HIPPS Code Modification – Initial Setup Instructions
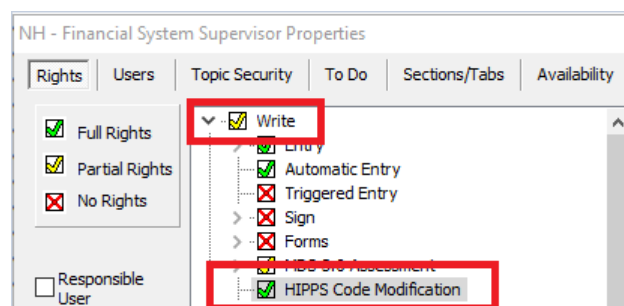
HIPPS Code Modification

The HIPPS Code Modification is designed for billing staff. There are some payer sources and billing practices that require a modification to a PDPM HIPPS Code for billing purposes. For example, some insurance companies will assign the HIPPS Code to be reimbursed, regardless of what the resident's actual HIPPS Code calculates at on the MDS in ECS. There are also some organizations that assign a default HIPPS Code to capture reimbursement at month end for those residents who have not yet had an MDS completed. This allows them to capture all revenue at month end, and then auto-adjust to capture accurate reimbursement once the MDS has been completed.

User Group Right Setups

The ability to modify HIPPS Codes must be granted via user group rights. You must talk to the ECS System Supervisor at your facility to grant user group rights.

To grant a user group rights to the HIPPS Code Modification

1. Go to **American Data – ECS>Setup>Security>User Group**.
2. Double-click the **User Group** that you would like to grant access to.
3. Expand the arrow next to **Write**.
4. Click in the **checkbox** next to **HIPPS Code Modification** to change the red x to a green checkmark.
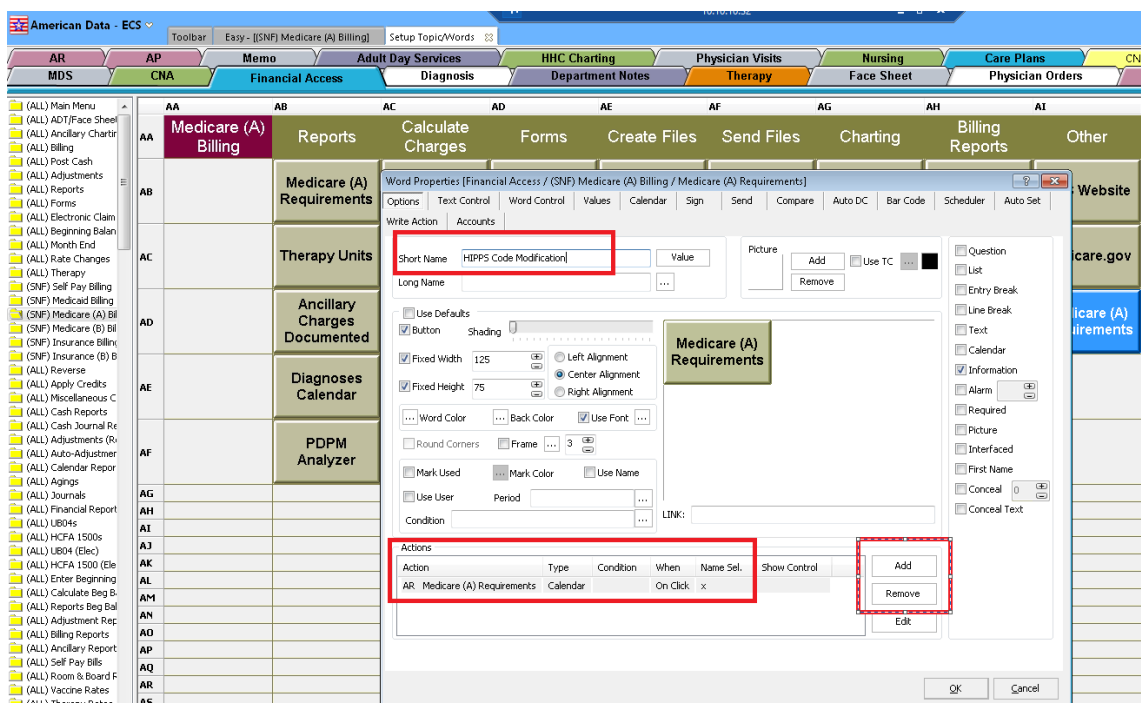

5. Click **OK**.

Users will need to log out of ECS and back in to see writes to this option.

Creating an Access Button that links to the HIPPS Code Modification

The easiest way to navigate to the option of HIPPS Code Modification is via an access button on your access screen. You can create this button any place that you feel might be logical. These instructions will guide you in creating an access button on the Medicare (A) Billing Access Screen, but you may consider creating it on your Main Access Screen or wherever it is logical to you instead.

1. From your **Main Financial Access** screen, navigate to the screen where you would like to create the button.
   a. You may create a button on multiple screens.
   b. For this example, click the **Billing** button and then **Medicare (A)**.
2. Click the **Toolbar** tab.
3. Click the **Setup** icon on the toolbar.
4. Right-click on any existing button on this screen. For example, the **Medicare (A) Requirements** button under the Reports heading.
5. Choose **Copy**.
6. Right-click in a white cell in the location you might want to see the HIPPS Code Modification button.
   a. It is recommended to put it under the column called **Charting** or **Other**.
7. Choose **Paste**.
8. Double-click this new word.
9. In the Short Name, enter in **HIPPS Code Modification**.
10. Highlight the existing **Action (AR Medicare (A) Requirements)** and click **Remove**.
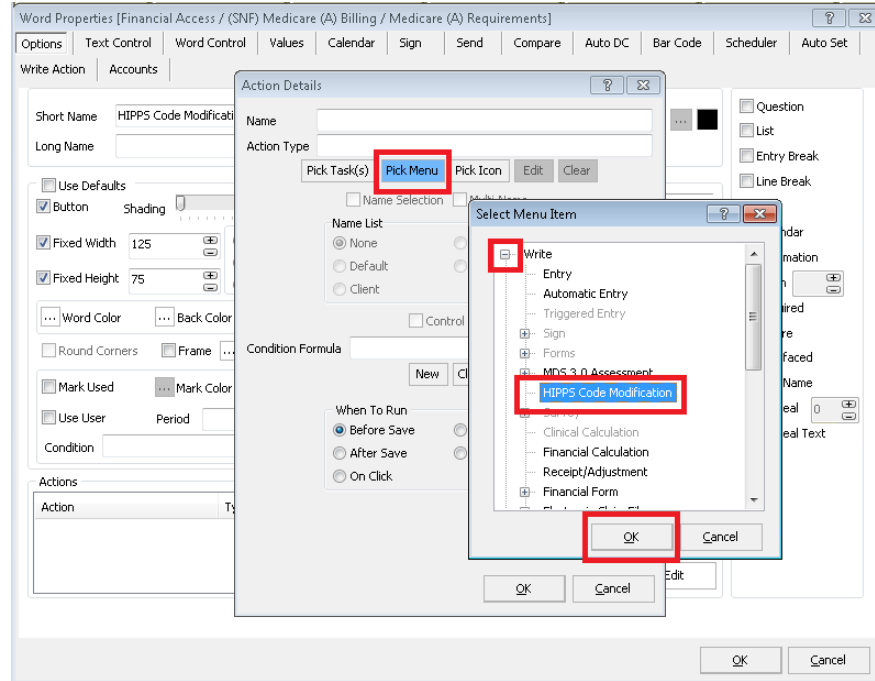11. Click **Add**.

12. Click **Pick Menu**.
13. Click the **+** next to **Write**.
14. Select **HIPPS Code Modification**.
15. Click **OK**.

16. Click **On Click** in the When to Run area.
17. Click **OK**.
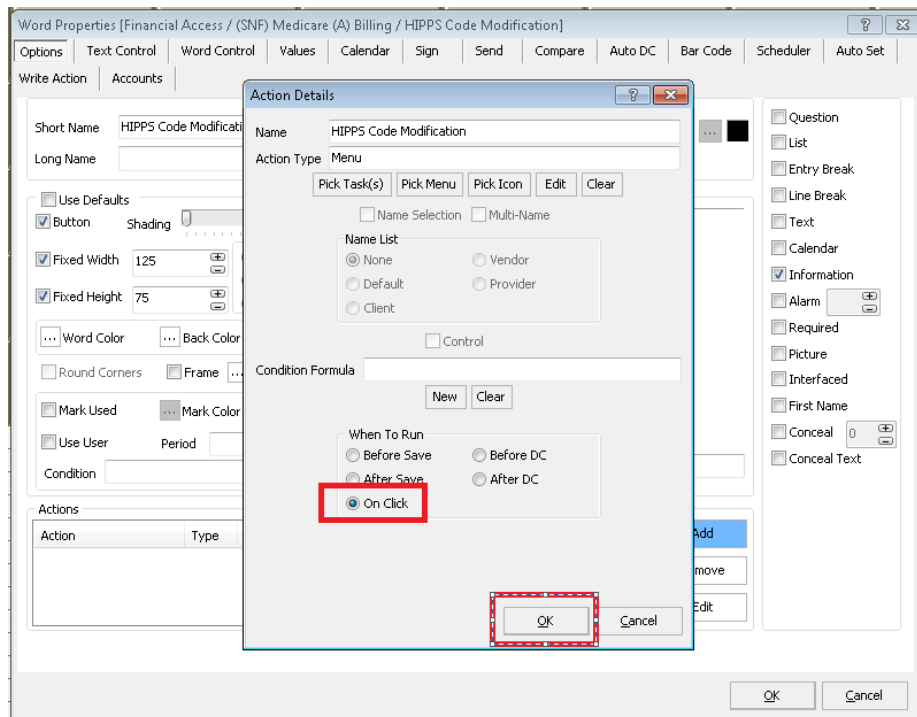
18. Click **OK** again.
19. Close the Setup Topic/Words tab by clicking the x on the tab.

You must navigate to a new access screen and then back for this button to appear. Follow the same steps above to put this button in any location. You also may copy/paste the button you just created to additional access screens.