

ECS – Accounts Receivable Webinar

December 2022

ECS Year End Reminders

Lock Periods

- Before pre-billing for January 2023 dates of service, you must unlock the months in 2023. We recommend unlocking all months in 2023; however, you may just unlock January 2023 if you choose.

Rate Changes

- Medicare (A) Co-Pay rates are changing effective January 1, 2023, to \$200.00 per day.
- **IF** your room and board rates are changing effective January 1, 2023, make sure to change these rates **prior to doing your pre-bill** for January 2023.
- Update all fee schedules that are changing effective January 1, 2023, including your Medicare (B) fee schedules and rates associated with MPPR. These rates need to be updated **prior to doing your January 2023 post-billing**.
 - Rates associated with MPPR Include:
 - GPCI Value
 - This value is one rate per Site, but changes based on the Site's locality.
 - PE RVU Value
 - This value is one per HCPCS/CPT code and changes based on locality.
 - Conversion Factor
 - This rate is the same for all clients (regardless of location). It is currently set to \$33.06 but may change so please make sure to check before doing your January 2023 billing to see if there has been a change. You can google Medicare Conversion Factor 2023.
 - PDPM HIPPS Code Rates were updated effective 10/01/2022. Make sure to update your PPS PDPM HIPPS Components so that ECS can calculate the correct reimbursement amount.
 - VBP – The **Incentive Payment Multiplier** was set to 0.992 for all clients effective 10/01/2022. Make sure to update the Incentive Payment Multiplier so that ECS can calculate the correct reimbursement amount.

- As of October 2018, the Value Based Payment (VBP) increase, or reduction has been applied to your Medicare (A) claims. ECS can calculate this adjustment for you to reduce the need for doing manual adjustments after payments are made. The Incentive Payment Multiplier can be found in the CASPER system.
- The 2% Sequestration has been back to 2% as of July 2022. If you have not already, make sure to update your Charge Master task to reflect these changes.

If you need help utilizing Charge Master to update your rates, please contact American Data's Financial Support department for assistance.

Medicare (B)

- If you chart KX Exceptions in your Status topic to produce KX Modifiers on your UB04s, you will need to chart "End KX Exception" for each of the disciplines with an effective date of 01/01/2023. To make it easier, you may chart "End KX Exception" on all residents (even those who did not have the KX Exception charted) by using the Automatic Documentation option. Automatic Documentation is found by clicking the "Automatic" icon on your toolbar and selecting "Write multiple names".
- KX Modifier Threshold – The threshold is not a cap, but rather a point at which the KX Modifier must be added to a claim, indicating that medical records support ongoing medical necessity for continued skilled intervention.
 - The current KX Modifier Threshold has increased to \$2230 for 2023. If you have setups in place in ECS that track the cap, please contact our staff for assistance in updating this rate.
 - If you are tracking the KX Modifier Threshold in the therapy documentation area, that rate can be changed any time on/after January 1, 2022 (but not before).
- If you are importing therapy, you should consider (if you don't already have it this way) receiving any/all modifiers associated with Part (B) therapy in your therapy import file. Please reach out to American Data's Financial Department to discuss this option.
- PTA and OTA Modifiers (CQ and CO) will remain in effect for 2023 and the 15% reduction for services provided by Therapy Assistants remains in effect.

General Ledger

If you currently use the ECS General Ledger module, you need to make a one-sided journal entry at year end to adjust your Retained Earnings account number. However, with new programming this year, we have automated this process so that ECS will calculate and post your Retained Earnings journal entry. If you'd like to use this, please reach out to American Data's Financial Support Department and we will assist you with quick setups and the process.

Accounts Receivable Enhancements

Access Buttons

Since we began programming in ECS10, we have implemented several enhancements related to the Access buttons to improve the efficiency of your daily tasks. These enhancements also make training new staff easier as the buttons are more logical and have added functionality.

We encourage you to reach out to our Financial Support Department for assistance with these changes.

Rate Changes

We have made a Rate Changes Access Screen that links directly to specific Charge Master tasks that you may have. We can assist with creating new Charge Master tasks if you don't have them set up, as well as creating a Rate Changes Access Screen for you.

View Calculations Buttons on the Billing Screens

You may already have buttons on each of your billing access screens, called View Calculations. They currently take you to the Calculate Control screen and prompt you to select a task, names, and then click View Calculations. The enhanced functionality in ECS10 allows us to link the appropriate Calculate Task and brings you directly to the View Calculations screen.

Receipts/Adjustments Tasks

We can link access buttons that will automatically load the task with Adjustments selected, or Apply Credits, or Reverse. This eliminates the need for users to manually edit the Post Cash task after it is loaded to switch the Purpose of the task. This is both time saving and easier to explain to new users.

View UB04s/1500 Forms on the Billing Screens

You may have buttons on your billing access screens, called View UB04s. They currently take you to the UB04 screen and prompt you to select a task, names, load the task, click No about processing a new form, and then click the Open button. The enhanced functionality in ECS10 allows us to link the appropriate UB04 Task and brings you directly to the Open button on the UB04, displaying all existing UB04s.

Calendars

Show Unbalanced Only

Show Unbalanced Only is a feature that is used with Requirements calendars and Daily Census calendars. If the data that is required on one of those calendar reports is missing, you can click the Show Unbalanced Only checkbox at the top of your screen to find out who is off and why.

Monthly Totals

If you need a calendar that displays totals for a year, there is a Monthly Totals checkbox that can be checked on any Calendar Report you run. Check the Monthly Totals checkbox and run any calendar for an extended period. On the right side of the report, you will see totals for

each month in the period. The usual totals will include data for the entire period. Tasks can be saved with this checkbox if desired. When printing the Calendar reports, there is also a Monthly Totals Only option that can be selected.

Importing

We have added the ability to link your Import from File access button to the actual task for importing, rather than just take you to the **Import From File** menu option where you have to pick a task. We are also able to link your **Document from Table** tasks, into one task and link it to your access buttons. This means that rather than doing 3 Document from Table tasks, you only run one. This reduces the chance that you forget to do one of them.

Aging

Notes

Across a few versions, we have added the ability to add notes to individual lines on your aging. These notes can be viewed on screen and attached to specific charges/dates of service. They can be printed or exported as well.

Demographics and Date of Birth

You can add Date of Birth and/or Demographic information to your aging. For example, it is helpful to have the DOB and Medicaid number when doing Medicaid collections, right on your aging. We can set your Medicaid Aging to have this data displayed by default if desired. The Demographic options include Record No., Medicaid No., or Medicare No. (MBI).

UB04 - Discipline Specific Processing

There is a processing option, within the UB04 setup options, called Discipline Specific Processing, that has been enhanced. This option should be turned on your Medicare (B) type UB04s to allow the UB04 to process codes in field 31-34 based only on what Therapy disciplines are on the UB04 in field 42. There are some setups required in the words pulled to this field (Onset Date, Start of Care Date, etc.) in addition to the UB04 setup option. In a recent version the processing has been applied to the diagnosis code fields on the UB04s as well so that only diagnosis codes for the disciplines that are on the claim are pulled. These setups require American Data to complete them for you.

Charge Master Tasks

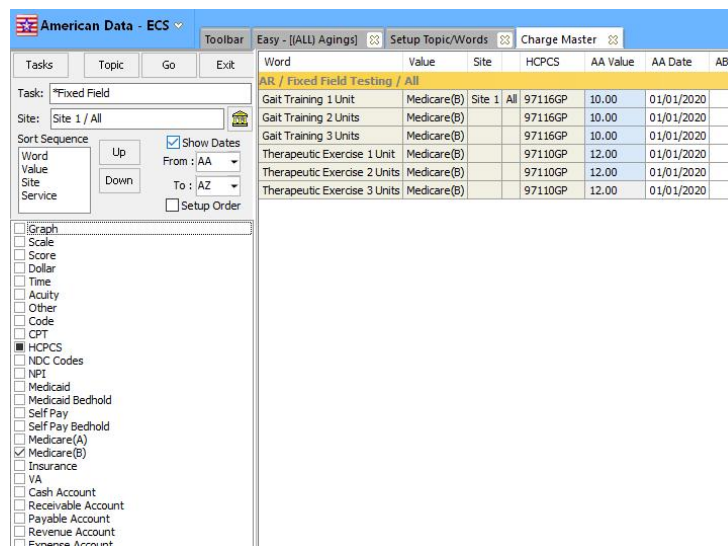
As noted above, access buttons can be linked to individual Charge Master tasks. There are some additional enhancements in Charge Master to make this an easier task.

Selected Order

Selected Order is an option that allows us to display words in a task in the order we select them, rather than in alphabetical order. This is a useful function on the PDPM Nursing Component Charge Master task, or potentially your State RUG task.

Fixed Field

Fixed field is an option that allows us to display words in a task but to also display a value associated with them. This was primarily developed to assist users entering fee schedules in those therapy screens that have separate words for each unit of the same treatment. For example, 1-unit Therapeutic Exercises, 2 units Therapeutic Exercises, 3 units Therapeutic Exercises, etc. You can see in the screen shot that I could see the word name as well as the HCPCS column for each word.



Word	Value	Site	HCPCS	AA Value	AA Date	AB V
AR / Fixed Field Testing / All						
Gait Training 1 Unit	Medicare(B)	Site 1	All	97116GP	10.00	01/01/2020
Gait Training 2 Units	Medicare(B)			97116GP	10.00	01/01/2020
Gait Training 3 Units	Medicare(B)			97116GP	10.00	01/01/2020
Therapeutic Exercise 1 Unit	Medicare(B)			97110GP	12.00	01/01/2020
Therapeutic Exercise 2 Units	Medicare(B)			97110GP	12.00	01/01/2020
Therapeutic Exercise 3 Units	Medicare(B)			97110GP	12.00	01/01/2020

- Graph
- Scale
- Score
- Dollar
- 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
- Payable Account
- Revenue Account
- Expense Account

Vaccines

Did you know that you can use ECS to bill for flu, pneumo, and Covid Vaccine (Administration) out of ECS? We have been sending out notifications regarding the new Covid vaccines and associated new HCPCS codes that go along with them this past year. Don't miss the opportunity to collect for these services if your nursing staff are providing them. Generate claims and batch them, quickly and easily with ECS. Contact American Data's Financial Support Department with questions or to get these setups in place.

Summary

Let us update your ECS Accounts Receivable module to improve your workflow! We recommend reaching out to American Data's Financial Department to have the setups completed for you. You do not have to implement all of them (although we recommend you do) so if there is something you don't want, we can work that out with you ahead of time. All the setups can be completed with a small amount of setup time. Our billable rate is \$100.00/hour. **The efficiency you receive is worth it!** (Previous webinars/handouts have provided step by step instructions for your ECS System Supervisor to make the enhancements if desired.)

Please email financial@american-data.com to request the setups to be completed for you.



If you would like to see a comprehensive list of the enhancements that have been made to ECS, please refer to the What's New documents for each version. These may be found on the Client Sign On portion of our website, under Documents, and What's New.