There may be an instance where you have created a modified/manual HIPPS Code and need to remove it.

1. Click the access button you have called **HIPPS Code Modification**.
 - a. This may be in various places based on where you placed your access buttons.
 - b. If you do not have an access button, you may access it via **American Data - ECS>Write>HIPPS Code Modification**.
2. On the Name Selection screen, **filter** for the **appropriate Site/Service** that the resident resides in.
3. Select the **Name** of the resident and click **OK**.
4. The list of completed/accepted MDSs will appear for this resident. Select the **MDS** that you would like to remove the HIPPS Code for and click **OK**.
 - a. On this screen you will see the column for **Manual OBRA PDPM HIPPS**. An MDS that you choose would have a HIPPS Code in this column.
5. Select the Manual HIPPS in the History field and click **Remove**.
6. Click **Yes** if you are sure you would like to remove the Modified HIPPS Code. You are removing the manual HIPPS Code you added, not the actual MDS.
 - a. You will see history of the modifications in the History screen.

Adding a PDPM HIPPS Code when there is no MDS

This is an option that allows you to bill the default HIPPS if no MDS has been completed.

1. Click the access button you have called **HIPPS Code Modification**.
 - a. This may be in various places based on where you placed your access buttons.
 - b. If you do not have an access button, you may access it via **American Data - ECS>Write>HIPPS Code Modification**.
2. On the Name Selection screen, **filter** for the **appropriate Site/Service** that the resident resides in.
3. Select the **Name** of the resident and click **OK**.
4. A list of completed/accepted MDSs will appear for this resident. You may or may not see a list of MDSs. This is a comprehensive list of assessments so you may see prior assessments. Click **Cancel**.
5. Place a checkmark in the **Default HIPPS Code** checkbox.
6. Click the ... **box** to the right of the **Start Date** field and select the Start Date for the assessment from the calendar. Click **OK** on the calendar.
7. Click the ... **box** to the right of the **Assessment Reference Date** and select the Assessment Reference Date from the calendar. Click **OK** on the Calendar.
8. Leave the **PPS Assessment Type** blank.
9. Select **OBRA** in the **HIPPS Code to Modify** drop down.
10. Click **Save**.
11. Click **Exit**.
12. Review the OBRA PDPM Analyzer to see the HIPPS Code that you assigned for billing purposes.

Removing a Manual HIPPS Code when there was no MDS

If you added a default HIPPS before the MDS was completed, you may need to remove it once the MDS was completed.

1. Click the access button you have called **HIPPS Code Modification**.
 - a. This may be in various places based on where you placed your access buttons.
 - b. If you do not have an access button, you may access it via **American Data - ECS>Write>HIPPS Code Modification**.
2. On the Name Selection screen, **filter** for the **appropriate Site/Service** that the resident resides in.
3. Select the **name** of the resident and click **OK**.
4. The list of MDSs will appear for this resident. Select the **OBRA Manual Code** and click **OK**.
 - a. You may see MDSs here that are not applicable to the Manual HIPPS Code that you created.
5. Select the HIPPS Code from the History and click **Remove**.
6. Click **Yes** if you are sure you would like to remove the Manual HIPPS Code.