

Rates - PDPM Analyzer & IPA Predictor

Webinar September 5th, 2019

To provide the ability for clients to enter PDPM rates into ECS, Charge Master tasks were included in the April update for all clients. These Charge Master tasks can be used by all clients, not just those who use our Accounts Receivable module.

The rates entered into the Charge Master will be used by the PDPM Analyzer to display estimated reimbursement for your residents as well as by the IPA Predictor Tool.

PDPM Analyzer Setups Required

Setups for the PDPM Analyzer are contained in various places throughout ECS. A combination of Site Settings, User Group Rights, and Rates play a role in utilizing the PDPM Analyzer.

Site Settings

There is a new tab in Site Settings called PDPM. This tab is used to set up information that is required for correct HIPPS Code write-backs from the MDS, as well as for proper rate calculations. To verify this information is and set up and accurate:

- 1. Go to American Data-ECS>Setup>Settings>Site.
- 2. Select the appropriate **Site** from the drop-down list.
- 3. Click the **PDPM** Tab.
- 4. Click the Write-back Setup button.
- 5. Check the **Rate Value** drop down. This should say "Medicare (A)". This is the field that will tell the PDPM Analyzer and the IPA Predictor what rate to look for when displaying rates.
 - a. If it does not say Medicare (A) but says something else, you have the option to change this to Medicare (A) but you then must also change the Charge Master tasks to also pull the Medicare (A) Value so they are consistent. The rate here and the rate in your Charge Master tasks must match. They do not necessarily need to be "Medicare (A)" as long as they match. Medicare (A) is just a logical option for PDPM HIPPS Code rates as they are for Medicare (A) residents.

All of the PDPM setups included in the Write-back Setup area on this tab should have been included in the April update. If your database's Site ID did not match with our default, the Write-back Setup area may not be linked up correctly. **Please contact our Clinical or Financial Department for assistance if your screen is blank or you see "Unknown" in the fields.**



| PDPM Write-Back Setup | | | ? <mark>- x -</mark> | | | | | | | | |
|--|-------------|------------|----------------------|--|--|--|--|--|--|--|--|
| HIPPS Code Word MDS / PDPM HIPPS Code / HIPPS CODE: (AB, AB) | | | | | | | | | | | |
| A2300 Date Word MDS / PDPM HIPPS Code / REFEREN | ICE DATE: | (A2300) (A | AP, AC) | | | | | | | | |
| Effective Date Word MDS / PDPM HIPPS Code / Start Date | (Z0100): (A | P, AB) | | | | | | | | | |
| Bate Value Medicare(A) | | | | | | | | | | | |
| PT OT SLP NSG NTA Modifier | | | | | | | | | | | |
| | | | | | | | | | | | |
| PT Component Word MDS / PDPM HIPPS Code / PT: (AF, | , AB) | | | | | | | | | | |
| PT Follow Words | × | Y | | | | | | | | | |
| MDS / PDPM HIPPS Code / TA | AF | AC | Add | | | | | | | | |
| MDS / PDPM HIPPS Code / TB | AF | AD | Bemove | | | | | | | | |
| MDS / PDPM HIPPS Code / TC | AF | AE | = | | | | | | | | |
| MDS / PDPM HIPPS Code / TD | AF | AF | | | | | | | | | |
| MDS / PDPM HIPPS Code / TE | AF | AG | | | | | | | | | |
| MDS / PDPM HIPPS Code / TF | AF | AH | | | | | | | | | |
| MDS / PDPM HIPPS Code / TG | AF | Al | | | | | | | | | |
| MDS / PDPM HIPPS Code / TH | AF | AJ | | | | | | | | | |
| MDS / PDPM HIPPS Code / TI | AF | AK | | | | | | | | | |
| MDS / PDPM HIPPS Code / TJ | AF | AL | | | | | | | | | |
| MDC / DDDM LIDDC Cade / TV | ٨C | AM | · | | | | | | | | |
| | | | | | | | | | | | |
| Clea | r All | OK | Cancel | | | | | | | | |

Charge Master

Charge Master may be used by all clients, not just those using our Accounts Receivable module to enter rates into ECS. In the April update, Charge Master tasks were included. Access buttons linking to these Charge Master tasks were also included in the update. These Access buttons may be copied/pasted to the appropriate Access Screen for easy use.

Note: Please reference the complete PDPM Analyzer Setup Document and/or the April Update webinar to see all the details related the PDPM Charge Master access buttons and tasks.

Entering Rates

Rates must be entered in the Charge Master for users to see the rate information on the PDPM Analyzer and the IPA Predictor Tool.

Each component of the PDPM HIPPS Code has its own Charge Master task, making the rates simple to update.

If a facility is utilizing our Accounts Receivable module, you need to determine if you have chosen to have VBP and/or the 2% Sequestration set up to calculate in your system. If you have, you want to enter rates that **do not** have these adjustments factored in, as they will occur during the billing process.



If a facility is **not** using the ECS Accounts Receivable module, these adjustments will not be reflected in ECS and therefore you may want to enter rates that account for these adjustments. It is up to a facility to decide.

ECS **WILL** calculate the **Variable Per-Diem Adjustment Factor** regardless of your setups and whether you are using our Accounts Receivable module or not.

Facilities should obtain their PDPM rates, just like they have obtained their RUG rates in the past. Some clients receive the rates from their accounting firms or state organizations, and some facilities may need to do the formula themselves to get the rates. The formula is provided in the FY2020 Final Rule. **American Data does not provide rates**.

The formula is calculated based on:

- 1. The base rate for each component (whether you are Urban or Rural).
- 2. The CMI for each component.
- 3. The Relative Importance Factor (70.8% proposed for FY2020) and Relative Importance Factor Remainder Percentage (29.2% Proposed for FY 2020).
- 4. The Wage Index for your area which can be found at:
 - a. https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/SNFPPS/WageIndex.html

Note: The FY 2020 Final Rule has links to the information. It is each facility's responsibility to enter accurate rates into ECS.

To Enter Rates Using Charge Master Tasks

- 1. To access Charge Master via the menu:
 - a. Go to American Data ECS>Setup>Charge Master.
 - b. Click Tasks. You will see 6 new tasks starting with PDPM that were included in the update.
 - i. Note: Because the PDPM Base Rate task name has caused confusion, we may have re-named your task to say PDPM Non-Case Mix Rates.



- 2. Select one and click Load.
- 3. Review and potentially select the appropriate **Site/Service** on the left side of the screen.



| Tasks Topic Go Exit | | Value | | | AA Value | AA Date | AB Va |
|-------------------------------|----|-------------|-----|-----|------------|---------|-------|
| Task: PDPM PT Component Rates | TA | Medicare(A) | All | All | Lode / All | | |
| Site: All / All 💼 | TB | | | | | | |
| Son Sequence Show Dates | IC | | | | | | |
| Word Up From : AA | TD | | | | | | |
| Value | TE | | | | | | |
| Site Down To: AZ 🔻 | TF | | | | | | |
| | TG | | | | | | |
| Graph | TH | | | | | | |
| Score | TI | | | | | | |
| Dollar | TJ | | | | | | |
| | ТК | | | | | | |
| Cther | TL | | | _ | | | |
| | TM | | | | | | |

- a. This will default to All/All which will be fine if:
 - i. A facility has a database that includes 1, and only 1, SNF (regardless of other services in the database).
 - ii. A facility has a database that includes multiple SNFs who share the exact same rates.
- b. This default will need to be changed if:
 - i. A facility has a database that includes multiple Sites who have varying rates.
 - 1. Select the appropriate Site before entering rates.
 - Users may save a task for each Site if they prefer. If users choose to do this, please remember to update the Access buttons with the new tasks
 - i. Click Tasks.
 - ii. Click Save.
 - iii. Enter a name for the task like "PDPM PT Component Rates Site 1".
 - iv. Click OK.
 - v. Select the **Site** that the task can be seen by.
 - vi. Click **OK**.
 - vii. Select the **User Groups** that may use this task.
 - viii. Click OK.

- 4. Click Go.
 - a. NOTE: when users load the PDPM Base Rates (Non-Case Mix) task, they must click the Expand button in the bottom left side of the screen to see the HIPPS Code word. This may be true for other tasks as well. If you don't see the components, click the Expand or Collapse button in the bottom left side of the Charge Master screen.



| Toolbar Easy- (PDPM Rates (SNF)) Charge Master 3 Tasks Topic Go Exit AA Value AA Value AA Value AA Value AB Value AB Value AB Value AB Value AB Value AB Value AA Value AA Value Sort Sequence Up Value From: Scale Scale Scale Scale Scale Scale Scale Code Sele Code NDC Codes N NP Medicare(A) Medicare(B) Expand Instruance Code VA Code Selectal ClearAll Expand Sale Save World C. Code No. Of Values: 1 | 😎 American Data - ECS ♡ | | | | | | | | |
|---|------------------------------------|-----------|-------------|----------|-----------|-------------|---------|----------|----|
| Tasks Topic Go Exit AA Value AA Value AA Value AB Value AC Value AC Value AC Value Value From: AA < Ste Score Dollar Trime Acuily Duher Code Dollar Trime Acuily Duher Code Dollar From: AA < Score Dollar Trime Acuily Duher Code PPT HCPCS NPC Medicaid Bedhold Self Pay Self Pay Self Pay Edhold Medicaid Bedhold Self Pay Edhold Medicaid Adjustment PD Descriptions Word Diccode Northeres PD Descriptions Save III Northeres <p< th=""><th></th><th>Toolbar</th><th>Easy - [P</th><th>DPM Rate</th><th>es (SNF)]</th><th>Charge Ma</th><th>ster 🔀</th><th></th><th></th></p<> | | Toolbar | Easy - [P | DPM Rate | es (SNF)] | Charge Ma | ster 🔀 | | |
| Task: PDPM Base Rate Site Al / All Sori Sequence Image: Service Vord Image: Service Scale Image: Service Scale Scale Scale Scale Scale Scale Scale Scale Dollar Image: Service Dother Code Code PT Medicaid Self Pay Medicaid Self Pay Self Pay Bedhold Medicare(B) Insurance VVA Cash Account Revenue Account Payable Account Expand Prevenue Account Expand Prob Descriptions Vord Ucde Word ID Code Save It Tock Select All Clear All Expand Vord ID Code Image: Service Ort Words: 1 Selected Values: 0 | Tasks Topic Go | Exit | | AA Value | AA Date | AB Value | AB Date | AC Value | AC |
| Site: Al / All Sort Sequence Word Value Down To: A Sorie Down To: A Socie Dollar Time Acculy Dollar Time Acculy Dollar Time Acculy Dollar Time Acculy Dollar Time Acculy Dollar For Socie Dollar Time Acculy Dollar Sedre PT HCPCS Socie Dollar Sedre PT HCPCS Sedre Sedr Pay Self Pay Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Medicare(B) Insurance VA Revenue Account Revenue Account Revenue Account Revenue Account Revenue Account Pop Dumbers PPD Dumbers No. Of Values: 1 No. Of Values: 1 | Task: PDPM Base Rate | | MDS 7 P | PDPM HI | PPS Code | 7 All | | | |
| Sort Sequence Word Value Ste Service Down To: AZ Service Dollar To: AZ Secvice Dollar Time Acuity Other Code CPT Acuity Other Code CPT HCPCS NDC Codes NPR Medicaid Medicaid Bedhold Self Pay Self Pay | Site: All / All | | | | | | | | |
| Word Value Value From: AA Service Down To: AZ Score Dollar Time Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Medicaid Medicaid Medicaid Medicaid Medicare(B) Insurance VA Cash Account Pervise Account Receivable Account Payable Account Receivable Account PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save | Sort Sequence @ c | how Dates | | | | | | | |
| Value Site Service Down To: AZ Scale Score Dollar Time Acuity Other Code CPT HCPCS NDC Codes NPI Hedicaid Self Pay Self Pay Bedhold Medicare(B) Insurance VA Cash Account Receivable Account Receivable Account Receivable Account Receivable Account Receivable Account PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save V M Cof Words: 1 Selected Values: 0 No. Of Values: 1 | Word Up From | | | | | | | | |
| Service UNIN 10: A2 Graph Scale Score Dollar Time Aculty Other Code CPT HCPCS NDC Codes NPI Medicaid Medicaid Bedhold Self Pay S | Value Down T | 47 | | | | | | | |
| Graph Scale Score Dollar Time Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Bedhold Self Pay Self Pay Bethold Medicare(A) Medicare(B) Insurance VA Cash Account Revenue Account Revenue Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear Al Expand Save V Monto Save No. Of Words: 1 Selected Values: 0 No. Of Values: 1 | Service | AZ 🔻 | | | | | | | |
| scale Score Dollar Time Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(B) Insuance VA Cash Account Receivable Account Receivable Account Revenue Account Expense Account Expense Account Expense Account Select All Clear All Expand Save Medicare 0 No. Of Values: 1 | Graph | | | | | | | | |
| Score Dollar Time Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Bedhold Self Pay Self Pay Bedhold Medicaie(B) Insurance VA Cash Account Receivable Account Receivable Account Receivable Account Receivable Account Expense Account Expense Account Expense Account Expense Account Expense Account Expense Account Receivable Account Expense Account Expense Account Expense Account Expense Account Select All Clear All Expand Save Mord ID Code NI Coff Vards: 1 Select Values: 0 No. Of Values: 1 | Scale | - Â | | | | | | | |
| Diver Time Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Receivable Account Receivable Account Receivable Account Receivable Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Medicare(Contractual Adjustment PD Numbers PD Descriptions Word ID Code HL7 Select All Clear All Expand Save Medicare(Contractual Adjustment PD Numbers PD Descriptions No. Of Values: 1 | Score | | | | | | | | |
| Acuity Other Code CPT HCPCS NDC Codes NPI Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Receivable Account Payable Account Receivable Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save III Selected Values: 0 No. Of Values: 1 | Time | | | | | | | | |
| Uther Code CPT HCPCS NDC Codes NPI Medicaid Medicaid Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Receivable Account Revenue Account Revenue Account Contractual Adjustment PPD Numbers PPD Numbers PPD Numbers PPD Numbers PPD Numbers Select All Clear All Expand Save Medicare(C) No. Of Values: 1 | Acuity | | | | | | | | |
| CPT HCPCS NDC Codes NPI Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Receivable Account Receivable Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Numbers PPD Numbers Select All Clear All Expand Save Var Select All Clear All Expand Save Var Select All Clear All Expand Save No. Of Values: 1 | Code | | | | | | | | |
| HCPCS NDC Codes NPI Medicaid Self Pay Self Pay Medicare(B) Insurance VA Cash Account Receivable Account Receivable Account Revenue Account Revenue Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Vitil Selected Values: 0 No. Of Values: 1 | CPT CPT | | | | | | | | |
| NPI Medicaid Bedhold Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Revervable Account Revervable Account Reverue Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Medicare(B) No. Of Values: 1 | HCPCS | | | | | | | | |
| Medicaid Medicaid Bedhold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Revenue Account Payble Account Revenue Account Contractual Adjustment PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save | NPI | | | | | | | | |
| Medical Bednold Self Pay Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Revenue Account Revenue Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Image: Clear All Expand Select All Clear All Expand Save | Medicaid | = | | | | | | | |
| Self Pay Bedhold Medicare(A) Medicare(B) Insurance VA Cash Account Receivable Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Select All Clear All Expand Save No. Of Values: 1 | Self Pay | | | | | | | | |
| Medicare(A) Medicare(B) Insurance VA Cash Account Payable Account Payable Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save • Of Words: 1 Selected Values: 0 | Self Pay Bedhold | | | | | | | | |
| Insurance VA Cash Account Receivable Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save O Of Words: 1 Selected Values: 0 No. Of Values: 1 | Medicare(A) | | | | | | | | |
| VA Cash Account Receivable Account Payable Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save O Of Words: 1 Selected Values: 0 No. Of Values: 1 | Insurance | | | | | | | | |
| Cash Account Receivable Account Revenue Account Revenue Account Contractual Adjustment PPD Numbers PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save III O. Of Words: 1 Selected Values: 0 No. Of Values: 1 | | | | | | | | | |
| Payable Account Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save O Of Words: 1 Selected Values: 0 No. Of Values: 1 | Cash Account Beceivable Account | | | | | | | | |
| Revenue Account Expense Account Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save III Select All Clear All Expand Save III Selected Values: 0 No. Of Values: 1 | Payable Account | | | | | | | | |
| Contractual Adjustment PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save o. Of Words: 1 Selected Values: 0 No. Of Values: 1 | Revenue Account | | | | | | | | |
| PPD Numbers PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save III o. Of Words: 1 Selected Values: 0 No. Of Values: 1 | Contractual Adjustment | | | | | | | | |
| PPD Descriptions Word ID Code HL7 Select All Clear All Expand Save Image: Clear All Expand Save Image: Clear All Expand Save Image: Clear All Selected Values: 0 No. Of Values: 1 | PPD Numbers | | | | | | | | |
| Wold ID Code + HL7 Select All Select All Expand Save + O. Of Words: 1 Selected Values: 0 | PPD Descriptions | | | | | | | | |
| Select All Clear All Expand Save III o. Of Words: 1 Selected Values: 0 No. Of Values: 1 | HL7 | - | | | | | | | |
| o. Of Words: 1 Selected Values: 0 No. Of Values: 1 | Select All Clear All Expand | Save | • | | | | | | |
| | No. Of Words: 1 | Selecte | d Values: 0 | 1 | | No. Of Valu | es: 1 | | |

- 5. Click in the first row in column **AA Value** and enter the rates.
 - a. Click **Enter** and **arrow down** on your keyboard or just click in the next cell to enter the next rate. You should enter rates in with 2 decimal places to include .00 if applicable.

| American Data - ECS - | | | | | | | | | | | | | |
|---|-----------|--------------------------------|-------------|------|-----|------------|-------------------------------|---------|------|---------|----------|---------|------|
| | Toolbar | Easy - [Main Menu (SNF/AL/IL)] | | | | | PDPM Analyzer Charge Master 😒 | | | | | | |
| Tasks Topic Go | Exit | | Value | | | AA Value | AA Date | AB Valu | Je i | AB Date | AC Value | AC Date | AD V |
| | | MD: | S 7 PDPM H | IIPI | PS | Code / All | | | | | | | |
| Task: PDPM NTA Component Hate | s | NA | Medicare(A) | All | All | 253.66 | | | | | | | |
| Site: All / All | - <u></u> | NB | | | | 197.47 | | | | | | | |
| Sort Sequence | ow Dates | NC | | | | 144.39 | | | | | | | |
| Word Up From: | AA _ | ND | | | | 104.59 | | | | | | | |
| Value Prom. | AA • | NE | | | | 74.93 | | | | | | | |
| Site Down To: | AZ 👻 | NF | | | | 56.20 | | | | | | | |
| Graph Scale Score Dollar Time | | | | | | | | | | | | | |

- 6. When all the rates are entered, highlight all the cells in column **AA Date** by left clicking in the first row in column **AA Date** and holding down the **Shift** key on your keyboard and left clicking on the last cell in that column.
- 7. **Right-click** on the highlighted cells and choose **Pick Date**.



| T American Data ECS v | | |
|--------------------------------|--------------------------------|--|
| Toolbar | Easy - [Main Menu (SNF/AL/IL)] | PDPM Analyzer Charge Master 🙁 |
| Tasks Topic Go Exit | Value AA Valu | e AA Date AB Value AB Date AC Value AC Date AD Value |
| | MDS / PDPM HIPPS Code / | All |
| Task: PDPM NTA Component Rates | NA Medicare(A) All All 253.66 | |
| Site: All / All | NB 197.47 | |
| Sort Sequence Show Dates | NC 144.39 | |
| Word Up From: AA | ND 104.59 | |
| Value | NE 74.93 | |
| Site Down To: AZ - | NF 56.20 | Pick Date |
| | | Clear |
| Li laraph Scale | | |
| Score | | |
| Dollar Dollar | | |
| L Ime Aquitu | | |

- To do an analysis prior to October 1, 2019, users will want to enter a date for the current period (such as 01/01/2019 or 04/01/2019 etc.) You should select the 1st of a month. Select a date and click OK.
 - b. Once October 1, 2019 passes, users may want to change these dates to be 10/01/2019.

| RE Amorican Data | | | | | | | | | | | | | |
|----------------------|------------|---------|-----------|-------------------------|---------|---------------|-------|------------|----------|---------|----------|---------|----------|
| American Data - | | Toolbar | Eas | y - (PDPM R | ates (A |)] | Charg | e Master 🖇 | 3 | | | | |
| Tasks Topic | Go | Exit | | Value | | AA Va | alue | AA Date | AB Value | AB Date | AC Value | AC Date | AD Value |
| Task: PDPM NTA Compo | nent Rates | | MD9 NA | V PDPM H Medicare(A) | All A | Code 253.6 | 7 All | 04/01/2019 | | | | | |
| Site: All / All | | | NB | into allo allo gi ij | | 197.4 | 7 | 04/01/2019 | | | | | |
| Sort Sequence | 📝 Sho | w Dates | NC | | | 144.3 | 19 | 04/01/2019 | | | | | |
| Word Up | From : A | 4A 👻 | ND | | | 104.5 | 9 | 04/01/2019 | | | | | |
| Site Down | To: / | ∿Z ▼ | NF | | | 56.20 | | 04/01/2019 | | | | | |
| Graph | | | | | | | | | | | | | |
| Scale | | | | | | | | | | | | | |

- 8. Once the rates and dates have been entered, in the bottom left click **Save**.
- 9. If you are using Access buttons, click **Exit**. Click the next Access button to open the next Charge Master task. Start over with Step #3 above.
- 10. If you are using the menu to access Charge Master, click the **Tasks** button. Select the next task and click **Load**. Start over with Step #3 above.
- 11. Follow the same steps for each task above until each task have added rates and effective dates.
- 12. Click **Exit** when you are finished with all tasks.

Miscellaneous Charge Master Notes

- If you do not have access to Charge Master, please refer to the complete PDPM Setup Notes document for instructions on gaining access to this.
- Editing/Updating Rates
 - If you have entered in an incorrect rate, you can just type over the top of an existing rate.
 - You can also right-click on a rate and choose **Clear**.
 - When rates change (October 2020), go to the next available column (AB Value) and enter in the new rate, and the next available date column (AB Date) and enter in the new date (10/01/2020).
- If you are an organization that has multiple Nursing Homes that have different rates, you may save new tasks with the appropriate Site/Service pre-selected. For example: PDPM NTA Component Rates – Site 1, and PDPM NTA Component Rates – Site 2.
 - Load the Charge Master task and select the appropriate **Site/Service**.
 - Click Tasks.
 - Click Save.



- Enter in a name for example **PDPM NTA Component Rates Site 1** and click **OK**.
- Select which Sites/Services may see this task and click OK.
- Select which **User Groups** may see this task and click **OK**.

| Task | .s | Topic | Go | Exit |
|--|----------|------------|-----------------------------|--------------------------|
| Task: | PDPM 9 | Compon | ent Rates | - Site 1 |
| Site: | Site 1 / | SNF Care | | |
| Sort So Word Value Site Servio | equence | Up Down | I Sho From : 7 To : 7 | ow Dates 4A ▼ 4Z ▼ |

- If you are an organization that has multiple Nursing Homes that have different rates, some the same as others, but not all the same, you may save new tasks with the appropriate Sites/Services pre-selected. For example: PDPM NTA Component Rates – Site 1 & 2.
 - Load the Charge Master task and select the appropriate **Sites/Services**. Once you select them, the Site/Service box will display **Multi-Selected**.
 - Click Tasks.
 - Click Save.
 - Enter in a name for example **PDPM NTA Component Rates Site 1** and click **OK**.
 - Select which Sites/Services may see this task and click OK.
 - Select which **User Groups** may see this task and click **OK**.



• If you need assistance entering your rate into ECS, please contact American Data's Clinical or Financial Departments for support.