HIPPS Code Modification – Instructions for Use

HIPPS Code Modification

Prior to using the HIPPS Code Modification, you must refer to the document for Initial Setup Instructions. Appropriate User groups must be granted access rights to this function before it can be used.

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. 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.
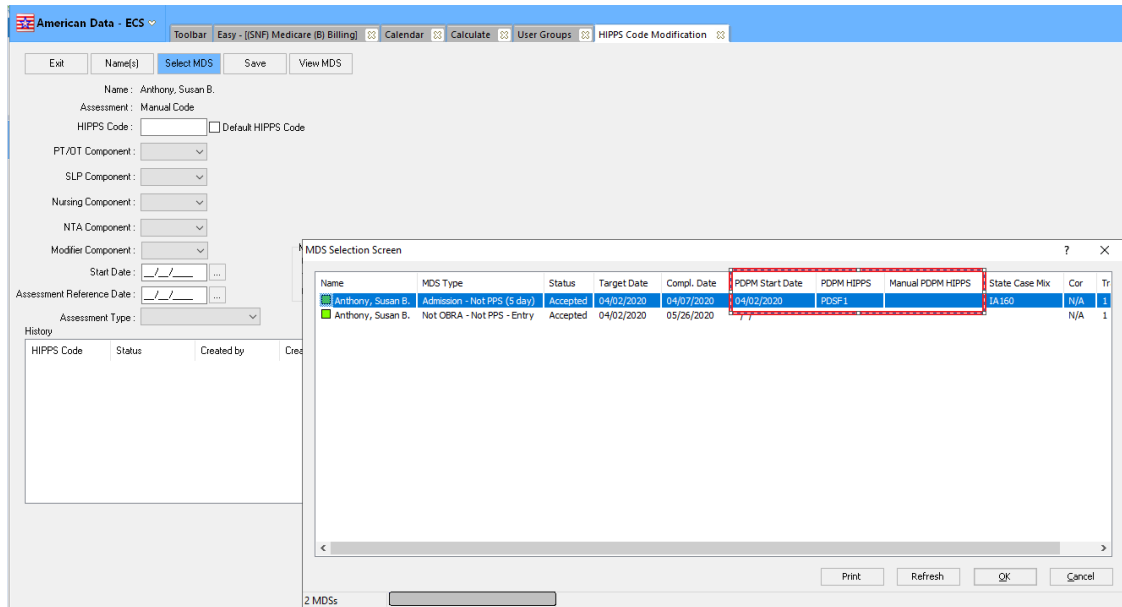
Using the HIPPS Code Modification

There 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 or does not need an IPA but needs a different HIPPS Code for billing purposes.

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**.
      i. Please remember you first need to be granted access to this function to use this.
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. Select the **MDS** that you would like to adjust the HIPPS Code for and click **OK**.
   a. On this screen you will see the MDS Type and you will see the PDPM Score generated by the MDS. You will also see the Manual PDPM Score if one had already been assigned/modified in the column called Manual PDPM HIPPS.

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. Click **Save**.
   c. Click **Exit**.
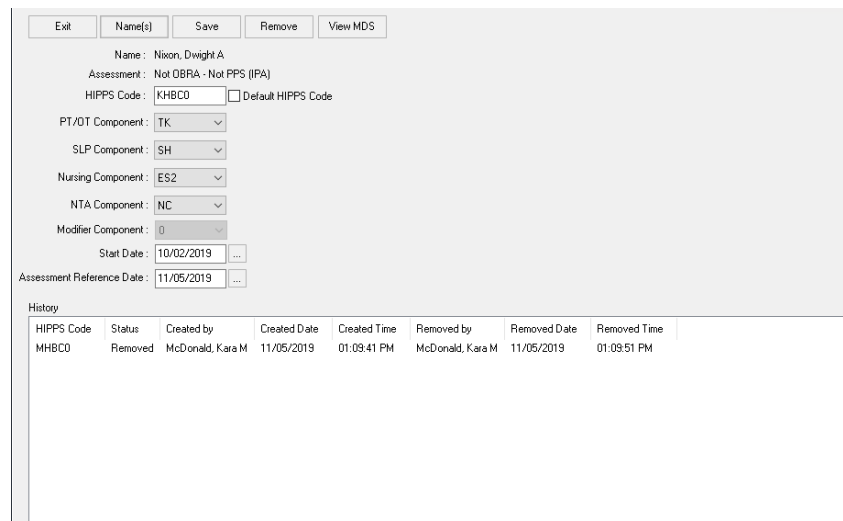
Please note: if you need to modify the Start Date or Assessment Reference Date, this means there is something wrong on your MDS and you should ask the MDS Coordinator to modify the MDS rather than modifying here.

You should now see the HIPPS Code Modification on the PDPM Analyzer rather than the HIPPS Code generated by the MDS. This is the HIPPS Code that will be used for billing purposes as well.

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**.
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 PDPM Score. An MDS that you choose would have a HIPPS Code in this column.
5. Click the **Remove** button on the toolbar.
6. Select the assessment that you modified and click **Remove**.
7. Click **OK** 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 a feature that allows you to add a HIPPS Code to close your month quickly. This is also an option that can be used if you contract with an Insurance Company who has indicated which PDPM HIPPS Code will be reimbursed but an MDS has not 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.**
      i. Please remember you first need to be granted access to this function to use this.
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. If you need a default HIPPS Code, place a checkmark in the **Default HIPPS Code** checkbox. If you have been assigned a PDPM HIPPS Code, click the drop down for each component to select the appropriate component.
   a. This includes selecting a **Modifier Code** for the assessment which is important!
      i. If there is no other assessment, the default ZZZZZ will act like a 5-Day and start a new stay.
      ii. If you are adding a HIPPS Code provided by the Insurance Company and there is no MDS, you must select a Modifier Code of "1" which indicates an Initial 5-Day Assessment.

iii. Subsequent MDSs must have a "0" Modifier Code selected which indicates an IPA assessment that will continue the resident's stay.
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. Click the Assessment Type drop down.
9. Select if this is a traditional **Medicare** assessment or a **Medicare Replacement** assessment.
10. Click **Save**.
11. Click **Exit**.

Review the PDPM Analyzer to see the HIPPS Code that you assigned for billing purposes.

Default ZZZZZ
If you are entering a default ZZZZZ HIPPS Code so that you can bill prior to the actual MDS being submitted, you will need to remove the manual ZZZZZ before adjusting the billing.

Removing a Manual HIPPS Code when there was no MDS
There may be an instance where you have created a modified/manual HIPPS Code and need to remove it. For example, a default ZZZZZ used for billing prior to the MDS being submitted must be deleted once the MDS has been submitted.
1. Click the access button you have called **HIPPS Code Modification**.
2. On the Name Selection screen, **filter** for the **appropriate Site/Service** that the resident resides in. Select the **Name** of the resident and click **OK**.
3. The list of MDSs will appear for this resident. Select the row that has the Manual PDPM HIPPS on it.
4. Click **OK**.
5. In the History box on the bottom of the screen, select the assessment that has the Manual HIPPS listed with a Status of Current.
6. Click the **Remove** button on the right side of the History box.

7. Click **Yes** if you are sure you would like to remove the Modified HIPPS Code.

Additional Information

There is a **View MDS** button on the toolbar if you have selected an MDS to modify and would like to open the actual MDS to see additional details.